Tulane University
SciQuest

Module 5: Receiving Orders/Products
5.0 Creating Quantity Receipts
Target Audience: Shopper/Requester

Once the product or service is received, the receipt must be acknowledged in SciQuest prior to payment. The end user will receipt in all orders. Quantity receipts are used to document a specific number of items that have been purchased and received.

1. From the Documents icon in the Navigation Menu, go to Document Search and Search Documents.

2. On the document search page, select Purchase Orders. If you have a specific purchase order number, enter it in the text field and select Go.

3. From the search results, select the Purchase Order number that requires a quantity receipt.

4. Click on the drop down box on the right hand corner of your screen to display “Document Actions.” Select Create Quantity Receipt.

   ![SCiQuest Documentation](image)

   - **Status**:
     - Open
     - Completed
   - **Communication Method**:
     - Email
     - Phone
   - **Document Status**:
     - Open
   - **Document Details**:
     - Purchase Order Number
     - Supplier Name
   - **Receipt Date**:
     - 11/26/2016
   - **Receipt Address**:
     - Location
     - Delivery
   - **Supplier**:
     - Staples
   - **Notes**:
     - 1,000 chars max

4. In the Header Information section, enter the Receipt Address and the Delivery information if applicable.
5. In the **Receipt Lines** section, edit the **Quantity** and **Line Status** to reflect items that have been received. If you did not receive all the items you ordered, note the number items that you did receive, this will reflect a ‘partial order’ received. Accounts Payable will only pay when all items are received.

The ordered quantity or cost will default in. If previous receipts have been entered, the open quantity or cost left on the purchase order will default in. If you received more or less of the items on a line, change the quantity to the amount received. Do not over-receive unless you are approving payment for over-receipt.

If you have multiple lines on your purchase order and only want to receive some of the lines, remove the lines you do not want to receive by clicking on the “Remove line button” beside the item ordered or by selecting the lines by checking the box to the right of the line and clicking on the Go button beside “Remove Selected Lines.”

6. In the top right hand corner, select **Complete**.

7. A receipt page for the PO will appear. Select **Create Qty Receipt**.
5.1 Creating Cost Receipts
Target Audience: Shopper/Requester

A Cost Receipt is used for contractual services which are invoiced in incremental payments (consulting, etc.) in which payments are made at the end of each period that the service is completed.

To complete this training, end users will need to have a blanket order or service purchase requisition that has been completed and approved.

1. From the Documents icon in the Navigation Menu, go to Document Search and Search Documents.

2. On the document search page, select Purchase Orders. If you have a specific purchase order number, enter it in the text field and select Go.

3. From the search results, select the Purchase Order number that requires a cost receipt.

4. Click on the drop down box on the right hand corner of your screen to display “Document Actions.” Select Create Cost Receipt.

5. In the Header Information section, enter the Receipt Address and the Delivery information if applicable.

6. In the Receipt Lines section, edit the Cost and Line Status to reflect services that have been rendered. If all services have not been received, only indicate payment for the portion of completed services, this will reflect a ‘partial order’ received. Accounts Payable will only pay when all items are received.
5.2 Creating a Cost/Quantity Receipt to simultaneously Receive and Return an item

**Target Audience:** Shopper/Requester

If an item has been received and should be returned, users can receive and item and return it simultaneously.

1. From the Documents icon in the Navigation Menu, go to Document Search and Search Documents.
   - On the document search page, select Purchase Orders. If you have a specific purchase order number, enter it in the text field and select Go.

2. On the document search page, select Purchase Orders. If you have a specific purchase order number, enter it in the text field and select Go.

3. From the search results, select the corresponding check box to the purchase order that requires a cancelled receipt. Then click Go that is adjacent to the Create Quantity Receipt drop down box.

4. The quantity receipt will be displayed showing the order header information and receipt lines.

5. In the Line Details, you will see 3 items Maint. Kit Printers in this order reflected in one line. To add another line, select the Receive & Return button.

6. For this order, we will receive two of the items and return the remaining item. On the first line, Change the Quantity to 2 and change the Line Status to Received. On the second line, Change the Quantity to 1 and change the Line Status to Returned. Select Complete.
5.3 Creating Receipt Returns
Target Audience: Shopper/Requester

1. From the Documents icon in the Navigation Menu, go to Document Search and Search Documents.

2. On the document search page, select Purchase Orders. If you have a specific purchase order number, enter it in the text field and select Go.

3. From the search results, select the Purchase Order number that should be returned.

4. Click on the drop down box on the right hand corner of your screen to display “Document Actions.” Select Create Quantity Receipt.

5. In the Header Information section, enter the Receipt Address and the Delivery information if applicable.
6. To create a return receipt, edit the **Quantity** and **Line Status** to reflect items that are being returned. The Line Status should reflect **Returned**.

7. After the Quantity and Line Status is adjusted, select **Complete**.
5.4 Cancelling a Receipt
Target Audience: Shopper/Requester

1. From the Documents icon in the Navigation Menu, go to Document Search and Search Documents.

2. On the document search page, select Purchase Orders. If you have a specific purchase order number, enter it in the text field and select Go.

3. From the search results, select the corresponding check box to the purchase order that requires a cancelled receipt. Then click Go that is adjacent to the Create Quantity Receipt drop down box.

4. To cancel the receipt, edit the Quantity and Line Status to reflect items that are being returned. The Line Status should reflect Returned. Once those items are updated, select Complete at the bottom of the page.
5.5 Viewing Receipts
Target Audience: Shopper/Requester

After receipts are created, users will have the ability to view receipts for purchases that have been received, returned and/or cancelled.

1. Go to the Navigation Menu, select the Accounts Payable Monument icon and select Search for Receipts.

2. On the Search for Receipts page, enter any applicable information regarding the receipt/purchase order that is being searched. If no information is available, click Select.

3. Select the Receipt Number that you would like to view.

4. The desired receipt number will appear.