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## 9.2 Add New PO Receipt

**Purpose:** Use this document to create a new receipt in ctcLink.

**Audience:** Purchasing staff

### Add New Receipt

**Navigation:** [NavBar](#) > [Navigator](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)

1. The **Receiving** search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Business Unit**.
4. Allow **Receipt Number** to default to "NEXT", unless there is a compelling reason to do otherwise. The system will assign a unique receipt number later.
5. Select **Add**.

 The screenshot shows a web interface for the 'Receiving' section. At the top, there is a dark header bar with a back arrow and the text 'Reconcile Statement' on the left, and the word 'Receiving' on the right. Below the header, the word 'Receiving' is displayed in a bold font. There are three tabs: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value', with the latter being highlighted with a red box. Below the tabs, there are two input fields: 'Business Unit' with the value 'WA220' and a search icon, and 'Receipt Number' with the value 'NEXT'. Below these fields, there is a checkbox labeled 'PO Receipt' which is checked. At the bottom left of the form area, there is an 'Add' button highlighted with a red box. At the very bottom of the page, there is a footer with the text 'Find an Existing Value | Keyword Search | Add a New Value'.

6. The **Select Purchase Order** page displays.
7. Enter search criteria to identify your purchase order.
8. Select **Search**.

Manager Self Service Add/Update Receipts

**Select Purchase Order**

Search Criteria

PO Unit WA220

ID

Line  Schedule

Release

Item ID

Ship To

Ship Via

Retrieve Open PO Schedules

Days +/- Today  30

Start Date 04/23/2019

End Date 06/22/2019

Supplier Name   Supplier Lookup

Supplier Item ID

Manufacturer ID

Manufacturer's Item ID

UPN ID

Receipt Qty Options

No Order Qty  Ordered Qty  PO Remaining Qty

9. The **Retrieved Rows** section of the page populates.
0. Select the **Sel** checkbox for your purchase order.
1. Select **OK**.

Manager Self Service Add/Update Receipts

**Select Purchase Order**

Search Criteria

PO Unit WA220

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Supplier Name   Supplier Lookup

Supplier Item ID

Manufacturer ID

Manufacturer's Item ID

UPN ID

Receipt Qty Options

No Order Qty  Ordered Qty  PO Remaining Qty

**Retrieved Rows** Personalize | Find | View All |  First 1 of 1 Last

Selected Rows  Shipping Related  More Details

| Sel                                 | PO Unit | PO ID      | Line | Sched | Release | Due Date   | PO Qty | Prior Receipt | Item | Description      |
|-------------------------------------|---------|------------|------|-------|---------|------------|--------|---------------|------|------------------|
| <input checked="" type="checkbox"/> | WA220   | 0000001002 | 1    | 1     |         | 05/13/2019 | 3.0000 | 1.0000        |      | Computer Monitor |

Selected All  Clear All

2. The **Maintain Receipts Receiving** page displays.
3. Select **Header Details**.

Manager Self Service Add/Update Receipts

Maintain Receipts  
Receiving

Business Unit WA220 Receipt Status Open X

Receipt ID NEXT Header Comments/Attachments Activities

Header Details

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines Personalize Find View All 1 of 1 First Last

| Line | Item | Description      | Receipt Qty | *Recv UOM | Receipt Price | Accept Qty | Status | Close Short              | Serial                   | Device Track             | Stock UOM | Device Track   |
|------|------|------------------|-------------|-----------|---------------|------------|--------|--------------------------|--------------------------|--------------------------|-----------|----------------|
| 1    |      | Computer Monitor | 3.0000      | EA        | 100.00000     | 3.0000     | Open   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | EA        | Device Track X |

Interface Receipt  Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display

4. The **Header Details** page displays. The required header details fields will be filled out automatically if you are creating a PO Receipt, which is what this QRG is guiding you to do. Entering all other fields are optional. Use this page to view and enter receipt header information.

5. Select **OK**.

Header Details

Business Unit WA220 \*Receipt Date 05/23/2019 Receipt Time 11:01AM

Receipt ID NEXT User ID CTC\_BRAMIREZ

Receive Source On-line Receipt Status Open

Supplier V000000089 Supplier Name COMPUTERLAND

Location 158 \*Ship To 228-888801

Supplier ID Number Ship To GLN

Last Change Date Last User to Modify

Shipping Information

Ship Date Carrier ID Vehicle ID Driver ID Bill of Lading Pack Slip Shipment Number Pro Number

Container ID Number of Cartons Pallets In Pallets Out Port Of Unloading Ship From Country USA Ship From Location

Match Options

Invoice Allow ERS

Invoice Dt Option Match Status To Match

Freight Terms Match Rule STANDARD

Receipt Hold Options Receipt Processing Options

Hold Receipt  Process Manufacturing

Hold Inventory  Process Inventory

Hold Assets  Process Assets

OK Cancel Refresh

6. The **Header Details** page disappears.

7. Optionally, select the **Header Comments/Attachments** link.

Manager Self Service Add/Update Receipts

Maintain Receipts

8. The Receipt Header Comments page displays.
9. You may enter comments and attach your documents here.
0. Select OK.

1. The Receipt Header Comments page disappears.
2. Optionally, select the **Activities** link.

Select Purchase Order Close Short All Lines    Print Delivery Report    Run PO Receipt Accrual

Receipt Lines Personalize | Find | View All | [Icons]    First 1 of 1 Last

| Line | Item | Description      | Receipt Qty | *Recv UOM | Receipt Price | Accept Qty | Status | Close Short              | Serial                   | Device Track             | Stock UOM | Device Track |
|------|------|------------------|-------------|-----------|---------------|------------|--------|--------------------------|--------------------------|--------------------------|-----------|--------------|
| 1    |      | Computer Monitor | 3.0000      | EA        | 100.00000     | 3.0000     | Open   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | EA        | Device Track |

Interface Receipt     Run Close Short    Interface Asset Information

3. The **Receipt Activity** page displays.
4. Use this page to add or review activities associated with the receipt header, including **Due Date** and **Comments**. (This is an optional step). This is used to track activities/tasks that may be associated with the receipt. This also works as a reminder to carry out activities (depending on your college business process) that should be carried out once the goods are received.
5. Select **OK**.

Receipt Activity Help

Business Unit WA220    Receipt ID NEXT    Receipt Status Open

Activities Find | View All    First 1 of 1 Last

| Done                     | *Due Date            | Comments             |
|--------------------------|----------------------|----------------------|
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |

6. The **Receipt Activity** page disappears. Select the **arrow** to expand the Header section.
7. Enter **Supplier ID** and **Ship To Location**. This will default from PO selected.
8. Enter **Receipt Qty** and **Recv UOM** in the Receipts Lines tab. Use the Receipt Qty and Recv UOM fields to enter the quantity delivered and the UOM in which it was received. When you enter the receipt quantity for a line, the system calculates the Accept Qty value by subtracting the rejected quantity from the receipt quantity.
9. The **Accept Qty** field displays the quantity of items accepted. When you enter a Receipt Qty value for a line, the system calculates the accepted quantity by subtracting the rejected quantity from the receipt quantity.
0. Select the **Details** link.

< Manager Self Service Add/Update Receipts

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Maintain Receipts

Receiving

Business Unit WA220    Receipt Status Open

Receipt ID NEXT    Header Comments/Attachments    Activities

Header Details

Header

Supplier ID: V000006769 \*Ship To Location: 220-000001

Supplier Location: 150

PO Receipt

Select Purchase Order

Close Short All Lines | Print Delivery Report | Run PO Receipt Actual

Receipt Lines

Personalize | Find | View All | First 1 of 1 Last

| Line | Item | Description      | Receipt Qty | *Recv UOM | Receipt Price | Accept Qty | Status | Close Short              | Serial | Device Track             | Stock UOM | Device Track |
|------|------|------------------|-------------|-----------|---------------|------------|--------|--------------------------|--------|--------------------------|-----------|--------------|
| 1    |      | Computer Monitor | 3.0000      | EA        | 100.00000     | 3.0000     | Open   | <input type="checkbox"/> |        | <input type="checkbox"/> | EA        | Device Track |

Interface Receipt  Run Close Short

Interface Asset Information

Save | Notify | Refresh | Add | Update/Display

1. The **Receipt Line Details** page displays. This page formats the information that you see here and on the subsequent tabs in a single long page format.
2. Select **Return**.

Receipt Line Details for Line 1

Business Unit: WA220 User ID: CTC\_BRAMIREZ

Receipt ID: NEXT Item ID: Computer Monitor

Receipt Line: 1 Status: Open

Expand All Collapse All

Details

Status: Open PO Price: 100.00000

Receipt Datetime: Receipt Price: 100.00000

Ship To: 220-000001 Merchandise Amt: 300.00 USD

Allocation Type: First In First Out Net Receipt Quantity: 3.0000

Receipt Quantity

Receipt Status

Manufacturer Information

Optional Data

Source Information

Return

3. The **Receipt Line Details** page disappears.
4. Select the **More Details** tab.

Manager Self Service Add/Update Receipts

Maintain Receipts

Receiving

Business Unit: WA220 Receipt Status: Open

Receipt ID: NEXT Header Comments/Attachments Activities

Header Details

Header

Supplier ID: V000006769 \*Ship To Location: 220-000001

The screenshot shows the 'Add/Update Receipts' interface. At the top, there are buttons for 'Close Short All Lines', 'Print Delivery Report', and 'Run PO Receipt Annual'. Below this is a 'Receipt Lines' table with the following data:

| Line | Item | Description      | Receipt Qty | *Recv UOM | Receipt Price | Accept Qty | Status | Close Short              | Serial                   | Device Track             | Stock UOM | Device Track |
|------|------|------------------|-------------|-----------|---------------|------------|--------|--------------------------|--------------------------|--------------------------|-----------|--------------|
| 1    |      | Computer Monitor | 3.0000      | EA        | 100.00000     | 3.0000     | Open   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | EA        | Device Track |

Below the table, there are checkboxes for 'Interface Receipt' and 'Run Close Short', and buttons for 'Save', 'Notify', and 'Refresh'. There are also 'Add' and 'Update/Display' buttons at the bottom right.

5. The **More Details** tab displays. Use it to enter or view information such as:
  - Whether inspection is required (checkbox inspect and enter inspect Qty)
  - The quantity and action for item rejects.
  - RMA information.
  - The received quantity less the quantity of items rejected and returned.
  - The allocation type for the receipt.
  - The Ship To location.
6. Enter **Reject Qty** and **Reject Reason** (optional).
7. Select **Save**.

The screenshot shows the 'Add/Update Receipts' interface with the 'More Details' tab selected. The 'Header' section shows 'Supplier ID: V000006789' and 'Ship To Location: 220-000001'. The 'Receipt Lines' table now includes columns for 'Inspect', 'Inspect Qty', 'Reject Qty', 'Reject Action', and 'Reject Reason'. The data for line 1 is as follows:

| Line | Item | Description      | Inspect                  | Inspect Qty | Reject Qty           | Reject Action        | Reject Reason        | RMA Number | RMA Line | Net Receipt Quantity | PO Price  | Supp UOM | Std UOM | Merchandise Amt | *Allocation Type   | Ship To    |
|------|------|------------------|--------------------------|-------------|----------------------|----------------------|----------------------|------------|----------|----------------------|-----------|----------|---------|-----------------|--------------------|------------|
| 1    |      | Computer Monitor | <input type="checkbox"/> |             | <input type="text"/> | <input type="text"/> | <input type="text"/> |            |          | 3.0000               | 100.00000 | EA       | EA      | 300.00 USD      | First In First Out | 220-000001 |

Below the table, there are checkboxes for 'Interface Receipt' and 'Run Close Short', and buttons for 'Save', 'Notify', and 'Refresh'. There are also 'Add' and 'Update/Display' buttons at the bottom right.

8. The system displays a message that the receipt is being updated. If you carry out additional processing, you need to reopen the receipt in the Update mode. Select the OK button
9. Notice that the system generates a receipt ID for the receipt that you created.
10. Notice that the Receipt Status has been updated. Values are:
  - Closed (closed receipt)
  - Hold (hold receipt)
  - Moved (moved to destination)
  - Open (open)
  - Received (fully received)

- Canceled (canceled)

< Manager Self Service
Add/Update Receipts

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Maintain Receipts

### Receiving

Business Unit WA220

Receipt ID 0000001914

Header Details

Receipt Status Fully Received **X**

Line Comments/Attachments

Activities

Document Status

▶ Header

Select Purchase Order Close Short All Lines    Print Delivery Report

Receipt Lines

| Line | Item | Description | Receipt Qty | Receipt Price | Accept Qty | Status | Category | Close Short |
|------|------|-------------|-------------|---------------|------------|--------|----------|-------------|
|      |      |             |             |               |            |        |          |             |

1. Process complete.

### 0 Comments



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