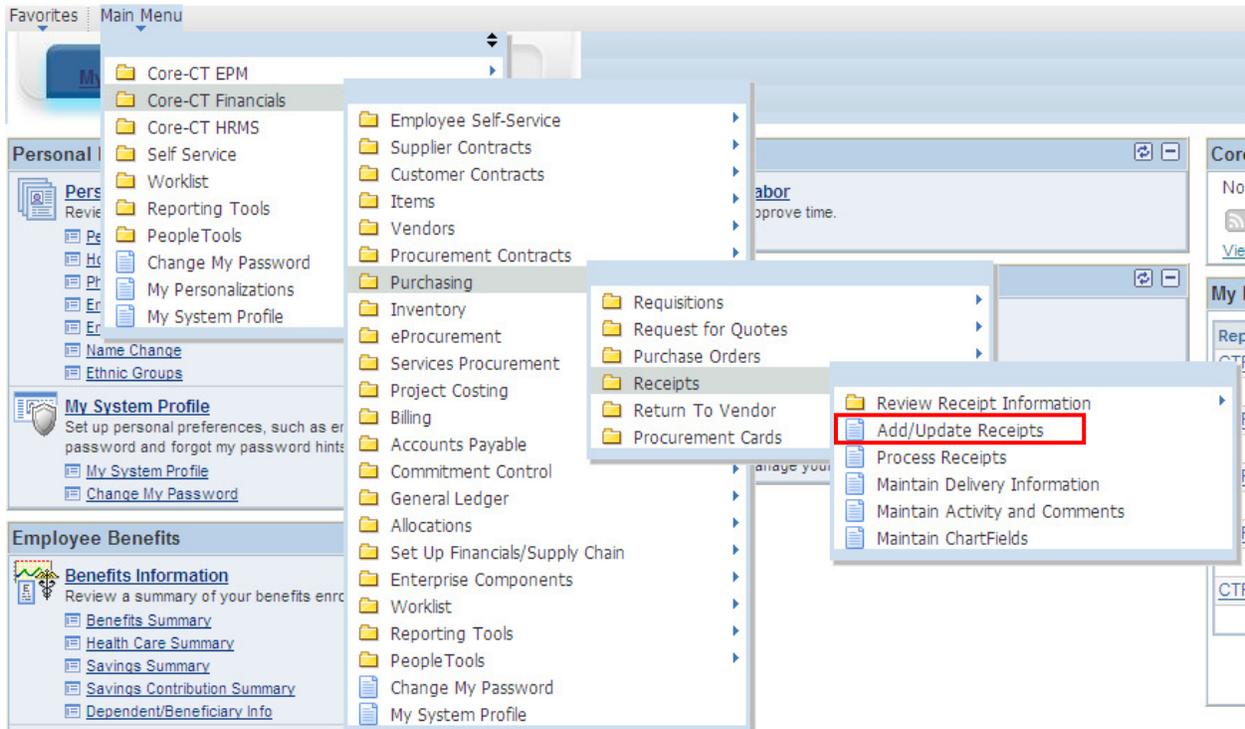


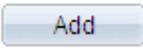
Purpose

Effective with Core-CT upgrade to 9.1, **ALL** purchase orders will have to be received.

Navigation

- 1) Main Menu > Core-CT Financials > Purchasing > Receipts > Add/Update Receipts



- 2) Click  to create a new Receipt.

Receiving

Business Unit: 

Receipt Number:

PO Receipt

[Find an Existing Value](#) | [Add a New Value](#)

Core-Receipts

- 3) Enter in the purchase order number you want to receive or click the magnifying glass  to search for one. Remember to clear out the Ship To field. It will pre-populate with your default shipping code. Click when you are done.
- 4) If this is a Retainage Receipt, check the box next to the left of Retainage

Select Purchase Order

Search Criteria

PO Unit:	<input type="text" value="DOTM1"/>	Days +/- Today:	<input type="text" value="30"/>	<input type="checkbox"/> Retainage
ID:	<input type="text"/>	Start Date:	<input type="text" value="01/20/2013"/>	
Line / Schedule:	<input type="text"/> / <input type="text"/>	End Date:	<input type="text" value="03/21/2013"/>	
Release:	<input type="text"/>	Vendor Name:	<input type="text"/>	Vendor Lookup
Item ID:	<input type="text"/>	Vendor Item ID:	<input type="text"/>	
Ship To:	<input type="text" value="0930000057"/>	Manufacturer ID:	<input type="text"/>	
Ship Via:	<input type="text"/>	Manufacturer's Item ID:	<input type="text"/>	

Retrieve Open PO Schedules

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

- 5) Click the SEL box to the left of the purchase order to select it and click .

Select Purchase Order

Search Criteria

PO Unit:	<input type="text" value="DOTM1"/>	Days +/- Today:	<input type="text"/>	<input type="checkbox"/> Retainage
ID:	<input type="text" value="0000115516"/>	Start Date:	<input type="text"/>	
Line / Schedule:	<input type="text"/> / <input type="text"/>	End Date:	<input type="text"/>	
Release:	<input type="text"/>	Vendor Name:	<input type="text"/>	Vendor Lookup
Item ID:	<input type="text"/>	Vendor Item ID:	<input type="text"/>	
Ship To:	<input type="text"/>	Manufacturer ID:	<input type="text"/>	
Ship Via:	<input type="text"/>	Manufacturer's Item ID:	<input type="text"/>	

Retrieve Open PO Schedules

Receipt Qty Options

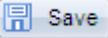
No Order Qty Ordered Qty PO Remaining Qty

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"/>	DOTM1	0000115516	1	1	70	02/19/2013	30.0000			Test item

Select All Clear All

Core-CT Receipts

- 6) If the purchase order was set to Quantity, the receipt will populate with the original quantity ordered. If necessary, change the quantity to reflect the actual amount received, and click .

Maintain Receipts

Receiving

Business Unit: DOTM1 Receipt Status: Open 

Receipt ID: NEXT [Add Header Comments](#) [Activities](#)

[Header Details](#)

▶ Header

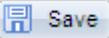
[Select Purchase Order](#) [Print Delivery Report](#) [Run PO Receipt Accrual](#)

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

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track	
1		Test Item	30.0000	EA 	1000.00000	Penalty	30.0000	Open		<input type="checkbox"/>	EA 	Device Track	

Interface Receipt [Interface Asset Information](#)

- 7) If the purchase order was an Amount Only, enter the amount to be paid and click .

Maintain Receipts

Receiving

Business Unit: DOTM1 Receipt Status: Open 

Receipt ID: NEXT [Add Header Comments](#) [Activities](#)

[Header Details](#)

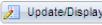
▶ Header

[Select Purchase Order](#) [Print Delivery Report](#) [Run PO Receipt Accrual](#)

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

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track	
1		Test Item	1.0000	EA 	10000.00000	Penalty	1.0000	Open		<input type="checkbox"/>		Device Track	

Interface Receipt [Interface Asset Information](#)

Core-CT Receipts

8) **Important:** If the purchase order is an Amount Only (Including a Retainage receipt), there is a known issue regarding saving and adding lines.

After saving a receipt for the **first time**, when you add another PO the Receipt Price box is grayed and cannot be updated.

Receiving
Business Unit: DOTM1 Receipt Status: Fully Received **×**
Receipt ID: 0000261889 [Add Header Comments](#) [Activities](#)
[Header Details](#) [Document Status](#)

Header

Select Purchase Order [Print Delivery Report](#) [Run PO Receipt Accrual](#)

Receipt Lines

Line	Item	Description	Receipt Qty	Receipt Price	Penalty	Accept Qty	Status	Category	Serial	Device Track	Device Track	
1		Service1	1.0000	5000.00000	Penalty	1.0000	Received				Device Track	×
2		Service2	1.0000	7000.00000	Penalty	1.0000	Open					×

Interface Receipt [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

To correct the issue:

- Save the receipt
- Go back to add/update receipt
- Enter the receipt
- The Receipt Price is available to update

Maintain Receipts

Receiving
Business Unit: DOTM1 Receipt Status: Fully Received **×**
Receipt ID: 0000261889 [Add Header Comments](#) [Activities](#)
[Header Details](#) [Document Status](#)

Header

Select Purchase Order [Print Delivery Report](#) [Run PO Receipt Accrual](#)

Receipt Lines

Line	Item	Description	Receipt Qty	Receipt Price	Penalty	Accept Qty	Status	Category	Serial	Device Track	Device Track	
1		Service1	1.0000	5000.00000	Penalty	1.0000	Received	44000000			Device Track	×
2		Service2	1.0000	7000.00000	Penalty	1.0000	Received	44000000			Device Track	×

Interface Receipt [Interface Asset Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Once the issue has been resolved, this aid will be updated.

Core-CT Receipts

If the item(s) being received has been marked as an asset, make sure all the following are completed BEFORE you click Save or the asset will not load properly:

- a. Verify that the Interface Receipt box is **checked** if the receiver wants to load the assets directly into the asset module. Verify that the Interface Receipt box is **not checked** if the receiver wants to stage assets for consolidate/unitize processing.
- b. Check the Serial box if are going to be adding mutple assets from the same line. (This will allow you to assign different tags).
- c. Click Pending under AM status to update the information

For mor information regarding Asset Management, please see the respective job aides or UPKs.

Maintain Receipts

Receiving

Business Unit: DOTM1 Receipt Status: Open ✘

Receipt ID: NEXT [Add Header Comments](#) [Activities](#)

[Header Details](#)

Header

[Select Purchase Order](#) [Print Delivery Report](#) [Run PO Receipt Accrual](#)

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

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status
1		Big Desk	1.0000	EA	2000.00000	Penalty	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending ✘

Interface Receipt [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

9) The receipt has been saved and issued a number and the status is now set to Fully Received. Record it if necessary.

Maintain Receipts

Receiving

Business Unit: DOTM1 Receipt Status: Fully Received ✘

Receipt ID: 0000261885 [Add Header Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

Header

[Select Purchase Order](#) [Print Delivery Report](#) [Run PO Receipt Accrual](#)

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

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		Test Item	30.0000	EA	1000.00000	Penalty	30.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track ✘

Interface Receipt [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Updated 02/27/13