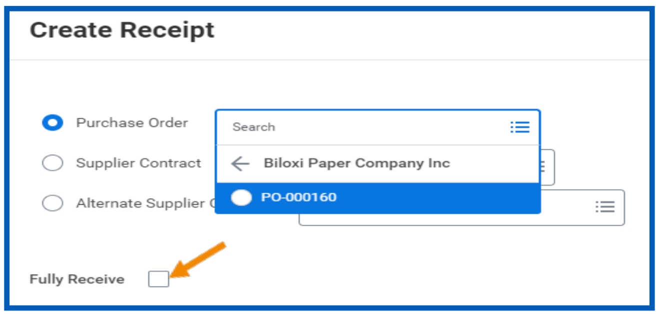
CREATE A RECEIPT – PROCUREMENT EVENT

State Law REQUIRES us to Create a Receipt within 3 DAYS of receiving item(s)

- This includes FULLY <u>and</u> PARTIALLY received orders.
- Invoices are <u>NOT Required</u> to complete/create receipt

1. **Click the Procurement application:**
2. Under Tasks Click **Create Receipt**.
3. Choose **Purchase Order**.
4. In the Purchase Order box type the **Supplier Name** or choose the Supplier from the drop-down menu.
5. All your issued PO's from that Supplier will appear.
6. Choose the appropriate **PO**.
7. If you received **<u>ALL</u> ITEMS** on PO, Check **Fully Receive** Box

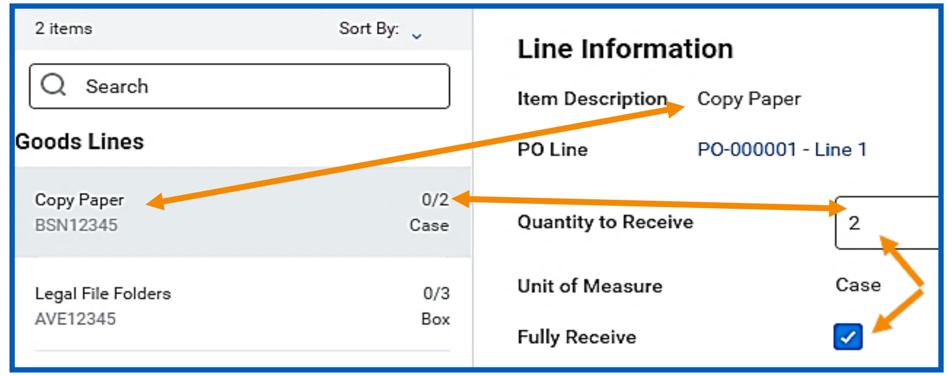


8. Click **OK** to view Good Lines (Items on P.O.)
9. **Verify** quantities Received of each Goods Line (item)

If order was checked "Fully Received" (step 7)
a. **Verify** quantities received are correct (ie. 3/3, 5/5)

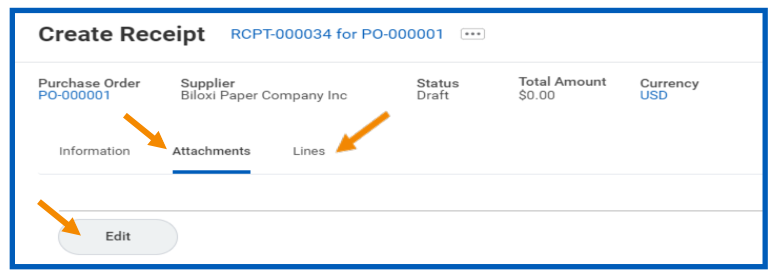
If order was Partially Received (NOT "Fully Received")
a. **Enter** the "Quantity to Receive" for <u>EACH</u> Goods Line
(or if all of that item was rec'd, click item's Fully Receive box)

Use the Items' **Memo lines** to convey any info needed for processing (not required but helpful in some situations)



Once all received Goods Lines are verified, Attach Invoice(s) <u>if available</u> (steps 10-14). If no invoice is available, skip to step 15.

10. Click the **Attachments Tab** (see following diagram).
11. Click the **Edit button** Edit to open the Attachments box.
12. Attach your receipt / invoice(s) – **MUST be PDF** (not JPEG/TIF)
13. Click **Save**. Save
14. Click back on the **Lines Tab**.



15. Click **Submit** to forward receipt to Receiving Specialist for approval (unless creator is Receiving Specialist), then it goes to Finance
16. Vendor will be Paid **AFTER the ENTIRE P.O. is Fully Received**

NOTE: If you received items in multiple deliveries (partial receipts), <u>you will need to Create a Receipt for each delivery</u> within 3 days of receiving the specific items. Payment will not be made until the final Receipt for the P.O. is created.

RETURNS, RECEIPT EDITS/ADJUSTMENTS, INVOICES

Returns –

You MUST Create a Receipt for ALL items you actually receive, <u>even if you plan to or have already returned them</u>.

A Return can be created after the item(s) are received OR Finance can make the adjustment when they get the invoice showing the return/credit

Making Corrections (Edits/Adjustments) to Receipt –

Edit Receipt and Create Receipt Adjustment should <u>ONLY</u> be used to make a correction to a Receipt that has been created, using:

- <u>Edit Receipt</u> – BEFORE receipt has been approved
- <u>Create Receipt Adjustment</u> – AFTER receipt has been approved

<u>DO NOT Edit or Adjust</u> a receipt for items that are received via additional/later deliveries – you need to need to Create a Receipt EACH time you receive a new portion (delivery) of the order.

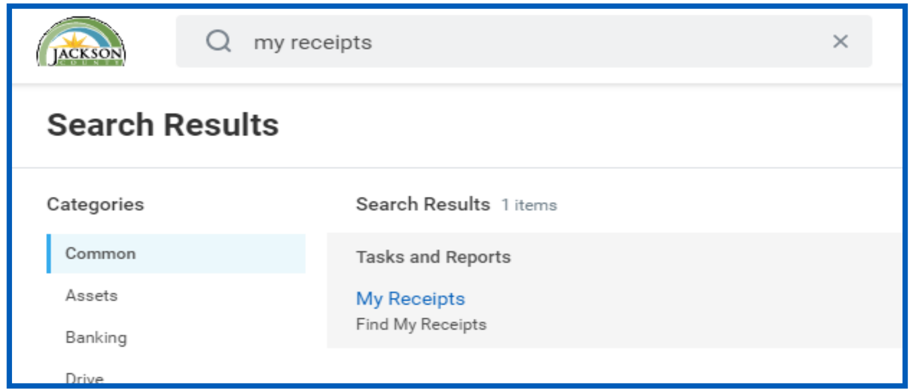
Invoices Received AFTER Receipt is Created

Due to the 3-day requirement to Create a Receipt for items you receive, you may not have the invoice when creating the receipt – that is OK.

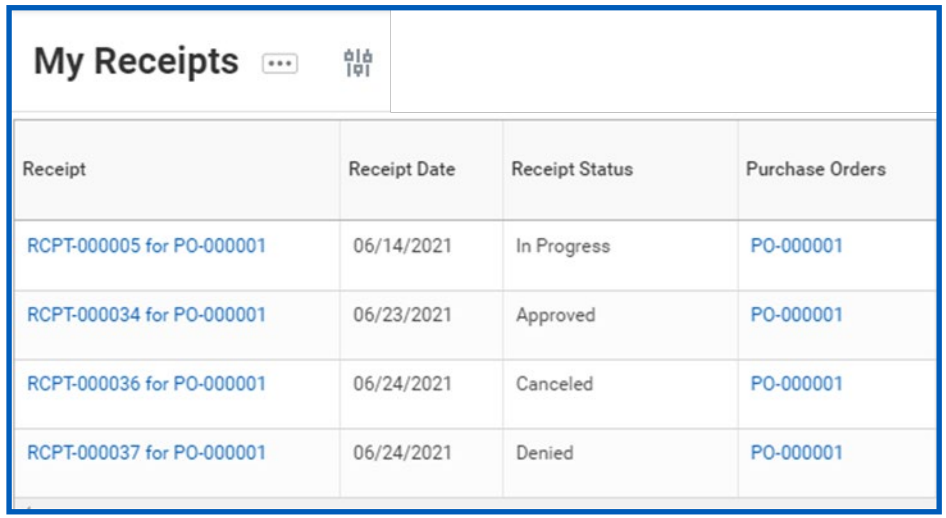
If you receive the invoice after you already Create a Receipt, you can send a hard copy or email it to <u>Vickie_Millas@co.jacksons.ms.us</u> making note of the Receipt it should be attached to.

CHECK THE STATUS OF YOUR RECEIPTS

1. To check the status of your receipts, type **my receipts** into the **search bar** and press **enter**.



2. Click on **My Receipts** under Tasks and Reports.
3. Click **OK.**
4. You can now view a status report of your receipts and access each one individually.



My Receipts

Receipt	Receipt Date	Receipt Status	Purchase Orders
RCPT-000005 for PO-000001	06/14/2021	In Progress	PO-000001
RCPT-000034 for PO-000001	06/23/2021	Approved	PO-000001
RCPT-000036 for PO-000001	06/24/2021	Canceled	PO-000001
RCPT-000037 for PO-000001	06/24/2021	Denied	PO-000001