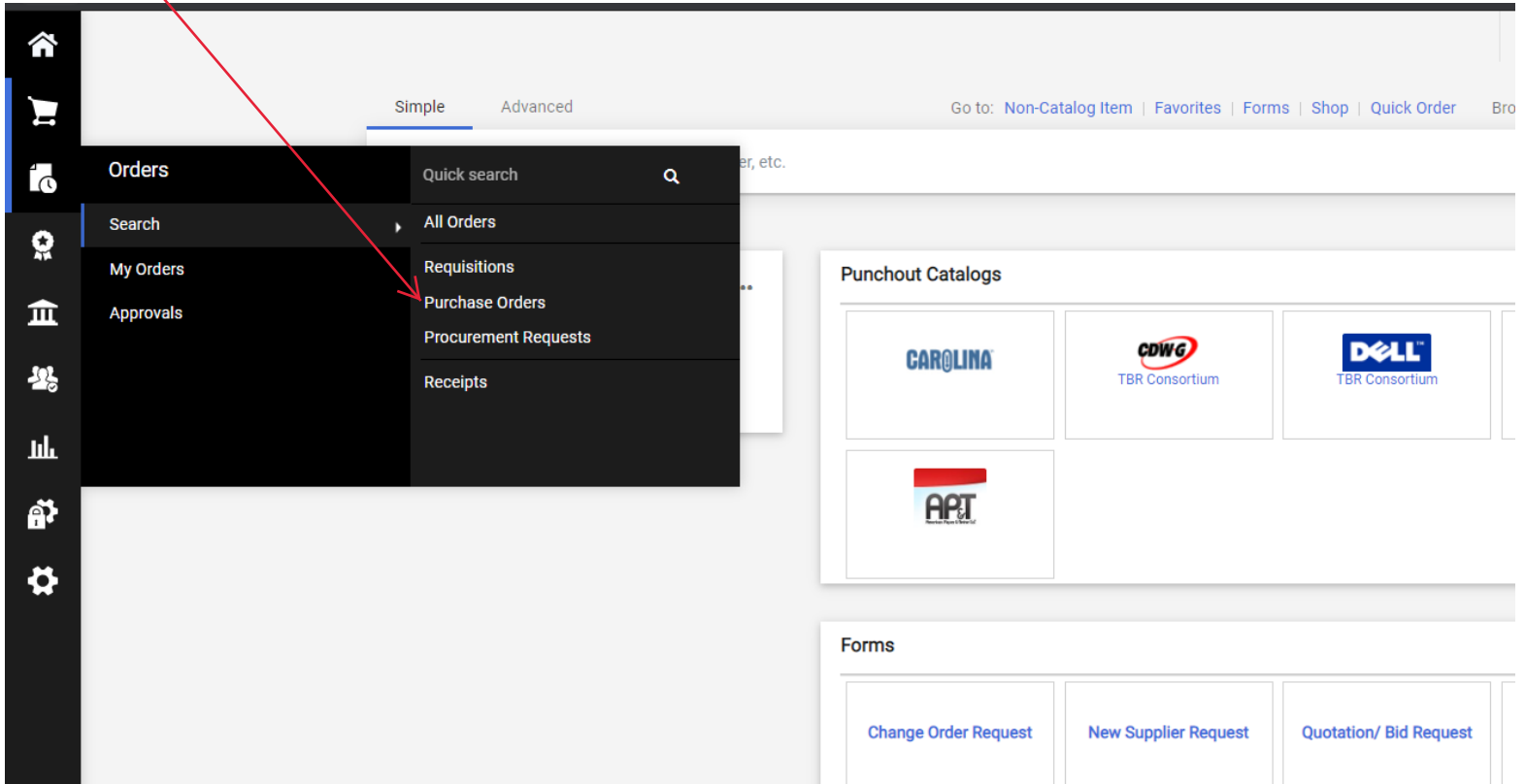
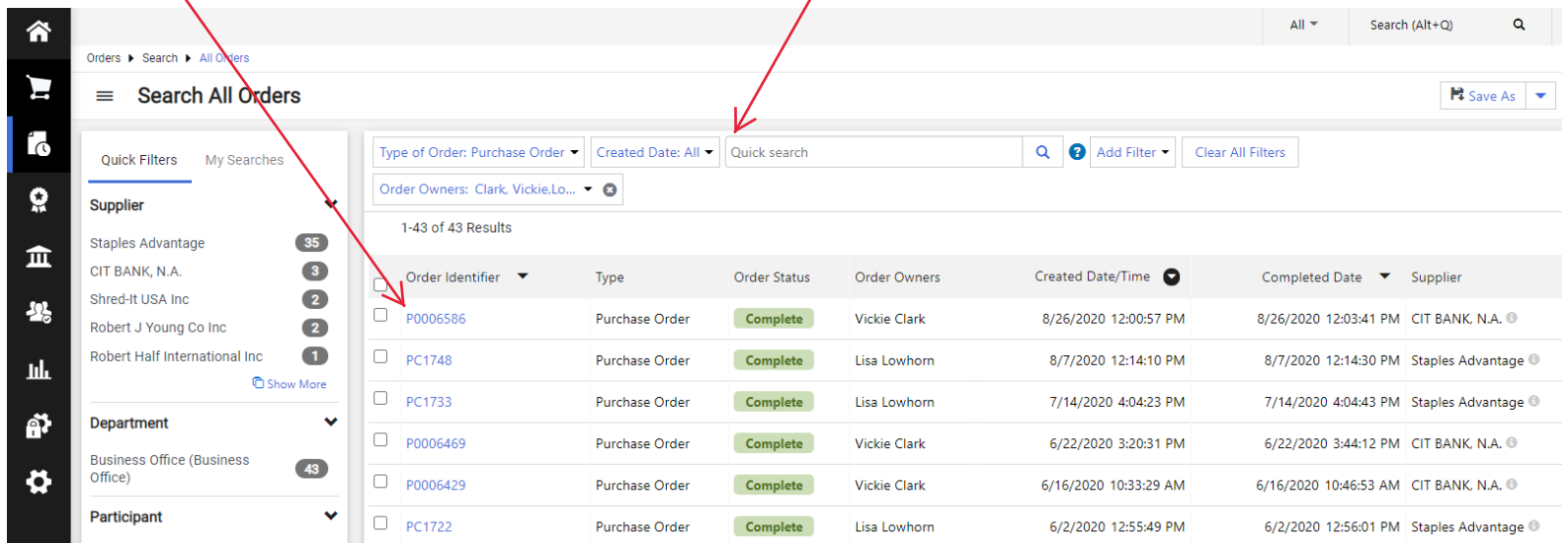


# Receive Receipt

1. Click on the page icon on the left.
2. Click, "Search Documents" located under Document Search.



3. Type of Order select "Purchase Order", Create Date select "All". Under quick search look up the purchase order number or the vendor.
4. Select your purchase order number



5. Click down arrow, select “Create Quantity Receipt” to receipt based upon items or “Create Cost Receipt” to receipt based upon cost.

**Purchase Order** : P0006586

**Shipping Information**

Ship To  
Shipping address: Attn: Vickie Clark, Building, Room, Dept: Business Office, 1480 Nashville Pike, Shipping and Receiving, Gallatin, TN 37066, United States

ShipTo Address Code: VOLST

**Delivery Options**

Expedite: No  
Ship Via: Best Carrier-Best Way

**End User Information**

Owner Name: Vickie Clark

**Billing/Payment**

Bill To  
Billing address: Volunteer State Community College, Accounts Payable, 1480 Nashville Pike, Gallatin, TN 37066-3188, United States

BillTo Address Code: Accounts Payable

**Billing Options**

Accounting Date: 8/25/2020  
Payment Terms: N/A  
F.O.B.: N/A

**Completed**

Total (1,712.20 USD)  
Subtotal: 1,712.20

**Related Documents**

Requisitions: 133625032

**What's next?**

Workflow

- Submitted: 8/26/2020 12:00 PM, Vickie Clark
- Banner PO Post Successful: Approved
- Create Banner PO: Completed

6. Scan or save (if email or emailed attachment) and attach the invoice and packing slip (if you have them) by clicking Attach/Link. Notes can also be added if explanation is needed here.

7. Click into the Quantity field corresponding to material received and input quantity for Quantity or cost field to receive by cost. For any items not received type “0”. Click “complete”.

Accounts Payable > Receipts > Search For Receipts > Summary - Receipt 26543984

Receipt Create Date: 9/24/2020 11:43:34 AM  
Source: Manual

**Exact Match: PO No. P0006586**

**Header Information**

Receipt Name: 2020-09-24 MROWDEN 01

Receipt No: To Be Assigned  
Receipt Date: 9/24/2020  
Supplier Name: CIT BANK, N.A.  
Received by: Molly Rowden

**RECEIPT ADDRESS**

Location: Attn: Vickie Clark, Building, Room, Dept: Business Office, 1480 Nashville Pike, Shipping and Receiving, Gallatin, TN 37066, United States

**DELIVERY**

Carrier: Other  
Tracking No.:  
Flexible Text Field:  
Flexible Text Field 2:  
Flexible Drop Down:  
Attachments:  
Notes (1,000 Chars. Max):

**Receipt Lines**

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
P0006586	1	Middle College C360i	C360i	1,498.20		1,498.20	Cost Received	Remove Line, Receive/Cancel
P0006586	2	Middle College Maintenance/Copies/Supplies C360i	C360i	214.00		214.00	Cost Received	Remove Line, Receive/Cancel

For Selected Lines: Remove Selected Items

Buttons: Delete, Add PO, Save Updates, Complete

8. When completed correctly a “Receipt No.” will be issued.

Receipt No. 95518 has been created for the following PO No(s):

- PO/Reference No. P0002839