

## Job Aid: How to Complete a Partial Receipt

**This Job Aid shows how to:**

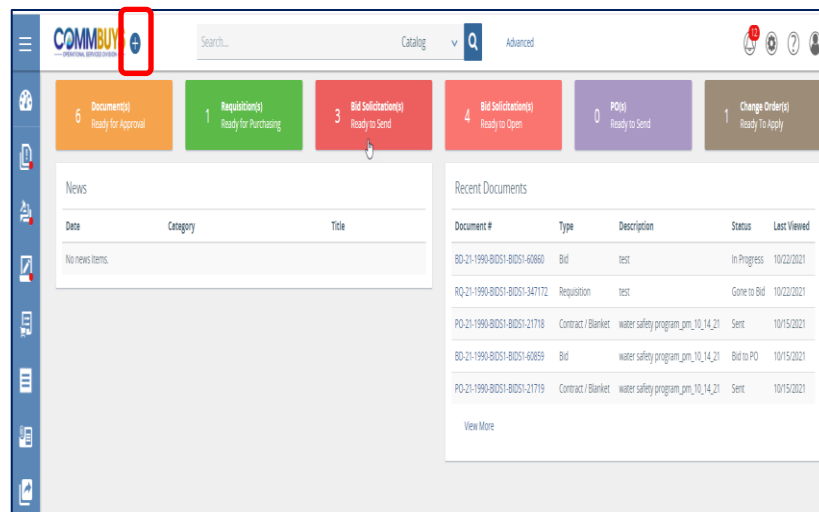
- Receive items in COMMBUYS

### Of Special Note:

Before a receipt can be processed, there must be a purchase order (PO) in Sent status. The receiving of goods and services may be either complete receipt or partial receipt. Items that are being returned must be received and then returned. The receipt of items can also be cancelled without first receiving them. This Job Aid shows how to process a partial receipt using one (1) PO. When completed, a Receipt Number is assigned with an updated status of Approved for Invoice.

Individuals within an agency or department who receive and/or create requests for payments will find this document useful. These users **MUST** process receiving within the Basic Purchaser role or within the Department Access role with permission given to receive.

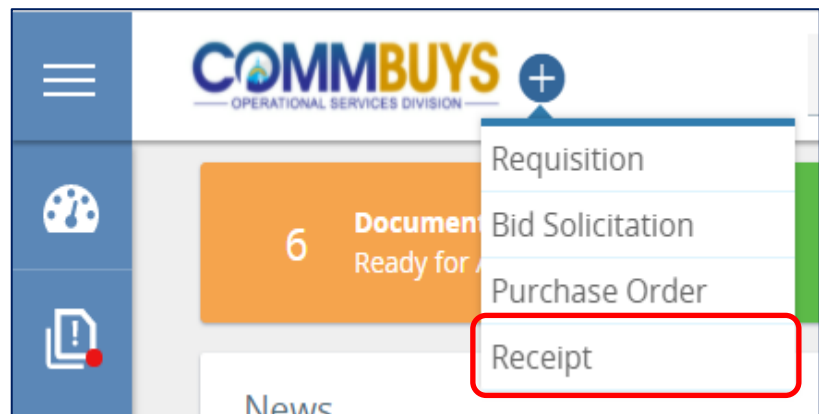
### Screenshot



### Directions

#### Step 1: Clicking on the Add Documents Icon

Click on the **Add Documents** (plus sign) icon.



#### Step 2: Selecting Receipt

Select **Receipt** from the dropdown menu.

PO Receipts - Search PO

Search Using: ALL of the criteria ▼

Search Fields:

PO #		Release Number	
PO Description		Alternate ID	
PO Type	▼	Buyer	▼
Header Major Status	▼		
Header Minor Status	▼		
Department	▼		
Location	▼		
Type Code	▼	PO Date(MM/DD/YYYY)	
Catalog	▼		
Required Date(MM/DD/YYYY)		Update Date(MM/DD/YYYY)	
Vendor ID:	Q	Vendor Name:	
Fiscal Year		Item Description	
UNSPSC Segment-Family	▼		
UNSPSC Class	▼		
Commodity-EPP	Q	Stock Item Number	

Find It Clear

**Step 3: Locating a PO**

The PO Receipts – Search PO page displays.

1. Locate the PO using any of these search fields:
  - PO#.
  - Release Number.
  - Buyer.
2. Press **Enter** on your keyboard or scroll to the bottom of the screen and click on the **Find It** button.

## Screenshot

## Directions

### Step 4: Selecting a PO

The search results display at the bottom of your screen in the Blanket Results section.

1. In the **Select** column, click on the **radio button** next to the PO you want to receive.
2. Click on the **Select** button at the bottom of the screen.

**Blanket Results**

[Blanket](#) [Open Market](#)

You will not be able to select a purchase order if you are not authorized to enter new receipts against that purchase order.

Select	Purchase Order #	Purchase Order Date	Description	Dept/Loc	Purchaser	Vendor Name	Total	Status
<input type="radio"/>	PG-19-1000-02003-08C3-1590119529	05/05/2021	Chapter and Vest Organizer From W.B. Mason	BC01/BC01	Bill O'Malley/5	W.B. Mason	\$112.20	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-08C3-1590119530	05/05/2021	May Order From W.B. Mason	BC01/BC01	Bill O'Malley/5	W.B. Mason	\$123.42	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-08C3-1590119531	05/05/2021	May Order From W.B. Mason	BC01/BC01	Bill O'Malley/5	W.B. Mason	\$112.20	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-08C3-1590119532	05/05/2021	May Order From W.B. Mason	BC01/BC01	Bill O'Malley/5	W.B. Mason	\$123.42	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-08C3-1590119533	05/07/2021	May Order From W.B. Mason	BC01/BC01	Bill O'Malley/5	W.B. Mason	\$123.42	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-08C3-1590119536	05/10/2021	Binder clips From W.B. Mason	BC01/BC01	Bill O'Malley/5	W.B. Mason	\$3.42	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-08C3-1590119537	05/10/2021	Binder Clips From W.B. Mason	BC01/BC01	Bill O'Malley/5	W.B. Mason	\$3.42	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-08C3-1590119538	05/10/2021	Binder Clips From W.B. Mason	BC01/BC01	Bill O'Malley/5	W.B. Mason	\$3.42	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-08C3-1590119539	05/10/2021	Binder Clips From W.B. Mason	BC01/BC01	Bill O'Malley/5	W.B. Mason	\$3.42	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-08C3-1590119540	05/10/2021	Desk Organizers From W.B. Mason	BC01/BC01	Bill O'Malley/5	W.B. Mason	\$59.94	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-08C3-1590119542	05/10/2021	Desk Organizers From W.B. Mason	BC01/BC01	Bill O'Malley/5	W.B. Mason	\$59.94	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-08C3-1590119544	05/20/2021	Desk Organizer From W.B. Mason	BC01/BC01	Bill O'Malley/5	W.B. Mason	\$59.94	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-08C3-1590119593	10/06/2021	Binders and Folders From W.B. Mason	BC01/BC01	Bill O'Malley/5	W.B. Mason	\$40.03	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-08C3-159221104	10/06/2021	Copy Paper	BC01/BC01	Bill O'Malley/5	Undermyr Munroe	\$2,193.00	SPCR - Complete Receipt
<input type="radio"/>	PG-19-1000-02003-08C3-157881173	09/14/2021	Ties	BC01/BC01	Bill O'Malley/5	BridgeStone Americas Tire Operations, LLC	\$500.00	SPCR - Complete Receipt
<input type="radio"/>	PG-19-1000-02003-08C3-157881177	10/27/2021	Ties	BC01/BC01	Bill O'Malley/5	BridgeStone Americas Tire Operations, LLC	\$500.00	SPCR - Complete Receipt
<input type="radio"/>	PG-19-1000-02003-02003-137281447	05/05/2021	Safety vests and Carts From Federal	BC01/BC01	Bill O'Malley/5	Federal	\$1,232.97	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-02003-137281448	05/05/2021	Handtrucks and safety vests From Federal	BC01/BC01	Bill O'Malley/5	Federal	\$1,126.20	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-02003-137281449	05/06/2021	Handtrucks and Vests From Federal	BC01/BC01	Bill O'Malley/5	Federal	\$729.94	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-02003-137281450	05/06/2021	G2B Form Federal	BC01/BC01	Bill O'Malley/5	Federal	\$729.94	SPS - Sent
<input type="radio"/>	PG-19-1000-02003-02003-137281451	05/07/2021	Hand Trucks and Vests From Federal	BC01/BC01	Bill O'Malley/5	Federal	\$729.94	SPS - Sent
<input checked="" type="radio"/>	PG-19-1000-02003-02003-137281502	10/06/2021	Safety Vests and Handtrucks From Federal	BC01/BC01	Bill O'Malley/5	Federal	\$873.08	SPS - Sent

**Select** **Exit**

### Step 5: Receiving

The Receipt page displays. Move down to the Item Information section of the page. The **Receipt Type** column defaults to **Receive**.

1. In the **Selected** column, enter a **check** in the box next to each item received.
2. Adjust the quantity of goods received by entering the **number of each item** in the **Quantity/Dollars** column.
3. Click on the **Save & Continue** button.

**Item Information**

Show 5 entries

Selected	PO Item #	Unit Cost	UOM	Order Total/Quantity/Dollars Receipt Total/PO Receipts Total	Receipt Type	Quantity / Dollars	Comments
<input checked="" type="checkbox"/>	1	\$16.996	EA - Each	8.0 (0.0)	Receive 11/09/2021 12:05:47 PM	8 Quantity Remaining: 0	
<input checked="" type="checkbox"/>	2	\$118.9525	EA - Each	2.0 (0.0)	Receive 11/09/2021 12:05:47 PM	2 Quantity Remaining: 2	

Show 5 entries

Return All Comment:  Cancel All Comment:

Received/returned/canceled quantity in status "SCC - Cancelled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO item.

**Receive All** **Return All** **Cancel All** **Save & Continue** **Cancel Receipt**

## Screenshot

## Directions

Selected	PO Item #	Unit Cost	UOM	Ordered Quantity/Dollars Receipt Total(PO Receipts Total)	Receipt Type	Quantity / Dollars
<input type="checkbox"/>	1	\$16.996	EA- Each	8.0 (7.0)	Receive	1 Quantity Remaining: 1
<input type="checkbox"/>	1:1	\$16.996	EA- Each	8.0	Receiving 11/09/2021 02:00:47 PM	7
<input type="checkbox"/>	2	\$118.5525	EA- Each	2.0 (1.0)	Receive	1 Quantity Remaining: 1
<input type="checkbox"/>	2:1	\$118.5525	EA- Each	2.0	Receiving 11/09/2021 02:00:47 PM	1

### Step 6: Validating the Receipt

The Ordered Quantity/Dollars Receipt Total (PO Receipts Total) column is updated with numbers in parentheses that reflect the quantity received.

A new row has been added to each line item as 1:1, 2:1, 3:1, etc.

The Quantity/Dollars column is updated to show both the quantity received and the quantity remaining.

- Click on the **Submit for Approval** button at the bottom of the page.

Receipt # 0033023 (In Progress) - Purchase Order # PO-19-1080-OSD03-OSD03-13725:502

No approval path meets the document criteria. Do you want to manually add approvers or mark the document as approved?

☐ Manually add approvers  
☒ Automatic approval

Please select an approver if you want to manually add approvers.

Approver  Add Approver

**Save & Continue** Cancel & Exit

### Step 7: Submitting for Approval

Each agency sets up their specific approval path for receipts.

- Select the appropriate approval choice.
- Click on the **Save & Continue** button.

The receipt is now in **Ready for Approval** status until approved.

In our scenario, we do not have an approval path for receiving items, so we selected Automatic approval and clicked on the **Save & Continue** button.

Receipt # 003302 (Approved for Invoice) - Purchase Order # PO-19-1080-OSD03-OSD03-13725:502

**Header Information**

Receipt Number:	0033023	Receipt Status:	SC4 - Approved for Invoice	Receipt Description:	Safety Vests and Hand Trucks From Fastenal
PO Number:	PO-19-1080-OSD03-OSD03-13725:502	PO Status:	3999 - Partial Receipt	Alternate ID:	
Department:	BIDS1 - Procurement Department	Location:	BIDS1 - Procurement	Receipt Owner:	Bill O'Malley(S)
User Created:	Bill O'Malley(S)	Date Created:	11/09/2021 02:00:45 PM	User Last Updated:	Bill O'Malley(S)
Date Last Updated:	11/09/2021 02:13:44 PM	Received Date:	11/09/2021 02:00:45 PM		

### Step 8: Verifying Approval

Once your receipt is approved, it will be placed in the **Approved for Invoice** status.

## Screenshot

Selected	PO Item #	Unit Cost	UOM	Ordered Quantity/Dollars Receipt Total(PO Receipts Total)	Receipt Type	Quantity / Dollars
<input type="checkbox"/>	1	\$16.995	EA - Each	8.0 (7.0)	Receive 11/09/2021 02:20:37 PM	Quantity Remaining: 1
<input type="checkbox"/>	2	\$118.5525	EA - Each	2.0 (1.0)	Receive 11/09/2021 02:20:37 PM	Quantity Remaining: 1

Show 5 entries

Return All Comment:  Cancel All Comment:

Received/returned/canceled quantity of receipts in status "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO item.

## Directions

### Step 9: Receiving the Remaining Items

1. To receive the remaining items, repeat Steps 1-6.
2. When the Receipt page displays, the remaining item quantities are in the **Quantity/Dollars** column and the **Receipt Type** column defaults to **Receive**. Ensure that each line item's receipt status is marked as **Receive**.
3. Scroll to the bottom of the page and click on the **Receive All** button. A popup screen appears asking if you want to receive all remaining items. The remaining quantity resets to zero.
4. Click on the **OK** button.

Repeat Steps 6-8.