Create a Receiver

***Please note: A receiver is required for every transaction except for Payment Requests***

Types of Receivers

Cost Receivers

- Used for Standing Orders and Service Request Forms.
- The receiver should be done based on the dollar amount that has been received or invoiced.
- The system will not allow a quantity receiver for orders that require a cost receiver.

Quantity Receivers

- Used for majority of all orders based on the quantity of items or services received.
- The system will not allow a cost receiver for orders that require a quantity receiver.

How to Create a Cost Receiver

1. When an order has been received for a standing order or service request form, locate the Purchase Order (PO) number. Type the PO number into the search bar in the top right hand corner and click search. Click on the purchase order from the dropdown menu (Figure 1).

2. Next, click the “Document Actions” dropdown in the top right corner and select “Create Cost Receiver” (Figure 2).
3. You are now creating a cost receiver. The Receiver Date will default to today’s date, be sure to change it to the date you received the item or service. If there is a corresponding voucher, please add the voucher number to the notes section (Figure 3).

<table>
<thead>
<tr>
<th>Header Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiver Name</td>
</tr>
<tr>
<td>Receiver No</td>
</tr>
<tr>
<td>mm/dd/yy</td>
</tr>
</tbody>
</table>
| Receipt Address    | Attn. TODD NIBBE  
|                    | University at Buffalo  
|                    | Bldg. Fumns  
|                    | Room 308  
|                    | North Campus  
|                    | Buffalo, NY 14260  
|                    | United States |
| Supplier Name      | Ghokurs Incorporated |
| Received by        | Dalton Holler (University at Buffalo) |

**Figure 3**

4. Please note the **full amount of the total of the PO** is defaulted as the cost. Please change the dollar amount to the amount you are receiving then select complete (Figure 4).

**Figure 4**

5. After selecting Complete, you will see the following screen. The receiver you just completed has a number associated and you can now view it (Figure 5).

```
Receiver No: 001163 has been created for the following PO No(s):
- PO/Reference No: 1114486
```

**Figure 5**

6. Repeat these steps to create additional cost receivers for this PO.
Note: In the purchase order on the left hand side, click the Receivers tab. This will give you a summary of the dollar amount you have received (net received) and the balance on the PO (Open Cost) (Figure 6).

How to Create a Quantity Receiver

1. When an order has been received, locate the Purchase Order (PO) number. Type the PO number into the search bar in the top right hand corner and click search. Click on the purchase order from the dropdown menu (Figure 7).

2. Select the “Document Actions” dropdown in the top right corner and select “Create Quantity Receiver” (Figure 8).
3. You are now creating a quantity receiver. The Receiver Date will default to today's date, be sure to change it to the date you received the item or service. If there is a corresponding voucher, please add the voucher number to the notes section (Figure 9).

![Figure 9](image9.png)

4. Please note the quantity will default to the total quantity of the items listed on the PO. If you have received your entire order, click Complete and you are finished (Figure 10).

![Figure 10](image10.png)

5. If you have not received all of the items on your PO, select the box next to the items you have not received. Then select Go next to the dropdown menu to remove these lines from the receiver. The selected lines will disappear from the screen to be received at a later date. After that, enter the quantity for the lines you have received and select Complete (Figure 11).

![Figure 11](image11.png)
6. When you have received the rest of your items, follow steps 1 and 2 to bring you to creating another quantity receiver. The items you have already received will have a “0” in the quantity field with a corresponding receiver number in the Previous Receivers field. Enter the quantity of the items you have now received and select Complete (Figure 12).

<table>
<thead>
<tr>
<th>Qty/UOM ordered</th>
<th>Previous Receivers</th>
<th>Quantity</th>
<th>Add to Inventory</th>
<th>Line Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 CT</td>
<td>001165</td>
<td>0</td>
<td></td>
<td>Received ✓</td>
<td>Remove Line</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Receive &amp; Return</td>
</tr>
<tr>
<td>1 PK</td>
<td>001165</td>
<td>0</td>
<td></td>
<td>Received ✓</td>
<td>Remove Line</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Receive &amp; Return</td>
</tr>
<tr>
<td>1 DZ</td>
<td></td>
<td>1</td>
<td></td>
<td>Received ✓</td>
<td>Remove Line</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Receive &amp; Return</td>
</tr>
</tbody>
</table>

*Note: Once a receiver has been submitted, it is matched to the purchase order and invoice. If the match is successful, payment will be initiated. If unsuccessful, Accounts Payable will reconcile any discrepancies.
How to Edit or Delete a Submitted Receiver

When a receiver is created, a mistake can be made by entering the wrong quantity or the wrong dollar amount. A receiver can even be created against the wrong PO. You may reopen and delete receivers.

When reopening a receiver, you will be required to enter a comment on the receiver as to why you are reopening the receiver. After entering a comment to indicate why you are reopening the receiver, the receiver will be in draft mode again. With the receiver being in draft mode, you are allowed to make edits or delete the receiver completely.

*Note: Some receivers are not eligible to be reopened. A message will display if you are not allowed to reopen a receiver for any of the following reasons:

- An invoice has been associated with the receiver
- It has been exported to an external system

How to Edit a Submitted Receiver

1. Open the receiver. This can be done a number of ways including clicking on the receiver number after the receiver is created, by searching for receivers, or by accessing the receiver from an associated document (purchase requisition, purchase order, invoice).
2. Select the Summary tab.
3. Click the Reopen Receiver button in the upper right-hand corner.
4. A confirmation message displays asking if you want to reopen the receiver. Click OK.
5. An Add Comment pop-up displays.
   a. Select if you want users associated with the document to receive an email notification about the reopened receiver. You can also add email recipients to receive a notification.
   b. Enter a reason for reopening the receiver, up to 1,000 characters.
   c. Click Reopen Receiver button.
6. The page refreshes with the receiver in draft status. The Summary tab may be edited. You can select to Add PO or make any Line Details updates.
7. Click Save Updates and Complete when you are finished making changes.

How to Delete a Submitted Receiver

1. Reopen the receiver as described above.
2. Click the Delete button.
3. A confirmation message displays asking if you want to delete the receiver. Click OK.
4. The receiver is deleted and you are returned to the View Draft Receivers page.