

Creating a Cost Receipt

Cost receipts are created against STANDING Orders only

1. Click on the purchase order that you want to receive and click the 'Status' tab. Notice the Receiving Status in the bottom right-hand section of the screen. It will either be "none" or "partially received" if your PO needs to be received.

Purchase Order • Waste Industries Inc • P0072752 Revision 0

Supplier: Sent To Supplier

Requestor Email: bakunka@uncg.edu
Requisition Number: 173960281

Summary: **Completed**

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 ✓	State Funded waste, recycling, & refuse (July 2023 - Jun 2024; includes amounts billed out to HRL, Gove, and Retail)	N/A	LO	198,584.24	1 LO	198,584.24

Supplier	Receiving	Invoicing	Matching
Sent To Supplier	Partially Received	Partially Invoiced	Partially Matched

Total (248,516.31 USD)

2. Click the "Summary" tab to see if this is a standing order.

Purchase Order • Waste Industries Inc • P0072752 Revision 0

Summary: **Completed**

Phone	Address Code	Billing Options
+1 336-668-3712		Accounting Date: no value
Purchase Order Date: 7/18/2023	Delivery Options	Payment Terms: 0, Net 9
Total: 248,516.31	Expedite: ✗	F.O.B.: N/A
Requisition Number: 173960281	Ship Via: Best Carrier-Best Way	Internal Note: no value
Standing PO: ✓	Requested Delivery Date: no value	
Confirming Order: ✗	Freight/Handling Pre-approved?: no value	
Order Type: Bid Bid	Buyer Information	
Withholding: no value	Buyer: Anthony Kilar	
Vendor Type: V - Service Service	Phone: 1-336-334-4463	
	Email: askilar@uncg.edu	

3. Click the Receipt Tab, click the “+” button.

The screenshot shows the SpartanMart interface. At the top, there is a header with the SpartanMart logo, a dropdown menu set to 'All', and a search bar labeled 'Search (Alt+Q)'. Below the header, the breadcrumb path is 'Purchase Order • Waste Industries Inc • P0072752 Revision 0'. A navigation bar contains several tabs: 'Status', 'Summary', 'Revisions 1', 'Confirmations', 'Shipments', 'Receipts 8', and 'Invoices 8'. The 'Receipts 8' tab is highlighted with a red box. Below the navigation bar, a section titled 'Records found: 8' contains a table with a '+' button in the top right corner, also highlighted with a red box. The table has the following data:

No.	Receipt Date	Receipt Type	Cost Amount	Received by
40298454	10/5/2023	Cost	17,570.74 USD	Kunka, Ben
40298393	10/5/2023	Cost	2,582.55 USD	Kunka, Ben
39901196	9/7/2023	Cost	17,241.58 USD	Kunka, Ben
39901185	9/7/2023	Cost	2,134.06 USD	Kunka, Ben

4. Click Cost Receipt

The screenshot shows the 'Receipts 8' tab selected. A 'Create receipt options' menu is open, displaying three options: 'Quantity Receipt', 'Create Cost Receipt', and 'Supplier Status'. The 'Create Cost Receipt' option is highlighted with a red box. The background shows a table with columns for 'Cost Amount' and 'Received by', with values '17,570.74 USD' and 'Kunka, Ben' visible.

5. In the **Header Information** section:

- The receipt name will default to today’s date and your username and a sequence number. You can change this name to something more meaningful (for example, April Lease payment) if you wish.
- Enter the receipt date as the date the items arrived on campus
- Enter the packing slip number if known (not required) in the "Packing Slip No." box.
- Line items from your order are in the Line Details section. The receipt is automatically populated with the PO information, including the remaining dollar amount to be received.
- All other fields are optional.
- For record keeping, you may choose to attach a copy of the invoice or packing slip to the receipt for reference or add any notes needed for this order.

NOTE: Invoices and notes attached here will NOT be processed by Accounts Payable.

Summary Comments Attachments History

Receipt Name: **2023-10-19 AWBIRCHE 01** Carrier: Other

Receipt No: To Be Assigned Tracking No.:

Receipt Date: **10/19/2023** RMA:

Packing Slip No.:

Supplier Name: Waste Industries Inc Attachments: **Add**

Received by: Allysa Robinson Notes:

Receipt Address: 1000 characters remaining

Contact Name Ben Kunka
 Phone +1 336-334-5192
 Email bakunka@uncg.edu
 UNCG-Facilities Operations
 800 Oakland Ave
 Sink Bldg
 Greensboro, NC 27412

PO • **P0072752**

Line	Item	Catalog No.	Cost	Status
1	State Funded waste, recycling, & refuse (July 2023 - Jun 2024; includes amounts billed out to HRL, Gove, and Retail)	N/A	198,584.24	139,278.57 Cost Received
^ ITEM DETAILS Contract No. UNCG-2019-PSA-183 Previous Receipts: 39437477, 39899853, 39901196, 40298454 Line Item Type: no value Flex Field 2:				
2	Athletics waste, recycling & refuse (July 2023 - Jun 2024)	N/A	4,740.54	3,919.94 Cost Received
^ ITEM DETAILS Contract No. UNCG-2019-PSA-183 Previous Receipts: 39437477, 39899853, 39901196, 40298454 Line Item Type: no value				

6. If your standing purchase order has more than one line and you only want to receive on one of the lines, remove the unwanted lines from the receipt using one of these methods:

Place a check in the checkbox beside the line you want to remove from the receipt, select 'Remove Selected Items', and click 'Go'.

Or

Click the 'Remove Line' button on the line you want to remove from the receipt.

7. This leaves the receipt with only the lines you wish to receive. Type in the dollar amount to be received and click "Complete"

The screenshot displays a 'Cost Receipt' for document 40516221. At the top right, there are buttons for 'Save Updates' and 'Complete', with the latter highlighted by a red box. Below the header, there are tabs for 'Summary', 'Comments', 'Attachments', and 'History'. The main area shows a table with one line item (line 7) for 'HRL-Moore Strong-1 cycle and 1 trash. Fy 24'. The original amount is 3,273.48, and the amount to be received is 2,564.99, which is highlighted with a red box. A 'Cost Received' dropdown menu is visible next to the amount. Below the table, the 'ITEM DETAILS' section shows contract information, previous receipts, and a notes field. On the right side, a 'Summary' sidebar shows the receipt is in 'Draft' status, with a total of 171,589.76 USD. A 'Purchase Order: P0072752' is listed in the 'Related Documents' section.

8. **NOTE:** If you need to receive more than the amount remaining on your PO create a new PO or submit a change order requesting an increase in the dollar amount. If the order is complete and a balance remains, send a request to Purchasing to close the PO by adding a comment *and an email recipient* on the PO Comment Tab or by submitting a change order request to close. (Procurement Buyer: Jim Riedel: jmriedel@uncg.edu)