

Creating Cost Receipts for Purchase Orders

There are multiple ways to do cost “receipts” in Paw. Scroll down for the option that best resembles your transaction.

Full Receipt

Locate your PO.

Use the **Dropdown** to the right of PO number to **Create Cost Receipt**.

The screenshot shows the UMBEC interface for a Purchase Order (PO) with ID JT00001198. A dropdown menu is open next to the PO number, listing several actions. The 'Create Cost Receipt' option is highlighted with a red box and a red arrow labeled '2'. Another red arrow labeled '1' points to the PO number itself. The interface also displays 'General Information' for the PO, including PO/Reference No., Supplier Name, and Purchase Order Date. A 'Document Status' section shows the PO is 'Open' and 'Pending'. A 'Pending' warning box is visible on the right, stating 'The order distribution is invalid.' The total amount is 1,000.00 USD.

Click the **Complete** option.

The screenshot shows the UMBEC interface for a Cost Receipt with ID 470155. The receipt is in 'Draft' status. The 'Complete' button is highlighted with a red box and a red arrow. The receipt details include: Receipt Name (2021-11-11 BT37893 04), Receipt No. (To Be Assigned), Receipt Date (11/11/2021), Supplier Name (BGE), and Received by (Rafael Espinoza). The receipt is linked to PO JT00001198. The 'Details' section shows the creation date (11/11/2021 4:21:35 PM), source (Manual), and supplier (BGE). The total amount is 1,000.00 USD. The receipt is linked to PO JT00001198.

Partial Receipt with Single Line

Locate your PO.

Use the **Dropdown** to the right of PO number to **Create Cost Receipt**.

The screenshot shows the UMBC system interface for a Purchase Order (PO) with reference number JT00001198. A dropdown menu is open, listing various actions such as 'Assign to myself', 'Approve', 'Add Comment', 'Add Notes to History', 'Create Quantity Receipt', 'Create Credit Memo', 'Create Cost Receipt', 'Create Invoice', 'Print Fax Version', and 'See configuration for this purchase order'. The 'Create Cost Receipt' option is highlighted with a red box and a red arrow labeled '2'. A red arrow labeled '1' points to the dropdown menu. The main interface displays general information, document status, and a summary table.





Line	Item	Catalog No.	Cost	Status
1	Stuff		1,000.00	Cost Received

Paw defaults to “full” receipts so it will mirror the cost amount ordered to the cost being received as shown below.

The screenshot shows the UMBC system interface for a Cost Receipt with reference number 470155. The receipt is for PO JT00001198. The 'Cost' field is highlighted with a red box and contains the value 1,000.00. The 'Status' is set to 'Cost Received'. The interface includes a summary section, a table of line items, and a 'Draft' section.

Line	Item	Catalog No.	Cost	Status
1	Stuff		1,000.00	Cost Received

Overwrite the amount under “cost” by changing the receipt amount to a lesser amount than the cost ordered and click **Complete**.

UIMIC cost mkt | All | Search (Alt+Q) | 0.00 USD |  |  |  | 

Cost Receipt • 470155

Summary | Comments | Attachments | History

Packing Slip No. Flexible Text Field 2

Supplier Name: BGE Flexible Drop Down

Received by: Rafael Espinoza Attachments: [Add](#)

Receipt Address:

Contact: Rafael Espinoza
Central Receiving
Univ of MD Baltimore Cnty
1000 Hilltop Circle
Baltimore, MD 21250
United States

Notes:

1000 characters remaining

Line Items

PO • JT00001198

Line	Item	Catalog No.	Cost	Status
1	Stuff		1,000.00	Cost Received

ITEM DETAILS

Contract No. PROC-2020-99

Flex Field 2

Attachments: [Add](#)

Notes:

Draft

Details

Creation Date: 11/11/2021 4:21:35 PM

Source: Manual

Supplier: BGE

Received by: Rafael Espinoza

Total (1,000.00 USD)

Subtotal: 1,000.00


1,000.00


Related Documents

Purchase Order: JT00001198

Receipt Created

Summary

Receipt No: 470155 

Created for the PO No(s): JT00001198 


Next Steps

[Create Qty Receipt](#)

[Create Cost Receipt](#)

Your PO should now read “Partially Received” as shown below:


Line Details

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
	Stuff Procurement Request: Non-Catalog Purchase		EA	1,000.00	1	1,000.00


DETAILS


Supplier	Receiving	Invoicing	Matching
New Order	Partially Received	none	No Matches

Related Documents

Requests: 3399730 

What's next?

Workflow Status: Pending 

Workflow: 

Show skipped steps

Submitted

In order to receive the remaining cost (i.e., \$500 in this instance) later, follow the “Full” receipt steps.

