

# 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 **Three horizontal dots** just beneath the shopping cart total to **Create Cost Receipt**.

Purchase Order • GRAINGER • JT00001238 Revision 0

0.00 USD

⋮

1

2

Details

Supplier Status

Sent To Supplier

Supplier

GRAINGER

Total (2,281.16 USD)

Subtotal

2,281.16

2,281.16

Related Documents

General Information

PO/Reference No. JT00001238

Revision No. 0

Supplier Name GRAINGER

Purchase Order Date 11/17/2022

Total 2,281.16

Owner Name Rafael Espinoza

Owner Phone +1 410-455-2273

Owner Email espinoza@umbc.edu

Requisition Number 3502672 view | print

Document Status

A/P status Open

Workflow ✓ Completed (11/17/2022 12:10 PM)

The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view

iXML (Electronic Integration) no value

Manual

Distribution Date/Time 11/17/2022 12:10 PM

Supplier Sent To Supplier

Supplier Number 0000009475

Click the **Complete** option.

Cost Receipt • 470155

0.00 USD

Complete

Summary Comments Attachments History

Receipt Name 2021-11-11 BT37893 04

Carrier Other

Receipt No To Be Assigned

Tracking No.

Receipt Date 11/11/2021

Flexible Text Field

Packing Slip No.

Flexible Text Field 2

Supplier Name BGE

Received by Rafael Espinoza

Flexible Drop Down

Receipt Address

Attachments Add

Notes

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

1000 characters remaining

Line Details

PO • JT00001198

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

ITEM DETAILS

Contract No. PROC-2020-90

Flex Field 2

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

## Partial Receipt with Single Line

Locate your PO.

Use the **Three horizontal dots** just beneath the shopping cart total to **Create Cost Receipt**.

Purchase Order • GRAINGER • JT00001238 Revision 0

General Information

PO/Reference No.	JT00001238
Revision No.	0
Supplier Name	GRAINGER
Purchase Order Date	11/17/2022
Total	2,281.16
Owner Name	Rafael Espinoza
Owner Phone	+1 410-455-2273
Owner Email	espinoza@umbc.edu
Requisition Number	3502672 view   print

Document Status

A/P status	Open
Workflow	Completed (11/17/2022 12:10 PM)
The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view	
cXML (Electronic Integration)	no value
Manual	
Distribution Date/Time	11/17/2022 12:10 PM
Supplier	Sent To Supplier
Supplier Number	0000009475

Details

Supplier Status	
Sent To Supplier	
Supplier	GRAINGER
Total (2,281.16 USD)	
Subtotal	2,281.16
	2,281.16

Related Documents

- Add Comment
- Create Change Request
- Add Notes to History
- Create Quantity Receipt
- Create Credit Memo
- Create Cost Receipt**
- Create Invoice
- Print Fax Version

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

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 [ ] Notes [ ]

Contact: Rafael Espinoza  
Central Receiving  
Univ of MD Baltimore Cnty  
1000 Hilltop Circle  
Baltimore, MD 21200  
United States

1000 characters remaining

Use Details

PO • JT00001198

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

ITEM DETAILS

Contract No. PROC-2020-90

Flex Field 2 [ ]

Attachments Add

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

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

UIMIC Cost Entry | Search (Alt+Q) | 0.00 USD | Logout | Save Update | Complete

### 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

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
1	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

Requisitions: 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.