## **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

For Partial receipt, please scroll to Page 3

Locate your PO.

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

JMBC				All Orders 👻	Search (Alt+Q)	0.00 USD 🗑 🗢 🏴 🤷 🗜
Purchase Order • DE	LL MARKETING L P • J00045482 Re	vision 0				
Status Summary	Revisions 1 Confirmations	Shipments Receipts Invoices	Comments Attachments H	listory		Purchase Order Actions Add Notes to History
General Information		Document Status		~	Summary	Create Receipt
PO/Reference No.	J00045482	A/P status	Open		Details	Create Credit Memo
Revision No.	0	Workflow	<ul> <li>Completed (10/9/2024 9:41 AM)</li> </ul>		Supplier Status	Print Fax Version
Oundier Neme	DELL MADIZETING L D					

Select Create Cost Receipt

J00	045482: Cre	ate Receipt							×
	Net Qty Received	Net Cost Received	item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	$\checkmark$
1	-	-	Dell Adapter - USB-C to HDMI	470-ABMZ	EA	19.99	1 EA	19.99	$\checkmark$
						Create Quantity	Receipt Create	e Cost Receipt	<b>•••••</b>

Click the **Complete** option.

						All •	Search (Alt+Q) Q	0.00 USD 👻 🖉 🔎 🔎
st Receipt • 470155							E Logout	Save Updates Complete
immary Comments A	ttachments History							
								Draft
eceipt Name	2021-11-11 BT37893 04		Carrier	Other	•		Details	~
eceipt No	To Be Assigned		Tracking No.				Creation Date	11/11/2021 4:21:35 PM
eceipt Date	11/11/2021	<b>1</b>					Source	Manual
	mm/dd/yyyy		Flexible Text Field				Supplier	BGE
acking Slip No.			Flexible Text Field 2				Received by	Rafael Espinoza
upplier Name	BGE		Flexible Drop Down		•		Total (1,000.00 USD)	~
aceived by	Rafael Espinoza		Attachments	Add			Subtotal	1,000.00
eceipt Address		•	Attacimento	Add				1,000.00
	Contact: Rafael Espinoza Central Receiving		Notes				Related Documents	~
	Univ of MD Baltimore Cnty 1000 Hilltop Circle					11	Purchase Order: JT00001198	<del>0</del>
	Baltimore, MD 21250 United States			1000 characters n	maining			
ne Details								
0 · JT00001198						0		
ne Item		Catalog No.		Cost	Status	_		
Stuff			1,000.00	1,000.00	Cost Received	• 0 = 0		
TTEM DETAILS					-	-		
Contract No.	PR0C-2020-90							
Flex Field 2								(1

## Partial Receipt with Single Line

Locate your PO.

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

UMBC				All Orders 👻	Search (Alt+Q)	<
Purchase Order • DEL	L MARKETING L P • J00045482	Revision 0				🖶 🕄 \cdots 💵 🔹
Status Summary	Revisions 1 Confirmations	Shipments Receipts Invoices	Comments Attachments	History		Add Notes to History
General Information		Document Status		~	Summary	Create Receipt
PO/Reference No.	J00045482	A/P status	Open		Details	Create Credit Memo Create Invoice
Revision No.	0	Workflow	Completed (10/9/2024 9:41 AM)		Supplier Status	Print Fax Version
Cupaliar klassa	DELL MADI/CTING L D		(			

## Select Create Cost Receipt

J00	045482: Cre	ate Receipt							×
	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	$\checkmark$
1	-	-	Dell Adapter - USB-C to HDMI	470-ABMZ	EA	19.99	1 EA	19.99	$\checkmark$
						Create Quantity	Receipt Creat	e Cost Receipt	<b>•••••</b>

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

ost Receipt • 470155								📃 🖶 Logout	Save Updates Complete
Summary Comments									Save Opdates
Packing Slip No.			Flexible Text Field 2						Draft
Supplier Name	BGE		Flexible Drop Down			•		Details	
Received by	Rafael Espinoza					•		Creation Date	11/11/2021 4:21:3
Receipt Address		•	Attachments	A	dd			Source	Ma
	Contact: Rafael Espinoza Central Receiving		Notes					Supplier	
	Univ of MD Baltimore Cnty 1000 Hilltop Circle						h	Received by	Rafael Espi
	Baltimore, MD 21250 United States			1	000 characters remaining			Total (1,000.00 USD)	
								Subtotal	1,00
Line Details									1,00
PO · JT00001198							0	Related Documents	
Line Item		Catalog No.		Cost		Status		Purchase Order: JT00001198	
1 Stuff			1,000.00	1,000.00		Cost Received	0 = 0		
					-				
∧ ITEM DETAILS									
Contract No.	PROC-2020-90								
	PROC-2020-90								

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

IMBC T SITE									All	<ul> <li>Search (Alt+Q)</li> </ul>	۹	0.00 USD 👻	♥ I <sup>∞</sup> ¥
Cost F	Receipt • 470155									= €	Logout	Save Update	Complete
Summ	nary Comments Attach	ments History										2	
Pack	ting Slip No.				Flexible Text Field 2							Draft	
Supp	olier Name	BGE			Flexible Drop Down			•		Details			~
Rece	ived by	Rafael Espinoza			Attachments	Add				Creation Date		1	1/11/2021 4:21:35 PM
Rece	ipt Address		,	•	Automiterito	Ruu				Source			Manual
		Contact: Rafael Espinoz Central Receiving			Notes					Supplier Received by			BGE Rafael Espinoza
		Univ of MD Baltimore C 1000 Hilltop Circle Baltimore, MD 21250	nty			1000 charac	ters remaining						
		United States								Total (1,000.00 US	SD)		1,000.00
	Details												1,000.00
	• JT00001198								0	Related Documen			ě
Line				Catalog No.		Cost	Status						
1	Stuff				1,000.00	500	Cost Receive	d 🔻	0 î 🗆				
,	Contract No.		PROC-2020-90		1								
	Flex Field 2		1100202050	-									
	Attachments		Add										
	Notes												
			0										
	🖉 Recei	pt Created											
	Summary					N	ext Steps						
	Receipt No	4	70155 🖶			Ci	eate Qty Receipt						
	Created for the P	D No(s) J	T00001198 🖶			Cr	eate Cost Receipt						

Your PO should now read "Partially Received" as shown below:

Lin	ne Details							1,000.00
	Status Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	Related Documents Requisitions: 3399730	ě
1	Stuff Procurement Request: Non-Catalog Purchase		EA	1,000.00	1	1,000.00	What's next?	~
	∧ DETAILS						Workflow Status	Pending
			Supplier	Receiving	Invoicing	Matching	Workflow	C 👄
			New Order	Partially Received	none	No Matches	Show skipped steps	
							Submitted	

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