

RE-OPENING, DELETING, AND ADDING COMMENTS TO RECEIPTS

Last Updated on: 7/22/2011

East Carolina UNIVERSITY
Bridget Brown user settings
Receipts - PO P1105090
Search for PO No. [] Go

home/shop | favorites | carts/requisitions | approvals | **history** | receiving / invoices | contracts | more >> | A A A

PO History | PR History | my requisitions | my purchase orders | receipt history | invoice history

PO/Reference No. **P1105090 Revision 0**
Supplier **Dell Marketing LP**
Available Actions **Add Comment** [] Go

Status **Purchase Order** | Revisions | PO Approvals | **Receipts** | Invoices | Comments | Attachments | History

Receipts			
Receipt No.	Receipt Date	Received by	
40701	7/24/2011	Quantity	Brown, Bridget
40700	7/24/2011	Quantity	Brown, Bridget

Receipt Line Details								
No	Product Name	Catalog No.	Unit Price	Qty / UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status
1	Latitude E6520:Latitude E6520	225-0376	1,371.50 USD	3 EA	4,114.50 USD	3		Net Received
2	OptiPlex 990 MT:OptiPlex 990 Minitorwer for Standard Power Supply	225-0420	1,177.36 USD	2 EA	2,354.72 USD	2		Net Received

- Click on the **Receipt #**. For the 1st example, we will make a modification to a receipt quantity.
Important Note: This can only be accomplished the same day the receipt was created.

East Carolina UNIVERSITY
Bridget Brown user settings
Receipt No. 40700
Search for PO No. [] Go

home/shop | favorites | carts/requisitions | approvals | history | **receiving / invoices** | contracts | more >> | A A A

invoice history | draft receipts | **receipt history**

Summary | Comments (0) | History

- Header Information

Receipt Name 301107-24 brownb 01
Receipt No. 40700
Receipt Date 7/24/2011 12:00:00 AM
Receipt Create Date 7/24/2011 10:20:08 AM
Complete Date 7/24/2011 10:20:25 AM
Supplier Name Dell Marketing LP
Received by Bridget Brown
DELIVERY FedEx

RECEIPT ADDRESS
Location
Contact Name Chuck Boulineau
Phone +1 (919) 328-1924
Email boulineau@ecu.edu
East Carolina University
Pediatrics
600 Moye Blvd
Brody
Rm 3N-44
Greenville, NC 27834
United States

NOTES (1,000 Chars. Max)

Receipt Lines

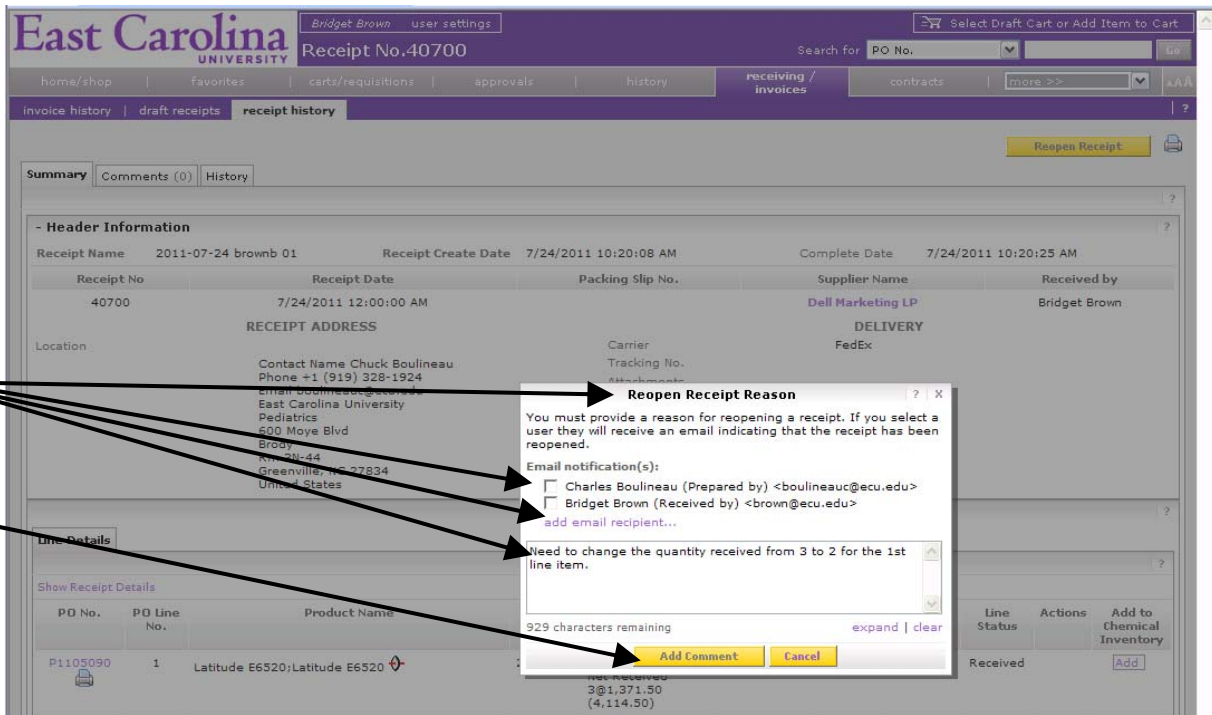
Show Receipt Details

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	Add to Chemical Inventory
P1105090	1	Latitude E6520:Latitude E6520	225-0376	3 EA		3		Received		Add
				Net Received 3@1,371.50 (4,114.50)						

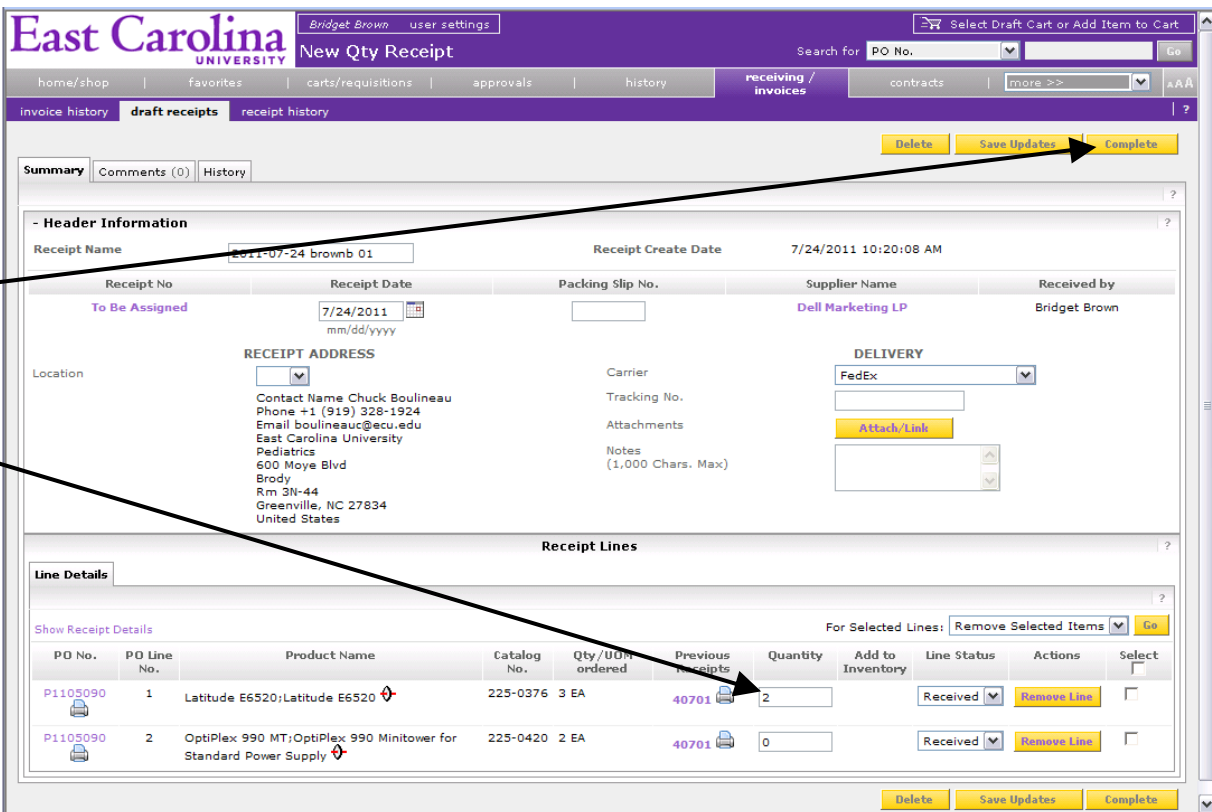
- Click the **Reopen Receipt** button.
- A confirmation pop-up window will be displayed. Click **OK** to confirm that you want to reopen the receipt.

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7. The Reopen Receipt Reason pop-up is displayed. From here you can select PORT Users to notify regarding the modification to the receipt. Enter the reason for the change to the receipt.
8. Click the **Add Comments** button.



9. Update the quantity received for the desired line item.
10. Click on the **Complete** button. This completes the modification of an existing receipt on the same day.

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11. Click the **PO #**.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Receiving	Invoicing	Matching
1 Latitude E6520;Latitude E6520	225-0376	EA	1,371.50	3 EA	4,114.50 USD	Partially Received	none	No Matches
2 OptiPlex 990 MT;OptiPlex 990 Minitower for Standard Power Supply	225-0420	EA	1,177.36	2 EA	2,354.72 USD	Fully Received	none	No Matches
						Subtotal		6,469.22
						Shipping		0.00
						Handling		0.00
						Total		6,469.22 USD

12. Click on the **Receipts** tab. For the 2nd example, we will delete an existing receipt. **Important Note:** This can only be accomplished the same day the receipt was created.

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Receipts

Receipt No.	Receipt Date	Received by
40701	7/24/2011	Brown, Bridget
40700	7/24/2011	Brown, Bridget

Receipt Line Details

No	Product Name	Catalog No.	Unit Price	Qty / UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status
1	Latitude E6520;Latitude E6520	225-0376	1,371.50 USD	3 EA	4,114.50 USD	1		Open
2	OptiPlex 990 MT;OptiPlex 990 Minitower for Standard Power Supply	225-0420	1,177.36 USD	2 EA	2,354.72 USD	2		Net Received

13. Note that the previous modification to receipt 40700, changing quantity from 3 to 2, now shows an open quantity of 1.

14. Click on the receipt that you want to delete.

Summary | Comments (0) | History

Reopen Receipt

- Header Information

Receipt Name: 2011-07-24 brownb 02 | Receipt Create Date: 7/24/2011 10:20:32 AM | Complete Date: 7/24/2011 10:20:43 AM

Receipt No: 40701 | Receipt Date: 7/24/2011 12:00:00 AM | Supplier Name: Dell Marketing LP | Received by: Bridget Brown

Location: RECEIPT ADDRESS

Contact Name: Chuck Boulineau
Phone +1 (919) 328-1924
Email boulineauc@ecu.edu
East Carolina University
Pediatrics
600 Moye Blvd
Brody
Rm 3N-44
Greenville, NC 27834
United States

Receipt Lines

PO No.	PO Line No.	Product Name	Catalog No.	Qty / UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	Add to Chemical Inventory
P1105090	1	Latitude E6520;Latitude E6520	225-0376	3 EA Net Received 2@1,371.50 (2,743.00)	40700	0		Received		Add
P1105090	2	OptiPlex 990 MT;OptiPlex 990 Minitower for Standard Power Supply	225-0420	2 EA Net Received 2@1,177.36 (2,354.72)	40700	2		Received		Add

15. Click on the **Reopen Receipt** button.

16. A confirmation pop-up window will be displayed. Click **OK** to confirm that you want to reopen the receipt.

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The screenshot shows the 'Receipt No. 40701' page. The 'Reopen Receipt Reason' dialog box is open, containing the following text: 'You must provide a reason for reopening a receipt. If you select a user they will receive an email indicating that the receipt has been reopened.' Below this, there are checkboxes for 'Charles Boulineau (Prepared by) <boulineauc@ecu.edu>' and 'Bridget Brown (Received by) <brown@ecu.edu>', along with an 'add email recipient...' link. A text area contains the reason: 'Receipt 40701 was completed before the items were received.' At the bottom of the dialog are 'Add Comment' and 'Cancel' buttons. Callout 17 points to the dialog, and callout 18 points to the 'Add Comment' button.

17. The Reopen Receipt Reason pop-up is displayed. From here you can select PORT Users to notify regarding the deletion of the receipt. Enter the reason for deleting the receipt.

18. Click the **Add Comment** button.

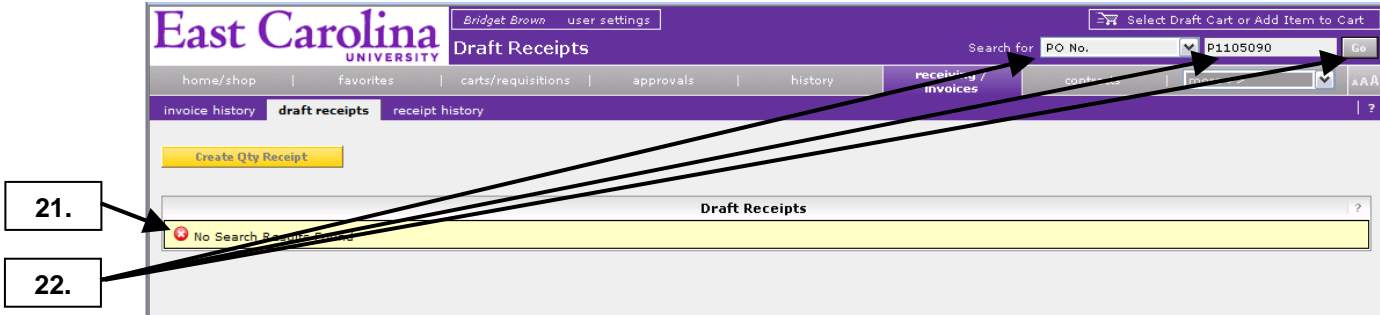
The screenshot shows the 'New Qty Receipt' page for receipt 40701. The 'Delete' button is highlighted in the top right. A 'Windows Internet Explorer' confirmation dialog is open, asking 'Are you sure you want to delete this receipt? This cannot be undone.' with 'OK' and 'Cancel' buttons. Callout 19 points to the 'Delete' button, and callout 20 points to the 'OK' button in the confirmation dialog.

19. Click on the **Delete** button. **Important Note:** Once it has been deleted, the receipt cannot be recovered.

20. A confirmation pop-up window will be displayed. Click **OK** to confirm that you want to delete the receipt.

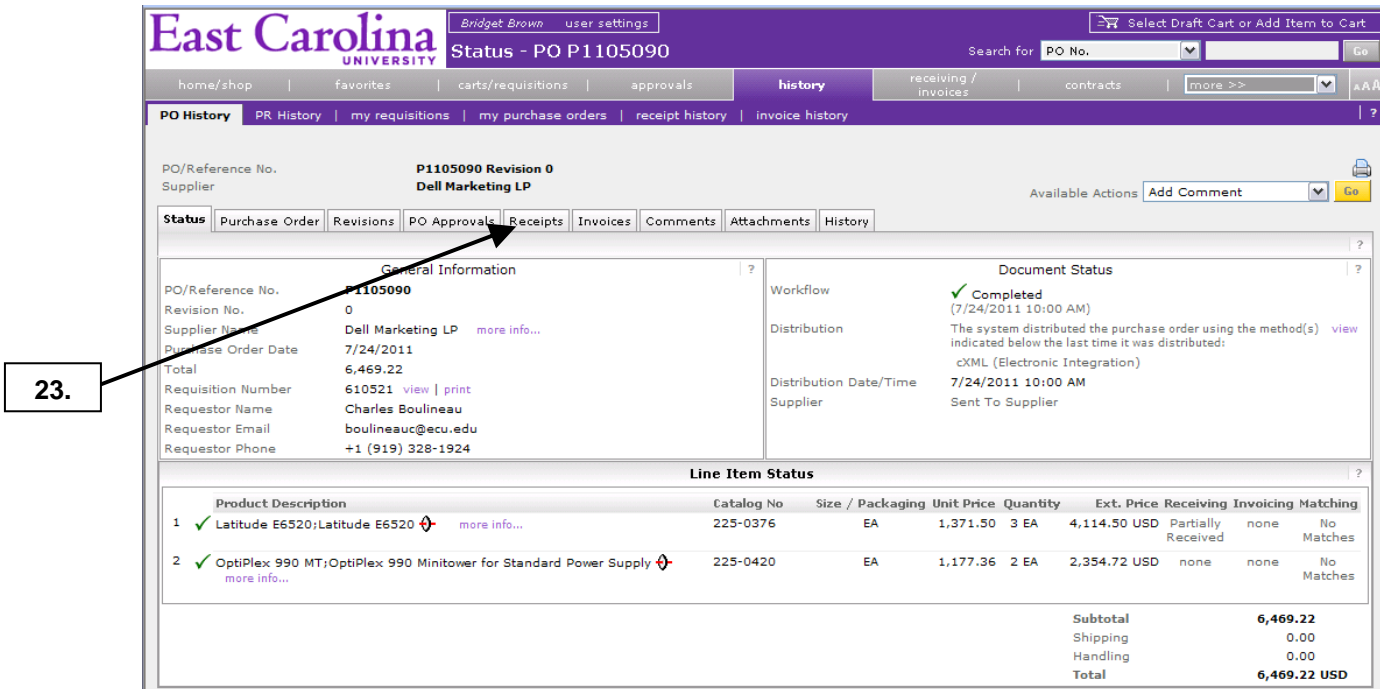
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21. This has deleted the reopened receipt.

22. To confirm, we will enter the **PO #** with the **Search for** combo box set to **PO No.** and click the **Go** button.



23. Click on the **Receipts** tab.

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Receipts - PO P1105090
Search for PO No. [] Go

home/shop | favorites | carts/requisitions | approvals | **history** | receiving / invoices | contracts | more >>

PO History | PR History | my requisitions | my purchase orders | receipt history | invoice history

PO/Reference No. **P1105090 Revision 0**
Supplier **Dell Marketing LP**
Available Actions **Add Comment** Go

Status | Purchase Order | Revisions | PO Approvals | **Receipts** | Invoices | Comments | Attachments | History

Receipts									
Receipt No.	Receipt Date	Received by	Quantity						
40700	7/24/2011	Brown, Bridget							

Receipt Line Details									
No	Product Name	Catalog No.	Unit Price	Qty / UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status	
1	Latitude E6520;Latitude E6520	225-0376	1,371.50 USD	3 EA	4,114.50 USD	1	2	Open	
2	OptiPlex 990 MT;OptiPlex 990 Minitower for Standard Power Supply	225-0420	1,177.36 USD	2 EA	2,354.72 USD	2		Net Received	

24. Notice that there is only 1 receipt remaining and that 40701 have been deleted.

25. Click on the receipt to add a comment.

East Carolina UNIVERSITY
Bridget Brown user settings
Receipt No. 40700
Search for PO No. [] Go

home/shop | favorites | carts/requisitions | approvals | history | **receiving / invoices** | contracts | more >>

invoice history | draft receipts | **receipt history**

Summary | **Comments (0)** | History

- Header Information

Receipt Name	2011-07-24 brownb 01	Receipt Create Date	7/24/2011 10:20:08 AM	Complete Date	7/24/2011 12:59:25 PM
Receipt No	40700	Receipt Date	7/24/2011 12:00:00 AM	Packing Slip No.	
Supplier Name	Dell Marketing LP		Received by	Bridget Brown	

RECEIPT ADDRESS

Location	Contact Name Chuck Boulineau Phone +1 (919) 328-1924 Email boulineauc@ecu.edu East Carolina University Pediatrics 600 Moye Blvd Brody Rm 3N-44 Greenville, NC 27834 United States	Carrier Tracking No. Attachments Notes (1,000 Chars. Max)	DELIVERY FedEx
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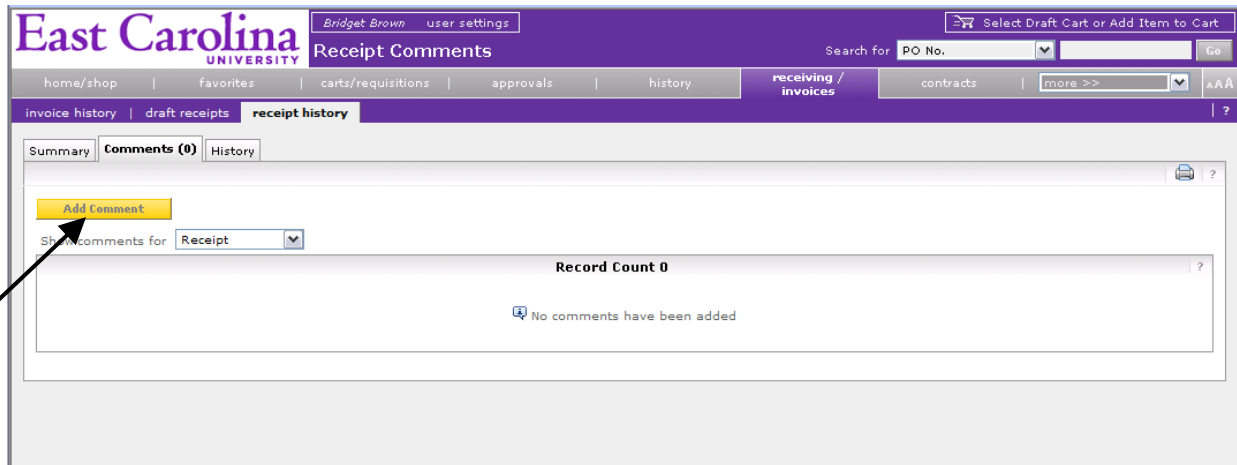
Receipt Lines

PO No.	PO Line No.	Product Name	Catalog No.	Qty / UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	Add to Chemical Inventory
P1105090	1	Latitude E6520;Latitude E6520	225-0376	3 EA Net Received 2@1,371.50 (2,743.00)		2		Received		Add
P1105090	2	OptiPlex 990 MT;OptiPlex 990 Minitower for Standard Power Supply	225-0420	2 EA		0		Received		Add

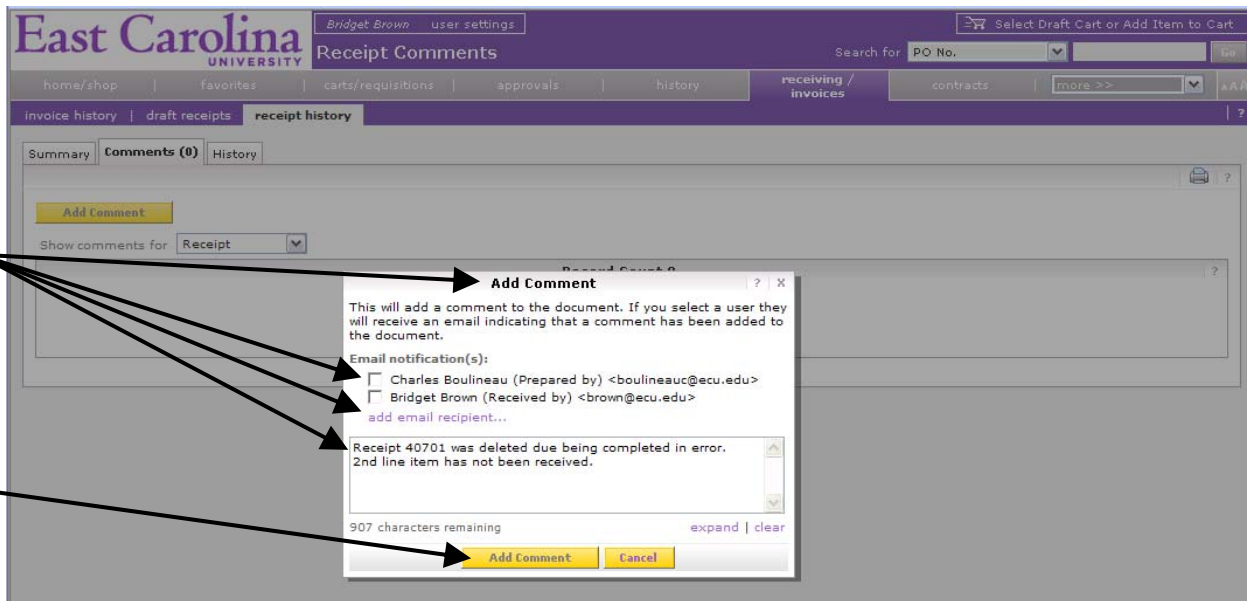
26. Click the **Comments** tab.

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27. Click on the **Add Comment** button.



28. The Add Comment pop-up is displayed. From here you can select PORT Users to notify regarding the comment on the receipt. Enter the comment for the receipt.

29. Click the **Add Comment** button.

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The screenshot displays the 'Receipt Comments' interface. At the top, the 'East Carolina UNIVERSITY' logo is visible on the left, and a search bar for 'PO No.' is on the right. The main content area has tabs for 'Summary', 'Comments (1)', and 'History'. Below the 'Add Comment' button, there is a dropdown menu set to 'Receipt'. A single comment is displayed with the following details: 'Bridget Brown [Reply To] [New Comment]', 'Applies To: Receipt - 40700', 'Comment Added - 7/24/2011 1:19 PM', and the text 'Receipt 40701 was deleted due being completed in error. 2nd line item has not been received.' Callout box 30 points to the comment text, and callout box 31 points to the East Carolina University logo.

30. Note the comment on the receipt.

31. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.

Important Note: Receipts are loaded to Banner in a batch process early the next morning. AP will match your receipt with the Invoice and Purchase Order before making payments to the supplier.