# Creating a Cost Receipt from Notification Email

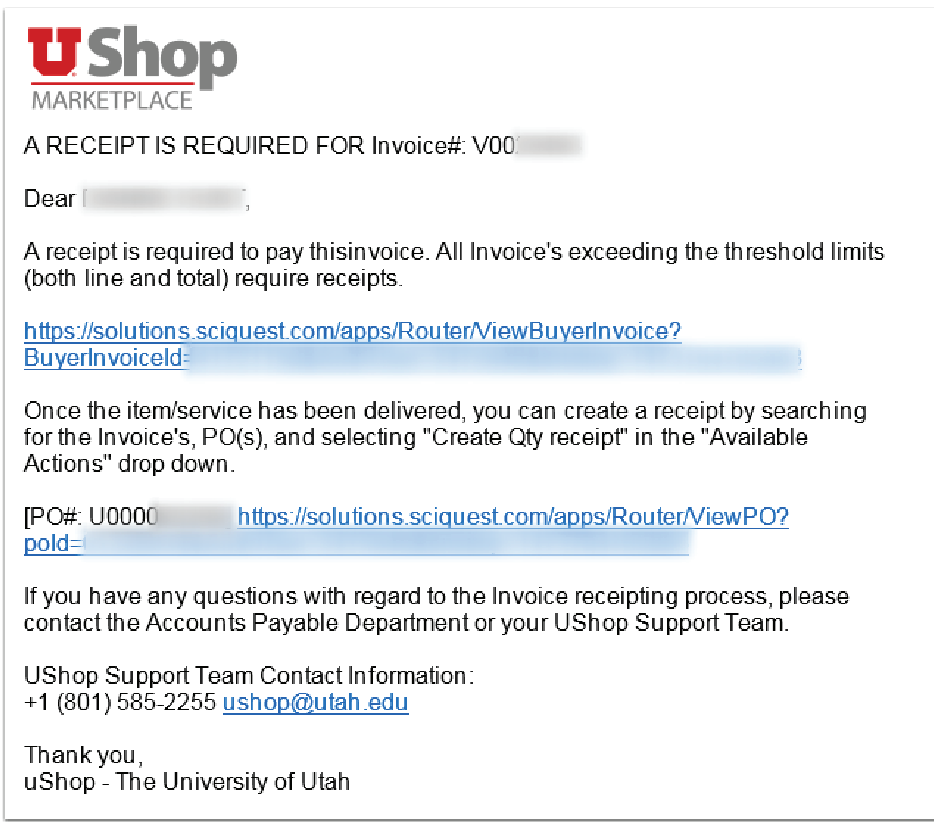
In the paper days of processing, any invoice over $50k was required to have signature approvals in order to process payment. In the current electronic workflow in UShop, you do this through receipting. UShop, however, requires a receipt against the PO instead of indicating this on the invoice. The receipt is the indication to Accounts Payable to pay up to $XX.xx against a PO.

In addition to this guide, there is also **this training video** on receipting.

There are two instances in which you will need to create a receipt in UShop:

1. When you have selected "Hold for Receipting" option or
2. When your PO is over $50k.

If you need to create a receipt, you may receive a notification like the one shown below.



A RECEIPT IS REQUIRED FOR Invoice#: V00

Dear ,

A receipt is required to pay thisinvoice. All Invoice's exceeding the threshold limits (both line and total) require receipts.

https://solutions.sciquest.com/apps/Router/ViewBuyerInvoice?BuyerInvoiceId=

Once the item/service has been delivered, you can create a receipt by searching for the Invoice's, PO(s), and selecting "Create Qty receipt" in the "Available Actions" drop down.

[PO#: U0000 https://solutions.sciquest.com/apps/Router/ViewPO?poId=

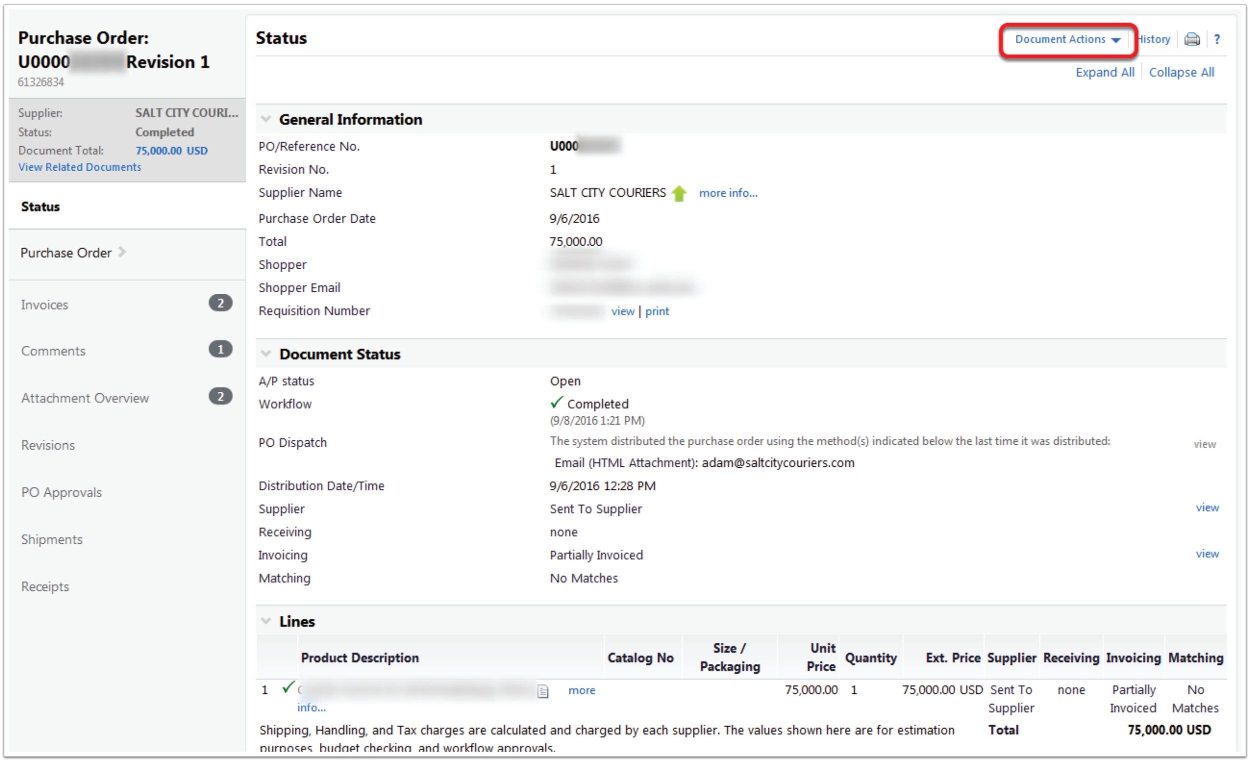
If you have any questions with regard to the Invoice receipting process, please contact the Accounts Payable Department or your UShop Support Team.

UShop Support Team Contact Information:
+1 (801) 585-2255 ushop@utah.edu

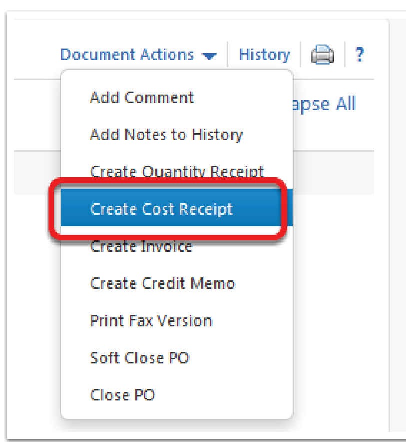
Thank you,
uShop - The University of Utah

**1.** To find the PO click on the second link in the email referencing the PO# or go to the upper right corner of the UShop page and type in just the last pertinent numbers of the PO, e.g. if PO# is U00001111 type "1111".

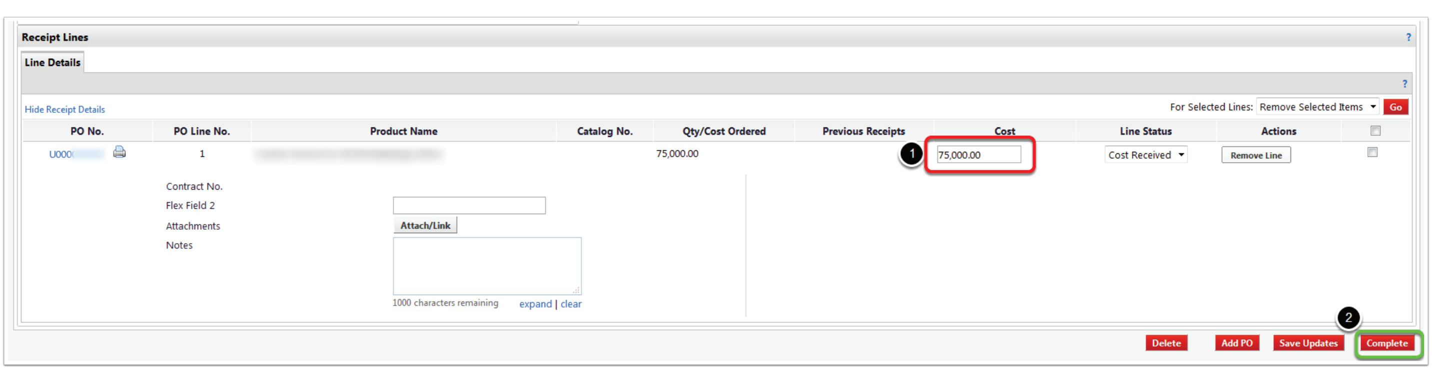
**2.** Click document actions.



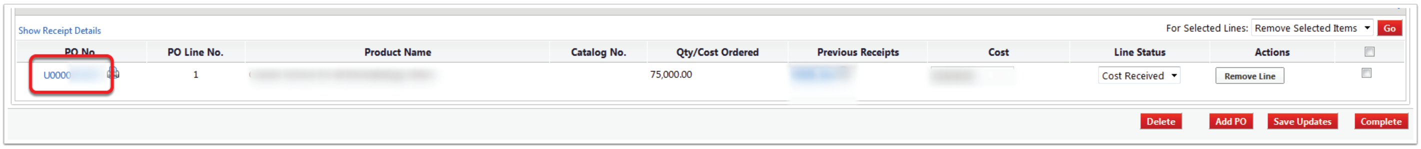

**3.** Click "Create Cost Receipt".



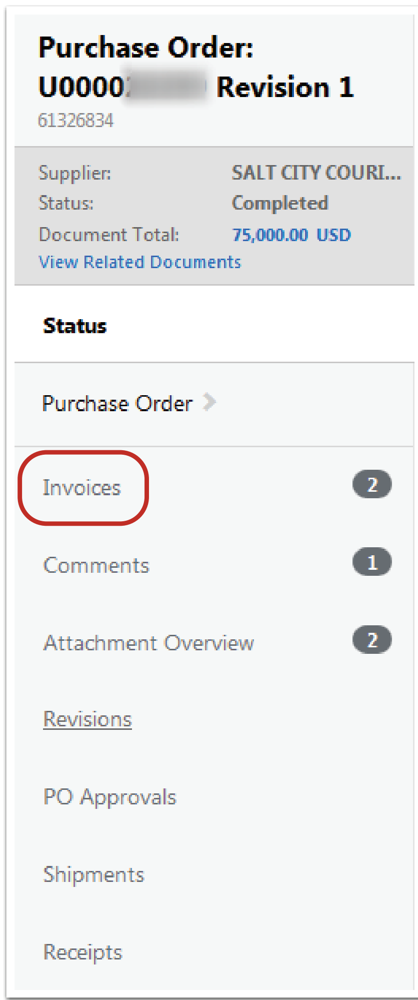

**4.** Scroll to the bottom of the page. Change the amount under "Cost" to the amount you need to receipt. Click Complete. If you do not know what amount to receipt, keep going on the instructions.



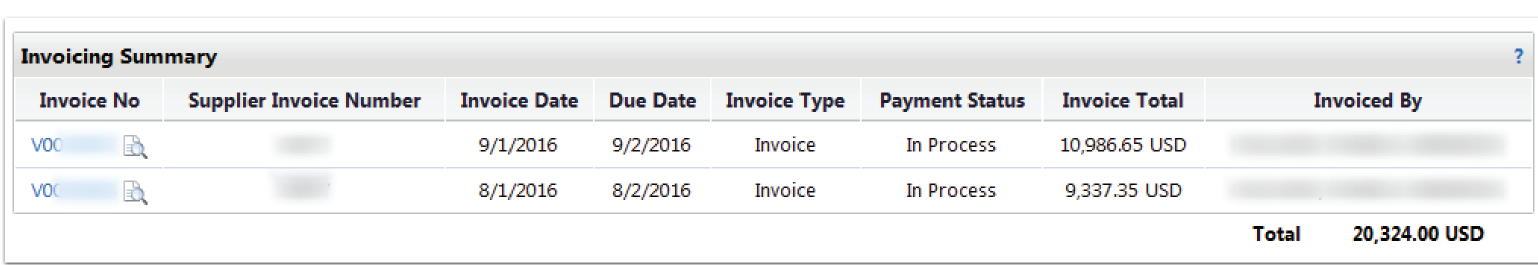
**5.** Navigate back to the PO by click on the PO# link.




**6.** If you do not know how much you would like to receipt you can view how much has been invoiced against your PO. On the left side menu, click on "Invoices".



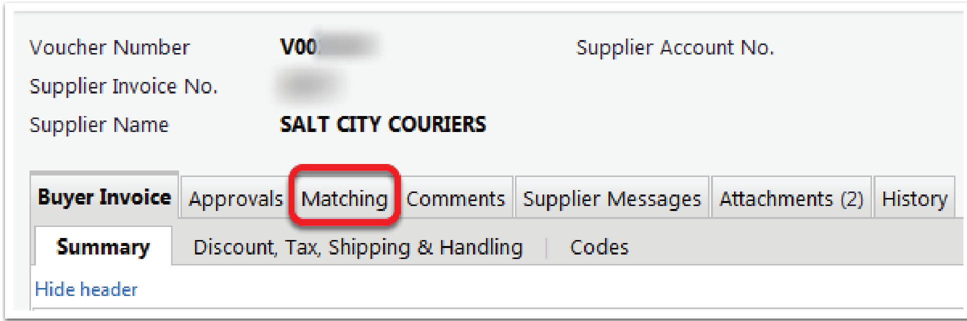

**7.** You can view the invoice summary as shown below. To view the matching status of these invoices, click on one of the invoice links.



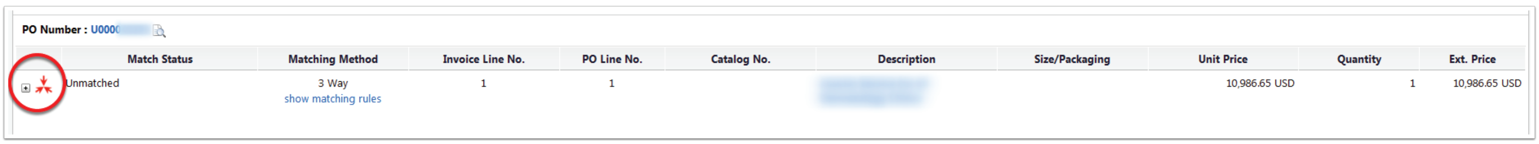
**Invoicing Summary**

| Invoice No | Supplier Invoice Number | Invoice Date | Due Date | Invoice Type | Payment Status | Invoice Total | Invoiced By |
|---|---|---|---|---|---|---|---|
| V00 | | 9/1/2016 | 9/2/2016 | Invoice | In Process | 10,986.65 USD | |
| V0 | | 8/1/2016 | 8/2/2016 | Invoice | In Process | 9,337.35 USD | |
| | | | | | | Total | 20,324.00 USD |

**8.** On the invoice screen, click "Matching".




**9.** If there is a plus sign next to the three arrows, click it to expand.



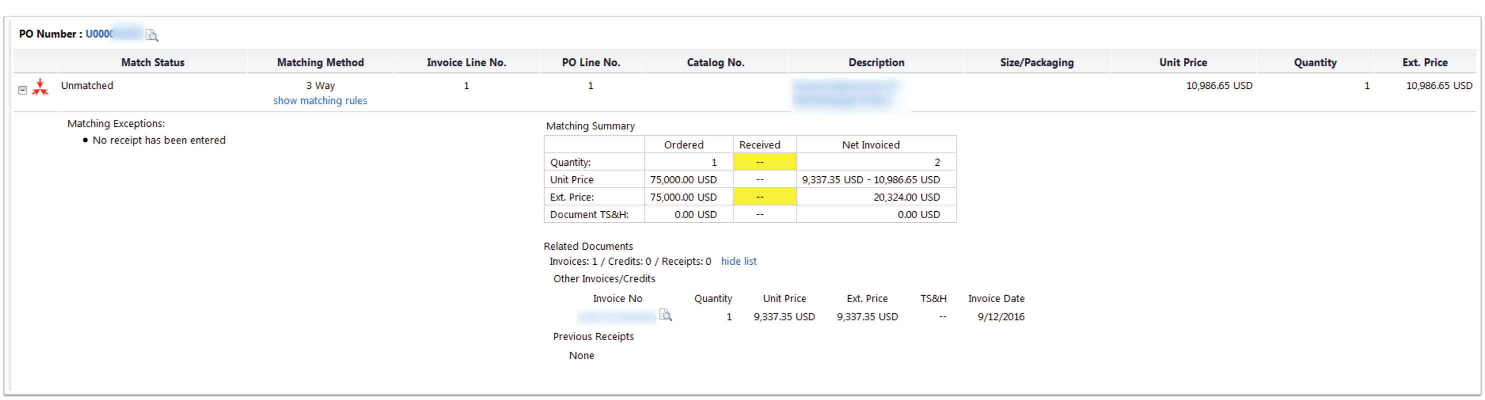

**10.** Three way matching is required for orders >$50k or marked for "Hold for receipting".
The system matches:

1. The PO,
2. The invoice, and
3. The receipt.

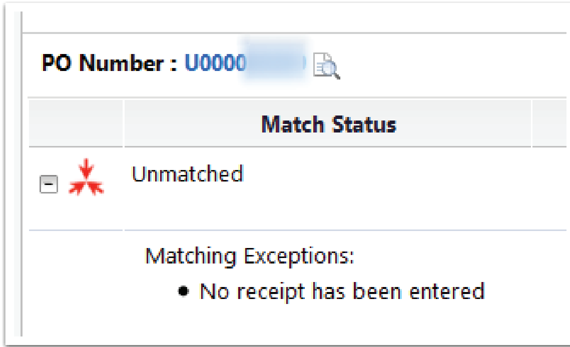
If the three arrows are red, the status will be unmatched and payment(s) will not be released. If the arrows are green, it means the status is matched. In the matching summary table, the Ordered column will show the PO amount, the Received column will show the receipted amount and the Net Invoiced column will show the amount invoiced. Looking at the table for this PO, we know that one of two things must happen in order for the system to release payment:

1. A receipt for each invoice amount must be created, or
2. One receipt for the combined amount of invoices must be created.

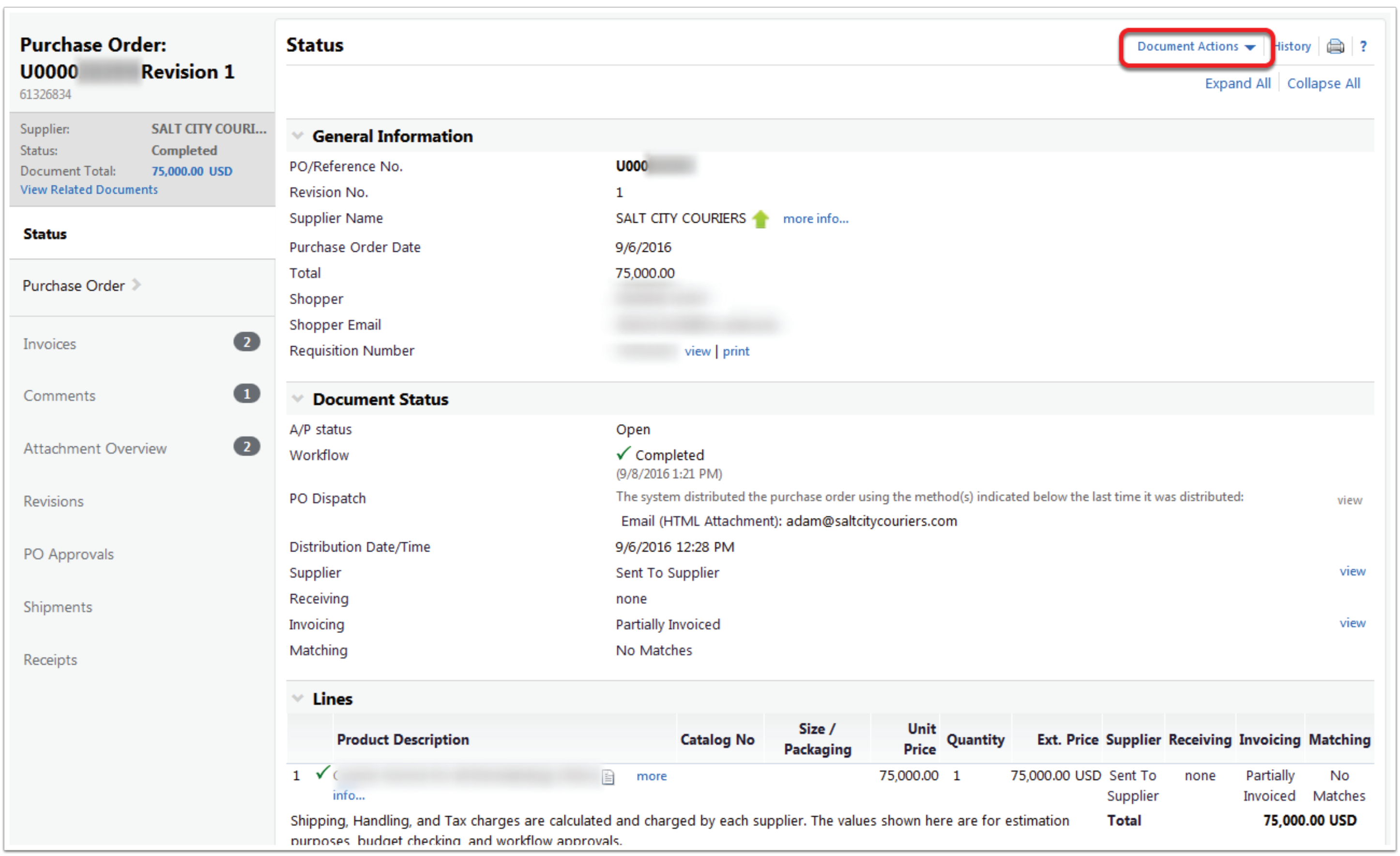
In the instance below, nothing has been received (receipted). We need to create two receipts for $9,337.35 and $10,986.65 or one receipt for a total of $20,324.00.



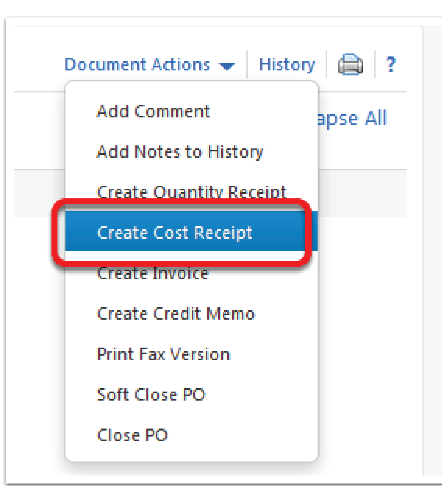
**11.** To create a receipt, you will need to navigate to your Purchase Order. There should be a link withthe PO number to click on.




**12.** Once you are again viewing your purchase order, click document actions.



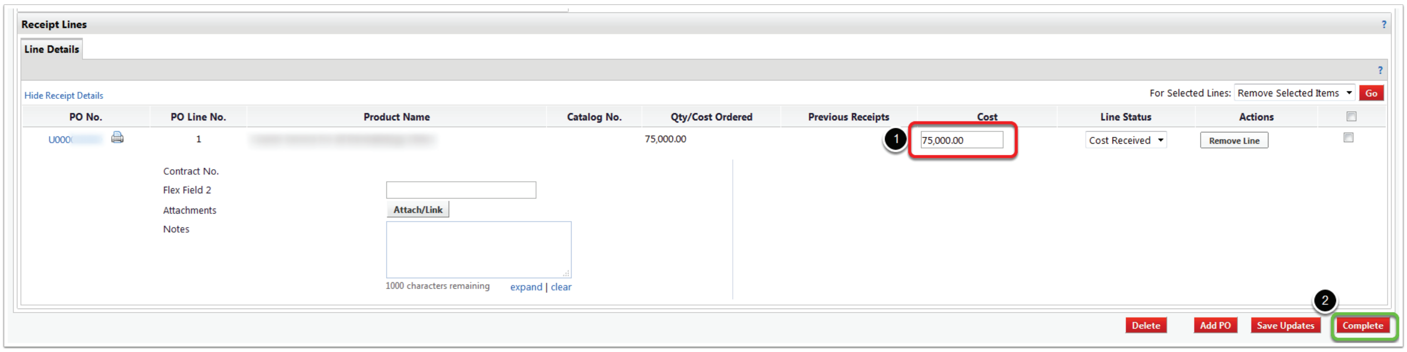

**13.** Click "Create Cost Receipt".



**14.** Scroll to the bottom of the page. Change the amount under "Cost" to the amount you need to receipt.

If you are doing a receipt for the two invoices combined: $20,324.00).

Click Complete.




**15.** If you navigate back to one of your invoices, and click the "Matching" tab again, you will see the arrows are green, the status is matched, and the "Received" column reflects your receipt amount.