

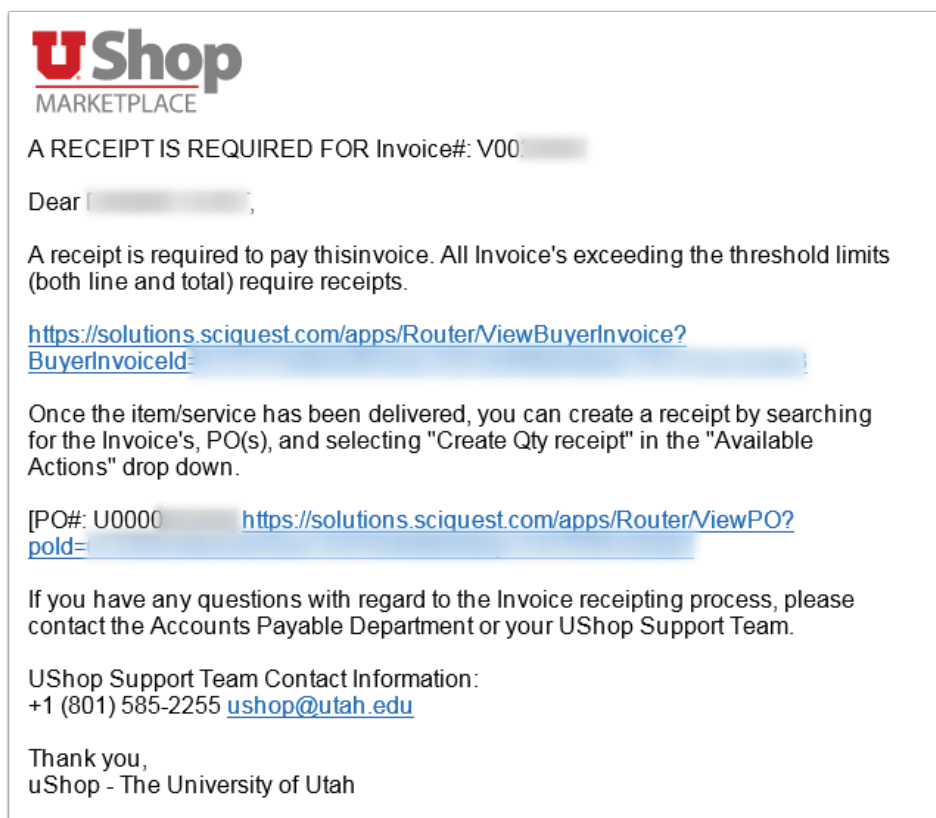
In the paper days of processing, any invoice over \$50k was required to have signature approvals in order to process payment. In the current electronic workflow in UShop, you do this through receipting. UShop, however, requires a receipt against the PO instead of indicating this on the invoice. The receipt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



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.

**Purchase Order:**  
U000 Revision 1  
61326834

Supplier: SALT CITY COURI...  
Status: Completed  
Document Total: 75,000.00 USD  
[View Related Documents](#)

**Status**

Purchase Order >

Invoices 2  
Comments 1  
Attachment Overview 2  
Revisions  
PO Approvals  
Shipments  
Receipts

**Status**

Document Actions History ?  
Expand All Collapse All

**General Information**

PO/Reference No. U000  
Revision No. 1  
Supplier Name SALT CITY COURIERS [more info...](#)  
Purchase Order Date 9/6/2016  
Total 75,000.00  
Shopper  
Shopper Email  
Requisition Number [view](#) | [print](#)

**Document Status**

A/P status Open  
Workflow [Completed](#) (9/8/2016 1:21 PM)  
PO Dispatch The system distributed the purchase order using the method(s) indicated below the last time it was distributed: [view](#)  
Email (HTML Attachment): adam@saltcitycouriers.com  
Distribution Date/Time 9/6/2016 12:28 PM  
Supplier Sent To Supplier [view](#)  
Receiving none  
Invoicing Partially Invoiced [view](#)  
Matching No Matches

**Lines**

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching	
1	<a href="#">info...</a>	<a href="#">more</a>		75,000.00	1	75,000.00 USD	Sent To Supplier	none	Partially Invoiced	No Matches	
								<b>Total</b>		<b>75,000.00 USD</b>	

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

## 3. Click "Create Cost Receipt".

Document Actions History ?  
Collapse All

- Add Comment
- Add Notes to History
- Create Quantity Receipt
- Create Cost Receipt**
- Create Invoice
- Create Credit Memo
- Print Fax Version
- Soft Close PO
- Close PO

## 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.

Receipt Lines

Line Details

Hide Receipt Details

For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
U000	1			75,000.00	1	75,000.00	Cost Received	Remove Line

Contract No.  
Flex Field 2  
Attachments  
Notes

[Attach/Link](#)

1000 characters remaining [expand](#) | [clear](#)

Delete Add PO Save Updates **Complete**

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

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
U0000	1			75,000.00			Cost Received	Remove Line

For Selected Lines: Remove Selected Items

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".

**Purchase Order:**  
**U0000 Revision 1**  
 61326834

Supplier: SALT CITY COURI...  
 Status: Completed  
 Document Total: 75,000.00 USD  
[View Related Documents](#)

**Status**

Purchase Order >

- [Invoices](#) 2
- [Comments](#) 1
- [Attachment Overview](#) 2
- [Revisions](#)
- [PO Approvals](#)
- [Shipments](#)
- [Receipts](#)

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 <span style="float: right;">?</span>								
Invoice No	Supplier Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By	
VOC		9/1/2016	9/2/2016	Invoice	In Process	10,986.65 USD		
VOC		8/1/2016	8/2/2016	Invoice	In Process	9,337.35 USD		
<b>Total</b>							<b>20,324.00 USD</b>	

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

Voucher Number **V00** Supplier Account No.

Supplier Invoice No.

Supplier Name **SALT CITY COURIERS**

**Buyer Invoice** Approvals **Matching** Comments Supplier Messages Attachments (2) History

**Summary** Discount, Tax, Shipping & Handling Codes

[Hide header](#)

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

PO Number: U000

Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price	Quantity	Ext. Price
Unmatched	3 Way <a href="#">show matching rules</a>	1	1				10,986.65 USD	1	10,986.65 USD

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.

PO Number: U000

Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price	Quantity	Ext. Price
Unmatched	3 Way <a href="#">show matching rules</a>	1	1				10,986.65 USD	1	10,986.65 USD

Matching Exceptions:

- No receipt has been entered

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	1	--	2
Unit Price:	75,000.00 USD	--	9,337.35 USD - 10,986.65 USD
Ext. Price:	75,000.00 USD	--	20,324.00 USD
Document TS&H:	0.00 USD	--	0.00 USD

Related Documents

Invoices: 1 / Credits: 0 / Receipts: 0 [hide list](#)

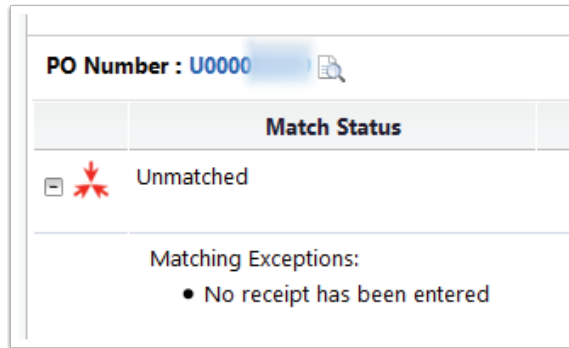
Other Invoices/Credits

Invoice No	Quantity	Unit Price	Ext. Price	TS&H	Invoice Date
	1	9,337.35 USD	9,337.35 USD	--	9/12/2016

Previous Receipts

None

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



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

**Purchase Order:**  
U0000 Revision 1  
61326834

Supplier: SALT CITY COURI...  
Status: Completed  
Document Total: 75,000.00 USD  
[View Related Documents](#)

**Status**

Purchase Order >

Invoices 2  
Comments 1  
Attachment Overview 2  
Revisions  
PO Approvals  
Shipments  
Receipts

**Status** Document Actions History Print ?  
[Expand All](#) [Collapse All](#)

**General Information**

PO/Reference No. U0000  
Revision No. 1  
Supplier Name SALT CITY COURIERS [more info...](#)  
Purchase Order Date 9/6/2016  
Total 75,000.00  
Shopper  
Shopper Email  
Requisition Number [view](#) | [print](#)

**Document Status**

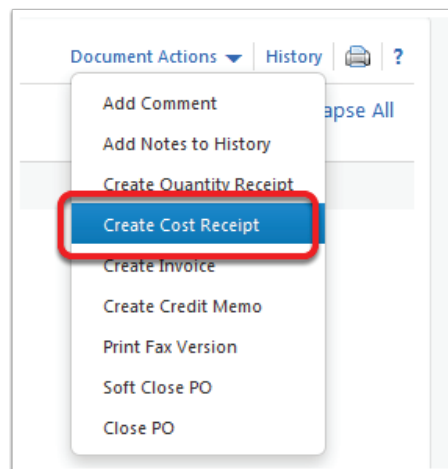
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Receiving none  
Invoicing Partially Invoiced [view](#)  
Matching No Matches

**Lines**

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
1	<a href="#">info...</a>	<a href="#">more</a>		75,000.00	1	75,000.00 USD	Sent To Supplier	none	Partially Invoiced	No Matches
							<b>Total</b>			<b>75,000.00 USD</b>

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes. budget checking and workflow approvals.

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.

The screenshot shows the 'Receipt Lines' interface. The 'Cost' field is highlighted with a red box and contains the value '75,000.00'. A green box highlights the 'Complete' button at the bottom right.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
U000	1			75,000.00		75,000.00	Cost Received	Remove Line

Buttons at the bottom: Delete, Add PO, Save Updates, 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.

The screenshot shows the 'Matching' tab in an invoice interface. The 'Matched' status is circled in red. The 'Received' column shows '20,324.00 USD'.

Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price	Quantity	Ext. Price
Matched	3 Way	1	1				10,986.65 USD	1	10,986.65 USD

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	1	--	2
Unit Price:	75,000.00 USD	--	9,337.35 USD - 10,986.65 USD
Ext. Price:	75,000.00 USD	20,324.00 USD	20,324.00 USD
Document TS&H:	0.00 USD	--	0.00 USD

Related Documents

Invoices: 1 / Credits: 0 / Receipts: 1 [hide list](#)

Other Invoices/Credits

Invoice No	Quantity	Unit Price	Ext. Price	TS&H	Invoice Date
	1	9,337.35 USD	9,337.35 USD	--	9/12/2016

Previous Receipts

Doc No.	Quantity	Cost	Receipt Date
	--	20,324.00 USD	9/12/2016