How to Log a Receipt or Return

A Receipt is a document logged on a Purchase Order which provides official verification that a good or service was received. Receipts may also be used to log items to be returned. There are two types of Receipts: Quantity and Cost. Refer to the When is Receiving Required? document to learn more about each type of Receipt.

<table>
<thead>
<tr>
<th>Generally, Quantity Receipts are used with one-time orders.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Receipts are used with recurring orders, including Contract &amp; Grant subawards, and capital purchases.</td>
</tr>
</tbody>
</table>

Receipt documents do not route for review and approval. Instead, these documents book against the Purchase Order as soon as the Receipt is complete. You are able to edit Receipt documents while the associated Invoice is enroute. Once the Invoice reaches “Payable” pay status.

**Receipts cannot be edited or deleted once finalized! Double check your work prior to completing a Receipt document.**

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Log a Quantity Receipt

Locate the Purchase Order associated with the goods or services received. Select **Create Quantity Receipt** from the **Document Actions** menu.
A Receipt document opens. Update the **Receipt Name** field in the **Header Information** section to describe the goods or services received. This field offers 100 characters and is searchable in BUY.IU. In this example, we received a shipment of 5 tablets on 8/29/2019.

The remaining fields of the Receipt are not required, but your department may require details such as a **Packing Slip Number** or an image of the packing slip attached to the receipt. Use the **Attachments** link to upload a copy of the packing slip(s).

The Office of Research Administration (ORA) requires packing slip documentation be attached for all purchases related to grants, contracts or subaward activity. **See page 8 for guidance regarding subaward activity.**
Next, move to the **Receipt Lines** section of the document. Here, we’ll enter how many items we received in this shipment. Enter the quantity received in the **Quantity** field. In this example we received 5 tablets, so we enter “5” in line one.

BUY.IU will auto-fill the Quantity field with the balance of the quantity remaining on the PO. Update these fields to reflect what has actually been received.

Each Receipt document should reflect what items associated with the order have been received. Be sure to double check the information entered in the Quantity field(s) to ensure you are logging accurate information!
The Receipt consists of line items from the Purchase Order. Line items unassociated with the current Receipt must be removed. Click **Remove Line** to remove a line, or check the box next to the outstanding lines and click **Go** next to the action drop down menu to remove them.

**Clicking the Delete button results in the deletion of the Receipt document itself, not the individual lines.**

In this example we are logging the receipt of 5 tablets only. The second line item, associated with tablet cases, must be removed.

Once all quantities are entered, click **Complete** to save and log the Receipt.
BUY.IU displays a confirmation screen which allows you to print the Receipt document, if desired, or return to the Purchase Order.

Review Receipt documents by navigating to the Receipt section of the Purchase Order.

Here, you can access draft and completed Receipts. This section also displays a summary of what has been received on the order versus what is outstanding.

In this example, 5 tablets are outstanding, 5 have been received, and we have yet to receive any tablet cases (PO line two). As additional Receipts are logged on the order, these fields will update to reflect the current quantities outstanding.
Log a Cost Receipt

A Cost Receipt must always be logged in conjunction with Invoices booked against Contract & Grant subawards, Requisitions using commodity code ORA1. Receipt is required regardless of Invoice value.

Locate the Purchase Order associated with the goods or services which were received. Select **Create Cost Receipt** from the Document Actions menu.
A Receipt document opens. Update the Receipt Name field in the Header Information section to describe the type of order which was received. This field offers 100 characters and is searchable in BUY.IU. In this example, we are logging the receipt of Diet Coke products in the month of August.

The remaining fields of the Receipt are not required, but your department may require details such as a Packing Slip Number or an image of the packing slip attached to the receipt. Use the Attachments link to upload a copy of the packing slip(s).

The availability of this additional information is dependent on the type of goods or services being logged. In the case of services performed, a packing slip or other shipping information is not available. In this example we are logging the value of goods received. This means packing information is available and could be included.

Special considerations for grants and subawards:

- The Office of Research Administration (ORA) requires packing slip documentation be attached for all purchases related to grant or activity. If a packing slip is not available, include details such as services performed. Contact ORA with questions related to this requirement.

- Purchases related to subawards will not have a packing slip. ORA policy SPA-11-019 requires that the principal investigator (PI) and Fiscal Officer, or delegate, review each subaward invoice. Please attach a statement from the PI that the invoice aligns with the work completed during the period of performance of the invoice, and that the invoice meets ORA subaward invoicing requirements. If the invoice does not have the required components, the supplier must be must be contacted to request the proper supporting documentation.
Next, move to the **Receipt Lines** section of the document. Here, we’ll enter the value of the goods or services received. Enter the value in the **Cost** field. In this example, $1,000 worth of Diet Coke products were received.

BUY.IU will auto-fill the Cost field with the balance of the cost remaining on the PO. Update these fields to reflect what has actually been received.

<table>
<thead>
<tr>
<th>PO No.</th>
<th>PO Line No.</th>
<th>Product Name</th>
<th>Catalog No.</th>
<th>Previous Receipts</th>
<th>Cost</th>
<th>Line Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>P00005307</td>
<td>1</td>
<td>Diet Coke for Kelley School recruiting order as needed 7/1/2019-6/30/2020</td>
<td></td>
<td></td>
<td>$1,000.00</td>
<td>USD</td>
<td>Cost Received</td>
</tr>
<tr>
<td>P00005307</td>
<td>2</td>
<td>Coke Classic for Kelley School recruiting order as needed 7/1/2019-6/30/2020</td>
<td></td>
<td></td>
<td>Please enter a valid cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P00005307</td>
<td>3</td>
<td>Dasani water for Kelley School recruiting order as needed 7/1/2019-6/30/2020</td>
<td></td>
<td></td>
<td>Please enter a valid cost</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each Receipt document should reflect what items associated with the order have been received. Be sure to double check the information entered in the Quantity field(s) to ensure you are logging accurate information!

The Receipt consists of line items from the Purchase Order. Line items unassociated with the current shipment must be removed. Click **Remove Line** to remove a line, or check the box next to the outstanding lines and click **Go** next to the action drop down menu to remove them.

In this example we are logging the receipt of Diet Coke products only. The additional line items, associated with other types of refreshments, must be removed.

Clicking the **Delete** button results in the deletion of the Receipt document itself, not the individual lines.
Once the value of all items or services are entered, click **Complete** to save and log the Receipt.

BUY.IU displays a confirmation screen which allows you to print the Receipt document, if desired, or return to the Purchase Order.
Review Receipt documents by navigating to the **Receipt** section of the Purchase Order.

Here, you can access draft and completed Receipts. This section also displays a summary of what has been received on the order compared to what is outstanding. In this example, we have received $1,000 worth of Diet Coke products and anticipate receiving $9,000 worth of these types of products. We have not received any items related to lines two or three.

As additional Receipts are logged on the order, these totals will update to reflect the current amounts outstanding.
Log a Return

Use a Receipt document to log the return of goods to a supplier. This process keeps the outstanding quantities on the Purchase Order up-to-date and accurate. This process can also be completed using a Cost Receipt. This document outlines the Quantity Receipt process as it is most common.

Logging a return does not correct a Receipt.
Do not use a return to account for a Receipt document which was logged incorrectly.

Locate the Purchase Order associated with the goods to be returned. Select Create Quantity Receipt from the Document Actions menu.
A Receipt document opens. Update the **Receipt Name** field in the **Header Information** section and describe the items to be returned. This field offers 100 characters and is searchable in BUY.IU. In this example, 2 of the tablets we received were damaged and must be returned to the supplier.

Click **Save Updates** in the upper right-hand corner to ensure you don’t lose your work!

The remaining fields are optional but your department may require these details. Use the **Attachments** link to upload communication related to the return or packing slip(s). Enter additional shipping details in the appropriate fields.

Next, move to the **Receipt Lines** section of the document. Here, we’ll enter the number of items to be returned. Enter the quantity to be returned in the **Quantity** field. Update the **Line Status** to reflect **Returned**.
Click **Complete** to save and log the return.

BUY.IU displays a confirmation page like the one below which allows you to print the Receipt document, if desired, or return to the Purchase Order.

Review returns and Receipt documents by navigating to the **Receipt** section of the Purchase Order.
Here you can access draft and completed receipts, as well as draft and completed returns. This section also displays a summary of what has been received on the order versus what is outstanding. In this example, 12 tablets are outstanding and 2 tablets have been returned.