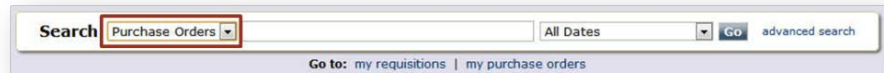# DEACON DEPOT

Toolbox: Creating a Receipt Quick Guide

The act of receiving in Deacon Depot is the indication to Accounts Payable that it is okay to pay the supplier for the goods that have been received. As a Deacon Depot user, you can receive on any order that you can see. It is important, however to carefully follow the steps below to ensure that an order is not over-received.

Keep in mind that sometimes, over-receiving is correct and necessary. For example:
- A supplier sends you more items than you ordered and you decide to keep the extras items.

In this case, the quantity receipt created would truly be an over-receipt. If that is not the case, however, follow the steps below to view the Settlement Status and then create receipts as appropriate:

Use Document Search (found under the 3 stacked papers icon) to locate the PO for which you need to create a receipt. When the Document search screen displays, use the drop-down to select the Purchase Order document type.	
When your search results populate, locate the Purchase Order for which you need to create a receipt. Remember to only receive on PO's that begin with the letter "P".	

Before clicking on the PO to open it, take a moment to review the **Settlement Status column**. This column will indicate any receipts, returns or invoices that have already been matched to the PO.

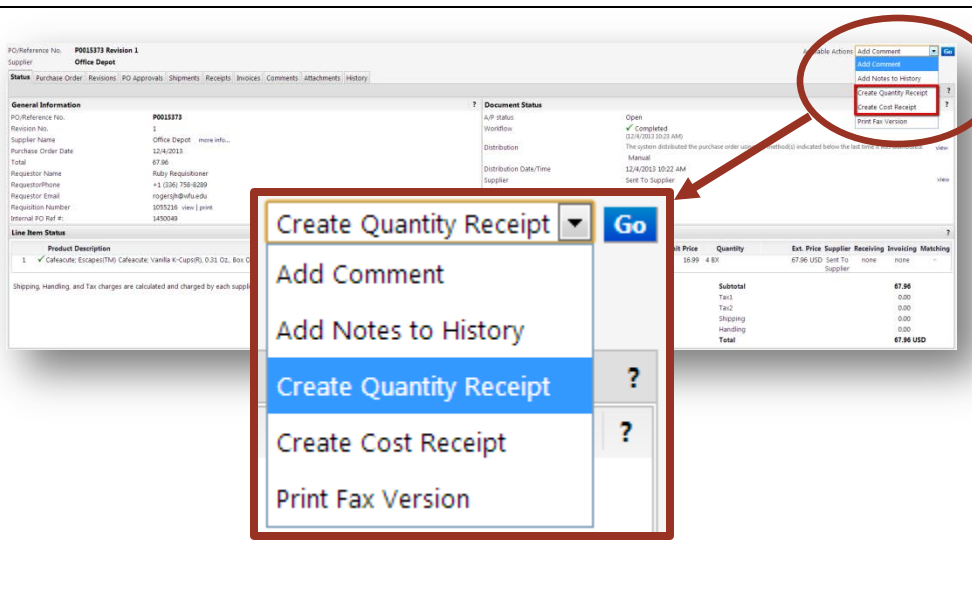Options that can be listed in the Settlement Status column include:

- **A dash:** No receipts or invoices have been entered for the PO.
- **Partially Received:** A receipt has been created for a portion of the items on the PO. When the PO is opened and the "Create Quantity Receipt" option is selected, the receipt will populate with only the items that still need to be received.
- **With Returns:** A receipt has been created that indicates some of the items need to be returned.
- **Fully Received:** All items on the PO have been received.
- **Over-Received:** More items have been received than were ordered on the PO.
- **Partially Invoiced:** An invoice has been matched to a portion of the items on the PO.
- **Fully Invoiced:** An invoice has been matched to all of the items on the PO.

After reviewing the Settlement status, create any necessary receipt documentation by clicking the PO number to open it.
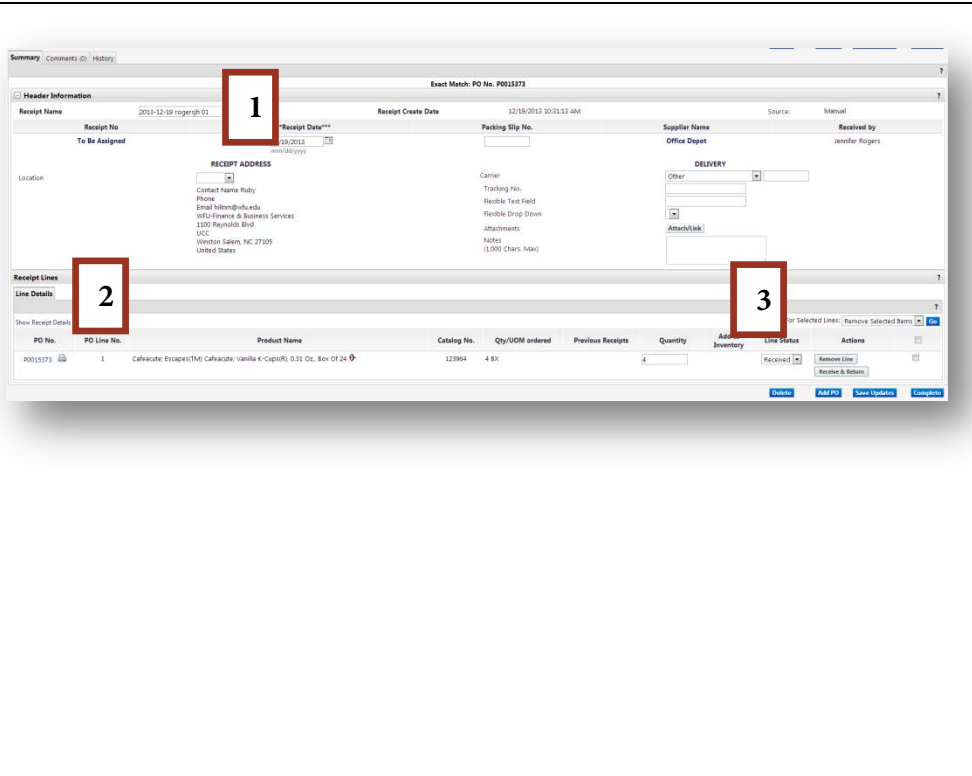
From the Available Actions drop-down, select "Create Quantity Receipt" or "Create Cost Receipt", and then click "Go".

Quantity receipts are for tangible goods and cost receipts are typically reserved for services. In most cases, quantity receipt is preferred.

1. Be sure that the receipt date listed is the date that the items arrived at your desk.
2. The line items will be automatically populated with the PO information, including the remaining number of items to be received.
3. The default Line Status is "Received", which indicates the item/service was received.

Add any additional information such as Packing Slip, Carrier, Tracking or Notes, if necessary for your department.

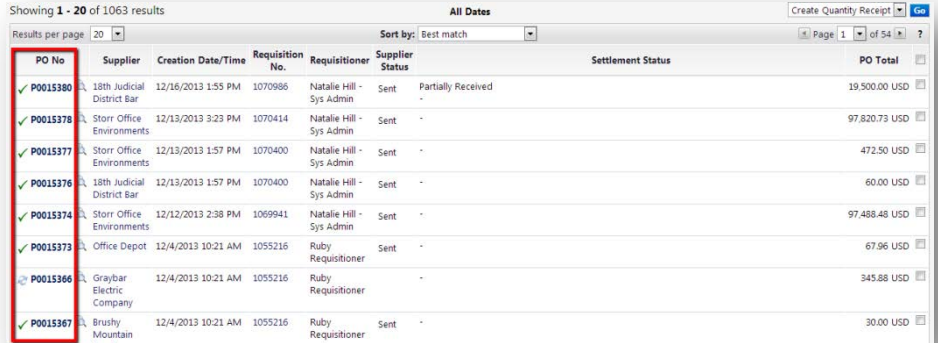|	
Review & update the line level data as necessary to indicate the actual quantity received. TIP: For POs with a large number of line items where only some of the items have come in, click the "Remove Line" button to take any items off of the current receipt that have not yet shipped. Click "Save Updates", and then "Complete". As remaining items arrive, you can create additional receipts on this same PO.	
Once a receipt is created, the receipt date is saved, which indicates the date the goods were actually received and the receipt complete date, which indicates when the receipt was entered in the system.	

Creating a Return Receipt

In Deacon Depot, a receipt can also be used to indicate items that need to be returned for some reason. Returned receipts are indicated in the system by quantity or negative cost.

To create a receipt for an item that was returned or received, then returned:

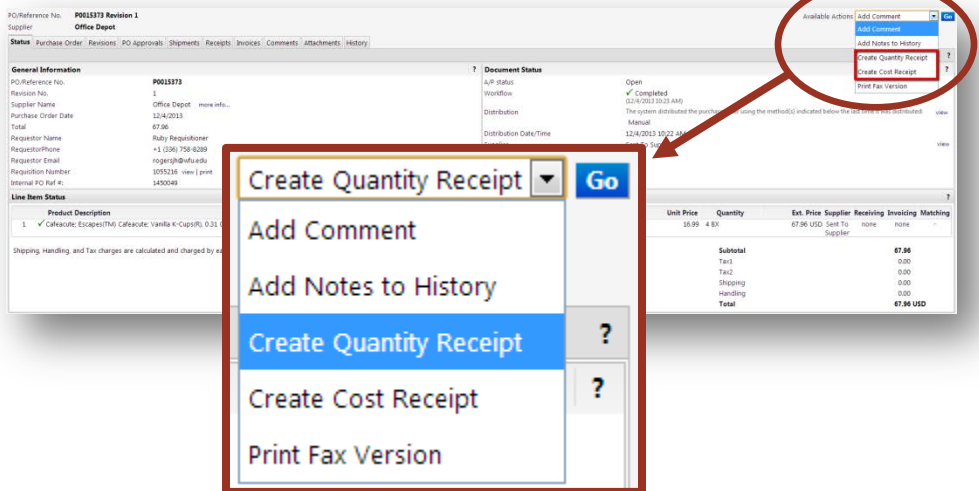|	
Access the PO that is associated with the goods or services being received through Document Search. Click the PO number to open it.	
From the Available Actions drop-down, select "Create Quantity Receipt" or "Create Cost Receipt", and then click "Go". Quantity receipts are for tangible goods and cost receipts are typically reserved for services. In most cases, quantity receipt is preferred.	

1. Be sure that the receipt date listed is the date that the items arrived at your desk.
2. The line items will be automatically populated with the PO information, including the remaining number of items to be received.
3. The default Line Status is "Received", which indicates the item/service was received.

Add any additional information such as Packing Slip, Carrier, Tracking or Notes, if necessary for your department.

Review the line level data. If an item needs to be returned, click the "Receive and return" button. The line will be copied so that one line indicates the quantity received and the next line indicates the quantity being returned.

NOTE: On the line for received items, the total number of items that arrived in the box should be entered.

Click "Save Updates", then "Complete". The Receipt Number displays on the screen.

Once a receipt is created, the receipt date is saved, which indicates the date the goods were actually received and in this case returned. It also saves the receipt complete date, which indicates when the receipt was entered in the system. When returns are indicated on a receipt, Accounts Payable will make a partial payment for the items that were received and not returned. You will still need to take the next step and let the supplier know that you have items that need to be returned and arrange for pickup.	
It is also possible to create a return for an item that you have previously received. To do this, follow the steps to create a return receipt. When reviewing the line details, remember that the quantity & line status default to the number of items left to receive. Since you have previously received these items, you will do the following: 1. Change the quantity from 0 to the number that you are returning. 2. In the line status drop-down, select Returned. Click Save Updates & Complete to complete the return process in Deacon Depot. Remember to contact the supplier to let them know that you have items that need to be returned and arrange for pickup.	