QUICK TIPS FOR RECEIPTING IN PAW

WHY DO WE NEED RECEIPTS IN PAW?

- Receipts start payment to the vendor because they complete a three-way match: The Purchase Order (PO), invoice, and receipt must all match.
- A/P needs to know that the goods/services have been received, returned or canceled in order to process invoices and credit memos.

QUANTITY VS COST RECEIPTS

- Quantity receipt: For tangible items you can hold and touch, like test tubes, books and computers. You receive a specific number of the items.
- Cost receipt: For services like a membership, subscription or maintenance agreement. You receive a specific dollar amount of the service.
- The vast majority of POs require quantity receipts. One reason is that many services like maintenance agreements are on a contract, not on a PO.
- Don't mix quantity and cost receipts for the same item-- PAW will be very confused!

QUANTITY RECEIPTS INCLUDE

- Received (you received the items)
- Returned (you return the items.) You cannot return an item you haven't received, so first make sure you also have a Received receipt in this case.
- Canceled (you canceled the order because you no longer wanted it).

COST RECEIPTS INCLUDE

- Received
- Canceled
- (Note that you cannot return a service.)

HOW TO CREATE A RECEIPT IN PAW

On the PO page, click on the three horizontal dots on the upper right side and select the type of receipt you want to create.

- Quantity receipt: Enter # of items to receive in the Quantity box. Click on the Status dropdown box "Received" and click on the blue "Complete" on the top right.
- Cost receipt: Enter cost to receive in Cost box. Click on the status dropdown box "Received" and click on the blue "Complete" on the top right.

SPECIAL CASES:

- No receipt needed: Contracts do not require receipts! When it's time for payment, find the contract in PAW and "Create invoice". Follow the prompts and the payment process will go forward. No receipt needed.
- No invoice needed (usually): Electronic suppliers (punchouts) like Amazon, Apple, etc. usually don't require invoices to be created!   The invoice usually appears in PAW automatically. You just need to put in receipts when items are received.

IMPORTANT
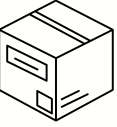
Open those boxes!! Enter receipts as soon as you receive the item/service so we can pay the vendor in a timely manner.

WHEN AN ITEM IS RETURNED OR CANCELED: HOW MANY RECEIPTS?

- A quantity can be received and returned (two receipts)
- Or never received and canceled (one canceled receipt)
- Or received, returned and then canceled (three receipts)

WHEN ITEMS ARE RETURNED OR CANCELED

- Only put in a received receipt when the item has actually been received.
- When you return an item, you need both a Received receipt and a Returned receipt.
- Remember a cost cannot be returned.

OPTIONS FOR RECEIVING OR CANCELING A SERVICE

- Can be completely received (total cost is received)
- Partially received, like one half of a year's subscription has been invoiced.
- Partially received and partially canceled
- Completely canceled.
- Remember-- services cannot be returned.

WHAT ABOUT CREDIT MEMOS?

- When an item is received, put in a Received receipt. When it is returned, put in a Returned receipt. The supplier needs to agree that the item has been returned.
- Either the supplier will put in a system credit memo (like with Amazon) or will issue a negative invoice, which would need to be "created" in PAW, just like a regular invoice.
- If you have a credit memo against a contract, put it into PAW as an invoice with a negative amount.

BONUS AMAZON CONTACT!

Amazon has a special phone number for their electronic supplier customers: (888) 281-3847

TROUBLESHOOTING

- If an invoice shows "Over Quantity", check to see if the receipts make sense. You may need a received receipt.
- If the PO is closed when you need to enter a return receipt or credit memo, contact Procurement to reopen it. A/P cannot reopen a closed PO.

STILL NEED HELP?

Please put in an RT ticket in the Financial Services & Accounting AP queue. Thank you!