

REFERENCE GUIDE: HOW TO CREATE A COST RECEIPT (BLANKET PO)

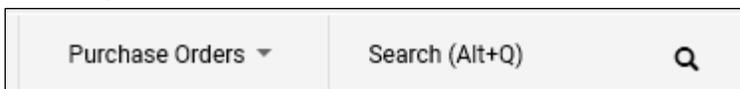
Purpose: This document provides instructions for UTRGV users on creating a Cost Receipt for invoices. Cost Receipts are mandatory for goods and services received for blanket purchase orders equal to or exceed \$5,000. Departments must specify whether the order has been fully or partially received.

1. Log in to my.utrgv.edu using your UTRGV credentials.
2. Select the **PeopleSoft** application icon.
3. Select the **Jaggaer iShop Sign In** tile.
4. Locate the Purchase Order (PO) using the Search bar located at the top right of the screen.



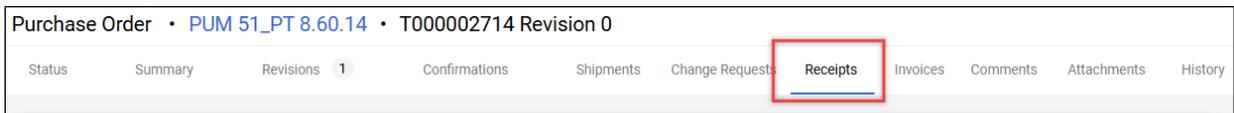
A search bar with a dropdown menu on the left showing 'All' with a downward arrow. To the right of the dropdown is the text 'Search (Alt+Q)' and a magnifying glass icon.

Enter the PO number on the Search bar or use the drop-down menu from the **All** to select the Purchase Orders option, then enter the PO number and Enter.



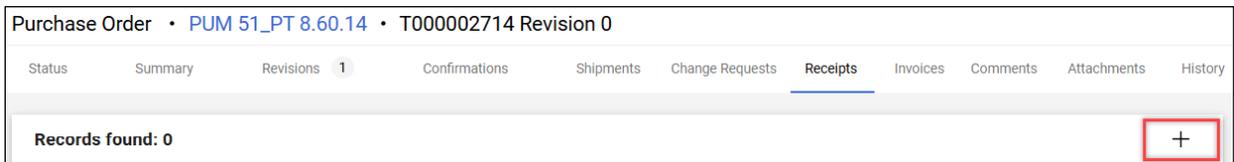
A search bar with a dropdown menu on the left showing 'Purchase Orders' with a downward arrow. To the right of the dropdown is the text 'Search (Alt+Q)' and a magnifying glass icon.

5. Select Receipts from the top bar selections.



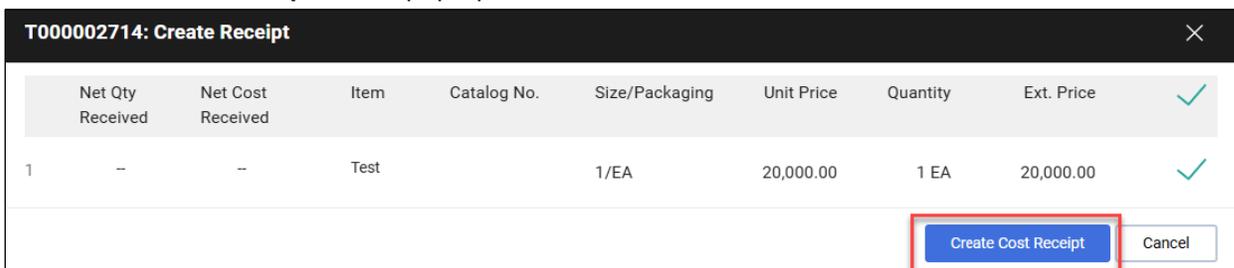
A navigation bar for a Purchase Order. It shows 'Purchase Order • PUM 51_PT 8.60.14 • T000002714 Revision 0'. Below this are several tabs: Status, Summary, Revisions (with a '1' indicator), Confirmations, Shipments, Change Requests, Receipts (highlighted with a red box), Invoices, Comments, Attachments, and History.

6. Click the plus sign(+) on the top right to create a new receipt.



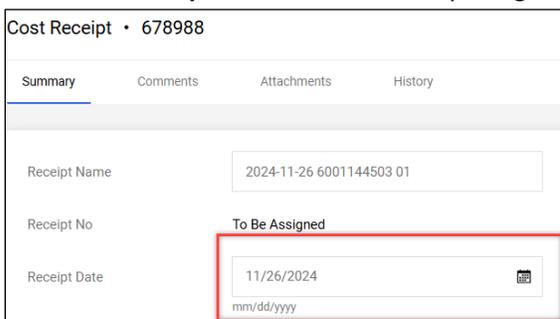
A navigation bar for a Purchase Order, similar to the previous one. Below the tabs, it says 'Records found: 0'. In the bottom right corner, there is a red box containing a plus sign (+).

7. Select Create **Cost Receipt** on the pop-up window.



A pop-up window titled 'T000002714: Create Receipt'. It contains a table with the following columns: Net Qty Received, Net Cost Received, Item, Catalog No., Size/Packaging, Unit Price, Quantity, Ext. Price, and a checkmark column. The table has one row of data: 1, --, Test, 1/EA, 20,000.00, 1 EA, 20,000.00. Below the table, there is a blue button labeled 'Create Cost Receipt' (highlighted with a red box) and a 'Cancel' button.

8. Insert the **Receipt Date**. This is the day the goods/services were received by the department.



A form for a Cost Receipt. It shows 'Cost Receipt • 678988'. Below this are tabs: Summary, Comments, Attachments, and History. The 'Summary' tab is active. There are three input fields: 'Receipt Name' with the value '2024-11-26 6001144503 01', 'Receipt No', and 'Receipt Date' with the value '11/26/2024' (highlighted with a red box). Below the 'Receipt Date' field is a calendar icon and the text 'mm/dd/yyyy'.

9. Scroll to the **PO Lines** at the bottom of the page to update the **Cost** field. Enter the amount invoiced for the blanket purchase order.

PO • T000002714						
Line	Item	Catalog No.	Cost Ordered	Cost	Status	
1	Test		20,000.00	1000.00	Cost Received	⊗ 🗑️ □

Use the **Status** options to identify line items if were received or cancelled.

Status

Cost Received ▼

Cost Received

Cost Cancelled

10. Click on Save Updates at the top right of the page. If there are any issues, the incorrect fields will be indicated in red.

Save Updates

Complete

▼

11. iShop will confirm by providing a **Receipt No.**

✔ Receipt Created

Summary		Next Steps
Receipt No	00000774	Create Qty Receipt
Created for the PO No(s)	T000002714	