# Cost Receiving in UGAmart Quick Reference Guide

## *Receiving Cost Based Services in UGAmart*

This document provides a quick look at procedures for documenting partial receipt of cost based services purchased through UGAmart.

### Locating the Purchase Order

- From the UGAmart homepage, enter the PO No. in the search box at the top of the menu.
- Click the lookup magnifying glass.

| | All ▾ | Search (Alt+Q) |
|---|---|---|

- Search results that are listed under the Document heading are followed by a description; look for "Purchase Orders."
- Click to select the PO you are looking for.

All ▾    E1137176    🔍

**Quick Search (Alt+Q)**

**Document**

E1137176   Purchase Orders
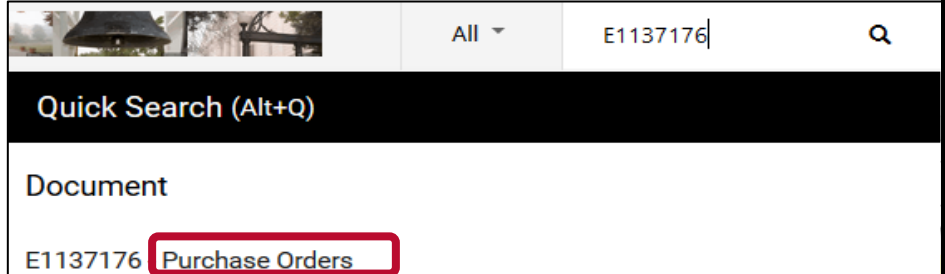
- A copy of the PO is displayed as seen below.
- Open the Available Actions dropdown menu and select **Create Cost Receipt**.

PO/Reference No.   **E1137176 Revision 0**          Available Actions  Add Comment ▾   **Go**
Vendor              **INTEGRATED DNA TECHNOLOGIES INC**                 Add Comment

Status  Purchase Order  Revisions  PO Approvals  Shipments  Receipts  Invoices  Comments  Attachments (1)  History

Add Notes to History
Create Quantity Receipt
**Create Cost Receipt**
Print Fax Version

**General Information**                                          **Document Status**
PO/Reference No.        E1137176                                A/P status          Open
Revision No.            0                                       Workflow            ✓ Completed
Vendor Name             INTEGRATED DNA TECHNOLOGIES INC  more info...                  (3/10/2020 11:48 AM)
Purchase Order Date     3/10/2020                               Distribution        The system distributed the purchase order using the method(s)   view
Total                   5,000.00                                                    indicated below the last time it was distributed:
Name of Cart Initiator                                                              Email (HTML Attachment): orders@idtdna.com
Owner Phone                                                     Distribution Date/Time   3/10/2020 11:48 AM
Owner Email                                                     Vendor              Sent To Vendor                              view
Requisition Number      130297543  view | print

**Line Item Status**

| | Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price | Vendor | Receiving | Invoicing | Matching |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Oligocard  more info... | | EA | 5,000.00 | 1 EA | 5,000.00 USD | Sent To Vendor | Fully Received | Fully Invoiced | Fully Matched |

Shipping and Handling charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget          **Subtotal**          **5,000.00**

- Click the **Go** button once selected.

### Updating Header Information

- The header information will need updating with cost related information for the service(s).
- The **Receipt Date** needs to be updated to reflect the date of payment being submitted for the services.

Exact Match: PO No. E1137176

**Header Information**

**Receipt Name**   2020-06-01 RREQ_UGAMART 01

| Receipt No | Receipt Date | Packing Slip No. | Vendor Name | Received by |
|---|---|---|---|---|
| To Be Assigned | 6/1/2020  mm/dd/yyyy | | INTEGRATED DNA TECHNOLOGIES INC | Regina Requisitioner |

**RECEIPT ADDRESS**                                    **DELIVERY**

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## Received Costs

- The **Cost** received defaults to the remaining balance and needs updating to reflect the amount being paid.
- Enter the amount being paid toward the cost even if this does not fulfill the entire amount.

**Receipt Lines** ?

**Line Details**

?

Show 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 | ☐ |
|---|---|---|---|---|---|---|---|---|---|
| E1137176 🖶 | 1 | Oligocard | | 5,000.00 | R1166705 🖶 | 500.00 | Cost Received ⌄ | **Remove Line** **Receive/Cancel** | ☐ |

- Once all line item amounts are updated, click the `Save Updates` button in the upper right corner.
- Click the `Complete` button in the upper right corner once all the need information is entered.

## Additional Information

Things to remember:
- Changes are not included in the Cost Receipt until you click the `Save Updates` button.
- You can use the `Save Updates` button after any change.
- The Cost Receipt is not submitted until you click the `Complete` button.

- If you have questions, please contact the OneSource Service Desk at 706-542-0202 (option 2) or at onesource@uga.edu.