



Buy A&M Receiving Training

TEXAS A&M UNIVERSITY-CORPUS CHRISTI

Before Business services can pay for an order, the user must do a receiving document, granting their approval for payment

► Login to Buy A&M through Single Sign On

The screenshot displays two panels from a Single Sign On (SSO) interface. The left panel, titled 'SSO Menu', contains a list of application links: Buy A&M, eTravel / Concur, HRConnect, iBenefits, LeaveTraq, Maestro, Time & Effort, and TrainTraq. The 'Buy A&M' link is circled in red. Below the list is a 'Manage Menu' button. The right panel, titled 'Recent Logon Activity' with a 'Help' link, contains a table of logon events. The table has two columns: 'Date/Time' and 'Activity'. It lists five successful logon events from Tarleton, with dates ranging from 01/14/2016 to 01/15/2016. Below the table are three buttons: 'View Security Log', 'What should I report?', and 'Report Problem'.

Date/Time	Activity
<input type="checkbox"/> 01/15/2016	Successful Logon from Tarleton
<input type="checkbox"/> 01/15/2016	Successful Logon from Tarleton
<input type="checkbox"/> 01/14/2016	Successful Logon from Tarleton
<input type="checkbox"/> 01/14/2016	Successful Logon from Tarleton
<input type="checkbox"/> 01/14/2016	Successful Logon from Tarleton

THE TEXAS A&M UNIVERSITY SYSTEM

Search... Catalog Advanced

10 Document(s) Ready for Approval

1 Requisition(s) Ready for Purchasing

0 Bid Solicitation(s) Ready to Send

1 Bid Solicitation(s) Ready to Open

1 PO(s) Ready to Send

1 Change Order(s) Ready To Send

News

Date	Category	Title
No news items.		

Recent Documents

Document #	Type	Description	Status	Last Viewed
AM04-16-P001367:0	Purchase Order	New User Training	Sent	01/12/2017
0004159	Receipt	New User Training	In Progress	01/12/2017
AM04-17-R011885	Requisition	Tarleton Test	Ready for Approval	01/10/2017

Click on purchase order tab

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Purchase Orders

In Progress Ready for Approval Returned Ready to Send **Pending Receipt** Sent Partial Receipt Complete Receipt Closed

PO #	Description	PO Type	Buyer	Dep / Loc	Vendor	Created Date	Total
No records found.							

0-0 of 0 << < > >>

Click on pending receipt

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Purchase Orders View Mine

In Progress Ready for Approval Returned Ready to Send **Pending Receipt** Sent Partial Receipt Complete Receipt Closed

PO #	Description	PO Type	Buyer	Dep / Loc	Vendor	Total
AM04-16-P001367	New User Training	Open Market	Training User 09	04PURCH/PURCH	Cori Luttrell	\$5675.00
AM01-16-P003406:44	G2B From CDWG	Release	Training User 09	04PURCH/PURCH	CDWG	\$14.20

1-2 of 2 << < 1 > >>

This will bring up a list of all purchase orders for your department that have not been received.

Click on the purchase order you would like to receive

The Purchase Order will then open in the summary view.
 Scroll about 1/2 way down the page and click "Create Receipt"

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Primary Vendor Information & PO Terms

Vendor: 00000044 - Cori Luttrell

Remit-to Address: Cori Luttrell
 201 ST Felix
 Stephenville, TX 76401
 US
 Email: test@periscopeholdings.com
 Phone: (123)456-7890
 Id: 471

Preferred Delivery Method: Email

Payment Terms: Net 30

Shipping Method: Best Way

PO Mailing Address: Cori Luttrell
 201 ST Felix
 Stephenville, TX 76401
 US
 Email: test@periscopeholdings.com
 Phone: (123)456-7890
 Id: 471

Shipping Terms: F.O.B., Destination

Freight Terms: Freight Prepaid

PO Acknowledgements:

Document	Notifications	Acknowledged Date/Time
Purchase Order	Paper Copy Mailed	09/16/2015 10:27:47 AM

Receipt Information Create Receipt PO Receipts Summary

Receipt #	Status	Description	Dept/Loc	Receipt Owner	Entered Date
0004159	SCI - In Progress	New User Training	04PURCH/PURCH	Training User 09	01/22/2016 02:16:15 PM

Invoice Information

There are no invoices.

Item Information

Header Information

Receipt Number:	0006029	Receipt Status:	SCI - In Progress	Receipt Description*:	New User Training
PO Number:	AM04-16-P001367	PO Status:	3PS - Sent	Alternate ID:	
Department*:	04PURCH - PURCHASING & CENTRAL SERVICES	Location*:	04PURCH - PURCH	Receipt Owner*:	User 09, Training
User Created:	Training User 09	Date Created:	01/12/2017 02:11:20 PM	User Last Updated:	Training User 09
Date Last Updated:	01/12/2017 02:11:20 PM	Received Date:	01/12/2017 02:11:20 PM		

Attachments

Files: Attach an invoice for the goods or services here
Forms:

Item Information

Show 5 entries

First Previous 1 Next Last

Selected	PO Item #	Unit Cost	UOM	Ordered Quantity/Dollars Receipt Total(PO Receipts Total)	Receipt Type	Quantity / Dollars	Comments
<input type="checkbox"/>	Training services for new users	\$5675.00	EA - Each	1.0 (0.5)	Receive 01/12/2017 02:11:21 PM	0.5 Quantity remaining: 0.5	Any comments about the order should go here

CHECK THE SELECT BOX

Enter the portion of the order you want to receive

Any comments about the order should go here

Show 5 entries

First Previous 1 Next Last

Return All Comment*: Cancel All Comment*:

Click "Save & Continue"

Received/returned/canceled quantity of receipts in status "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO item.

Once you have clicked "Save & Continue" you will be re-directed to the following screen:

Receipt # 0006029 (In Progress) - Purchase Order # AM04-16-P001367

Requisitions

Header Information

Receipt Number:	0006029	Receipt Status:	SCI - In Progress	Receipt Description *:	New User Training
PO Number:	AM04-16-P001367	PO Status:	3PS - Sent	Alternate ID:	
Department *:	04PURCH - PURCHASING & CENTRAL SERVICES	Location *:	04PURCH - PURCH	Receipt Owner *:	User 09, Training
User Created:	Training User 09	Date Created:	01/12/2017 02:11:20 PM	User Last Updated:	Training User 09
Date Last Updated:	01/12/2017 02:18:45 PM	Received Date:	01/12/2017 02:11:20 PM		

Attachments

Files:

Forms:

Item Information

Show 5 entries

Selected	PO Item #	Unit Cost	UOM	Ordered Quantity/Dollars Receipt Total(PD Receipts Total)	Receipt Type	Quantity / Dollars	Comments
<input type="checkbox"/>	1 B	\$5675.00	EA - Each	1.0 (1.0)	Receive 01/12/2017 02:18:47 PM	0.0 Quantity Remaining: 0.0	
	Serial Number						
<input type="checkbox"/>	1:1 B	\$5675.00	EA - Each	1.0	Receiving 01/12/2017 02:11:21 PM	0.5	receive

Show 5 entries

Return All Comment: Cancel All Comment:

Received/returned/canceled quantity of receipts in status "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO item.

Click "Submit for Approval"

You will be re-directed to the following screen:

Receipt # 0006029 (In Progress) - Purchase Order # AM04-16-P001367

No approval path meets the document criteria. Do you want to manually add approvers or mark the document as approved?

Manually add approvers
 Automatic approval

Please select an approver if you want to manually add approvers.

Approver Add Approver

Save & Continue Cancel & Exit

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Select "Automatic Approval"

Click "Save & Continue"

You will then be directed to the following screen:

The status will show (Approved for Invoice) This means the receipt has been completed and Business Services can pay the invoice. No further actions are required from the department at this point.

Receipt # 0006029 (Approved for Invoice) - Purchase Order # AM04-16-P001367

Header Information

Receipt Number:	0006029	Receipt Status:	SCA - Approved for Invoice	Receipt Description:	New User Training
PO Number:	AM04-16-P001367	PO Status:	3PPR - Partial Receipt	Alternate ID:	
Department:	04PURCH - PURCHASING & CENTRAL SERVICES	Location:	PURCH - PURCH	Receipt Owner:	Training User 09
User Created:	Training User 09	Date Created:	01/12/2017 02:11:20 PM	User Last Updated:	Training User 09
Date Last Updated:	01/12/2017 02:23:58 PM	Received Date:	01/12/2017 02:11:20 PM		

Attachments

Files:

Forms:

Item Information

Show 5 entries

Selected	Unit Cost	UOM	Ordered Quantity/Dollars Receipt Total(PO Receipts Total)	Receipt Type	Quantity / Dollars	Comments
<input type="checkbox"/>						
1	\$5675.00	EA - Each	1.0 (1.0)	Receive 01/12/2017 02:24:04 PM	0.0 Quantity Remaining: 0.0	<input type="text"/>
	Serial Number <input type="text"/>					
1:1	\$5675.00	EA - Each	1.0	Receiving 01/12/2017 02:11:21 PM	0.5	receive

Show 5 entries

Approval Paths

There are no approval paths found for this receipt.

Received/returned/canceled quantity of receipts in status "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO item.