Receiving in Aggie Mart

Departments will use Aggie Mart to receive items against Purchase Orders created in Aggie Mart. Accounts Payable will pay invoices received in Aggie Mart when invoices are received.

Logon to Aggie Mart:

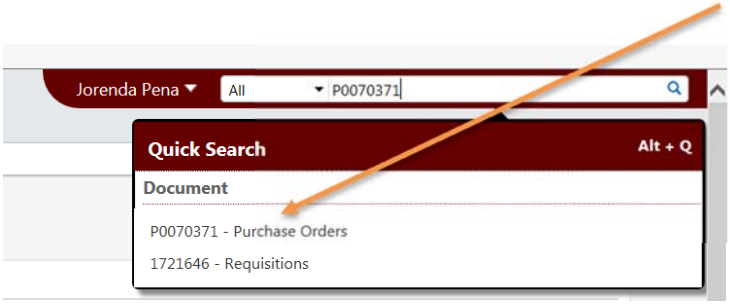
From NC A&T State University's Home Page: http://www.ncat.edu/

- Click on "Faculty & Staff"
- Click on Aggie Mart

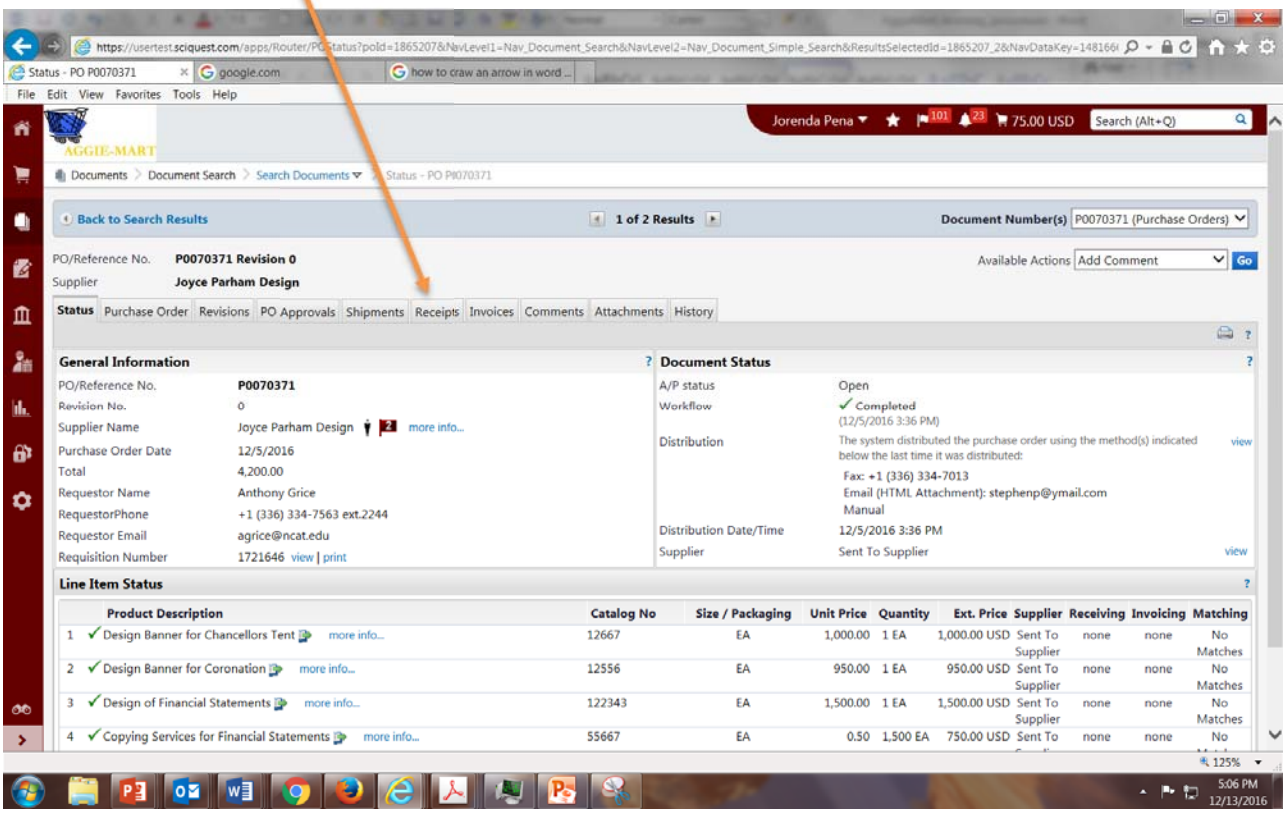
Enter your username ID and password at the username sign in screen.

Enter the Purchase Order Number you are receiving and click the hour glass.

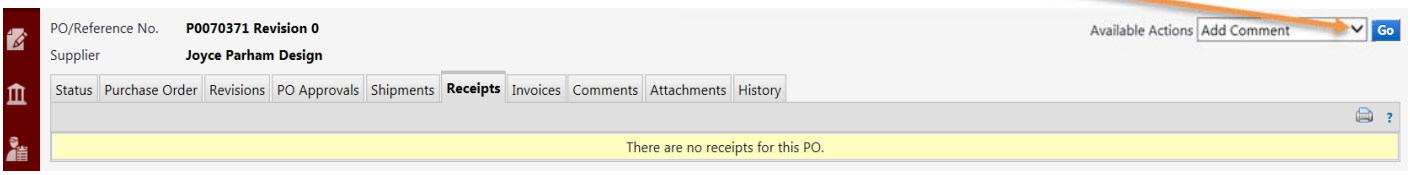
The Quick Search box should appear with the purchase order number and requisition and any other documents associated with this PO. Click on the Purchase Order number.



Click on receipts tab.

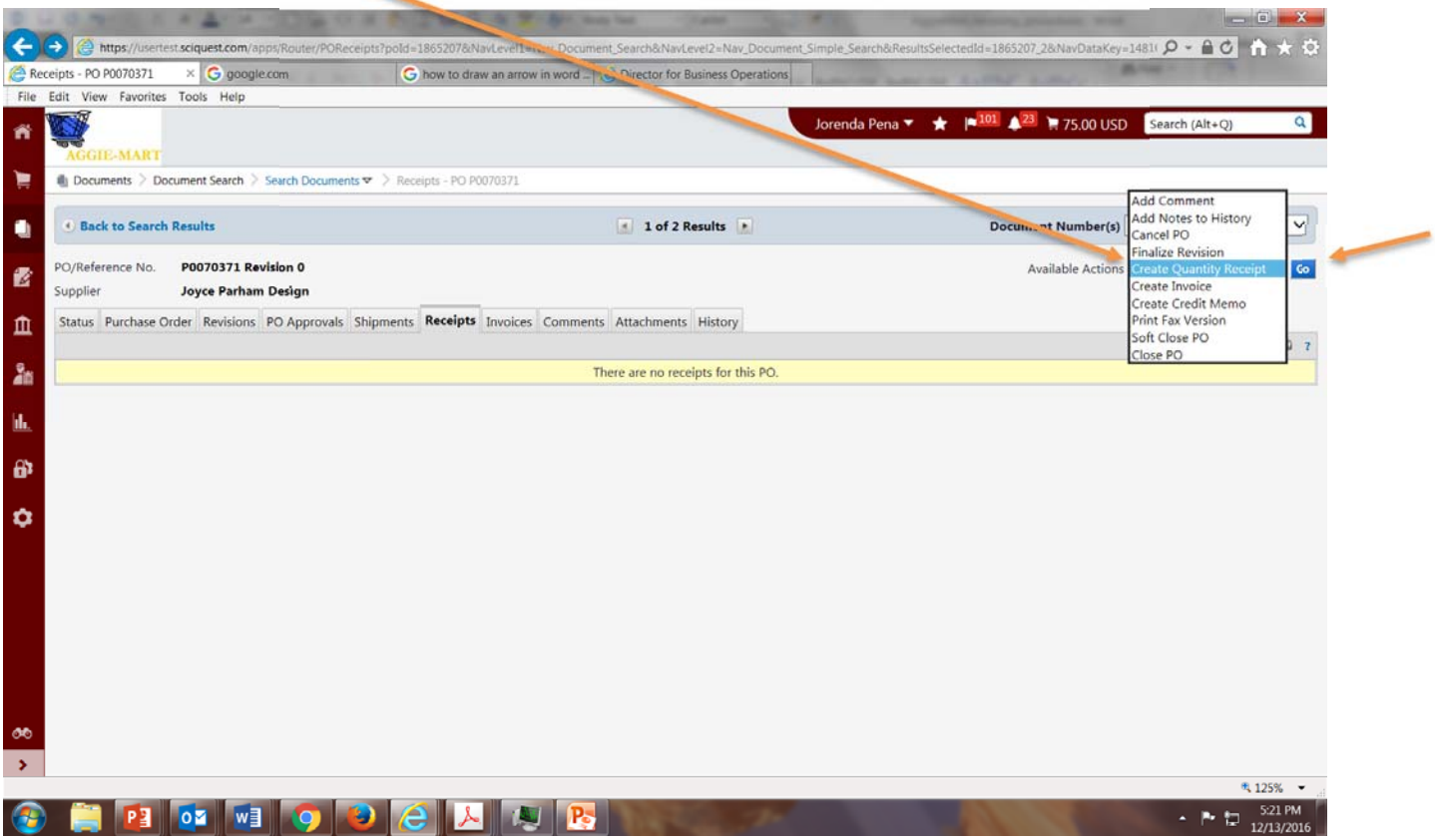


Click on the Available Actions drop down box arrow.



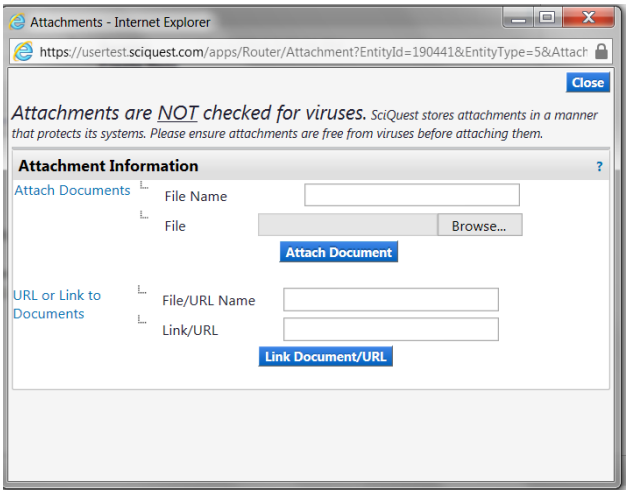
NOTE: You will either select to create a “Quantity Receipt (for goods)” or a “Cost Receipt (for open orders and services)”. The first example will be to create a “Quantity Receipt”.

Click on Create Quantity Receipt and click Go.



The **Receiving Header** screen below will appear, here you will have the option to:

- Enter a RECEIPT NAME
    - **Note:** the *Receiver* will chose the Receipt Name
- Enter a PACKING SLIP NUMBER
- Attach your Packing Slip document by clicking on the **Attachment/Link** icon to upload the document.
    - **Note:** you can save your Packing Slip document to your hard drive by scanning the physical document, if you do not have a Packing Slip, you will leave the Parking Slip box blank. (The screen on the next page is an example of the box that will pop up to upload your document). Notes can also be added to the receipt by entering notes in the notes box.



- Enter the RECEIPT ADDRESS
    - **Note:** The “Receipt Address” will default to the delivery address used on the PO. If the items were delivered to another location you can change the address by clicking on the drop down arrow and selecting the appropriate address.
- Enter the DELIVERY information
    - **Note:** You will also enter the DELIVERY information if known, by clicking on the drop down arrow and selecting the appropriate Carrier and entering the associated information. If you do not have the Carrier information, select “Other”.

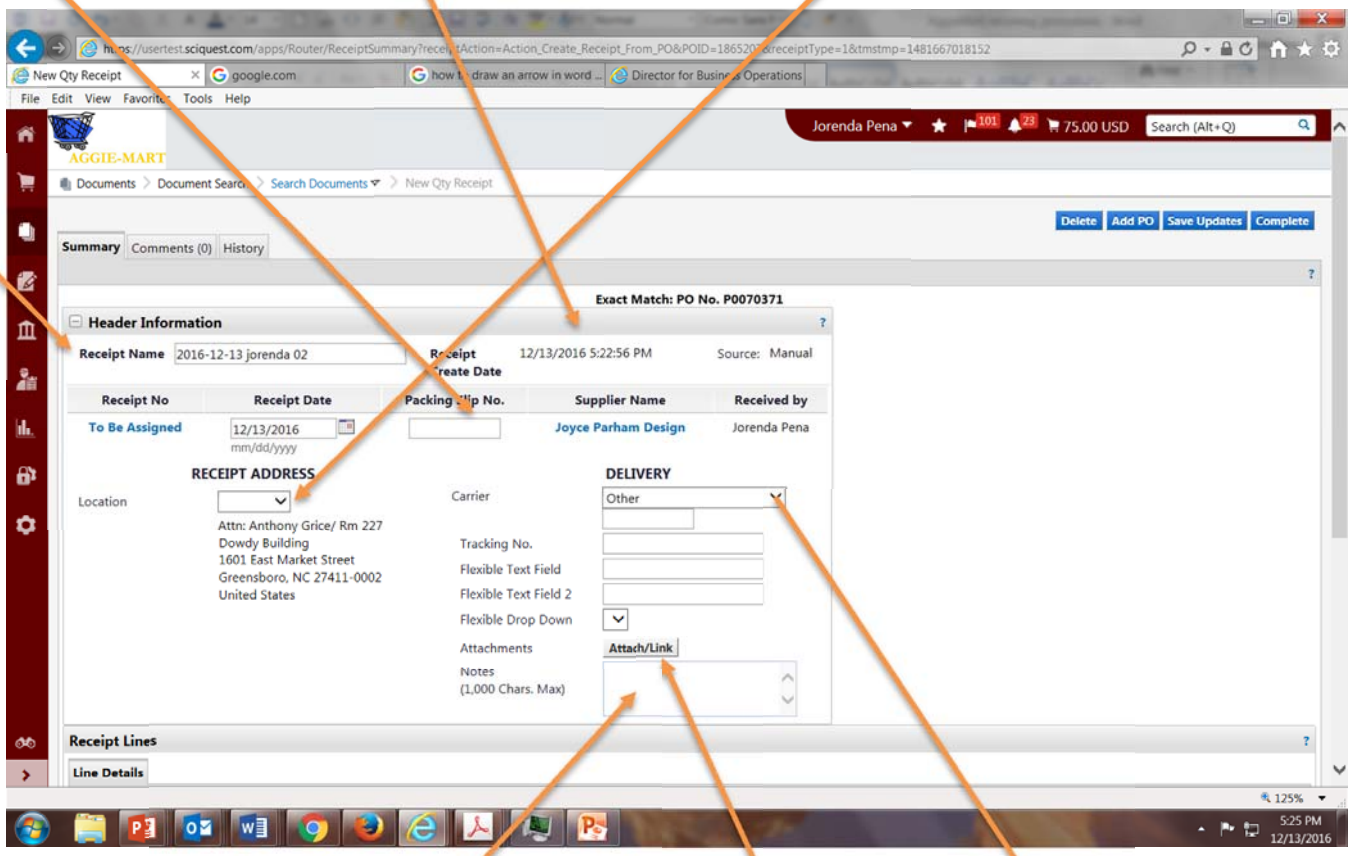
NOTE: The receipt date should be the exact date the product/services were delivered to the department.te the system will automatically generate a receipt number.

Receipt date & Time

Receipt Address

Packing Slip Number

Receipt Name



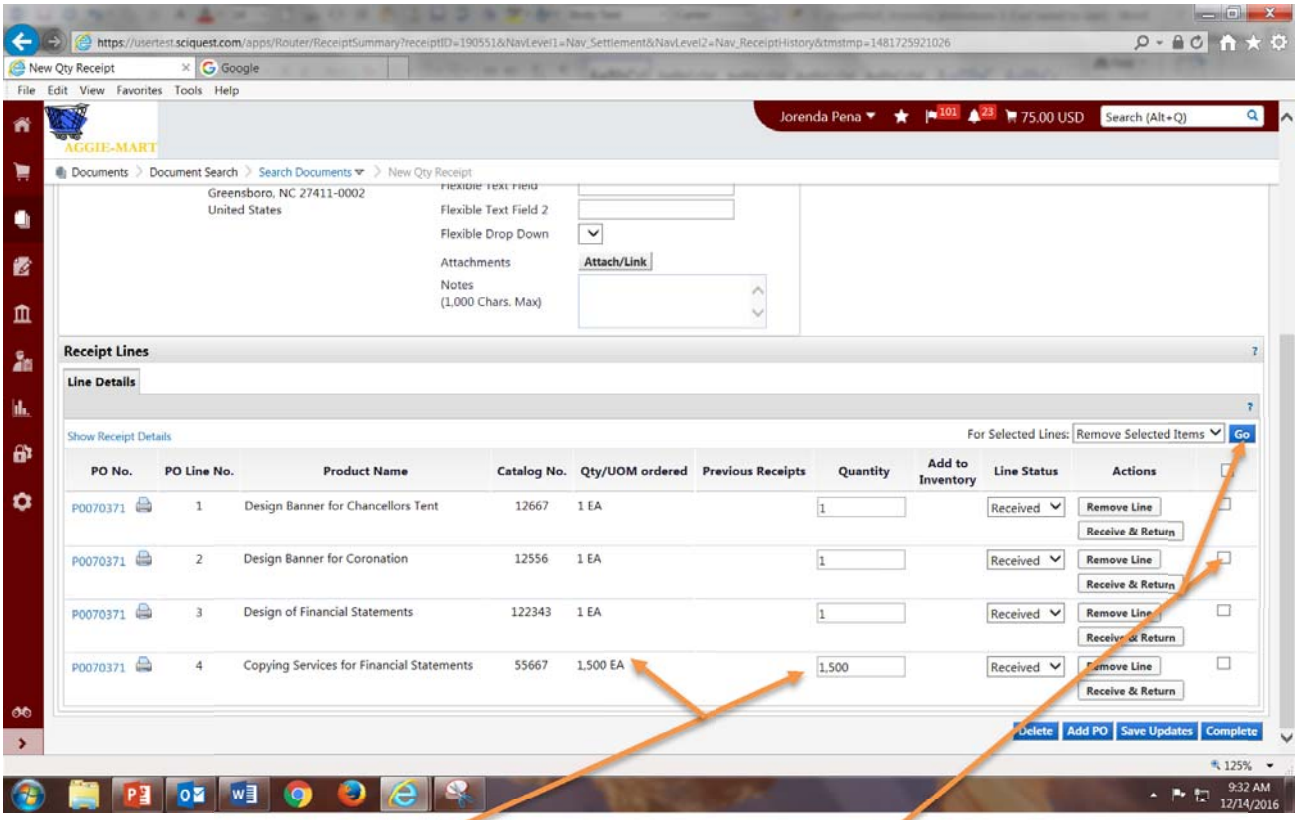
Example of the box that will pop up to upload your document.

Notes

Attach Packing Slip Document

Delivery Information

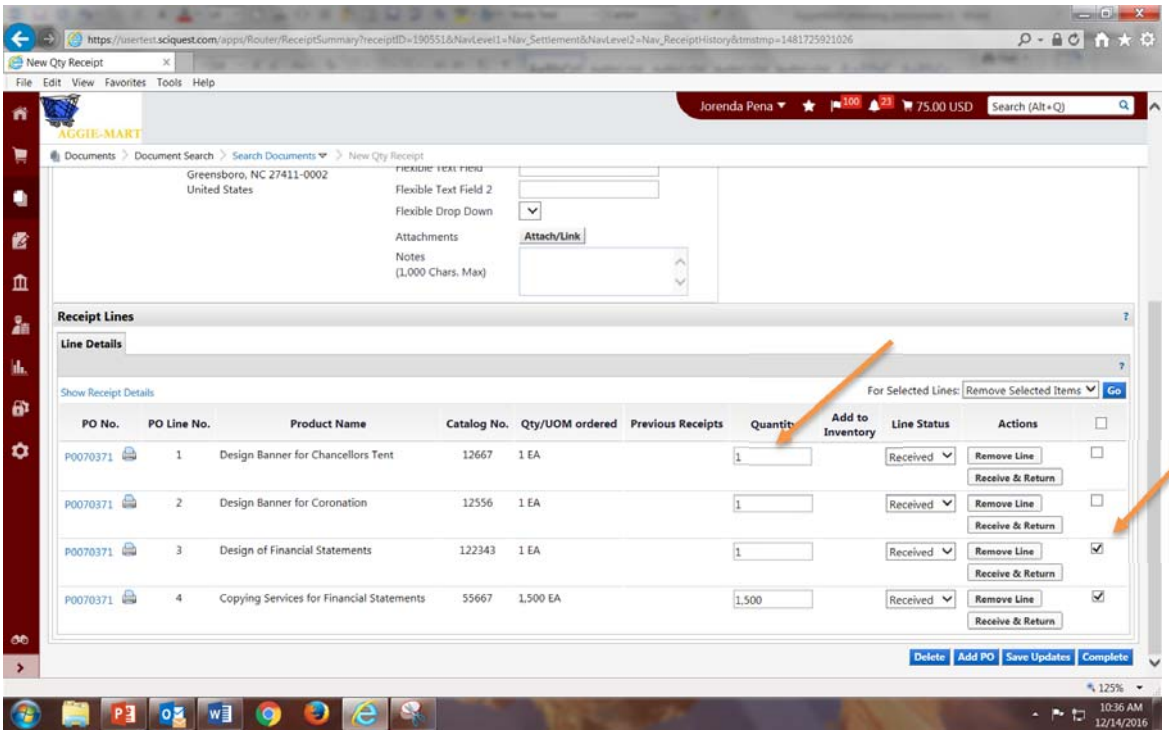
At the **Receipt Line** screen below, the total amount to be received will automatically default in the Quantity boxes. You will change the amount by entering the *actual* **Quantity** received for each line you are receiving. **Important Note:** Check the box(s) for those line items that you are ***not*** receiving and click Go or enter a zero in the Quantity box(s) for each line you are ***not*** receiving.



The total amount to be received will automatically default in the Quantity boxes

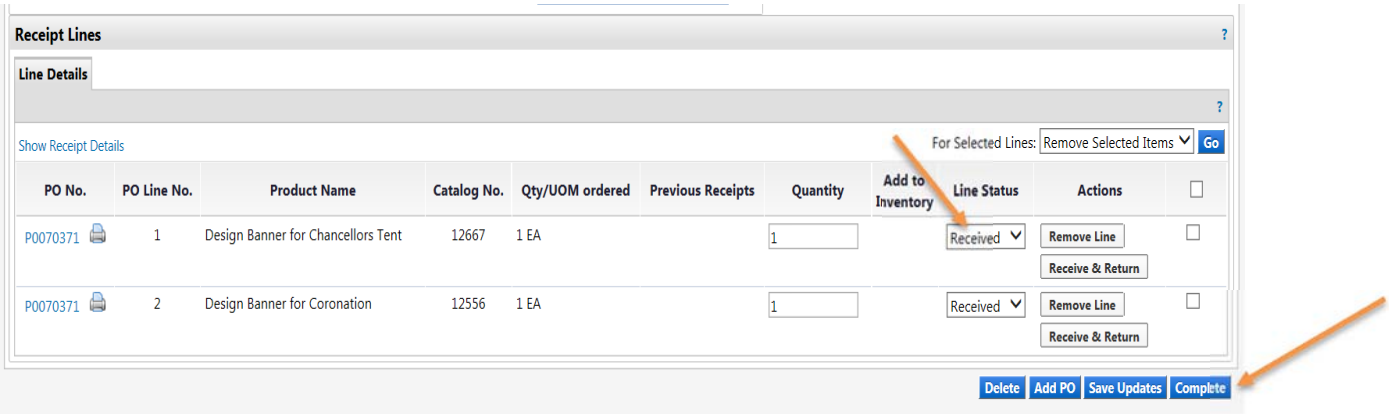
Check the box(s) for those line items that you are ***not*** receiving and click Go

In the first example lines 1 and 2 are being received for the ***total*** quantity of each line item, but lines 3 and 4 are not being received, so the box is checked to remove lines 3 and 4. **Important Note:** if you do not remove these lines you will inadvertently receive these items.

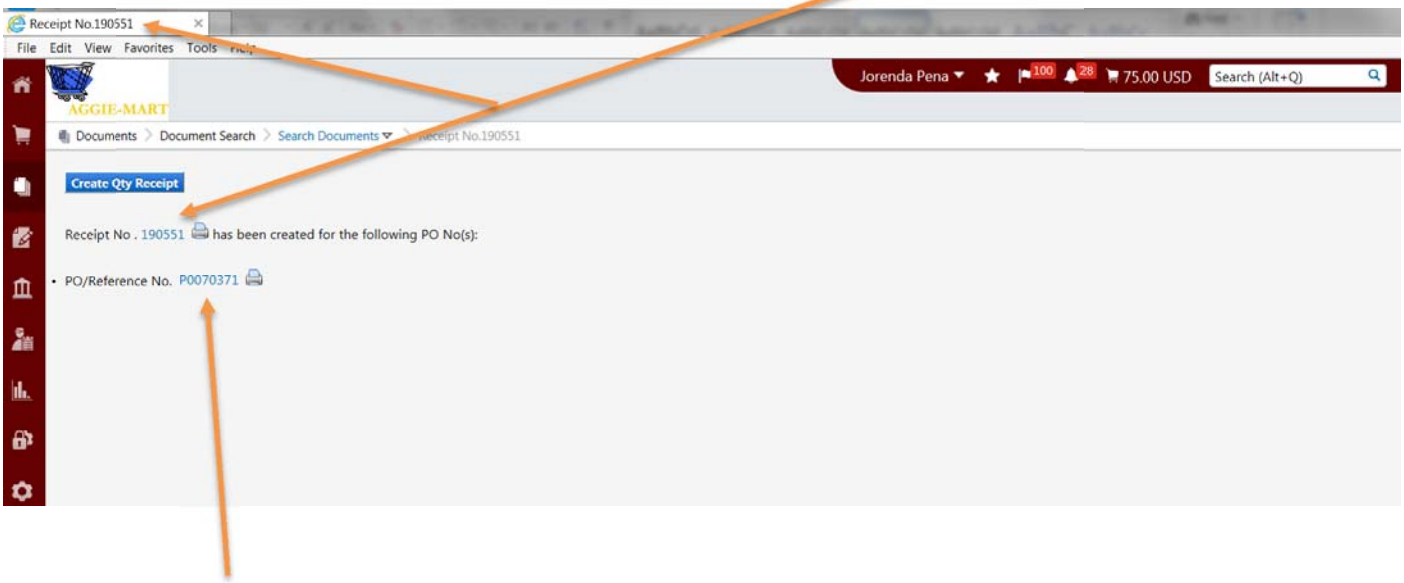


Lines 3 and 4 have been removed. Click the Complete bar to receive lines 1 and 2.

Note: Make sure the line status box says “Received” for each line to be received.

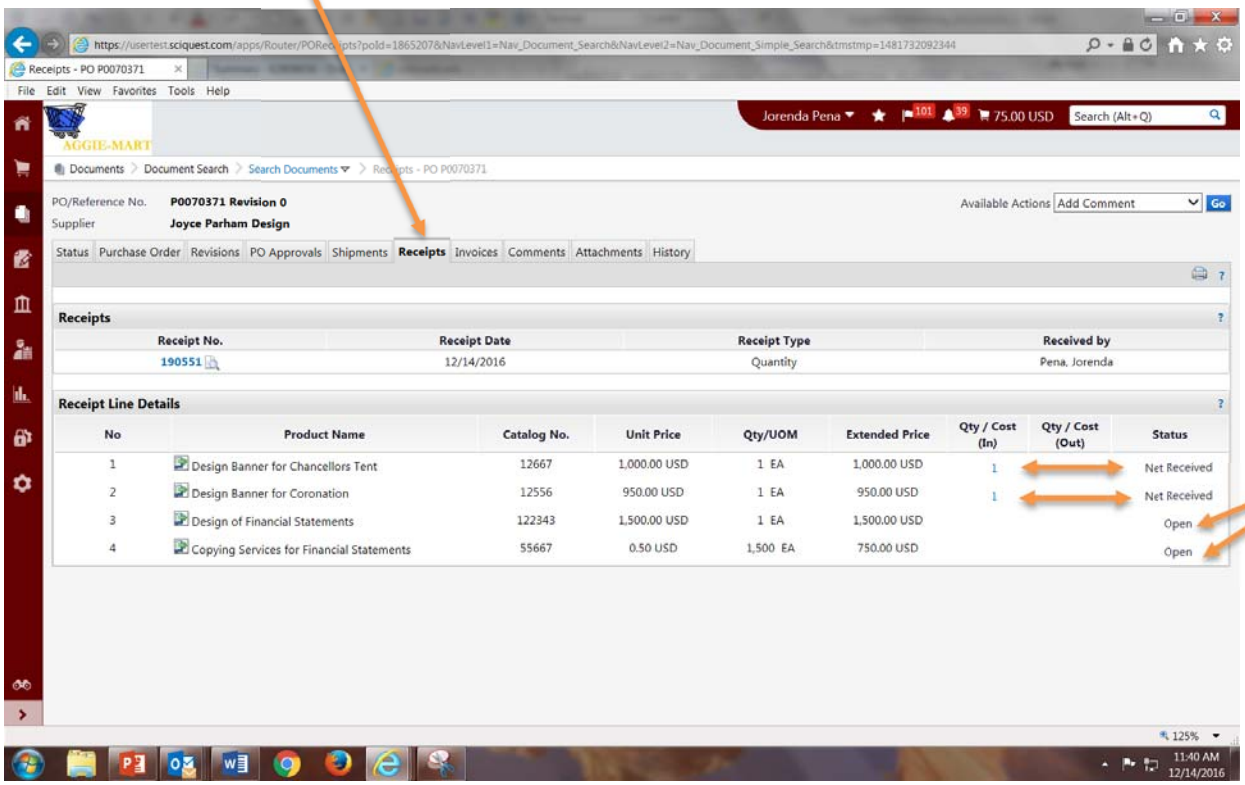


Line items 1 and 2 have been received and Aggie Mart has generated a Receipt No. which is now associated with the PO No.



Click on the PO No. to see the settlement status for your Purchase Order.

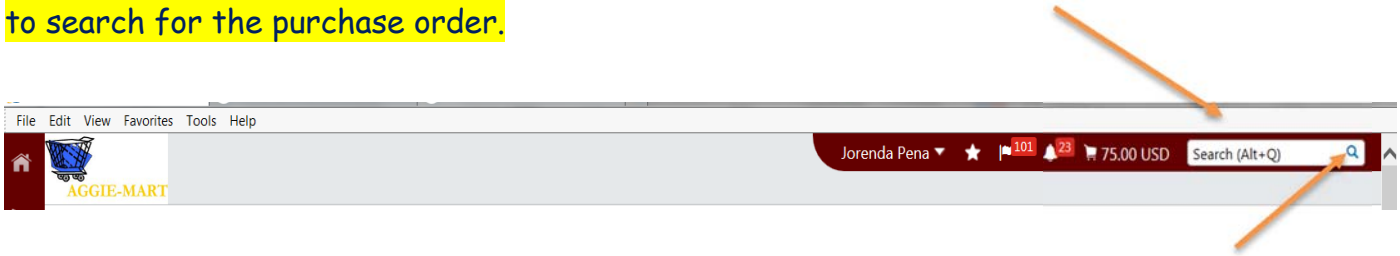
Click on the **Receipts** tab. In the screen shot below, lines 1 and 2 have been received in full and lines 3 and 4 are still open waiting to be received.



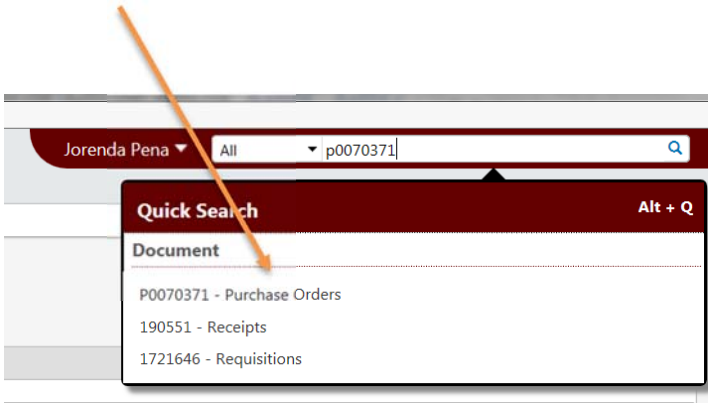
Lines 1 & 2 have been fully received. Lines 3 & 4 have not been received yet.

To receive the line items not previously received, search for the Purchase Order

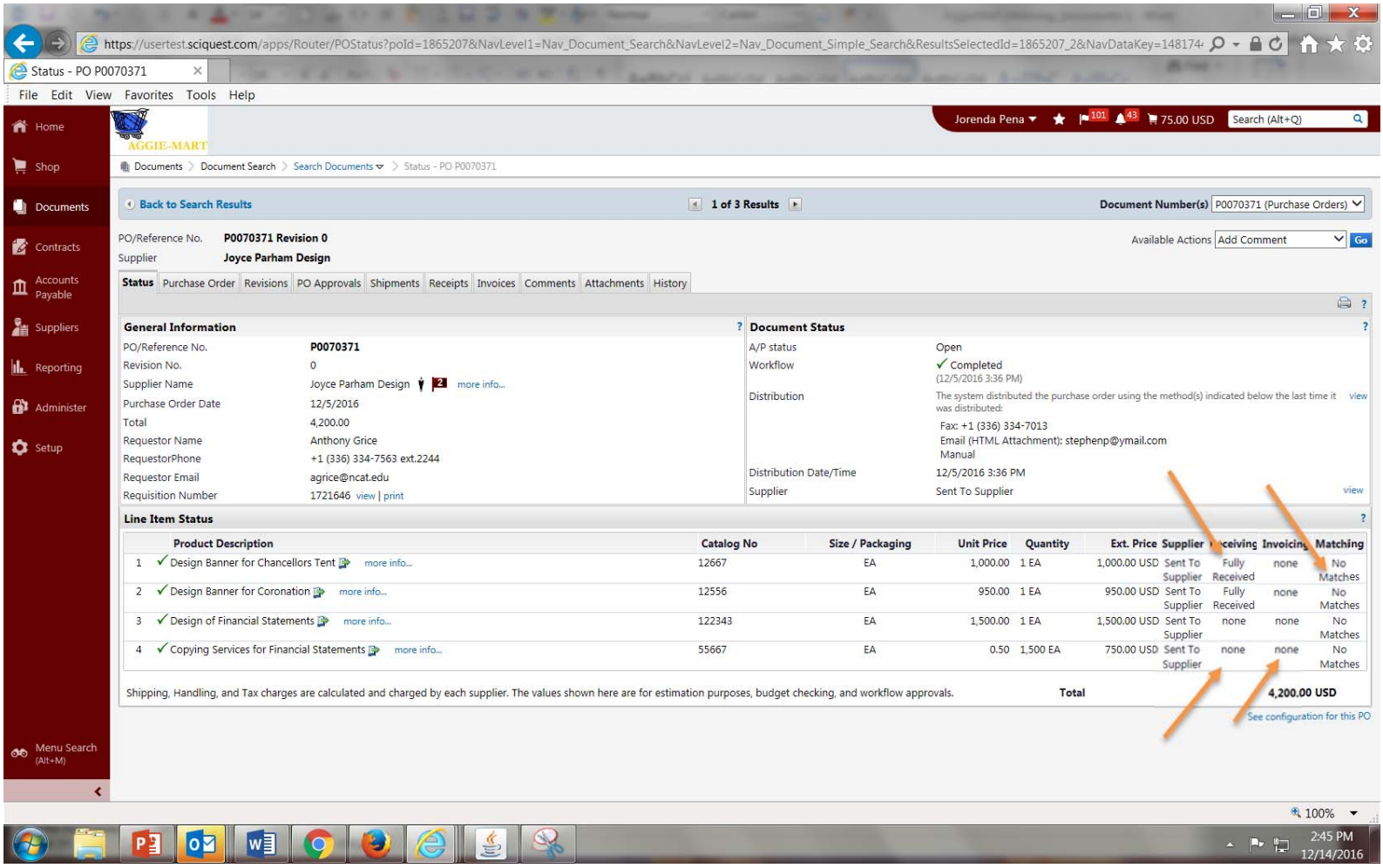
Enter the Purchase Order Number you are receiving and then click the hour glass to search for the purchase order.



The Quick Search box should appear with the purchase order number and requisition and any other documents associated with this PO. Click on the Purchase Order number.



The purchase order reflects all the actions that have taken place. Lines 1 and 2 have been fully received. Lines 3 and 4 have not been received. **Note 1:** The **"Invoicing column"** reflects actions taken by Accounts Payable. **"None"** means that no invoices have been entered electronically or entered physically by Accounts Payable. **Note 2:** The **"Matching column"** reflects actions taken by Accounts Payable. **"No Matches"** means there are no invoices entered that matches the line received. (See the screen shot below)



The example **below** demonstrates the ***three 3-way matching*** requirement needed so that an invoice can be paid. The PO has been fully received, fully invoiced, and fully matched because the ***invoice** matches the **PO** and the amount **received**.* (PO, Invoice, Receiver – All Match)

Line Item Status

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
1	✓ Business cards for Jimmy Dean more info...	569783	BX	75.00	1 BX	75.00 USD	Sent To Supplier	Fully Received	Fully Invoiced	Fully Matched

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals. **Total** **75.00 USD**

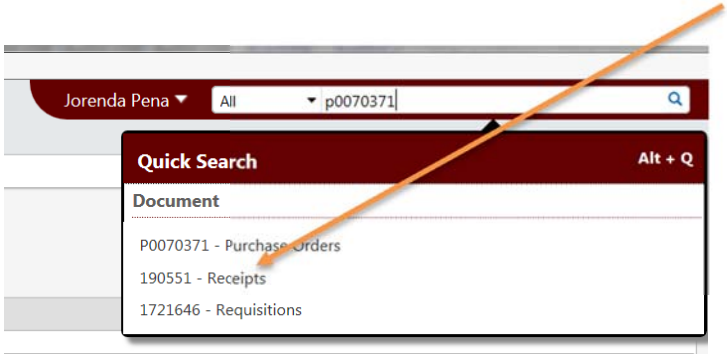
The example **below** shows a PO which is partially matched because only part of the order was received and the vendor is invoicing only for the items we received.

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
1	✓ Loading for Faculty/Staff Institute more info...	75426	EA	1,500.00	3 EA	4,500.00 USD	Sent To Supplier	Partially Received	Partially Invoiced	Partially Matched

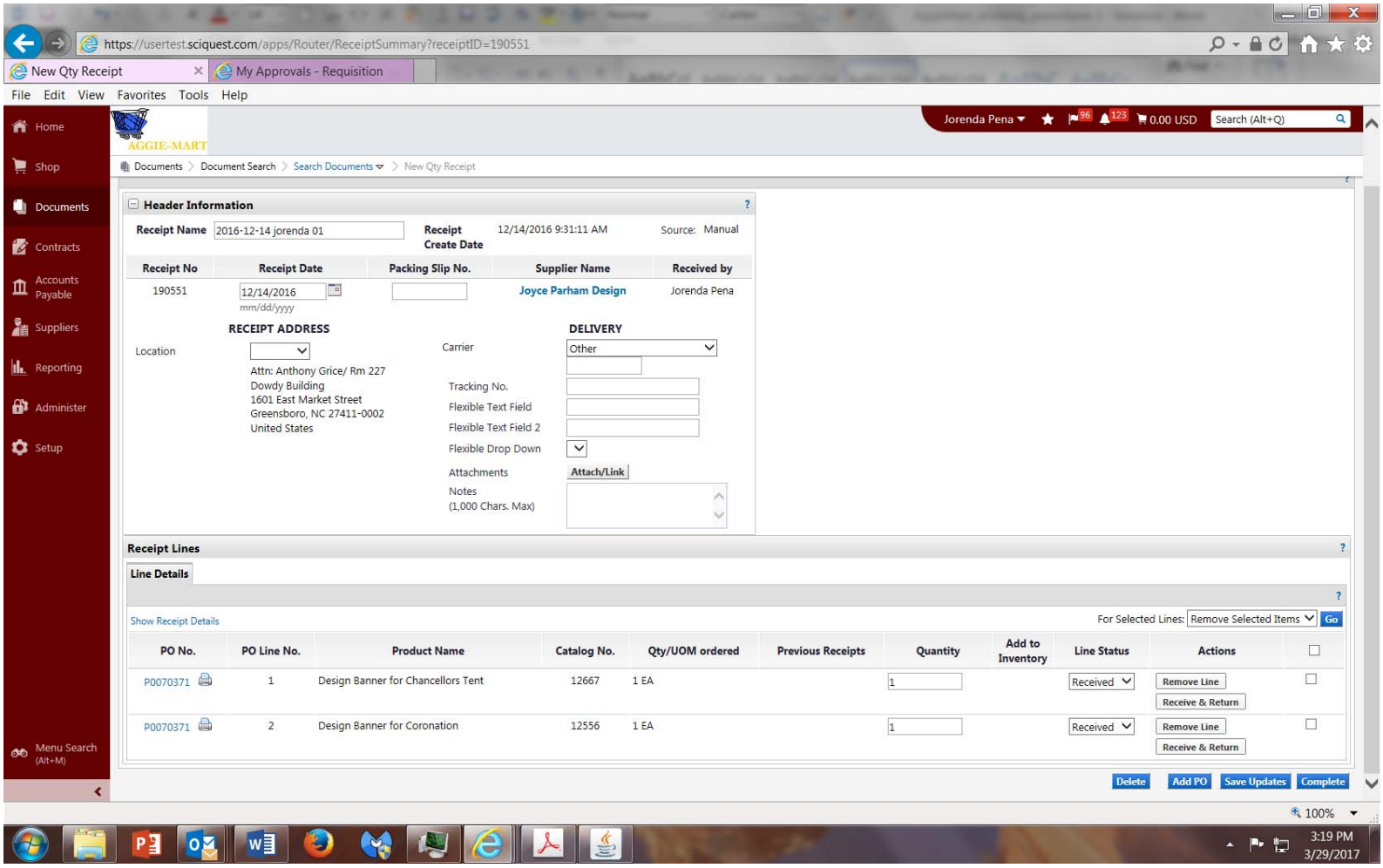
Returns:

Enter the Purchase Order Number you are returning an item for and click the hour glass.

The Quick Search box should appear with the purchase order number and requisition and any other documents associated with this PO. Click on the Purchase Order number.



The screen below will open up. Click on the down arrow under the line status to select return in fig.1. In fig. 2 select return



In fig. 2 Select **return** and Click **complete**. This process lets the Accounts Payable Department know you are returning an item. They will in return anticipate a credit invoice from the vendor.

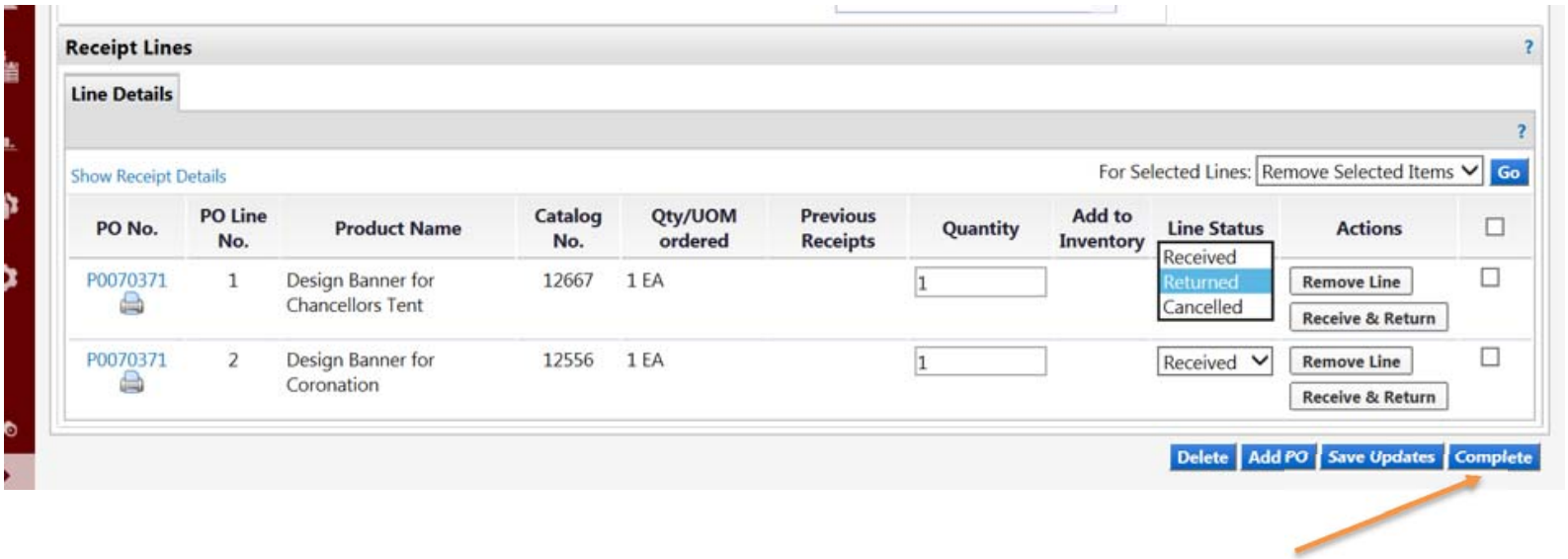
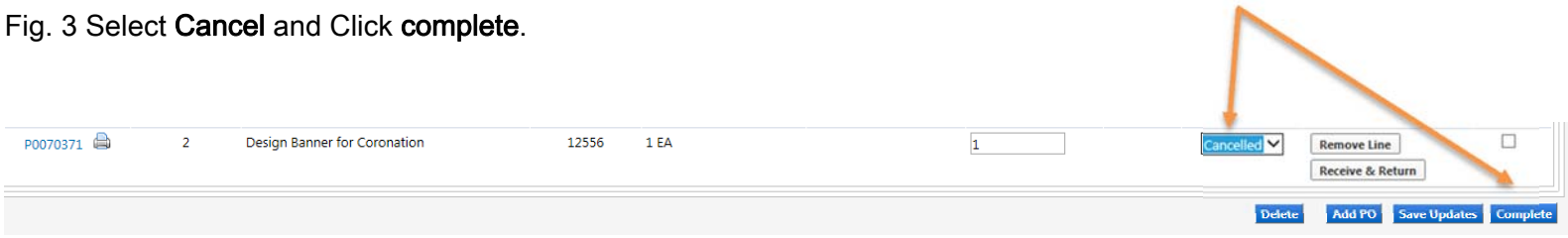
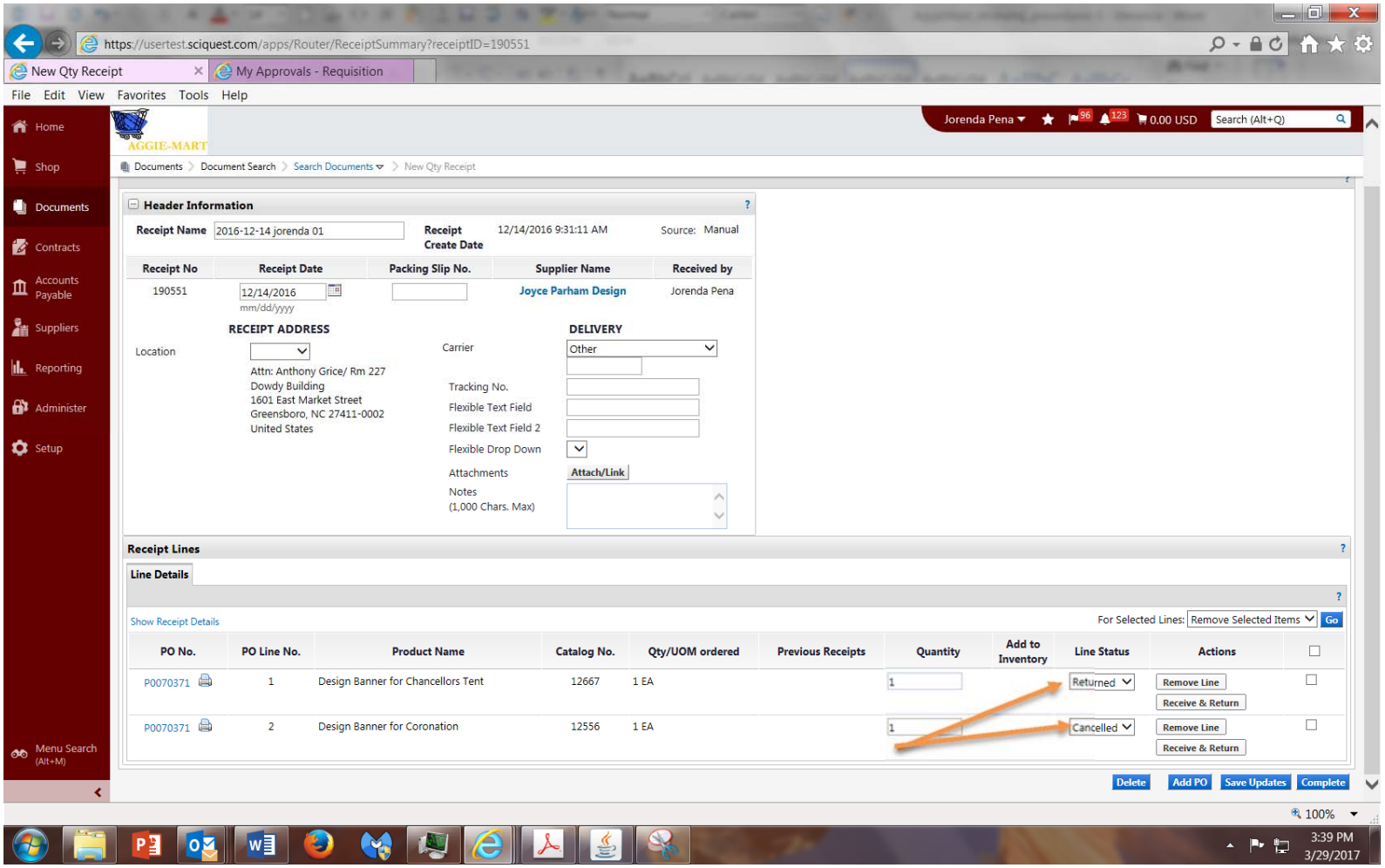


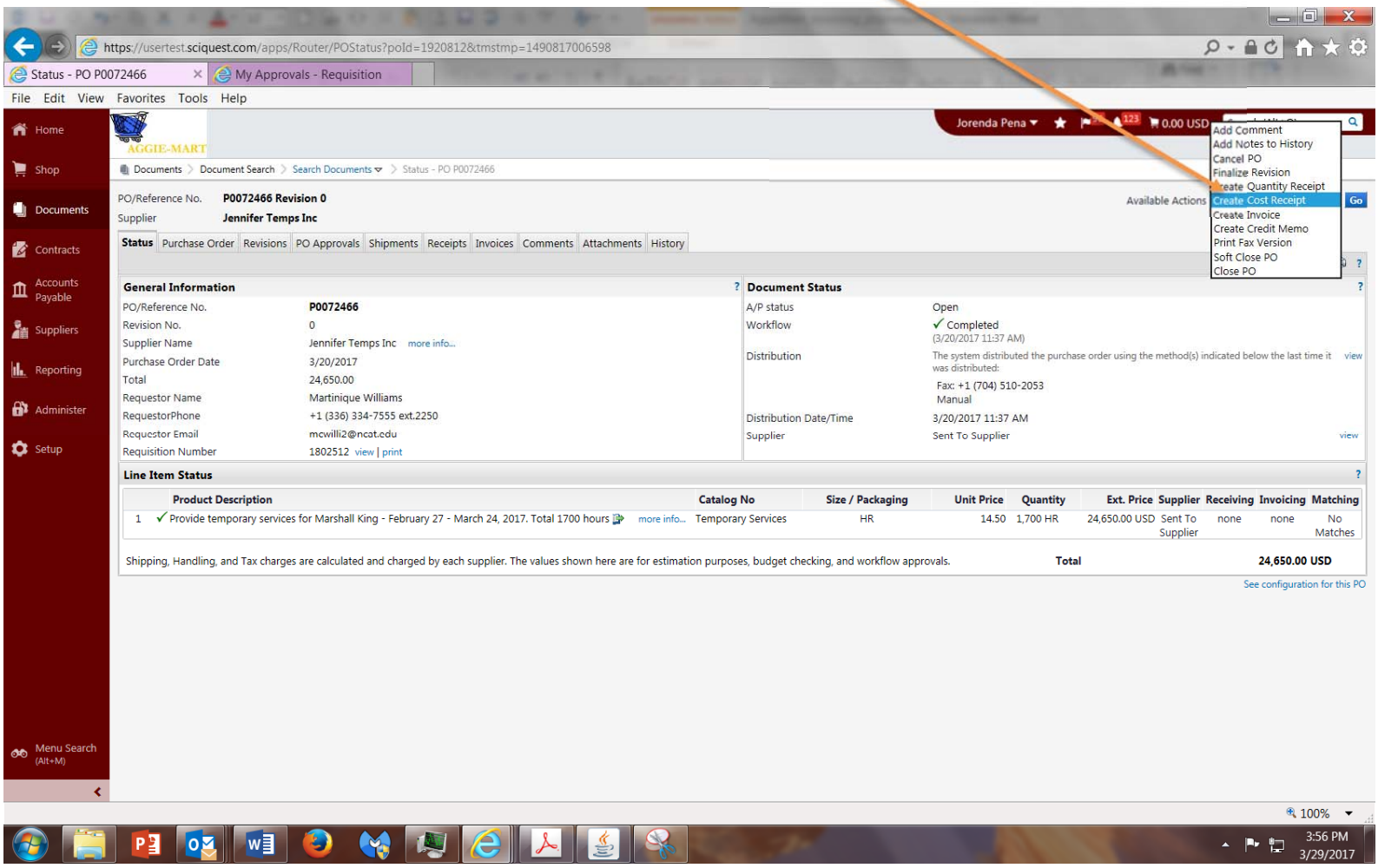
Fig. 3 Select **Cancel** and Click **complete**.



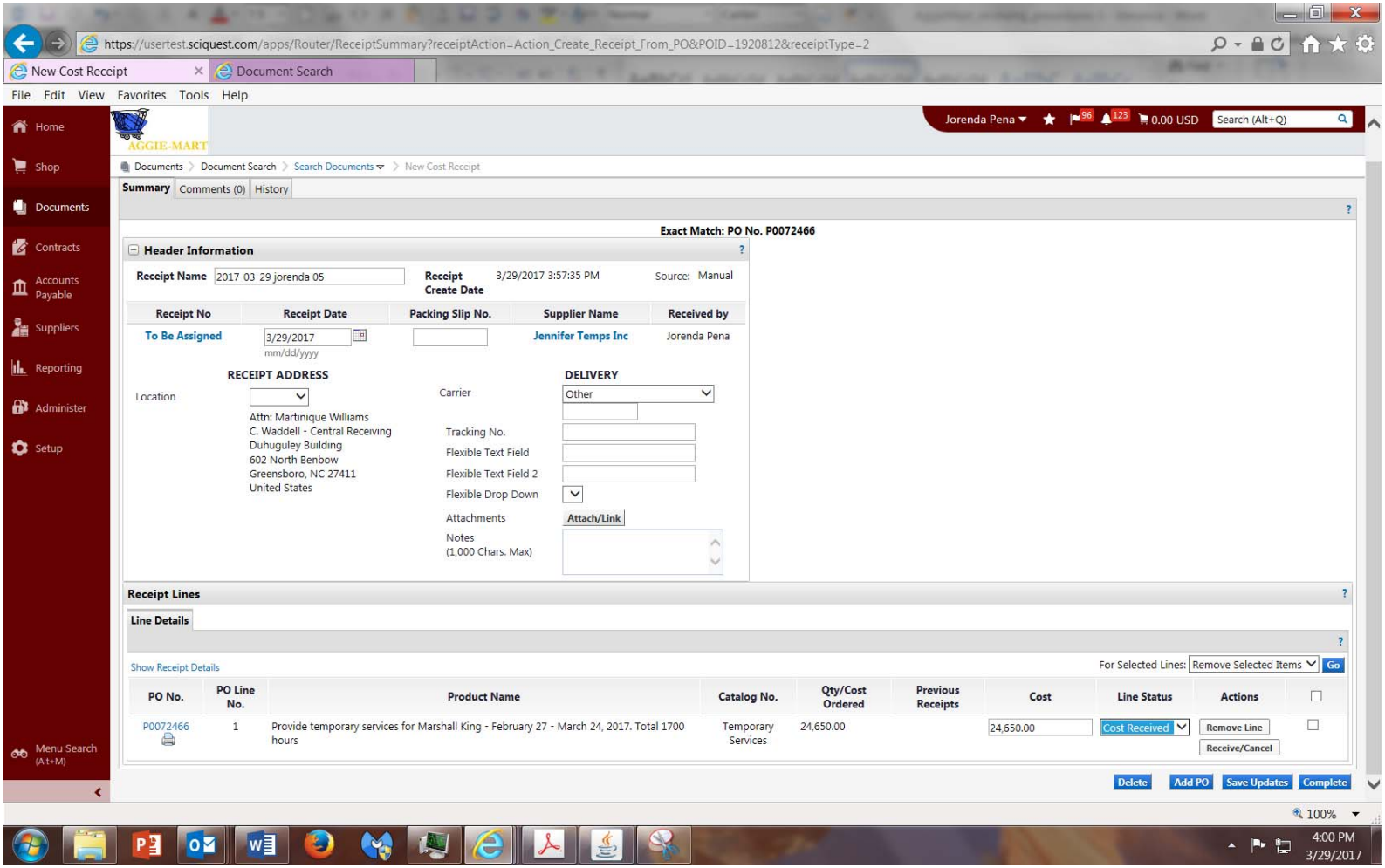
In fig. 4 you can see that line 1 has a return status and line 2 has a cancelled status.



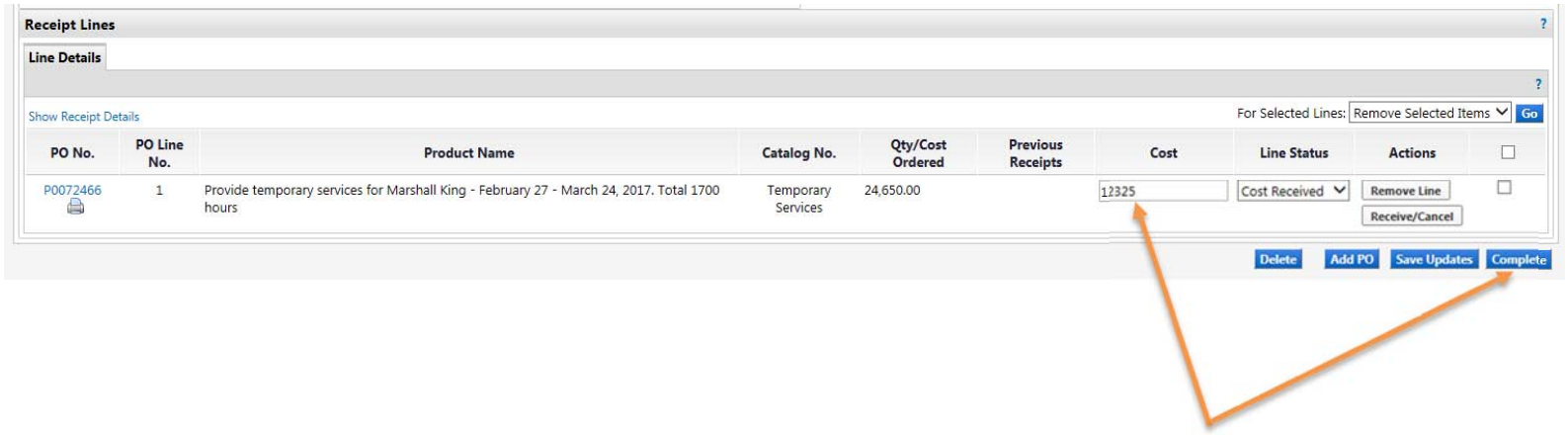
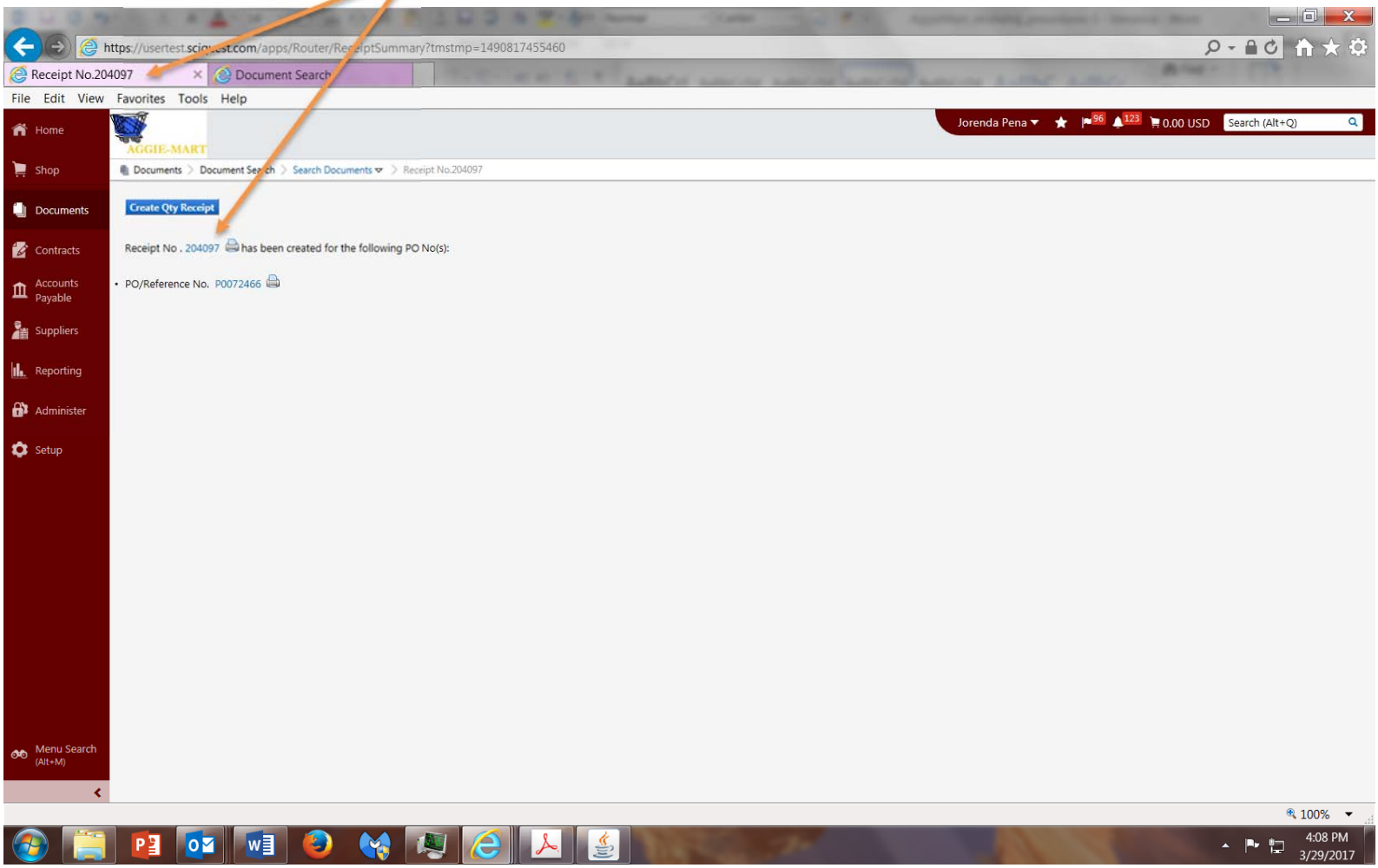
To receive an Open Order Purchase Order you will follow the same receiving steps except you will select Create Cost Receipt and click GO.



At the **Receipt Line** screen below, the total amount to be received will automatically default in the Cost box. You will change the amount by entering the *actual* **Cost** expended for the line you are receiving.



In this example we will receive half the amount. For example, if the person is going to be paid monthly, we will receive the cost for one month of service and Click complete. (See below)



Aggie Mart has generated a Receipt No. which is now associated with the PO.