

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

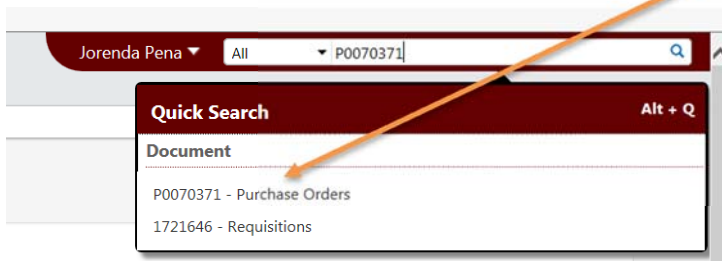
Enter your username ID and password at the username sign in screen.



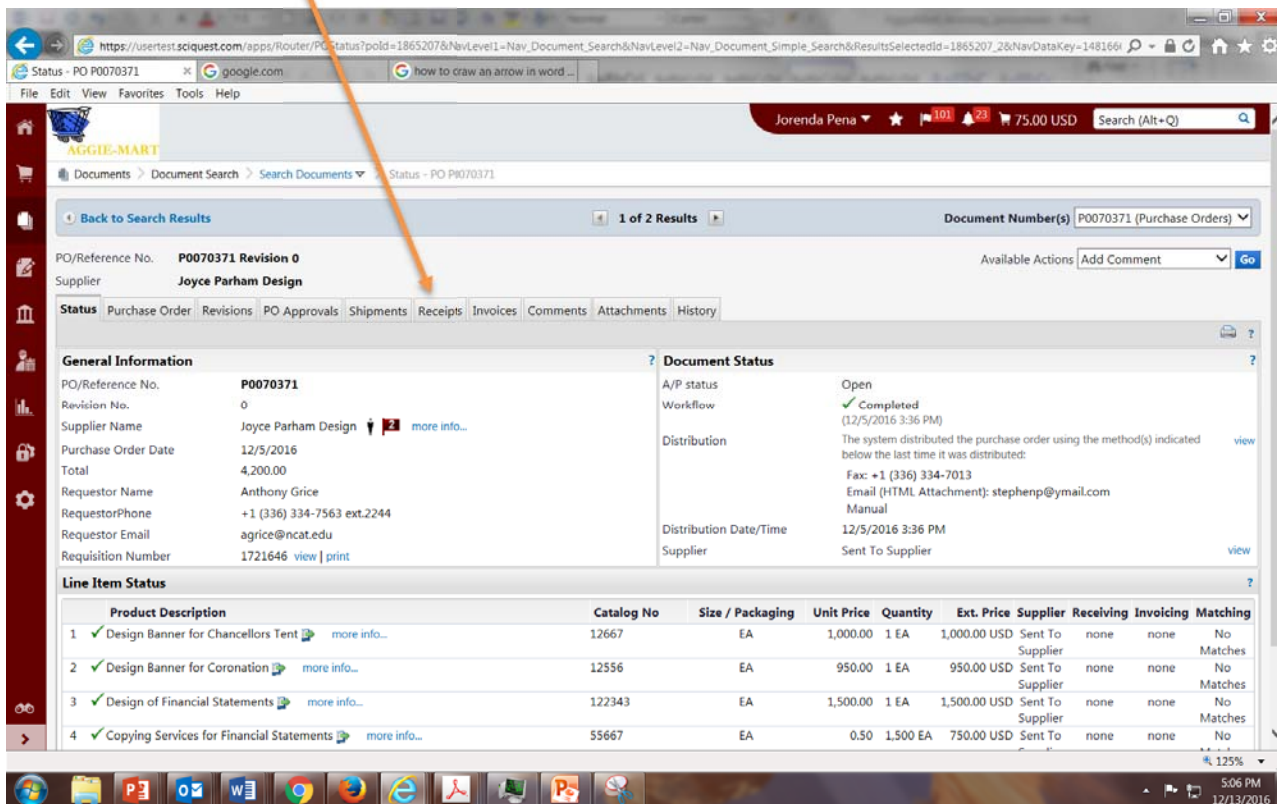
Enter the Purchase Order Number you are receiving and click the hour glass.



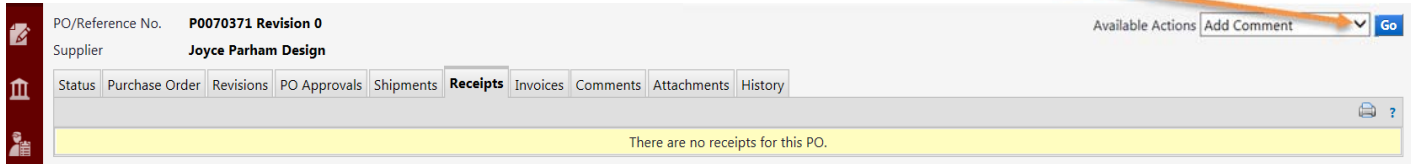
The Quick Search box should appear with the purchase order number and requisition and any other documents associated with this PO. Click on the Purchase Order number.



Click on receipts tab.

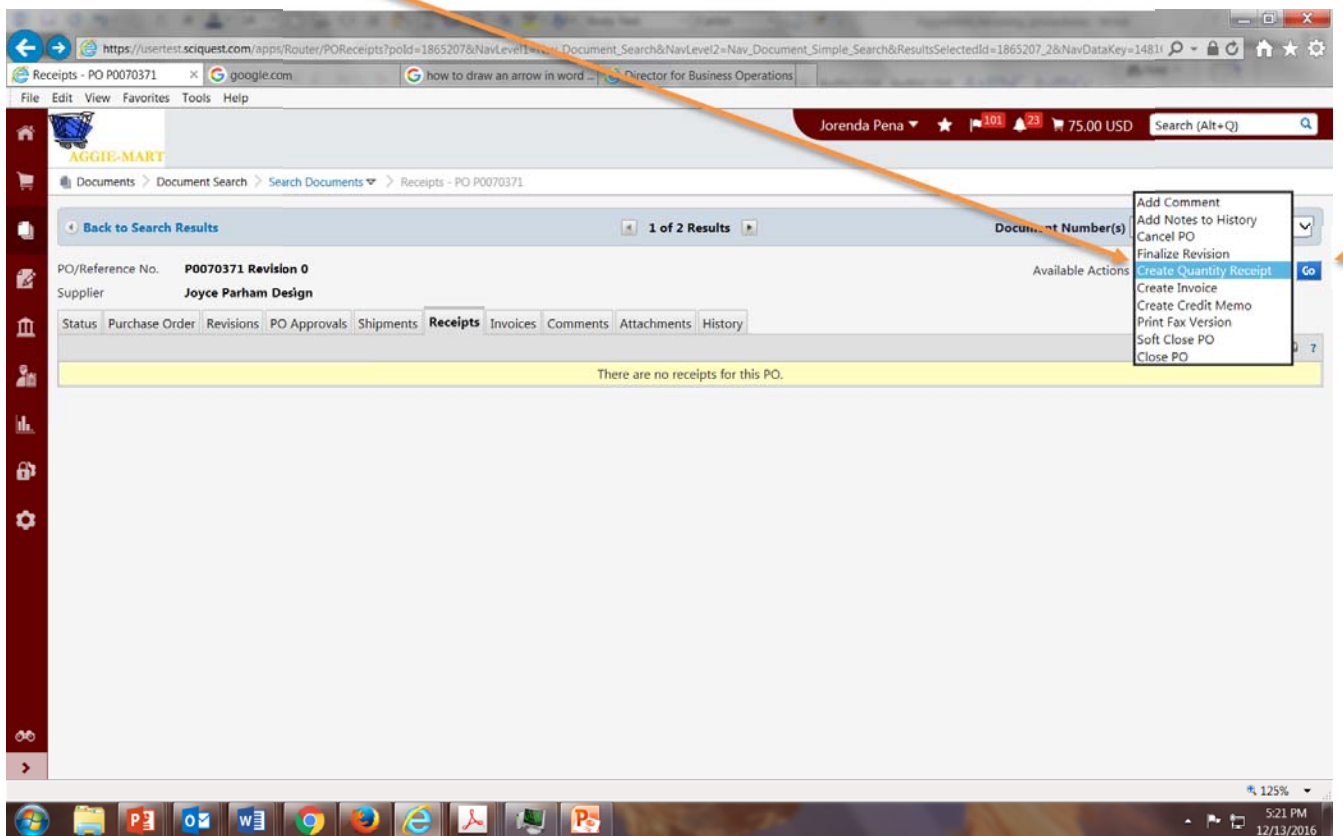


Click on the Available Actions drop down box arrow.



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.

Attachments - Internet Explorer
https://usertest.sciquest.com/apps/Router/Attachment?EntityId=190441&EntityType=5&Attach

Attachments are **NOT** checked for viruses. SciQuest stores attachments in a manner that protects its systems. Please ensure attachments are free from viruses before attaching them.

Attachment Information

Attach Documents

File Name

File

Browse...

Attach Document

URL or Link to Documents

File/URL Name

Link/URL

Link Document/URL

- 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. The system will automatically generate a receipt number.

The screenshot shows the 'New Qty Receipt' form in the Aggie-Mart system. The form is titled 'Exact Match: PO No. P0070371'. It contains several sections:

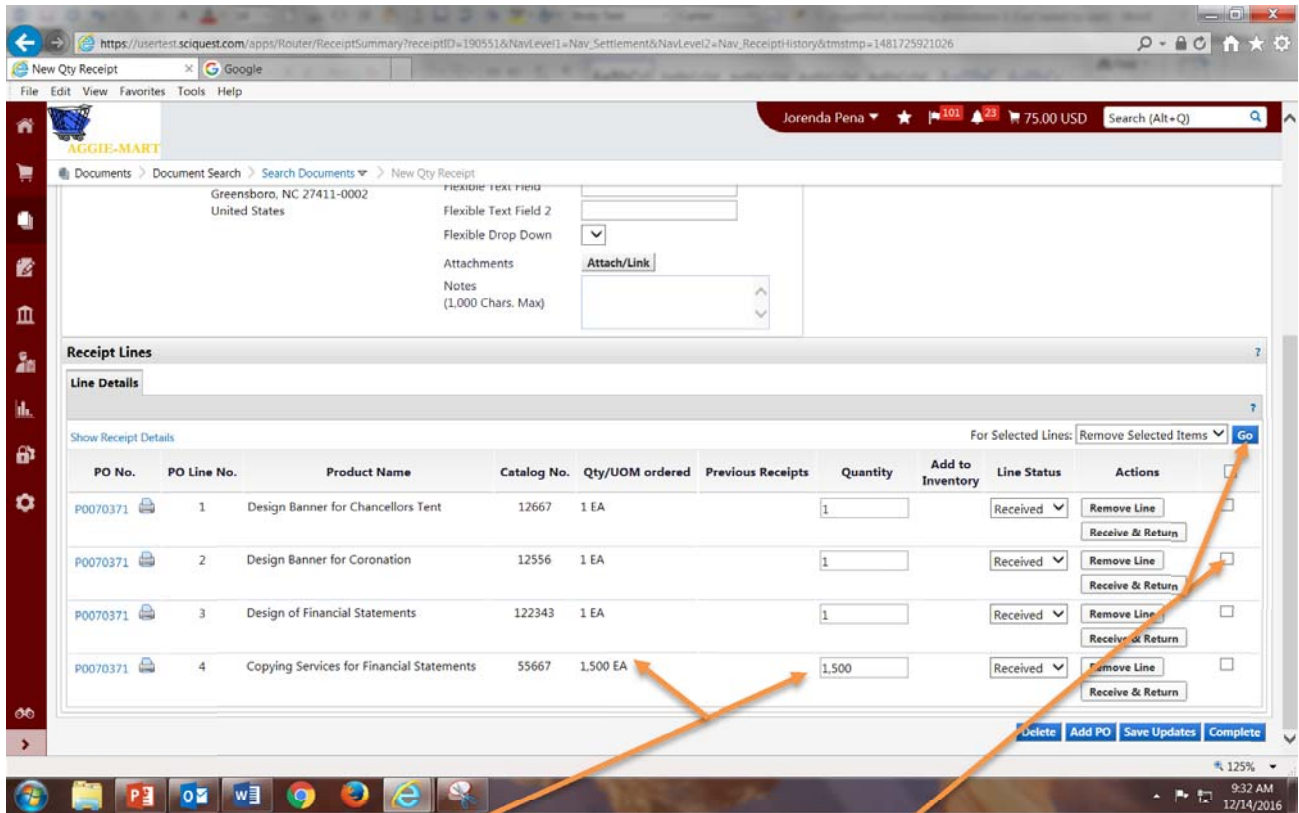
- Header Information:** Includes fields for 'Receipt Name' (2016-12-13 jorenda 02), 'Receipt Create Date' (12/13/2016 5:22:56 PM), and 'Source' (Manual).
- Table:** A table with columns: 'Receipt No', 'Receipt Date', 'Packing Slip No.', 'Supplier Name', and 'Received by'. The first row shows 'To Be Assigned', '12/13/2016', an empty field, 'Joyce Parham Design', and 'Jorenda Pena'.
- RECEIPT ADDRESS:** Includes a 'Location' dropdown and a text area with address details: 'Attn: Anthony Grice/ Rm 227, Dowdy Building, 1601 East Market Street, Greensboro, NC 27411-0002, United States'.
- DELIVERY:** Includes a 'Carrier' dropdown (set to 'Other'), 'Tracking No.', 'Flexible Text Field', 'Flexible Text Field 2', 'Flexible Drop Down', 'Attachments', and 'Notes (1,000 Chars. Max)'. There is also an 'Attach/Link' button.
- Receipt Lines:** A section for 'Line Details' is visible at the bottom.

Annotations with arrows point to the following fields:

- Receipt Name:** Points to the 'Receipt Name' field.
- Packing Slip Number:** Points to the 'Packing Slip No.' field in the table.
- Receipt date & Time:** Points to the 'Receipt Create Date' field.
- Receipt Address:** Points to the 'RECEIPT ADDRESS' section.
- Notes:** Points to the 'Notes (1,000 Chars. Max)' field.
- Attach Packing Slip Document:** Points to the 'Attach/Link' button.
- Delivery Information:** Points to the 'DELIVERY' section.

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

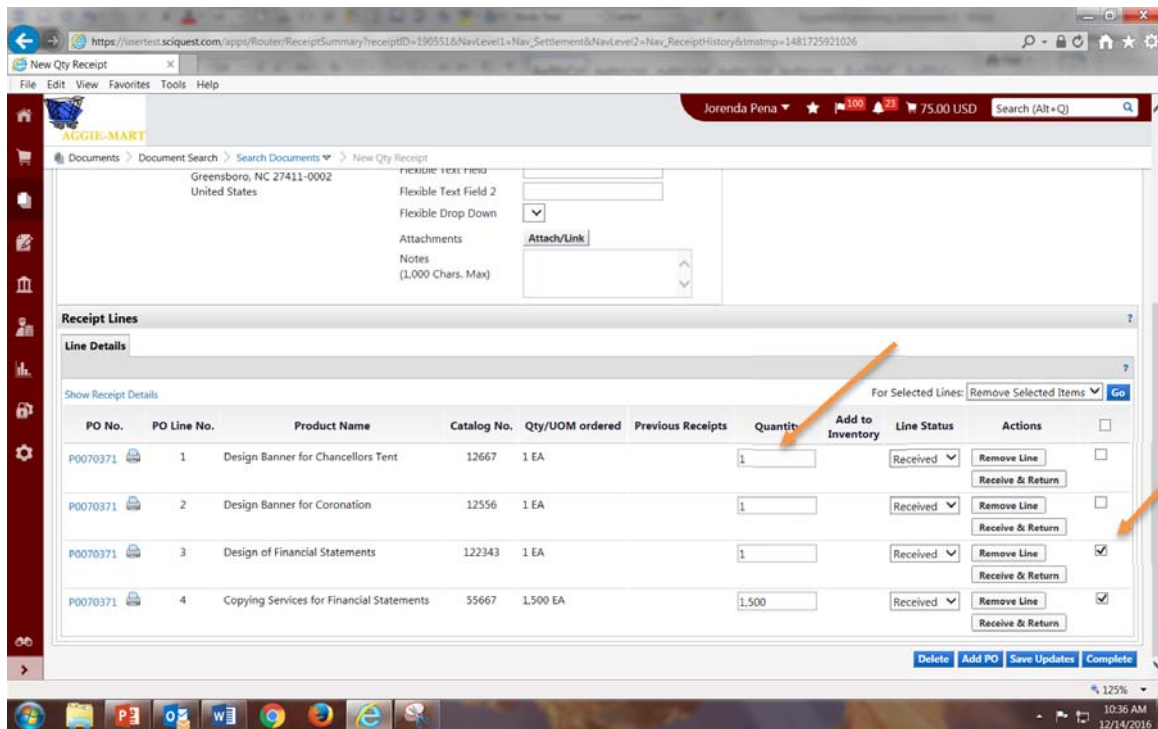
At the **Receipt Line** screen below, the total amount to be received will automatically default in the Quantity boxes. You will change the amount by entering the *actual Quantity* received for each line you are receiving. **Important Note:** Check the box(s) for those line items that you are *not* receiving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



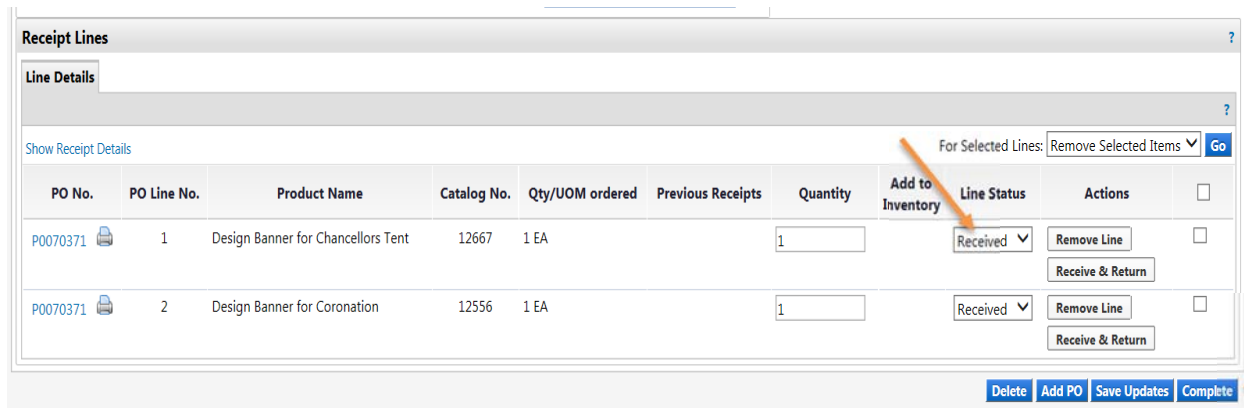
The total amount to be received will automatically default in the Quantity boxes

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

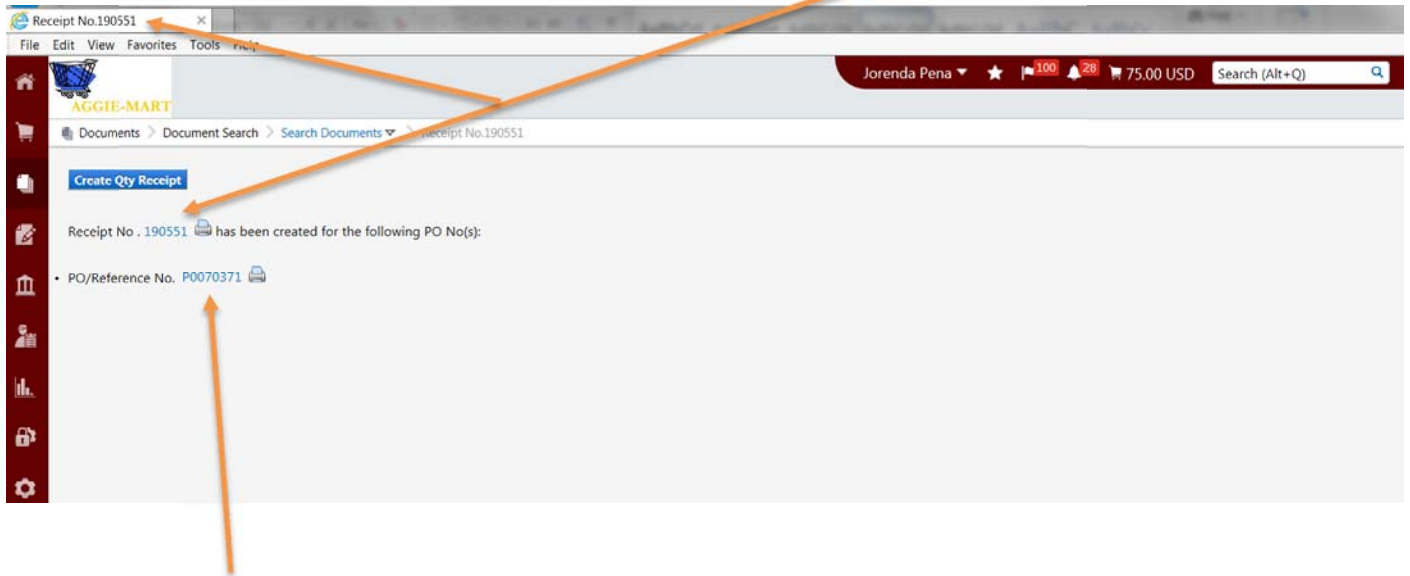
In the first example lines 1 and 2 are being received for the **total** quantity of each line item, but lines 3 and 4 are not being received, so the box is checked to remove lines 3 and 4. **Important Note:** if you do not remove these lines you will inadvertently receive these items.



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.

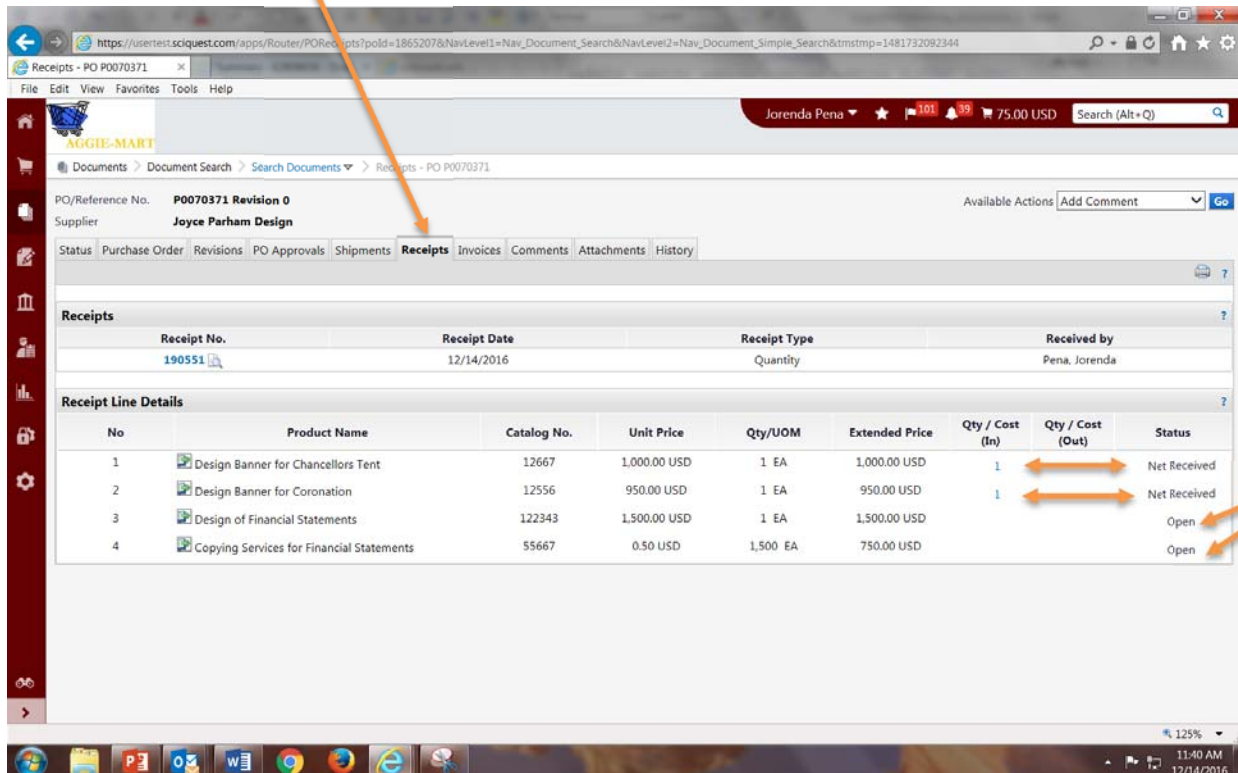


Line items 1 and 2 have been received and Aggie Mart has generated a Receipt No. which is now associated with the PO No.



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

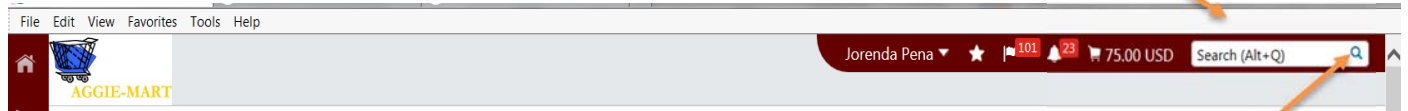
Click on the **Receipts** tab. In the screen shot below, lines 1 and 2 have been received in full and lines 3 and 4 are still open waiting to be received.



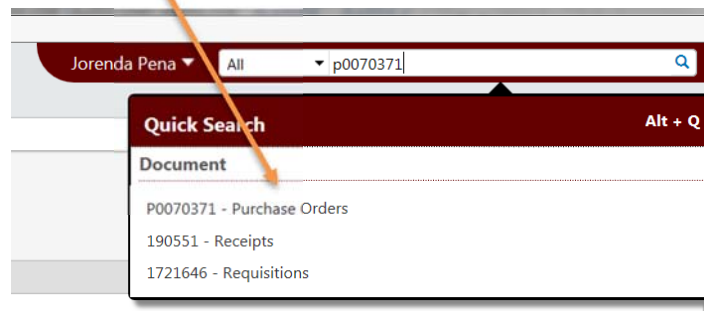
Lines 1 & 2 have been fully received. Lines 3 & 4 have not been received yet.

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)

https://usertest.scquest.com/apps/Router/POStatus?poId=1865207&NavLevel1=Nav_Document_Search&NavLevel2=Nav_Document_Simple_Search&ResultsSelectedId=1865207_2&NavDataKey=148174

Status - PO P0070371

Home Shop Documents Contracts Accounts Payable Suppliers Reporting Administer Setup

Jorenda Pena 101 43 75.00 USD Search (Alt+Q)

Documents > Document Search > Search Documents > Status - PO P0070371

Back to Search Results 1 of 3 Results Document Number(s) P0070371 (Purchase Orders)

PO/Reference No. P0070371 Revision 0 Available Actions Add Comment Go

Supplier Joyce Parham Design

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

General Information

PO/Reference No. P0070371
 Revision No. 0
 Supplier Name Joyce Parham Design more info...
 Purchase Order Date 12/5/2016
 Total 4,200.00
 Requestor Name Anthony Grice
 Requestor Phone +1 (336) 334-7563 ext.2244
 Requestor Email agrice@ncat.edu
 Requisition Number 1721646 view | print

Document Status

A/P status Open
 Workflow Completed (12/5/2016 3:36 PM)
 Distribution The system distributed the purchase order using the method(s) indicated below the last time it was distributed:
 Fax: +1 (336) 334-7013
 Email (HTML Attachment): stephenp@gmail.com
 Manual
 Distribution Date/Time 12/5/2016 3:36 PM
 Supplier Sent To Supplier view

Line Item Status

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
✓ Design Banner for Chancellors Tent more info...	12667	EA	1,000.00	1 EA	1,000.00 USD	Sent To Supplier	Fully Received	none	No Matches
✓ Design Banner for Coronation more info...	12556	EA	950.00	1 EA	950.00 USD	Sent To Supplier	Fully Received	none	No Matches
✓ Design of Financial Statements more info...	122343	EA	1,500.00	1 EA	1,500.00 USD	Sent To Supplier	none	none	No Matches
✓ Copying Services for Financial Statements more info...	55667	EA	0.50	1,500 EA	750.00 USD	Sent To Supplier	none	none	No Matches
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			4,200.00 USD

See configuration for this PO

100% 2:45 PM 12/14/2016

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
✓ 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.

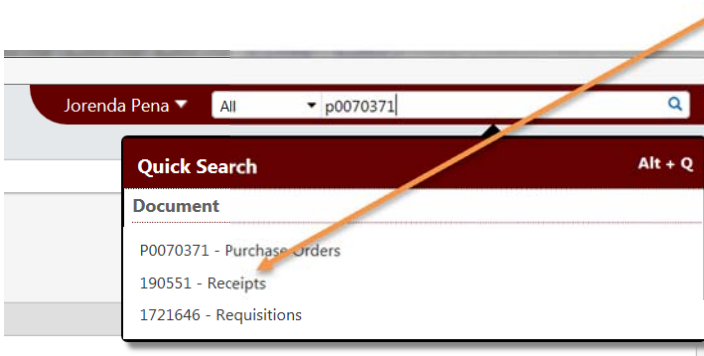
	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
1	✓ Loading for Faculty/Staff Institute more info...	75426	EA	1,500.00	3 EA	4,500.00 USD	Sent To Supplier	Partially Received	Partially Invoiced	Partially Matched

Returns:

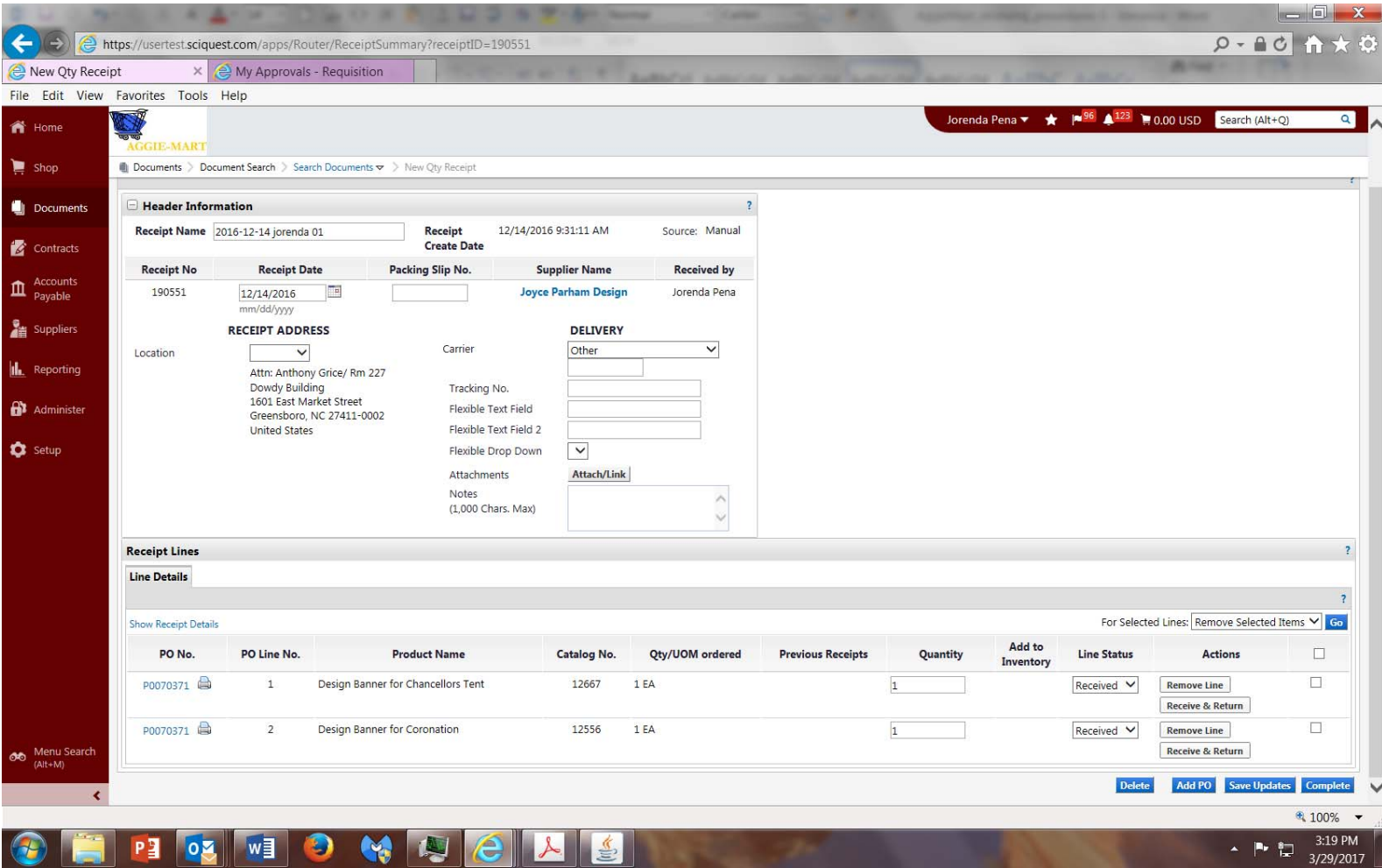
Enter the Purchase Order Number you are returning an item for and click the hour glass.



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.

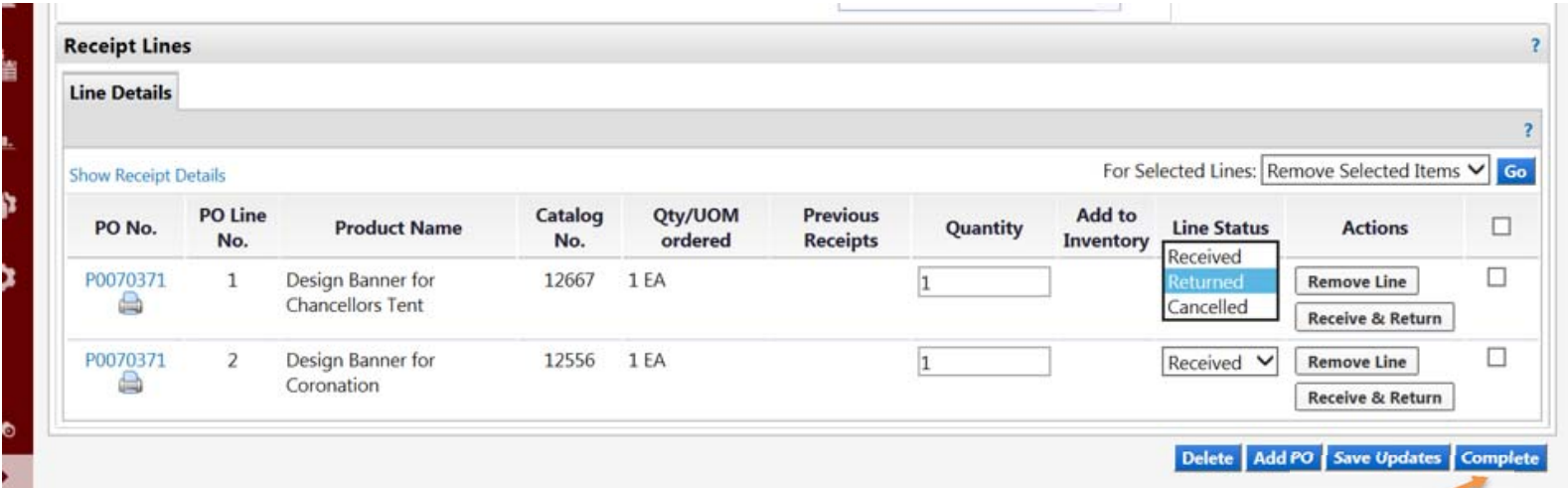
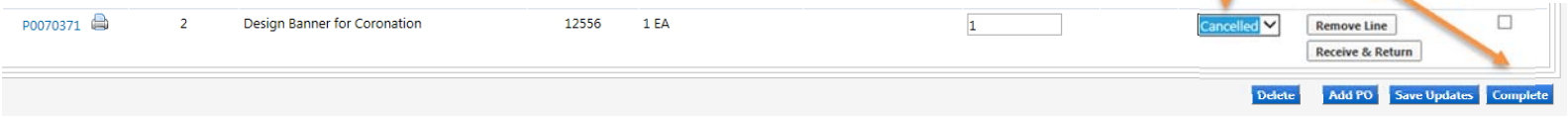
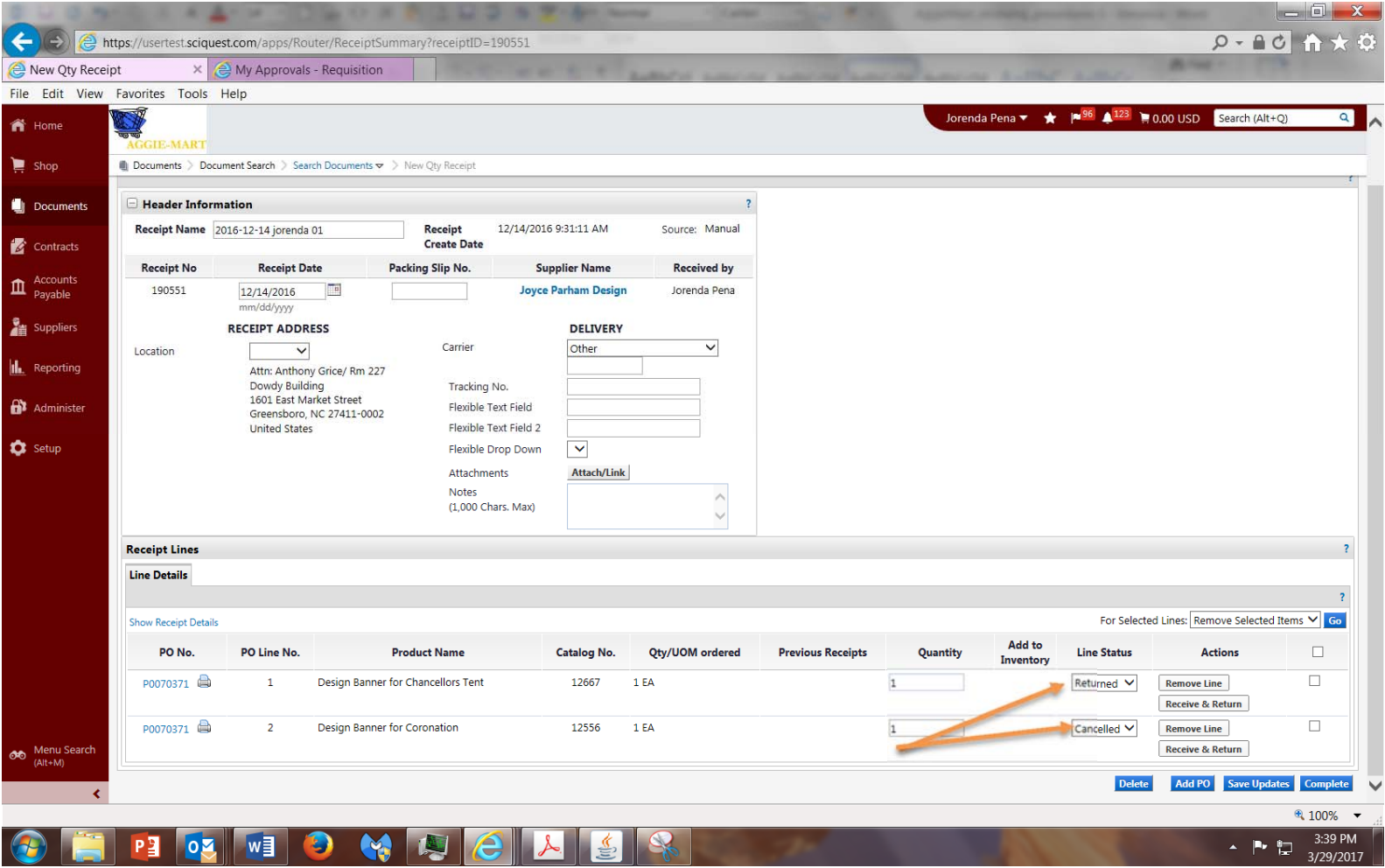


Fig. 3 Select Cancel and Click complete.



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.

The screenshot displays the Aggie Mart web application interface. The browser address bar shows the URL: <https://usertest.sciquest.com/apps/Router/POStatus?poid=1920812&tmstmp=1490817006598>. The page title is "Status - PO P0072466". The breadcrumb navigation is "Documents > Document Search > Search Documents > Status - PO P0072466".

The main content area shows the PO details for "PO/Reference No. P0072466 Revision 0" from "Supplier Jennifer Temps Inc". The "Status" is "Purchase Order". The "Available Actions" dropdown menu is open, with "Create Cost Receipt" highlighted by an orange arrow. Other actions include "Add Comment", "Add Notes to History", "Cancel PO", "Finalize Revision", "Create Quantity Receipt", "Create Invoice", "Create Credit Memo", "Print Fax Version", "Soft Close PO", and "Close PO".

The "General Information" section includes:

- PO/Reference No.: P0072466
- Revision No.: 0
- Supplier Name: Jennifer Temps Inc
- Purchase Order Date: 3/20/2017
- Total: 24,650.00
- Requestor Name: Martinique Williams
- Requestor Phone: +1 (336) 334-7555 ext.2250
- Requestor Email: mcwilli2@ncat.edu
- Requisition Number: 1802512

The "Document Status" section shows:

- A/P status: Open
- Workflow: Completed (3/20/2017 11:37 AM)
- Distribution: The system distributed the purchase order using the method(s) indicated below the last time it was distributed: Fax: +1 (704) 510-2053, Manual
- Distribution Date/Time: 3/20/2017 11:37 AM
- Supplier: Sent To Supplier

The "Line Item Status" table is as follows:

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
1 ✓ Provide temporary services for Marshall King - February 27 - March 24, 2017. Total 1700 hours	Temporary Services	HR	14.50	1,700 HR	24,650.00 USD	Sent To Supplier	none	none	No Matches
					Total				24,650.00 USD

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.

The footer of the page includes "Menu Search (Alt+M)", "100%", and the date/time "3:56 PM 3/29/2017".

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.

The screenshot displays the 'Receipt Line' screen in the Aggie Mart Receiving Training software. The interface includes a navigation sidebar on the left with options like Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area shows 'Header Information' with fields for Receipt Name, Receipt Create Date, and Source. Below this is a table for Receipt Lines with columns for PO No., PO Line No., Product Name, Catalog No., Qty/Cost Ordered, Previous Receipts, Cost, Line Status, and Actions. The Cost field is highlighted with a blue box. At the bottom, there are buttons for Delete, Add PO, Save Updates, and Complete.

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)

This close-up screenshot focuses on the 'Receipt Lines' table. The 'Cost' field for the first line is highlighted with a blue box and contains the value '12325'. An orange arrow points from the Cost field to the 'Complete' button at the bottom right of the table.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
P0072466	1	Provide temporary services for Marshall King - February 27 - March 24, 2017. Total 1700 hours	Temporary Services	24,650.00		12325	Cost Received	Remove Line Receive/Cancel

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

