

## Cost Receiving

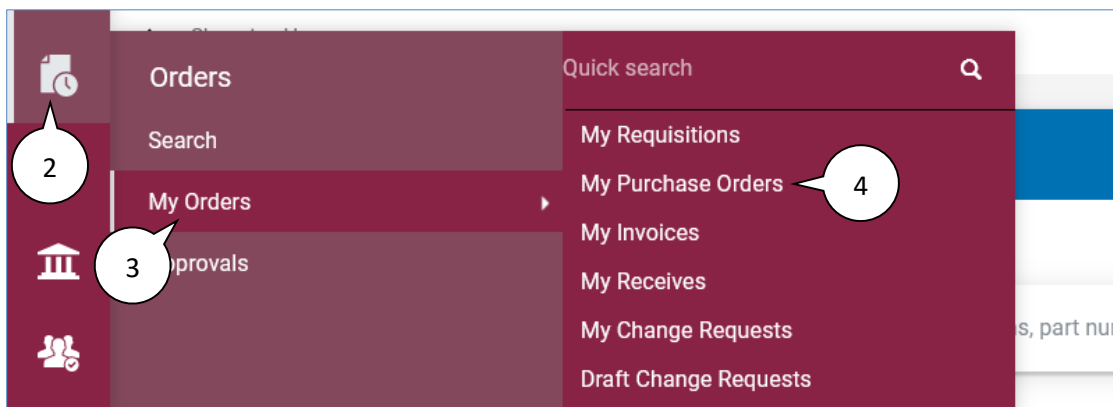
Cost Receiving is used for Consulting/Professional Services and other Open Orders. Typically, these are services provided by a vendor.

## Invoices

View the invoice prior to receiving to ensure that the cost is accurate for the services delivered by the vendor. AggieMart sends an email to the Purchaser when an invoice has been created and receiving is required. Alternatively, an invoice can be viewed from the PO as described below.

## Invoice Look Up by PO Number

1. Log in to **myNMSU** → Click on the **AggieMart** link  on the left side of the screen.



2. From the AggieMart home page → Click on the **Orders icon**.
3. Go to **My Orders**.
4. Click on **My Purchase Orders**.

The **My Purchase Orders** screen will be displayed:

Orders > Search > Purchase Orders

### My Purchase Orders

Save As Pin Filters Export All

Quick Filters My Searches

Created Date: Last 90 days Quick search Add Filter Clear All Filters

PO Owner: Stamm, Chris

1-3 of 3 Results 200 Per Page

| PO Number | Vendor                            | Created Date/Time     | PO Status | Requisition Number | PO Owner    | Shipment Status | Matching Status | Total Amount |
|-----------|-----------------------------------|-----------------------|-----------|--------------------|-------------|-----------------|-----------------|--------------|
| CC000535  | Staples Contract & Commercial Inc | 8/4/2021 4:20:10 PM   | Completed | 3310683            | Chris Stamm | Sent To Vendor  | No Matches      | 555.82 US    |
| P0205095  | Riverside Technologies Inc        | 7/29/2021 2:24:19 PM  | Completed | 3293948            | Chris Stamm | Sent To Vendor  | No Matches      | 107.74 US    |
| P0205092  | Las Cruces Barricades             | 7/16/2021 10:51:09 AM | Completed | 3291094            | Chris Stamm | Sent To Vendor  | No Matches      | 859.82 US    |

5. Use **Filters** to narrow or expand your search results if needed.
6. Click the **Purchase Order Number** you are going to receive on.

The **Purchase Order** screen will be displayed:

Purchase Order • P0205100 Revision 0

Status Summary Revisions 1 Confirmations Shipments Change Requests Receives Invoices 1 Comments Attachments

**General Information**

PO/Reference No. P0205100

Revision No. 0

Vendor Name Riverside Technologies Inc

Address 2001 E Lohman Ave Ste No 101-199 Las Cruces, NM 88001

**Shipping Information**

Ship To ATTN: Chris Stamm DEPT: FINANCIAL SYSTEMS ADMINISTRATION ROOM: 101 Academic Research A 1620 Standley Dr Las Cruces, NM 88003 United States

**Billing/Payment Information**

Bill To Accounts Payable New Mexico State University MSC 3AP PO Box 30001 Las Cruces, NM 88003-4570 United States

**Completed**

Details

Total (13,200.00 USD)

Subtotal 13,200.00

**13,200.00**

**Related Documents**

Requisitions: 3314205

Invoices: IJ031814

7. Go to the **Related Documents** section.
8. Click on the **Invoice number** to open the invoice.

**Invoice • IJ031814**

Summary Matching Vendor Messages Comments Attachments History

| General  | Addresses  | Note/Attach...                   |
|--|--|----------------------------------|
| Invoice Type<br>Invoice                          | <b>Remit To</b><br>2001 E Lohman Ave<br>Ste No 101-199<br>Las Cruces, NM 88001   | External Note<br><i>no value</i> |
| Pay Status<br>In Process                         | Fax 1-866-8125370-<br>Address Id ER Remit -<br>Procure & AP only 1   | Internal Note<br><i>no value</i> |
| Invoice Number<br>IJ031814                       |  | External Attachments<br>Add      |
| Vendor Invoice No.<br>665544                     | <b>Bill To</b>   | Internal Attachments<br>Add      |
| Vendor Name<br><b>Riverside Technologies Inc</b> | Accounts Payable<br>New Mexico State<br>University<br>MSC 3AP<br>PO Box 30001<br>Las Cruces, NM<br>88003-4570<br>United States |                                  |
| Vendor No.<br>800497560                          |  |                                  |
| Invoice Date                                     |  |                                  |

| Pending                           |               |
|-----------------------------------|---------------|
| <b>Riverside Technologies Inc</b> |               |
| Vendor Invoice No.                | 665544        |
| <b>Total (900.00 USD)</b>         |               |
| Subtotal                          | 900.00        |
| Discount                          | 0.00          |
| Tax1                              | 0.00          |
| Tax2                              | 0.00          |
| Shipping                          | 0.00          |
| Handling                          | 0.00          |
|                                   | <b>900.00</b> |

**Related Documents**

- Purchase Order: P0205100
- Requisitions: 3314205

- The **Invoice Total** is displayed in the right pane → Make a note of the amount.
- Return to the PO → Click the **Purchase Order number** under **Related Documents**.

**Purchase Order • P0205100 Revision 0**

Status Summary Revisions 1 Comments Attachments

| General Infor...                                 | Shipping Inf...   |
|--|---|
| PO/Reference No.<br>P0205100                     | <b>Ship To</b>  |
| Revision No.<br>0                                | ATTN: Chris Stamm<br>DEPT: FINANCIAL<br>SYSTEMS<br>ADMINISTRATION<br>ROOM: 101      |
| Vendor Name<br><b>Riverside Technologies Inc</b> | Academic Research<br>1620 Standley Dr<br>Las Cruces, NM 88003-4570<br>United States |
| Address<br>2001 E Lohman Ave                     |   |

- Add Comment
- Create Change Request
- Add Notes to History
- Cancel PO
- Finalize Revision
- Create Quantity Receive
- Create Credit Memo
- Create Cost Receive**
- Create Invoice
- Print Fax Version

| Completed              |                  |
|------------------------|------------------|
| <b>(13,200.00 USD)</b> |                  |
| Subtotal               | 13,200.00        |
|                        | <b>13,200.00</b> |

**Related Documents**

- Requisitions: 3314205

- Click on the **Purchase Order drop-down** arrow.
- Click **Create Cost Receive**.

The Receive screen is divided into two sections: **Header Information** and **Receive Lines**.

Receive Create Date 8/9/2021 12:02:31 PM  
 Source Manual

Delete Add PO Save Updates Complete

Summary Comments (0) History

Exact Match: PO No. P0205100 13

Header Information

Receive Name 2021-08-09 cstamm 01

| Receive No     | Receive Date           | Packing Slip No. | Vendor Name                | Received by |
|----------------|------------------------|------------------|----------------------------|-------------|
| To Be Assigned | 8/9/2021<br>mm/dd/yyyy |                  | Riverside Technologies Inc | Chris Stamm |

RECEIPT ADDRESS DELIVERY

Location [Dropdown] Carrier [Dropdown] Other [Dropdown]

ATTN: Chris Stamm  
 DEPT: FINANCIAL SYSTEMS  
 ADMINISTRATION  
 ROOM: 101  
 Academic Research A  
 1620 Standley Dr  
 Las Cruces, NM 88003  
 United States

Attachments Notes (1,000 Chars. Max)

Attach/Link

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Receive Lines

Line Details

Show Receive Details For Selected Lines: Remove Selected Items Go

| PO No.   | PO Line No. | Product Name   | Catalog No. | Qty/Cost Ordered | Previous Receives | Cost      | Line Status   | Actions                       |                          |
|----------|-------------|--|-------------|------------------|-------------------|-----------|---------------|-------------------------------|--------------------------|
| P0205100 | 1           | Consulting services  |             | 10,800.00        |                   | 10,800.00 | Cost Received | Remove Line<br>Receive/Cancel | <input type="checkbox"/> |
| P0205100 | 2           | Only receiving against one line in this example (but this could be Overage charges on a copier contract only billing once per quarter) |             | 2,400.00         |                   | 2,400.00  | Cost Received | Remove Line<br>Receive/Cancel | <input type="checkbox"/> |

Delete Add PO Save Updates Complete

13. **Header Information** allows the user to capture receive details including the **Receive Date, Packing Slip No., Vendor Name, Received by, Receipt Address,** and **Delivery** information.

14. Scroll down to the **Receive Lines** section.



**Important Note about Receive Lines**

If you are not going to receive on a PO Line No., you must remove the line from receiving as shown below. This does not affect the PO, it is only for receiving. For example, if you have been invoiced for line #1 but have not been invoiced for line #2, then line #2 must be removed.

**Receive Lines** ?

**Line Details** ?

Show Receive Details For Selected Lines: Remove Selected Items

| PO No.  | PO Line No. | Product Name   | Catalog No. | Qty/Cost Ordered | Previous Receives | Cost     | Line Status     | Actions                       | <input type="checkbox"/> |
|---|-------------|--|-------------|------------------|-------------------|----------|-----------------|-------------------------------|--------------------------|
| P0205100<br> | 1           | Consulting services  |             | 10,800.00        | 15                | 900.00   | Cost Received ▾ | Remove Line<br>Receive/Cancel | <input type="checkbox"/> |
| P0205100<br> | 2           | Only receiving against one line in this example (but this could be Overage charges on a copier contract only billing once per quarter) |             | 2,400.00         |                   | 2,400.00 | Cost Received ▾ | Remove Line<br>Receive/Cancel | <input type="checkbox"/> |

15. On lines to receive → Enter the **Cost** received. **For example**, if you have an Open Order line in the amount of \$1,200 and need to process a Cost Received in the amount of \$100, then in the **Cost** box you would enter \$100.
16. For lines where 0 (*zero*) is received → Click the **Remove Line** button for those lines.
17. Click **Complete**.