



Red Dragon Depot

Receiving Guide

Updated 10/29/2019

Receiving is your permission to make a payment for the goods or services you have requested and will let Accounts Payable know those goods or services have been satisfactorily delivered to you or your department. This allows Accounts Payable to match the invoice to the receiving report generated from Red Dragon Depot which is required by New York State.

## **TYPES OF PURCHASES**

### **Commodities (tangible goods):**

When you physically receive goods, this is the time to receive the order in Red Dragon Depot. Receive the dollar amount of the invoice in Red Dragon Depot.

### **Services (legal, medical, speakers, inspection, maintenance, etc.):**

When the service has been performed satisfactorily, this is the time to receive the order in Red Dragon Depot. Receive the dollar amount of the invoice in Red Dragon Depot.

### **Standing orders:**

When you receive an invoice/receipt to be paid against the standing order, you will receive the dollar amount on the order in Red Dragon Depot. The order will show a running total of how much has been charged against that standing order.

### **Invoices: (this process should be minimal due to the campus NOR policy)**

If you are putting an order in Red Dragon Depot with the invoice attached, you will receive an email from the system stating "Your order has been submitted to the supplier.", at this time receive the dollar amount of the order in Red Dragon Depot.

### **P-Card:**

When goods are received you should receive the order in Red Dragon Depot. You will attach your invoice and packing slip to your P-Card Log submitted to the Campus P-Card Administrator. (These do not need to be submitted to Accounts Payable)

# Receiving Instructions:

All orders must be received regardless of order type. This is your approval for Accounts Payable to pay the invoice.

To receive items find your order on the **Receive Tab**.

\*Expand order by clicking anywhere on the order being received.

10/29/2019 14:59--Room... Total Line Items: 1 Total Value: 84.99 USD Create Date: 10/29/2019 Submitted to Supplier

Transaction #: [REDACTED] PO #: [REDACTED] Supplier: Staples Business Advantage Requester: [REDACTED]

Select "Line Item Details". To open to the receiving section of the PO.

Receive

General Details

Payment Form: Credit Card Need By Date:

Release Method: Electronic User Group: Unassigned

Order Type: Standard Commodity Code:

Purchase Order #: 329490

Fiscal Date: 10/29/2019

Aux Field 1: 860657

Aux Field 2:

Delivery Details Attn: Brenda Hammond :Room 110 Location: Central Receiving

Billing Details Attn: Accounts.Payable@Cortland.edu Location: Attn:Accounts Payable

GL Details

**Line Item Details (Total: 1)**

Enter "Dollars Received". Choose "Update".

"QTY" is used for items, "Dollars" is used for individual billings on standing orders.

Line Item Details (Total: 1)

Item Details	Quantity	Contract Price	Subtotal	Tax	S & H	Item Total (USD)
1  Xerox 106R03473 Cyan Toner Cartridge, Standard	1	84.99 / EA	84.99	0.00	0.00	84.99 <a href="#">more...</a>

Qty Received:

Total Qty Received: 0

Dollars Received:

Total Dollars Received: 0.00

Update

Notes and Attachments:


Internal Campus Note  External Vendor Note

Close

You can receive less than the ordered quantity. You will be able to receive again on the same line. You can also receive a negative number in the case of returns where you have already received the items or if there was an error to be adjusted.


Once you have received all items and the order is complete, "Close" the order.

Line Item Details (Total: 1)

Item Details	Quantity	Contract Price	Subtotal	Tax	S & H	Item Total (USD)
1  Xerox 106R03473 Cyan Toner Cartridge, Standard	1	84.99 / EA	84.99	0.00	0.00	84.99

Qty Received	Total Qty Received	Dollars Received	Total Dollars
<input type="text"/>	0	84.99	0.00
<input type="button" value="Update"/>			

Notes and Attachments:  
Internal Campus Note  External Vendor Note

View Workflow Details

Select "Yes".

Close Order ✕

Closing the transaction will mark all line items as closed. Are you sure you wish to close receiving for this order?

The order is now closed but can still be viewed under All Closed on the selection drop down.

Shop Approve (9) **Receive**

Search Keyword(s), Item Numbers, etc.

Go to: All Transactions | Non-Catalog Items

Receive Transactions (Total 5829)

Showing: **All Closed**  Sort By: Create Date

10/28/2019 15:48--Room... **Total Line Items:** 2 **Total Value:** 27.76 USD

**Transaction #:** 1780849 **PO #:** 329479 **Supplier:** FM Office Products