

REFERENCE GUIDE: HOW TO CREATE A COST RECEIPT

Purpose: This document provides instructions for UTEP users on creating a Cost Receipt for POs/invoices with desktop shipping in Miner Mall. Desktop shipping is defined as any items ordered through Miner Mall which are shipped to a location other than Central Receiving. Quantity Receipts serve as the receiving report for orders of items which can be physically counted, and the accurate quantity is represented on the PO. Cost Receipts are required for vouchers to be final approved and processed for payment.

1. Log in to my.utep.edu using your UTEP credentials.
2. Select the Miner Mall Sign In tile and login with your UTEP credentials/DUO authentication.

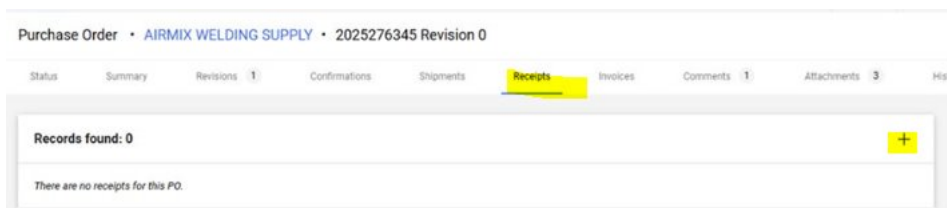


3. Select “Purchase Orders” (PO) from the Miner Mall drop down menu located at the top right portion of the home screen. Enter the PO number associated with the receipt(s) you need to create.



4. Once PO is opened, there are two ways to access the receipts section (option A & B):

(A) Select “Receipts” from the tabs above the PO and click the plus (+) sign on the top right to create a new receipt.



(B) Click the three dots icon on the top right of the screen and select the Create Receipt option.



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- Receipt Lines available on the PO will appear. Miner Mall defaults to select all (A). Review each Receipt Line to verify line-item details to “select” and/or “unselect” the boxes (B) that have or haven’t been received. Only those that have been physically received should have the check mark.

2025275295: Create Receipt ✕

Line	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	☒
1	—	2,400.00	Vizcarra Plumbing- Sun Bowl Repair Replace (14)	n/a	EA	2,400.00	1 EA	2,400.00	☒

- Select “Create Cost Receipt: when all received items have been selected.

2025276049: Create Receipt ✕

Line	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	☐
1	—	—	Description - OXY-IQ Oxygen Analyzer PPM		EA	2,640.00	4	10,560.00	☐
2	—	—	Description - Solenoid Valve		EA	100.00	8	800.00	☒
3	—	—	Description - Male Connector NPT 1/4 to 1/4		EA	12.00	16	192.00	☒

- Select the “Receipt Date” (the day the items were received by the department) and enter a “Packing Slip No.”, if applicable for each of the items received.

Receipt No	To Be Assigned
Receipt Date	7/15/2025
Packing Slip No.	

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8. Select the Carrier that delivered the items. **Note:** Select “Other” if items were picked up at the vendor’s location or did not use a third party for delivery.

Carrier	Other
Tracking No.	Other
Flexible Text Field	ABF Freight
Flexible Text Field 2	Airborne
	AirSea Forwarders
	American Cargoservice Inc.
	As per PO
	Best Carrier
	Burlington Air Express

Enter “Tracking No.”, if applicable, and attach all receiving documentation provided by the vendor. **Note:** If selecting “Other” type “Picked Up” on the Notes section.

The image shows a screenshot of the 'Add Attachments' dialog box and the 'Notes' section of the form. The 'Add Attachments' dialog box is open, showing a file selection interface. The 'Notes' section is visible below the dialog box, with a red arrow pointing to the 'Picked Up' option. The 'Notes' section also includes a character count: '991 characters remaining'.

Carrier: Other

Tracking No.: [Redacted]

Flexible Text Field: [Redacted]

Flexible Text Field 2: [Redacted]

Flexible Drop Down: [Redacted]

Attachments: Add

Notes: Picked Up

991 characters remaining

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9. Scroll through each Receipt Line and update each field, if applicable.
- **“Cost”** Field – should reflect the amount invoice for the purchase order. If the actual amount is different from the amount shown in Miner Mall, the cost amount should be adjusted.
 - **“Status”** Field – may be used to identify if line items were received or cancelled. Do not use the “cost cancelled” status. Select “cost received” only.
 - o Refer to Purchasing and/or Central Receiving for guidance on handling “cancelled” items

PO • 2025276491

Line	Item	Catalog No.	Cost Ordered	Cost	Status	
1	Adidas Metro 6, white, 28 M, 8 L socks	5155950	259.20	259.20	Cost Received	 

Verify all information is accurate/complete and reflects the actual quantities physically received. Click “Complete” when ready to create the receipt.

Upon completion, Miner Mall will display a “Receipt Created” notice with a receipt number that confirms the receipt was successfully created and the process is complete.

✓ Receipt Created

Summary

Receipt No 49070012 

Created for the PO No(s) 2025276491 

Notes:

- o If creators select a Receipt Line in step 5 that should not have been included, they still have the option to remove it from the receipt process by clicking on the "Trash Bin" (C). This option does not cancel the items; the lines will appear once a new quantity receipt is created for the remaining items.
- o Any action or updates must be saved by clicking on the “Save Updates” button on the top right of the page before completing receipt to avoid losing any updates made to the receipt.