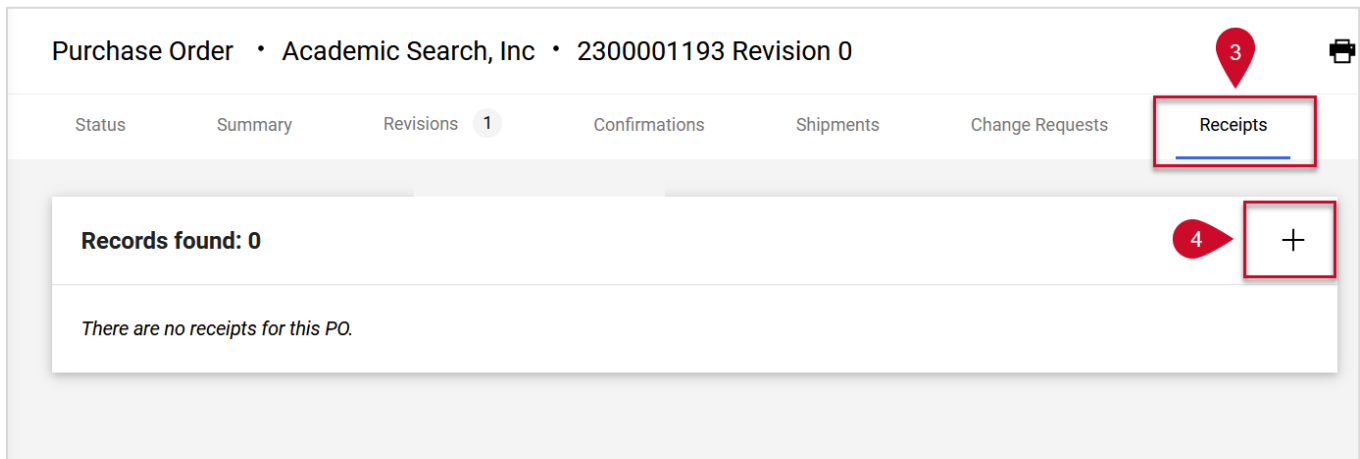Learn how to create and complete a receipt.

Two ways to Create a Receipt

Receipt Tab

1. Navigate to **Orders** > **Search** > **Purchase Orders**.
2. Search and select the purchase order you would like to create a receipt for.
3. Select the **Receipts** tab at the top of the purchase order page.
4. Select the **+** symbol in the **Records found** box to create a receipt.

Create Receipt Button

1. Navigate to **Orders** > **Search** > **Purchase Orders**.
2. Search and select the purchase order you would like to create a receipt for.
3. Select the **three ellipses** at the top of the purchase order page for Purchase Order Actions.
4. Select **Create Receipt** from the drop-down menu.
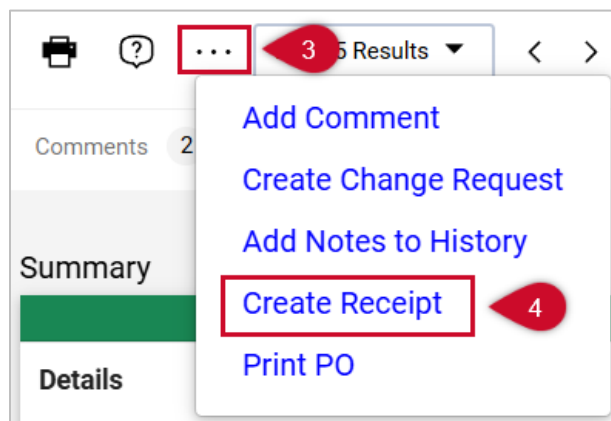
5. The **Create Receipt** window pops up for the selected Purchase Order.
   By default, all lines from the PO are selected. To remove a line from the receipt, uncheck it.

6. Select **Create Quantity Receipt.**

Complete a Receipt

1. On the **Quantity Receipt** document, enter optional additional information such as Packing Slip No., Tracking No., and Additional Notes.
2. Comments and Attachments can also be added to the receipt.
3. Enter quantity received, and select the status as Received.
4. Verify all information in accurate, then select **Complete**.

5. A green pop-up display shows when a receipt was sucessfully created.

✓ Receipt Created

Summary		Next Steps
Receipt No	581821 🖶	Create Qty Receipt
Created for the PO No(s)	2300001212 🖶	