

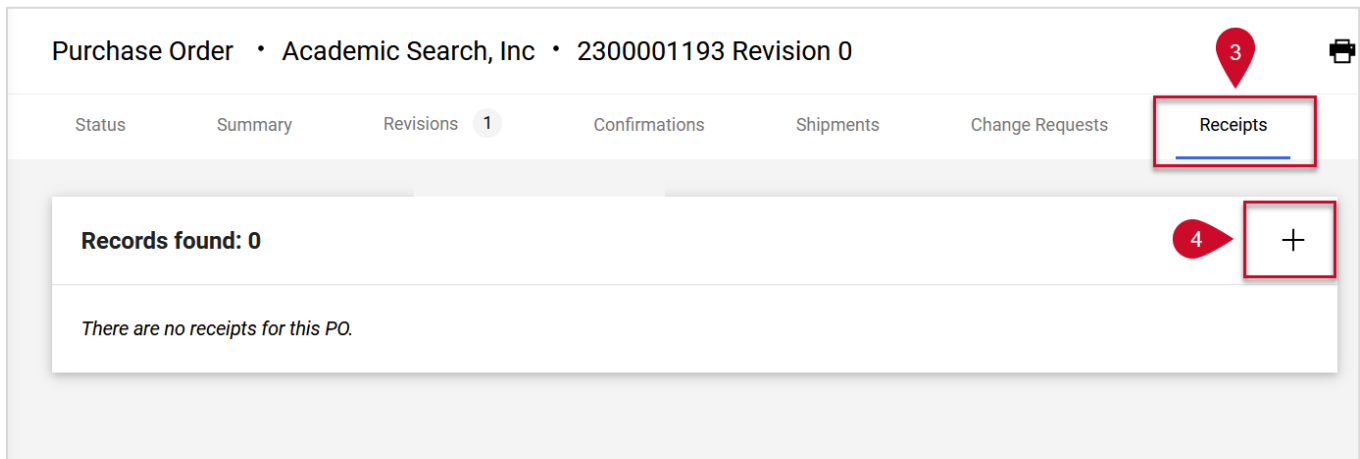


Learn how to create and complete a receipt.

Two ways to Create a Receipt

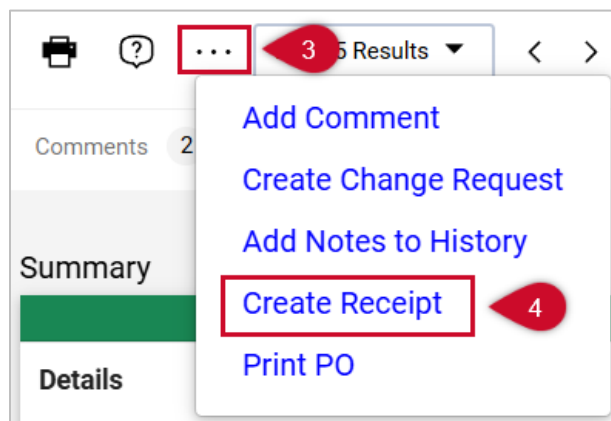
Receipt Tab

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.





- 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.
- Select **Create Quantity Receipt**.

240002171T: Create Receipt ✕

Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	✓
1	--	2025 Staples 22" x 17" Desk Pad Calendar, Black (ST12951-25)	24580501	EA	1.24	13 EA	16.12	✓
2	--	Scotch Permanent Double Sided Tape with Dispenser, 0.5" x 7 yds., 3"Core, Clear, 3/Pack(3136)	649280	PK	4.94	2 PK	9.88	✓
3	--	Sharpie Permanent Marker, Fine Tip, Black, Dozen (30001)	125328	DZ	6.27	2 DZ	12.54	✓
4	--	Staples Recycled Notes, 3" x 3", Sunshine Collection, 100 Sheet/Pad, 18 Pads/Pack (S-33YR18/52569)	860852	PK	7.08	2 PK	14.16	✓

5
6
Create Quantity Receipt
Cancel

Complete a Receipt

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

Vouchers ▾
Search (Alt+Q)
0.00 USD
 3
 8

Quantity Receipt • 663595 Save Updates Complete ▾

Summary
Comments
Attachments
2 story

4

PO • 240002426T


Line	Item	Catalog No.	Qty/UOM Ordered	Quantity	Status
1	Dell 15" laptop.....	565689	1 0/EA	1	Received ▾


3
4

^ ITEM DETAILS



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

 **Receipt Created**

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