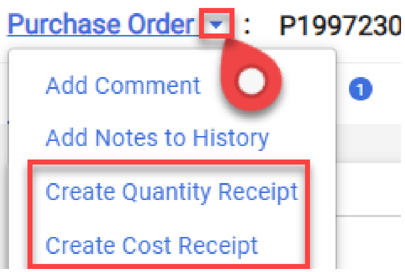
Creating Receipts Guide

1. Open the PO

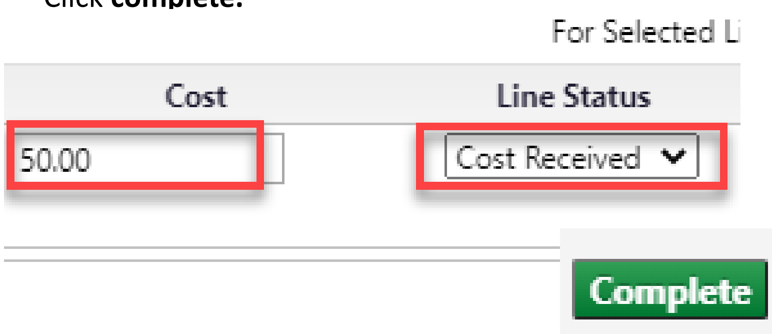
Expand the drop down next to the PO number to view the PO receipt options.

- **Quantity Receipt** – receiving specific product **quantity** that the supplier invoiced and you received
- **Cost Receipt** – receiving a specific dollar **amount** that the supplier invoiced.



2. Create a Cost Receipt

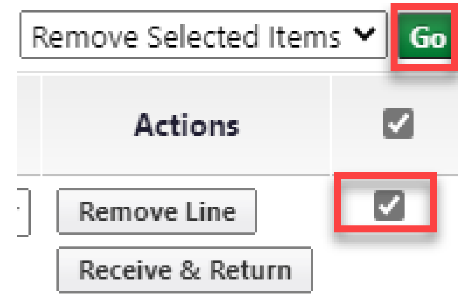
- Input the invoiced **dollar amount** in the appropriate line item.
- Click **complete.**



3. Delete a line on the Receipt

To ensure proper invoice matching on a PO, any line item you are not receiving on a receipt, needs to be deleted from the receipt document.

- Check the **box** at the end of the line then click **Go** to remove the line from the receipt.



4. Create a Quantity Receipt

- Input the invoiced **quantity** in the appropriate line item.
- Click **complete.**
- To delete a line item from quantity receipt, follow the same steps above in step 3.