Creating Receipts Guide

1. Open the PO
Expand the ellipsis “…” on the upper-right hand of the screen next to the “results” dropdown 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** in the top right corner of the page.

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 trash can at the end of the line to remove the line from the receipt.

4. Create a Quantity Receipt
• Input the invoiced **quantity** in the appropriate line item.
• Click **complete** in the top right corner of the page.
• To delete a line item from quantity receipt, follow the same steps above in step 3.