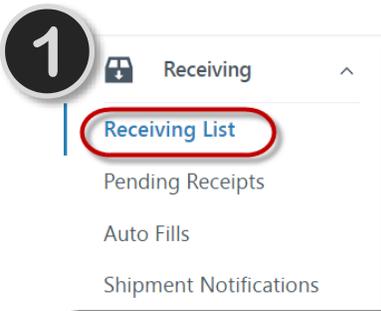


Creating and Processing a Receipt

You can create and process a PO receipt. Be sure to have your purchase order already in the system before starting this procedure.



Click **Receiving** to expand the menu, then click **Receiving List**.



To narrow your search, use the **Filtering Options** or enter the information in the **Search** field, then click the **Search** icon. The list displays, based on your search criteria.

3

DETAILS

Purchase Order No: 1019 Status:
Location: Community Main Supply Order Date:
Vendor: MCKESSON MEDICAL Date Exp:
Buyer: Jennifer Huffer Confirmed:
Reference:

+ Create Receipt Cancel Remaining Quantities Process Remaining Quantities

Date Received ▾ Packing Slip Number Receipt S
No records found

Click the **Create Receipt** button.
When asked to confirm, click the **OK** button.

4

DETAILS LINE ITEMS RECEIPT HISTORY CANCEL HISTORY FILES

View PO Print Labels PO Receipt Report PO Backorder Report

Purchase Order No: 1019 Status:
Location: Community Main Supply Order Date:
Vendor: MCKESSON MEDICAL Date Exp:
Buyer: Jennifer Huffer Confirmed:
Reference:

Purchase Order Receipt

Edit Receive All Cancel Per

Date Submitted:
Date Received: 06/01/2018

Packing Slip No:

Purchase Order Receipt

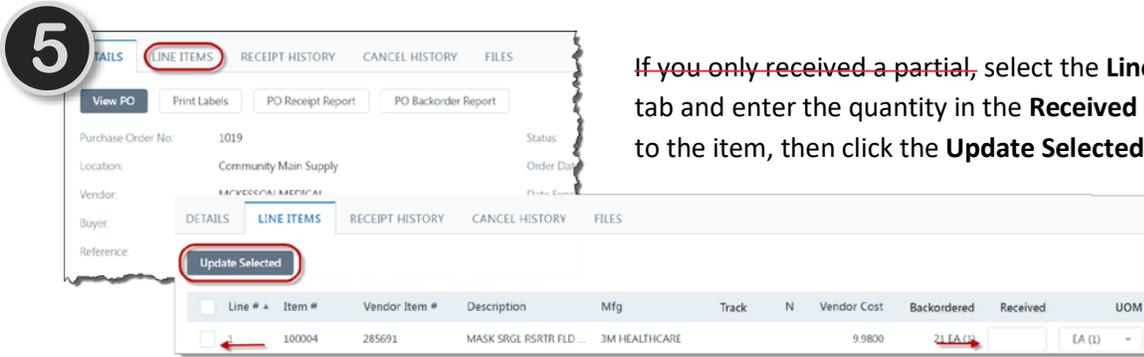
Update Cancel

Date Submitted:
Date Received*: 06/01/2018 X
Packing Slip No: ←

Received By:
Status:

To add a packing slip number to the receipt,
click the **Edit** button.

Enter the packing slip number and click the
Update button.



~~If you only received a partial,~~ select the **Line Items** tab and enter the quantity in the **Received** box next to the item, then click the **Update Selected** button.

Dont forget Step 5

At this point you click back to "DETAILS" and then click on "Process Receipt"

Then it is "Received"