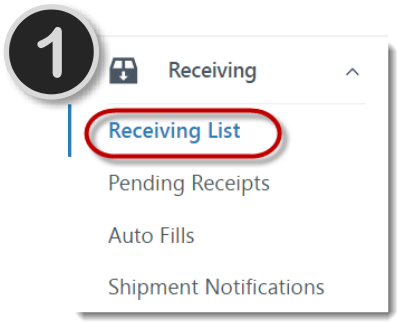
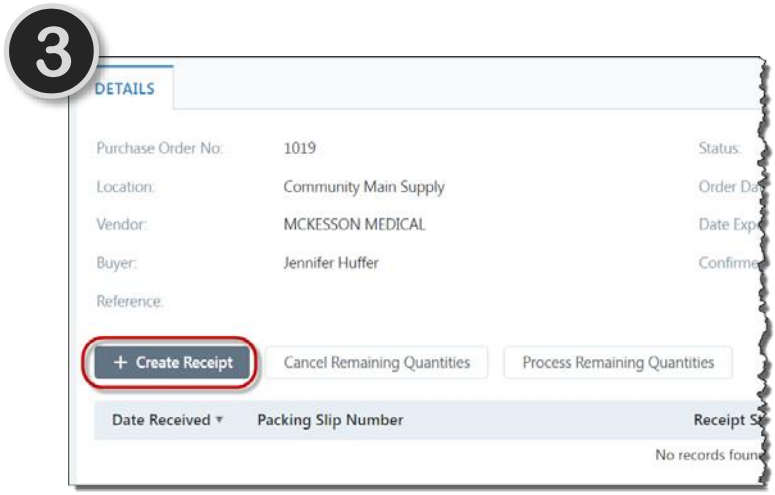
Creating and Processing a Receipt

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

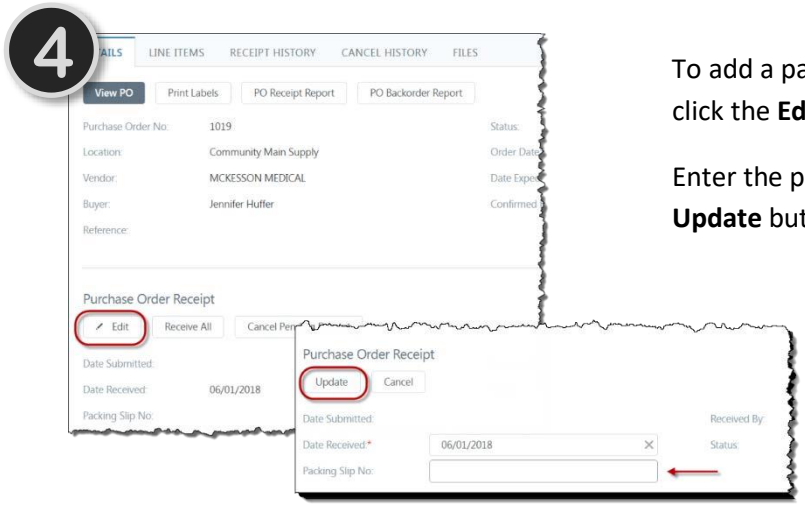


Click **Receiving** to expand the menu, then click **Receiving List**.

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.

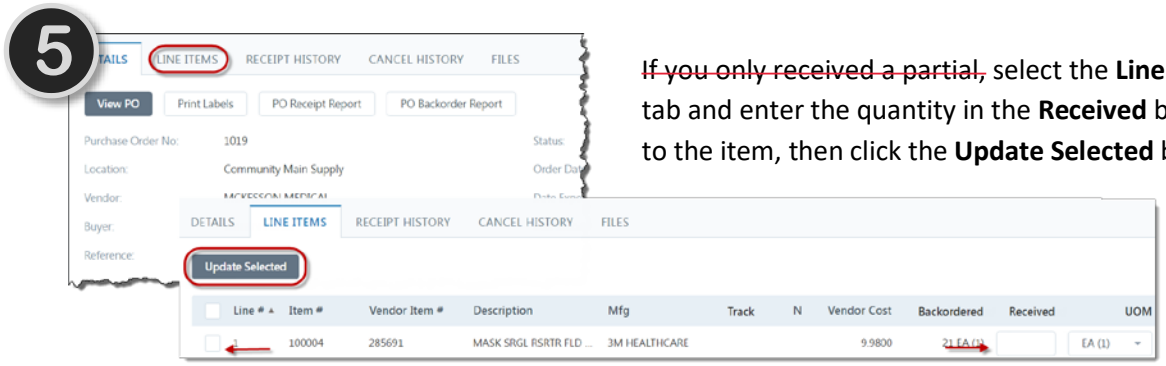


Click the **Create Receipt** button. When asked to confirm, click the **OK** button.



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"