Create a Receipt

Learn how to create a receipt.

TWO WAYS TO CREATE AND COMPLETE 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 quantity receipt.
5. Enter additional Quantity Receipt information such as Packing Slip No., Tracking No., and Additional Notes.
6. Select Complete.

Create Quantity 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.
4. Select **Create Quantity Receipt** from the drop-down menu.
5. Enter additional Quantity Receipt information such as Packing Slip No., Tracking No., and Additional Notes.
6. Select **Complete**.