

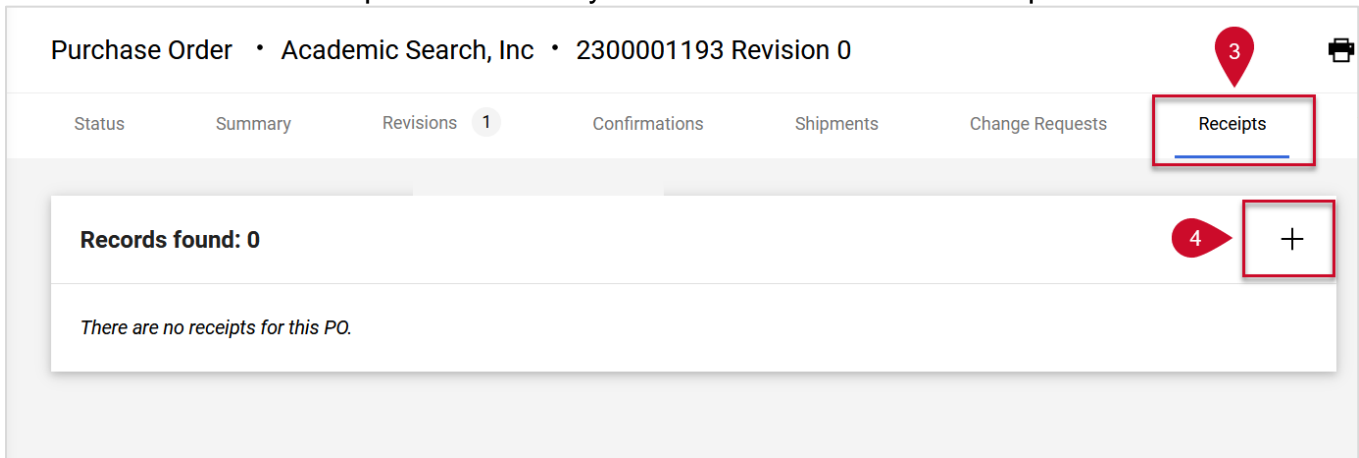
# Create a Receipt

*Learn how to create a receipt.*

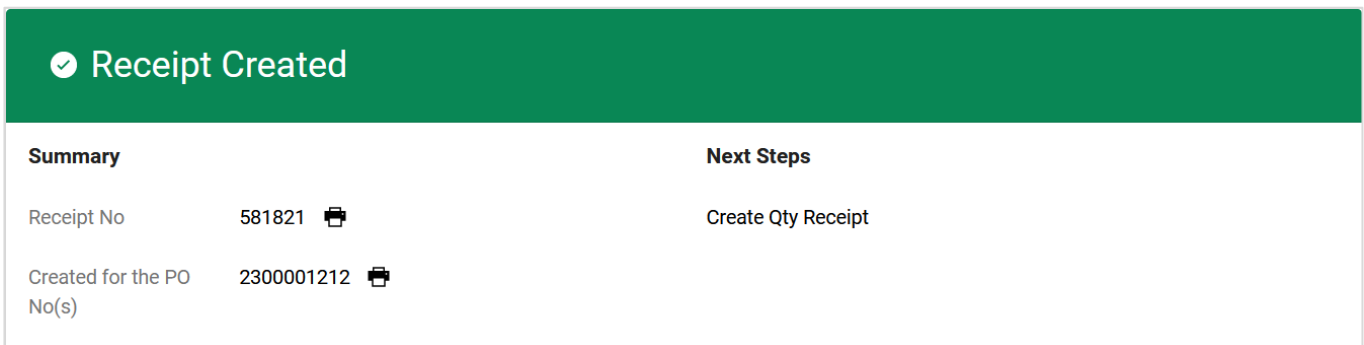
## TWO WAYS TO CREATE AND COMPLETE A RECEIPT

### 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.

## QUICK REFERENCE GUIDE

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**.

