

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.

Purchase Order • Academic Search, Inc • 2300001193 Revision 0						3	
Status	Summary	Revisions 1	Confirmations	Shipments	Change Requests	Receipts	
Records found: 0 4 +							
There are no receipts for this PO.							

- 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.

Receipt Created					
Summary		Next Steps			
Receipt No	581821 🖶	Create Qty Receipt			
Created for the PO No(s)	2300001212 🖶				

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.

