CREATING A RECEIPT FROM A PURCHASE ORDER

If you pick-up items directly or the item didn't go to the Warehouse, you are able to go in and create a receipt yourself. Desk-top delivery items are an exception, and so are items from a standing order. Remember that when you create a receipt you are attesting to the fact the item is here.

STEP-BY-STEP

1. Access the PO that is associated with the goods or services being received. It is associated with your requisition.
2. Open the purchase order by selecting the **PO number**.
3. From the **Document Actions** drop-down box, select **Create Quantity Receipt**.
4. The receipt will be automatically populated with the PO information, including the remaining number of items to be received.
5. Add any additional information, such as **Packing Slip or Notes**.
6. **Review** the line level data. Enter the appropriate **Quantity** value for each line. Select **Received** (default) for the **Line Status**, which indicates the item/service was received. Make additional line level updates if needed.
    a. To remove a line from the receipt, select the **Remove Line** button for the item. To remove multiple lines, enable the checkbox for the items and choose **Remove Selected Items** from the **For Selected Items** dropdown above the item list and click go.
7. Click **Save Updates**, then **Complete**. The **Receipt Number** displays on the screen. Once a receipt is created, the receipt date is saved, which indicates the date the goods were actually received and the receipt complete date, which indicates when the receipt was entered in the system.