

This job aid supports users who create a receipt once goods/services are received. No payment can occur until the Purchase Order displays as *Received*.

The report **RPT - Supplier Invoices in Match Exception - Missing Receipts** may be run to identify Purchase Orders needing to be received so that an invoice may be matched and paid.

To create a receipt, complete the following steps:

CREATE A RECEIPT

From the homepage:

1. Enter 'Create Receipt' in the search bar.
2. Select **Purchase Order** from the available options and, using the drop-down list of eligible Purchase Orders, select the Purchase Order for which you wish to create a Receipt.
3. Select the **Fully Receive** checkbox if all items were fully received. If not, leave unchecked and adjust the quantity received if the quantity to receive is different than what was ordered.
4. Click **OK**.
5. Adjust the quantity received if the quantity to receive is different than what was ordered.
6. Add a **Memo** as necessary.

7. Click **Submit**.

The screenshot displays the 'Create Receipt' interface. At the top, it shows the receipt ID 'RC-0000000002 for PO-0000000004' and the supplier 'Office Depot'. The 'Lines' tab is selected, showing a table with one item: 'Lysol Wipes' with a quantity of 0/3 and unit 'Each'. The 'Line Information' panel on the right shows details for 'PO Line PO-0000000004 - Line 1', including 'Quantity to Receive' (3), 'Unit of Measure' (Each), 'Fully Receive' (checked), 'Quantity Ordered' (3), 'Ordered Quantity Invoiced' (0), and 'Total Quantity Already Received' (0). There is also a 'Memo' field. At the bottom, there are buttons for 'Submit', 'Save for Later', and 'Cancel', along with a link for 'Additional Information'.

NEXT STEPS

The process is successfully completed.