Creating a Receipt

A receipt is required to document that a purchased item was received. This follows after a requisition is approved and turned into a purchase order, and an item is then purchased.

1. Click the cloud menu in the upper right corner of the screen. Click on **Notifications**. The **Notifications** screen will appear.
2. In the left column, click on your approved requisition notification. Then on the right next to **Details**, click on the requisition title, which takes you to the **View Event** screen.
3. In the table under **Goods**, scroll all the way to the right to find your Purchase Order number in the **Sourced** column. (e.g. PO-…).
4. Click on your PO number.
5. On new page hover next to Purchase Order number at the top left, until the **Related Actions** button appears. Click on the button, click **Receipt**, and click on **Create**.
6. On the **View Service Order Line** screen, click **OK**.
7. *Optional: Add note in **Memo** field.*
8. In the box under the Goods Lines header:
    a. Enter the **Quantity** you received.
    b. Select **Submit**. *The receipt has now been sent to Accounts Payable to alert them that goods have been received.*
9. Click **Done**.