


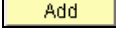

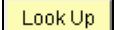


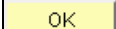













Creating Receipts

1.	Click the Purchasing link. 
2.	Click the Receipts link. 
3.	Click the Add/Update Receipts link. 
4.	Click the Add button. 
5.	Use the Select Purchase order page to search for and retrieve purchase order schedules against which to create receipts. The search functionality of this page enables you to perform a broad or narrow search based on a variety of search criteria. You can use one or all of the available fields. After the search retrieves a list of items, you can identify the selections and have the system place them on the transaction document.
6.	Select the '30' entry in the ' Days +/- Today: ' field and delete it by pressing [Backspace] .
7.	Select the '03/23/2009' entry in the ' Start Date ' field and delete it by pressing [Backspace] .
8.	Select the '05/22/2009' entry in the ' End Date ' field and delete it by pressing [Backspace] .
9.	Click the Look up Vendor (Alt+5) graphic. 
10.	Enter the desired information into the Short Vendor Name: field. Enter a valid value e.g. " %dell ". This will search for any vendors that include the 'Dell' name.
11.	Click the Look Up button. 
12.	Click the DELL-003 link. 
13.	Click the Search graphic to find any vendors with the name 'Dell-003'. 
14.	Click the Select Checkbox for the item you wish to create a receipt for. <input type="checkbox"/>
15.	Click the OK button. 

16.	<p>Enter the desired information into the Receipt Qty field. Enter</p> <p>For this Purchase order, only received 15 of the 25 items ordered were received. It is important that the Receipt Qty field accurately reflects that amount that was actually received, and not the amount on the Purchase order.</p>
17.	<p>Click the More Details link.</p> 
18.	<p>Click the Optional Input link.</p> 
19.	<p>Click the Receipt Lines link.</p> 
20.	<p>Click the Save button.</p> 
21.	<p>Click the Home link.</p> <p>Notice that the Receipt Status has changed to 'Received', and a Receipt ID has been generated.</p> 
22.	<p>The first receipt that we completed only dealt with Quantity received. However, some Purchase Orders will require you to deal with Amount received instead. This following receipt will allow you to familiarize yourself with receipts that deal in Amount</p> <p>The steps to search and create the receipt are the same as before, so we'll jump into a receipt form already populated in the Maintaining Receipts page.</p>
23.	<p>Enter the desired information into the Price field. Enter "4000.00", which is less than the initial Purchase Order request of "6398.2200".</p> <p>Sometimes the amount paid is less than the Purchase Order requests. It is important to make sure that the actual amount paid is reflected under the Price field.</p>
24.	<p>Click the Horizontal button of the scrollbar.</p> 
25.	<p>Click the Horizontal button of the scrollbar.</p> 
26.	<p>Click the Optional Input link.</p> 
27.	<p>Click the Receipt Lines link.</p> 
28.	<p>Click the Save button.</p> 

29.	Click the Home link. Notice that the Receipt Status has changed to 'Received', and a Receipt ID has been generated. 
30.	Congratulations. You have successfully Created a Receipt in PantherSoft Purchasing. End of Procedure.