Creating Receipts

1.	Click the **Purchasing** link. Purchasing
2.	Click the **Receipts** link. Receipts
3.	Click the **Add/Update Receipts** link. Add/Update Receipts
4.	Click the **Add** button. Add
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. Look Up
12.	Click the **DELL-003** link. DELL-003
13.	Click the **Search** graphic to find any vendors with the name 'Dell-003'. Search
14.	Click the **Select Checkbox** for the item you wish to create a receipt for.
15.	Click the **OK** button. OK

16.	Enter the desired information into the **Receipt Qty** field. Enter 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.
17.	Click the **More Details** link. More Details
18.	Click the **Optional Input** link. Optional Input
19.	Click the **Receipt Lines** link. Receipt Lines
20.	Click the **Save** button. Save
21.	Click the **Home** link. Notice that the **Receipt Status** has changed to 'Received', and a **Receipt ID** has been generated. Home
22.	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 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.
23.	Enter the desired information into the **Price** field. Enter "**4000.00**", which is less than the initial Purchase Order request of "**6398.2200**". 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.
24.	Click the **Horizontal** button of the scrollbar.
25.	Click the **Horizontal** button of the scrollbar.
26.	Click the **Optional Input** link. Optional Input
27.	Click the **Receipt Lines** link. Receipt Lines
28.	Click the **Save** button. Save

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