Searching for a Purchase Order & Creating a Receipt (NEW)

Overview

In this scenario, you will search for a Purchase Order and create a Receipt for the amount equal to what has been delivered.

Procedure

1. Click **My Receipts**.

2. Click into the search bar.

3. Enter your **Search** filters.
   In this example you will use a Purchase Order number: 1000024726.

4. The **Orders to Receive** page opens.
   Identify your Purchase Order and click its Checkbox.

5. Click **Receive with Details**.

6. The **New receipt** pop-out appears.

7. Click **Receipt Amount**.
   Enter the amount you are receiving today.

8. For this example, enter 3,000.00 in **Receipt Amount**.

9. Click Submit.

10. Success! You have searched for your **Purchase Order** and have completed entering a **Receipt**.