Locate Purchase Order (PO) and Open

1. Click located in header and enter last 5 digits of Purchase Order (PO) Number then hit enter.

2. All documents related to the PO will be listed. Click on the Purchase Order to open.

Create Receipt

1. Create receipt after item(s) are physically received or services are performed. The receipt is the department's approval for the invoice to be paid.

2. Choose Create Quantity Receipt from Available Actions drop down, click Go.
3. **Receipt Date** - Enter date you physically received item(s) or date services were completed.

4. **Packing Slip No.** - Enter packing slip number. If there is no packing slip number enter none.

5. **DELIVERY** - Enter delivery information. This is optional, i.e. enter the **Tracking No.** or attach your scanned packing slip.

6. If your PO has >1 line and not all lines were received yet, click **Remove Line** for each line not received.

7. **Quantity** - Enter number received for the remaining lines, then click **Complete**.

8. A receipt number will be assigned. File packing slip (if you did not attach scanned copy to receipt).
Correct/Delete Receipt

1. Correct a previously entered receipt for an invoice not processed yet.

2. Follow Locate Purchase Order (PO and Open).

3. Click Receipts tab.

4. Click on blue Receipt number under Receipt No. column to open receipt to be corrected.

5. Click Reopen Receipt then click OK.

6. A window will appear. Enter reason for reopening the receipt (i.e. correct qty) then click Reopen Receipt.

7. Correct Receipt – Change any fields that are incorrect, and then click Complete.

8. Delete Receipt - Click Delete then click OK.

9. One of the screens below will appear depending on which option you chose above.