

# Receipts

Last Modified on 11/07/2016 1:00 pm EST

This tab lists the receipts for items/parts you have received from this vendor.

Purchase Orders 1	<b>Receipts 1</b>	Bills 3	Payments 1	Credits 1	Checks 1	Notes 0	Docs 0
							<a href="#">+ Add Receipt</a>
							<input type="checkbox"/> Show All
Drag a column header and drop it here to group by that column							
Number	Bill Date	Due Date	Total Amount				
6789	7/28/2016	8/28/2016	\$1,350.00				
Count: 1			Total: \$1,350.00				

## Add Receipt

Click "Add Receipt" on the right side of the page to add a new receipt.

Purchase Orders 1	Receipts 1	Bills 3	Payments 1	Credits 1	Checks 1	Notes 0	Docs 0
							<a href="#">+ Add Receipt</a>
							<input type="checkbox"/> Show All
Drag a column header and drop it here to group by that column							
Number	Bill Date	Due Date	Total Amount				
6789	7/28/2016	8/28/2016	\$1,350.00				
Count: 1			Total: \$1,350.00				

## Complete Fields

### Add Receipt

[x Cancel](#) [Save](#)

Vendor:	Barbara Savani	<input type="button" value="v"/>
Purchase Order:	10005	<input type="button" value="v"/> <input type="checkbox"/> Resolve PO?
Ref. Number:	<input type="text"/>	

Term:	Please Select	<input type="button" value="v"/>
Receipt Date:	7/28/2016	<input type="button" value="calendar"/>
Due Date:	<input type="text"/>	<input type="button" value="calendar"/>
Total Amount:	<input type="text"/>	

### Vendor

Select the vendor linked to this receipt from the dropdown,

## Purchase Order

Select the purchase order linked to this receipt from the dropdown box if applicable.

## Resolve PO

Check "Resolve PO" if you would like to mark the purchase order as resolved after creating this bill. You will no longer be able to edit the purchase order if you check this box.

## Ref. Number

Enter the receipt number.

## Term

Select when the bill linked to this receipt is due relative to the invoice date ([hyperlink to adding terms setup](#))

## Receipt Date

Enter the invoice date listed on the receipt.

## Due Date

Enter when the bill linked to this receipt is due. This field will be prepopulated based on what you entered in the "Term" field.

## Total Amount

Enter the total cost of the items/parts on the receipt. This amount must equal the green number listed in the "Total" box below.

<b>Total Amount:</b>	<input type="text" value="\$2,078.00"/>
<b>Total</b>	<input type="text" value="\$2,078.00"/>
	<input type="text" value="R"/>

## Items & Parts Tabs

Add which Items and Parts are included in the receipt in the corresponding tabs. If this receipt is linked to a purchase order, these tabs will be pre-populated by the items and parts that were added to the PO. The same steps apply for items and parts.

Items Parts Memo

+ Add Items

Included	Description	Item	Quantity	Rate	Amount	
<input type="checkbox"/>	Cleaning Service	Cleaning Service	1	\$50.00	\$50.00	

### a. Include

Only applicable is receipt is linked to a purchase order. Uncheck the box to the left of any items you would like to exclude from the receipt.

Items Parts Memo

+ Add Items

Included	Description	Item	Quantity	Rate	Amount	
<input type="checkbox"/>	Cleaning Service	Cleaning Service	1	\$50.00	\$50.00	

### b. Add Items

Click "Add items".

Items Parts Memo

+ Add Items

Item Code	Item Description	Quantity	Rate	Amount	
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An "Add Items" page will appear. Check the boxes to the left of the items you would like add to the receipt. When you are done adding items, click "Add Items" in the bottom right corner.

\*Note: If you need to add new items are parts go to [\(hyperlink to items and parts setup table\)](#).

### c. Edit Fields

Once you have added items, edit fields by clicking the space beneath each heading. You can edit all fields aside from "Item Code". [\(hyperlink to items/parts field meanings\)](#).

Item Code	Item Description	Quantity	Rate	Amount	
Cleaning Service	Cleaning Service	4	50.00	\$200.00	

## Memo Tab

If you would like to add a memo to the receipt, enter one here.

Items Parts **Memo**

**Memo**  
Enter memo here.

## Save

Click "Save" in the upper right corner to continue.

Receipt 6789

Cancel Save

The Receipt Details Page Will Appear (hyperlink to bill details)

## Receipt Details Page

Use the Receipt Details Page to view and edit receipt information. Access this page by clicking the blue "number" hyperlink to the left of the receipt.

Purchase Orders 1 Receipts 2 Bills 3 Payments 1 Credits 1 Checks 1 Notes 0 Docs 0

Add Receipt

Show All

Drag a column header and drop it here to group by that column

Number	Bill Date	Due Date	Total Amount
6789	7/28/2016	8/28/2016	\$1,350.00

The Receipt Details Page will appear.

## Receipt #6789

Vendor GL   Convert to Bill  Edit

Vendor: [Barbara Savani](#)  
Purchase Order: 10005  
Address: 1900 South Belvoir Blvd  
Cleveland, 44121  
United States

Receipt Date: 7/28/2016  
Due Date: 8/28/2016  
Total Amount: \$1,350.00

Items Total	Parts Total	Total	Payments	Credits	Amount Due
\$250.00	\$1,100.00	\$1,350.00	\$0.00	\$0.00	\$1,350.00

Items	Parts	Memo
1	1	

## Edit

If you would like to edit bill dashboard fields, items, and/or parts click "Edit" in the upper right corner and follow the Add Receipt fields [hyperlink](#).

## Receipt #6789

Vendor GL   Convert to Bill  **Edit**

Vendor: [Barbara Savani](#)

Receipt Date: 7/28/2016

## GL

Click "GL" to view the general ledger entry linked to this receipt. [\(hyperlink to gl\)](#)

## Receipt #6789

Vendor **GL**   Convert to Bill  Edit

Vendor: [Barbara Savani](#)

Receipt Date: 7/28/2016

## Convert to Bill

If you would like to convert this receipt into a bill click "Convert to Bill". [\(hyperlink to add bill fields\)](#) After converting a receipt to a bill you cannot undo this action.

## Receipt #6789

Vendor GL  **Convert to Bill**  Edit

Vendor: [Barbara Savani](#)

Receipt Date: 7/28/2016