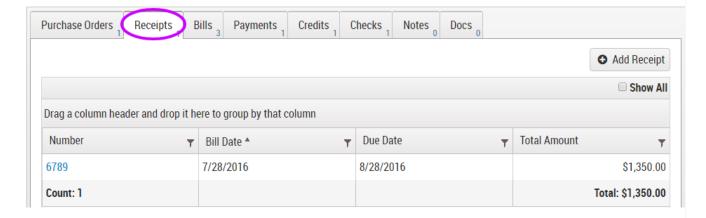
# Receipts

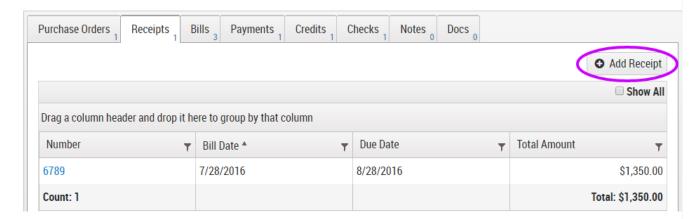
Last Modified on 11/07/2016 1:00 pm EST

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



# Add Receipt

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



## Complete Fields



#### 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.



## 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

#### 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.



#### b. Add Items

Click "Add items".



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).



## Memo Tab

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



### Save

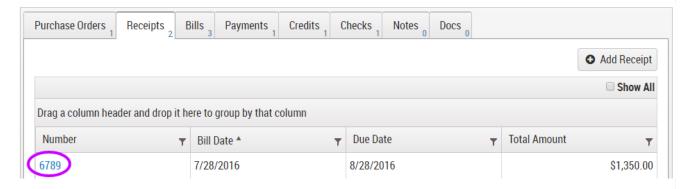
Click "Save" in the upper right corner to continue.

# eipt 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.



The Receipt Details Page will appear.

