Creating a receipt

Step	Action
1.	Begin by navigating to the **Add/Update Receipts** page. Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Receipts** menu. Receipts
4.	Click the **Add/Update Receipts** menu. Add/Update Receipts
5.	Click the **Add** button. Add
6.	Click in the **ID** field.
7.	Enter the desired information in the **ID** field.
8.	Click the **Search** button. Search
9.	For this scenario, select the two lines for **PO ID 0000000052**. Click the **Sel** option for the top line (Line 2).
10.	Click the **Sel** option for the bottom line (Line 1).
11.	Click the **OK** button. OK
12.	Click the **Details** button to access the **Receipt Line Details for Line 2** page, where you can view details about the receipt. This page formats the information that you see here and on the subsequent tabs in a single long page format.
13.	Click the **Return** button. Return

Step	Action
14.	Click in the **Receipt Qty** field.
15.	Enter the desired information into the **Receipt Qty** field.
16.	Click in the **Receipt Qty** field for the second line.
17.	Enter the desired information into the **Receipt Qty** field.
18.	When you have finished entering the receipt information, click the **Save** button to create the receipt. Click the **Save** button. Save
19.	Use the document status field to see the related requisition and/or PO for the receipt. Click the **Document Status** link. Document Status
20.	To view the requisition click the **DOC ID** link for the associated requisition. 0000000054
21.	Click the **Close** button.
22.	To view the PO click the **DOC ID** link for the associated PO. 0000000052
23.	Click the **Close** button.
24.	Click the **Close** button.
25.	You have successfully created a receipt. **End of Procedure.**