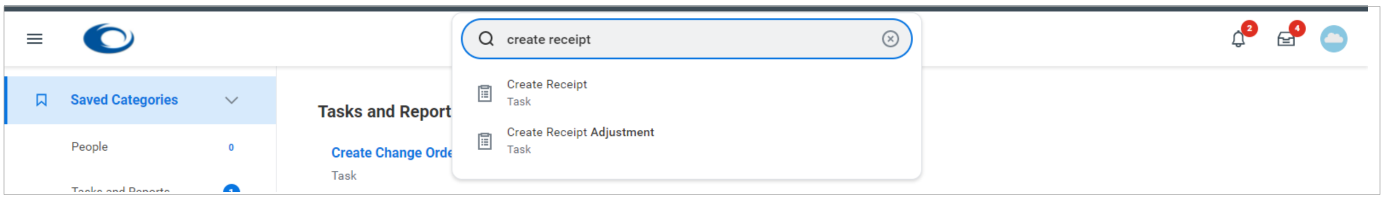
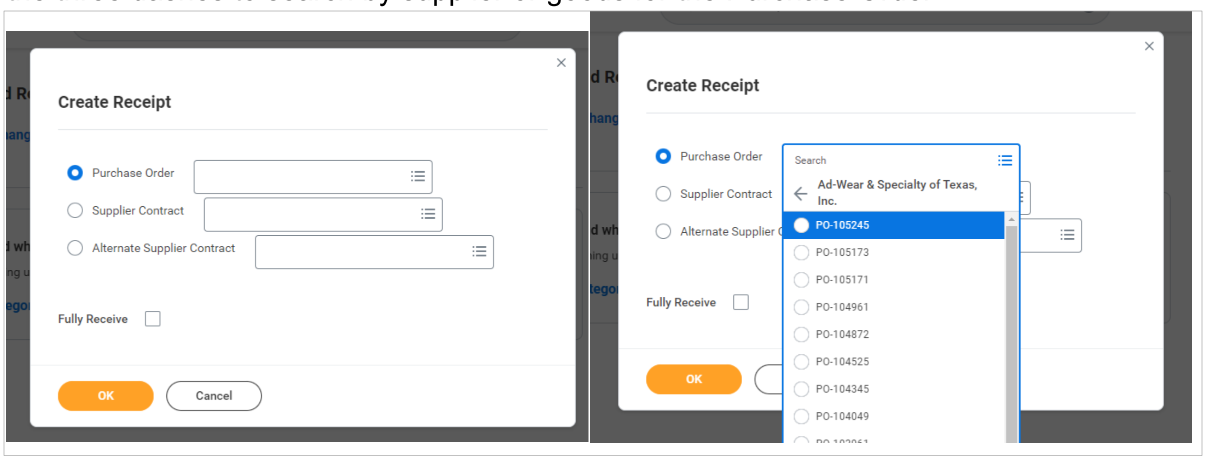
## CREATE RECEIPTS

Once a Purchase Order has been fulfilled by the supplier (for goods or services), the Requester will need to create a receipt.

1. Enter *Create Receipt* in the search bar and click *Create Receipt Task.*




2. On the **Create Receipt** screen you can type the **Purchase Order** number in the **Search** field or use the three dashes to search by supplier or goods for the Purchase Order.

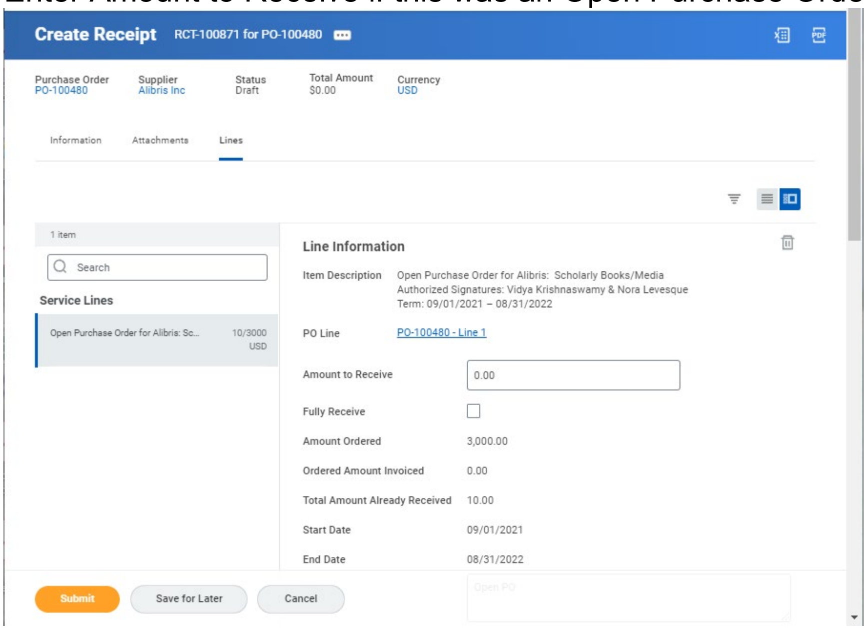


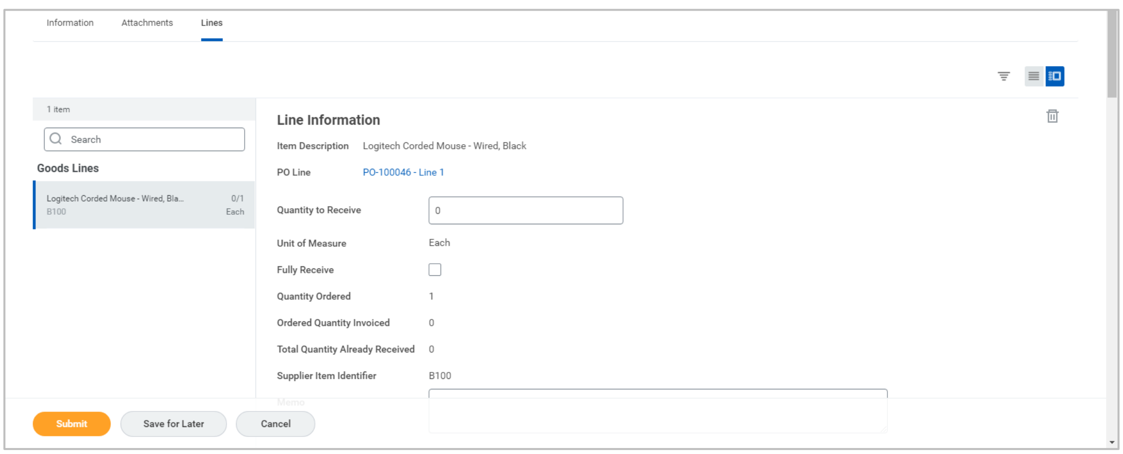

3. If the entire order has been received, check the **Fully Receive** box, if not leave unchecked until the entire order is received. Click on the OK button at the bottom**.**

   NOTE: Do **NOT** check the Fully Receive box for Services lines (open purchase orders).

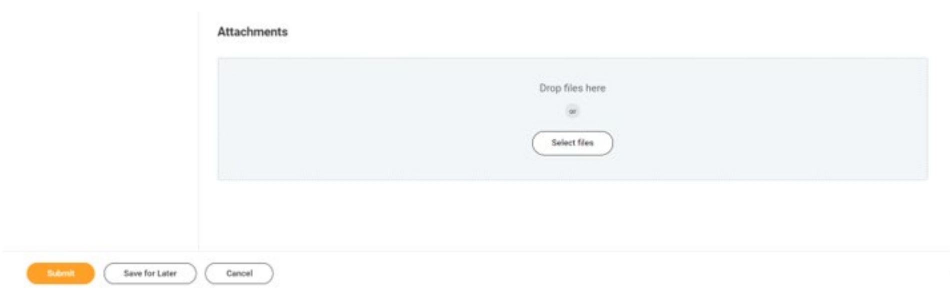
4. **Line Information** screen is a brief summary of the purchase.
   a. Enter the Quantity to Receive if this was a good purchase.

b. Enter Amount to Receive if this was an Open Purchase Order/Service purchase.

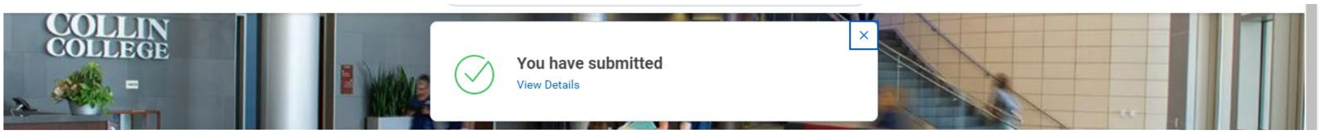


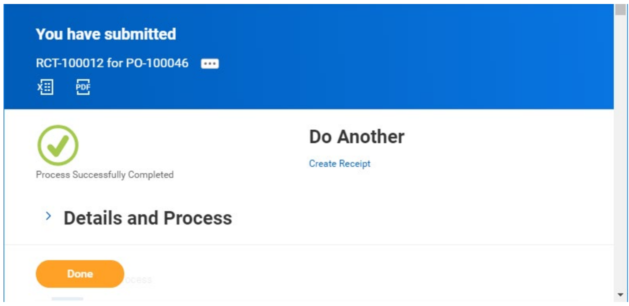

5. Scroll down and upload a receipt or packing slip in the Attachments section.
If packing slip not available, then complete a Packing Slip Substitution Form – located on the AP page in Cougarweb: [Packing Slip Substitution Form](#).



6. Click on the Submit button at the bottom left.
7. You will get a message “You have submitted” with a View Details link.




8. If you Click on the View Details link. Your receipt number will be displayed at the top left and there will be a message “Process Successfully Completed.”




9. You can Click on the right pointing caret beside Details and Process to see more information.
10. If you selected Save For Later or your receipt is in draft, you can use the My Receipts report to locate a Draft receipt for completion. Check the draft box and click ok.