
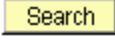
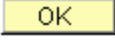


To Create Receipts with a Purchase Order

- Purchasing > Receipts > Add/Update Receipts
 - Verify the Business Unit is STLOU. Click .
 - Enter **PO number** in the **ID** box and/or other search criteria. Click .
 - Select (**check mark**) the **PO lines** to receive on. Click .
 - Receipt Lines tab - Enter the receipt quantity (if different than displayed in Receipt Qty field). Verify other data. Click .
 - If the receipt is entered before the due date listed on the purchase order, a warning will appear asking the user if they want to accept the receipt. Click OK.

Document Status

- Purchasing > Receipts > Review Receipt Information > Document Status
 - Search for and select a receipt.
 - Documents tab - View documents associated with the receiver. Select a link to view additional information about a specific document.
 - Related Info tab - Select Accounting Entries link to view chartfield strings.

NOTE: Document status can also be obtained by clicking the Document Status link on the Maintain Receipts page.