Create a Receipt for Receiving

Only create receipts for items received - remove all other line items

Step-by-step guide - Creating a Receipt

1. On the YoMart Shopping-Home Page select Orders Search Purchase Orders

ñ					4	II ▼ Search (Alt+Q)	S,460.00 US	o ₩ ♥ ₩ 4
E	Simple Advanced			Go to: Non-catalog Item	Favorites Forms	s Shop Quick Order	Browse: Suppliers Categor	ies Contracts Chemical
6	Orders	Quick search Q						Q
•	Search >	All Orders						
₽ 4	My Orders	Requisitions Purchase Orders	Office Supplies					~
놂		Procurement Requests	Forms and Supply	Cffice parer Electronic Invoicing	STAPLES Electronic Invoicin	g		
ш	Submit a <u>Support Ticket</u> to the Business Systems team		Punch-out					~
đ	Training YoMart trainings are temporarily suspended. In the meantime, checkout some articles in the <u>IT Knowledge Base for Appalachian State</u> <u>University</u> or contact Business Systems for a prerecorded Zoom training session.		amsyntumess Electronic Invoicing Grayburg	Electronic Invoicing	icamoor.inc	Electronic Involcing	Electronic Invoicing	GRAINGER Electronic Invoicing
			Electronic Invoicing	Electronic Invoicing	balentidi Seggiy Co.			

- 2. Enter the Purchase Order #
- 3. Add or change any filter fields as needed hit $\ensuremath{\textit{Enter}}$ or click $\ensuremath{\textit{Search}}$
- 4. Click on the PO Number to open up the purchase order
- 5. Click on the Receipts tab and click the Plus Icon to add a receipt

Create a Cost Receipt for Cost Receipts Purchase Orders or Standing Orders

Create a Quantity Receipt for all other orders

Purchase Order · Staples Inc · P0051511 Revision 0		>	
Status Summary Revisions 1 Confirmations Shipments Receipts Invoices Comments Attachments History			
Records found: 0	Completed		
There are no receipts for this PO.	Create Cost Receipt Supplier		

5. Scroll down to the Receipt Lines section

6. For each line item, enter the Quantity received and make sure the Line Status is on Received



7. Remove all other line items from the receipt that have not been received by clicking the Remove Line button for that line item



8. When all line items have either been received or the line item removed, scroll to the bottom of the page and click Complete

Related Articles

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- Reopen a Receipt
- Reverse Receiving

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