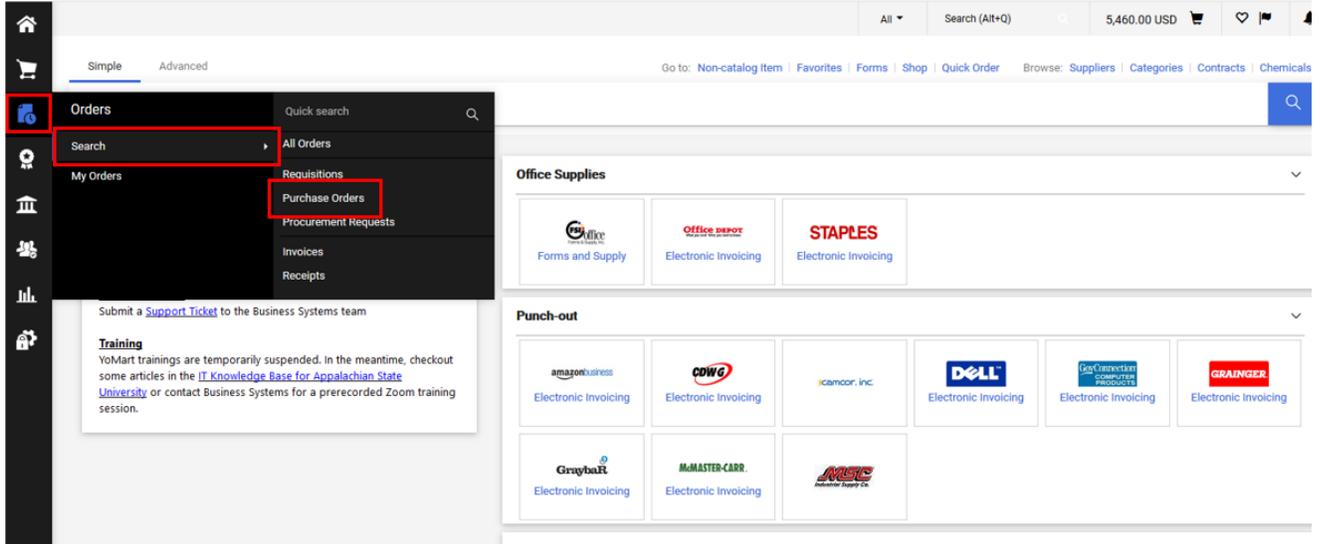


# Create a Receipt for Receiving

 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**



2. Enter the **Purchase Order #**

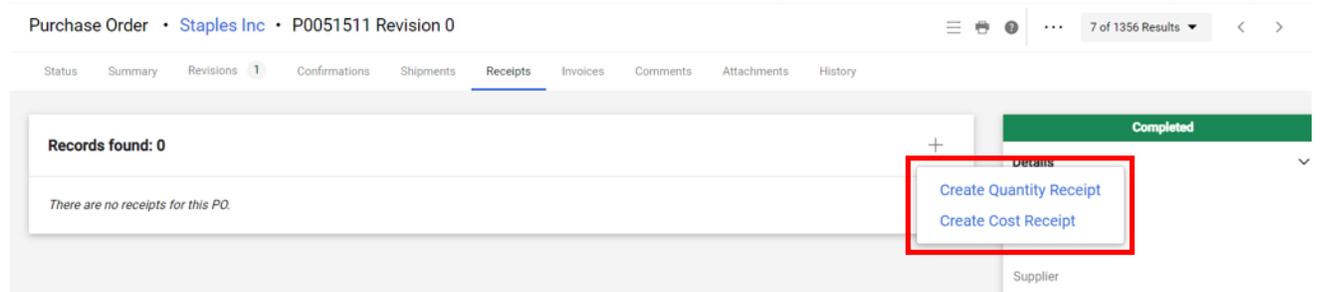
3. Add or change any filter fields as needed hit **Enter** or click **Search**

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



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**

Quantity	Add to Inventory	Line Status
1		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

**Remove Line**

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

- [Create a Receipt for Returns](#)
- [Reopen a Receipt](#)
- [Reverse Receiving](#)

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