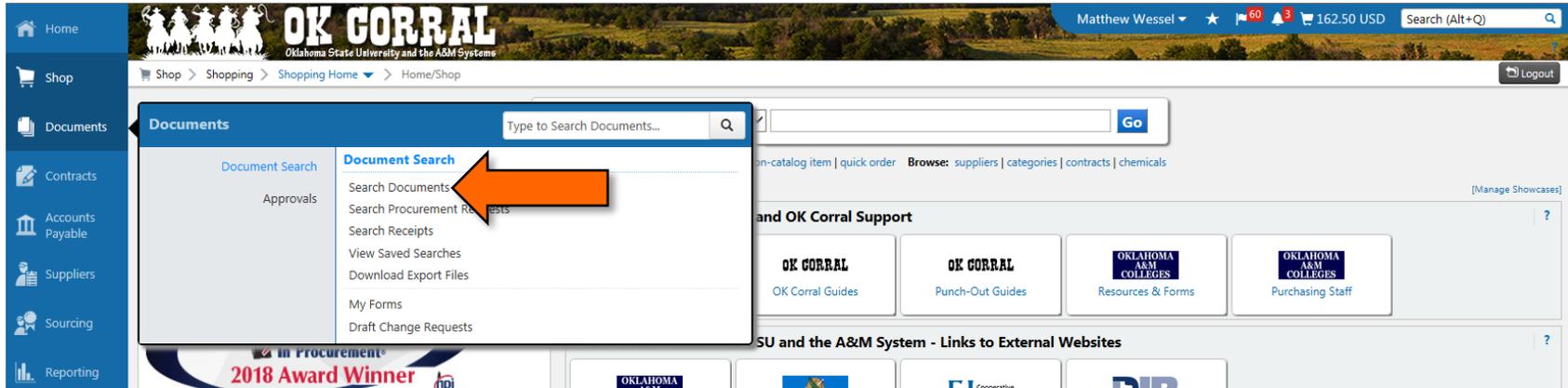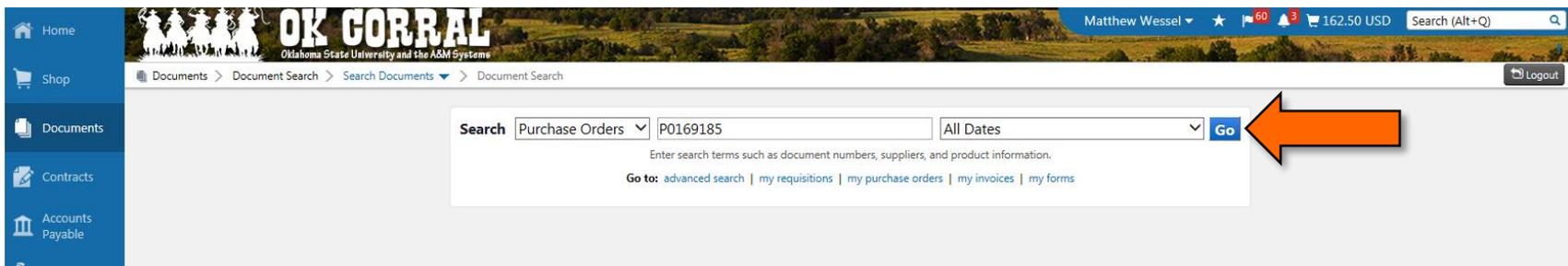## Creating a Receipt

1. Open the purchase order in OK Corral.
   a) On the right hand side of the screen click on the stack of papers (Documents) and pick Search Documents.

   b) Enter the PO number and click Go.

c) Click on the PO number to open the PO.

2. From the available actions drop down menu in the upper right corner of the screen pick create receipt and click go.

a) There is a 'create quantity receipt' or create cost receipt' either one is fine.

    i) A quantity receipt is used more for goods while a cost receipt is used more for services.

    ii) Once a receipt has been created on a PO that same receipting method (cost or quantity) should be used for future receipt on that PO.

3. Make the receipt for each line of the PO that has been received and remove any lines that have not been received.

    a) OK Corral will automatically fill in each line for the full amount on the PO. If everything has been received you won't have to change anything, if not you will have to make the necessary adjustments.

4. Once you have entered the amounts and removed any lines that you don't want to receipt, in the upper right corner or lower right corner click 'save updates' and then click 'complete'. This will finish the receipt and give you a link back to the PO.