Creating a Receipt

When the material or service is complete, a receipt needs to be entered on the PO. Alternatively, when an invoice is entered against a PO that requires receipt, the PO owner is notified via email. The link in the email will bring you to the PO, or you can search for the PO in ShopUW+ search bar.

1. From the purchase order screen, click on the Receipts tab.

![Receipts Tab](image)

2. Click on the + sign.

3. If a drop down appears, Click Create Cost Receipt (declining POs/blanket POs).

![Create Cost Receipt](image)

4. For Cost Receipts: Enter the amount of goods/services received or completed. This is your approval to pay invoices up to the total of the receipts. For example, if you approve payment of invoices for $537 and $43.25, then you can enter a receipt for $580.25.

   For Quantity Receipts: Enter the number of goods/services received or completed.

5. Click Complete.

![Complete Button](image)