A Receipt must be created in PantherSoft Financials immediately following the delivery of goods/services. This acknowledges that what was requested via a dispatched Purchase Order was fulfilled by the Supplier. The Receipt is independent of the Supplier’s Invoice, which they should send directly to Accounts Payable (AP) per instructions on the Purchase Order.

After the Receipt is created by a requester against a dispatched Purchase Order and an invoice is received by AP, a payment will be sent to the Supplier. If a Receipt is not entered and/or an invoice not received, the Supplier will not be paid – even if the goods/services were provided.

The following steps provide instructions on how the Casual Receiver creates a Receipt for Requisitions created only by themselves.

1. Navigate to Main Menu > eProcurement > Manage Requisitions

2. Select the “Receive” Action from the drop down menu on the desired requisition to be received, then click the Go button.
3. Select the checkbox for the Requisition Lines(s) to be received, then click the **Receive Selected** button.

4. Enter a date into the **Received Date** field. The Received Date field should always be populated with the date the product was physically received or when the service was rendered – not the date that the receiving entry is made. **This is a mandatory field**.
5. Enter/Confirm the quantity or amount of the goods/services that are being received in either the **Received Quantity** or the **Receipt Price** field (this depends on whether the requisition line was setup to be received by quantity or amount).

6. Click the **Save Receipt** button.
A receipt confirmation page will display that includes the Receipt # and the quantity or amount that was received.

<table>
<thead>
<tr>
<th>Receipt Lines</th>
<th>Item Description</th>
<th>Received Quantity</th>
<th>Reject Quantity</th>
<th>Accept Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Roller Shades 3% with Cassette/Color: White Pearl/Installed</td>
<td>4.0000</td>
<td></td>
<td>4.0000</td>
</tr>
</tbody>
</table>

Return to Manage Requisitions | Return to Receiving