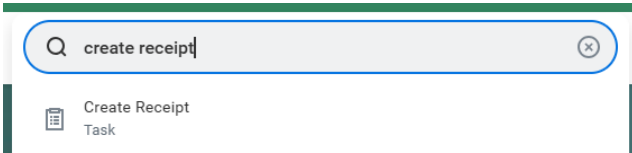


Audience / Role	Employee Receiving Specialist
Description	This job aid provides instructions to create a receipt for goods or services. Kern County employees purchasing from suppliers may create receipts for your purchases.
Before You Start	Confirm a Purchase Order (PO) was issued.

Create Receipt

1	In the Search bar, enter Create Receipt. In the search results, select the Create Receipt task. 
2	Under Create Receipt, complete the fields for this task. All required fields are indicated with a red asterisk. Enter the following into the fields: • Document Number – Select a document number for receipt. • Fully Receive – Select this checkbox if receipt is for total amount of goods/services. • Tracking Number – Add exterior tracking number, if applicable.
4	Under Create Receipt, for the Information tab, review the Summary and Additional Information sections. Select the Edit button to change the fields.
5	Under Create Receipt, for the Lines tab, enter the following: • Amount to Receive – Enter the quantity or amount to receive. • Fully Receive – Optional; Select this option to receive remaining quantities or amounts. • Memo – Optional memo field
6	Under the Attachments tab, add attachments. In order to get the screen to be able to select files to upload, the edit button has to be selected. Click Select files>find and click on the file you want to attach>click open>Successfully Uploaded! message displays. To add more than one attachment: Click Upload>find and click on the new file you want to attach>click open>Successfully Uploaded! message displays.

	To remove an attachment altogether, click the Trash Can icon.
7	Select Submit .

What Happens Next?

- Create Supplier Invoices that will match with the Receipt

Related Reports

- Find Receipts

Related Job Aids

- Create Receipt Adjustment