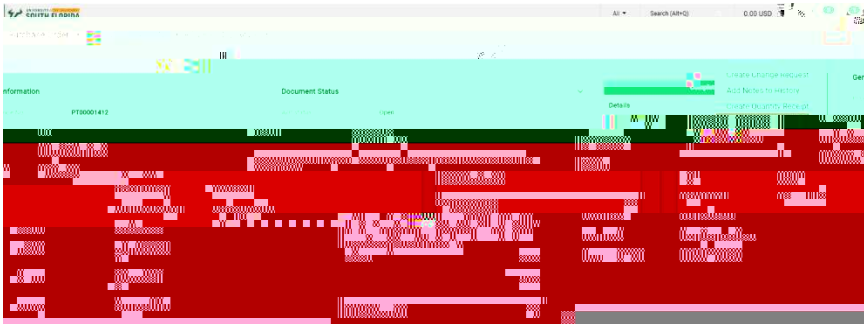


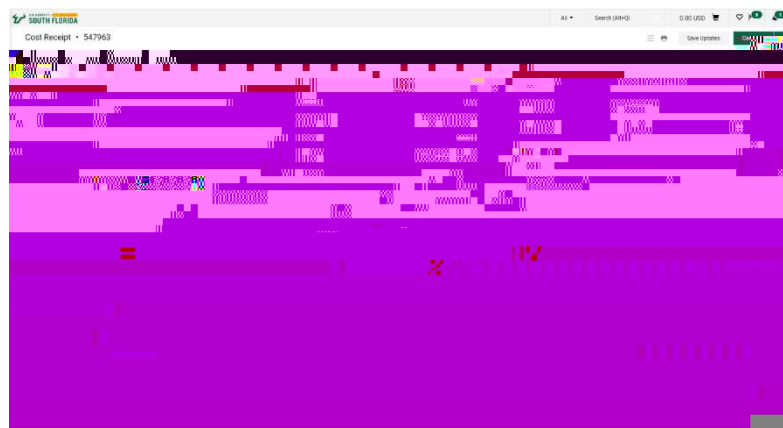
1. ~~the Bill~~ ~~Make~~ ~~place~~ ~~Merit~~ ~~ue~~° l u heu U ! ° a É Ue'

Alternatively, you may create the receipt directly from the Purchase Order using the Document Actions (...) dropdown box at the top right of the PO header. Select Create Cost Receipt.

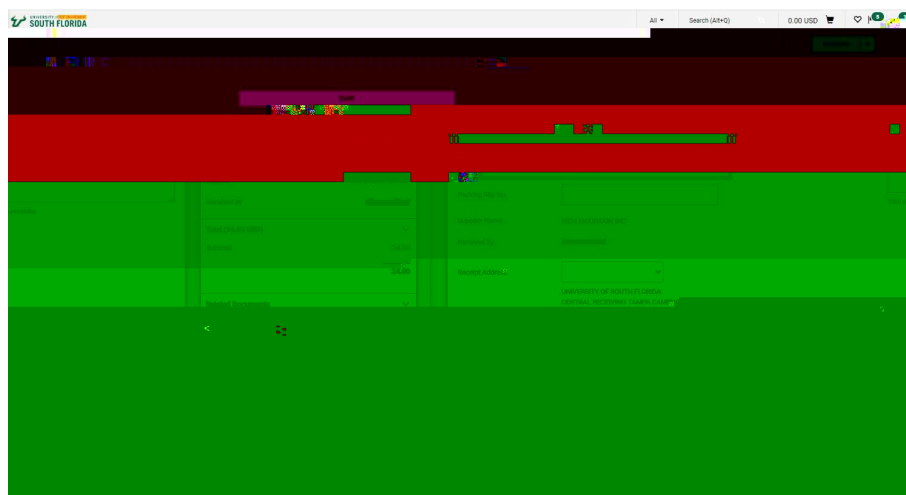


4 The receipt will automatically populate with the PO information, including the remaining amount that can be received. You have the option to enter a Packing Slip No., Add Attachments and Notes related to delivery of goods or services.

Note: Invoices may be added as an attachment for reference purposes only. Accounts Payable does not process invoices attached to receipts. Attachments and notes are for your records and are not reviewed by Accounts Payable.



5 Update the Receipt Date to reflect the date that the items were physically received or date of service that was provided. The receipt date is prepopulated with the current date.



Once this is done, you will see your balance back to where it should be. You can then add a comment stating the credit receipt has been submitted to cancel Receipt #XXXXXXXXXX

