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 Super Receiver creates a Receipt for Requisitions created by themselves or others.

1. Navigate to **Main Menu > eProcurement > Manage Requisitions**

2. Identify the PO Number associated to the Requisition to be received by clicking the **Purchase Orders** icon on the **Request Lifespan**.

**NOTE:** The PO Number is needed when searching for PO Lines while entering a Receipt.
3. Click the Manage Receipts link at the bottom of the Manage Requisitions page.

4. Click the Add New Receipt link at the bottom of the Manage Receipts page.
5. Click the **Add** button on the **Receiving** page, **Add a New Value** tab.

6. Within the **Search Criteria** enter the PO Number (see Step 2) in the **ID** field. Remove all information in the **Days +/-, Start Date, End Date**, and **Ship To** fields, then click the **Search** button.
7. Select the checkbox next to the line(s) to be received and click the OK button.

8. Enter a date into the Receipt Date field. The Receipt Date must be 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.
9. Enter/Confirm the quantity or amount of the goods/services that are being received in either the **Receipt Qty** or **Receipt Price** field (this depends on whether the requisition was setup to be received by quantity or amount).

10. Click the **Save** button.
11. A notification message will appear, providing the Receipt ID. Click the OK button.

![Message]

This means the receipt is being updated by the receipt integration process. Any additional processing for this receipt will require reopening the receipt in Update/Display mode.

![OK]

12. Confirm the Receipt was successfully created by identifying the Receipt ID, Receipt Status, and Receipt Lines Status fields.