What is a Receipt?

- Receipts provide an acknowledgement in BennyBuy that the goods/services ordered have been received. There are two kinds of receipts: Cost Receipts, typically used for non-catalog service orders and standing orders and Quantity Receipts, typically used for tangible goods.
- A Receipt is required for all purchases exceeding $500.00. Note: Receipts can be entered at the time that goods or services are received OR after an invoice has been received.
- BennyBuy has been configured to alert the Requestor (via email and system notification) when a Receipt is required. Note: This notification can also be forwarded to a Shopper who can then acknowledge receipt.
- Systematic reminder notifications will persist until receipt has been acknowledged in BennyBuy.

Start Creating a Receipt

1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, click Documents located along the left side panel. Navigate to Document Search and select Search Documents.
3. You will be directed to the Document Search window. Using the drop down menu, select Purchase Orders and enter the PO number in the search bar. You can also refine your search based on the date range by clicking on the All Dates drop down menu. Once the desired criteria is entered, click Go. Note: Refer to the Document Queries tip sheet to learn how to use Advanced Search.
4. A list of search results will appear. You can use the search filters located on the left side panel to help you refine the search results. Once you find the appropriate purchase order, click on the **PO Number** to open.

![Image of search results and purchase order details]

5. Once you open the purchase order, click on **Document Actions** located in the top right corner. Select either **Receive By Quantity** or **Receive By Cost**.

![Image of document actions menu]

- **Receive by Quantity** will be your only option if you did not check the amount based Purchase order box on the purchase request form. Use this for receiving by the qty. of items received.

6. The Receipt screen is divided into two sections: **Header Information** and **Receipt Lines**. **Header Information** allows the user to capture receipt details including the receipt date, packing slip number, supplier name, receiver name, receipt address, and delivery information.
7. Scroll down to **Receipt Lines** and enter the **Quantity** or **Costs Received**. The **Header Information** is optional.

8. Once the **Quantity** or **Cost** is entered, click **Complete**.

9. A confirmation message will appear referencing the assign **Receipt Number**.

   **Receipt No. 217017** has been created for the following PO No(s):

   PO/Reference No. P0028242