

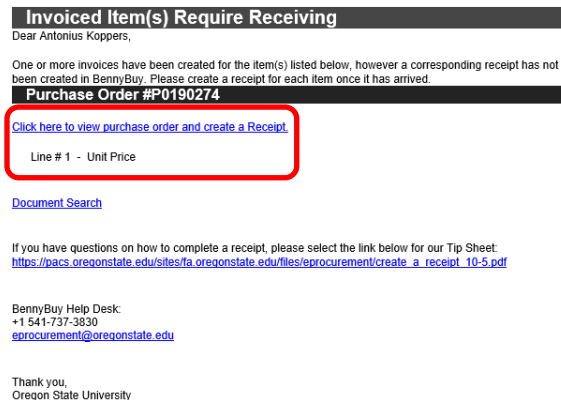
# Creating A Receipt

## What is a Receipt?

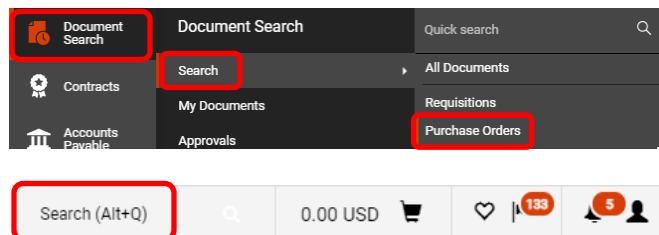
- ❖ A Receipt is required for all **Purchase Orders** exceeding \$5,000.
- ❖ Receipts provide an acknowledgement in BennyBuy that the goods/services that were ordered have been received.
- ❖ Receipts can be entered at the time that goods or services are received OR after an invoice has been generated against the PO.
- ❖ There are two kinds of receipts. Quantity Based Receipts are typically used for tangible goods. Amount Based Receipts are typically used for non-catalog service orders and standing orders.
- ❖ BennyBuy has been configured to alert the Requestor and Shopper (via email and system notification) when a Receipt is required.
- ❖ Systematic reminder notifications will persist until a receipt has been created in BennyBuy.

## Creating a Receipt

1. Typically, you will be notified a receipt is needed via an automated email from the system. When this email is received, select the link for the Purchase Order (PO).



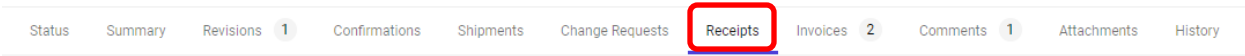
2. Alternatively, users can search for a PO in the system either by using the **Document Search** tab, or by using the **Quick Search** bar in the upper right hand corner. When searching, please note all Purchase Orders begin with P0(zero).



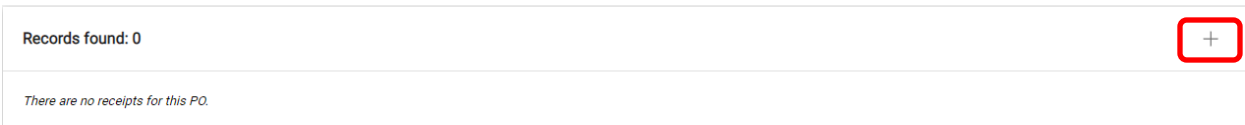
# Creating A Receipt

- Once you are in the PO document, select the **Receipts** tab along the top menu.

Purchase Order • [WW Grainger Inc](#) • P0028812 Revision 0

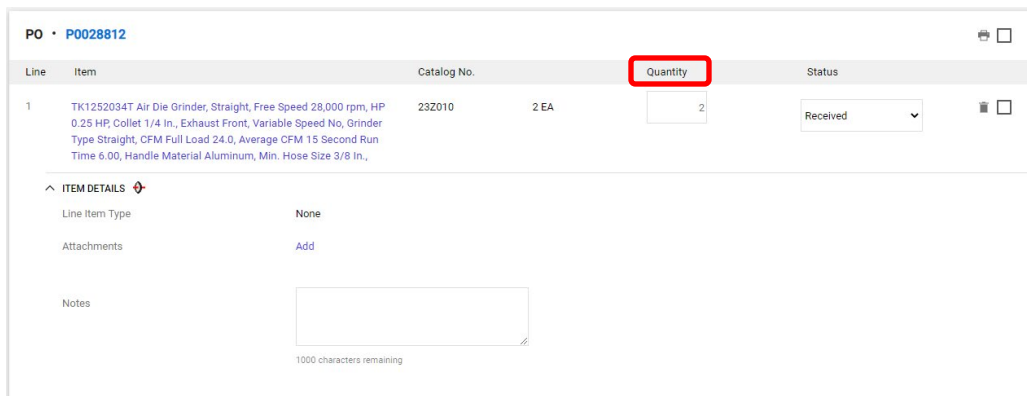


- On the **Receipts** tab, select the  , to begin creating the receipt.

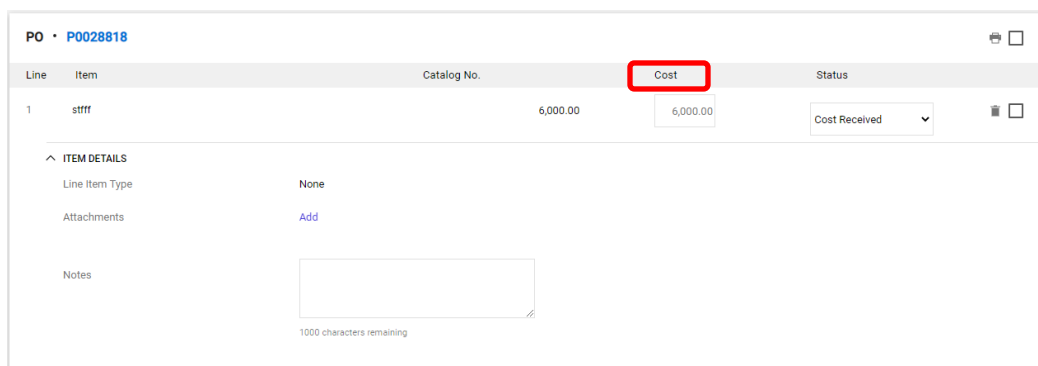


- This will take you to the draft receipt screen. Scroll down to where the line items are listed. Depending on how the PO was setup, you will either have a **Quantity** or **Cost** column.


## Quantity



## Cost



# Creating A Receipt

- Adjust the Quantity or Cost received for each line item by using the boxes under the respective columns. If an item(s) hasn't been received, use the  button to remove that line from the receipt. Once all adjustments have been made, click the **Complete** button in the upper right-hand corner to finalize the receipt.

PO • P0028818 🖨️ □

Line	Item	Catalog No.	Cost	Status
1	stfff		6,000.00	Cost Received




ITEM DETAILS

Line Item Type: None

Attachments: [Add](#)

Notes:

1000 characters remaining

All ▾  200.00 USD 🛒  120  

☰ 🖨️   ▾

**Draft**

**Details** ▾

Creation Date: 2/21/2023 2:16:22 PM

Source: Manual

Supplier: [Alex's Awesome Air Balloons INC](#)

- A confirmation screen will appear. Select the link next to the **Receipt No.** to view the receipt if needed. Clicking on the PO number will take you back into the PO.

✔️ Receipt Created

<b>Summary</b>	<b>Next Steps</b>
Receipt No: <a href="#">551086</a> 🖨️	<a href="#">Create Qty Receipt</a>
Created for the PO No(s): <a href="#">P0028818</a> 🖨️	