

SIMPLE RECEIPTS

This allows you to receive products without bids or contracts. To create a Simple Receipt you will click on the **Purchasing** tab and choose **Create Simple Receipt**.

1. The first window that will pop up is shown below. Choose the p-card as the **Vendor** if you are reconciling your p-card as a simple receipt. There is no **Vendor Invoice #** so you will use the date and store number. And fill in the **Total Invoice Value**.

Create Simple Receipt

Vendor:

Vendor Invoice #:

Total Invoice Value:

Actual Delivery Date:

Vendor:	<input type="text"/>			
Vendor Invoice #:	Vendor Name	Vendor Code	City	State
Total Invoice Value:	PCARD	88888A	BOSTON	

2. You will see an instructional note pop up:

Simple Receipt Alert

Please enter a Quantity and Price, select the Unit and update the Conversion value if necessary, and click Add to add products to this Simple Receipt

3. This next screen will list all of your products so that you can enter the quantities that you purchased as well as the amount spent on each. To find the items you want, you will choose the filter icon in the top right corner of the window:

Add Product

Product #	Product Name	Quantity	Unit	Conversion	Price (\$)	Inventory Unit
R1289	* VEGGIE SOUP	0.00	EA	1.0000		EA
R4390	8PK AMSTEL LIGHT	0.00	EA	1.0000		EA
P1425	ABSOLUT	0.00	LTR	1.0000		LTR
P1427	ABSOLUT CITRON	0.00	LTR	1.0000		LTR
P1116	BALSAMIC GLAZE	0.00	BTL	1.0000		BTL

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4. In this case if you were had purchased strawberries, you would search for the item, and when you locate the product, you will fill in the **Quantity**, change the **Unit** if necessary and fill in the price you spent on them. You will then click **Add** and **Close**.

Add Product

Product #	Product Name	Quantity	Unit	Conversion	Price (\$)	Inventory Unit
P1240	OAS- STRAW MIX	0.00	EA	1.0000		EA
P1070	STRAWBERRIES	3.00	PINT	1.0000	4.1100	PINT
P2787	TRULY STRAWBERRY/LEMONADE SELTZER CAN	0.00	CAN	1.0000		CAN

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