

Receipts Tab

In the **receipts** tab of the warehouse page, users are able to create new receipts from purchase orders and either complete the receipts or save them as drafts for a later time period.

New Receipt (1): Here you can create a new receipt

- You must select a vendor and delivery date, and can choose to select a purchase order

Receipt Status (2): When saving a receipt, you can choose to complete it or save it as a draft

- Completed receipts will be green and draft receipts will be yellow
- Before selecting the **Complete Receipt** button, be sure that you have made all edits to the receipt - completed receipts cannot be edited

< Warehouse MWH ...

Warehouse - MWH

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1 New Receipt

Date	Vendor PO#	Purchase #	Vendor	Warehouse	Variance	Total	Status	Notes
Jun 10	5993-13122	0010-1267	*TWH Vendor	MWH	-\$24.16 80.55%	\$30.00	Draft	
Jun 08	5986-13002	0011-1266	Walmart	MWH	-\$915.75 56.58%	\$1,618.40	Completed	
Jun 07	5969-12955	0008-1265	Vendor Title	MWH	-\$1,445.66 79.41%	\$1,820.57	Completed	test notes
Jun 06	5979-12935	0006-1263	test vendor	MWH	-\$23.91 27.08%	\$88.30	Completed	Test receipt 1.3.4
Jun 06	5992-12934	0017-1260	*Main WH Vendor	MWH	-\$22.28 43.73%	\$50.96	Completed	
Jun 02	5987-12840	0005-1223	Blake Testing	MWH	\$0.00 NaN%	\$0.00	Draft	
Jun 02	5987-12843	0005-1223	Blake Testing	MWH	\$0.00 NaN%	\$0.00	Completed	
Jun 02	5992-12849	0031-1247	*Main WH Vendor	MWH	-\$169.11 57.33%	\$294.97	Completed	
Jun 02	5992-12848	0031-1247	*Main WH Vendor	MWH	-\$230.26 78.06%	\$294.97	Draft	notes
Jun 02	5987-12841	0005-1223	Blake Testing	MWH	\$0.00 NaN%	\$0.00	Draft	receipt

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