

What is the difference between a purchase order and a receipt

A purchase order tracks what you ordered from the vendor and the **estimated** delivery date.

Receipts are the verification of what and how much your operation received from a vendor.

The data from entering Purchase Orders, then verifying what was received from the PO in a Receipt is used in calculations such as Warehouse Rationing, Order Fill %, and Suggested Order Quantity.

To complete a receipt using a purchase order,

1. Navigate to the **Warehouses** page using the three-line menu
2. Tab over to **Receipts**
3. Click **New Receipt**
4. Select a **vendor, delivery date, and purchase order**
5. Click **Next**
6. You can add products by selecting **+ Add Product** and edit product quantity and cost by selecting the product
7. Save the receipt as a draft by selecting **Save Draft Order** or complete the receipt by selecting **Complete Receipt**

[Video: What is the difference between a purchase order and a receipt?]