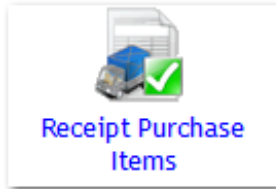


# Receipt Purchase Items Introduction

Fri, Jan 19, 2024 [Receipt Purchase Items](#)

Once a Site User has received their desired items, they need to receipt them into the system. This can be done using the "Receipt Purchase Items" button.

1. On the Job Detail screen, select the "Receipt Purchase Items" button to display the Receipt Purchase Items screen.



2. Enter the Delivery Note into the Delivery Note field. If all items have received, tick the "Receipt In Full" tick box. This will fill in all field as per the required amount of items. If not all of the items have been received, enter the number of the items received of each item. Once the information has been entered, click "Save Receipt" to progress. If the User doesn't need to receipt at the moment, click the "Return to job without saving" button to return to the Job Detail page without receipting anything.

Jobs > Job (1594180) > Receipt Purchase Items >

**Receipt Purchase Items**

Delivery Note Number

Receipt In Full

NOTE: Please always specify the total quantity of items received even if some of them are to be returned (for any reason)

Quantity	Any Returns?	Name	Code	Qty Required	Unit Price per UQP	Required By	Est. Delivery Date	Qty Received	Qty Outstanding	Qty Returned
<input type="text" value="0"/>	<input type="checkbox"/>	amber flat edge bell glass	NCG06	1	11.62	20/10/2017		0	1	0

[Return to job without saving](#)

3. The next screen is the Receipt Items Summary screen. This shows the User a summary of the items they have receipted. Click "Confirm Receipt" to confirm that this is all correct and to progress the order or click "Back" in case this is incorrect to make any changes.

Jobs > Job (1594180) > Receipt Purchase Items > Receipt Items Summary >

**Receipt Items Summary**

Please confirm that the receipt summary shown below is correct. If this does not match what you are expecting use the Back button to return to the receipting screen

Delivery Note Number Shipment 1

Total number of items receipted 1

Total number of items still to be receipted This purchase order has now been fully receipted

**Note:** If all items have been receipted, the order will moved to a Fully Delivered status. If not all items have been receipted or there are returns made then the order will move to a Partially Delivered status

[Returning items](#)  
[Receipting to Asset](#)

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=639>