Two Methods of receiving – all invoices greater than $5000 must be received before the supplier gets paid. The total invoice tab should equal the total received.

1. **By Quantity** – used when buying goods.
2. **By Cost Receipt** – used when buying services

On the PO number, click the down arrow.

![PO number with Quantity Receipt and Cost Receipt options]

Select Quantity to receive goods or Cost to receive services.

This is a Quantity receipt – remove the lines you do not want to receive and change the quantities to the amounts you wish to receive.
Press Complete when done.

This is a Cost receipt – remove the lines you do not want to receive and enter the cost on the lines you wish to receive.
Saved Draft Receipts can be viewed on the Receipts Search Page.

As a rule the total value of all receipts should equal the total invoices.

All Independent Contractors require a Cost Receipt since each one is a service given, not a product. The receipt informs Payment Services the service was completed. Payment Services will create an invoice that equals the amount of the receipt.