Create a receipt for your entire product order

I have completely received everything in my PO as expected and want to create a receipt for the entire order.

For products, you will Create Quantity Receipt. This allows you to receive on a Quantity Ordered.

Find the PO you need to create a receipt for, checkbox to select and make sure your dropdown reflects Create Quantity Receipt -> then click Go

The system will default the Quantity field to the outstanding balance left to receive. In this case, it is the total quantity ordered of 1. So you simply need to click Complete to create the receipt.