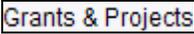
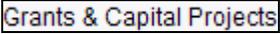
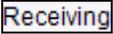


## Enter Receipts for a Project

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Grants &amp; Projects</b> link. 
3.	Click the <b>Grants &amp; Capital Projects</b> link. 
4.	Click the <b>Receiving</b> link. 
5.	Click the <b>Enter Receipts by PO (X3)</b> link. 
6.	Enter the order number into the <b>Order Number</b> field.
7.	Click the <b>Find</b> button. 
8.	Click the <b>Select</b> button.  <b>Warning:</b> If releasing an amount on a single line of a multi-line Purchase Order, a Zero must be entered over the amount in all other lines indicating the desire to release no \$ for those lines. 
9.	Enter today's date in the G/L Date field if it did not default in.
10.	Click in the <b>Quantity</b> field. 
11.	Enter the quantity number into the <b>Quantity</b> field.
12.	Click the <b>OK</b> button. 
13.	Click the <b>Find</b> button. 
14.	The <b>Amount Open</b> has been reduced by the amount of the receipt
15.	Click the <b>Close</b> button. 
16.	You have successfully completed this lesson. <b>End of Procedure.</b>