# Receiving – Basics

1. Navigation to enter a new Receipt.

Your first time, **Add to Favorites**.

You can customize how it appears in your **Favorites** menu.
 
2. Fetch the PO you want to receive.

3. Find the PO Lines you want to receive.

4. Selelct individual lines or Select All.

5. Important. Do not over-receive. **Change** the Qty or Price to **match** the actual Qty or Amount received or invoiced before clicking the **Save** button.

6. A confirmation message will appear. Click OK.
 
7. **Receipt ID** is created. The **Receipt Status** will show 'Fully Received' even if you only partially received the full quantity or amount on the PO. It simply means you fully received the quantity or amount you wanted to receive in this one Receipt.