# Creating a Receipt

## LINQ Nutrition

**Receipt #**
The Receipt # will be automatically generated when the receipt is created.

**Delivery Date and Site**
After selecting the Receipt Date and Site, the grid will populate with available items.

**Add Comments**
You can add relevant comments to the order.

**Distributor**
A single distributor can be selected from the dropdown list.

**Clear Filters**
Clearing all filters will revert all fields to their defaults.

**Order Items**
Items that have already been added to your receipt will appear here. This section is like your shopping cart.

**Browse Items**
This is the section where you can search for items to add to your receipt.

Manage Receipts > Create New

Options

RECEIPT #

RECEIPT DATE
04/20/2020

SITE
140 North Elementary

DISTRIBUTOR

INVOICE #

COMMENTS

Order Items

Total merchandise amount: $ 0.0000

Clear Filters

| Item Code | Description | Kitchen Item | Pack Size | Item Packaging | Purchase Qty | Unit | Pack Qty | Pack Unit | Price | Distributor | Qty On Hand | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | |
| Enter Item Code | Enter Description | | | No rows found | | | | | | | | |

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Browse Items

Clear Filters

| Item Code | Description | Kitchen Item | Pack Size | Item Packaging | Purchase Qty | Unit | Pack Qty | Pack Unit | Price | Distributor | Qty On Hand | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | Filter | |
| 4012 | Antimicrobial Fruit/Veg Trea... | | 3 | CASE = 3 GALLON | | CASE | | GALLON | 92.2000 | Ecolab | 1 CASE 0.00 GALLON | |
| 3020 | Apple Crisps (SUPPER) | | 125 | CASE = 125 BAG | | CASE | | BAG | 45.3200 | Gold Star | 0 CASE 0 BAG | |
| P-1001 | Apples Fuji | | 138 | CASE = 138 EACH | | CASE | | EACH | 28.0000 | Summary Produce Ord... | 0 CASE 0 EACH | |
| P-1002 | Apples Gala (DO NOT USE) | | 35 | CASE = 35 LB | | CASE | | LB | 28.0000 | Summary Produce Ord... | 0 CASE 0 LB | |
| P-1003 | Apples Gala (MAIN) | | 35 | CASE = 35 LB | | CASE | | LB | 26.5000 | Summary Produce Ord... | 0 CASE 0 LB | |

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Back

Reset | Update On Hand and Close | Save Only

**Search**
You can search for items by entering info in the corresponding column. Example: You can find all chicken items available to order by typing "chicken" in the description column.

**Enter the Amount that was Ordered**
Enter the Purchase Qty for the item by typing in the field. If you are receiving a fraction of the Purchase Qty, enter it in the Pack Qty

**Price**
The current Bid Price for the item will be shown.

**Update on Hand and Close**
Use this if you have received your order and are ready to update your On Hand Quantity.

**Save Only**
Use this if you want to save the receipt but you have not received the order.

**On-Hand**
The current On Hand quantity will be shown here.