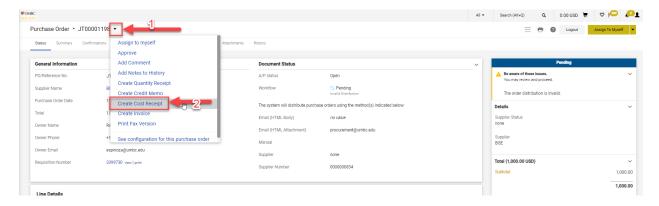# Creating Cost Receipts for Purchase Orders

There are multiple ways to do cost "receipts" in Paw. Scroll down for the option that best resembles your transaction.
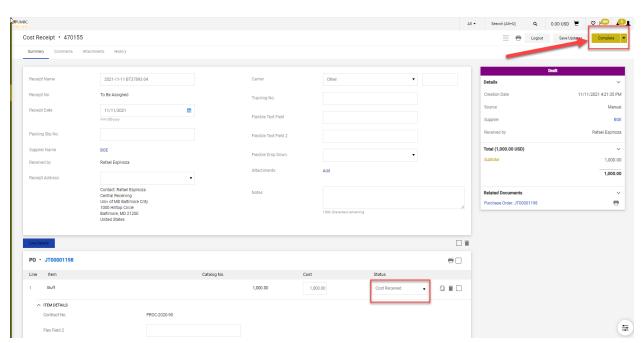
Full Receipt

Locate your PO.

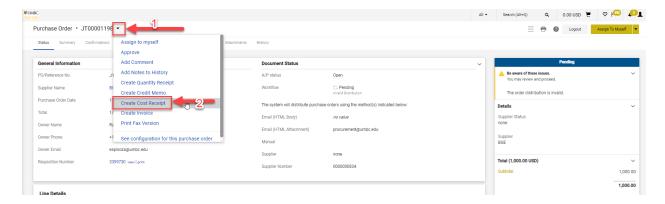Use the **Dropdown** to the right of PO number to **Create Cost Receipt**.
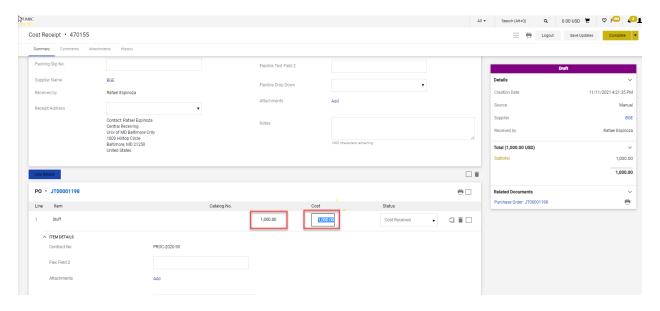

Click the **Complete** option.

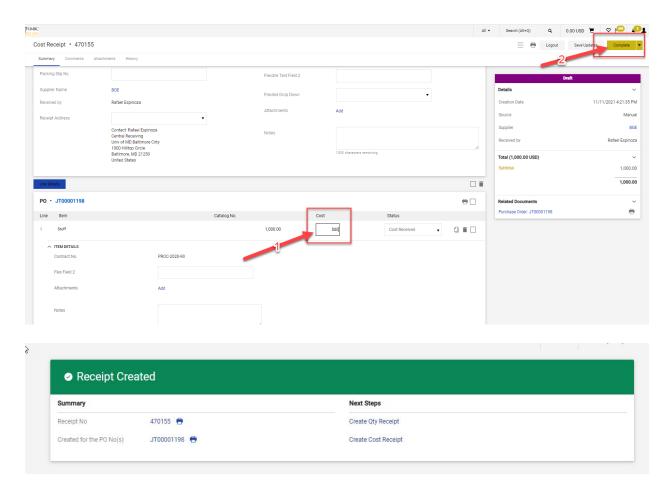## _Partial Receipt with Single Line_

Locate your PO.

Use the **Dropdown** to the right of PO number to **Create Cost Receipt**.
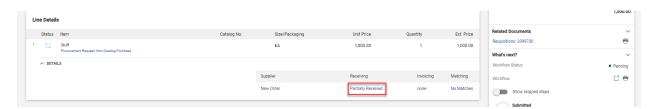

Paw defaults to "full" receipts so it will mirror the cost amount ordered to the cost being received as shown below.

Overwrite the amount under "cost" by changing the receipt amount to a lesser amount than the cost ordered and click **Complete**.

Your PO should now read "Partially Received" as shown below:

In order to receive the remaining cost (i.e., $500 in this instance) later, follow the "Full" receipt steps.