How to receipt Standing Order (Service Order)

Anybody can receipt a standing order in behalf of the requisitioner but they need to know the Req# or PO#, so that they can easily do the search.

User need to put the PO or Req # in the search value and press Go.

User needs to put the amount in the receipt field on how much they want to receipt, tick the select field and next.
User needs to put the Invoice Number in the Receipt Comments Field so that other user (Payables) can see the invoice receipted and next.

Last step check the receipting and click submit.

Receipting has now finish.