Checklist for Reviewing Receipt Information

Navigation: **Purchasing > Receipts > Review Receipt Information > Receipts**

1. Click “Search.”
2. Click the Receipt Number you wish to review.
3. The Receipts Page will display. This shows the Receipt Status at the top of the page and the Received Quantity and Quantity Rejected on the individual lines.
4. Click the ‘More Line Data’ tab. This will show the current status of each line.
5. This page will not show the quantity that remains to be received. To see that value, go back to the ‘Add a New Value’ tab for new receipts, click “Add”, then “Search” to see all open PO schedules. (If your agency has many of these, you can enter the PO number to look for a specific one.)
6. Purchase orders that have only been partially received should show different amounts in the columns titled “PO Qty” and “Prior Receipt.”