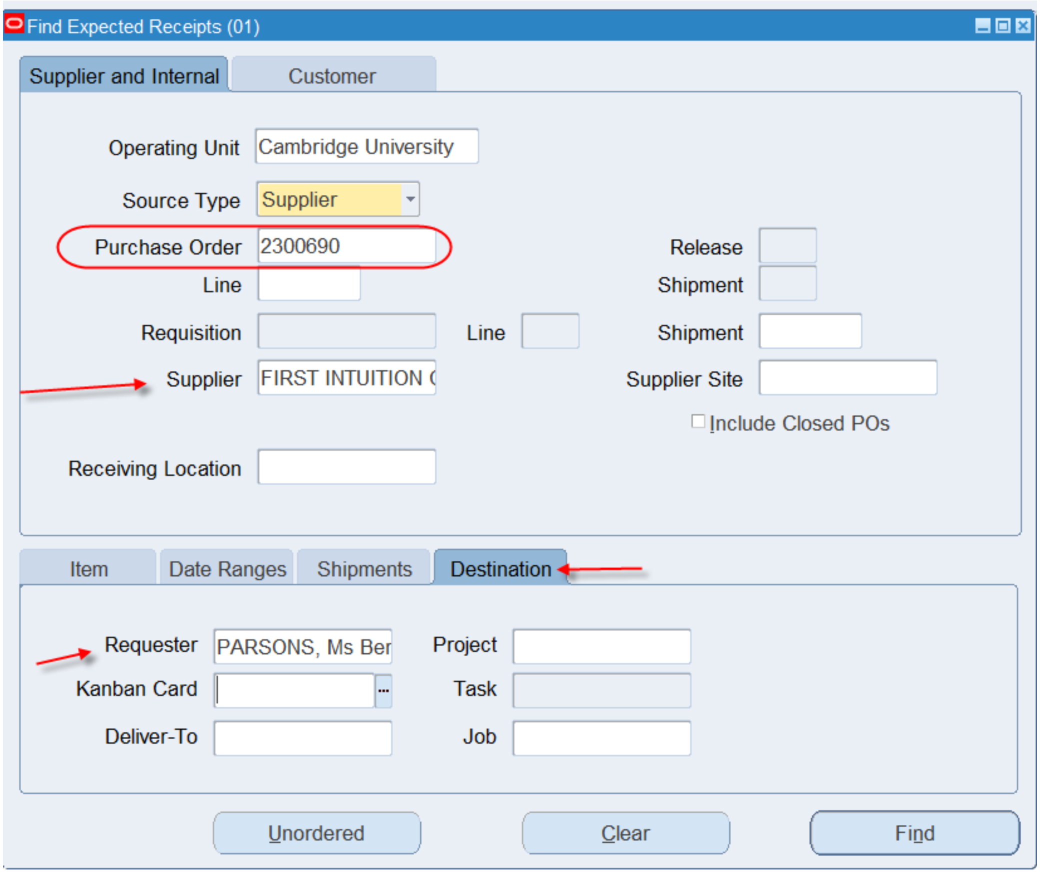
Receipting orders (using PO Receiver responsibility)

Responsibility: U.F.S xx PO Receiver

Navigate: Receipts

Step 1: Find the items that you wish to locate

The quickest way is to enter the ***Purchase Order*** number if you know it and then click **Find.**



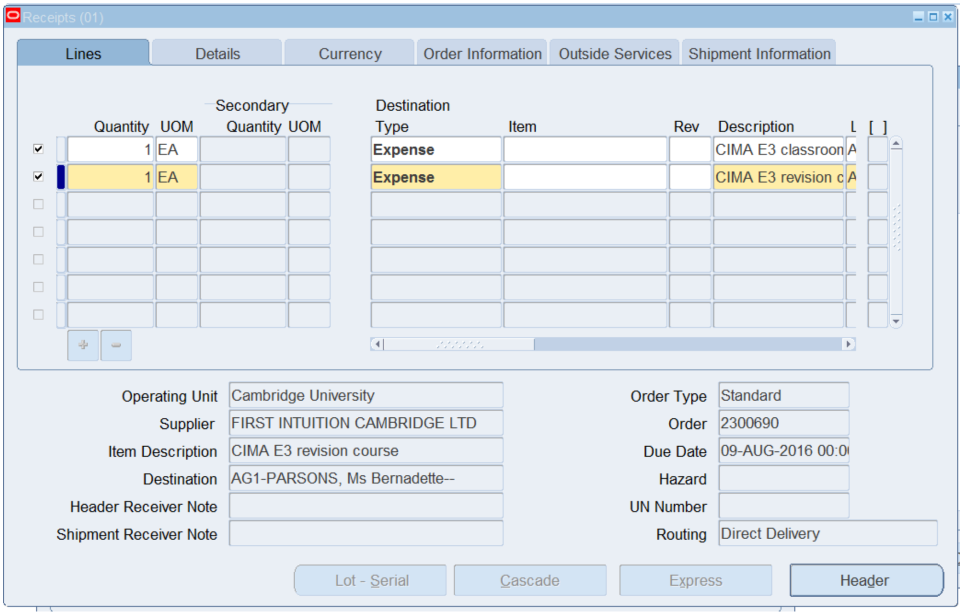
Alternatively, use a combination of the other fields to find the order that relates to the goods or services that you wish to receipt. Suggested useful fields include the ***Supplier*** and the ***Requester*** (hopefully yourself).

Step 2: Receipt the items received

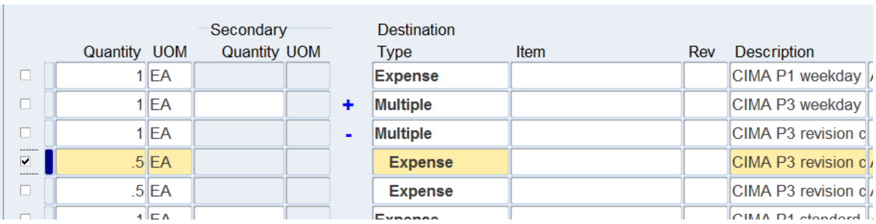
a) The ***Receipt Header*** form will automatically pop up, click on the ***Receipts*** page beneath it where the undelivered items from your search will be displayed.

b) Tick the box to the left of each item ‘expense’ row you wish to receive (the row will turn yellow).

c) If the quantity received is less than the total ordered change the value in the ***Quantity*** box to match that which has been delivered.

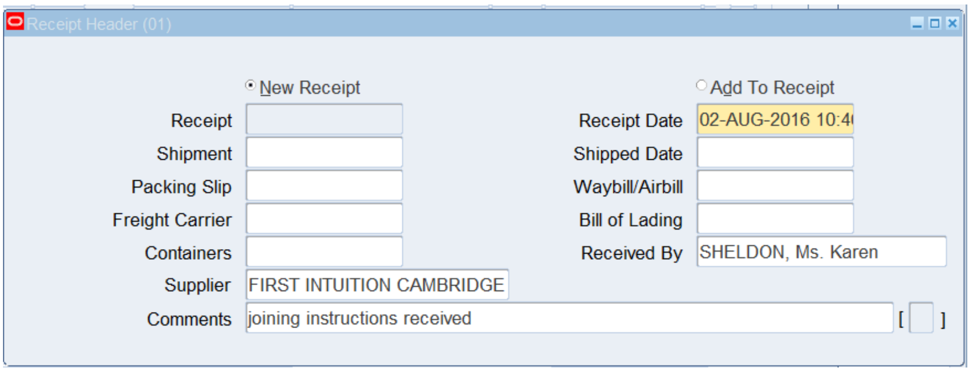


Note: If the item has been charged to more than one account/project code the destination type of 'Multiple' will be displayed. Click on the blue cross to display the related 'expense' lines and then tick these to receipt the item(s).



d) Click on the **Header** button.

e) Enter any *comments eg. joining instructions received, services performed, goods received number …*



f) Save your receipt by clicking on the yellow floppy disk icon  and close the screen.