

## Changes to Creating Receipts

You have two options for entering receipts: option 1 is best, but you can use option 2 if you need to enter a receipt for someone else.

### Option 1 – Enter a Receipt Using the Receive Items Page (Best Method)

Menu Path: Main Menu > Finance Menu > eProcurement > Receive Items

This page is the easiest and quickest to use, because it shows only the POs that you created or are listed as the requester of record for and that haven't been fully received.

1. Mark the checkbox next to each line you need to receive and click the **Receive Selected** button. Only receive lines for the same vendor, and preferably for the same requisition.

#### Receive Items

You have 82 lines open for receiving

**Receive Selected** and go to the Receive Form.

Requisition Lines to Receive Personalize | Find | View All | [?] | [ ] First 1-25 of

Req BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Attention To	Vendor
<input type="checkbox"/>	UNCCH 1000000027	slide film copiers	2	0	EA	000_158	Troy Gist Howell	IBM CORPOR-
<input checked="" type="checkbox"/>	UNCCH 1000000098	Laser Printer	3	0	EA	000_158	Troy Gist Howell	IBM CORPOR-
<input checked="" type="checkbox"/>	UNCCH 1000000098	Printer Cabinet	2	0	EA	000_158	Troy Gist Howell	IBM CORPOR-
<input type="checkbox"/>	UNCCH gyam copiedReq	Test	10	0	EA	000000004	Troy Gist Howell	IBM CORPOR-

2. Do one of the following:
  - Ensure that the displayed quantity is correct, or enter the quantity you received and click the **Save Receipt** button.

#### Receive Items

New Receipt

Business Unit: UNCCH

Receipt Status: Open

\*Received Date: 09/26/2014 [X]

Add Header Comments Reject Shipment

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Cancel Line	Receipt	PO
1		Laser Printer	1	EA	3.0000	[?]	[X]	[?]	[?]
2		Printer Cabinet	2.0000	EA	2.0000	[?]	[X]	[?]	[?]

**Save Receipt**

- If the purchasing agent marked a line as “Amount Only,” ensure that the displayed amount is correct, or enter the amount to use for the receipt, and click the **Save Receipt** button.

### Receive Items

New Receipt

\*Business Unit:

Receipt Status: Open

\*Received Date:

Add Header Comments

Line	Item Id	Item Description	Currency	Received Amount	Received Quantity	Accept Quantity	Details	Cancel Line	Receipt	PO
1		Maintenance agreement f	USD	3500.00000	1.0000	1.0000		X		

### Option 2 – Enter a Receipt Using the Manage Requisitions Page (Only Use if Creator or Requester Not Available)

Receiving this way takes more steps, and it’s easier to accidentally receive against the wrong PO. Only use this option if you need to enter a receipt for someone else.

Menu Path: Main Menu – Finance Menu – eProcurement – Manage Requisitions

- Enter the Requisition ID or PO ID and click the Search button.

**Manage Requisitions**

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:  Requisition Name:

Requisition ID:  Request Status:  Budget Status:

Date From:  Date To:

Requester:  Entered By:  PO ID:

- In the drop down menu, choose **Receive Order** and click the **Go** button.

Business Unit:  Requisition Name:

Requisition ID:  Request Status:  Budget Status:

From:  Date To:

Requester:  Entered By:  PO ID:

Requisitions

View the lifespan and line items for a requisition, click the Expand triangle icon:  or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	Action
1000000440	1000000440	UNCCH	09/24/2014	PO(s) Dispatched	Valid	3,500.00 USD	<input type="text" value="Receive Order"/> <input type="button" value="Go"/>

Result: The system displays the Receive Items page.

3. Follow the instructions for Option 1 to complete the receipt.