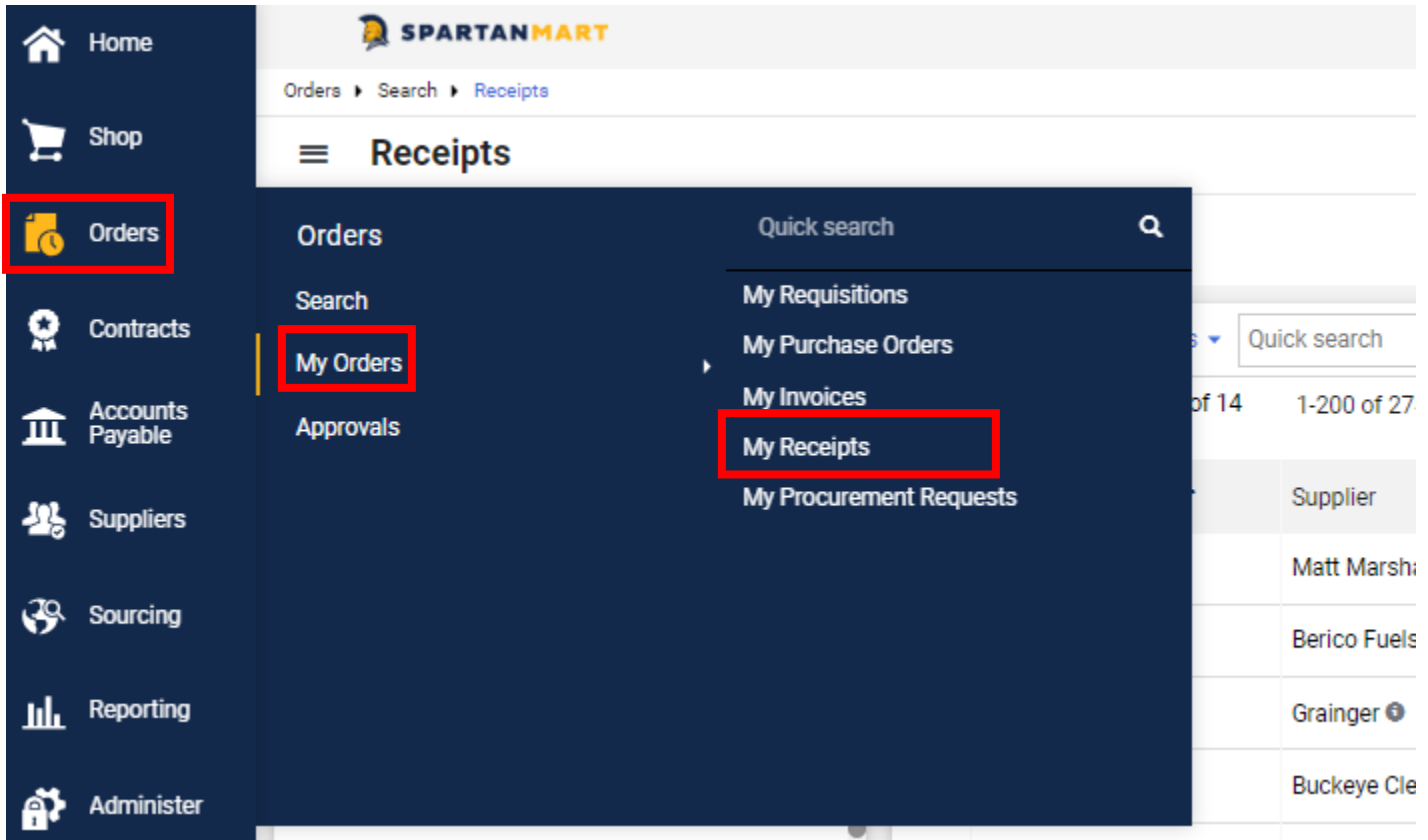


# Receipt Review and History

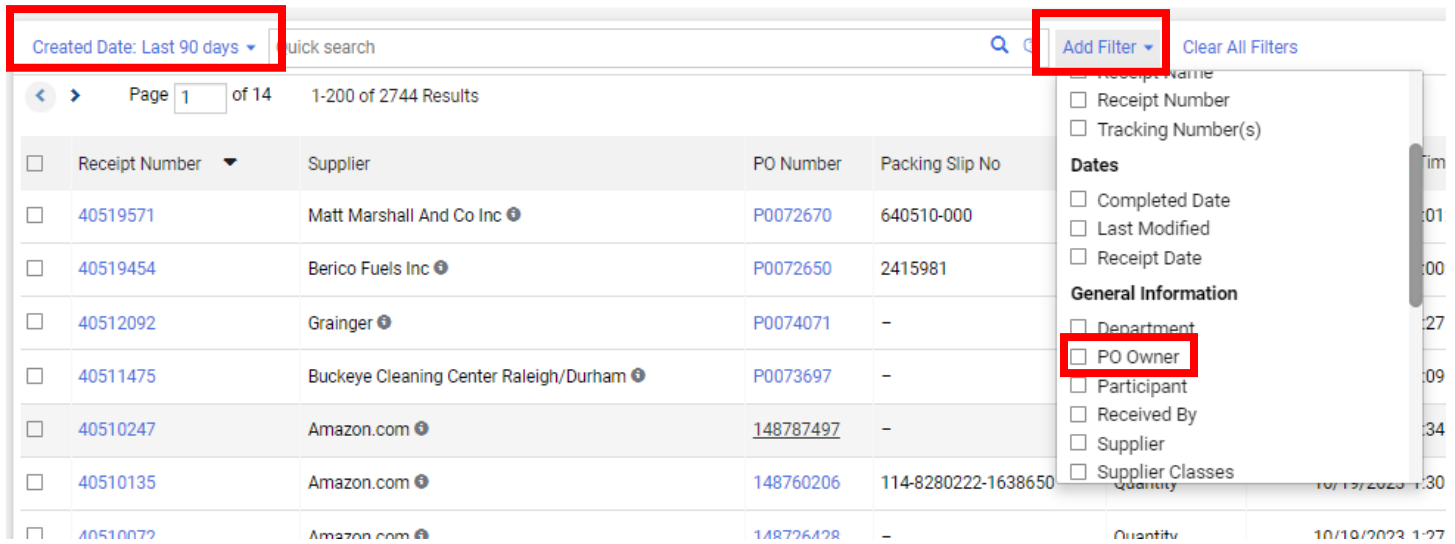
## Reviewing Receipt Status

Hover over the Orders icon and then Click 'my orders' then Click 'My Receipts'. (You will be able to see the receipts for departments you've been granted access to.)

You can only receive against orders that are complete and within your viewable department(s).



To view only your orders, click 'Add Filter' and then filter by PO Owner. This will automatically have the last 90 days, you can change this if you need to see more or less orders.



Type your name or the name of the PO owner that you are trying to review the receipts for. Click 'Apply'.

Created Date: Last 90 days Quick search

PO Owner: All X

ally X

- Wood, Allyson
- Boles, Allyson
- Cabral, Allyn
- Robinson, Allysa

Apply Cancel

The receipt status will indicate whether something has been received fully, partially, or not at all. The Receipt Type will tell you what type of receipt was created. You can review the receipts one by one by Click on the Receipt Number.

The Receipt Status options related to receiving are listed below:

- Partially Received – indicates that part of the quantity or cost of the order has been received
- Fully Received – indicates that the same quantity or cost ordered has been received.
- NOTE: the Receipt status **should never show as over-received**, as you are required to put through change orders for quantities that are higher and lower than originally ordered.

My Receipts (Modified) Save As Pin Filters Export All Create Receipt

My Drafts Search

Quick Filters My Searches

Supplier

- Staples Business Advantage (4)
- CDW Government Inc (2)
- Southeastern Paper Group Inc (1)
- Preferred Service LLC (1)

Show More

Department

- Procurement Services (Purchasing & Risk Management) (5)
- Facilities Operations (Physical Plant/Facilities) (1)
- Facilities Operations- Facilities Svcs (Facilities Operations-Facilities Svcs) (1)
- ITS-CHP Student Worker

Created Date: Last 90 days Quick search Add Filter Clear All Filters

PO Owner: Robinson, Allysa X

1-8 of 8 Results 200 Per Page

Receipt Number	Supplier	PO Number	Packing Slip No	Receipt Type	Created Date/Time	Receipt Date	Completed Date	Receipt Status
40266506	Southeastern Paper Group Inc	P0073758	-	Quantity	10/3/2023 1:36:49 PM	10/3/2023	10/3/2023 1:42:03 PM	Fully Matched
39711757	Preferred Service LLC	P0073294	57253	Cost	8/24/2023 9:18:52 AM	8/24/2023	8/24/2023 9:19:13 AM	Fully Matched
39654516	CDW Government Inc	P0072945	-	Quantity	8/21/2023 11:05:18 AM	8/21/2023	8/21/2023 11:05:23 AM	Fully Matched
39478011	CDW Government Inc	P0072945	-	Quantity	8/8/2023 10:23:12 AM	8/8/2023	8/8/2023 10:26:15 AM	Fully Matched
39299735	Staples Business Advantage	145298980	1697790	Quantity	7/25/2023 4:25:28 PM	7/25/2023	7/25/2023 4:26:14 PM	No Matches

## Receipt History

Receipt history can be used to view receipts for a particular user, for a specific department, specific supplier, particular day, and more. Receipt history produces a list of receipts listed by Receipt Number in order of most recent to least recent. To Access Receipt History, from the main navigation page, **click the Accounts Payable icon then select Search for receipts history**. Enter or select the appropriate search criteria, then **click Search**.