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’.

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.

**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.