

IMPROVED VISIBILITY TO DRAFT RECEIPTS

Last Updated on: 7/22/2011

The screenshot shows the 'Receipts' tab selected in the navigation menu. A callout box labeled '1.' points to the 'Receipts' tab. The page displays general information and document status for the purchase order.

General Information		Document Status	
PO/Reference No.	P1105090	Workflow	✓ Completed (7/24/2011 10:00 AM)
Revision No.	0	Distribution	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: cXML (Electronic Integration)
Supplier Name	Dell Marketing LP	Distribution Date/Time	7/24/2011 10:00 AM
Purchase Order Date	7/24/2011	Supplier	Sent To Supplier
Total	6,469.22		
Requisition Number	610521		
Requestor Name	Charles Boulineau		
Requestor Email	boulineauc@ecu.edu		
Requestor Phone	+1 (919) 328-1924		

Line Item Status									
	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Receiving	Invoicing	Matching
1	Latitude E6520;Latitude E6520	225-0376	EA	1,371.50	3 EA	4,114.50 USD	Partially Received	none	No Matches
2	OptiPlex 990 MT;OptiPlex 990 Minitower for Standard Power Supply	225-0420	EA	1,177.36	2 EA	2,354.72 USD	none	none	No Matches
							Subtotal		6,469.22
							Shipping		0.00
							Handling		0.00
							Total		6,469.22 USD

1. Within a Purchase Order, click on the **Receipts** tab.

The screenshot shows the 'Receipts' page for PO P1105090. A callout box labeled '2.' points to a notice: '1 draft receipts exist for this PO view'. Another callout box labeled '3.' points to a 'view' link next to the notice. Below the notice is a table of receipts and a 'Receipt Line Details' table.

Receipt No.	Receipt Date	Received by
40700	7/24/2011	Brown, Bridget

No	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status
1	Latitude E6520;Latitude E6520	225-0376	1,371.50 USD	3 EA	4,114.50 USD	1	2	Open Net Received
2	OptiPlex 990 MT;OptiPlex 990 Minitower for Standard Power Supply	225-0420	1,177.36 USD	2 EA	2,354.72 USD	2		Open

2. See the notice regarding the draft receipt for the purchase order.

3. Click on **view** link.

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The screenshot shows the 'Draft Receipts' page in the East Carolina University system. The page header includes the university logo, user name 'Bridget Brown', and a search bar for 'PO No.'. A navigation menu at the top contains links for 'home/shop', 'favorites', 'carts/requisitions', 'approvals', 'history', 'receiving/invoices', and 'contracts'. Below the navigation, there are tabs for 'invoice history', 'draft receipts', and 'receipt history'. A yellow button labeled 'Create Qty Receipt' is visible. The main content area displays a table of draft receipts with the following data:

Receipt Name	Supplier Name	PO No.	Receipt Type	Receipt Date	Actions
2011-07-24 brownb 02	Dell Marketing LP	P1105090	Quantity	7/24/2011	Delete

Callout 6 points to the 'draft receipts' tab. Callout 4 points to the 'Delete' button. Callout 5 points to the 'Receipt Name' column header.

4. Click on the **Delete** button if this draft receipt was started in error.
5. To complete the draft receipt, click on the **Receipt Name**. See the Receiving procedure step 7 – 12 to complete the receipt.
6. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.