

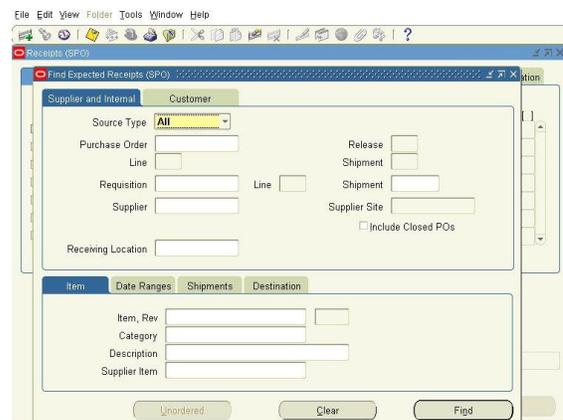
## Receipts: Finding Receipts Overview

If you are a Department Receiver, you will need to locate and enter receipts against Standard or Planned Purchase Orders. This Learning Cycle demonstrates the steps to query for Receipts using the Find Expected Receipts window. This document begins at the Purchasing Applications Navigator. If you do not know how to access this Navigator, refer to Unit 2 – Module 1 – Learning Cycle 1 – Logging On and Off.

- In Production you will search for "expected receipts" for purchase orders from your department.
- Begin by selecting **Receipts** from the application Navigator and click **Open** to display the Find Expected Receipts window.



- The **Find Expected Receipts** window opens.
- You can enter search criteria in one or more fields.
  - The more fields used, the more specific the search.
- Entering search criteria in the **Purchase Order** field will bring up a specific PO.
  - This is the **most effective** search criteria.



- Entering search criteria in both the **Purchase Order** and **Release** fields will provide a very specific search for a **Planned Purchase Order (PPO)**. The Release field is only available for PPOs.
- Performing a search using only the Supplier field is a less specific search, but can be used. However, you will retrieve a larger pool of records to filter through in order to locate the shipment you need.
- Consider combining the Supplier field and the Date Ranges to reduce the number of expected receipts found in the search.
- For the purpose of this document, a search criterion is entered in the PO field. After entering the PO number, click **Find** to execute the search.
  - If you perform a query and you don't get the expected results; the BEST PRACTICE is to view the Message Line at the bottom of the window for an explanation and/or solution. Perhaps, it has already been received in full or no longer has an approved status. Click **Clear** to remove all previous search data and enter new criteria.
- The Receipt Header window opens with the Receipts window open in the background.
- In the title bar will contain the acronym for the purchasing organization you are working in (CPO, EPO, SPO).
- Instructions on how to enter the actual receipt will be provided in the next learning cycle.