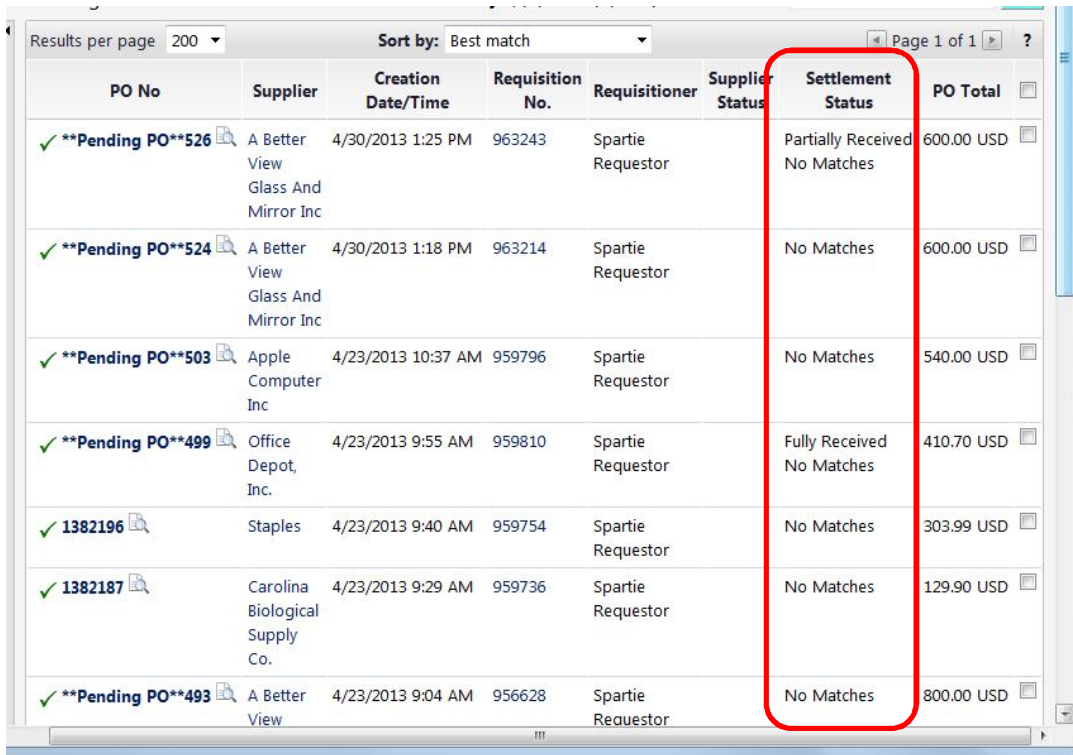


# Receipt Review and History

## Reviewing Receipt Status

Hover over the **Orders & Document** icon and then click **Search Documents** to search for requisitions and purchase orders and their statuses belonging to you and your department (or the 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 the dropdown arrow next to your name and select **My Recently Completed Purchase Orders**. The settlement status will indicate whether something has been received fully, partially, or not at all.



The screenshot shows a table of purchase orders with the following columns: PO No, Supplier, Creation Date/Time, Requisition No., Requisitioner, Supplier Status, Settlement Status, and PO Total. A red box highlights the Settlement Status column. The data rows are as follows:

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
✓ **Pending PO**526	A Better View Glass And Mirror Inc	4/30/2013 1:25 PM	963243	Spartie Requestor		Partially Received No Matches	600.00 USD
✓ **Pending PO**524	A Better View Glass And Mirror Inc	4/30/2013 1:18 PM	963214	Spartie Requestor		No Matches	600.00 USD
✓ **Pending PO**503	Apple Computer Inc	4/23/2013 10:37 AM	959796	Spartie Requestor		No Matches	540.00 USD
✓ **Pending PO**499	Office Depot, Inc.	4/23/2013 9:55 AM	959810	Spartie Requestor		Fully Received No Matches	410.70 USD
✓ 1382196	Staples	4/23/2013 9:40 AM	959754	Spartie Requestor		No Matches	303.99 USD
✓ 1382187	Carolina Biological Supply Co.	4/23/2013 9:29 AM	959736	Spartie Requestor		No Matches	129.90 USD
✓ **Pending PO**493	A Better View	4/23/2013 9:04 AM	956628	Spartie Requestor		No Matches	800.00 USD

The Settlement 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 settlement 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**.