myFinance User Guide

Create a goods receipt for an amount only order

060-04-03

The following topic will demonstrate how to record goods and services as ‘Received’ for an Amount Only order. Amount Only orders are received by the dollar amount of items rather than the quantity of items.

Learning Objectives

Upon completion of this lesson, learners will be able to:

• Create a receipt for items on an amount-only order

Procedure

1. In the Menu, click the eProcurement link.
2. Click the Manage Requisitions link.

Hint: By default, the system displays only requisitions created in the previous 7 days.

3. To search for the requisition, first click the Clear button.

4. Enter "UB001" into the Business Unit field.
5. Enter the requisition number into the Requisition ID field.
6. Click the Search button.
7. Click the Select Action drop-down list.
8. Select Receive Order.
9. Click the Go button.

![Requisitions Table]

10. Tick the checkbox next to the item(s) you wish to include on the Receipt.
11. Click the Receive Selected button.

![Receive Form]

**Hint:** When receipting Amount Only orders, the Received Amount field is available to change. The Received Amount field will always show the available dollar amount for that line.

12. Enter the dollar amount (GST Exclusive) of the goods received (rather than the actual quantity of items) into the Received Amount field.
13. Click the Save Receipt button.
14. Click the Return to Manage Requisitions link.

**Receipt Saved Successfully**

You have saved receipt # 0000058142 containing the following items:

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Received Amount</th>
<th>Received Qty</th>
<th>Reject Qty</th>
<th>Accept Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bottled Water for the period 1 Jan 2012 to 31 Dec 2012</td>
<td>100.0000</td>
<td>1.0000</td>
<td></td>
<td>1.0000</td>
</tr>
</tbody>
</table>

**Hint:** The status of the Requisition is now Partially Received. The above process is repeated each time a delivery is made against this order.

**End of procedure.**