myFinance User Guide

Create a goods receipt for an asset

040-11-05

The following topic will demonstrate how to create a Goods Receipt for the purchase of an Asset.

Learning Objectives

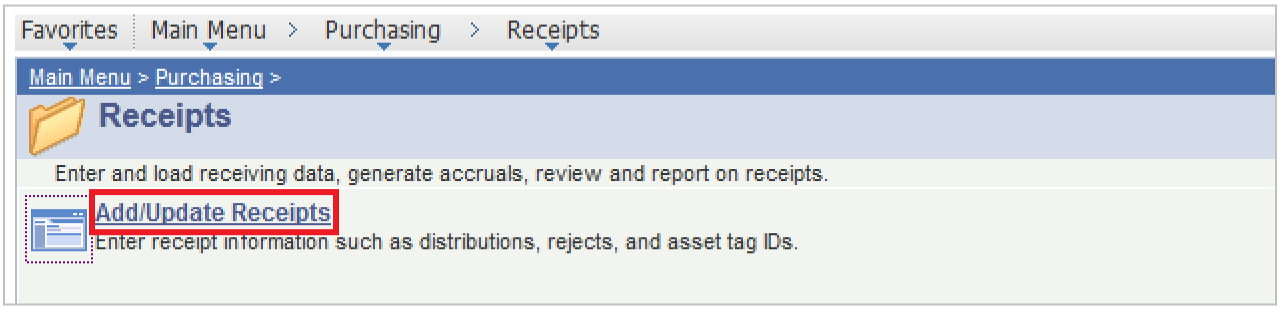
Upon completion of this lesson, learners will be able to:

- Select items on a purchase order to receive
- Record the asset Serial Number
- Create a receipt for items

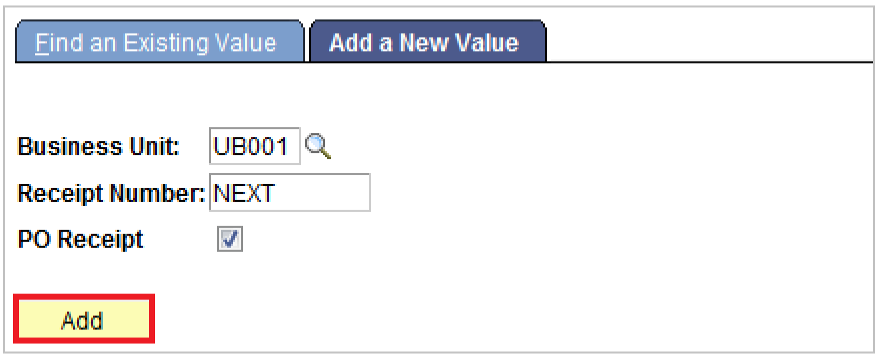
Procedure

***Hint:** Ensure you have obtained the **Purchase Order number** from the **Manage Requisitions** page.*

1. In the **Menu**, click the **Purchasing** link.
2. Click the **Receipts** link.
3. Click the **Add/Update Receipts** link.

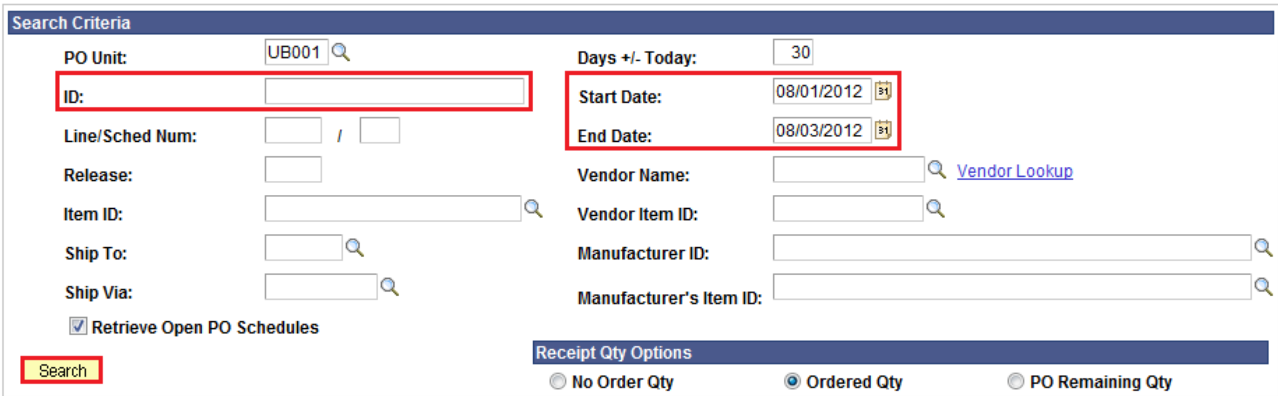


4. Click the **Add** button.

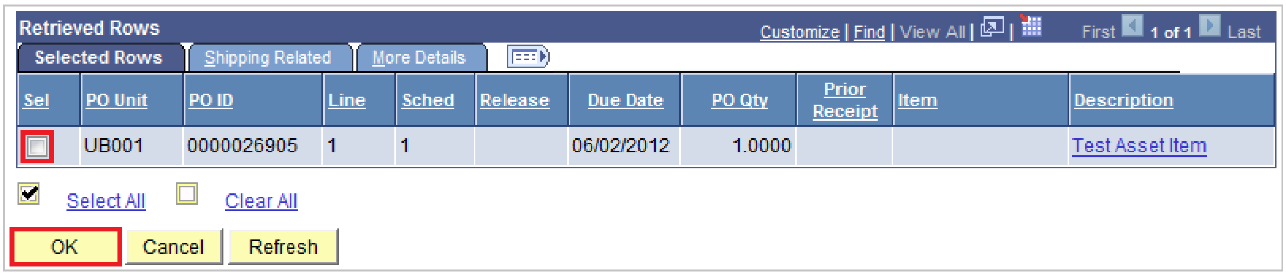


5. Enter the **Purchase Order number** into the **ID** field.

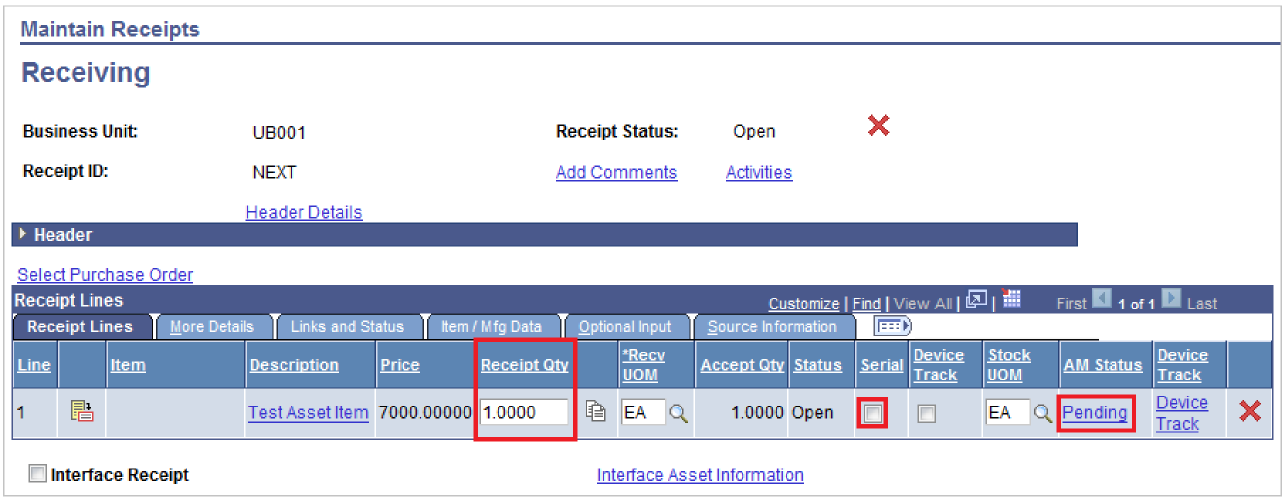
6. Review the default **Start Date** and **End Date**, and remove if necessary.
7. Click the **Search** button.



8. The available lines for your purchase order will be displayed under the **Retrieved Rows** heading. Tick the checkbox (in the **Sel** column) next to the item you wish to include on the receipt.
9. Click the **OK** button.

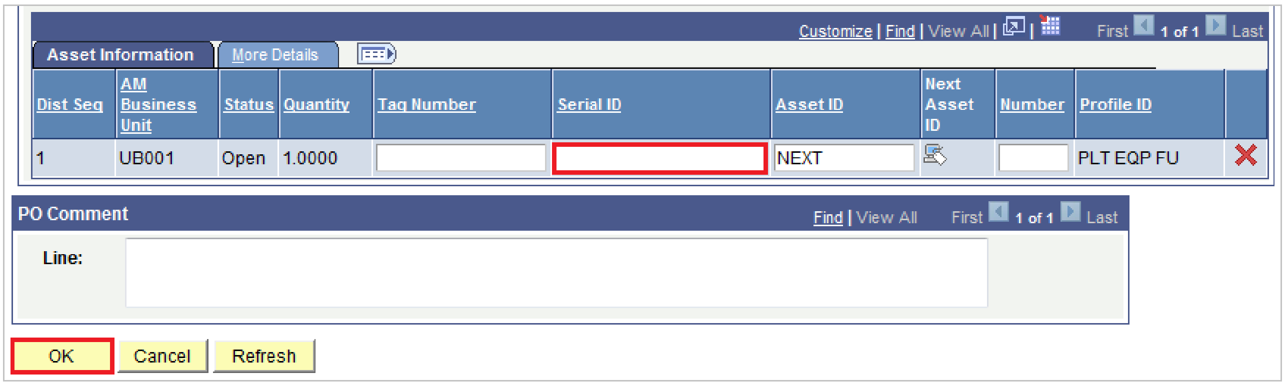


10. The **Receiving** page will be displayed. Check the **Receipt Qty** and amend if necessary.
11. Click the **Serial** option.
12. Click the **Pending** link.



13. The serial number is sometimes physically located on the asset, or on the accompanying paperwork.

14. Enter the serial number into the **Serial ID** field.
15. Click the **OK** button.



16. Click the **Save** button.
17. The system will allocate a **Receipt ID** number.

Please write this number on the invoice (if you have one) before sending it to Finance.

End of procedure.