

## myFinance User Guide

### Create a goods receipt for a requisition with cancelled lines

060-04-02

The following topic will demonstrate the procedure to record goods and services as 'Received' when the original requisition has had one or more lines cancelled or denied.

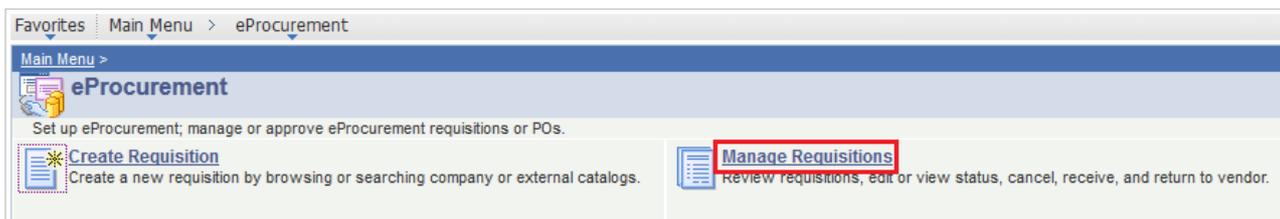
#### Learning Objectives

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

- Select items on a purchase order to receive
- Create a receipt for items

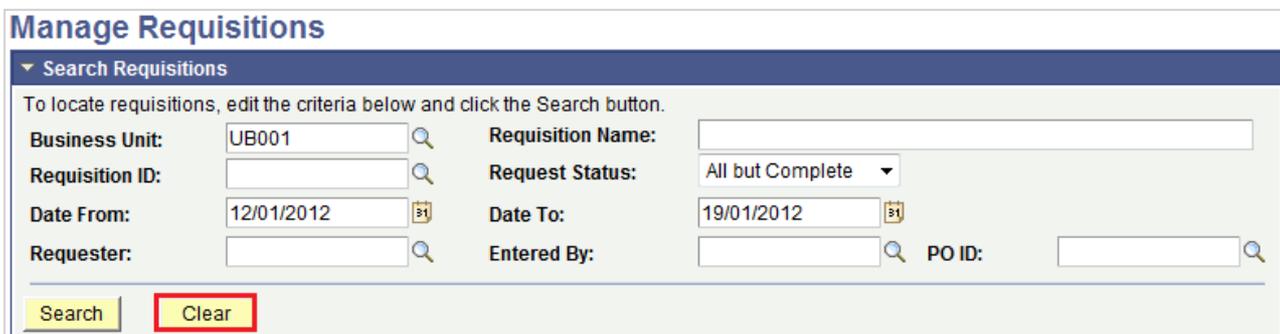
#### Procedure

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.



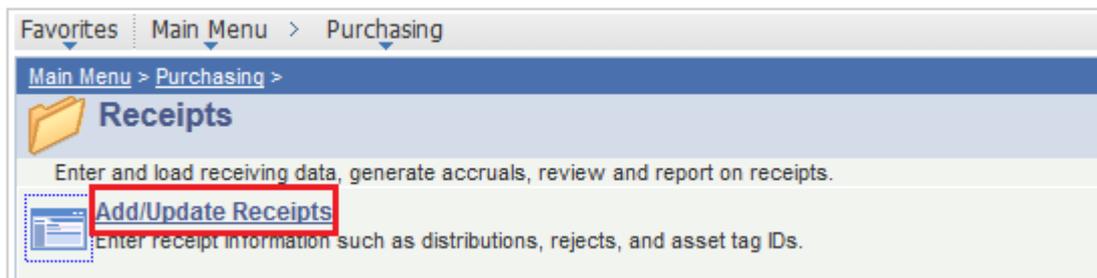
5. Enter "**UB001**" into the **Business Unit** field.
6. Enter the requisition number into the **Requisition ID** field.

7. Click the **Search** button.
8. Click the **Expand Section** button to the left of the requisition number.

Requisitions						
Req ID	Requisition Name	BU	Date	Status	Total	
 <a href="#">0000024741</a>	0000024741	UB001	17/08/2011	See Lines	148.95AUD	<Select Action.. > <b>Go</b>

*Hint: Note that the item on Line 3 has a status of **Cancelled**.*

9. Click the **Purchase Orders** link.
10. Record the **PO Number**.
11. In the **Menu**, click the **Purchasing** link.
12. Click the **Receipts** link.
13. Click the **Add/Update Receipts** link.



14. Click the **Add** button.
15. Enter the recorded PO Number into the **ID** field.
16. Click the **Search** button.
17. Tick the checkbox (in the **Sel** column) next to the item/s you wish to include on the receipt.
18. Click the **OK** button.
19. The **Receipt Qty** fields can be changed to reflect a partial delivery if necessary.
20. Click the **Save** button.
21. The status will be updated to **Received**, and a **Receipt ID** number will be provided.

*Please write the Receipt ID number on the invoice prior to sending to Finance.*

**End of procedure.**