PURCHASING USER MANUAL 1

RECEIVING REPORTS 1

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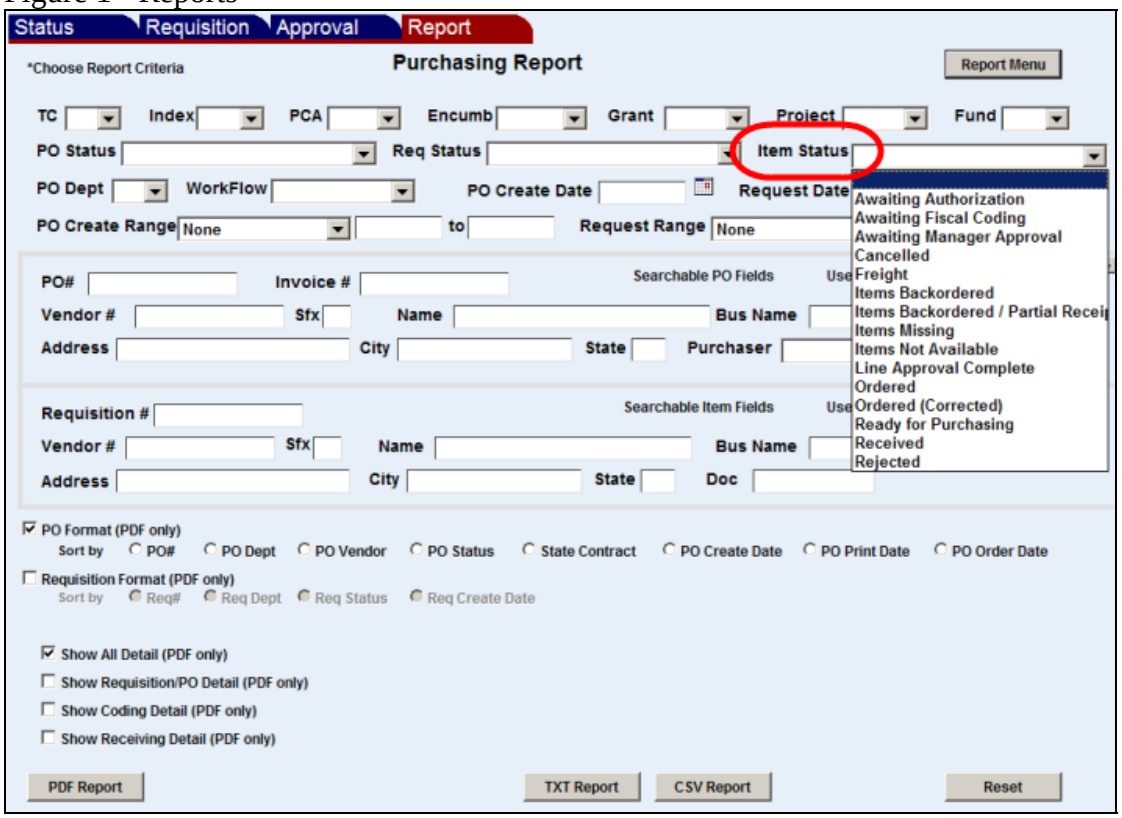
RECEIVING REPORTS

1. Since there is no Reports tab on the Receiving screen, return to the main Purchasing menu and select **Requisitions** or **Purchase Orders**.
2. Click the **Reports** tab.
3. Click **Purchasing Report**.
4. Select an appropriate **Item Status** drop down menu, e.g., Received, Items Backordered, Items Missing, etc., or select the **PO Status** drop down and select 'All items received' or 'Some items received', etc.

Figure 1 - Reports



5. Include other criteria as needed, e.g., PO# or Requisition #.
6. Click **PDF Report**.