PReqs Receipt Search Quick Guide

PReqs Home - Receiving Worklist
On the PReqs Home page, the Receiving Worklist will show only the POs to be received assigned to you. These are sorted by POs not received, partially received, and fully received receipts assigned to your HawkID.

Click the column headings to sort. Click the Req ID # and it will take you directly to the Receiving page for you to enter the receipt.

PReqs Search Center
 Receivers may also use the search center to enter certain criteria to find PReqs to be received.

The Receiver can search for receipts by HawkID, Receipt ID, and/or Status. Receipt IDs are assigned when items are received and saved. Entering a date or range will narrow your results.

At the bottom of the Search page are four receipt search fields.

There is a Yes/No for Receiving Required, or type the Receiver (by HawkID), or Receipt ID.
AP/PO – Receipt Status Report
Under the Administration Tab in Self Service, click AP-PO People Soft.

Click on Receipt Status and enter your criteria.

A list displays:

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Receipt Status</th>
<th>PReq#</th>
<th>PO Dt</th>
<th>PO#</th>
<th>Received Dt</th>
<th>Receipt#</th>
<th>Receiver</th>
<th>Amt Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMPLEBY</td>
<td>PO Partially Received</td>
<td>W000462764</td>
<td>03/14/2013</td>
<td>C000570839</td>
<td>12/13/2013</td>
<td>10001059028</td>
<td>ceider</td>
<td>Yes</td>
</tr>
<tr>
<td>HUMPLEBY</td>
<td>PO Partially Received</td>
<td>W000462764</td>
<td>03/14/2013</td>
<td>C000570839</td>
<td>11/26/2013</td>
<td>1000107150</td>
<td>ceider</td>
<td>Yes</td>
</tr>
<tr>
<td>HUMPLEBY</td>
<td>PO Partially Received</td>
<td>W000462764</td>
<td>03/14/2013</td>
<td>C000570839</td>
<td>10/31/2013</td>
<td>1000104155</td>
<td>ceider</td>
<td>Yes</td>
</tr>
</tbody>
</table>