



FINANCIALS

RECEIVING
(Online Receiving)

User Tutorial

Instructional Support Services
Texas Woman's University
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1. **Double Click** on the Phoenix icon on your desktop.



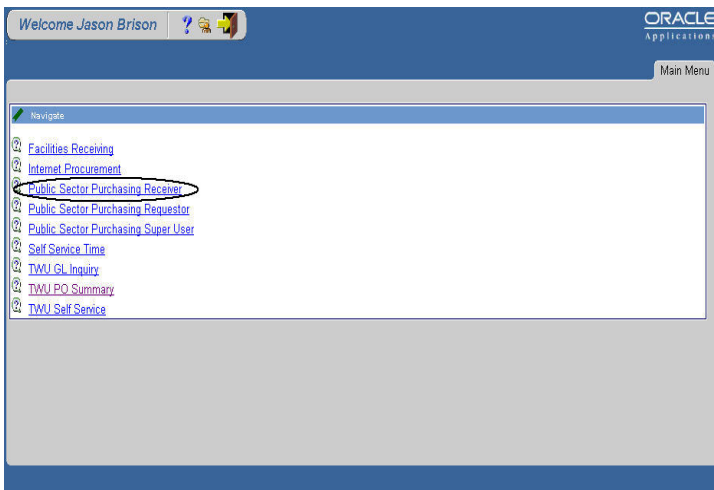
2. **Enter** your Portal username in the Username field.

3. **Enter** your Portal password in the Password field.

4. **Click** on the Connect button.



5. **Click** on the Public Sector Purchasing Receiver.

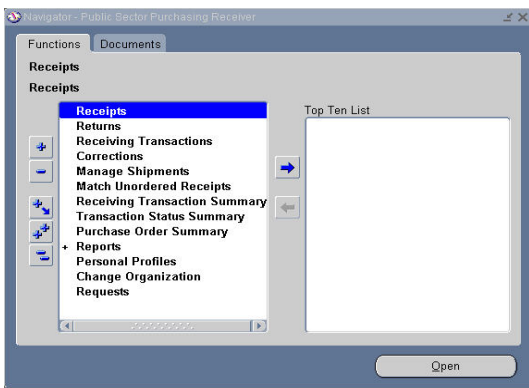


A series of windows will begin to open. You must leave all 3 Phoenix windows open as long as you are logged into Phoenix. Windows may be minimized by selecting the

minus sign (-) in the upper right-hand corner of the window. Closing these windows will result in disconnection from the Phoenix Application in which you are working.

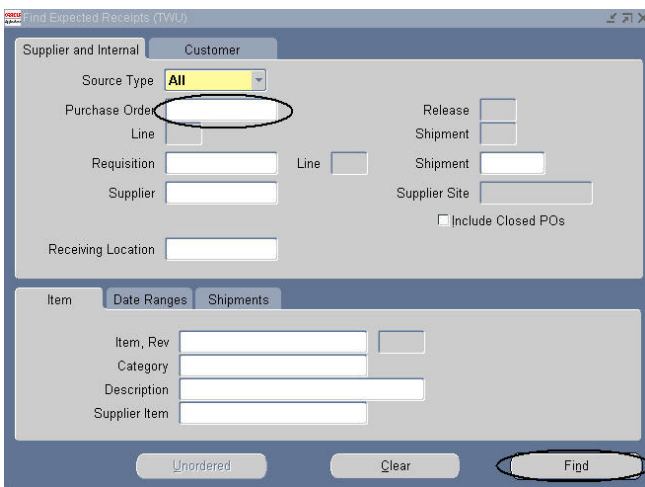


6. **Double click** on Receipts.



7. **Enter** the PO number that is to be received in the Purchase Order field.

8. **Click** on the Find button at the bottom of the form.



- The Receipt Header Form will appear. **Close** the Header by clicking on the “X” in the upper right hand corner of the form. This form requires no data entry.

The Receipts form will list all of the line items, which have not been received, from the Purchase Order queried.

- Review the line item data:

- If** the quantity for the item is correct, **click** in the white box to the left of the Quantity field.
- If** the quantity for the item is not correct, **click** in the Quantity field and **change** the amount. Then **click** in the white box to the left of the Quantity field.

Repeat step 10 for each line item that should be received.

Quantity	UOM	Destination Type	Item	Rev	Description	Location
1	Each	Receiving			Membership & Du	Central Re
1	Each	Receiving			Registration for R	Central Re

11. **Click** on the Save button  located on the toolbar.

12. **Close** the Receipt form.

The Receiving process is now complete.