

## DESKTOP RECEIVING

### What is desktop receiving?

- Receipts are created to indicate what goods or services have been received. Accounts Payable uses this information to determine what to pay a supplier.
- You can process receiving in WrightBuy for anything that does not go through Shipping/Receiving (for example, services or items received at your desktop). (You do not have to process desktop receiving for items ordered through a punch-out catalog.)
- If you use desktop receiving in WrightBuy, you won't need to use a hardcopy/fax Payment Approval Receiving Report Form for A/P to manually update invoice.

### How do I process desktop receiving?

- Locate the PO
- From "Available Actions" select "Create Quantity Receipt" and click "Go"



When the receipt displays, information from the purchase order is populated in the receipt. Additional information can be entered, or you can validate that the quantity requested is actually the quantity that was received. Select "Complete" and the receipt has been created. (The receipt number will display on the screen after you select "Complete".)

The screenshot displays the 'Receipt Lines' section of the WrightBuy interface. At the top, it says 'Exact Match: PO No. P0013511'. Below this is the 'Header Information' section, which includes fields for 'Receipt Name' (2013-09-10 w001sef 05), 'Receipt Create Date' (9/10/2013 11:28:37 AM), and 'Source' (Manual). A table below shows 'To Be Assigned' with a 'Receipt No.' of 9/10/2013 and 'Supplier Name' of Hobart Services. The 'Receipt Address' section contains details for the location, including 'Attn: Art Neff' and 'WSU Dept Direct'. The 'DELIVERY' section has a dropdown menu set to 'Other'. The 'Receipt Lines' section is expanded to show 'Line Details'. A table with the following columns is visible: PO No., PO Line No., Product Name, Catalog No., Qty/UOM ordered, Previous Receipts, Quantity, Add to Inventory, Line Status, and Actions. The first row shows PO No. P0013511, PO Line No. 1, Product Name 'Hobart Disposer FD3 Serial 121121524 (Reference estimate dated 10/13/2009 for details)', Catalog No. 913000-17, Qty/UOM ordered 1 EA, and Quantity 1. The 'Quantity' field in this row is highlighted with a red box. At the bottom right, there are buttons for 'Delete', 'Add PO', 'Save Update', and 'Complete', with the 'Complete' button highlighted by a red box.