

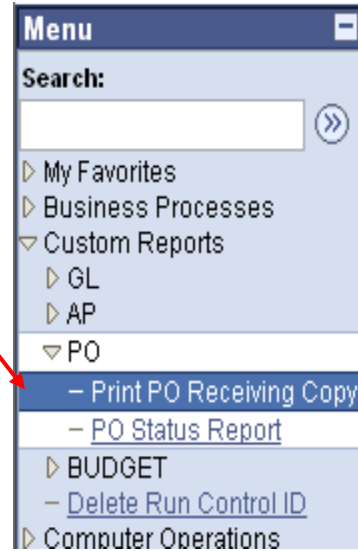
Access the Financial Production database: <https://my.uh.edu>

Remember to use ALL CAPS

NAVIGATION / PATH


From the Menu select:

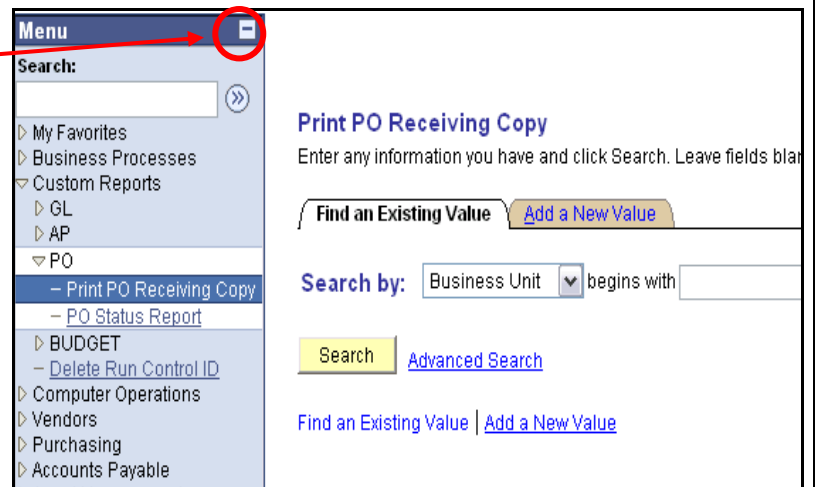
- ▶ Custom Reports
- ▶ PO
- ▶ Print PO Receiving Copy



Option:

In order to have more viewing of Voucher panel, minimize the Menu by clicking on the red minus sign.


It will then appear as an *Expand* button  if needed again.



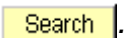
**INSTRUCTIONS**

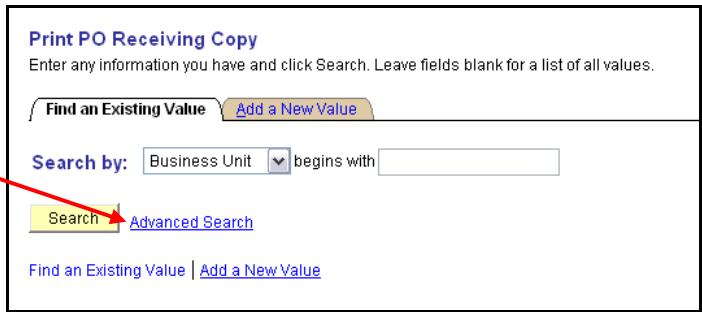
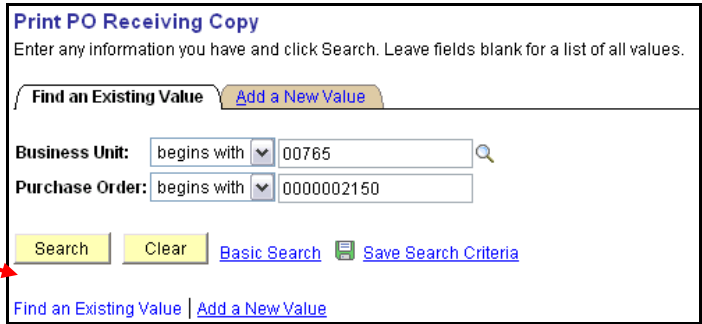
Under Print PO Receiving Copy Panel, Find an Existing Value tab:

**STEP 1:** Click on [Advanced Search](#) link.

➤ Enter **Business Unit:** "00765"  
(This field is blank and does not default to your business unit.)  
(Click on  for options)

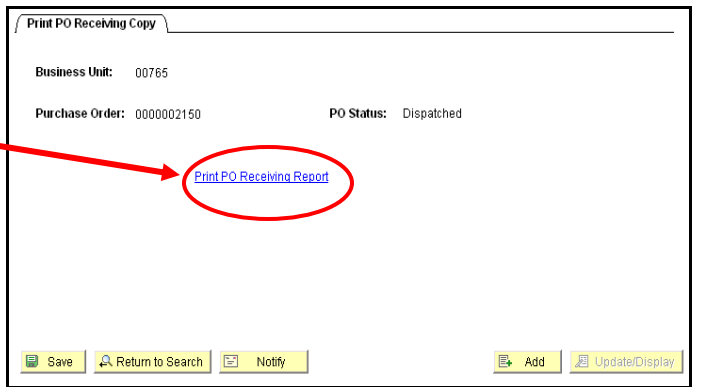
➤ Enter **Purchase Order number:** "000000####"  
(Enter actual purchase order number with leading "0's".)

➤ Click on .

**STEP 2:** Under **Print PO Receiving Copy:**

➤ Click on Print [PO Receiving Report](#) link to view and/or print receiving report.



Now the PO Receiving Report is displayed.  
You may print, email or save.

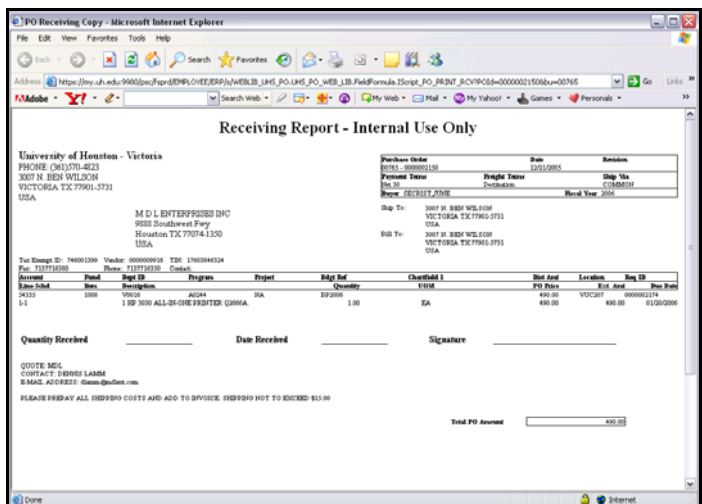
Close window when finished.

**Note:** Someone other than the requisition approver should sign the receiving report.

Fill in:

- Quantity Received – based on quantity ordered
- Date Received – the date the goods are received on campus or the date the services are satisfactorily completed.
- Signature – by signing the receiving report, the person is acknowledging the receipt of merchandise or service and ensuring the terms and conditions as described on the Purchase Order or Contract are met.

Signed Receiving Report should be emailed to:  
[AccountsPavable@uhv.edu](mailto:AccountsPavable@uhv.edu) mailbox



Item	Qty	Description	Unit	Price	Amount
11	1.00	ALL-IN-ONE PRINTER	EA	50.00	50.00