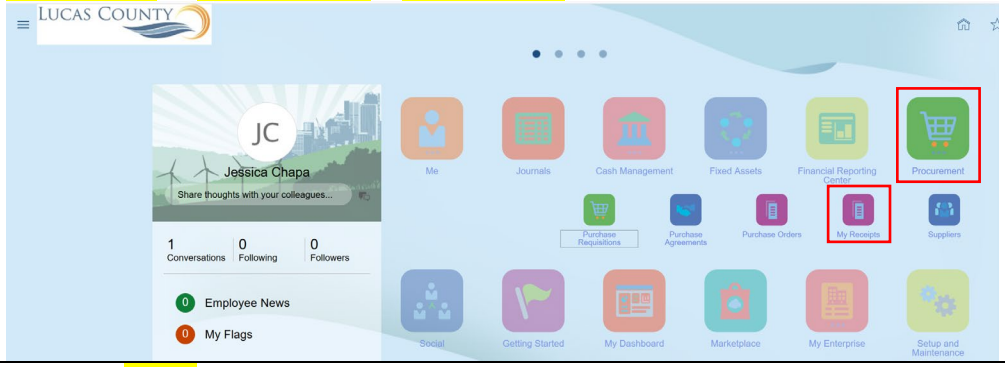
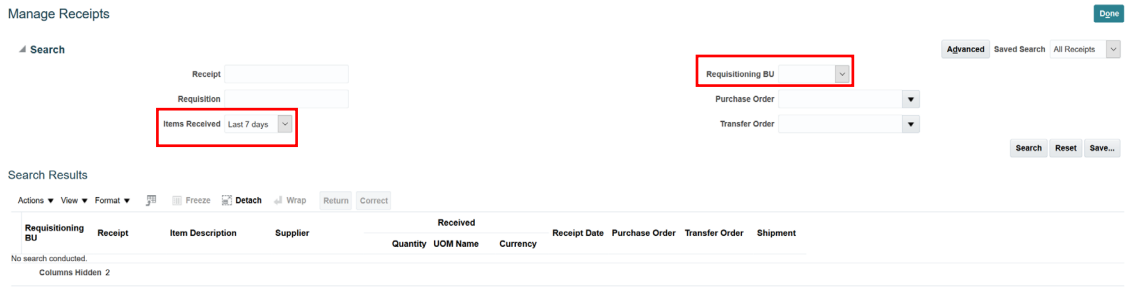
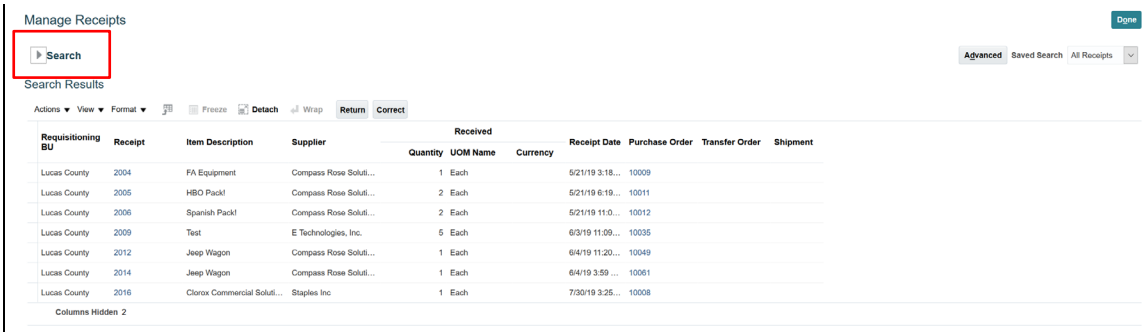
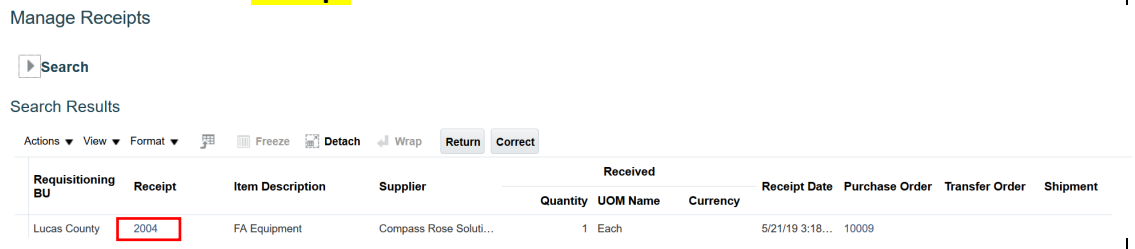
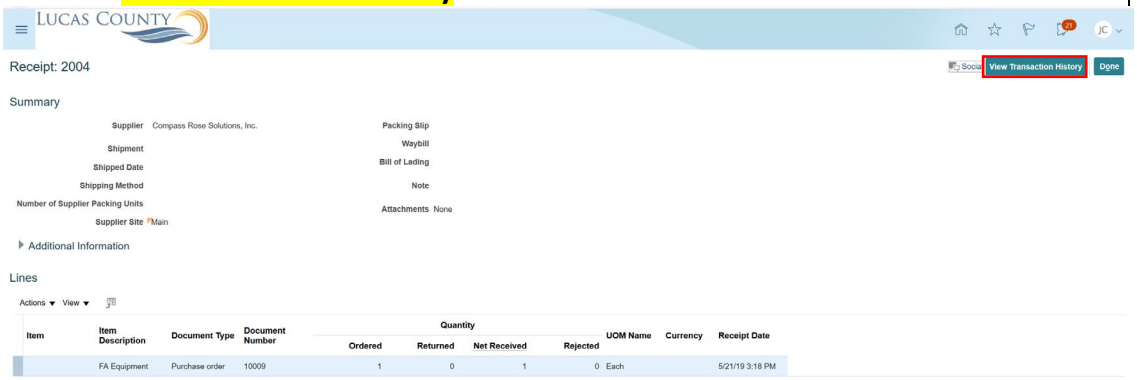
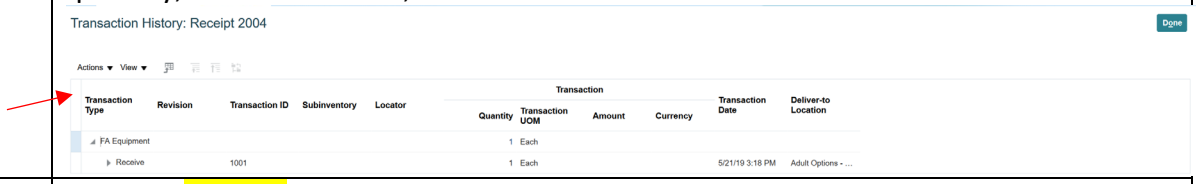
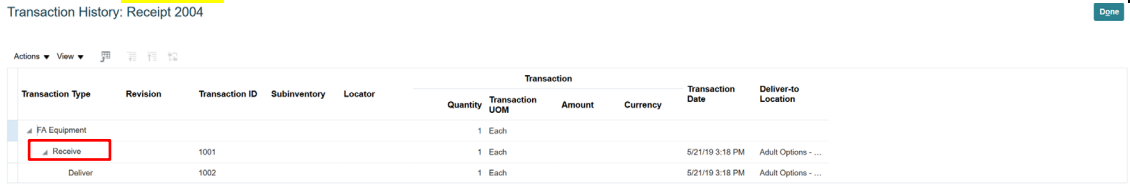
View Receipts as a Requester

Audience: Requester

Purpose: You can view receipts (for requisitions you created or have permission to view) on the My Receipts page. This job aid will assist you in viewing receipts.

Step	Action
1	Log into Oracle. **Home Page** -> **Procurement** > **My Receipts** 
2	Click the **Tasks** icon.
3	Click the **Manage Receipts** link. 
4	Click the dropdown arrow to view **Items Received** list.
5	For this example, select the **Any time** option from the list.
6	**Requesting BU** Select Lucas County from the **Requisitioning BU** drop down field.
7	Click the **Search** button. A list of receipts should display.



8	Click on one of the **Receipt** links 
9	Click the **View Transaction History** button. 
10	Click the **Transaction Type Expand** link to expand the Receive details including the quantity, transaction date, and deliver-to location. 
11	Click the **Receive** link to view the Deliver details. 
12	Once viewing is complete, click the **Done** button.
13	Click the **Done** button to close the Receipt page.
14	Click the **Done** button to close the Manage Receipts page.