

HOW TO PRINT A RECEIVING REPORT (RECEIVER)

1. Complete receiving in Archibus (instructions are located on our Training website under Archibus Guides) (<http://fs.utk.edu/Units/CommInfo/Training/default.html>)

Once you have **completed** the receiving in Archibus

2. Check box vendor you need for the receiving report (RED arrow)
3. Check box invoice you need for the receiving report (BLUE arrow)
4. Click the "Receiving Report" button (GREEN arrow)
5. Click print icon (PINK arrow)
6. Click "PDF" (ORANGE arrow)
7. Click "OK" (PURPLE arrow)
8. Once you click "OK", report will generate. Click the PRINT button (in blue, top left)

NOTE: You must complete the receiving in Archibus first, otherwise the system will not generate the information needed for your printed receiver.

The screenshot shows the Archibus system interface. The main window is titled "Purchase Document Review / Edit" and contains various fields for document details. A "BIRT Report Viewer" window is open, displaying a "RECEIVING REPORT" for "FACILITIES SERVICES". The report includes a table with columns for ITEM, STATUS, and AMOUNT. A "Print Report" dialog box is overlaid on the report, with "PDF" selected as the print format. Colored arrows point to various UI elements: a red arrow to the "Vendor Bid" checkbox, a blue arrow to the "Date of Invoice" checkbox, a pink arrow to the "Print" icon, an orange arrow to the "PDF" radio button, and a purple arrow to the "OK" button. A green arrow points to the "Receiving Report" button in the top right of the main window.

ITEM	STATUS	AMOUNT
1	Received	\$1.00
	TEST F NOT P	\$1.00