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 <u>vendor</u> you need for the receiving report (RED arrow)

3. Check box <u>invoice</u> 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.