

## 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 displays the Archibus system interface for generating a receiving report. The main window shows 'Purchase Document - Receiving' with fields for PD Type (Contract), Priority (Standard), Document Number (902002076), Status of PD (Ordered), and Accounting Status (Waiting on Receiving). A 'Receiving Report' window is open, showing a table with columns 'ITEM', 'STATUS', 'TEST', and 'AMOUNT'. A 'Print Report' dialog box is also visible, with options for 'Print', 'PDF', and 'Add'. A table at the bottom right shows 'Quantity Actual', 'Actual Unit Cost', 'Actual Total Cost', 'Received Status', 'Packing List', 'Received Action', and 'Received By'. A table at the bottom left shows 'Purchase Document Item(s)' with columns for 'Vendor Part Number', 'Item Description', and 'AMOUNT'. A table at the bottom right shows 'Purchase Document Bid / Vendor(s)' with columns for 'Vendor Bid #', 'Company Name', and 'AMOUNT'. A table at the bottom right shows 'Purchase Document Invoice(s)' with columns for 'Quantity Actual', 'Actual Unit Cost', 'Actual Total Cost', 'Received Status', 'Packing List', 'Received Action', and 'Received By'. A table at the bottom right shows 'Document 1' with columns for 'Bid Awarded?', 'Vendor Quote', and 'New Vendor Info'. A table at the bottom right shows 'ONIA LIGHTING ORL2 LED P3' with columns for 'Quantity Actual', 'Actual Unit Cost', 'Actual Total Cost', 'Received Status', 'Packing List', 'Received Action', and 'Received By'. A table at the bottom right shows 'Estimated Total Cost' and 'Actual Total Cost'.