Confirm the receipt of an asset purchase order

When you purchase an asset for your Department/Division, you must record the receipt of the goods in Themis to ensure they are added to the University’s Asset Register.

If you wish to check whether an asset has been receipted in Themis, you may retrieve the purchase order and check associated receipts.

Searching for a receipt number

1. Navigate to Inquiries > Purchasing Inquiry.
   The Find Purchase Orders screen will display.

2. Enter the purchase order number you wish to check in the number field.

3. Click on the Find button.
   The Purchase Order Headers screen will display.

4. Select Inquire > View Receipts from the menu bar.
   The Receipt Headers Summary screen will display.
   If the purchase order has been receipted, this screen will display the receipting details (e.g. number, date and time the receipt was entered, etc).
   **Note:** if the goods have not yet been receipted, the summary table will display no records.
5 Click on **Transactions** button.

To view the details entered as part of the receipt (if completed) click on the **Transactions** button. The Receipt Transaction Summary screen will display.

6 Click on **Detailed Asset Information** column.

The Receiving Transactions screen will display.

If the Detailed Asset Information column does not display, from the menu select **Folder > Open > select Receipt Detail > click OK.**