

Quick Reference Guide

PO Expected Receipts Report

In the Oracle Application

RUN PO EXPECTED RECEIPTS REPORT

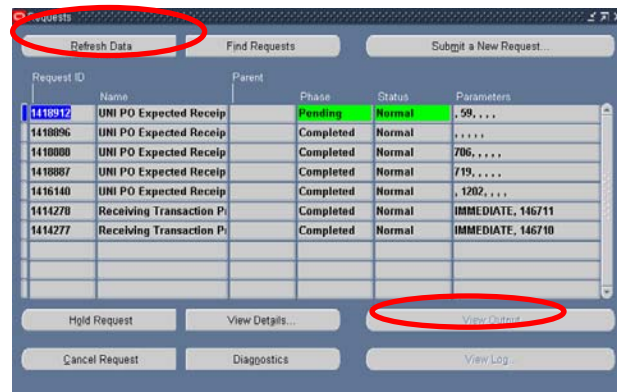
Run this report to view the items you have ordered, but have not received in the Oracle application. Receiving is part of the process necessary for Accounts Payable to make payments to vendors.

1. Login to My UNiverse.
2. Click Access MEMFIS Applications/Timecard/PAF in the MEMFIS channel.
3. Enter your MEMFIS username and password.
4. Click your FIN responsibility and then Run Reports.



5. Select Single Request and click OK.
6. In the Name field, click the LOV and select UNI PO Expected Receipts Report, then click OK.
7. The report can be run by:
 - a. *Requisition Preparer* – if you know who prepares all of your requisitions; this is a way to find orders. The report would have to be run separately for each preparer. To run for a Preparer, enter the Preparer's last name and click Submit.
 - b. *Locations* – if you are not sure who may have ordered goods/services, this is a way to find orders by location (i.e. GIL 111 003 Gilchrist 111). To run by location, select Location, click OK and then click Submit. The report will start to run.

8. Click Refresh Data to see if report is completed. Continue to click Refresh Data until report is completed.
9. Click View Output when report is completed
10. Click the printer icon to print report.



For questions, please contact the Help Desk at 3-5555, option #2 or email memfis-help@uni.edu.

For questions about this document, please contact Pat Whitt, MEMFIS Trainer, at 3-6881.