

Miami-Dade County

Receipts Job Aid

Version 1.0



CREATING A PO RECEIPT

- 1. Log in to INFORMS as a Department Receiving Processor.
- Using the Tiles, Navigate to Finance / Supply Chain (FSCM) > Supply Chain Operations >
 Buyer > Receipts > Central Receiving
- 3. Enter or Verify the following:
 - a. Business Unit
 - b. Receipt Number
 - c. PO Receipt Checkbox
- 4. Click the **Add** button.
- 5. Enter the **ID** (The ID field is a Purchase Order ID field).
- 6. Click the Search button.
- 7. Click the **Select All** hyperlink in the lower left-hand side of the screen.
- 8. Click the **OK** button.
- 9. Enter Receipt Qty or Receipt Amount.
- 10. Click the **Optional Input** tab.
- 11. Enter Packing Slip number (This is a required field to process the payment).
 - If a packing slip number is available, please enter it in the packing slip number field
 - If no packing slip number is available, and you have the invoice number, enter the invoice number as the packing slip number
 - If neither of the above are available, enter the date goods were received
- 12. Click the Save button.
- 13. Write down Receipt ID.
- 14. Sign out of INFORMS.