



Miami-Dade County

Receipts Job Aid

Version 1.0

CREATING A PO RECEIPT

1. Log in to INFORMS as a Department Receiving Processor.
2. 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.