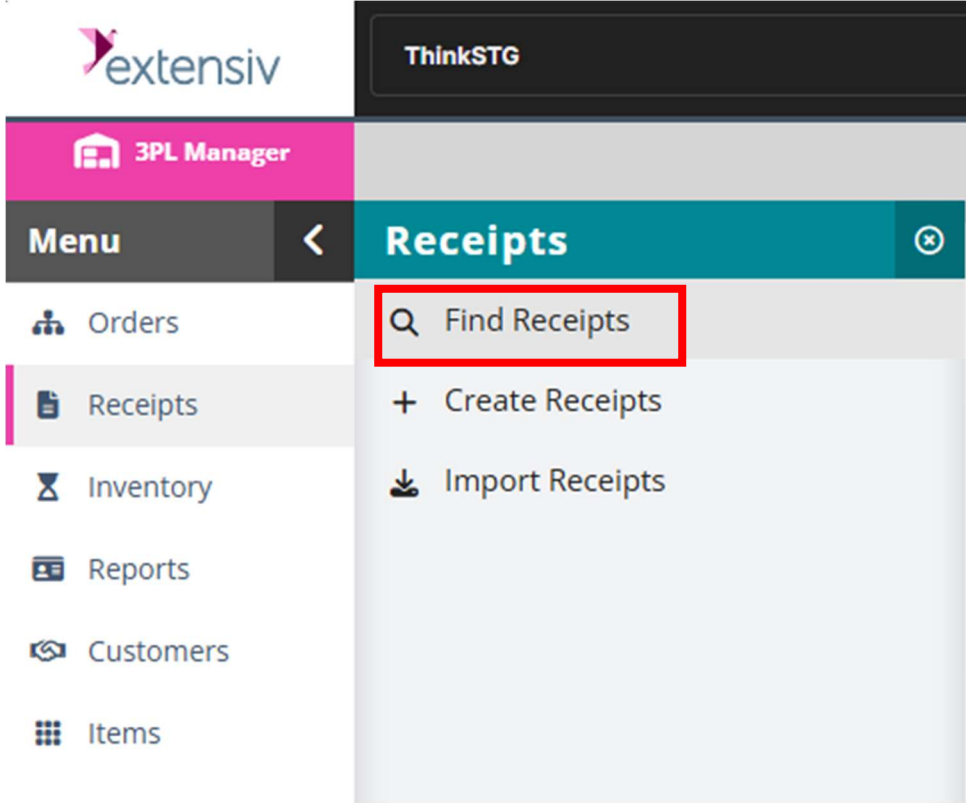


How to: Find Receipts

Data grid:

Navigate to Receipts>Find Receipts:



In the left pane on the Find Receipts page, you can find various search filters to help you quickly find what you're looking for in the Find Receipts grid.

- You can search for specific receipts based on the relevant Customer, Date Search, Receipt Details, or Transaction Number.

CUSTOMER

Customer:

Warehouse:

DATE SEARCH

Filter By:

Start:

End:

RECEIPT DETAILS

Receipt Status:

Reference ID:

Purchase Order Number:

Receipt Advice Number:

Receipt Advice Status: All Sent Not Sent

Notes:

TRANSACTION NUMBER

First Transaction Number:

Last Transaction Number:

In the main pane, you can find the customizable Find Receipts grid.

Select all Manage + Create Documents Options

5 RESULTS | 0 SELECTED

Status	Transact...	Referen...	Creation...	Customer	Wareho...	Receipt ...	Purchas...	Trailer/P...	SKU	Arr
Open	83315	Test rcpt chrg 1	Sep 17 2024, ...	SOP And Test	ThinkSTG WH 1				KOR-GD-1(50)	↕
Pending	83381	TST2Invoicing	Sep 24 2024, ...	SOP And Test	ThinkSTG WH 1				TSTSKU1(100...	↕
Pending	83392	storagechrgtst4	Sep 25 2024, ...	SOP And Test	ThinkSTG WH 1				TSTSKU1(500)...	↕
Pending	83516	Testing inner...	Oct 10 2024, ...	SOP And Test	ThinkSTG WH 1				marinatechtst...	↕
Pending	83548	MUTST7	Oct 15 2024, ...	SOP And Test	ThinkSTG WH 1				TSTSKU6(6),T...	↕

By selecting **Options>Columns** you can select which columns you would like to display in the grid.

Options

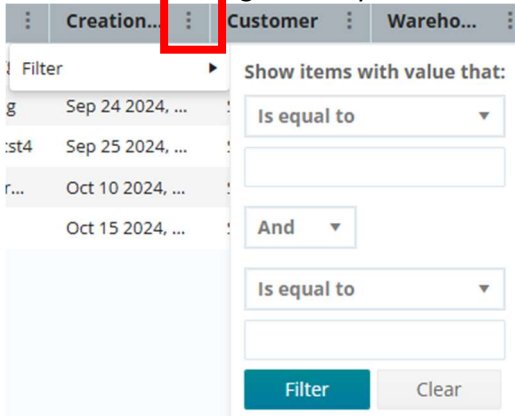
- Columns
- Reset Default Grid Layout
- Clear Column Filters
- Clear Sort
- Export to Excel
- Export to CSV

MANAGE COLUMNS

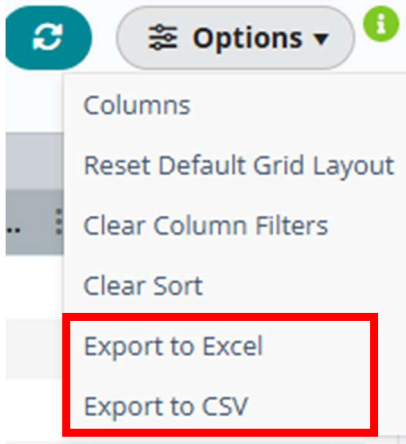
<input checked="" type="checkbox"/> Arrival Date	<input checked="" type="checkbox"/> Notes	<input checked="" type="checkbox"/> SKU	<input checked="" type="checkbox"/> Warehouse
<input checked="" type="checkbox"/> Creation Date	<input checked="" type="checkbox"/> Purchase Order Number	<input checked="" type="checkbox"/> Status	
<input checked="" type="checkbox"/> Customer	<input checked="" type="checkbox"/> Receipt Advice Number	<input checked="" type="checkbox"/> Trailer/Pro Number	
<input type="checkbox"/> Expected Arrival Date	<input checked="" type="checkbox"/> Reference Number	<input checked="" type="checkbox"/> Transaction ID	

Close Save

For additional view granularity Click the ellipsis next to a column header to filter the data in that column.



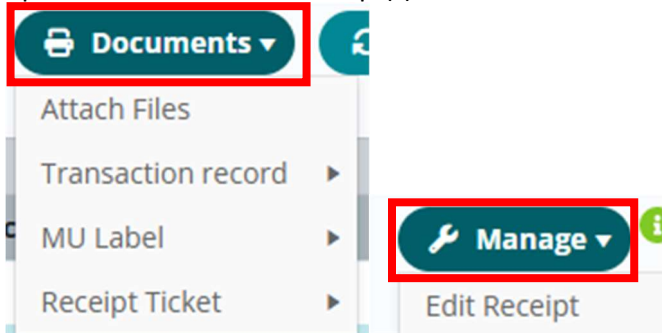
You can export all data displayed in the grid to an Excel or CSV file by clicking **Options** and selecting one of the Export options.



****NOTE****when numerical values contain leading zeroes or exceed 11 characters, those values automatically convert to scientific notation upon opening the file.

Interactive Options:

Once you select one or more receipts from the grid, you can click any of the buttons outlined below to interact with additional options for the selected Receipt(s).



Documents:

Attach Files: allows you to attach any relevant receiving documents to the Receipt.

Receipt Ticket: This will generate a downloadable/printable summary of everything received.

Transaction record: Here you will be able to see the receipt transaction including associated fees.

Manage:

Edit Receipt: This will be covered in Training guide: **How to: Create Receipts.**