

Department of Procurement MC One\$ource Instructions Check Open Receiving

• From the Transactions tab, click on the Open Receiving.

board Suppliers	Transactions	Procurement					
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			View suppliers				View approvals
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• Click on for drop down arrow for more options.

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- Check the **Customize Dates** box.
- Enter the first date of the current fiscal year (7/1/20XX) in the first box and today's date in the second.
- Click Search

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• All orders, since the beginning of the fiscal year that are not fully received will be displayed.

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- Receive individual line items by clicking on **Receive**.
- Receive all remaining open items on the purchase order by clicking on Receive All.

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