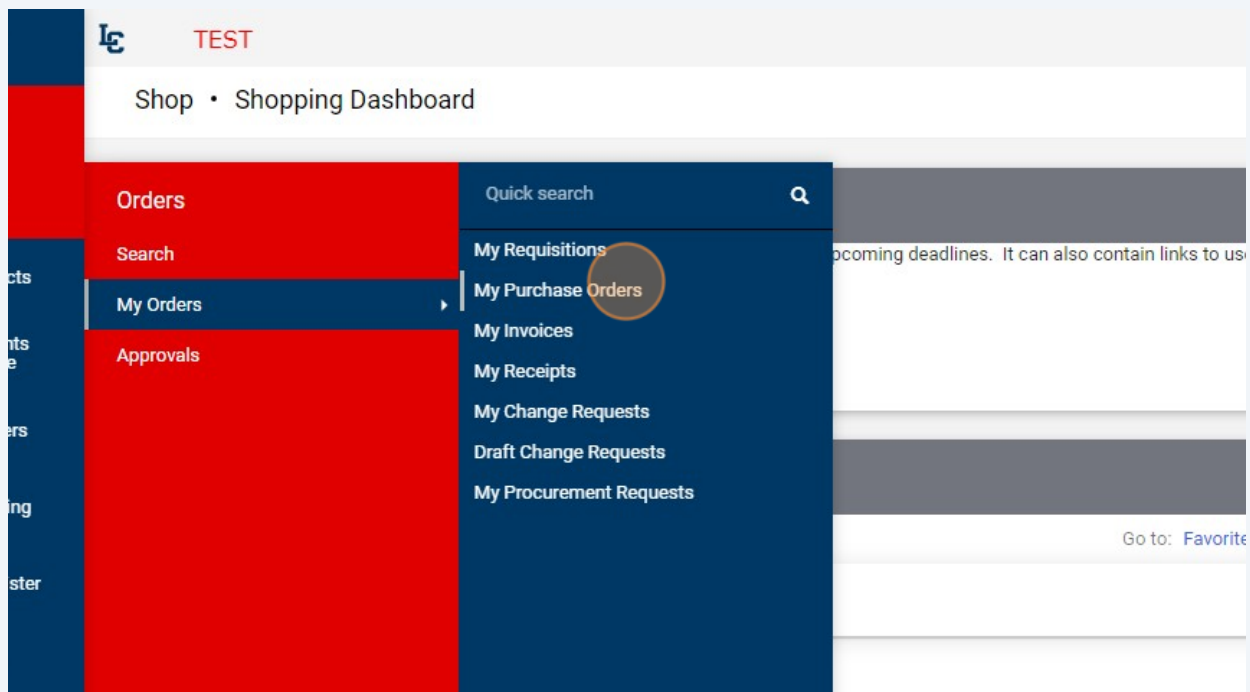


How to Check Purchase Order Receipt Status and Save a Favorite Search

1 Navigate to Jaggaer

2 From the left side menu, select "Orders", "My Orders" and click "My Purchase Orders"



3

Your Purchase Order queue will display. To edit the columns of data that are displayed, click on gear icon on the right side of the page.

PO Number	PO Owner	Shipment Status	Matching Status	Total Amount	Cost Center	Object Code	AP Status	Receipt Status
67	Jessica Waddington	Sent To Supplier	No Matches	500.00 USD	905101	55720	Open	No Receipts
86	Jessica Waddington	Sent To Supplier	No Matches	1,231.20 USD	905101	55720	Open	No Receipts
86	Jessica Waddington	Sent To Supplier	No Matches	729.19 USD	905101	55720	Open	No Receipts

4

In the text field, type in "receipt".

Configure Column Display

Reflects the columns defined for the current search. Customizations will apply to the lifetime of the current search unless the search is saved. Columns marked with an * are custom defined data elements

Type to Filter Available Columns...

Accounting Date

AP Status

Approval Actions

Approval Steps

Bank Code *

Bill To

Business Unit

Pin Columns as my default

- PO Number ↑
- Supplier ↑ ↓
- Created Date/Time ↑ ↓
- PO Status ↑ ↓
- Requisition Number ↑ ↓
- PO Owner ↑ ↓
- Shipment Status ↑ ↓

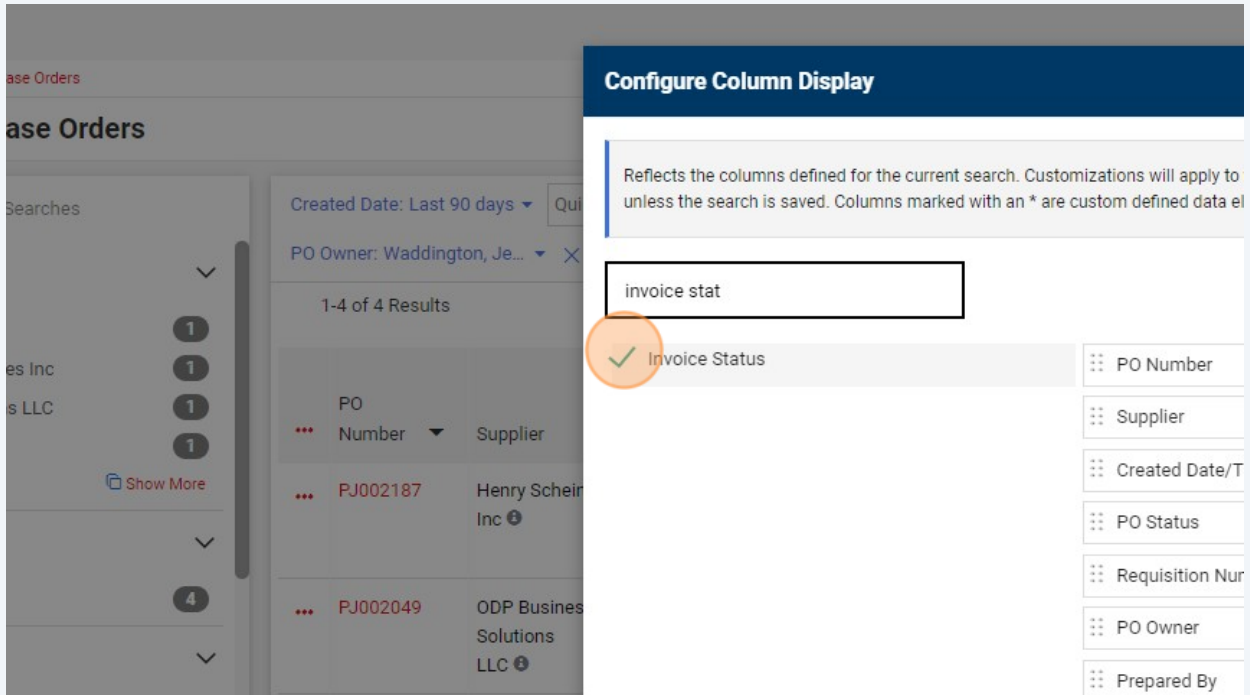
5 Click "Receipt Status"

The screenshot shows the 'My Purchase Orders' interface. On the left, there are filters for 'My Searches' and a list of suppliers with counts. The main area shows a table of purchase orders with columns for 'Created Date', 'PO Owner', and 'PO Number'. A modal titled 'Configure Column Display' is open on the right. It contains a search box with the text 'receipt'. Below the search box, there are two checkboxes: 'Receipt Number' (unchecked) and 'Receipt Status' (checked with a green checkmark). To the right of these checkboxes is a list of available columns: PO Number, Supplier, Created Date/, PO Status, Requisition N, PO Owner, Shipment Sta, and Matching Stat.

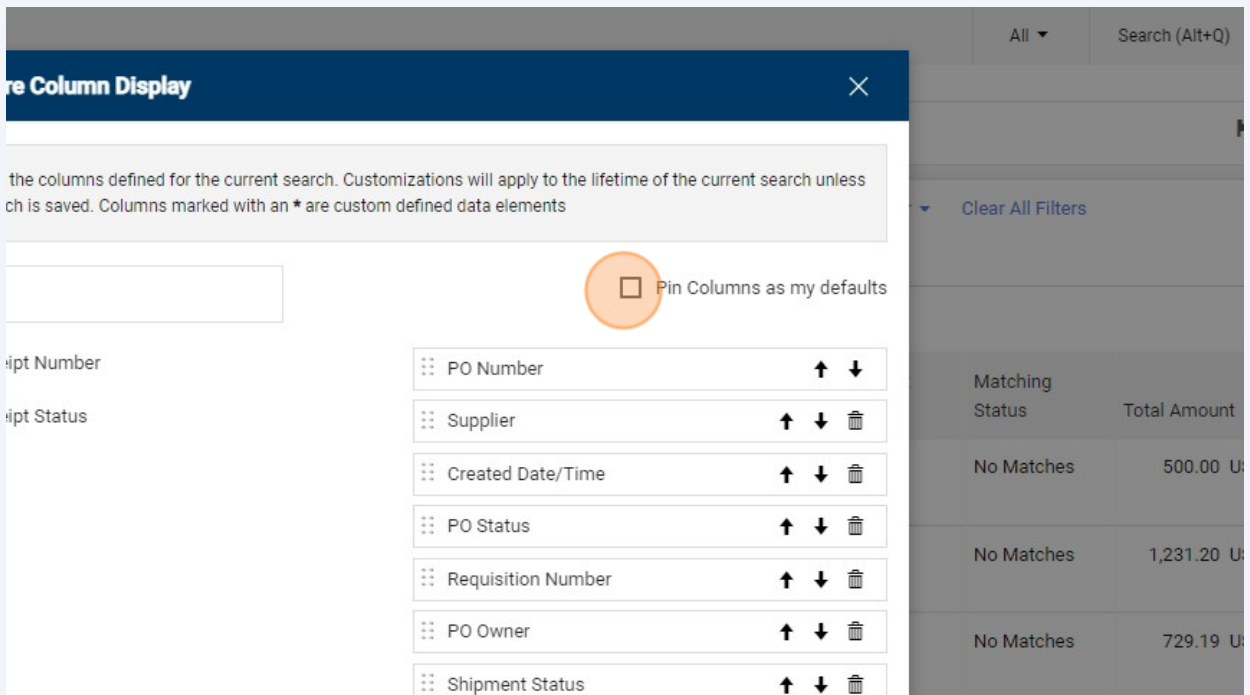
6 Click the "Type to Filter Available Columns..." field.

The screenshot shows the 'My Purchase Orders' interface. On the left, there are filters for 'My Searches' and a list of suppliers with counts. The main area shows a table of purchase orders with columns for 'Created Date', 'PO Owner', and 'PO Number'. A modal titled 'Configure Column Display' is open on the right. It contains a search box with the text 'Type to Filter Available Columns...'. Below the search box, there are several checkboxes: Accounting Date, AP Status (checked with a green checkmark), Approval Actions, Approval Steps, Bank Code *, Bill To, and Business Unit. To the right of these checkboxes is a list of available columns: PO Number, Supplier, Created Date/Time, PO Status, Requisition Number, PO Owner, and Prepared By.

7 Click "Invoice Status"



8 Click "Pin Columns as my defaults". This will save the column layout.



9 Click "Apply"

The screenshot shows a filter menu on the left with the following options: Shipment Status, Matching Status, Total Amount, Cost Center *, Object Code *, AP Status, and Receipt Status. Each option has up/down arrows and a trash icon. The 'Apply' button is circled in orange. Below the menu is a table with columns: Date/Time, Status, PO Number, PO Owner, Supplier, and Amount. Two rows are visible, both with 'Pending' status and 'No Matches'.

Date/Time	Status	PO Number	PO Owner	Supplier	Amount
4/28/2023 9:40:30 AM	Pending	3749831	Jessica Waddington	Sent To Supplier	No Matches 250.00 USD
4/27/2023 9:30:48 AM	Pending	3604123	Jessica Waddington	Sent To Supplier	No Matches 500.00 USD

10 The Purchase Order queue now shows the Receipt Status column.

The screenshot shows a software interface with a table of purchase order items. The table has columns: PO Number, PO Owner, Shipment Status, Matching Status, Total Amount, Cost Center, Object Code, AP Status, and Receipt Status. The 'Receipt Status' column is circled in orange. The table contains four rows of data, all with 'No Receipts' in the Receipt Status column.

PO Number	PO Owner	Shipment Status	Matching Status	Total Amount	Cost Center	Object Code	AP Status	Receipt Status
167	Jessica Waddington	Sent To Supplier	No Matches	500.00 USD	905101	55720	Open	No Receipts
186	Jessica Waddington	Sent To Supplier	No Matches	1,231.20 USD	905101	55720	Open	No Receipts
186	Jessica Waddington	Sent To Supplier	No Matches	729.19 USD	905101	55720	Open	No Receipts
130	Jessica Waddington	Sent To Supplier	No Matches	250.00 USD	905101	55720	Open	No Receipts

11

The Purchase Order queue now shows the Invoice Status column.

Save As Pin Filters Export All

Search Add Filter Clear All Filters ?

100 Per Page

Payment Status	Matching Status	Total Amount	Cost Center	Object Code	Current Workflow Step	AP Status	Receipt Status	Invoice Number	Invoice Total	Invoice Pay Status	Invoice Status
Payment	Fully Matched	4,931.92 USD	973902	55720	-	Closed	No Receipts	D00001678	4,931.92 USD	Paid	Fully Invoiced
Item To Supplier	No Matches	97.89 USD	905101	55720	-	Open	No Receipts	-	0.00 USD	No Pay Status	No Invoices
Payment	Fully Matched	88.32 USD	975901	55720	-	Closed	No Receipts	D00001514	88.32 USD	Paid	Fully Invoiced



Note: Payment Request, Check Request and Team Travel Advance Request (Athletics) PO's do not require a receipt.

14 Click "No Form Types"

The screenshot shows a 'Form Type Quick Filter' dialog box overlaid on a purchase order list. The dialog has a dark blue header and a white body. It contains a 'Select All' link in red, followed by three options: 'Check Request (34)' with an unchecked checkbox, 'General (21)' with a checked checkbox and a green checkmark, and 'No Form Types (135)' with an unchecked checkbox. The 'No Form Types (135)' option is circled in orange. The background shows a table of purchase orders with columns for PO Number, Supplier, Date, Status, and Amount.

PO Number	Supplier	Date	Status	Amount
PJ000643				
PJ000642	Staples Inc	5/12/2023 11:40:18 AM	Pending	3774273
PJ000641	NW Engraving Services LLC	5/11/2023 2:33:30 PM	Completed	3772628
PJ000640	Hahn Supply	5/11/2023 2:17:07 PM	Completed	3772625

15 Click "Apply"

The screenshot shows the 'Form Type Quick Filter' dialog box with the 'Apply' button circled in orange. The dialog is positioned over a table of purchase orders. The table has columns for Date, Status, Amount, Supplier, and Matching Status. The 'Apply' button is a dark blue rectangle with white text, and the 'Cancel' button is a light gray rectangle with dark gray text.

Date	Status	Amount	Supplier	Matching Status
5/12/2023 11:40:18 AM	Pending	3774273	Diana Higgins	No Matches
5/11/2023 2:33:30 PM	Completed	3772628	Diana Higgins	No Matches
5/11/2023 2:17:07 PM	Completed	3772625	Diana Higgins	No Matches
5/11/2023 2:09:31 PM	Completed	3772606	Diana Higgins	No Matches



To further filter the My Purchase Order queue results, you can select a date range and filter to only see the PO's with no or partial receipts entered yet.

16 Adjust the Created Date filter if desired.

TEST

Search ▸ Purchase Orders

My Purchase Orders

Quick Filters My Searches

ier ▾

- Engraving Services LLC 26
- ers Window Washing LLC 9
- J. Swift-Raymond 8
- Concrete LLC 7
- t Fire Protection Inc 6
- More [Show More](#)

atus ▾

- leted 93
- ng 19

Created Date: Last 90 days ▾ Quick search

PO Owner: Waddington, Je... ▾ X

Page 1 of 6 1-20 of 112 Results

PO Number	Supplier	Created Date/Time	PO Status	Requis Numb
PJ000643	NW Engraving Services LLC	5/16/2023 11:16:53 AM	Completed	37752
PJ000638	Dell Marketing LP	5/11/2023 1:39:26 PM	Completed	37705
PJ000637	B & H Photo	5/11/2023 1:39:26 PM	Completed	37705

17 You can select "All" or a specific date range.

The screenshot shows the 'My Purchase Orders' interface. On the left, there are filters for 'Supplier' and 'PO Status'. The 'Supplier' filter lists: NW Engraving Services LLC (26), Palmers Window Washing LLC (9), Vikki J. Swift-Raymond (8), Knox Concrete LLC (7), and Patriot Fire Protection Inc (6). The 'PO Status' filter lists: Completed (93) and Pending (19). The main area has a 'Created Date' dropdown set to 'Last 90 days' and a 'Quick search' field. A filter menu is open, showing 'All' selected with a radio button, 'Within Last 90 days' with a selected radio button and a dropdown menu, and 'Between' with two empty date input fields. An 'Apply' button is highlighted in blue. Below the filter menu, a table of purchase orders is visible:

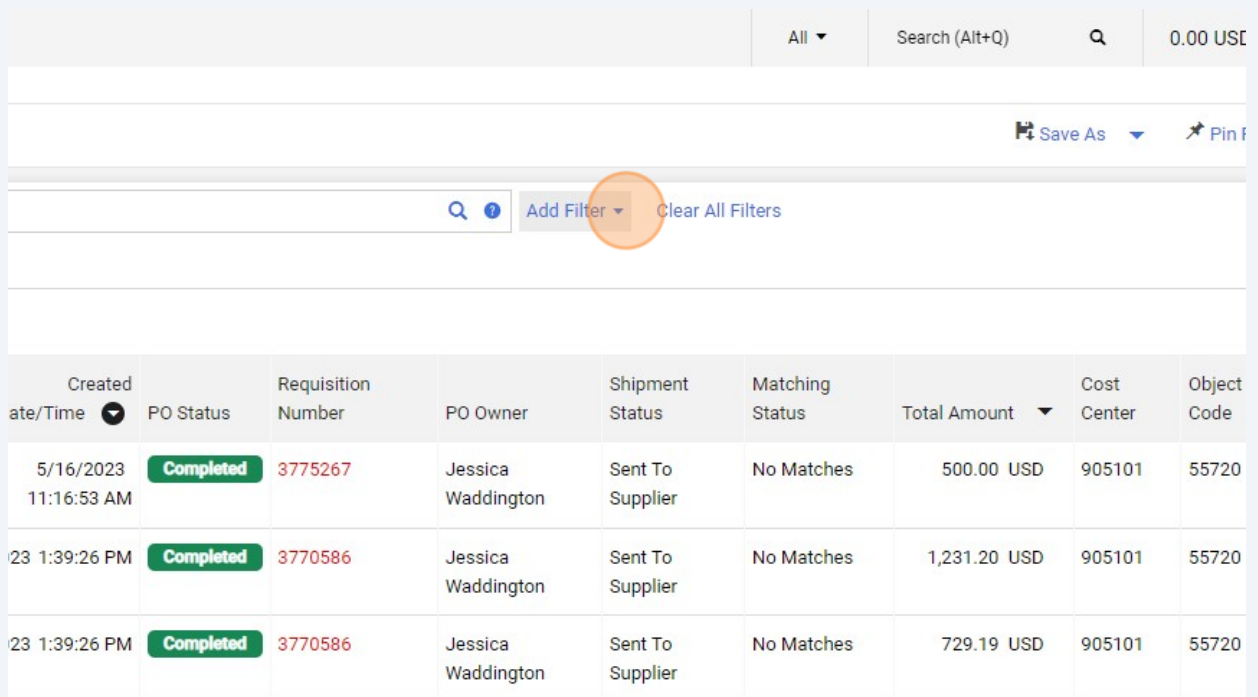
PO Number	Supplier	Created Date	Status
PJ000638	Dell Marketing LP	5/11/2023 1:39:26 PM	Completed
PJ000637	B & H Photo	5/11/2023 1:39:26 PM	Completed

18 Click "Apply"

This screenshot is similar to the previous one, but the 'Apply' button in the filter menu is highlighted with a blue circle. The filter menu is still open, showing the same options. The table below the filter menu is more complete:

PO Number	Supplier	Created Date	Status	Requisition Number	PO Owner
PJ000638	Dell Marketing LP	5/11/2023 1:39:26 PM	Completed	3770586	Jessica Waddington
PJ000637	B & H Photo	5/11/2023 1:39:26 PM	Completed	3770586	Jessica Waddington
PJ000636	Happy Day Catering	5/11/2023 1:13:48 PM	Pending	3765630	Jessica Waddington
PJ000634	Staples Inc	5/3/2023 10:51:57 AM	Pending	3765616	Jessica Waddington

19 Add a filter, to see only the PO's that still need a receipt. Click on Add Filter.



The screenshot shows a web interface for a Purchase Order (PO) list. At the top, there is a search bar with the text "Search (Alt+Q)" and a magnifying glass icon. To the right of the search bar, it displays "0.00 USD". Below the search bar, there are two buttons: "Save As" and "Pin". In the center of the interface, there is a filter bar with a search icon, a question mark icon, and the text "Add Filter" with a dropdown arrow, and "Clear All Filters". The "Add Filter" button is highlighted with an orange circle. Below the filter bar is a table with the following columns: "Created Date/Time", "PO Status", "Requisition Number", "PO Owner", "Shipment Status", "Matching Status", "Total Amount", "Cost Center", and "Object Code". The table contains three rows of data, all with a "Completed" status.

Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount	Cost Center	Object Code
5/16/2023 11:16:53 AM	Completed	3775267	Jessica Waddington	Sent To Supplier	No Matches	500.00 USD	905101	55720
23 1:39:26 PM	Completed	3770586	Jessica Waddington	Sent To Supplier	No Matches	1,231.20 USD	905101	55720
23 1:39:26 PM	Completed	3770586	Jessica Waddington	Sent To Supplier	No Matches	729.19 USD	905101	55720

20 Type "receipt"

21 Click "Receipt Status"

The screenshot shows a table of purchase orders with the following columns: Created Date/Time, PO Status, Requisition Number, PO Owner, Sent To, Supplier, No Matches, Total Amount, and Cost Center. A filter dropdown menu is open over the 'Receipt Status' column, showing the search term 'receipt' and three options: 'Receipt Name', 'Receipt Number', and 'Receipt Status'. The 'Receipt Status' option is highlighted with an orange circle.

Created Date/Time	PO Status	Requisition Number	PO Owner	Sent To	Supplier	No Matches	Total Amount	Cost Center
5/16/2023 11:16:53 AM	Completed	3775267	Jessica Waddington	Sent To	Supplier	No Matches	500.00 USD	905101
5/11/2023 1:39:26 PM	Completed	3770586	Jessica Waddington	Sent To	Supplier	No Matches	1,231.20 USD	905101
5/11/2023 1:39:26 PM	Completed	3770586	Jessica Waddington	Sent To	Supplier	No Matches	729.19 USD	905101
5/11/2023 1:13:48 PM	Pending	3765630	Jessica Waddington	Sent To	Supplier	No Matches	250.00 USD	905101

22 Click "No Receipts"

The screenshot shows a table of purchase orders with the following columns: PO Number, Supplier, Status, and Requisition Number. A filter dropdown menu is open over the 'Receipt Status' column, showing the search term 'Receipt Status' and four options: 'Fully Received', 'No Receipts', 'Over Received', and 'Partially Received'. The 'No Receipts' option is highlighted with an orange circle.

PO Number	Supplier	Status	Requisition Number
PJ000643	NW Engraving LLC	Completed	3775267
PJ000638	Dell Marketing LP	Completed	3770586
PJ000637	B & H Photo	Completed	3770586

23 Click "Partially Received"

Purchase Orders (Modified)

Created Date: All Quick search

PO Owner: Waddington, Je... Receipt Status: All

Page 1 of 19

PO Number Supplier Status Requisition Number

PJ000643	NW Engraving LLC	Completed	3775267
PJ000638	Dell Marketing LP	Completed	3770586
PJ000637	B & H Photo	Completed	3770586
PJ000636	Happy Day Catering	Pending	3765630

Apply Cancel

Fully Received
 No Receipts
 Over Received
 Partially Received

24 Click "Apply"

Created Date: All Quick search Add Filter

PO Owner: Waddington, Je... Receipt Status: All

Page 1 of 19

PO Number Supplier Status Requisition Number PO Owner

PJ000643	NW Engraving LLC	Completed	3775267	Jessica Waddington
PJ000638	Dell Marketing LP	Completed	3770586	Jessica Waddington
PJ000637	B & H Photo	Completed	3770586	Jessica Waddington
PJ000636	Happy Day Catering	Pending	3765630	Jessica Waddington
PJ000634	Staples Inc	Pending	3765616	Jessica

Apply Cancel

Fully Received
 No Receipts
 Over Received
 Partially Received

25

The PO queue will now display only the PO's in the date range selected and with a no or partial receipt status.



Tip! Save this search for easy access later.

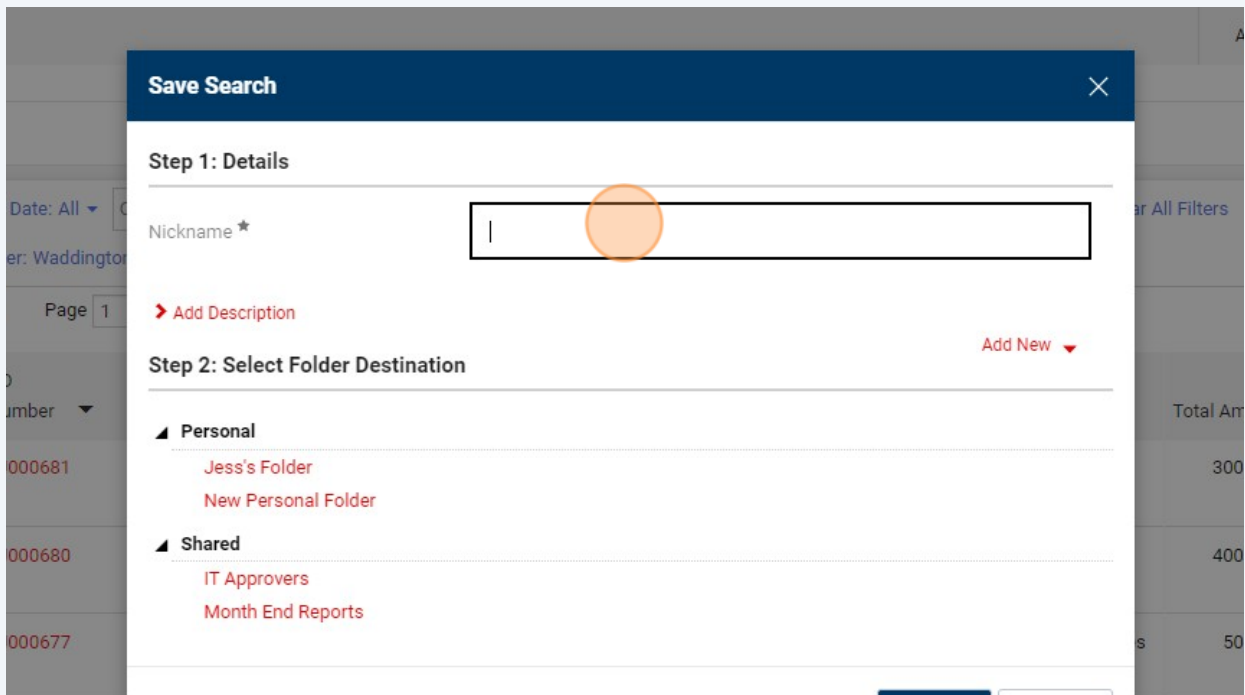
26

Click "Save As"

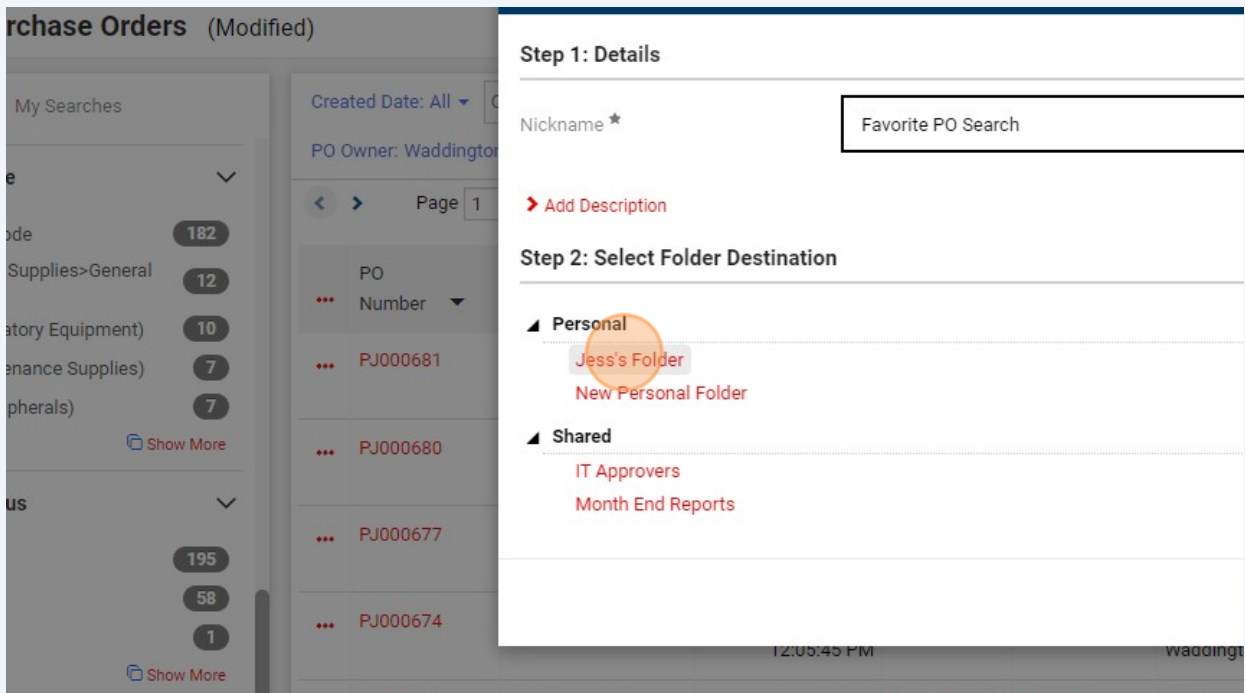
The screenshot shows a web application interface for a PO queue. At the top, there is a navigation bar with a search bar (containing 'Search (Alt+Q)'), a currency indicator ('0.00 USD'), and notification icons (75 and 24). Below the navigation bar, there are three buttons: 'Save As' (highlighted with an orange circle), 'Pin Filters', and 'Export All'. A tooltip 'Save As Additional options' is visible over the 'Save As' button. Below the buttons, there is a search bar with 'Add Filter' and 'Clear All Filters' options. The main content area displays a table with the following columns: PO Owner, Shipment Status, Matching Status, Total Amount, Cost Center, Object Code, Receipt Status, Invoice Status, Invoice Pay Status, and AP Status. The table contains three rows of data for 'Jessica Waddington'.

PO Owner	Shipment Status	Matching Status	Total Amount	Cost Center	Object Code	Receipt Status	Invoice Status	Invoice Pay Status	AP Status
Jessica Waddington	Sent To Supplier	Fully Matched	300.00 USD	905101	55199	Partially Received	Partially Invoiced	Open	Closed
Jessica Waddington	Sent To Supplier	Fully Matched	400.00 USD	905101	55199	Partially Received	Partially Invoiced	Open	Open
Jessica Waddington	Sent To Supplier	No Matches	50.00 USD	905101	55720	No Receipts	No Invoices	No Pay Status	Open

27 Add a name in the Nickname field.

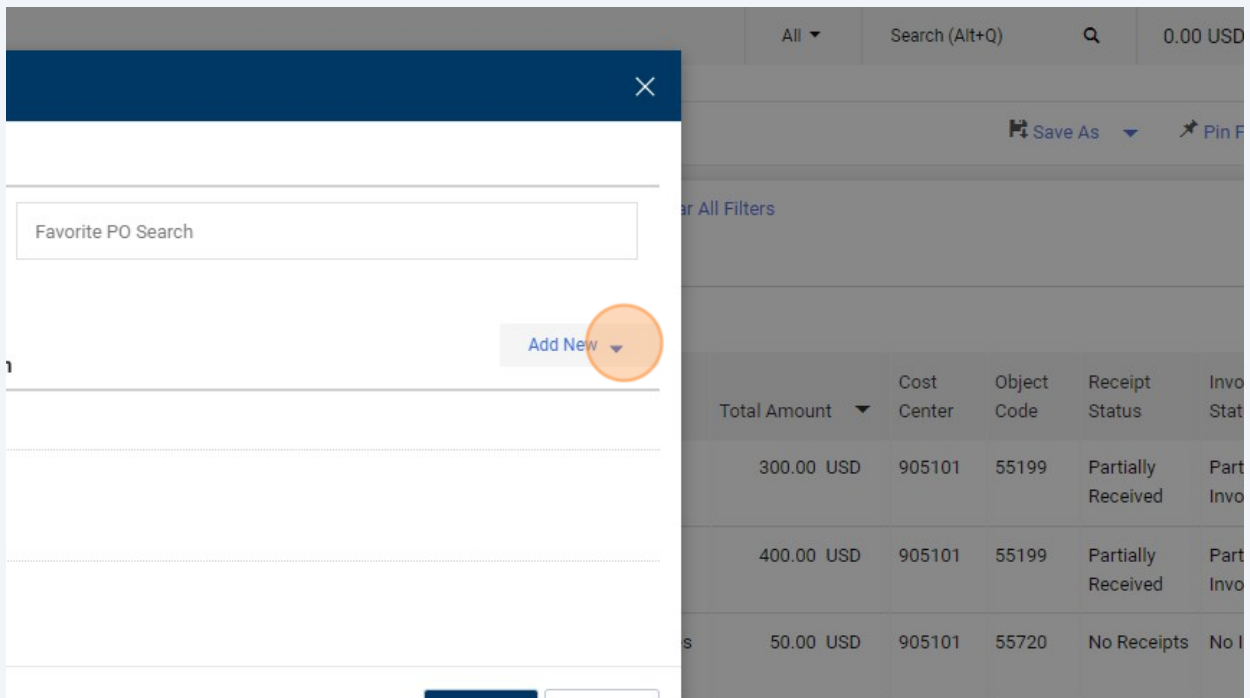


28 Select a Personal Folder to save the search to



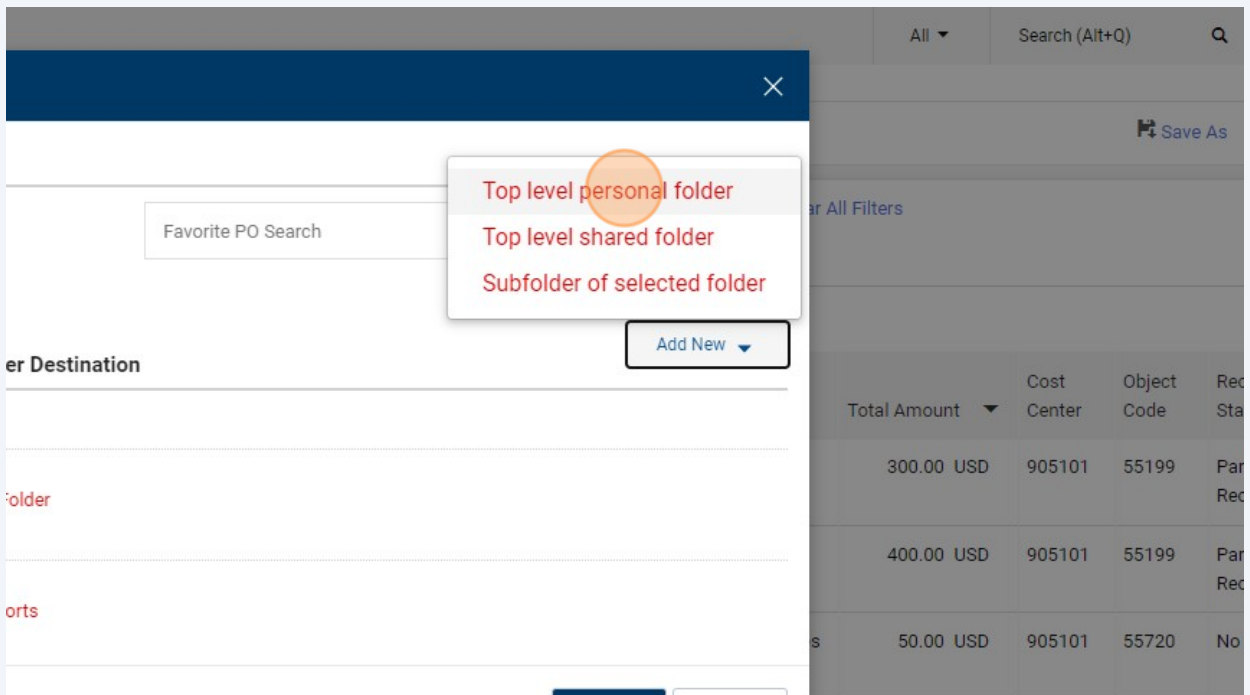
29

If you have not created a personal folder before, click the Add New button to create one.



30

Click "Top level personal folder"



31 Create a name for your personal folder and click "Save Changes"

The screenshot shows a software interface with a dialog box for creating a 'Favorite Folder'. The dialog box has the following fields and buttons:

- Name ***: A text input field containing 'Favorite Folder'.
- Description**: A larger text input field.
- 254 characters remaining**: A character count indicator below the description field.
- ★ Required**: A label next to the 'Save Changes' button.
- Save Changes**: A blue button circled in orange.
- Close**: A white button next to 'Save Changes'.

The background interface shows a list of folders under 'Personal' and 'Shared' categories. The 'Personal' category includes 'Jess's F' and 'New Pe'. The 'Shared' category includes 'IT Approvers' and 'Month End Reports'. Below the folder list is a table with columns for date, status, ID, name, action, and amount.

Date	Status	ID	Name	Action	Amount
6/22/2023	Completed	3799795	Jessica Waddington	Sent To Supplier	500.00 USD
6/20/2023	Completed	3796891	Jessica Waddington	Sent To Supplier	1,200.00 USD
6/20/2023	Completed	3796847	Jessica Waddington	Sent To Supplier	1,200.00 USD
6/13/2023	Completed	3792161	Jessica	Sent To	109.00 USD

32 Click "Save"

The screenshot shows the same software interface as in step 31, but with the 'Save' button circled in orange. The background table is more visible, showing the following data:

Date	Status	ID	Name	Action	Matches	Amount	Center	Code
6/22/2023	Completed	3799795	Jessica Waddington	Sent To Supplier	No Matches	500.00 USD	905101	55720
6/20/2023	Completed	3796891	Jessica Waddington	Sent To Supplier	No Matches	1,200.00 USD	905101	55720
6/20/2023	Completed	3796847	Jessica Waddington	Sent To Supplier	Partially Matched	1,200.00 USD	905101	55720
6/13/2023	Completed	3792161	Jessica	Sent To	No Matches	109.00 USD	905101	55720

33 Your search has been saved. To access your saved search, follow the next steps.

34 Navigate to Orders, My Orders and click "My Purchase Orders"

The screenshot shows a web application interface with a dark blue sidebar on the left containing navigation items: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area has a breadcrumb trail: Orders > Search > Purchase Orders. Below the breadcrumb is a section titled 'Favorite PO Search' with a hamburger menu icon. A dropdown menu is open, listing several options: Quick search, My Requisitions, My Purchase Orders (highlighted with a red circle), My Invoices, My Receipts, My Change Requests, Draft Change Requests, and My Procurement Requests. The background shows a table of results with columns for 'Created Date/Time' and 'PO S'.

	Created Date/Time	PO S
Mewes ⓘ	7/12/2023 9:42:37 AM	Co
Mewes ⓘ	7/12/2023 9:36:07 AM	Pe
Concrete LLC ⓘ	7/7/2023 12:06:45 PM	Co

35 Click "My Searches"

TEST

Orders > Search > Purchase Orders

My Purchase Orders

Quick Filters: **My Searches**

Supplier

- NW Engraving Services LLC (9)
- ODP Business Solutions LLC (2)
- Dell Marketing LP (2)
- Ellucian Company LP (2)
- Diana L. Higgins (2)

PO Status

- Completed (25)
- Pending (5)

Created Date: Last 90 days | Quick search

PO Owner: Waddington, Je... | X

Page 1 of 2 | 1-20 of 30 Results

PO Number	Supplier	Create Date/Time
PJ000681	Allen N. Mewes	7/12/2023 9:42:37 AM
PJ000680	Allen N. Mewes	7/12/2023 9:36:07 AM
PJ000677	Knox Concrete LLC	7/7/2023 12:06:45 PM

36 Select your search.

Suppliers

Reporting

Administer

Setup

Favorite Searches

- 905101 Search
- Cost Center 881101 Search
- Fave Search
- Favorite PO Search
- ICP Request Search
- ICP Request Search 1
- Marty's Cost Center Search
- My Fave search**

PO Number	Supplier	Create Date/Time
PJ000681	Allen N. Mewes	7/12/2023 9:42:37 AM
PJ000680	Allen N. Mewes	7/12/2023 9:36:07 AM
PJ000677	Knox Concrete LLC	7/7/2023 12:06:45 PM
PJ000674	HP Inc	7/7/2023 12:05:45 PM
PJ000665	NW Engraving Services LLC	6/22/2023 10:03:48 AM
PJ000662	Diana L. Higgins	6/20/2023 12:05:42 PM
PJ000661	Diana L. Higgins	6/20/2023 11:29:10 AM