

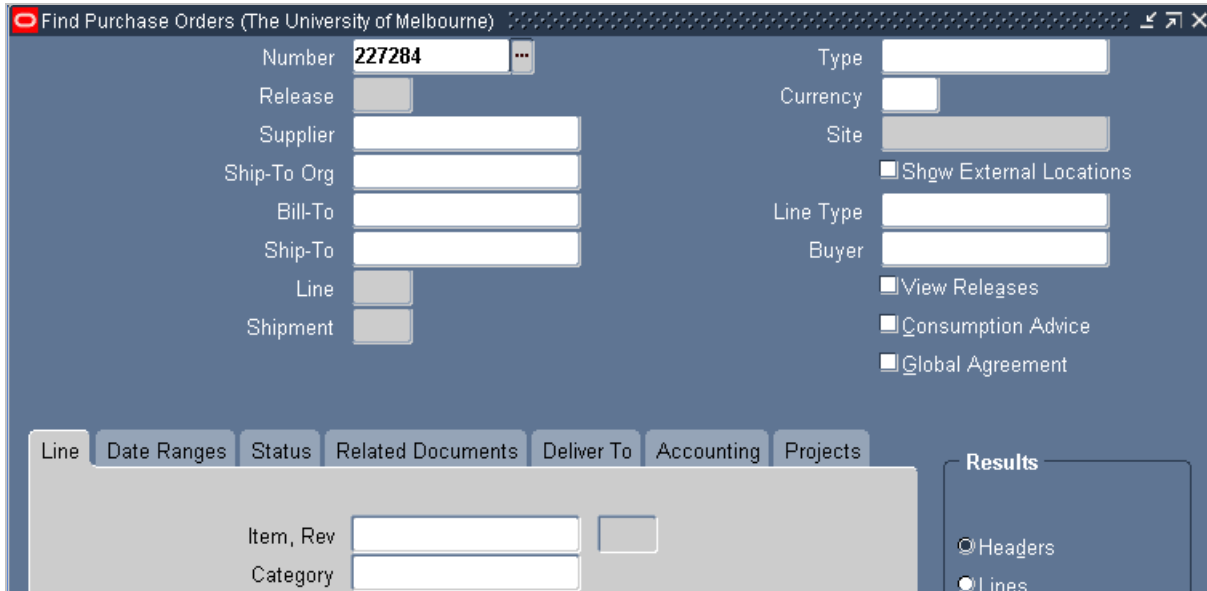
When you purchase an asset for your department/faculty, you must record the receipt of the goods in Themis to ensure they are added to the University's Asset Register.

If you wish to check whether an asset has been received in Themis, you may retrieve the purchase order and check associated receipts.

## Searching for a receipt number

### 1 Navigate to **Inquiries > Purchasing Inquiries**.

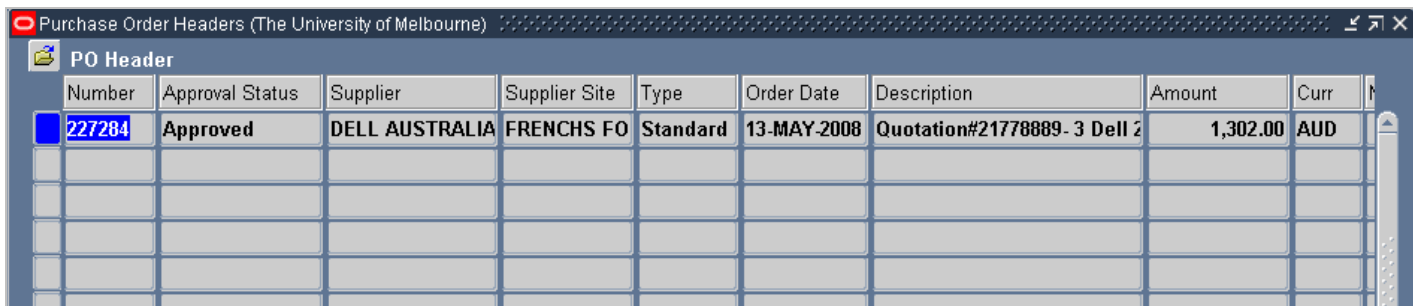
The Find Purchase Orders screen will display.



### 2 Enter the purchase order you wish to check in the Number field.

### 3 Click on the **Find** button.

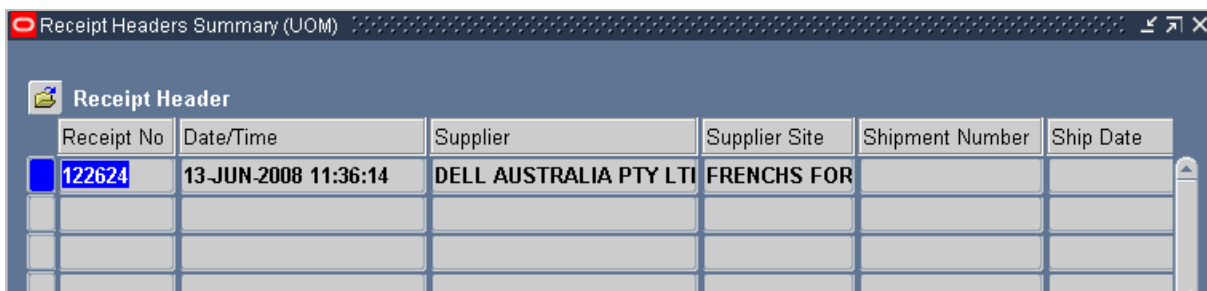
The Purchase Order Headers screen will display.



Number	Approval Status	Supplier	Supplier Site	Type	Order Date	Description	Amount	Curr
227284	Approved	DELL AUSTRALIA	FRENCHS FO	Standard	13-MAY-2008	Quotation#21778889- 3 Dell 2	1,302.00	AUD

### 4 Select **Inquire > View Receipts** from the menu bar.

The Receipt Headers Summary screen will display. If the purchase order has been received, this screen will display the receipt number, date and time the receipt was entered, etc. **Note:** if the goods have not yet been received, the summary table will display no records.



Receipt No	Date/Time	Supplier	Supplier Site	Shipment Number	Ship Date
122624	13-JUN-2008 11:36:14	DELL AUSTRALIA PTY LTI	FRENCHS FOR		