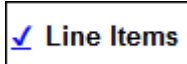


Acquisitions Receiving & Invoicing Practice Exercises

To perform these Receiving & Invoicing Exercises users must have completed the Purchase Order Practice Exercises

xx = Your Initials

Exercise 1 – Receiving

1. Open purchase order **Purchase Order 1 xx**
2. Click on the  button to select all items on the purchase order.
3. Select **Actions** → **Mark Selected Line Items as Received**.

Exercise 2 – Invoicing

1. Open **Purchase Order 1 xx**
2. Click on **Create Invoice**
3. Enter *Vendor Invoice ID* = Test1xx
4. Enter *Provider & Shipper* = ULS
5. Choose *Payment Method* = VISA
6. Click on **Save**
7. Click on **Show Details** and record *Invoice ID & Provider* (Will be required for next exercise)

Exercise 3 – Link Items

1. Open **Purchase Order 2 xx**
2. Select a *Line Item*
3. Click on **Actions** → **Link Selected Line Items to Invoice**
4. Enter *Invoice # & Provider* from **Exercise 3**
5. Click on **Link**
6. The Invoice will open → Enter #Invoiced, #Paid, & Billed
7. Click on **Add Charge**
8. Choose *Charge Type* = Shipping Charge
9. Enter \$15.00 *Billed*
10. Click on **Prorate**
11. Click **Ok**
12. Click **Save**
13. Click **Close**

Exercise 4 – Invoicing Non-Bibliographic Items

1. Click on **Acquisitions** → **Create Invoice**
2. Enter *Vendor Invoice ID* = Test12345
3. Enter *Provider & Shipper* = ULS
4. Choose *Payment Method* = VISA
5. Click on **Save**
6. Click on **Add Charge**
7. Choose *Charge Type* = Direct Purchase
8. Select a *Fund*
9. Enter \$250.00 *Billed*
10. Click on **Add Charge**
11. Choose *Charge Type* = Shipping Charge
12. Enter \$15.00 *Billed*
13. Click **Save**
14. Select a *Fund*
15. Click **Save**
16. Click **Close**