

## Changes to the Receiving Process in HokieMart – Screenshots

Initiate your quantity receipt.

Purchase Order • Computer Comforts Inc • P4496057 Revision 0

Status Summary Revisions **1** Confirmations Shipments **Receipts** Invoices Comme

Records found: 0 +

There are no receipts for this PO.

Select only the items that need to be received, returned, or cancelled when initiating their receipts. If any items do not need a receiving action completed, users should uncheck the box next to it.

P4496039: Create Receipt

Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	<input checked="" type="checkbox"/>
1	1	Power-lift electric table with 3-stage leg 48Wx30D table top with full modesty panel. Custom cutout in table top at N/C	PL3-4830-EB/CUT OUT-CP	EA	1,571.40	1 EA	1,571.40	<input checked="" type="checkbox"/>
2	1	Cable cut-out in wood with grommet (3.25"). Right corner location	CCO-R	EA	17.82	1 EA	17.82	<input checked="" type="checkbox"/>
3	1	Assemble and box charge.	AS/BX	EA	25.00	1 EA	25.00	<input checked="" type="checkbox"/>
4	1	Shipping estimate	SHIPPING	EA	280.00	1 EA	280.00	<input checked="" type="checkbox"/>

Create Quantity Receipt Create Cost Receipt Cancel

If any line items are present on a receipt but have a received quantity of zero, HokieMart will now display an error message that the receipt cannot be completed with a line item containing a quantity of zero.

The screenshot shows the HokieMart interface for a receipt with ID 660336. The receipt is in a 'Draft' state. A table lists one line item: a power-lift electric table with a quantity of 0. A red box highlights the error message: 'One or more receipt lines contains a zero quantity, please remove any zero quantity lines'. A red arrow points to the 'Received' dropdown menu for the zero-quantity item.

Line	Item	Catalog No.	Qty/UOM Ordered	Quantity	Status
1	Power-lift electric table with 3-stage leg 48Wx30D table top with full modesty panel. Custom cutout in table top at N/C	PL3-4830-EB/CUTOUT-CP	1 EA	0	Received

Users should then simply delete zero quantity line items off of that receipt before completing, or change the quantities to reflect accurate receiving.

This screenshot shows the same receipt as the previous one, but with a red arrow pointing to the delete icon (trash can) next to the zero-quantity line item. The error message remains visible in the summary panel.

Line	Item	Catalog No.	Qty/UOM Ordered	Quantity	Status
1	Power-lift electric table with 3-stage leg 48Wx30D table top with full modesty panel. Custom cutout in table top at N/C	PL3-4830-EB/CUTOUT-CP	1 EA	0	Received