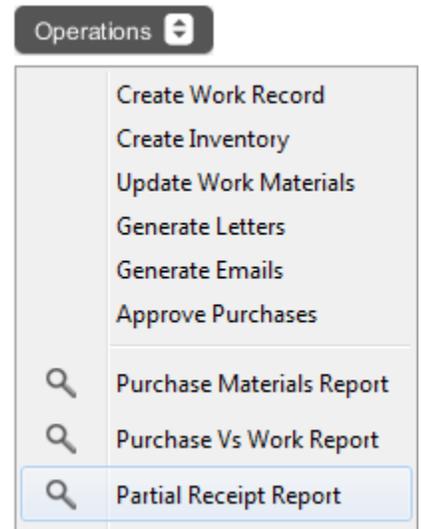


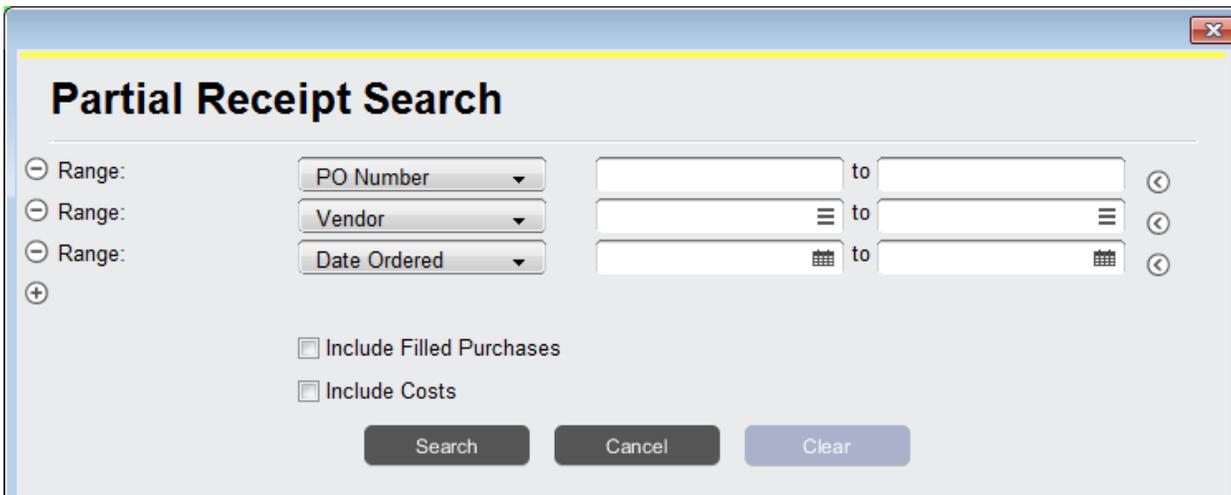
Partial Receipt Report

The Partial Receipt Report in the AwareManager jxt is designed to be as flexible as possible. This report looks up linked Inventory records to determine how much of each material has been received.

Access this report from either the Operations menu on the Purchase List and select Partial Receipt Report, or go to the Reports capsule (located on the Administration tab) and navigate to the list of purchase reports to find the Partial Receipt Report. In order for this report to be accurate, the Purchase records returned by the search must have corresponding Inventory records tracking their quantities.



Search window:



The image shows a window titled 'Partial Receipt Search'. It features three search criteria: 'Range: PO Number', 'Range: Vendor', and 'Range: Date Ordered'. Each criterion has a dropdown menu, a 'to' field, and a search icon. Below these are two checkboxes: 'Include Filled Purchases' and 'Include Costs'. At the bottom are three buttons: 'Search', 'Cancel', and 'Clear'.

Use the two checkbox options to change the format of the report:

- **Include Filled Purchases** will include Purchase records whose Inventory records indicate that all materials have been received.
- **Include Costs** changes the report from portrait to landscape layout and adds an additional section detailing the received and remaining costs associated with the Purchase records.

Example of the Partial Receipt Report (with Filled Purchases and Costs included):

PO Number		Vendor	Date Ordered	Requested By		Costs		
Material	Material Description			Received	Remaining	Material Cost	Received Cost	Remaining Cost
<p>Search Ranges: PO Number: 0076 To 0078</p>								
100BE								
0076		LJ						
LUMBER-2X4	Lumber - 2x4 (priced per foot)			1000	0	\$2.50	\$2,500.00	\$0.00
LUMBER-PLYW	Plywood (priced per square foot)			500	0	\$2.25	\$1,125.00	\$0.00
OOD								
						Totals:	\$3,625.00	\$0.00
0077		ELECTRICS						
120 WATT	120 Watt bulb M124Z			10	0	\$5.60	\$56.00	\$0.00
M124Z								
90 WATT J5-LL	90 Watt Bulb - J5-LL			15	0	\$3.00	\$45.00	\$0.00
ELEC-SOCKET	Electrical Socket #450			10	0	\$9.25	\$92.50	\$0.00
#450								
ELEC-SOCKET	Electrical Socket #490			15	0	\$9.40	\$141.00	\$0.00
#490								
ELEC-SOCKET	Electrical Socket #510			20	0	\$11.12	\$222.40	\$0.00
#510								
ELEC-SWITCH-D	Wall Switch - double cream			25	0	\$2.45	\$61.25	\$0.00
-C								
ELEC-SWITCH-D	Wall Switch - double white			30	0	\$2.45	\$73.50	\$0.00
-W								
ELEC-SWITCH-T	Wall Switch - triple cream			5	0	\$2.75	\$13.75	\$0.00
-C								
ELEC-SWITCH-T	Wall Switch - triple white			3	0	\$2.75	\$8.25	\$0.00
-W								
						Totals:	\$713.65	\$0.00

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