cyBuy Receiving and Comments functions for releasers

Effective Tuesday, January 26, cyBuy releasers will have two additional functions on their cyBuy system menus: Receiving and Comments.

Receiving

Receiving (figure 1) is an optional function, designed for the department’s convenience in tracking items received against the release. The Receiving screen will display the release Request Date, Vendor, Status, and Shopper, and line item information based on the release number in the Release key field near the upper left of the screen. The releaser may enter the quantity received in the Recvd field for each line item on the release, then click on the Submit button to save the data. To receive all items using the quantity ordered (Qty), click on the Receive ALL button.

Releasers may view items listed on each payment made against a release by clicking on a date found next to the payment amount under Payment History. Clicking on the date will open another browser window and allow the releaser to browse the items on that payment (figure 2).

![image](Figure 1)

Clicking on the Display Comments link found near the Submit and Receive ALL buttons will open another browser window to display any comments entered concerning this release (see Comments function on the following page).

Any release that has been partially received will display in blue on the Browse: All Releases screen. Releases which have no releasing information or those for which all ordered items have been received will display in black.

![image](Figure 2)
Comments

Comments (figure 3) is an optional function which allows the releaser to add comments to the release. The releaser may enter up to 60 characters in the Comment field, then click submit. The Enter Date, Name and Comment are stored and displayed below. Up to 999 comments may be entered for a single release.

Releasers also have the option of moving a release with a status of Closed to their INBOX for monitoring. To add the release to the INBOX, click on the check box labeled Move to INBOX; to remove the release from the INBOX, remove the check by clicking on the check box.

Figure 3

Questions about these functions or about the cyBuy system may be addressed to the purchasing help desk at 515-294-4860 or cyBuy@iastate.edu.