

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*).

The screenshot shows the cyBUY (Releaser) interface. The top navigation bar includes 'ACCESSPLUS' and 'IOWA STATE UNIVERSITY'. The main content area displays release details for 'TEST EUGENE' (Release 3409, Dept 12060). The 'Request Date' is 05-28-2009, 'Vendor' is OFFICE MAX, and 'Status' is Ordered. The 'Shopper' is THORNBURG DEBRA L. A table lists items with columns for Qty, Recvd, Catalog No, Description, and Unit Cost. The 'Payment History' section shows three payments: 272.73 on 05-29-2009, 88.93 on 05-29-2009, and -88.93 on 09-10-2009. The 'Receiving' menu item is circled in red.

Qty	Recvd	Catalog No	Description	Unit Cost
2		S10M01018	TONER,OMX HP,BK,Q647	91.90
1		S10M01002	OMX TONER HP Q6471A	88.93
1		S10M01001	TONER,OMX HP,YW,Q647	88.93
1		S10M01009	OMX TONER HP 6473A M	88.93

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.

The screenshot shows a browser window titled 'Browse Pymnt Items - Microsoft Internet Explorer'. The window displays a table with columns for Qty, U/M, Description, Unit Cost, Extnd Cost, and Shipping. The data shows 1.00 EA of TONER,OMX HP,YW,Q647 with a unit cost of 88.93 and an extended cost of 88.93. The 'Request Date' is 05-28-2009, 'Vendor' is OFFICE MAX, 'Release' is 003409, and 'Shopper' is THORNBURG DEBRA L. The 'Status' is Ordered.

Qty	U/M	Description	Unit Cost	Extnd Cost	Shipping
1.00	EA	TONER,OMX HP,YW,Q647	88.93	88.93	0.00

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.

The screenshot shows the cyBUY (Releaser) interface. The left sidebar contains a menu with 'Comments' circled in red. The main content area shows a table of comments for release 3409. The table has columns for 'Enter Date', 'Name', and 'Comment'. There are two rows of comments. Above the table, there is a 'Move to INBOX' checkbox and a 'Comment' text field. A 'Submit' button is located at the bottom right of the comment section.

Enter Date	Name	Comment
2010-01-14	TEST EUGENE	ONE TONER OMX HP,BK, Q647 RECEIVED, DAMAGED, RMA 2349089
2010-01-14	TEST FRANCINE	DAMAGED ITEM PICKED UP

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.