Purchase Receipts - SKY Product

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View a listing of Purchase Receipts in SKY Product. In SKY Admin, the *Product* toggle can be turned on or off for each SKY User to allow or deny access to the SKY Product app.

The Purchase Receipts grid displays Purchase Receipts with the option to search by Vendor, Vendor ID, PR #, Control #, Ship Date, Status, Type, or Fiscal Month. Choose the **Eye** to view up to three line item details for each Purchase Receipt.



Filters are available to filter the grid by *Date Range*, *Status*, *Type*, *Location*, and/or *Fiscal Month*. Select **Apply Filters** to update the grid with selections.

Select the Vendor name or icon to display more information for that Purchase Receipt. In the grid, view and search for specific line items by *Product Name*, *Product ID*, *PO #*, *PR #*, *Dept ID*, *Qty*, *Total*, *Prepaid*, or *Discount*.

