

FM Purchase Order Receiving

For more information, please see the WSIPC Guide to Purchase Order Receiving

The Purchase Order Receiving module lets you electronically record the receipt of each PO item. The module acts as a bridge between a PO and the related AP Invoice. This creates an electronic approval for payment and eliminates the need to sign each invoice. An electronic PO Receiving record is entered after receiving a date stamped copy of the invoice from accounts payable. District procedures indicate that all vendor invoices should be sent directly to accounts payable by the vendor. If you receive an original from a vendor, create a receiving record and forward the original invoice to accounts payable as soon as possible. ASB invoices with student signatures still need to be sent to accounts payable.

Before entering a receiving record, review the purchase order and verify that amounts are the same as charged on the invoice including the correct tax rate.

Adding a Receiving Record

Go to Financial Management/Purchasing/Purchase Order Receiving/RC

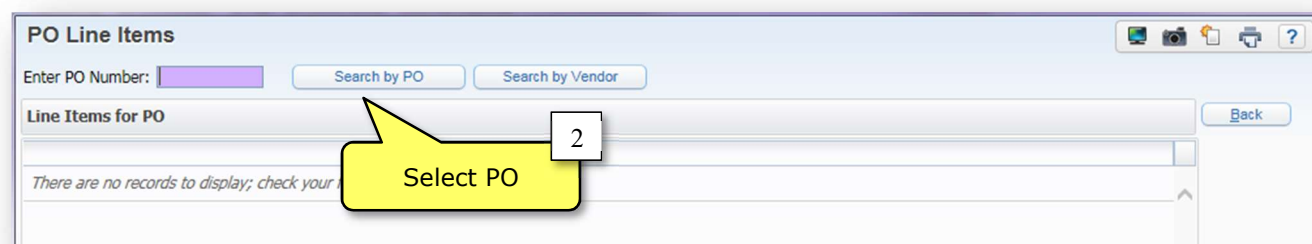
1. The Receiving screen displays the items previously received. Click **Add** to search for a new PO.



Date	Time	PO Number	Batch Number	PO Status	BP	Catalog	Description	Unit Desc
05/01/2018	8:15 AM	1071700021	05	O			test	EA
05/01/2018	8:04 AM	1071700021	05	O			test	
05/01/2018	8:04 AM	1071700021	05	O			test	
02/16/2018	2:35 PM	1071700011	G70915tb	O			HP Probook11 EE per contra	
02/16/2018	2:31 PM	1061700005	13	O		2230570	Tripp Lite Displayport to VGA Adapter Converter Active DP to VGA M F 6in 6	EA

2. Select a PO by doing one of the following:

- Type a PO number in the **Enter PO Number** box and click Enter, or
- Click **Search by PO**, highlight a PO and click Select, or
- Click **Search by Vendor** and enter a vendor's name. Highlight a PO from the list of open status POs and click Select.



PO Line Items

Enter PO Number: Search by PO Search by Vendor

Line Items for PO

There are no records to display; check your search criteria.

Select PO

3. Type the number of items received in the **Qty Received** box. If you are receiving on a Blanket PO enter the sub total dollar amount (with shipping & handling) instead of Qty Received. The value in the Quantity Remaining box updates automatically.
 - Please note that you can click the button on the right to **Receive All** or **Reset All Qty to Zero**, as needed.
4. Type the following information in **Comments**. Entry Date (today's date), Invoice number (type only the number, no need for special characters or text), P or F (P for partial, or F for final to inform AP of the PO status), and CTX (for Comp Tax owed for purchases from out of state vendors). Your entry will look like this:

Comments ➡ **12/14/18, 15256, P, CTX**

****If you are receiving against a Blanket PO that was not marked as a Blanket PO during the requisition creation stage, you must enter the dollar amount in comments each time you receive against the Blanket PO. Please note that a warning message that the quantity of 1 has already been received pops up each time. Go ahead and bypass the warning as needed.**

5. Click **Save** and a pop-up screen opens to update the receiving date and time.
6. Select the appropriate date in the **Received Date** box.
7. Click **Save**.

The screenshot shows the 'PO Line Items' web interface. A table lists line items with columns: Line, Catalog, Description, U of M, Qty Ordered, Prev Received, Qty Received, Qty Remaining, and Comment. The first item is Line 100, Catalog 125328, Description 'Sharpie Fine Point Permanent Markers, Black, 12/pk (30001)', U of M 'DZ', Qty Ordered 5, Prev Received 3, Qty Received 1, Qty Remaining 1, and Comment '05/07/18, 125638, P'. Callout 3 points to the 'Qty Received' column. Callout 4 points to the 'Comment' column. Callout 5 points to the 'Save' button on the right. A 'Receiving Date Override' pop-up is shown in the foreground. It has fields for 'Received Date' (05/07/2018) and 'Received Time' (03:26 PM). Callout 6 points to the 'Received Date' field. Callout 7 points to the 'Save' button in the pop-up.

Managing Receiving Records

You can edit or delete receiving records to reflect changes in the original quantity if the record hasn't been used to build an AP Invoice.

- Go to Financial Management/Purchasing/Receiving (FM/PR/RC)
- Highlight a receiving record and click **Edit** or **Delete**. Update the value, as needed and click **Save**.

Po Items Received Report

You can use the PO Items Received Report to show which items have been received and invoiced. You can define the parameters by vendor, date, time and PO number and can print Notes and Comments on the report. You might run this report to view which POs have outstanding items to receive or which PO's haven't been paid.

- Go to Financial Management/Purchasing/RP/RE/PI
- Add a report template and click **Save and Print**.

PO Items Received Range Screen

Template Settings

* Template Description: x

☐ Share with other users in the district

☐ Print Greenbar

This template is used by a scheduled or monitored task. Changing this template will affect the task.

P.O. Items Received Parameters

Report Type

☐ All ☒ Items Received ☐ Items NOT Received

Sort

Sort 1: v

Sort 2: v

Sort 3: v

Sort 4:

Ranges

Low High

Date Received:

Due Date:

PO Number:

Invoked Items

☒ All ☐ Invoiced ☐ Not Invoiced

☐ Print Check Number and Date Paid

☒ Page Break by Purchase Order

☒ Print Notes.

☒ Print Receiving Comments.

Vendors

☒ All Vendors Low High

☐ Vendor Key Range

☐ Selected Vendors

Select Vendors

No Individual Vendors selected

Asterisk (*) denotes a required field