SOUTH KITSAP
SCHOOL DISTRICT

FM Purchase Order Receiving

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

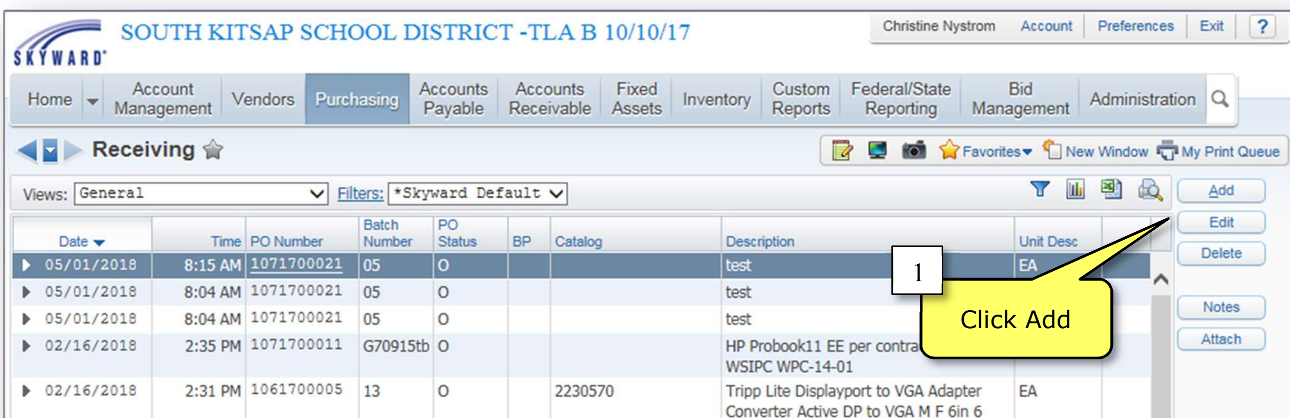
The Purchase Order Receiving module lets you electronically record the receipt of each PO item. The module acts as a bridge between a PO and the related AP Invoice. This creates an electronic approval for payment and eliminates the need to sign each invoice. An electronic PO Receiving record is entered <u>after</u> 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 <u>student signatures</u> 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.

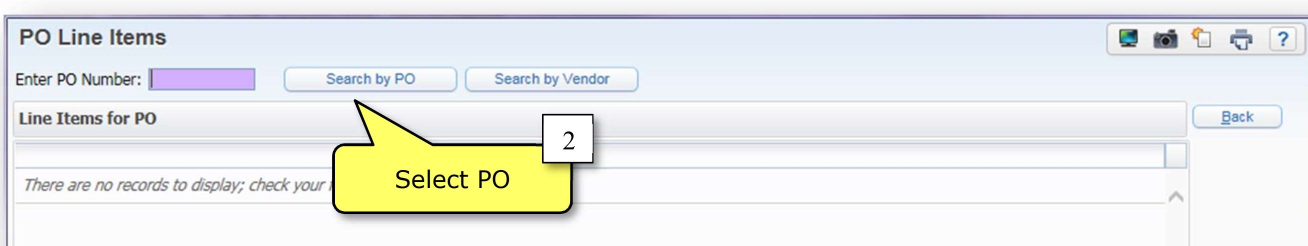
Adding a Receiving Record

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.



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.

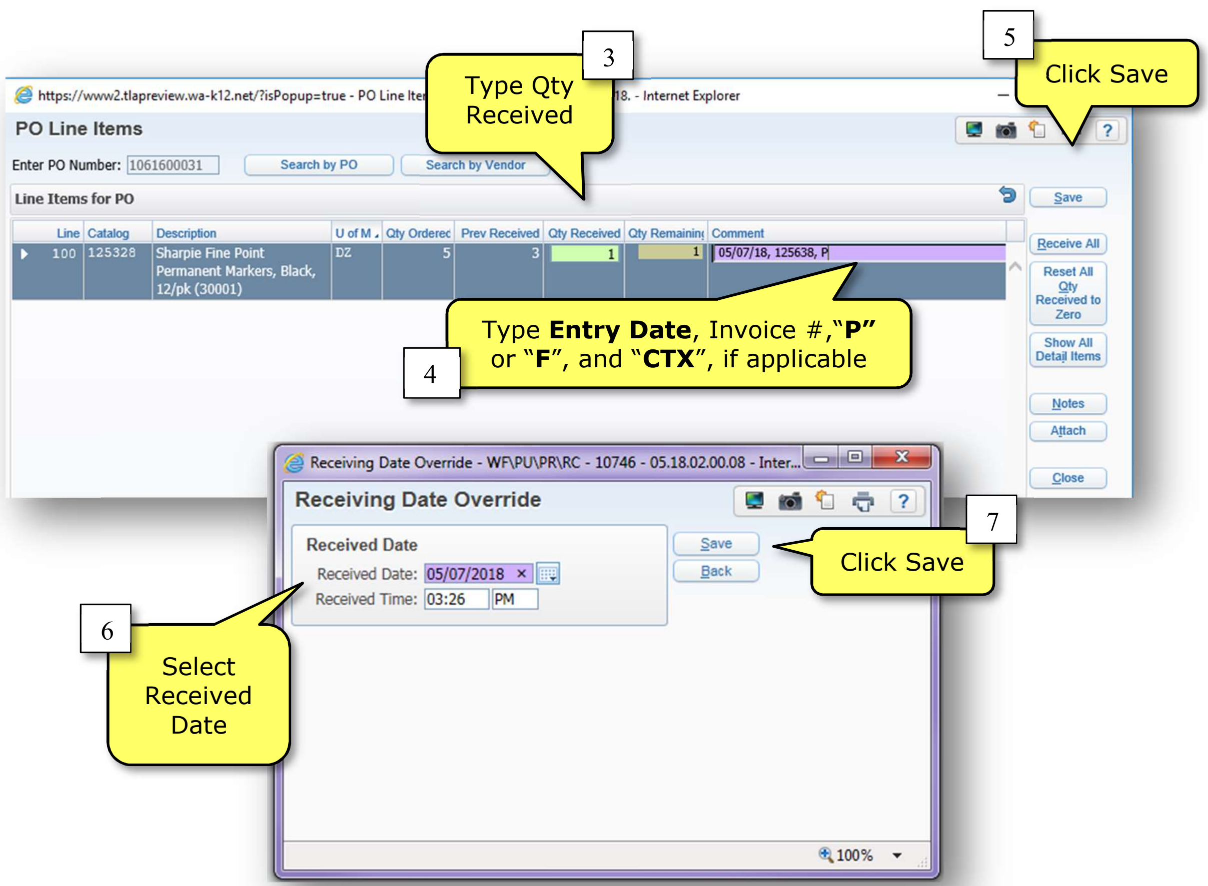


3. Type the number of items received in the **Qty Received** box. If you are receiving on a Blanket PO enter the sub total dollar amount (with shipping & handling) instead of Qty Received. The value in the Quantity Remaining box updates automatically.
    - Please note that you can click the button on 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**.



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**.