ASCENDER
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ASCENDER - Approve and Receive Purchase Orders

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ASCENDER - Approve and Receive Purchase Orders i

After the Set up Purchasing Options and Permissions, Manage Purchasing Approval Workflows, and Perform Requisition Maintenance processes are addressed, use the following steps to approve and receive purchase orders in the Purchasing application.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.

Approve Requistions and Print PO's

1. Approve a requisition.

2. Print purchase orders

   ### Print purchase orders

   Purchasing > Reports > Purchase Order Reports > REQ1450 - Print Purchase Orders

   This report provides an automated means of printing purchase orders to send to vendors.

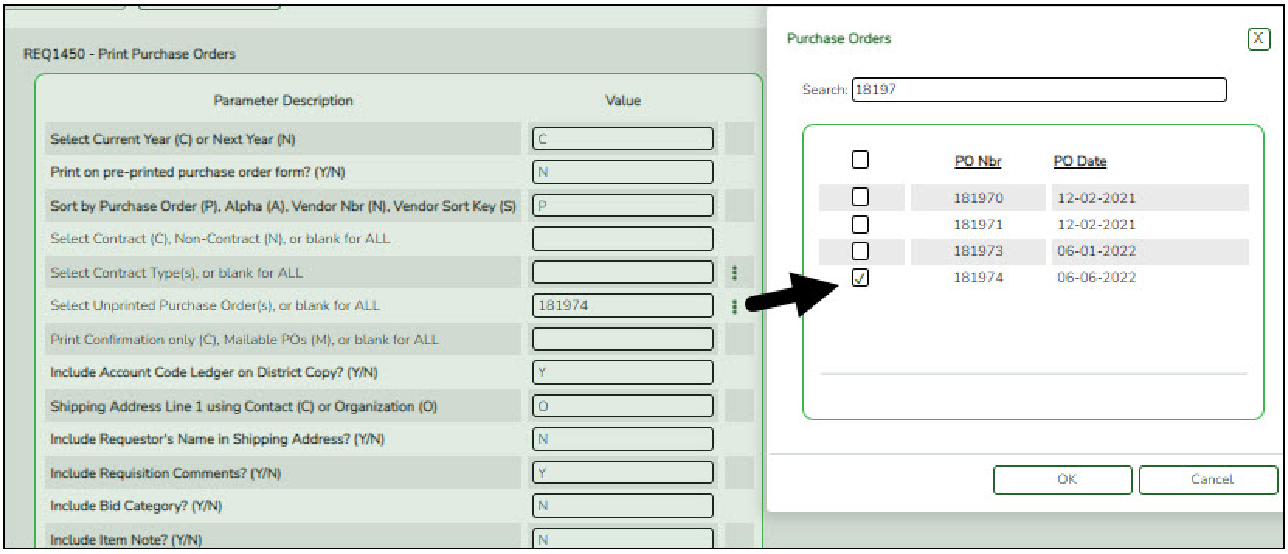
   ❑ Click PO Signature to select a signature to be displayed on the purchase order.

   ❑ Click **Contract** to display contract formats. If purchase orders did not correctly print, use the REQ1500 - Reprint Purchase Orders page to reprint the purchase orders.

   Notes:

   - Even if you do not actually print the purchase order, you must click 📄 to register the purchase order.
   - The vendor name is not printed on the purchase order if a DBA name exists for the vendor on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab.

   Complete the necessary report parameters.



REQ1450 - Print Purchase Orders

Parameter Description	Value
Select Current Year (C) or Next Year (N)	C
Print on pre-printed purchase order form? (Y/N)	N
Sort by Purchase Order (P), Alpha (A), Vendor Nbr (N), Vendor Sort Key (S)	P
Select Contract (C), Non-Contract (N), or blank for ALL	
Select Contract Type(s), or blank for ALL	
Select Unprinted Purchase Order(s), or blank for ALL	181974
Print Confirmation only (C), Mailable POs (M), or blank for ALL	
Include Account Code Ledger on District Copy? (Y/N)	Y
Shipping Address Line 1 using Contact (C) or Organization (O)	O
Include Requestor's Name in Shipping Address? (Y/N)	N
Include Requisition Comments? (Y/N)	Y
Include Bid Category? (Y/N)	N
Include Item Note? (Y/N)	N

Purchase Orders

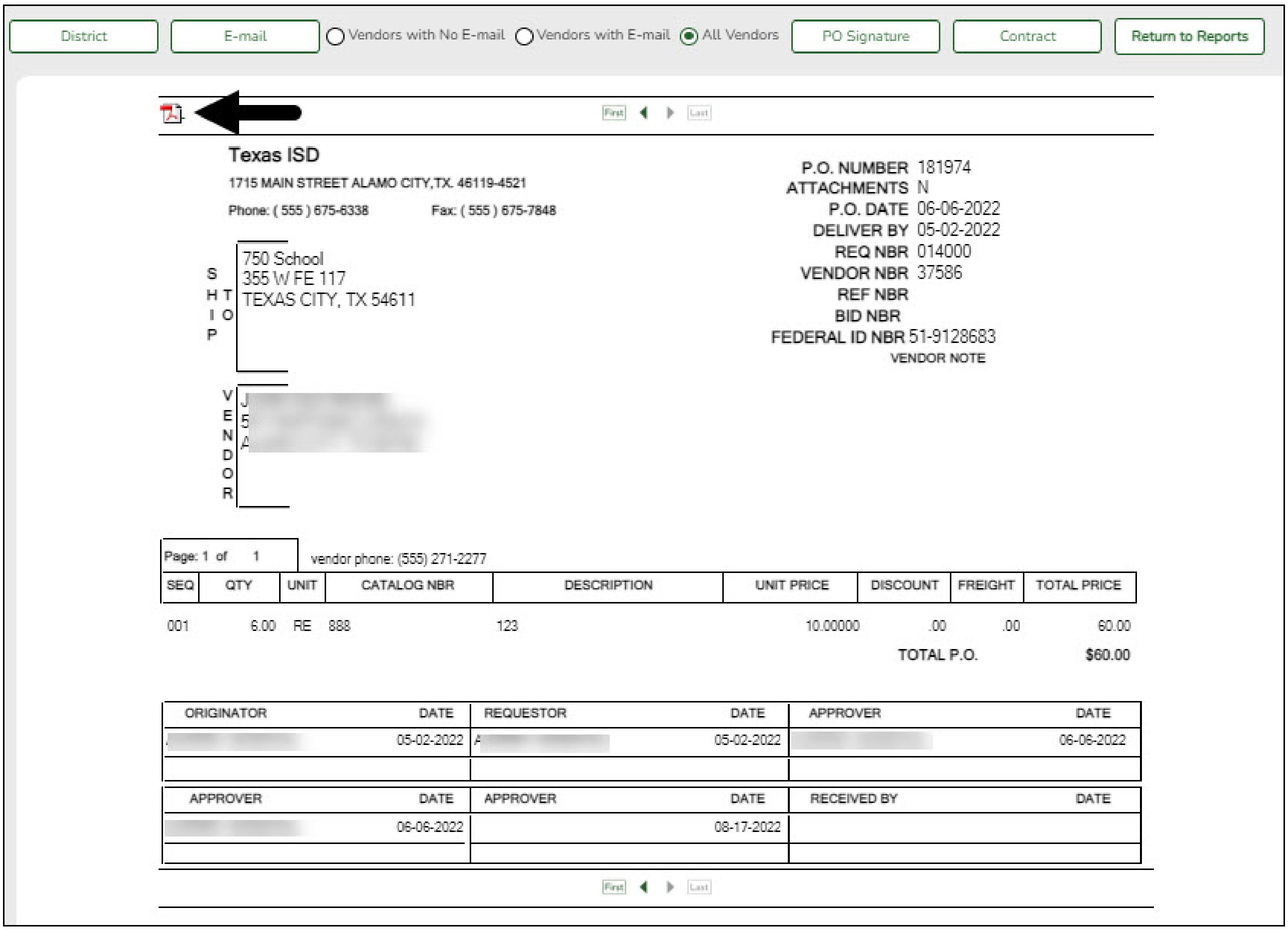
Search: 18197

☐	PO Nbr	PO Date
☐	181970	12-02-2021
☐	181971	12-02-2021
☐	181973	06-01-2022
☑	181974	06-06-2022

Generate the report.

The selected purchase order(s) is displayed.

IMPORTANT: You must click to register the purchase orders even if you do not actually print them.



○ Vendors with No E-mail ○ Vendors with E-mail ● All Vendors

Texas ISD
1715 MAIN STREET ALAMO CITY,TX. 46119-4521
Phone: (555) 675-6338 Fax: (555) 675-7848

P.O. NUMBER 181974
ATTACHMENTS N
P.O. DATE 06-06-2022
DELIVER BY 05-02-2022
REQ NBR 014000
VENDOR NBR 37586
REF NBR
BID NBR
FEDERAL ID NBR 51-9128683
VENDOR NOTE

SHIP TO
750 School
355 W FE 117
TEXAS CITY, TX 54611

VENDOR
[redacted]

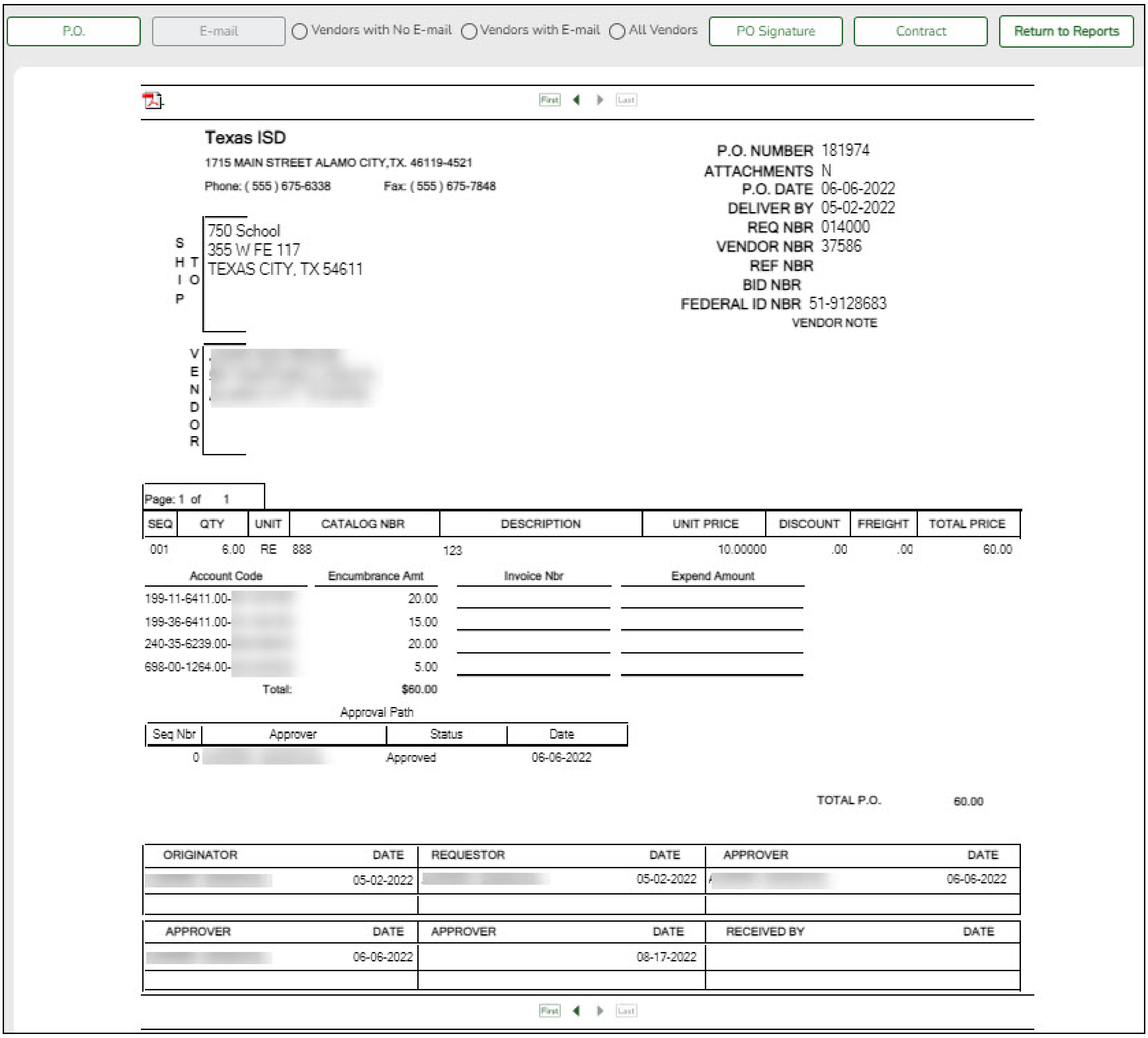
Page: 1 of 1 vendor phone: (555) 271-2277

SEQ	QTY	UNIT	CATALOG NBR	DESCRIPTION	UNIT PRICE	DISCOUNT	FREIGHT	TOTAL PRICE
001	6.00	RE	888	123	10.00000	.00	.00	60.00
						TOTAL P.O.		$60.00

ORIGINATOR	DATE	REQUESTOR	DATE	APPROVER	DATE
[redacted]	05-02-2022	[redacted]	05-02-2022	[redacted]	06-06-2022

APPROVER	DATE	APPROVER	DATE	RECEIVED BY	DATE
[redacted]	06-06-2022		08-17-2022		

☐ Click **District** to view the district copy.



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SEQ	QTY	UNIT	CATALOG NBR	DESCRIPTION	UNIT PRICE	DISCOUNT	FREIGHT	TOTAL PRICE
001	6.00	RE	888	123	10.00000	.00	.00	60.00

Account Code	Encumbrance Amt	Invoice Nbr	Expend Amount
199-11-6411.00-[redacted]	20.00		
199-36-6411.00-[redacted]	15.00		
240-35-6239.00-[redacted]	20.00		
698-00-1264.00-[redacted]	5.00		
Total:	$60.00		

Approval Path

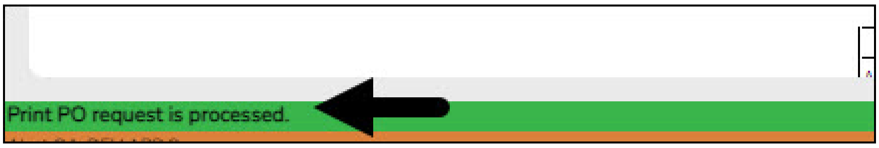
Seq Nbr	Approver	Status	Date
0	[redacted]	Approved	06-06-2022

TOTAL P.O. 60.00

ORIGINATOR	DATE	REQUESTOR	DATE	APPROVER	DATE
[redacted]	05-02-2022	[redacted]	05-02-2022	[redacted]	06-06-2022

APPROVER	DATE	APPROVER	DATE	RECEIVED BY	DATE
[redacted]	06-06-2022		08-17-2022		

A message is displayed at the bottom of the page indicating that the PO was successfully processed.


Print PO request is processed.

If the purchase orders did not correctly print, use the REQ1500 - Reprint Purchase Orders report to reprint.

Receive PO's

1. Receive purchase orders.

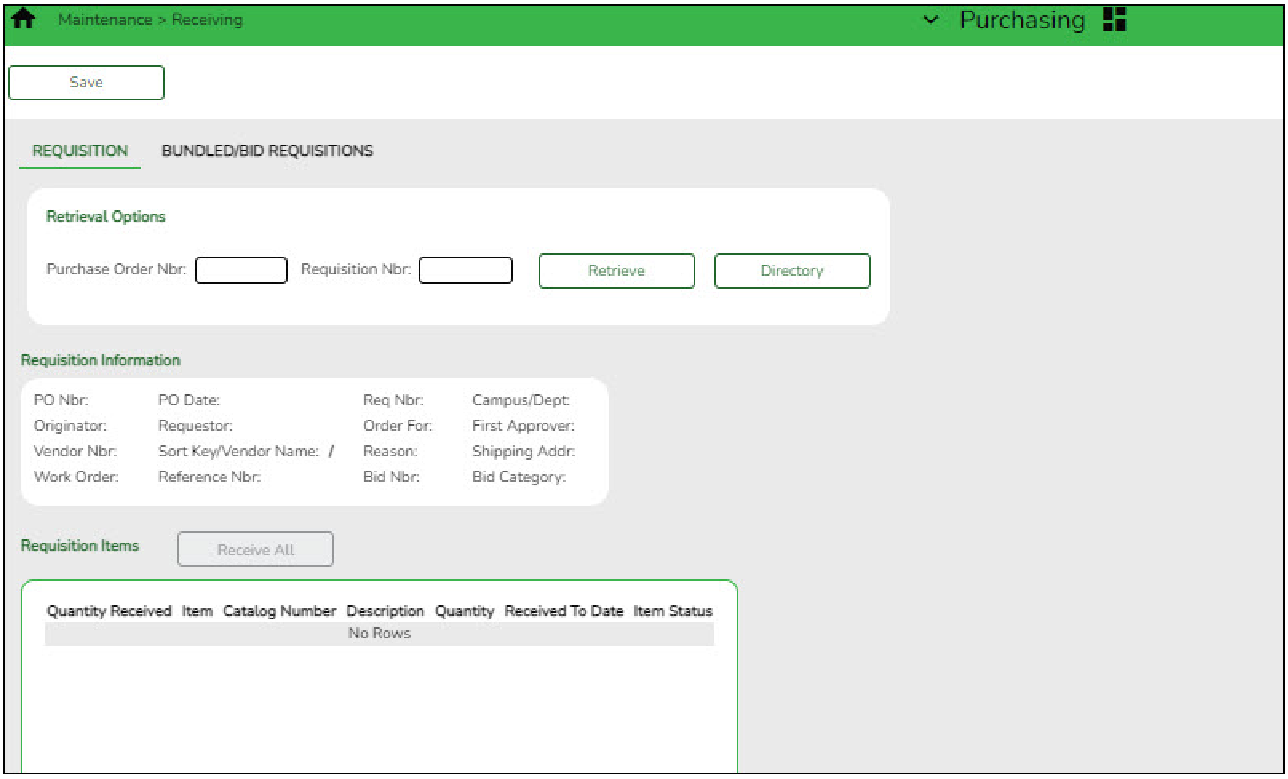
Receive purchase orders

Purchasing > Maintenance > Receiving > Requisition

This page is used to receive purchased goods/services. Use the packing slip to accurately update the receiving details.

Only requisitions for which you are the originator are displayed. Receiving is performed by the requisition number within the purchase order number. Purchase orders are displayed in the summary section, and associated requisitions are displayed in the detail section. Purchase orders created in the current accounting period can be received in the next accounting period.

If **Create Receiving Payables** is selected on the District Administration > Options > Purchasing/Warehouse page, payable transactions are automatically created on the Finance > Maintenance > Pending Payables page.


Maintenance > Receiving
Purchasing
Save
REQUISITION
BUNDLED/BID REQUISITIONS
Retrieval Options
Purchase Order Nbr:
Requisition Nbr:
Retrieve
Directory
Requisition Information
PO Nbr:
PO Date:
Req Nbr:
Campus/Dept:
Originator:
Requestor:
Order For:
First Approver:
Vendor Nbr:
Sort Key/Vendor Name: /
Reason:
Shipping Addr:
Work Order:
Reference Nbr:
Bid Nbr:
Bid Category:
Requisition Items
Receive All
Quantity Received
Item
Catalog Number
Description
Quantity
Received To Date
Item Status
No Rows

❑ Under **Retrieval Options**:

Retrieve an existing record.	**Purchase Order Nbr**	Type the purchase order number to be retrieved. If the PO number is numeric, leading zeros are not required.
	Requisition Nbr	Type the requisition number to be retrieved. If the requisition number is numeric, leading zeros are not required.
	Click **Retrieve**. If the purchase order or requisition number is not known, click Directory. **Notes**: The following receiving options selected on the District Administration > Options > Purchasing/Warehouse page determine how information is displayed as well as if certain requisition items can be received on this page. If **Use Blind Receiving** is selected, order quantities are not shown on this page. If **Allow Partial Receiving** is not selected, only complete requisition items can be received. If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.	

❑ Under **Requisition Information**, the following requisition details are displayed:

- **PO Nbr**
- **PO Date**
- **Req Nbr**
- **Campus/Dept**
- **Originator**
- **Requestor**
- **Order For**
- **First Approver**
- **Vendor Nbr**
- **Sort Key/Vendor Name**
- **Reason**
- **Shipping Addr**
- **Work Order**
- **Reference Nbr**
- **Bid Category**

❑ Under **Requisition Items**, the following requisition item details are displayed:

- **Item**
- **Catalog Number**
- **Description**
- **Quantity**
- **Received To Date**
- **Item Status**

❑ Complete the receiving details for the requisition:

Date Received	This field is automatically populated with the current date. You can edit the date to reflect the actual date that the items were received. **Note**: The date is no longer per line item.
Quantity Received	For each line item, type the number of items received.

Note: If a requisition contains line items generated by Finance when a purchase order is changed, payable check transactions can only be received, not created.

❑ Click **Receive All** to receive all items in the requisition.

❑ Click **Save** to update the requisition receiving details.