Bundled Requisitions - REQ3400

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Purchasing > Maintenance > Receiving > Bundled Requisitions

This page only displays the requisitions to which you have access to receive based on your user profile in District Administration. Receiving is performed by requisition number within the purchase order number. Purchase orders created in the current accounting period can be received in the next accounting period. If Create Receiving Payables is selected on the Requisition Options page, a payable transaction is automatically created on the Check Processing - PO page in Finance.

The page consists of the two grids:

- The top grid displays requisition information.
- The bottom grid displays the line items within the selected requisition.

Modify a record:

[Select a student](#)

The following receiving options selected on the Options > Purchasing Options page in District Administration 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.

/*Inline folded include*/

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

☒	[Delete a row.](#) Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.