



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 the 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 Finance > Maintenance > Check Processing - PO page.

The page consists of the two grids:

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

Receive bundled requisitions items:

Under **Retrieval Options**:

Retrieve an existing record	<div data-bbox="363 1126 651 1198">Purchase Order Nbr</div> <div data-bbox="651 1126 1476 1198">Type the purchase order number to be retrieved. If the PO number is numeric, leading zeros are not required.</div> <div data-bbox="363 1205 1251 1238">Click Retrieve. If the purchase order is not known, click Directory.</div> <div data-bbox="363 1245 1476 1357">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.</div> <div data-bbox="363 1364 1442 1397">If Use Blind Receiving is selected, order quantities are not shown on this page.</div> <div data-bbox="363 1440 1476 1512">If Allow Partial Receiving is not selected, only complete requisition items can be received.</div> <div data-bbox="363 1554 1382 1626">If Allow Receiving Overage is not selected, only the original item quantity ordered or less can be received.</div>
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To receive each line item:

Field	Description
Quantity Received	Type the number of items received.
Date Received	Automatically populated with the current system date. You can edit the date that the items were 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 automatically receive all the items in the detail section of the page.

Click **Save** to process the selected purchase orders.