Receive purchase orders

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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.

❏ Under **Retrieval Options**:

<table>
<tr><td rowspan="3">Retrieve an existing record.</td><td>Purchase Order Nbr</td><td>Type the purchase order number to be retrieved. If the PO number is numeric, leading zeros are not required.</td></tr>
<tr><td>Requisition Nbr</td><td>Type the requisition number to be retrieved. If the requisition number is numeric, leading zeros are not required.</td></tr>
<tr><td colspan="2">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.</td></tr>
</table>

❏ 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.


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