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 District Administration > Options > Purchasing/Warehouse page, a payable transaction is automatically created on the Finance > Maintenance > Pending Payables page when items are received. The general ledger is not updated when items are received. You must complete the process of posting the invoice using the Pending Payables page.

The page consists of 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**:

<table>
<tr>
<td>Retrieve an existing record</td>
<td>
<table><tr><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></table>
Click Retrieve. If the purchase order 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**, a list of the bundled requisitions is displayed. The following requisition details are displayed:

- **Req Nbr**
- **Requestor**
- **Campus/Dept**
- **Vendor Nbr**
- **Sort Key/Vendor Name**
- **Bid Nbr**
- **Bid Category**
- **First Approver**

- **Originator**
- **Order For**
- **Shipping Address**
- **PO Date**
- **Req Nbr**
- **Reason**
- **Reference Nbr**
- **Work Order**

❏ Under **Requisition Items**, the following requisition 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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