


# Requisition - REQ3400

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# Requisition - REQ3400

***Purchasing > Maintenance > Receiving > Requisition***

This page only displays requisitions to which you have access based on your user profile. Receiving is performed by 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 Requisition Options page, a payable transaction is automatically created on the Finance > Maintenance > Check Processing - PO page.

## Receive requisitions items:

Under **Retrieval Options**:

<table>
<tr><td>Retrieve an existing record</td><td>Search for a record.
<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>
<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>
</table>
Click Retrieve. If the purchase order or requisition number is not known, click Directory.<br>
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.<br>
If Use Blind Receiving is selected, order quantities are not shown on this page.<br><br>
If Allow Partial Receiving is not selected, only complete requisition items can be received.<br><br>
If Allow Receiving Overage is not selected, only the original item quantity ordered or less can be received.</td></tr>
</table>

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.

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.

| Field | Description |
|---|---|
| **Campus ID** | |
| **Pass/Fail** | |

Click **Save**.

**NOTE:

## Other functions and features:

| | |
|---|---|
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |


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