

Requisition - REQ3400

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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 to which you have access to receive based on your user profile in District Administration are displayed. 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**:

Retrieve an existing record	Search for a record. **Purchase Order Nbr**: Type the purchase order number to be retrieved. If the PO number is numeric, leading zeros are not required. **Requisition Nbr**: Type the requisition number to be retrieved. If the requisition number is numeric, leading zeros are not required. 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.

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.

Other functions and features:

Documents	View or attach supporting documentation.


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