

BusinessPLUS 7.9 PO RECEIVING – POUPRC

Payments cannot be processed without PO's first being received. The person who entered the PO and Accounts Payable personnel has access to receive items on a PO.

HOWEVER, it is imperative that the person entering the purchase order be the one responsible for receiving. Accounts Payable personnel do not have the ability of knowing if the merchandise has arrived at the building location.

From your dashboard, Under PR PO Tasks, click on **Receive Items on a Purchase Order**. The following screen will come up:

The screenshot shows the POUPRC - Receiving Information screen. The PO Number field is circled in blue. A blue arrow points from the PO Number field to a text box labeled "Purchase Order Number". The screen also displays a Date Received dropdown set to 03/03/2011, and buttons for Receive All and Save. Below these fields is a table with columns: PO Item, Description, Notes, Units, Qty Accepted, Amt Accepted, and Qty Rejected. The table is currently empty.

Type in the complete PO number in the box and hit the TAB button.

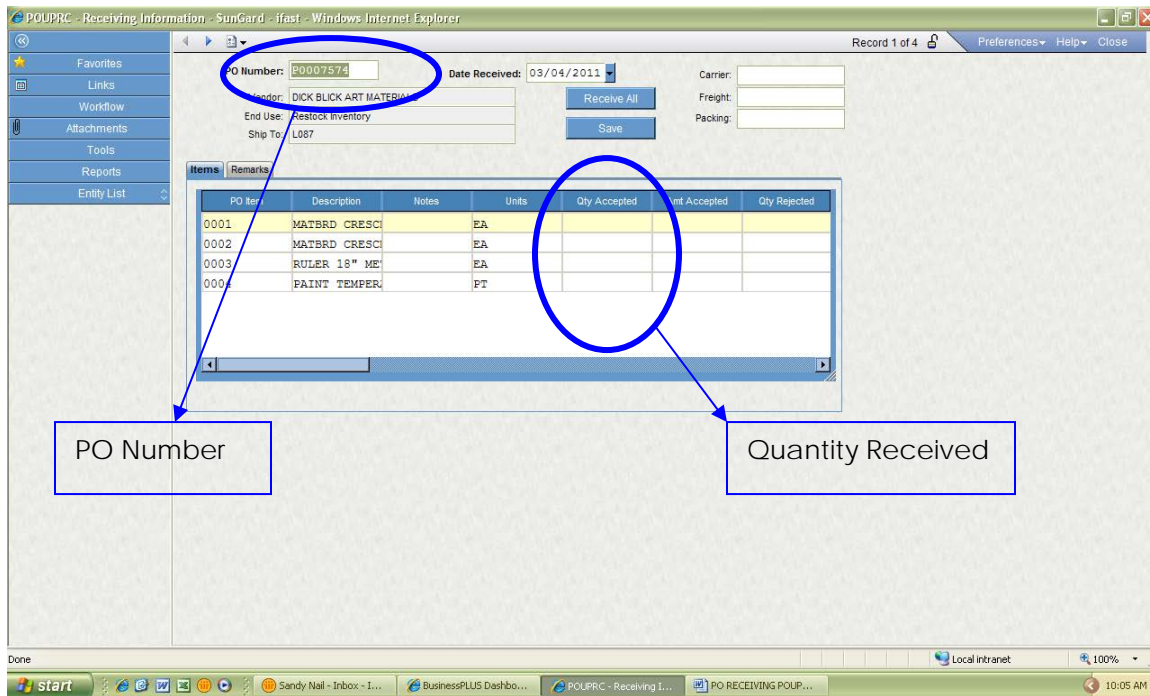
This will bring up the PO that needs to be received.

- If you know that ALL the merchandise has arrived, you can click on the Receive All button. You must click on the Save button for the receiving to be accepted.

Make sure to look at the top of your screen for Record Accepted.

- If you have only received a partial shipment, you will manually receive the merchandise.

Follow the steps above to bring up the POUPRC screen.



Type in complete PO number and press TAB.

To manually receive you will need to enter the quantity received on each line of the PO into the Quantity Accepted Fields.

Click on the Save button. This will save the merchandise you entered for this PO.

Look at the top of your screen for Record Accepted.

Note:

- If a vendor sends more merchandise than you ordered, put the total received manually into the system. This will help us to know what needs to be paid when the invoice is received.
- For PO's that need a check to be cut (pre-paid) - please receive them right away. Checks cannot be cut without first receiving on a purchase order.
- Communication is important if merchandise is being returned to a vendor. If they vendor has not been paid yet, you can undo receiving. To undo receiving, follow the same step and manually input a negative number and click Save. Doing this will prevent us from paying the vendor.