

	<b>FRONTLINE PROCEDURES</b> Pasadena ISD	ENTRY POINT: <b>Receive</b>
DATE DEVELOPED: 07/27/2021		REVISED DATE: 10/14/2021
<b>SUBJECT: Receiving</b>		

# Receiving

**SEND INVOICES TO AccountsPayable@pasadenaisd.org**

Use the Receive entry point to receive requisitions.

## Video

[Receive \(2:21\)](#)

To receive requisitions, complete these items:

Select the **Receive** entry point to display the Receiving Search tab.

Receiving Search

**Receiving Search**

Purchase Order Receiving

Asset

**Search Criteria**

Purchase Order Number:	<input type="text"/>	Vendor:	<input type="text"/>
Description:	<input type="text"/>	Part Number:	<input type="text"/>
Min Date:	<input type="text"/>		

*Receiving Search tab*

Next, enter information into any of these fields:


<b>Purchase Order Number</b>	Enter the purchase order number.
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**Description**


Enter the description of the requisition. You must enter at least three characters.

**Part Number**


Enter the part number of the order. Click the  icon to select a part number from the Lookup Stock Number tab. For more information about the Lookup Stock number tab, see [Using the Lookup Stock Number Tab](#).

Use the fields below to refine your search results:

**Vendor**

Enter the name of a Vendor. Click the  icon to select a vendor from the Vendor Lookup tab. For more information about the Vendor Lookup tab, see [Using the Vendor Lookup Tab](#).


**Min Date**


Enter the date after which to search for requisitions. Click the  icon to select a date from the calendar.


Receiving Search


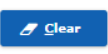
Receiving Search | Purchase Order Receiving | Asset

Search Criteria

Purchase Order Number:  Vendor:  

Description:  Part Number:  

Min Date:  

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Click the Search button. The results of your search appear in the Purchase Orders panel.

The screenshot shows the 'Receiving Search' tab with the following search criteria:

- Purchase Order Number: [ ]
- Vendor: [ ]
- Description: [ ]
- Part Number: [ ]
- Min Date: 08-09-2021

Buttons: Search Clear

**Purchase Orders** (3 Records)

Order Number	Vendor Name	Requestor	Stock Number	Long Description	PO Line Num	Unit of Measure	Ordered Quantity	Received Quantity
22000012	AMAZON.COM LLC	Gillard, Derek W	B07DXS8T5J	DSTELIN Binder Clips Paper Clamps Assorted Sizes 100 Count Black, X Large, Large, Medium, Small, ...	10	EA	1.0	0.0
22000013	AMAZON.COM LLC	Gillard, Derek W	B000J09CO6	Paper Mate Flair Felt Tip Pens, Medium Point, Limited Edition Candy Pop Pack, Pack of 32 1979425	11	EA	1.0	0.0
22000018	COMPETITIVE CHOICE INC	Montano, Laura San Juana	55561	4x4 glass	14	CS	1.0	0.0

Buttons: Receive/Cancel View

*Receiving Search tab with results displayed*

To view the requisition that created a line in the Purchase Order, select the appropriate requisition and click the View button. A view-only screen will appear showing you the requisition details. Click Return to return to the Receiving screen.

Highlight to select the appropriate requisition and click the Receive/Cancel button. The Purchase Order Receiving tab is displayed.

The screenshot shows the 'Purchase Order Receiving' tab with the following details:

- Show:  Yes  No
- Cancel?:  Yes  No
- Received Date: 08-10-2021 5:11 PM

**Receiving Details**

Requestor	Stock Number	Long Description	PO Line Num	Unit of Measure	Ordered Quantity	Previously Received	Expected Quantity	Received Quantity	Free Quantity Recvd	Not Delivered Quantity	Asset Review Decision	Potential Asset	Existing Assets
Assoc Supt Finance	B000J09CO6	Paper Mate Flair Felt Tip	11	EA	1.0	0.0	1.0	0.0	0.0	1.0	Not Reviewed		

*Purchase Order Receiving tab*

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The columns that are displayed on the Receiving Search tab and the Purchase Order Receiving tab depend on what is selected in the [Maintain Requisition Options](#) entry point.

As requisition lines are selected in the previous step, all requisition lines within the Purchase Order appear on the Purchase Order Receiving tab.

- **Ordered Quantity** displays the amount of items ordered.
- **Expected Quantity** shows the amount still to be received.
- **Received Quantity** is the amount you are entering as Received.
- **Free Quantity Received** is the amount of any items the vendor gave to the district at no cost. This amount does not impact what is displayed at Invoicing.
- **Not Delivered Quantity** reflects the Ordered Quantity minus Received Quantity, therefore showing the amount yet to be delivered.

Asset Review Decision, Potential Asset and Existing Asset will be covered in Asset training.

Click in the **Received Quantity** column and enter the amount of goods delivered. Press the Tab key, and the cursor will advance to the next line for quick entry into the next Qty. Received field.

The screenshot shows the 'Purchase Order Receiving' tab in the software. At the top, there are tabs for 'Receiving Search', 'Purchase Order Receiving', and 'Asset'. Below these is a 'Receiving Details' section with options for 'Show' (Yes/No) and 'Received Date' (08-10-2021, 5:11 PM). The main part of the interface is a table with the following columns: Requestor, Stock Number, Long Description, PO Line Num, Unit of Measure, Ordered Quantity, Previously Received, Expected Quantity, Received Quantity (highlighted with a red box), Free Quantity Recvd, Not Delivered Quantity, Asset Review Decision, Potential Asset, and Existing Assets. A single data row is visible with values: Assoc Supt Finance, B000J09C06, Paper Mate Flair Felt Tip, 11, EA, 1.0, 0.0, 1.0, 1.0, 0.0, 0.0, Not Reviewed, and empty cells for Potential and Existing Assets.

To Backout Receiver Click on **Received Quantity** and enter – amount.

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Receiving Search **Purchase Order Receiving** Asset

Receiving Details

Show  Yes  No  
 Cancel?: No  
 Received Date: 08-10-2021 5:14 PM

Requestor	Stock Number	Long Description	PO Line Num	Unit of Measure	Ordered Quantity	Previously Received	Expected Quantity	Received Quantity	Free Quantity Recvd	Not Delivered Quantity	Asset Review Decision	Potential Asset	Existing Assets
Assoc Supt Finance	B000J09CO6	Paper Mate Flair Felt Tip	11	EA	1.0	1.0	0.0	-1.0	0.0	1.0	Not Reviewed		

Click the **Show Cancel** radio button to access the Qty. Canceled and Cancel Reason fields. Items canceled are subtracted from the requisition creating the record, and funds are returned to the account number within the Requisition.

Receiving Details

Show  Yes  No  
 Cancel?: No  
 Received Date: 08-10-2021 5:19 PM

Number	Long Description	PO Line Num	Unit of Measure	Ordered Quantity	Previously Received	Expected Quantity	Received Quantity	Free Quantity Recvd	Qty. Canceled	Cancel Reason	Not Delivered Quantity
	4x4 glass	14	CS	1.0	0.0	1.0	0.0	0.0	1.0		1.0

When you complete entering the receiving amounts, click the **Save** button. The Packing Slip box appears.

**Packing Slip**

Packing Slip ID:

Vendor's Invoice Number:

**Save** **Cancel**

*Packing Slip box*

In the **Packing Slip ID** field, **DO NOT ENTER ANYTHING.**

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In the **Vendor's Invoice Number** field **DO NOT ENTER INVOICE #**.

Packing Slip ID and Vendor's Invoice Number are not required fields.

Click the  button.

## Releasing Funds on Purchase Orders

Use these procedures to release funds on Purchase Orders for requisitions.

Procedure	Description
<b>Not-To-Exceed</b>	To release Not-To-Exceed funds after you return from the vendor, go to the <b>Not-To-Exceed Requisition Search</b> entry point. Select the appropriate PO and at the bottom of the screen, enter the amount listed on the receipt. You can also attach the receipt at this time. If there is a difference between the released amount and the PO amount, the remainder is liquidated from the account code(s). You cannot release Not-To-Exceed Requisition funds after the initial entry.
<b>Blanket</b>	It is not necessary to release funds in order to issue invoices against a Blanket PO. Therefore, there is no Releasing option for this type of Purchase Order.
<b>Project</b>	Money must be released in order for accounts payable to pay invoices on Project requisitions. Go to the <b>Blanket/Project Requisition Search</b> entry

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<b>Procedure</b>	<b>Description</b>
	point to find the appropriate PO and then click the Release link. Multiple entries can go against this type PO.


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## Add Receiving Attachments

During the Receive process, here are the instructions for adding a packing slip.

1. Open the **Receive** entry point.
2. Enter a receiving record just like you normally would. **Do not add the attachments to this screen where it says "Receiving Attachment"**

Receiving Attachments

 Upload


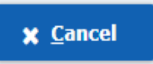


**Drop files here**

or use the Upload button to attach, up to 10 MB per file.

File Name                      Delete

Deleted Attachments

 Save     Cancel

3. Once you click save, it will take you back the Receive main screen.
4. Highlight the PO you want to add the attachments to and click View.



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Receiving Search

Omitted 9 matching requisitions that you do not have permission to receive.

Receiving Search Purchase Order Receiving Asset

Search Criteria

Purchase Order Number:  Vendor:

Description:  Part Number:

Min Date: 07-01-2021

Search Clear

Purchase Orders

Purchase Order Number	Vendor Name	Requestor	Stock Number	Long Description
21000017	OFFICE DEPOT, INC.			test item #1 Instructions to vendors go here notes go here

Receive/Cancel View

- The system will take you to the Requisition Overview screen. Click the Attachments. Add your attachments (**DO NOT UPLOAD INVOICES**) and click "Save and Continue".

**DON'T FORGET: SEND INVOICES TO AccountsPayable@pasadenaisd.org!!!**

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## Requisition Attachments

Fiscal Year: 2021      Cart Name: [REDACTED]      Vendor: OFFICE DEPOT, INC. (OFFICE DEPOT, IM  
 Requisition Stage: PO      Requisition Status: Ready to Send      Phone :

i Cannot maintain this requisition(other than Assets Info) because it has been released and you are

↑ Upload

📎 Drop files here

	File Name	Description
👁	Receipt (29).pdf	Packing Slip/Invoice Attachment

💾 Save and Continue

↶ Back

↶ Return

