

2021

HOW TO RECEIVE A PURCHASE ORDER

MANUAL

BUSINESS SOFTWARE HELPDESK

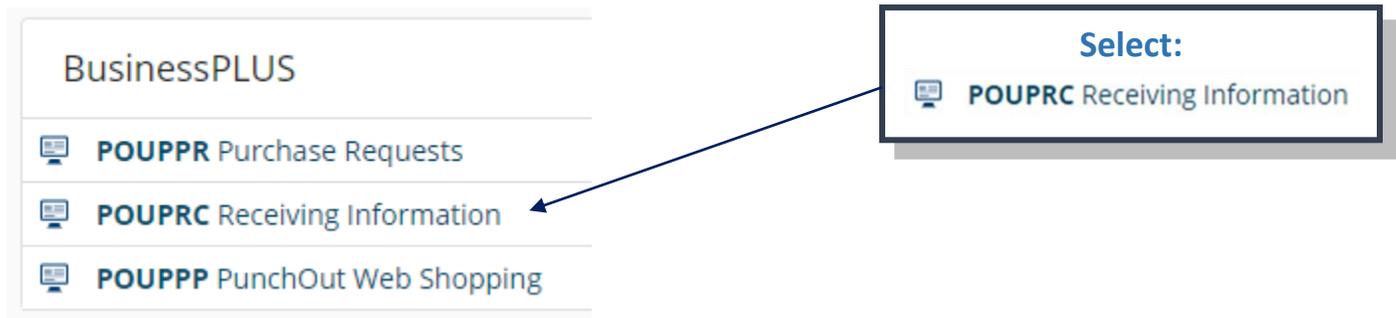
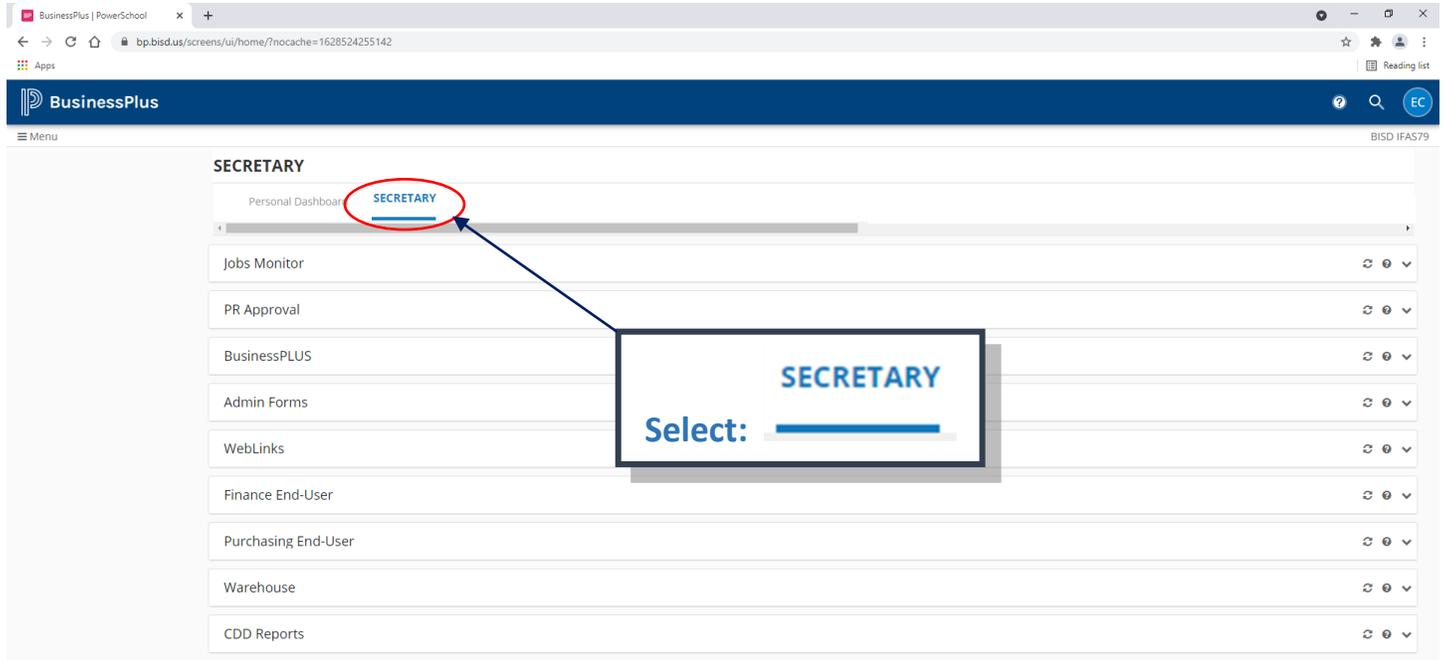
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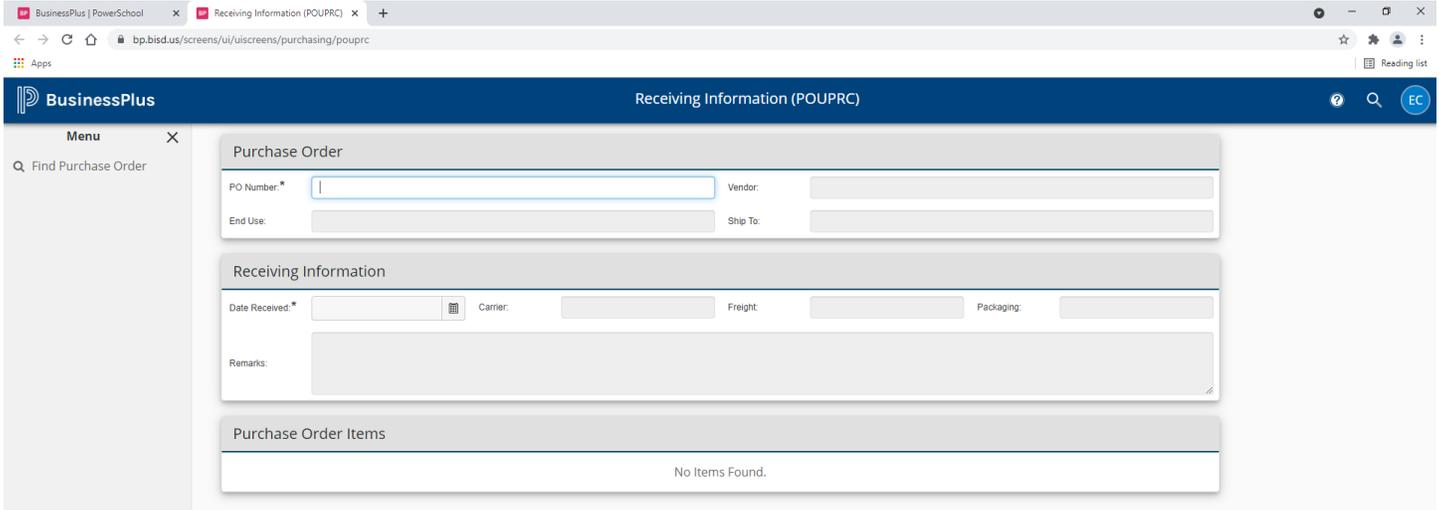
Step 1: Access Receiving Information (POUPRC) Screen.

****NOTE:** There are **three** options for accessing the Receiving Information Screen.

Option 1 - Secretary Dashboard

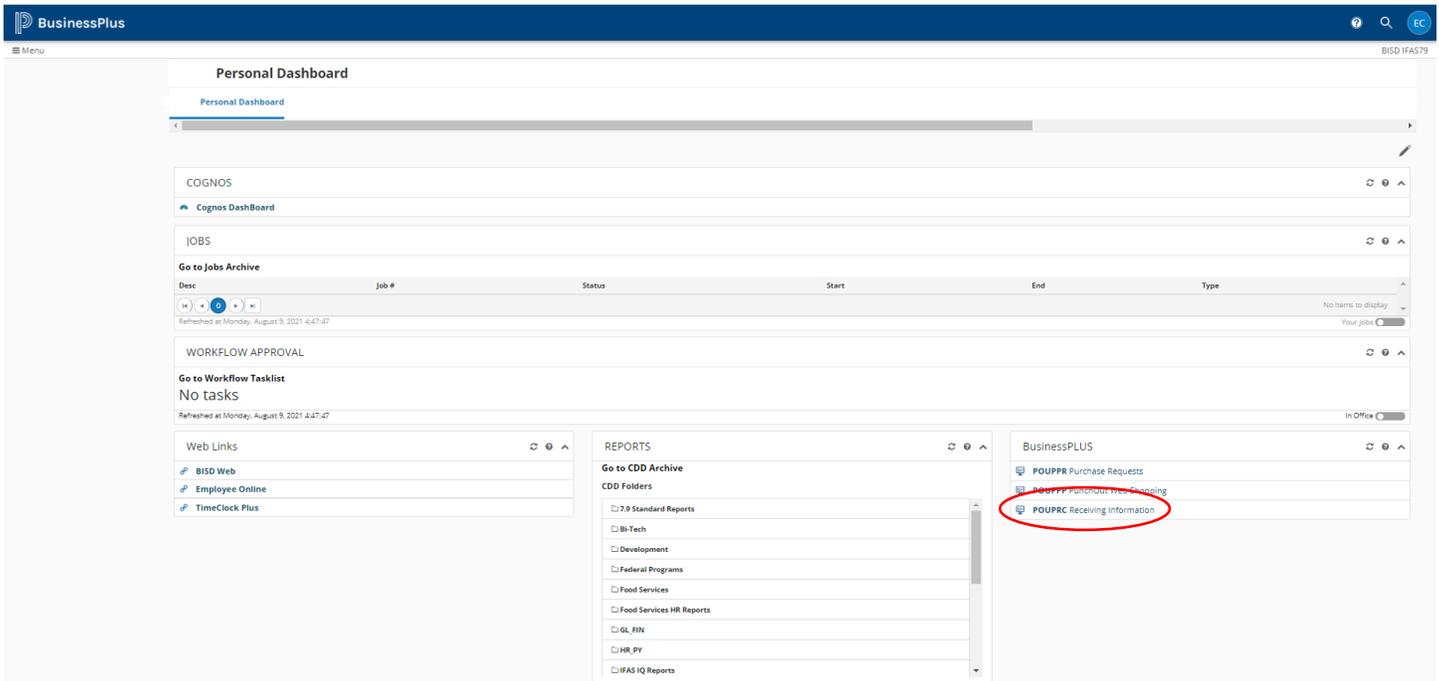


Receiving Information (POUPRC) Screen will populate. (To skip examples of Option 2, 3 and 4 proceed to page 7.)

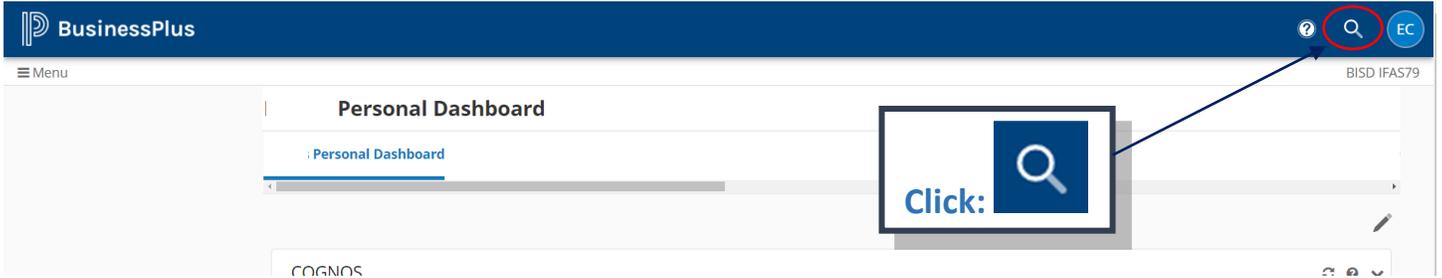


Option 2 – Personal Dashboard.

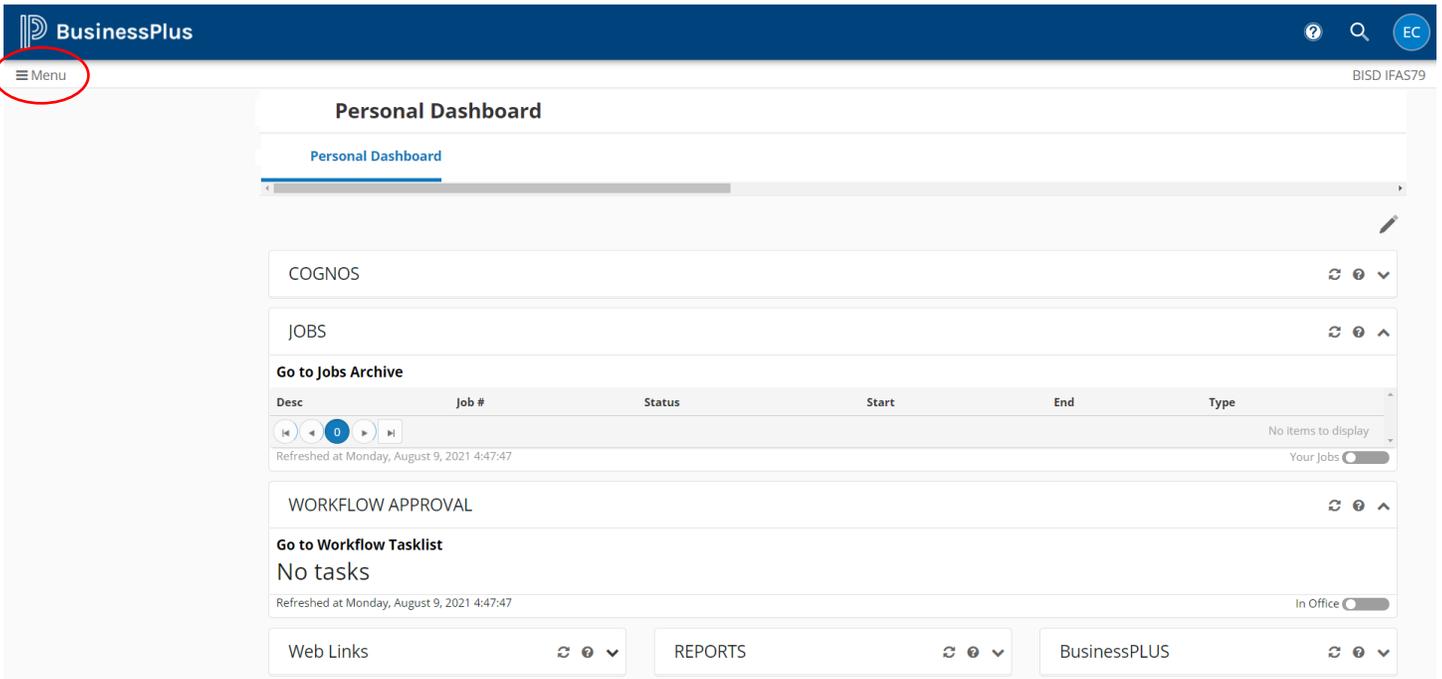
***Note:** This is only available if you added the shortcut to **YOUR** personal dashboard. For instructions on how to create your personal dashboard; please see “Customize Personal Dashboard” manual.

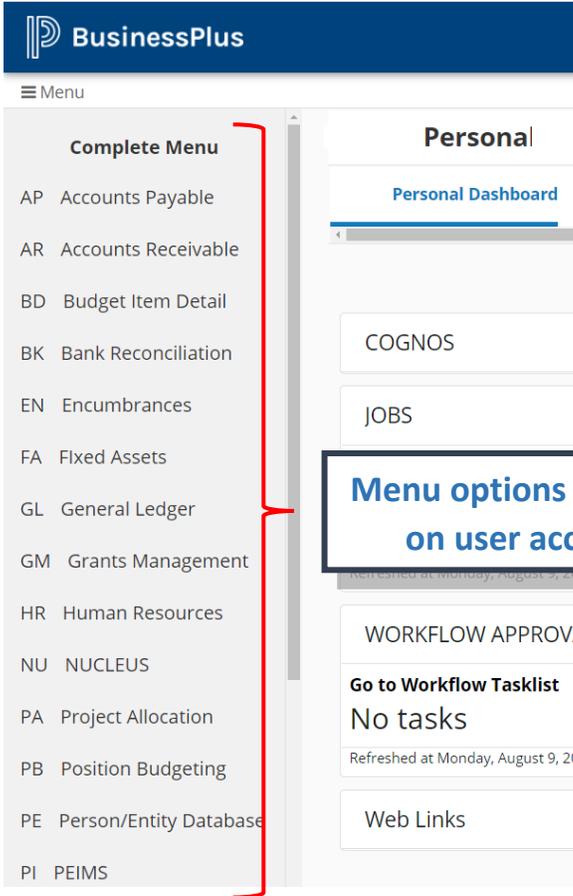


Option 3 – Search Icon.



Option 4 – Menu List.





BusinessPlus
Menu

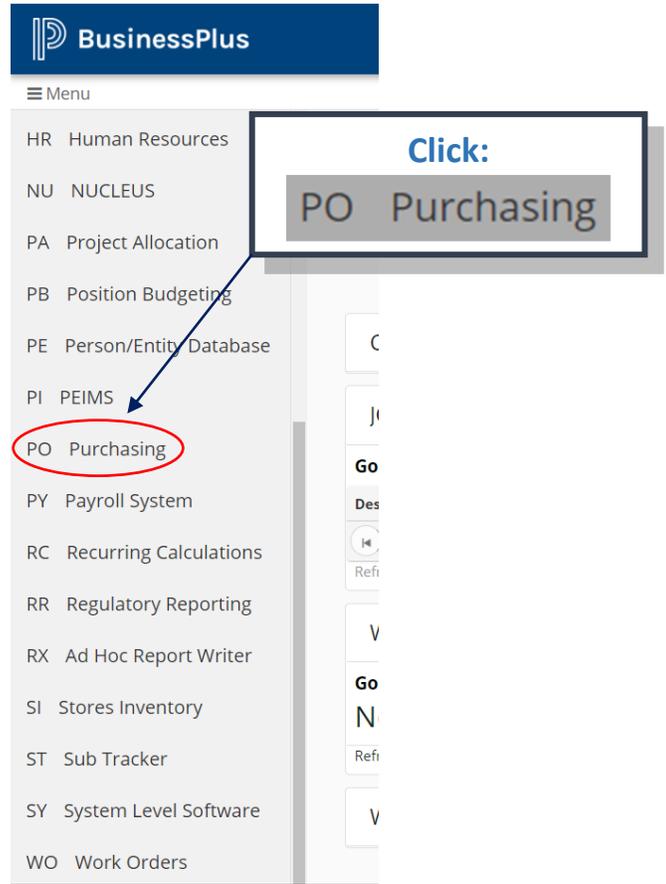
Complete Menu

- AP Accounts Payable
- AR Accounts Receivable
- BD Budget Item Detail
- BK Bank Reconciliation
- EN Encumbrances
- FA Fixed Assets
- GL General Ledger
- GM Grants Management
- HR Human Resources
- NU NUCLEUS
- PA Project Allocation
- PB Position Budgeting
- PE Person/Entity Database
- PI PEIMS

Personal

- Personal Dashboard
- COGNOS
- JOBS
- WORKFLOW APPROV, /
- Go to Workflow Tasklist
No tasks
Refreshed at Monday, August 9, 20
- Web Links

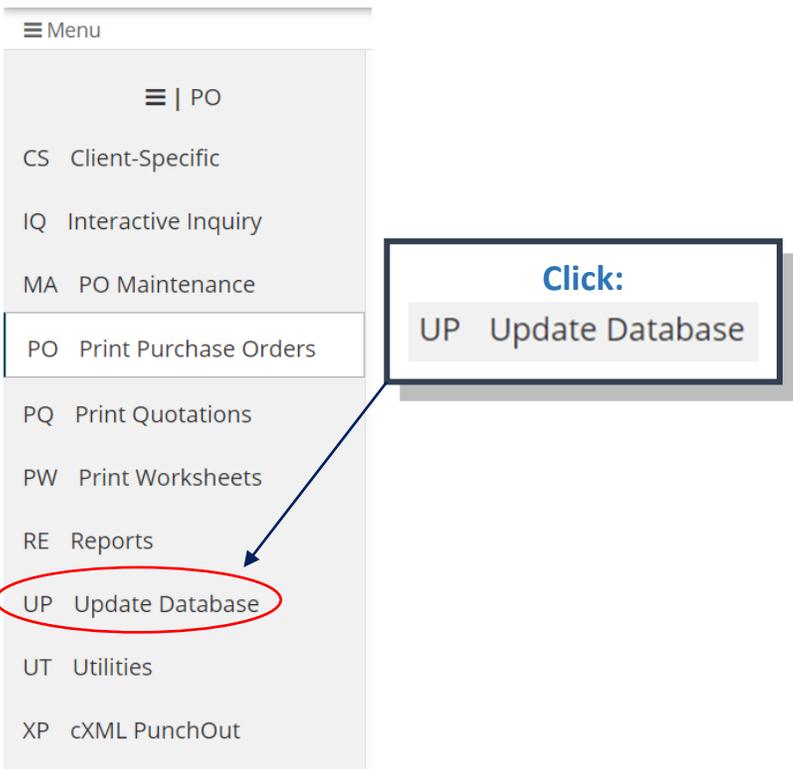
Menu options depend on user access.



BusinessPlus
Menu

- HR Human Resources
- NU NUCLEUS
- PA Project Allocation
- PB Position Budgeting
- PE Person/Entity Database
- PI PEIMS
- PO Purchasing**
- PY Payroll System
- RC Recurring Calculations
- RR Regulatory Reporting
- RX Ad Hoc Report Writer
- SI Stores Inventory
- ST Sub Tracker
- SY System Level Software
- WO Work Orders

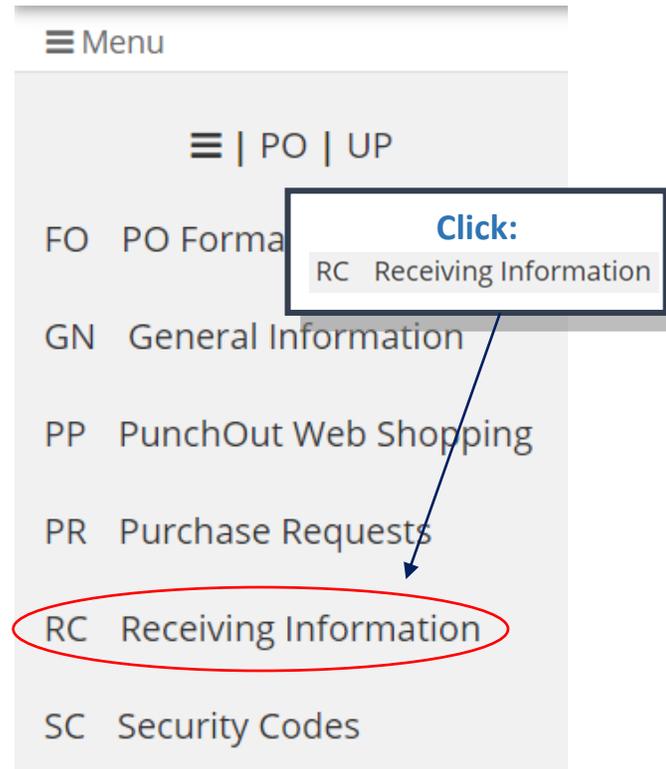
Click: PO Purchasing



Menu

- CS Client-Specific
- IQ Interactive Inquiry
- MA PO Maintenance
- PO Print Purchase Orders
- PQ Print Quotations
- PW Print Worksheets
- RE Reports
- UP Update Database**
- UT Utilities
- XP cXML PunchOut

Click: UP Update Database



Menu

- FO PO Forma
- GN General Information
- PP PunchOut Web Shopping
- PR Purchase Requests
- RC Receiving Information**
- SC Security Codes

Click: RC Receiving Information

Step 2: Input PO#.

Receiving Information (POUPRC)

Purchase Order

PO Number:* Vendor:

End Use: Ship To:

Receiving Information

Date Received:* Carrier: Packaging:

Remarks:

Purchase Order Items

No Items Found.

Input: PO number.
Hit: Enter Key

PO Information will populate.

Receiving Information (POUPRC)

Purchase Order

PO Number:* Vendor:

End Use: Ship To:

Receiving Information

Date Received:* Carrier: Freight: Packaging:

Remarks:

Purchase Order Items Collapse All

PO Item: 0001 Office Depot(R) Brand Composition		Quantity to Receive: 0	Quantity to Reject: 0	Amount to Receive: 0
PR #:	<input type="text" value="PR449209"/>	PR Item:	<input type="text" value="0001"/>	Notes: <input type="text"/>
Received To Date:	<input type="text" value="0"/>	Amount To Date:	<input type="text" value="0.00"/>	Quantity Ordered: <input type="text" value="48"/>
Serial #:	<input type="text"/>	Asset ID:	<input type="text"/>	Units: <input type="text" value="EA"/>
Tag:	<input type="text"/>	Brand:	<input type="text"/>	Location: <input type="text"/>
Product:	<input type="text"/>	Ship ID:	<input type="text"/>	Catalog: <input type="text" value="14111507"/>
Requested By:	<input type="text" value="Belinda G. Zaveleta"/>	Warehouse:	<input type="text"/>	Required Date: <input type="text"/>
<input type="button" value="Manual"/> <input type="button" value="Fully Receive"/>				

PO Item: 0002 Ziploc(R) Plastic Double Zipper		Quantity to Receive: 0	Quantity to Reject: 0	Amount to Receive: 0
PR #:	<input type="text" value="PR449209"/>	PR Item:	<input type="text" value="0002"/>	Notes: <input type="text"/>
Received To Date:	<input type="text" value="0"/>	Amount To Date:	<input type="text" value="0.00"/>	Quantity Ordered: <input type="text" value="2"/>
Serial #:	<input type="text"/>	Asset ID:	<input type="text"/>	Units: <input type="text" value="BX"/>
<input type="button" value="Manual"/> <input type="button" value="Fully Receive"/>				

****Note:** *There are two methods to receive PO's; if partial order was delivered then use the 1st option to receive items.*

Option 1 – Partial Receive

Receiving Information (POUPRC)

Purchase Order

PO Number:* P375360 Vendor: OFFICE DEPOT
End Use: Ship To: 5915

Receiving Information

Date Received:* 08/09/2021 Carrier: Freight: Packaging:
Remarks:

Purchase Order Items Collapse All

▼ PO Item: 0001 Office Depot(R) Brand Composition Quantity to Receive: 48 Quantity to Reject: 0 Amount to Receive: 0

PR #: PR449209 PR Item: 0001 Notes: Units: EA **Manual**
Received To Date: 0 Amount To Date: 0.00 Quantity Ordered: 48 Amount Ordered: 53.76 **Fully Receive**
Serial #: Asset ID: ⚡
Tag: Brand: Location:
Product: Ship ID: Catalog: 14111507 Required Date:
Requested By: Warehouse:

▼ PO Item: 0002 Ziploc(R) Plastic Double Zipper Quantity to Receive: 2 Quantity to Reject: 0 Amount to Receive: 0

PR #: PR449209 PR Item: 0002 Notes: Units: BX **Manual**
Received To Date: 0 Amount To Date: 0.00 Quantity Ordered: 2 Amount Ordered: 14.18 **Fully Receive**
Serial #: Asset ID: ⚡
Tag: Brand: Location:
Product: Ship ID: Catalog: 14111507 Required Date:
Requested By: Warehouse:

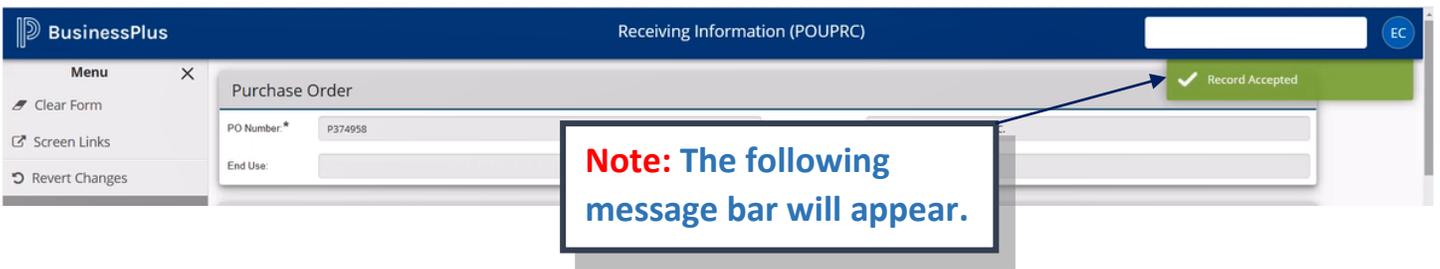
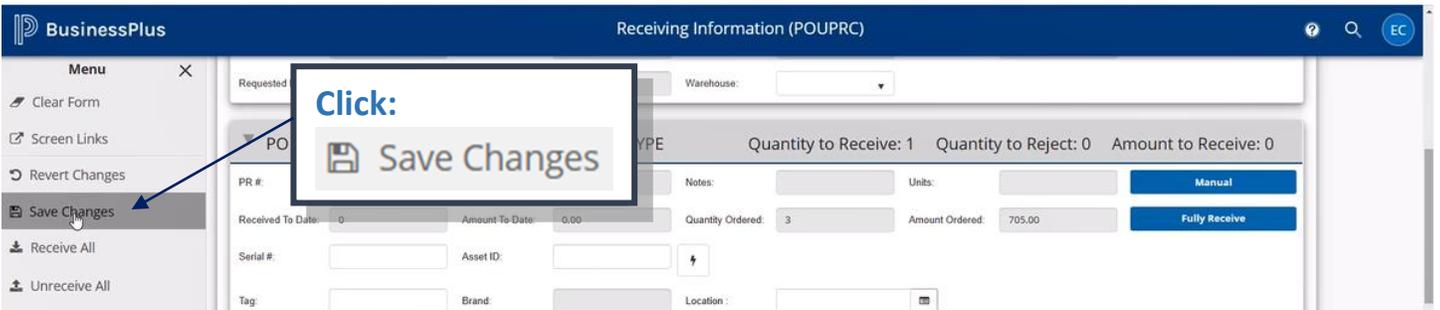
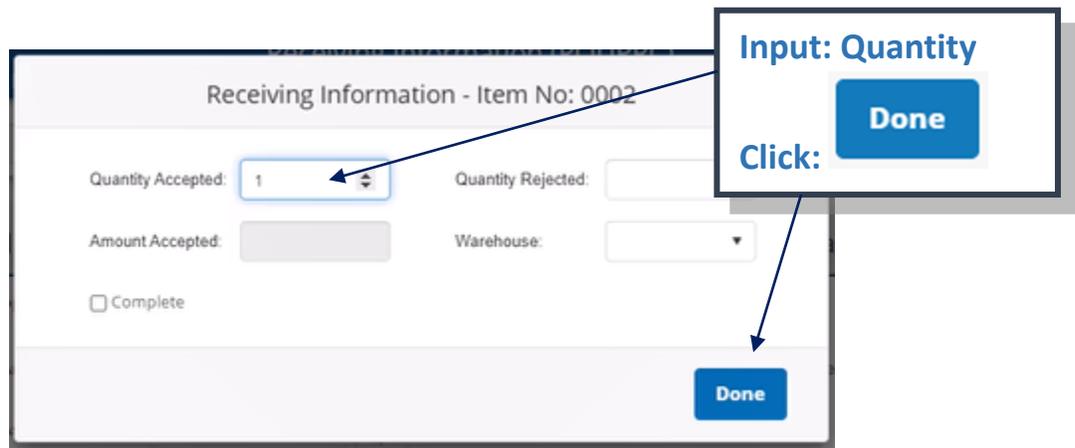
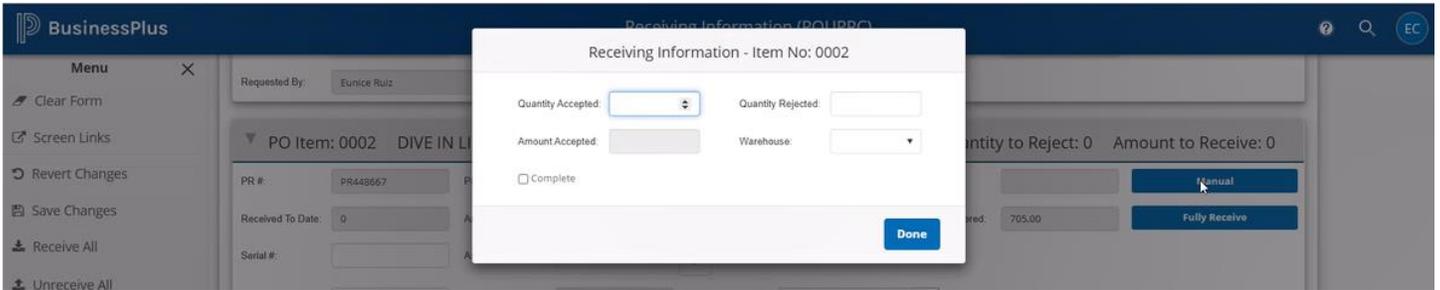
Search through list for item delivered.

▼ PO Item: 0002 Ziploc(R) Plastic Double Zipper Quantity to Receive: 2 Quantity to Reject: 0 Amount to Receive: 0

PR #: PR449209 PR Item: 0002 Notes: Units: BX **Manual**
Received To Date: 0 Amount To Date: 0.00 Quantity Ordered: 2 Amount Ordered: 14.18 **Fully Receive**
Serial #: Asset ID: ⚡
Tag: Brand: Location:
Product: Ship ID: Catalog: 14111507 Required Date:
Requested By: Warehouse:

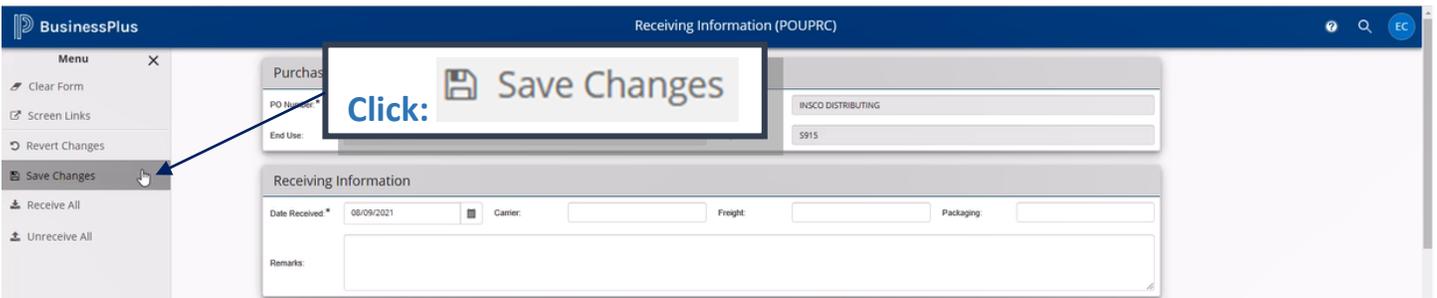
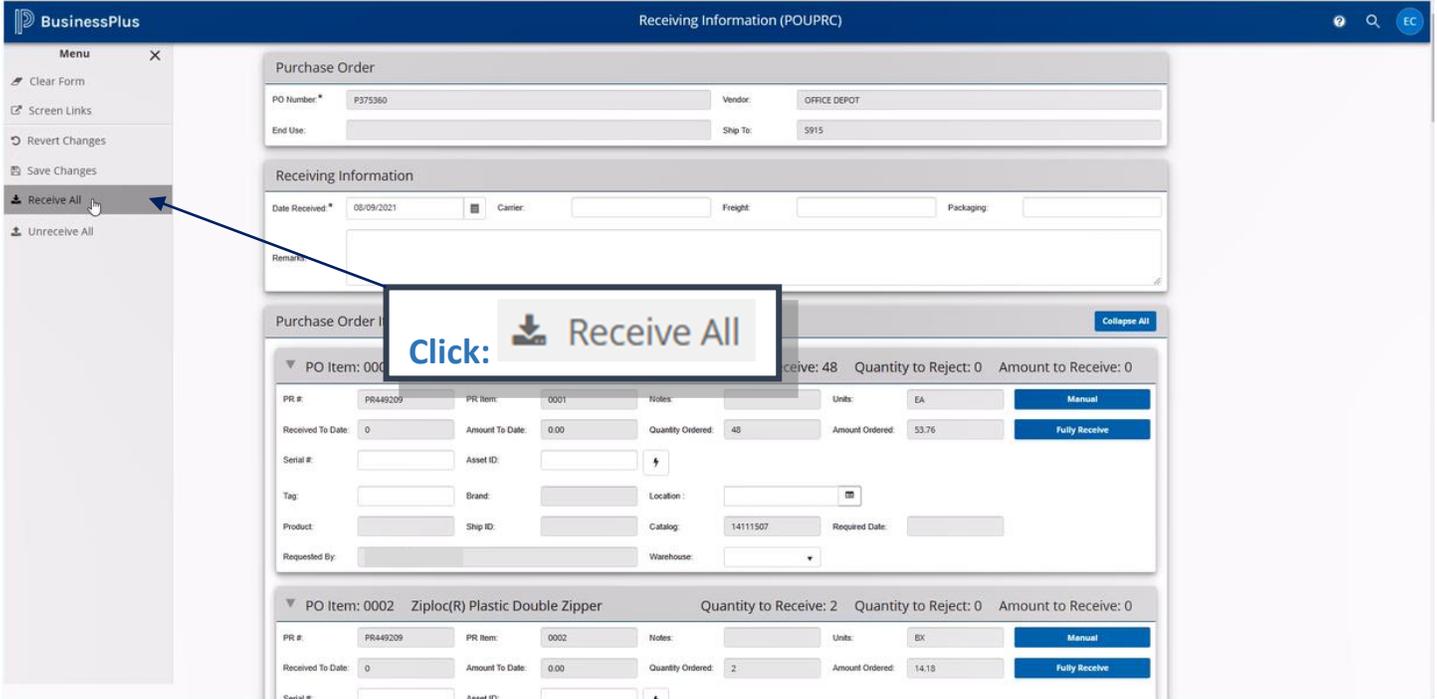
Click: **Manual**

Receiving Information Screen for the item being received.



Option 2 – Receive Full Order

****Note:** This method is NOT for Fixed Asset items or partial orders; you will need to use option 1.



****Note:** Accounts Payable is now able to submit payment. Partial payments are made for partial orders received; repeat process once additional items are delivered.