

HOW TO RECEIVE A PURCHASE ORDER

MANUAL BUSINESS SOFTWARE HELPDESK



BROWNSVILLE ISD | 1900 PRICE RD BROWNSVILLE TX -78521-

HOW TO RECEIVE A PURCHASE ORDER

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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

BusinessPlus PowerSchool × +		• - • ×
← → C △		🖈 🛦 🗄 E
Apps		E Reading list
D BusinessPlus		0 Q EC
≡Menu		BISD IFAS79
SECRETARY		
Personal Dashboar		
		•
Jobs Monitor		20∨
PR Approval		€ 0 ∨
BusinessPLUS	SECRETARY	20 v
Admin Forms	SECRETART	<i>2</i> 0 ∨
WebLinks	Select:	C 0 v
Finance End-User		C 0 ∨
Purchasing End-User		<i>2</i> 0 ∨
Warehouse		C 0 v
CDD Reports		C 0 ∨



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

💵 BusinessPlus PowerSchool 🛛 🗙 🔛	eceiving Information (POUPRC) × +		• - • ×
← → C ☆ ♠ bp.bisd.us/screen	/ui/uiscreens/purchasing/pouprc		x 🛪 😩 E
Apps			📰 Reading list
BusinessPlus	F	Receiving Information (POUPRC)	୧୦ ୧୦
Menu 🗙			
Q Find Purchase Order	Purchase Order		
	PO Number:*	Vendor:	
	End Use:	Ship To:	
	Receiving Information		
	Date Received.*	Freight. Packaging:	
	Remarks:	h	
	Purchase Order Items		
		No Items Found.	

Option 2 – Personal Dashboard.

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

BusinessPlus								0	۹ 💽
≡ Menu	Personal Dashboard								BISD IFAS79
	Personal Dashboard					_			Þ
									/
	COGNOS							0	0 ^
	 Cognos DashBoard 								
	JOBS							0	• •
	Go to Jobs Archive								
	Desc	Job #	Status	Start		End	Туре		^
	Refreshed at Monday, August 9, 2021 4:47:47							Your Jobs	• • •
	WORKFLOW APPROVAL							0	0 ^
	Go to Workflow Tasklist NO tasks								
	Refreshed at Monday, August 9, 2021 4:47:47							In Office 🔘	
	Web Links	<i>C</i> 0	REPORTS		2 0 A	BusinessPLUS		0	0 ^
	d BISD Web		Go to CDD Arch	hive		POUPPR Purchase Requests			
	P Employee Online		CDD Folders		<u>^</u>	POUPPP PunchOut Web Shopping			
	of TimeClock Plus		D Ri-Tech	Reports		POUPRC Receiving Information			
			Development	rt .					
			C Federal Prog	trams					
			C Food Service	15					
			C Food Service:	IS HR Reports					
			D HR_PY						
			C IFAS IQ Report	nts	-				

Option 3 – Search Icon.

D BusinessPlus		
■Menu		BISD IFAS79
	Personal Dashboard	
	4	Click:
	COGNOS	2 A V
BusinessPlus		
≡ Menu		Receiving Information (POUPRC)
	Personal Dashboard	Total 1 items found
		Input: Mask (POUPRC)
		Select: Receiving Information (POUPRC)

Option 4 – Menu List.

D BusinessPlus								?	Q	EC
≡Menu									BISD	IFAS79
	Personal	Dashboard								
	Personal Dashboa	rd								
	<	_								Þ
									/	P.
	COGNOS							3	0 ~	,
	JOBS							0	0 ^	•
	Go to Jobs Archive									
	Desc	Job #		Status	Start	End	Туре			^
								No items to di	splay	*
	Refreshed at Monday, Augus	t 9, 2021 4:47:47						Your Jobs		1
	WORKFLOW APPF	ROVAL						C	0 ^	•
	Go to Workflow Taskl	ist								
	No tasks									
	Refreshed at Monday, Augus	t 9, 2021 4:47:47						In Office)
	Web Links		20 v	REPORTS	2 (Bus	sinessPLUS	0	0 v	•

HOW TO RECEIVE A PURCHASE ORDER



Step 2: Input PO#.

	Receiving Information (POUPRC)
Purchase Order	
PO Number.* P375360	Vendor:
End Use:	Ship To:
Receiving Information Date Received:* Carrier:	Input: PO number. Hit: Enter Key
Remarks:	
Purchase Order Items	
	No Items Found.

PO Information will populate.

				Receiving Inf	ormation (P	OUPRC)		
Purchase O	rder							
PO Number:*	P375360				Vendor:	OFFICE DEPOT		
End Use:					Ship To:	S915		
Receiving Ir	formation							
Date Received:*	08/09/2021	Carrier:			Freight:		Packaging:	
Remarks:								<i>h</i>
Purchase O	rder Items							Collapse All
PO Iter	m: 0001 Office	Depot(R) Brar	nd Composition	Qu	antity to Rec	eive: 0 Quanti	ty 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:		7				
Tag:		Brand:		Location :				
Product:		Ship ID:		Catalog:	14111507	Required Date:		
Requested By:	Belinda G. Zavaleta			Warehouse:		•		
PO Iter	n: 0002 Ziploc(R) Plastic Dou	ıble Zipper	Qu	antity to Rec	eive: 0 Quanti	ty to Reject: 0	Amount to Receive: 0
PR #:	PR449209	PR Item:	0002	Notes:		Units:	ВХ	Manual
Received To Date	0	Amount To Date:	0.00	Quantity Ordered:	2	Amount Ordered:	14.18	Fully Receive
Serial #:		Asset ID:		4				

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

Option 1 – Partial Receive

				Receiving Inf	ormation (PO	UPRC)						
Purchase O	rder											
PO Number:*	P375360				Vendor:	OFFICE DEPOT						
End Use:					Ship To:	5915						
Receiving Ir	formation											
Date Received:*	08/09/2021	Carrier:			Freight:		Packa	ging:				
Remarks:										4		
Purchase O	rder Items								Collag	ise All		
PO Iter	n: 0001 Office	Depot(R) Brai	nd Composition	Qua	ntity to Receiv	ve: 48 Quantit	y to Reject:	0 Ar	nount to Receive:	D		
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:		4								
Tag:		Brand:		Location :								
Product:		Ship ID:		Catalog:	14111507	Required Date:					Г	
Requested By:				Warehouse:		•						Search through list
PO Iter	m: 0002 Ziploc(R) Plastic Dou	ıble Zipper	Qu	antity to Rece	ive: 2 Quantit	y to Reject:	0 Ar	nount to Receive:	0		for item delivered.
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:		4								
Tag:		Brand:		Location :								
Product:		Ship ID:		Catalog:	14111507	Required Date:						
Requested By:				Warehouse:		•						
	0000 71 1 /		1010-00	0	11 A D			<u> </u>				

▼ PO Item	: 0002 Ziploc(I	R) Plastic Dou	ble Zipper	Qua	antity 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:		4				
Tag:		Brand:		Click:	Manual			
Product:		Ship ID:		Catalog:	14111507	Required Date:		
Requested By:				Warehouse:	•			

HOW TO RECEIVE A PURCHASE ORDER

Receiving Information Screen for the item being received.

D BusinessPlus		Paceivies In				0	Q	EC
Menu 🗙	Requested Rec.	Receiving Informa	uon - item No: 0002					
🝠 Clear Form	requisite by	Quantity Accepted:	Quantity Rejected:	_		-		
🕼 Screen Links	PO Item: 0002 DIVE IN LI	Amount Accepted.	Warehouse:	intity to Reject: 0	Amount to Receive: 0			
C Revert Changes	PR# PR448567 P	Complete			fanual	ī		
Save Changes	Received To Date: 0 A			ared. 705.00	Fully Receive			
📥 Receive All	Serial #		Done					
1 Unreceive All								

0241241W/1410=1417		Input:	Quantity
Receiving Information	on - Item No: 0002	Click:	Done
Quantity Accepted:	Quantity Rejected:	. /	
Complete	marenouse.		
		Done	

BusinessPlus		Re	eceiving Information (POUPR	C)	0 Q EC
Menu X	Requested	:	Warehouse:	Ŧ	
🕑 Screen Links	PO ID	Sava Changes	YPE Quantity to R	eceive: 1 Quantity to Reject: 0 A	Amount to Receive: 0
ා Revert Changes	PR#:	save Changes	Notes:	Units:	Manual
🖺 Save Changes	Received To Date: 0	Amount To Date: 0.00	Quantity Ordered: 3	Amount Ordered 705.00	Fully Receive
🛓 Receive All	Serial #:	Asset ID:	+		
1 Unreceive All	Tag	Brand	Location :		

BusinessPlus	Receiving Information (POUPRC)					
Menu X	Purchase (Drder		Record Accepted		
C Screen Links	PO Number:*	P374958	Note: The following			
C Revert Changes	End Use:		Note: The following			
			message bar will appear.			

Option 2 – Receive Full Order

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

D BusinessPlus					Receiving Inf	ormation (POUPRC)			0	٩	EC
Menu X	Purchase Order											
Clear Form	PO Number.*	P375360				Vendor:	OFFICE DEPOT					
D Revert Changes	End Use:					Ship To:	S915					
Save Changes	Receiving In	formation										
🕹 Receive All	Date Received:*	08/09/2021	Carrier.			Freight		Packaging:				
1 Unreceive All												
	Remarks.								j.			
	Purchase O	rder li		-					Colleges All			
	Purchase O	Clic	ski 🛋	Rec	eive A		_		Compre Au			
	▼ PO Iter	n: 000					ceive: 48 Quantit	y 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:	0	Location :							
	Product		Ship ID:		Catalog	14111507	Required Date:					
	Requested By:				Warehouse:		•					
	▼ PO Iter	n: 0002 Ziploc(P	R) Plastic Do	uble Zipper	Qu	antity to R	eceive: 2 Quantit	y to Reject: 0	Amount to Receive: 0			
	PR.s.	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									

Receiving minimation (PODPRC)	0 Q	
Save Changes INSCO DISTRIBUTING S915		
Carrier. Freight Packaging		
	Image: Save Changes Image: Image: Save Changes Image: Save Changes Save Changes<	Save Changes Insco Distributing Save reght Pedaging

BusinessPlus	Receiving Information (POUPRC)							
Menu X	Purchase Order	Record Accepted						
Screen Links	PO Number.* P375322	Vendor: INSCO DISTRIBUTING						
C Revert Changes	End Use:							
🖺 Save Changes 🐣	Receiving Information	Note: The following						
🛓 Receive All	Date Received.* 08/09/2021	message har will annear						
1 Unreceive All	Demarke	message bar win appear.						

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