

Finance Manager: Accounting



Line Item Receiving

The Line Item Receiving routine is used to record quantities received of purchase order items on a line by line basis. The Computer Check routine will then allow you to identify which Accounts Payable checks do not have a line item receipt. Your facility may not want to create a check for a purchase order that does not have a line item receipt.

Access to Line Item Receiving

1. Under the Data Entry menu tree, click the Line Item Receiving option to display the Line Item Receiving window.


The screenshot shows the 'Line Item Receiving' window. At the top, it has a title bar 'Line Item Receiving'. Below the title bar, there are two dropdown menus for 'List of Shipments Received for Date Range' and 'Through', both set to '09/18/2017'. A 'Search' button is on the right. Below these is a section 'Drag a column header here to group by that column.' followed by a table with columns: 'Reference #', 'Date Received', 'Received By', 'Order #', 'Description', 'PO #', 'PO Date', and 'Shipment Amt'. The table is currently empty.

Use this window to add, update, and maintain line item receiving records.

Recording Partial Receipt of PO Line Items

1. Enter **Add** mode.

The screenshot shows the 'Line Item Receiving - New Line Item Receiving' window. It has a title bar and a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons for 'New', 'Update', 'Copy', 'Save', 'Save and Close', 'Print', 'Find', 'Find Next', 'Find Previous', and 'Search'. The window is divided into several sections: 'Shipment Information' with fields for 'Received for P O #', 'Order #', 'Date Received' (set to '09/18/2017'), 'Reference #', 'Received By', 'Invoice #', 'Shipping Method', 'Description', 'Weight (Lbs)', and 'Num Cartons'; 'Purchase Order Information' with fields for 'Date', 'Vendor ID', 'Ship To Building', and 'Ship To Contact'; and 'Purchase Order Items Received' which contains a table with columns: 'Line #', 'Item Number', 'Description', 'UOM', 'Unit Price', 'Purchase Order Quantity', 'Purchase Order Extended Amt', 'Received Quantity', and 'Received Extended Amt'. At the bottom, there are summary fields: 'Total Received Amount: 0.00', 'Total PO Received Amount: 0.00', 'Total PO Amount: 0.00', and 'Difference: 0.00'.

2. Enter the **Purchase Order Number** and tab off the field OR use the lookup  to choose from a listing of valid purchase orders.

Demo CSD - Purchase Order Lookup

Purchase Order Lookup
Use the grid below to find the Purchase Order you are looking for.

Search ▾

PO Number	Vendor Name	Vendor ID	Date	Balance
1	ABC SPORTS & FITNESS	14	07/01/2013	144.00
1	ABC SCHOOL SUP.	13	11/30/2014	31.99
2	ABC SPORTS & FITNESS	14	07/01/2013	199.98
2	ABC SCHOOL SUP.	13	08/06/2015	35.49
2	ABC SCHOOL SUP.	13	07/31/2017	45.55
3	BARONS EDUCATIONAL SERVICE	137	08/06/2015	599.70
3	ABC SPORTS & FITNESS	14	08/31/2017	544.36
4	COPELAND	1	07/01/2013	17.22
4	ACADEMIC BOOK SERVICE INC	17	08/31/2017	111.30
5	LAERDAL MEDICAL CORP.	960	08/04/2015	88.59
5	B & B EQUIPMENT CO	116	03/31/2017	309.99
5	NAPA AUTO PARTS	1177	08/31/2017	101.65
5	DELL MARKETING	451	08/31/2015	100.00

☒ Only Show Outstanding Purchase Orders ☐ Include Fully Received Purchase Orders

OK Cancel

The Purchase Order lookup provides options to restrict the lookup to 'Only Show Outstanding Purchase Orders' and to 'Include Fully Received Purchase Orders'. After finding and highlighting the appropriate PO in the lookup, click OK. Once the PO number is specified, nVision Accounting defaults the corresponding purchase order date, PO description, vendor number, vendor name, ship-to building and contact, and PO detail line items.

Line Item Receiving - New Line Item Receiving

File Edit View Help

New Update Copy Save Save and Close X H I P Search ▾

Shipment Information

Received for P.O. # 3 Order #: Date Received 09/18/2017 Reference #: - New -

Received By: Invoice # Shipping Method:

Description: Weight (Lbs):

Num Cartons:

Purchase Order Information

Date: 08/31/2017 Sports Equipment Ship To Building: ELEM SCHOOL #56

Vendor ID: 14 ABC SPORTS & FITNESS Ship To Contact: John Reuser

Purchase Order Items Received

Search ▾ Fully Receive PO

Line #	Item Number	Description	UOM	Unit Price	Purchase Order		Received	
					Quantity	Extended Amt	Quantity	Extended Amt
1		Unspecified Item Description	BOX	54.95	1.00	54.95	< Enter >	0.00
2		Rainbow UltraFite Kick...	BOX	54.9500	1.00	54.95	< Enter >	0.00
3		Manila Tug of War Ropes	EA	64.9500	1.00	64.95	< Enter >	0.00
4		Rainbow UltraCatch Sco...	CASE	58.9900	1.00	58.99	< Enter >	0.00
5		DuraKnop Hula Hoops...	SET	52.8800	1.00	52.88	< Enter >	0.00
6		Rainbow Polypropylene...	BOX	15.9700	2.00	31.94	< Enter >	0.00

Total Received Amount: 0.00 Total PO Received Amount: 0.00 Total PO Amount: 544.36 Difference: -544.36

Use this window to specify additional receiving information, including the order number, date received, shipping method, shipment weight, number of cartons, and amount received.

3. (Required) Enter the vendor-assigned **Order #**.
4. The **Date Received** defaults to today's date. Accept the default or change the date as needed. Use the drop-down arrow to display the on-line calendar.
5. In the **Received By** field, indicate the name of the individual who received the purchase order items.
6. Enter the **Invoice Number** for the purchase order.
7. Enter a free-text **Description** for the items received.
8. Indicate the **Shipping Method** for the items received.
9. Enter the **Weight** (in pounds) for the items received. Use the up/down arrows to increase or decrease the weight.
10. Indicate the **Number of Cartons** received. Use the up/down arrows to increase or decrease the number.

11. Under the **Received** column at the bottom of the window, indicate the quantity received for each individual line item.

Purchase Order Items Received

Search

Fully Receive PO

Line #	Item Number	Description	UOM	Unit Price	Purchase Order		Received	
					Quantity	Extended Amt	Quantity	Extended Amt
1		DuraCoat Foam Dodge	BOX	55.9500	1.00	55.95	1.00	55.95
2		Rainbow UltraFite Kick...	BOX	54.9500	1.00	54.95	0.00	0.00
3		Manila Tug of War Ropes	EA	64.9500	1.00	64.95	0.00	0.00
4		Rainbow UltraCatch Sco...	CASE	58.9900	1.00	58.99	0.00	0.00
5		DuraHoop Hula Hoops...	SET	52.8800	1.00	52.88	0.00	0.00
6		Rainbow Polypropylene...	BOX	15.9700	2.00	31.94	0.00	0.00
Total Received Amount: 55.95					Total PO Received Amount: 55.95		Total PO Amount: 544.36	
							Difference: -488.41	

If the PO was only partially received, click in the **Quantity** field for the line item and indicate the number of items received. Tab to the next PO line item and continue to enter the quantities received. nVision Accounting tracks the total purchase order amount (minus shipping) and the total received amount and shows the difference representing the amount not yet received.

Purchase Order Items Received

Search Fully Receive PO

Line #	Item Number	Description	UOM	Unit Price	Purchase Order		Received		
					Quantity	Extended Amt	Quantity	Extended Amt	
3		Manita Tag of War Ropes	EA	64.9500	1.00	64.95	1.00	64.95	
4		Rainbow UltraCatch Sco...	CASE	58.9900	1.00	58.99	1.00	58.99	
5		DuraHoop Hula Hoops...	SET	52.8800	1.00	52.88	1.00	52.88	
6		Rainbow Polypropylene...	BOX	15.9700	2.00	31.94	1.00	15.97	
7		Hop-Along Bouncers	EA	24.9500	5.00	124.75	0.00	0.00	
8		Rainbow Pathway Tunn...	EA	99.9500	1.00	99.95	1.00	99.95	
Total Received Amount: 403.64					Total PO Received Amount: 403.64		Total PO Amount: 544.36		Difference: -140.72

12. Click **Save**.

The saved record is added to the Line Item Receiving listing window.

Line Item Receiving


List of Shipments Received for Date Range: 08/01/2017 Through: 09/10/2017

Search Print

Drag a column header here to group by that column

Reference No.	Date Received	Received By	Order #	Description	PO No.	PO Date	Shipment Amt
6	09/10/2017	Robert Jones	541705	Sports Equipment Elementary	3	08/01/2017	473.64

1. Enter **Add** mode.

2. Enter the **Purchase Order Number** and tab off the field OR use the lookup  to choose from a listing of valid purchase orders.

The Purchase Order lookup provides options to restrict the lookup to 'Only Show Outstanding Purchase Orders'

and to 'Include Fully Received Purchase Orders'. After finding and highlighting the appropriate PO in the lookup, click OK. Once the PO number is specified, nVision Accounting defaults the corresponding purchase order date, PO description, vendor number, vendor name, ship-to building and contact, and PO detail line items.

Line Item Receiving - New Line Item Receiving

File Edit View Help

New Update Copy Save Save and Close Search

Shipment Information

Received for P.O. #: Order #: Date Received: 09/18/2017 Reference #: - New -

Received By: Invoice #: Shipping Method:

Description: Weight (Lbs): Num Cartons:

Purchase Order Information

Date: 08/31/2017 Elementary K - 5 Supplies Ship To Building: ELEM SCHOOL #56

Vendor ID: 17 ACADEMIC BOOK SERVICE INC Ship To Contact: John Requirer

Purchase Order Items Received

Search Fully Receive PO

Line #	Item Number	Description	UOM	Unit Price	Purchase Order		Received	
					Quantity	Extended Amt	Quantity	Extended Amt
1		10 Kangaroos Math Rea...	PA	1.9900	2.00	3.98	< Enter >	0.00
2		Word Problems Grade 3...	EA	7.6700	1.00	7.67	< Enter >	0.00
3		123 To the Zoo Train Fla...	SET	13.9900	2.00	27.98	< Enter >	0.00
4		1 to 20 Animals Aplenty	BOX	15.9900	1.00	15.99	< Enter >	0.00
5		10 Ways I Can Save the E...	SET	15.8000	1.00	15.80	< Enter >	0.00
6								

Total Received Amount: 0.00 Total PO Received Amount: 0.00 Total PO Amount: 111.30 Difference: -111.30

Use this window to specify additional receiving information, including the order number, date received, shipping method, shipment weight, number of cartons, and amount received.

- (Required) Enter the vendor-assigned **Order #**.
- The **Date Received** defaults to today's date. Accept the default or change the date as needed. Use the drop-down arrow to display the on-line calendar.
- In the **Received By** field, indicate the name of the individual who received the purchase order items.
- Enter the **Invoice Number** for the purchase order.
- Enter a free-text **Description** for the items received.
- Indicate the **Shipping Method** for the items received.
- Enter the **Weight** (in pounds) for the items received. Use the up/down arrows to increase or decrease the weight.

10. Indicate the **Number of Cartons** received. Use the up/down arrows to increase or decrease the number.

Line Item Receiving - New Line Item Receiving

File Edit View Help

New Update Copy Save Save and Close Search

Shipment Information

Received for P.O. #: 4 Order #: 732312 Date Received: 09/18/2017 Reference #: - New -

Received By: Donna Bergen Invoice #: ABS12847 Shipping Method: UPS

Description: Reading Materials Elementary Weight (Lbs): 58.00

Num Cartons: 3

11. Under the **Received** column at the bottom of the window, click the **Fully Receive PO** button.

Purchase Order Items Received

Search

Fully Receive PO

Line #	Item Number	Description	UOM	Unit Price	Purchase Order		Received	
					Quantity	Extended Amt	Quantity	Extended Amt
1		1-2 Variety Pack Element...	BOX	39.8000	1.00	39.80	< Enter >	0.00
2		10 Kangaroos Math Rea...	PA	1.9900	2.00	3.98	< Enter >	0.00
3		Word Problems Grade 3...	EA	7.6700	1.00	7.67	< Enter >	0.00
4		123 To the Zoo Train Fla...	SET	13.9900	2.00	27.98	< Enter >	0.00
5		1 to 20 Animals Aplenty	BOX	15.9900	1.00	15.99	< Enter >	0.00
6		10 Ways I Can Save the E...	SET	15.8000	1.00	15.80	< Enter >	0.00

Total Received Amount: 0.00 Total PO Received Amount: 0.00 Total PO Amount: 111.30 Difference: -111.30

nVision Accounting automatically enters the quantity received and tracks the total purchase order amount (minus shipping) and the total received amount.

Purchase Order Items Received


Search

Fully Receive PO

Line #	Item Number	Description	UOM	Unit Price	Purchase Order		Received	
					Quantity	Extended Amt	Quantity	Extended Amt
1		1-2 Variety Pack Element...	BOX	39.8000	1.00	39.80	1.00	39.80
2		10 Kangaroos Math Rea...	PA	1.9900	2.00	3.98	2.00	3.98
3		Word Problems Grade 3...	EA	7.6700	1.00	7.67	1.00	7.67
4		123 To the Zoo Train Fla...	SET	13.9900	2.00	27.98	2.00	27.98
5		1 to 20 Animals Aplenty	BOX	15.9900	1.00	15.99	1.00	15.99
6		10 Ways I Can Save the E...	SET	15.8000	1.00	15.80	1.00	15.80


Total Received Amount: 111.30 Total PO Received Amount: 111.30 Total PO Amount: 111.30 Difference: 0.00

The saved record is added to the Line Item Receiving listing window.

Line Item Receiving							
List of Shipments Received for Date Range		08/07/2017	▼	Through	09/18/2017	▼	
Search - 							
Drag a column header here to group by that column							
Reference No.	Date Received	Received By	Order #	Description	PO No.	PO Date	Shipment Amt
6	09/18/2017	Robert Jones	541785	Sports Equipment Elementary	3	08/31/2017	403.64
4	09/18/2017	Danna Beigen	7122917	Reading Materials Elementary	4	08/31/2017	112.38

Recording Full Receipt of PO Line Items in Two Separate Shipments

1. Enter **Add** mode.

2. Enter the **Purchase Order Number** and tab off the field OR use the lookup  to choose from a listing of valid purchase orders.

PO Number	Vendor Name	Vendor ID	Date	Balance
5	NAPA AUTO PARTS	1177	08/31/2017	101.65
5	LAERDAL MEDICAL CORP.	960	08/04/2015	88.59
5	B & B EQUIPMENT CO	116	03/31/2017	309.99
6	ACOUSTICAL SOLUTIONS, INC.	23	08/31/2017	1961.00
6	TEACHING RESOURCE CENTER	1746	07/01/2017	459.65
6	DELL MARKETING	451	08/19/2015	499.99
7	THE READING CIRCLE	1782	07/01/2017	214.85
8	WORLD BOOK EDUC PRODUCTS	1952	07/01/2017	329.97
8	Samsung	9332	11/20/2015	459.00
9	MAC TOOL DISTRIBUTOR	1034	03/31/2017	10.00
10	LONGSTRETH SPORTING GOODS	9336	06/16/2017	402.76
10	ABC SCHOOL SUP.	13	06/09/2015	349.00
10	ABC SCHOOL SUP.	13	07/01/2016	349.00

The Purchase Order lookup provides options to restrict the lookup to 'Only Show Outstanding Purchase Orders'

and to 'Include Fully Received Purchase Orders'. After finding and highlighting the appropriate PO in the lookup, click OK. Once the PO number is specified, nVision Accounting defaults the corresponding purchase order date, PO description, vendor number, vendor name, ship-to building and contact, and PO detail line items.

Line Item Receiving - New Line Item Receiving

File Edit View Help

+ New Update Copy Save Save and Close Search

Shipment Information

Received for P.O. #: 6 Order #: Date Received: 09/19/2017 Reference #: - New -

Received By: Invoice #: Shipping Method:

Description: Weight (Lbs): Num Cartons:

Purchase Order Information

Date: 08/31/2017 HVAC Noise Control Purchase Ship To Building: HIGH SCHOOL #77

Vendor ID: 23 ACOUSTICAL SOLUTIONS, INC. Ship To Contact: Bob Requirer

Purchase Order Items Received

Search Fully Receive PO

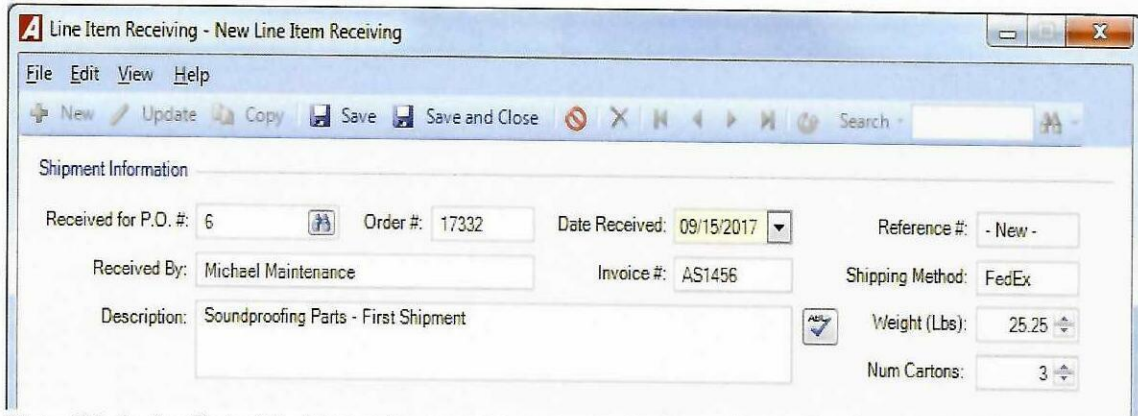
Line #	Item Number	Description	UOM	Unit Price	Purchase Order		Received	
					Quantity	Extended Amt	Quantity	Extended Amt
1		Acoustic Seal Block and Pipe	ROLL	481.0000	3.00	1,443.00	< Enter >	0.00
2		Alphaflat Foam 2' X 4' X...	BOX	235.0000	2.00	470.00	< Enter >	0.00

Total Received Amount: 0.00 Total PO Received Amount: 0.00 Total PO Amount: 1,961.00 Difference: -1,961.00

Use this window to specify additional receiving information, including the order number, date received, shipping method, shipment weight, number of cartons, and amount received.

- (Required) Enter the vendor-assigned **Order #**.
- The **Date Received** defaults to today's date. Accept the default or change the date as needed. Use the drop-down arrow to display the on-line calendar.
- In the **Received By** field, indicate the name of the individual who received the purchase order items.
- Enter the **Invoice Number** for the purchase order.
- Enter a free-text **Description** for the items received.
- Indicate the **Shipping Method** for the items received.
- Enter the **Weight** (in pounds) for the items received. Use the up/down arrows to increase or decrease the weight.

10. Indicate the **Number of Cartons** received. Use the up/down arrows to increase or decrease the number.



Line Item Receiving - New Line Item Receiving

File Edit View Help

New Update Copy Save Save and Close Search

Shipment Information

Received for P.D. #: 6 Order #: 17332 Date Received: 09/15/2017 Reference #: - New -

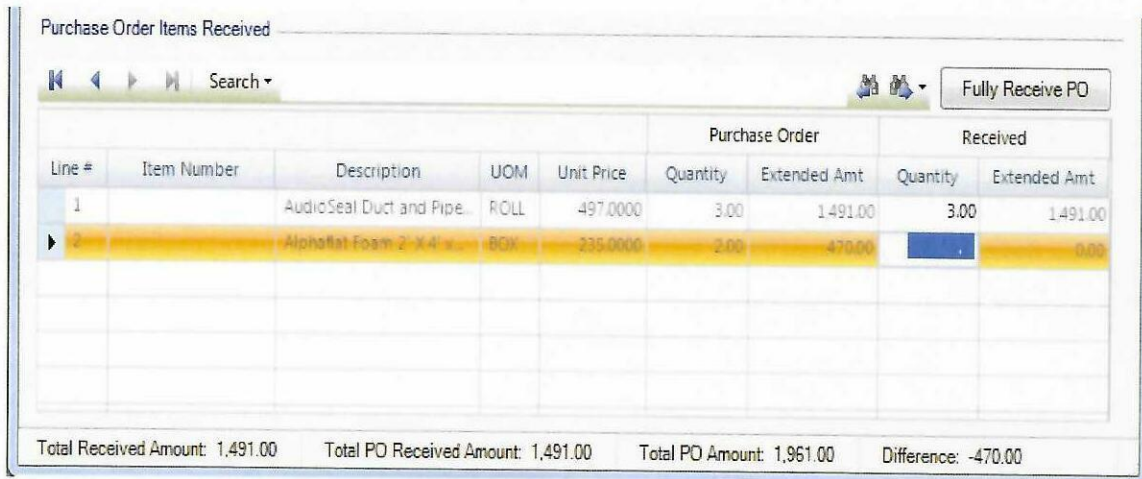
Received By: Michael Maintenance Invoice #: AS1456 Shipping Method: FedEx

Description: Soundproofing Parts - First Shipment Weight (Lbs): 25.25

Num Cartons: 3

Since this is the first of 2 shipments, you can enter that information in the Description field.

11. If the PO was only partially received, click in the **Quantity** field for the line item and indicate the number of items received. Tab to the next PO line item and continue to enter the quantities received. nVision Accounting tracks the total purchase order amount (minus shipping) and the total received amount and shows the difference representing the amount not yet received.



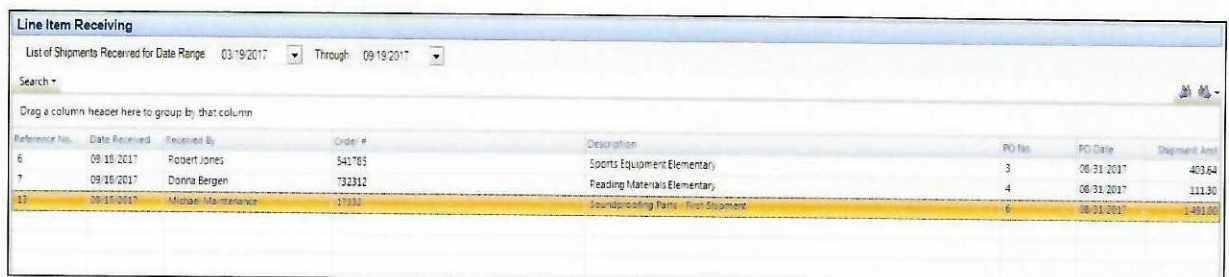
Purchase Order Items Received

Search Fully Receive PO

Line #	Item Number	Description	UOM	Unit Price	Purchase Order		Received	
					Quantity	Extended Amt	Quantity	Extended Amt
1		AudioSeal Duct and Pipe	ROLL	497.0000	3.00	1,491.00	3.00	1,491.00
2		Alphafat Foam 2" X 4" x	BOX	235.0000	2.00	470.00		0.00
<p>Total Received Amount: 1,491.00 Total PO Received Amount: 1,491.00 Total PO Amount: 1,961.00 Difference: -470.00</p>								

12. Click **Save**.

The saved record is added to the Line Item Receiving listing window.



Line Item Receiving

List of Shipments Received for Date Range 03/19/2017 Through 09/19/2017

Search

Drag a column header here to group by that column

Reference No.	Date Received	Received By	Order #	Description	PO No.	PO Date	Shipment Amt
6	09/18/2017	Robert Jones	541765	Sports Equipment Elementary	3	08/31/2017	403.64
7	09/18/2017	Donna Bergen	732312	Reading Materials Elementary	4	08/31/2017	111.30
13	09/15/2017	Michael Maintenance	17332	Soundproofing Parts - First Shipment	6	08/31/2017	1,491.00

[illegible]

- Demo CSD - Purchase Order Lookup**

Use the grid below to find the Purchase Order you are looking for.

Navigation icons: First, Previous, Next, Last, Search (dropdown), Print, Export

PO Number	Vendor Name	Vendor ID	Date	Balance
5	NAPA AUTO PARTS	1177	08/31/2017	101.65
5	LAERDAL MEDICAL CORP.	960	08/04/2015	88.59
5	B & B EQUIPMENT CO	116	03/31/2017	309.99
6	ACOUSTICAL SOLUTIONS INC.	23	08/31/2017	1961.00
6	TEACHING RESOURCE CENTER	1746	07/01/2017	459.65
6	DELL MARKETING	451	08/19/2015	499.99
7	THE READING CIRCLE	1782	07/01/2017	214.85
8	WORLD BOOK EDUC PRODUCTS	1952	07/01/2017	329.97
8	Samsung	9332	11/20/2015	459.00
9	MAC TOOL DISTRIBUTOR	1034	03/31/2017	10.00
10	LONGSTRETH SPORTING GOODS	9336	06/16/2017	402.76
10	ABC SCHOOL SUP.	13	06/09/2015	349.00
10	ABC SCHOOL SUP.	13	07/01/2016	345.18

☒ Only Show Outstanding Purchase Orders
 ☐ Include Fully Received Purchase Orders

OK Cancel

[illegible]

Use this window to specify additional receiving information, including the order number, date received, shipping method, shipment weight, number of cartons, and amount received.

15. (Required) Enter the vendor-assigned **Order #**.
16. The **Date Received** defaults to today's date. Accept the default or change the date as needed. Use the drop-down arrow to display the on-line calendar.
17. In the **Received By** field, indicate the name of the individual who received the purchase order items.
18. Enter the **Invoice Number** for the purchase order.
19. Enter a free-text **Description** for the items received.

- Line Item Receiving - New Line Item Receiving**

File Edit View Help

New Update Copy Save Save and Close X H < > H Search

Shipment Information

Received for P.O. #: 6 Order #: 17332 Date Received: 09/19/2017 Reference #: - New -

Received By: Michael Maintenance Invoice #: AS1456 Shipping Method: FedEx

Description: Soundproofing Parts - Second Shipment Weight (Lbs): 27.50

Num Cartons: 2

23. Since only the second line item is being received, click in the **Quantity** field for the line item and indicate the number of items received. If additional PO line items exist, tab to the next item and continue to enter the quantities received. nVision Accounting tracks the total purchase order amount (minus shipping) and the total received amount and shows the difference.

Purchase Order Items Received								
Search ▾							Fully Receive PO	
Line #	Item Number	Description	UOM	Unit Price	Purchase Order		Received	
					Quantity	Extended Amt	Quantity	Extended Amt
1		AudioSeal Duct and Pipe...	ROLL	497.0000	3.00	1,491.00	< Enter >	0.00
▶ 2		Alphaflat Foam 2" X 4" ...	BOX	235.0000	2.00	470.00	2.00	470.00
Total Received Amount:		Total PO Received Amount:		Total PO Amount:		Difference:		
470.00		1,961.00		1,961.00		0.00		

24. Click **Save**.

The saved record is added to the Line Item Receiving listing window.

Line Item Receiving							
List of Shipments Received for Date Range 03/19/2017 Through 09/19/2017							
Search +							
Drag a column header here to group by that column							
Reference No.	Date Received	Received By	Order #	Description	PO No.	PO Date	Shipment Amt
6	09/18/2017	Robert Jones	541785	Sports Equipment Elementary	3	08/31/2017	403.64
7	09/18/2017	Donna Bergen	732312	Reading Materials Elementary	4	08/31/2017	111.30
13	09/15/2017	Michael Maintenance	17332	Soundproofing Parts - First Shipment	6	08/31/2017	1491.00
14	09/19/2017	Michael Maintenance	17332	Soundproofing Parts - Second Shipment	6	08/31/2017	470.00

When revisiting this window, use the Date Range fields at the top of the window to restrict the listing to specific shipments received based on date.

Line Item Receiving							
List of Shipments Received for Date Range 09/18/2017 Through 09/19/2017							
Search +							
Drag a column header here to group by that column							
Reference No.	Date Received	Received By	Order #	Description	PO No.	PO Date	Shipment Amt
6	09/18/2017	Robert Jones	541785	Sports Equipment Elementary	3	08/31/2017	403.64
7	09/18/2017	Donna Bergen	732312	Reading Materials Elementary	4	08/31/2017	111.30
14	09/19/2017	Michael Maintenance	17332	Soundproofing Parts - Second Shipment	6	08/31/2017	470.00

File Attachment

Click the File Attachments tab to add a file attachment to the Line Item Receiving record, such as packing slips for received PO items, backorder receipts, etc.

Purchase Order Details

Purchase Order Items Received **File Attachments**

Name	Size	Comment

Open
Add...
Delete
Scan

Total Received Amount: 425.00 Total PO Received Amount: 425.00 Total PO Amount: 550.00 Difference: -125.00

While in Update mode, click **Add** **Add...** to specify the location of the attachment to be linked to this line item receiving record. Use the Browse button to find the location and name of the file.

Add File Attachment

Attachment:
| Browse ..

Comment:
|

OK Cancel

Highlight the file and click OK.

Enter any Comments as needed. The selected file is linked to the line item receiving record for the PO.

Purchase Order Details

Purchase Order Items Received **File Attachments**

Name	Size	Comment
BusCopy.pdf	362082	

Open
Add
Delete
Scan

Total Received Amount: 0.00 Total PO Received Amount: 0.00 Total PO Amount: 157.08 Difference: -157.08

Highlight the file name and click **Open** to view the contents of the file. Highlight the file name and click **Delete** if you no longer want this file to be linked to the purchase order.

Be sure to click Save at the top of the window.

Line Item Receiving Report

Under Reports – Purchase Order Reports, select the Line Item Receiving option to print a report of items received for selected or all purchase orders and vendors, within a selected PO and Received start/end date range.

Demo CSD - Line Item Receiving Report

Line Item Receiving Report

This report will list the items received by order number from the selected purchase orders.

Report Criteria

Purchase Order(s): All Vendor(s): All

PO Start Date: 08/19/2017 Received Start Date: 08/19/2017


PO End Date: 09/19/2017 Received End Date: 09/19/2017

Shared Editable

Export Run Cancel

Demo CSD

Line Item Receiving Report From 8/19/2017 - 9/19/2017



Date Received	Order Number	PO Number	PO Date	Vendor Name	Received By	Contact	PO Amount	Qty Received	Received Amount
Line Number	Item Number	Description	Units	Unit Price	Quantity				
09/18/2017	541785	3	08/31/2017	ABC SPORTS & FITNESS	Robert Jones	John Requer			
1		DuraCoat Foam Dodgeballs Set of 6	BOX	55.9500	1.00	55.950000	1.00	55.950000	
2		Rainbow UltraFlite Kickballs Set of 6	BOX	54.9500	1.00	54.950000	1.00	54.950000	
3		Manila Tug of War Ropes	EA	64.9500	1.00	64.950000	1.00	64.950000	
4		Rainbow UltraCatch Scoops Set of 6	CASE	56.9900	1.00	56.990000	1.00	56.990000	
5		DuraHoop Hula Hoops Set of 12	SET	52.8800	1.00	52.880000	1.00	52.880000	
6		Rainbow Polypropylene Jump Ropes Set of 6	BOX	15.9700	2.00	31.940000	1.00	15.970000	
7		Hop-Along Bouncers	EA	24.9500	5.00	124.750000	0.00	0.000000	
8		Rainbow Pathway Tunnels	EA	99.9500	1.00	99.950000	1.00	99.950000	
541785 Totals:					13.00	544.36	7.00	403.64	
09/18/2017	732312	4	08/31/2017	ACADEMIC BOOK SERVICE INC	Donna Bergen	John Requer			
1		1-2 Variety Pack Elementary Readers Paperback Set of 12	BOX	39.8800	1.00	39.880000	1.00	39.880000	
2		10 Kangaroos Math Reader (5 Pack)	PA	1.9900	2.00	3.980000	2.00	3.980000	
3		Word Problems Grade 3 Level 2	EA	7.6700	1.00	7.670000	1.00	7.670000	
4		123 To the Zoo Train Flash Cards	SET	13.9900	2.00	27.980000	2.00	27.980000	
5		1 to 20 Animals Aplenty	BOX	15.9900	1.00	15.990000	1.00	15.990000	
6		10 Ways I Can Save the Earth	SET	15.8000	1.00	15.800000	1.00	15.800000	
732312 Totals:					8.00	111.30	8.00	111.30	
09/15/2017	17332	6	08/31/2017	ACOUSTICAL SOLUTIONS, INC	Michael Maintenance	Bob Requer			
1		AudioSeal Duct and Pipe Wrap 2-Inch Thickness SKU BARAUDWRPILB54319	ROLL	497.0000	3.00	1491.000000	3.00	1491.000000	
2		Alphaflat Foam 2" X 4 x 3' Grey Box of 4 SKU FOMAF243GREY	BOX	235.0000	2.00	470.000000	0.00	0.000000	
17332 Totals:					5.00	1,961.00	3.00	1,491.00	
09/19/2017	17332	6	08/31/2017	ACOUSTICAL SOLUTIONS, INC	Michael Maintenance	Bob Requer			
1		AudioSeal Duct and Pipe Wrap 2-Inch Thickness SKU BARAUDWRPILB54319	ROLL	497.0000	3.00	1491.000000	0.00	0.000000	
2		Alphaflat Foam 2" X 4 x 3' Grey Box of 4 SKU FOMAF243GREY	BOX	235.0000	2.00	470.000000	2.00	470.000000	
17332 Totals:					5.00	1,961.00	2.00	470.00	

09/19/2017 12:26 PM


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NOTE: If you had your Computer Check Entry window while making entries on the Line Item Receiving window, please close the Computer Check Entry window and then re-open the window to refresh entries.

You may not want to print a check linked to a PO where some of the items were not yet received. However, you may create a computer check record for it.

After you have selected the cash disbursement schedule and entered Add mode to add a check record, the following window displays.

[illegible]

If you are paying a purchase order, enter the purchase order number against which you are applying a payment. Use the lookup  to choose from a listing of valid purchase orders. Tab off the field. Once you have specified a PO number, nVision Accounting defaults the corresponding Amount, Vendor Number, Vendor Name, Vendor Payment Address, and Disbursement information from that purchase order.

If you are paying a computer purchase order where only some, but not all, of the line items were received, the Cash Disbursement Detail Calculation screen displays.

4 Demo CSD - Purchase Order Line Items - 3

Cash Disbursement Detail Calculation

The Cash Disbursement details for the check can be pre-filled based on the quantities of the items received or the remaining purchase order amount.
Please select one or more shipments and their associated items to be paid or click "Pay Remaining PO Amt".

Select One or More Shipments for Payment:

Reference No.	Date Received	Received By	Order #	Invoice #	Description	PO No.	PO Date	Shipment Amt
6	09/16/2017	Robert Jones	541785	ABC74455	Sports Equip...	3	08/31/2017	403.64

☐ Select All Shipments

Select One or More Line Items for Payment:

Line No.	Item Number	Description	UOM	Unit Price	Purchase Order		Received	
					Quantity	Extended Amt	Quantity	Extended Amt
2		Rainbow UltraFlite...	BOX	54.9500	1.00	54.95	1.00	54.95
3		Manila Tug of War...	EA	64.9500	1.00	64.95	1.00	64.95
4		Rainbow UltraCat...	CASE	58.9900	1.00	58.99	1.00	58.99
5		DuraHoop Hula H...	SET	52.8800	1.00	52.88	1.00	52.88
6		Rainbow Polyprop...	BOX	15.9700	2.00	31.94	1.00	15.97
7		Hop-Along Bounc...	EA	24.9500	5.00	124.75	0.00	0.00
8		Rainbow Pathway...	EA	99.9500	1.00	99.95	1.00	99.95

☒ Select All Line Items

This window displays each purchase order line item along with the corresponding amount ordered and amount received. Use this window to select the purchase order line items that are to be paid.

Highlight the appropriate PO Shipment lines or check the 'Select All Shipments' box. Select one or more PO line items for payment or check the 'Select All Line Items' box. Click to pay the amount that is still outstanding on the purchase order.

OR

Highlight the appropriate PO Shipment lines or check the 'Select All Shipments' box. Select one or more PO line items for payment or check the 'Select All Line Items' box. Click to pay for only those purchase order items that were received. In our sample window above, only one of the 2 quantities for PO Line Number 6 and none of the 5 quantities for PO Line Number 7 were received.

In our sample, we are going to click 'Pay Received Amt' and only pay for those line items that were already received, which is reflected as the Shipment Amount of \$403.64.

The Computer Check window is displayed, with the appropriate disbursement details entered based on the PO line item(s) selected for payment.

Computer Check - New Computer Check

File Edit View Help

+ New Update Copy Save Save and Close Search

P.O. #: Bank Account: HSBC Checking Vendor #: 14 Batch:

Demo CSD

☐ Always Print Separately

Payable To: ABC SPORTS_FITNESS

Address: CROSSROAD PLAZA
3 JOHNSON ROAD
LATHAM NY 12110 US

Description:

Temporary Check #: New - Not Saved

Payment Date: 09/19/2017

Payment Due Date: / /

Amount: 403.64

Disbursements File Attachments

Sequence	PO#	Account	Invoice Number	Description	Amount	Amount Liquid	1099 Reporting
▶ 1	3	A2110500772400			403.64	403.64	
*							

Check Amount: 403.64 Detail Total: 403.64 Difference: 0.00 In Balance

Here is an example of entering a check against a purchase order received in two separate shipments.

Computer Check - New Computer Check

File Edit View Help

New Update Copy Save Save and Close

Search

P.O. #: 6

Bank Account: HSBC Checking

Vendor #:

Batch:

Demo CSD

Temporary Check #: New - Not Saved

Payment Date: 09/30/2017

Payment Due Date: / /

Amount: 0.00

Payable To:

Address:

NY

US

Demo CSD - Purchase Order Line Items - 6

Cash Disbursement Detail Calculation

The Cash Disbursement details for the check can be pre-filled based on the quantities of the items received or the remaining purchase order amount.

Please select one or more shipments and their associated items to be paid or click "Pay Remaining PO Amt".

Select One or More Shipments for Payment:

Reference No.	Date Received	Received By	Order #	Invoice #	Description	PO No.	PO Date	Shipment Amt
13	09/15/2017	Michael Mai...	17332	AS1456	Soundproof...	6	08/31/2017	1491.00
14	09/19/2017	Michael Mai...	17332	AS1456	Soundproof...	6	08/31/2017	470.00

Select All Shipments

Select One or More Line Items for Payment:

Line No.	Item Number	Description	UOM	Unit Price	Purchase Order		Received	
					Quantity	Extended Amt	Quantity	Extended Amt
1		AudioSeal Duct and...	ROLL	497.0000	3.00	1491.00	3.00	1491.00
2		Alphaflat Foam 2' X...	BOX	235.0000	2.00	470.00	0.00	0.00


Select All Line Items

Pay Remaining PO Amt

Pay Received Amt

Cancel

Select one, multiple, or all shipments for payment. Then select one, multiple or all line items for payment.

 FINANCE MANAGER

In this example, we are selecting all shipments and all line items.

Demo CSD - Purchase Order Line Items - 6

Cash Disbursement Detail Calculation

The Cash Disbursement details for the check can be pre-filled based on the quantities of the items received or the remaining purchase order amount.
Please select one or more shipments and their associated items to be paid or click 'Pay Remaining PO Amt'.

Select One or More Shipments for Payment.

Reference No.	Date Received	Received By	Order #	Invoice #	Description	PO No.	PO Date	Shipment Amt
13	09/15/2017	Michael Mai	17332	AS1456	Soundproof	6	08/31/2017	1,491.00
14	09/19/2017	Michael Mai	17332	AS1456	Soundproof	6	08/31/2017	470.00

☒ Select All Shipments

Select One or More Line Items for Payment

Line No.	Item Number	Description	UOM	Unit Price	Purchase Order		Received	
					Quantity	Extended Amt	Quantity	Extended Amt
1		AudioSeal Duct and	ROLL	497.0000	3.00	1,491.00	3.00	1,491.00
2		Alphafat Foam 2" X	BOX	235.0000	2.00	470.00	2.00	470.00

☒ Select All Line Items

Click 'Pay Received Amount'.

Computer Check - New Computer Check

File Edit View Help

New Update Copy Save Save and Close

PO #: Bank Account: HSBC Checking Vendor #: Batch:

Demo CSD

Temporary Check #: New - Not Saved

☐ Always Print Separately

Payment Date: 09/30/2017

Payment Due Date: / /

Amount: 1,961.00

Payable To: ACOUSTICAL SOLUTIONS, INC.

Address: ATT. MICHAEL BINNS
3603 MAYLAND COURT
RICHMOND VA 23233 US

Description:

Disbursements File Attachments

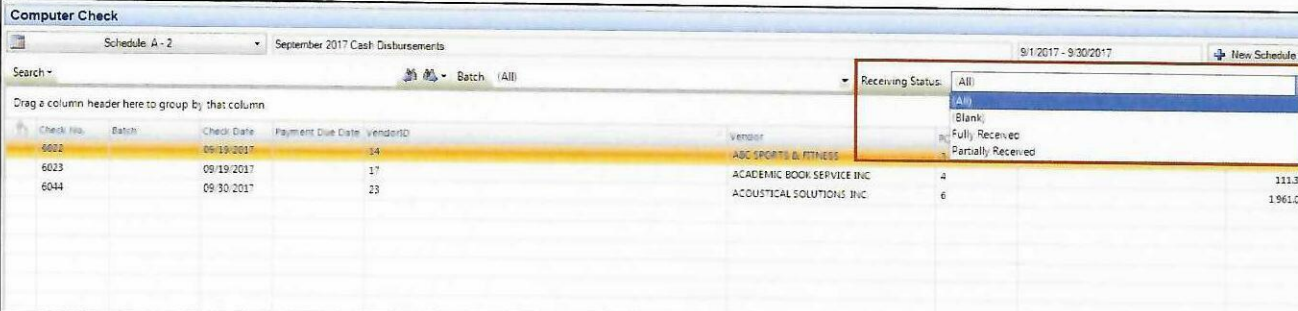
Sequence	PO#	Account	Invoice Number	Description	Amount	Amount Liquid	1099 Reporting
1	6	A2020200770000			1,961.00	1,961.00	

Check Amount: 1,961.00 Detail Total: 1,961.00 Difference: 0.00 ☒ In Balance

The amount of the purchase order is reflected on the disbursement window.

Note the '**Receiving Status**' filter at the top of the Computer Check window, which provides the ability to filter the checks in the listing window to show the following:

- 'All' – shows checks for fully and partially received POs, as well as checks not being paid against a PO)
- 'Blank' – shows checks not being paid against a PO
- 'Fully Received' – shows checks for fully received POs
- 'Partially Received' – shows checks for partially received POs



Computer Check

Schedule: A - 2 September 2017 Cash Disbursements 9/1/2017 - 9/30/2017 New Schedule

Search - Batch: (All)

Drag a column header here to group by: that column

Check No.	Batch	Check Date	Payment Due Date	VendorID	Vendor	Amount
6002		09/19/2017	14		ABC SPORTS & FITNESS	
6023		09/19/2017	17		ACADEMIC BOOK SERVICE INC	111.30
6044		09/30/2017	23		ACOUSTICAL SOLUTIONS INC	1961.00

Payment Receiving Status Report

In nVision Accounting, after computer checks have been entered for POs that were either fully or partially received, go to Reports – Schedule Reports and click the Payment Receiving Status option.

Demo CSD - Payment Receiving Status Report Launcher

Payment Receiving Status Report

This report will list line item receiving status for paid purchase orders.

Search ▾ Fund: (All) ▾ Status: Open ▾

Schedule	Description	StartDate	EndDate
A - 2	September 2017 Cash Disbur...	09/01/2017	09/30/2017
A - 1	Payroll Cash Disbursement Ju...	07/01/2017	07/31/2017
A - 4	Cash Disbursement March 20...	03/01/2017	03/31/2017
A - 3	Cash Disbursements January...	01/01/2017	01/31/2017
A - 1	Cash Disbursement	10/01/2016	10/31/2016
A - 2	Cash Disbursement Septemb...	09/01/2016	09/30/2016
A - 5	Computer Checks June 2016	06/01/2016	06/30/2016
A - 6	TA Checks	06/01/2016	06/30/2016
A - 4	April Cash Disbursements	04/01/2016	04/30/2016

Report Criteria

Receiving Status Option: All ▾

Sort By: Check Number ▾

☐ Shared
☐ Editable

1. If necessary, use the Fund and/or Status **filters** to restrict the contents of the listing window. Highlight the appropriate cash disbursement **schedule**.
2. Use the drop-down to choose the **Receiving Status Option** – All, Not Yet Received, Partially Received, or Fully Received.
3. Use the drop-down to choose the **Sort By** option – Check Number, Vendor Name, or Vendor ID.
4. Click or to Excel.

The Payment Received Status Report includes the following information: check number, check date, vendor ID, vendor name, PO number, PO date, check amount, PO item total, PO received total, and difference between the PO Item and PO Received totals. A sample report follows:

Demo CSD									
Payment Received Status Report For All Purchase Orders For Schedule A - 2									
Check Number	Check Date	Vendor ID	Vendor Name	PO Number	PO Date	Check Amount	PO Item Total	PO Received Total	Difference
6022	09/19/2017	14	ABC SPORTS & FITNESS	3	08/31/2017	403.64	544.36	403.64	140.72
6023	09/19/2017	17	ACADEMIC BOOK SERVICE INC	4	08/31/2017	111.30	111.30	111.30	0.00
6044	09/30/2017	23	ACOUSTICAL SOLUTIONS, INC.	6	08/31/2017	1,961.00	1,961.00	1,961.00	0.00
6050	09/30/2017	13	ABC SCHOOL SUP	8	08/31/2017	1,300.00	1,300.00	1,300.00	0.00
6053	09/30/2017	15	ABEKA BOOK INCORPORATED	100	08/31/2017	550.00	550.00	550.00	0.00

Check Printing

At the time of check printing, after the schedule and bank account are selected, use the 'Receiving Status' filter on the Checks to Print tab to help you select the checks to be printed.

- 'All' – shows checks for fully and partially received POs, as well as checks not being paid against a PO)
- 'Blank' – shows checks not being paid against a PO
- 'Fully Received' – shows checks for fully received POs
- 'Partially Received' – shows checks for partially received POs

Demo CSD - Check Print

Print/Post Check

Schedule: A - 2 September 2017 Cash Disbursements 9/1/2017 - 9/30/2017 Bank Account: HSBC Checking

Checks To Print Checks To Post Copies To Print Stubs To E-Mail Print: All

Search Batch: (All) ReceivingStatus: (All)

Temp Check #	Batch	PO Number	Vendor	Description	Amount
6022		3	ABC SPORTS & FITNESS		
6023		4	ACADEMIC BOOK SERVICE INC		
6044		6	ACOUSTICAL SOLUTIONS INC.		
6050		8	ABC SCHOOL SUP.		1,300.00
6053		100	ABEKA BOOK INCORPORATED		550.00
6054			AGWAY PETROLEUM CORP.		500.00

Check Date: 09/30/2017 Check/Stub Number: 10061 Select All: ☐ Selected To Print: 0 Print To: \\fmdc1\1720dn-QA

Signature 1: _____ Location: _____ Password: _____ Load

Signature 2: _____ Location: _____ Password: _____ Load

Check Settings Preview Print Close