

WinCap

Purchase Order Maintenance

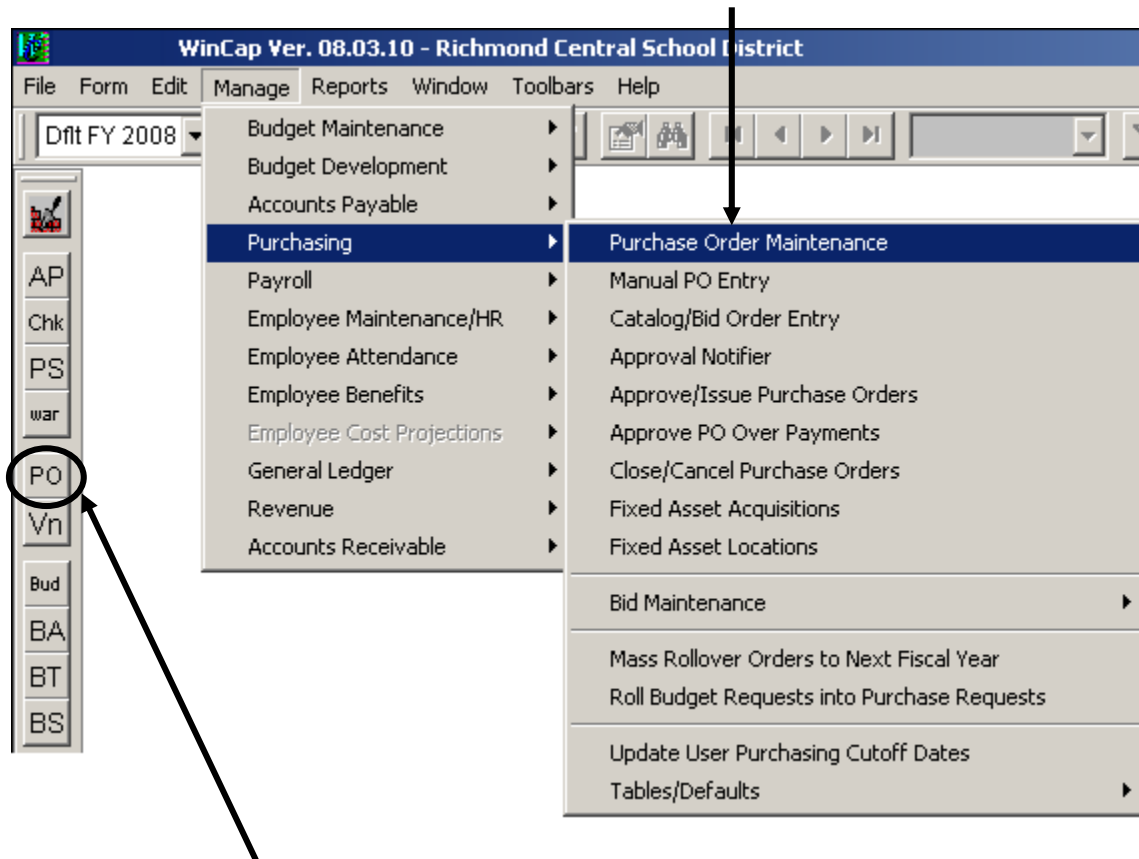
Quickstart Guide
to

Itemized Receiving

Itemized Receiving

To receive items from within PO Maintenance you can open a Purchase Order either by going to:

1. Go to: **Manage/ Purchasing/ Purchase Order Maintenance** or



2. If you have customized your application tool bar, click the **PO** icon.

This will open the PO Maintenance form. Search for the PO # to be received using either the **Go To** or the **Find** options:



For sites where Itemized Receiving is activated, receiving is automatically available on all POs, except those with the **Blanket** option selected (Information tab of PO Maintenance). The POs are entered in the same way as a basic requisition.

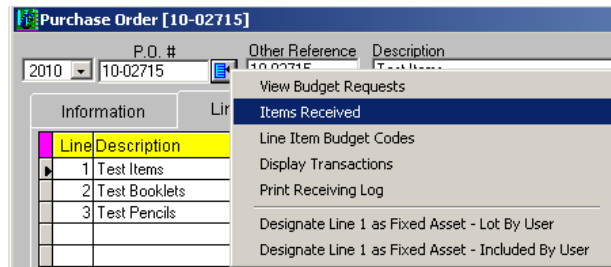
Line	Description	Quantity	Unit Cost	UOM	Fund	Budget Code	Received	Cancelled	Paid	Inventoried
1	Test Items	10.00	1.5000	EA	A	1040-450-01-0100	0.00	0.00	0.00	0.00
2	Test Booklets	50.00	3.0000	EA	A	1040-450-01-0100	0.00	0.00	0.00	0.00
3	Test Pencils	100.00	0.5000	EA	A	1040-450-01-0100	0.00	0.00	0.00	0.00

Line	Quantity	Unit Cost	UOM	Extended	Discount	Shipping	Order	Cont. Enc	Enc
1	10.00	1.5000	EA	15.00	0.00	0.00	15.00	0.00	15.00


There are also additional columns that appear when utilizing itemized receiving.

Note: Payment By Item or Invoice is not required for Itemized Receiving. For sites that utilize By Item Payments, setup options can be selected to have the **Reconcile By Item** option default on for requisitions. The only exception is that a PO cannot have both the **Reconcile By Item** and the **Blanket** option (on the Information tab) selected at the same time. These options are mutually exclusive.

From PO Maintenance (Manage/ Purchasing/ Purchase Order Maintenance), the user may select, with appropriate security, from the Blue Options Button while on either the Information tab or the Line Items tab, without being in modify mode, the **Items Received** option:

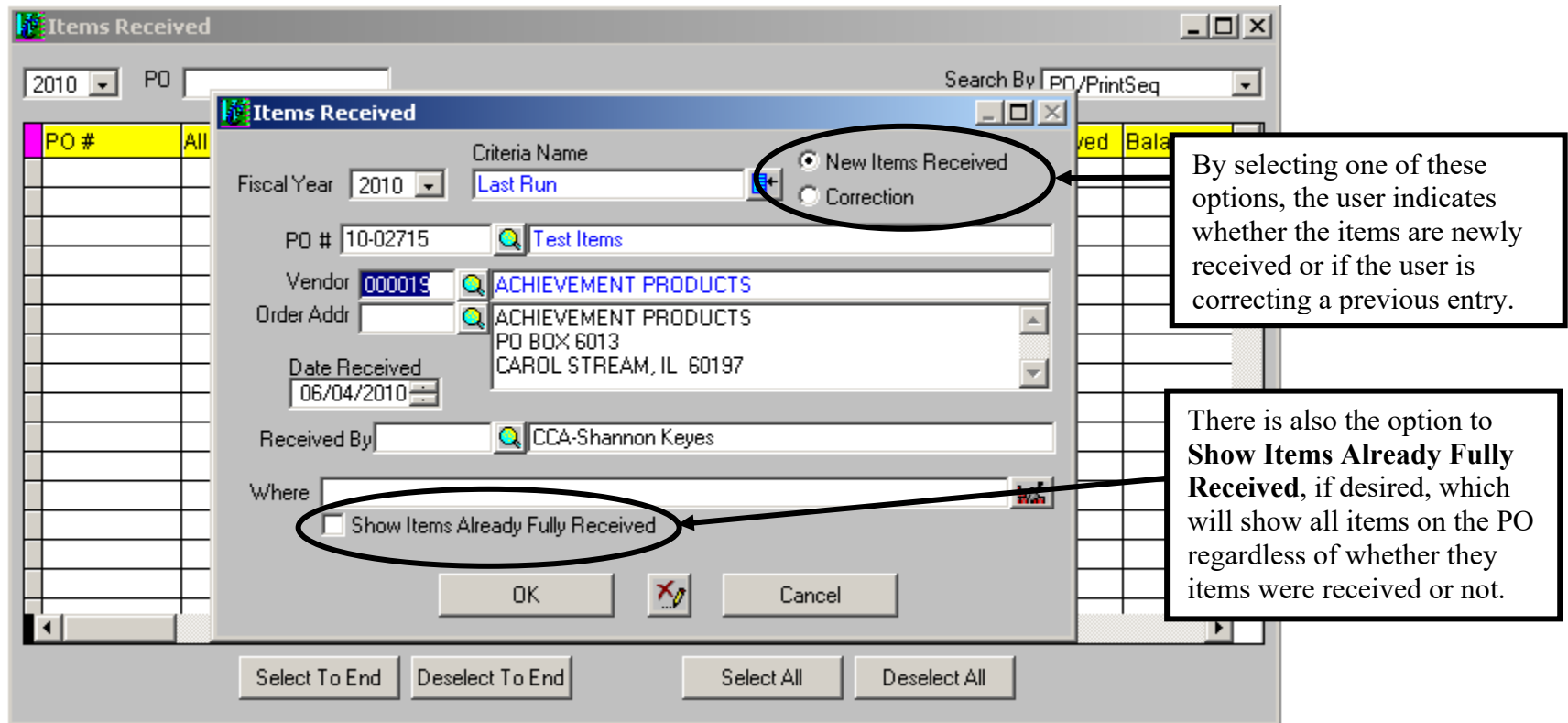


This will open the criteria form below:

Note: This form may also be accessed directly from the main menu by going to Manage/ Purchasing/  Received or if you have customized your application tool bar, click the **Rcv** icon.

The user will indicate the PO number which will pull vendor information into the criteria form. Indicate the date the items were received (**Note:** Receiving with a future date is not allowed) and who received the items and click OK.

Note: There are options to restrict receiving, so users may or may not be able to receive in another user's name. Follow your site's procedures.



The screenshot shows the 'Items Received' criteria form. The form includes the following fields and options:

- Fiscal Year:** 2010
- Criteria Name:** Last Run
- PO #:** 10-02715
- Vendor:** 000019
- Order Addr:** ACHIEVEMENT PRODUCTS, PO BOX 6013, CAROL STREAM, IL 60197
- Date Received:** 06/04/2010
- Received By:** CCA-Shannon Keyes
- Where:** Show Items Already Fully Received
- Options:** New Items Received, Correction

Callouts provide additional information:

- By selecting one of these options, the user indicates whether the items are newly received or if the user is correcting a previous entry.
- There is also the option to **Show Items Already Fully Received**, if desired, which will show all items on the PO regardless of whether they items were received or not.

The Items Received form will open with the items that meet the criteria selected above.

There are multiple Search By options. Depending on the option selected, the search field will change and the data will appear in different ways.

PO #	All	Received	# Cancelled	Notes	Item Description	# Ordered	Total Received	Balance
10-02715	<input checked="" type="checkbox"/>	10.00			Test Items	10.00	10.00	
10-02715	<input type="checkbox"/>	45.00	5.00	5 Broken	Test Booklets	50.00	45.00	
10-02715	<input type="checkbox"/>	80.00		20 Backordered for a month	Test Pencils	100.00	80.00	


Search By: PO/PrintSeq

- PO/PrintSeq
- PO/Item Desc
- PO/Item ID
- PO/Vendor Item #
- Item Description
- Item ID
- Vendor Item #

Select To End Deselect To End Select All Deselect All

May receive or cancel on any line item and may include a note per line for reference purposes.

With appropriate security, a user may select **All** to receive all items and will have the multiple record selection options at the bottom of the form available as well.

Once all receiving is complete, click the save icon . This will return you to the Items Received criteria form, where you may receive items against other POs by entering different PO numbers or by entering a Vendor # to view all POs for a specific vendor. Click Cancel to return to the PO, if you entered from PO Maintenance.

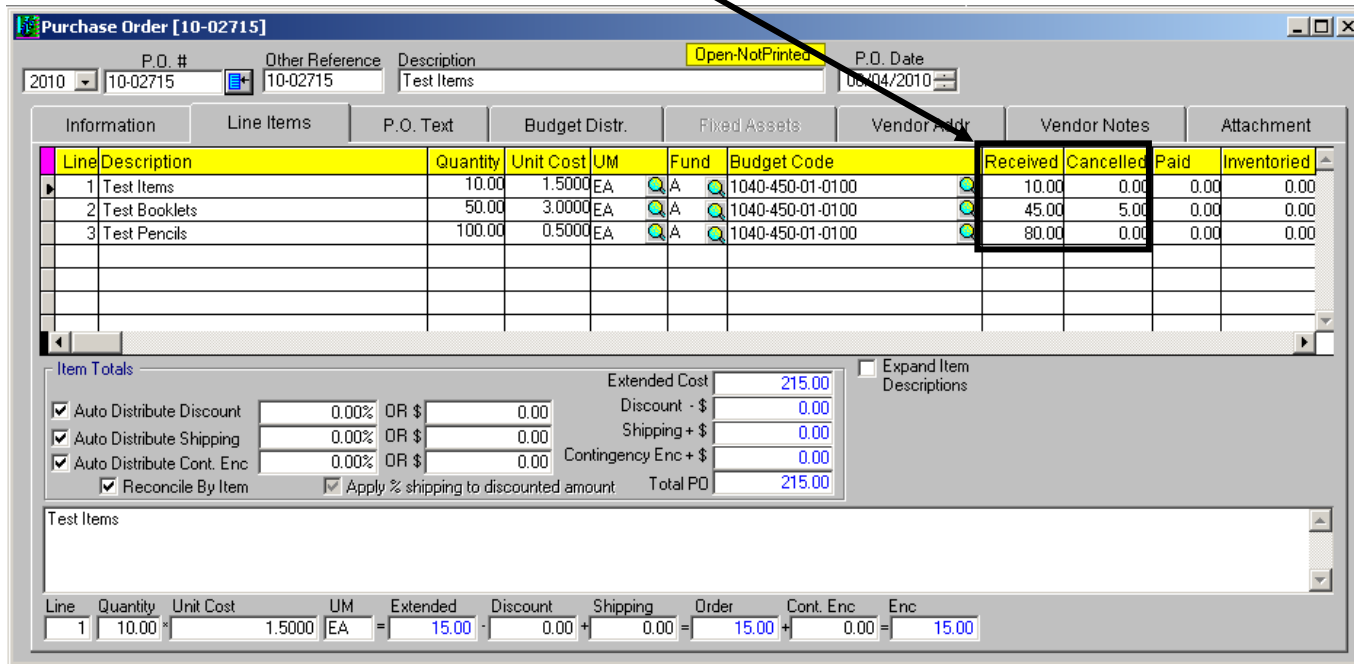
Note: If using Stock Requests, and the # Received field is green, this indicates stock items for which there are backorders. Columns are available for Stock Orders to show the total backordered quantity and the outstanding quantity associated with pending Stock Requests for each item.

Items Received

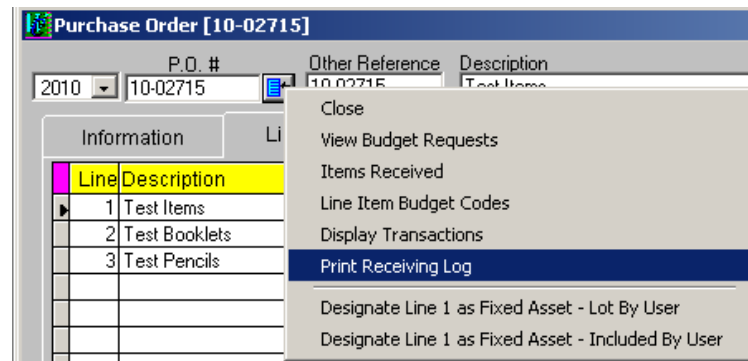
2010 PO

PO #	Item Description	Item ID	All	# Received	Notes	# Ordered	Total Received	Balance	Backordered	SRQ Pending	Unit
10-05260	Velva Sheen Dust N	FLCR004025	<input type="checkbox"/>			5.00	3.00	2.00	3.00	6.00	
10-05260	40"x48" X Large PK	JANT005000	<input type="checkbox"/>			20.00	10.00	10.00	8.00	18.00	
10-05260	30"x37" 13 mic sma	JANT005003	<input type="checkbox"/>			10.00	10.00	0.00	8.00	18.00	
10-05260	Disp Latex Gloves	JANT005045	<input type="checkbox"/>			5.00	5.00	0.00	31.00	36.00	
10-05260	Disp Latex Gloves	JANT005046	<input type="checkbox"/>			5.00	0.00	5.00	36.00	36.00	
10-05260	Rolled White Paper	TWLS006001	<input type="checkbox"/>			500.00	200.00	300.00	0.00	90.00	

The items received or cancelled will be indicated on the PO as shown below:



If the user chooses to print a receiving log, it may be accessed from the Blue Options Button in PO Maintenance from either the Information tab or Line Items tab without being in modify mode; as seen below (or the user may go to Reports/ Purchasing/ PO Receiving Log):



This will open the following report criteria form where they may select the records they want to display and in what format:

Note: Received Dates are the dates entered as Received. Transactions Dates are the dates the transactions were entered. For example, if an item was received on 06/04/10, but it was entered on 06/05/10, the receiving date would be 06/04/10 and the transaction date would be 06/05/10.

If dates are used, only transactions within those dates will appear. The user has the option to not include dates by blanking out the fields. This will include all transactions regardless of date.

The following is a sample receiving log, based on the above example and the above criteria:

June 04, 2010
03:39:20 pm

Richmond Schools

Page 1

PO Receiving Log

Fiscal Year: 2010

Receiving Log By PO#/Date Received/Receiver

Date Received	Receiver	PO #	Line #	Quantity Received	Quantity Cancelled	Unit of Measure	Description	Transaction Date/Time	User ID
6/4/2010	CCA-Shannon Keyes	10-02715	000019	ACHIEVEMENT PRODUCTS				6/4/2010 3:37:43PM	CCA-Shannon Keyes
			0001	10.00	0.00	EA	Test Items		
			0002	45.00	5.00	EA	Test Booklets		
							Rcvg Note: 5 Broken		
			0003	80.00	0.00	EA	Test Pencils		
							Rcvg Note: 20 Backordered for a month		

The option also exists to print the receiving log with the PO:

Purchase Order Selection

Record selection

Fiscal Year: 2010 Criteria Name: Shared: Single PO Modified Open - Not Printed

Document ID: From: 10-02715 Pending Orders: None Issued Orders: None Original Transmit Type: Print E-Mail E-Order

To: []

Order/Issue Date: From: 00/00/0000 To: 00/00/0000

Where: Vendor: Blank Requisitioner: Blank Requestor: Blank Location: Blank Department: Blank Catalog/Bid ID: Blank

Print options

Show Budgetcodes by Line-Item (multiple accounts) on non-originals
 Suppress Line Item Additional text for printed E-Orders

Shipping: Don't show Primary Sort: None
Discount: Don't show Secondary Sort: None
 Keep Together Item Description Item Sort: Catalog Item ID

Copy Type: Receiving Copy Print Purchasing Agent Name and Title Print Electronic Signature


Show Separate Page with

PO Notes PO History Receiving Log Print Attachments with PO Copies

Crystal: <default report> Print Settings Cancel

With this option selected, the receiving log will print as follows:

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #e0f0ff;">PO Date</th> </tr> <tr> <td style="text-align: center;">6/4/2010</td> </tr> </table>	PO Date	6/4/2010	<h2 style="margin: 0;">PURCHASE ORDER</h2> <p style="margin: 0;">Richmond Schools 200 Main St. Richmond, NY, Please Note 12345</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #e0f0ff;">Purchase Order No.</th> </tr> <tr> <td style="text-align: center;">10-02715</td> </tr> </table>	Purchase Order No.	10-02715
PO Date						
6/4/2010						
Purchase Order No.						
10-02715						



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ACHIEVEMENT PRODUCTS PO BOX 6013 STREAM, IL 60197 Contact: 800-373-4699 Fax:800-766-4303 000019					
Ship To:					
Richmond Schools 200 Main St. Building 9 Richmond, NY 12345 Attention: TIMOTHY A. CAUDILL					

CCA#SKEYES

Requestor	Location	Department	Requisitioner
SCOTT O. BUCKLEY	Location 15	Department 13	Jones/Deb

Receiving Log																																																							
Date Received	Receiver	Line #	Quantity Received	Quantity Cancelled	Unit of Measure	Description																																																	
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