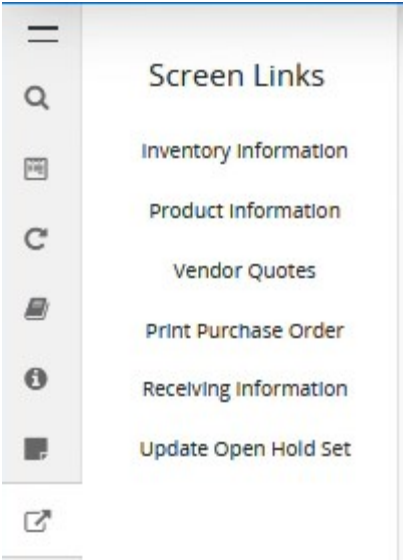




PURCHASE
RECEIVING (POUPRC)

PO Receiving- POUPRC

To receive on a PO, access the menu mask POUPRC.



Enter the PO number for the items to be received. Tab or press enter for the system to display PO items.

BusinessPlus

Receiving Information (POUPRC)

?

Q

15

Menu

Clear Form

Screen Links

Revert Changes

Save Changes

Receive All

Unreceive All

Purchase Order

PO Number*

R94R0051

Vendor

OFFICE DEPOT INC.

End Use

Ship To

S9400220

Receiving Information

Date Received*

10/05/2022

Carrier

Freight

Packaging

Remarks

Purchase Order Items

Collapse All

PO Item: 0001 Sony HDX8000 80" HDTV

Quantity to Receive: 0 Quantity to Reject: 0 Amount to Receive: 0

PR #

R9400438

PR Item

0001

Notes

Fixed Asset

Units

EA

Manual

Received To Date

1

Amount To Date

0.00

Quantity Ordered

1

Amount Ordered

3,447.99

Fully Receive

Serial #

Asset ID

Tag

Brand

Location

Product

Ship ID

Catalog

Required Date

12:00:00 AI

Requested By

ME

Warehouse

Items on the PO can be viewed in a collapsed mode or detailed by using the Collapse All/Expand All toggle button.

Purchase Order Items

Expand All

▶ PO Item: 0001 Sony HDX8000 80" HDTV

Quantity to Receive: 0 Quantity to Reject: 0 Amount to Receive: 0

Receiving can be done Manually for partial shipments by clicking the **Manual** button.

Manual

A popup will appear to enter **Quantity Accepted**. Click **Done**.

Receiving Information - Item No: 0001

Quantity Accepted1

Quantity Rejected

Amount Accepted

Warehouse

☐ Complete

Done

Clicking the **Fully Receive** button will default the quantity ordered, or the quantity remaining if previous shipments have been processed.

Fully Receive

▼ PO Item: 0001 Sony HDX8000 80" HDTV

Quantity to Receive: 1

Quantity to Reject: 0

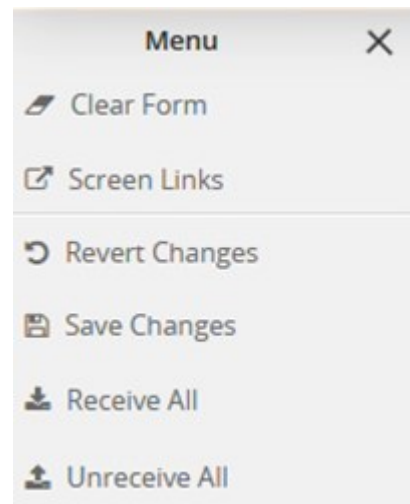
Amount to Receive: 0

Once the quantity to be received has updated the **Quantity to Receive** field it is necessary to click **'Save Changes'** on the Menu. This will move the quantities entered into the Received to Date field and give the user a message that says Record Accepted.

You will receive a confirmation that the record has been accepted



There are additional menu option on the left side of your screen.



Back out Receiving

To reduce the quantity Received to date, enter a negative number in the Qty Accepted field after clicking the Manual button and click Done.

The screenshot displays a mobile application interface for receiving information. A central dialog box titled "Receiving Information - Item No: 0002" is open. It contains the following fields and controls:

- Quantity Accepted:** A text input field containing the value "-5".
- Quantity Rejected:** An empty text input field.
- Amount Accepted:** An empty text input field.
- Warehouse:** A dropdown menu.
- Complete:** A checkbox that is currently unchecked.
- Done:** A blue button at the bottom right of the dialog.

The background interface shows a "PO Item: 0002 Stuff" screen. It includes a header with "Quantity to Receive: 0", "Quantity to Reject: 0", and "Amount to Receive: 0". Below this, there are several input fields and buttons:

- PR #:** S9000008
- Received To Date:** 1
- Serial #:** (empty)
- Location:** (empty)
- Catalog:** (empty)
- Warehouse:** (dropdown menu)
- Buttons:** "Manual" and "Fully Receive" (both in blue).

At the bottom of the screen, there is a summary section with the following data:

PR #	PR Item	Notes	Units
S9000008	0002		EA

Received To Date	Amount To Date	Quantity Ordered	Amount Ordered
10	255.90	10	255.90

Buttons for "Manual" and "Fully Receive" are also present at the bottom right of this section.

Quantity to Receive reflects the amount being backed out.

▼ PO Item: 0002 Stuff

Quantity to Receive: -5 Quantity to Reject: 0 Amount to Receive: 0

PR #:	S9000008	PR Item:	0002	Notes:		Units:	EA	Manual
Received To Date:	10	Amount To Date:	285.90	Quantity Ordered:	10	Amount Ordered:	285.90	Fully Receive
Serial #:		Asset ID:		Tag:		Brand:		
Location :				Product:		Ship ID:		
Catalog:		Required Date:	12:00:00 AM	Requested By:	Consultant			
Warehouse:								

Click Save to update the Received to Date amount.

Menu

×

✎ Clear Form

↶ Revert Changes

💾 Save Changes

📦 Receive All

📦 Unreceive All

The Received To Date field will be updated with the new total.

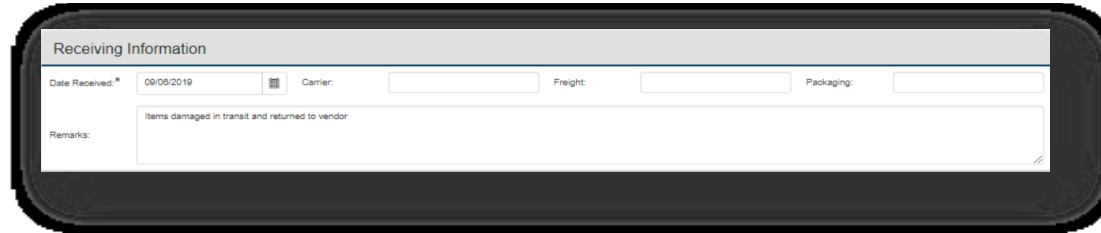
▼ PO Item: 0002 Stuff

Quantity to Receive: 0 Quantity to Reject: 0 Amount to Receive: 0

PR #:	S9000008	PR Item:	0002	Notes:		Units:	EA	Manual
Received To Date:	5	Amount To Date:	285.90	Quantity Ordered:	10	Amount Ordered:	285.90	Fully Receive
Serial #:		Asset ID:		Tag:		Brand:		
Location :				Product:		Ship ID:		
Catalog:		Required Date:	12:00:00 AM	Requested By:	Consultant			
Warehouse:								

PO Remarks

Comments may be entered in the Remarks box.



Receiving Information

Date Received: 09/05/2019 Carrier: Freight: Packaging:

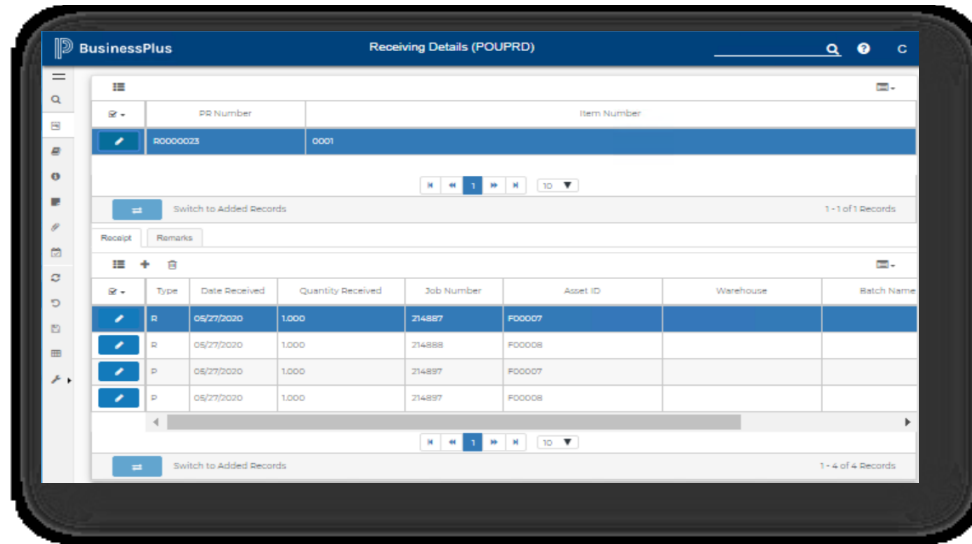
Remarks: Items damaged in transit and returned to vendor

Receiving Details and Events

There are a couple of screens that may be access from the POUAPRC mask. Open the Links option on the side bar to access screens with Receiving Details and PO Events.

Receiving Details

The Receiving Details screen tracks information by item such as quantity received, receipt and payment dates, who received, who posted the expense, and any remarks entered at the time of receiving.



BusinessPlus Receiving Details (POUPRD)

PO Number	Item Number
800000023	0001

Switch to Added Records 1 - 1 of 1 Records

Type	Date Received	Quantity Received	Job Number	Asset ID	Warehouse	Batch Name
R	05/27/2020	1,000	214897	P00007		
R	05/27/2020	1,000	214898	P00008		
P	05/27/2020	1,000	214897	P00007		
P	05/27/2020	1,000	214897	P00008		

Switch to Added Records 1 - 4 of 4 Records

Receiving Events

The Receiving Event screen logs Purchase Order activity such as print date, reprints, items added, deleted, complete receiving, back order, overage, etc...

Questions?

- Training materials are located in the Procurement Department page on the D11 website.

<https://www.d11.org/administration/operations/enterprise/procurement-and-contracting>

- Call or email your assigned Procurement Representative. The list is available on the Procurement Department page on the D11 website.

<https://www.d11.org/administration/operations/enterprise/procurement-and-contracting>