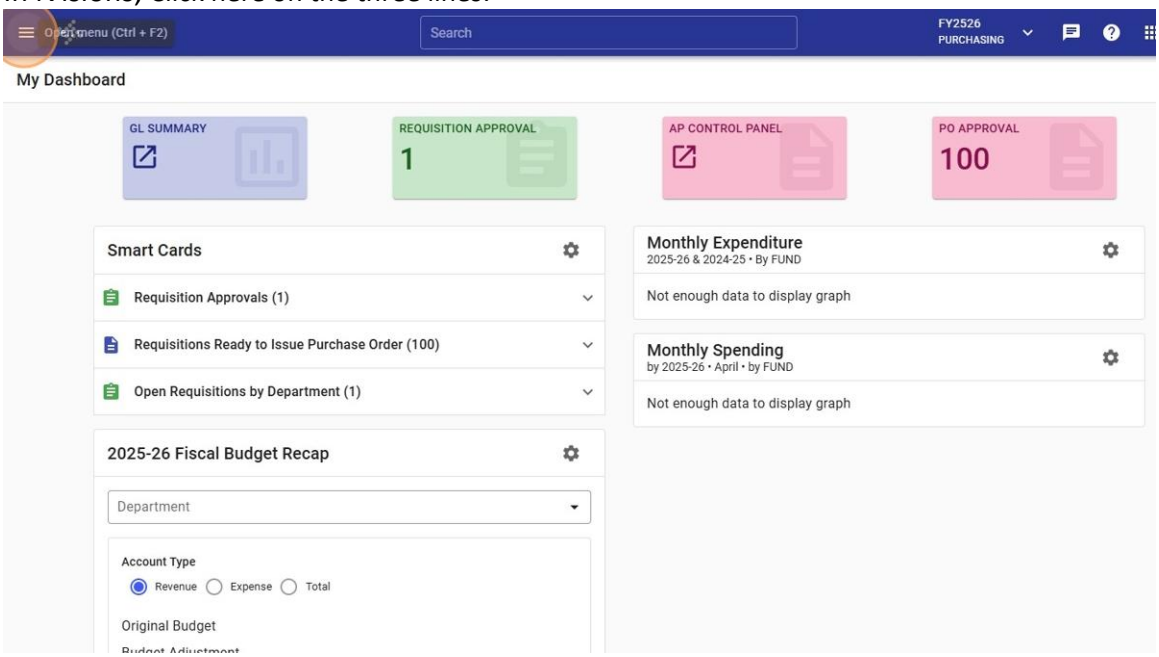
Electronic Receiving

All receiving must be posted electronically in iVisions. For all orders delivered directly to your school site by a vendor (UPS, FedEx, Amazon courier, etc), orders must be checked for accuracy and **posted to iVisions within one week of receipt**. Items that are posted will indicate your approval to process payment. Orders delivered by CVUSD Warehouse/Logistics staff should not be posted by sites. Logistics staff will post orders delivered to the warehouse.

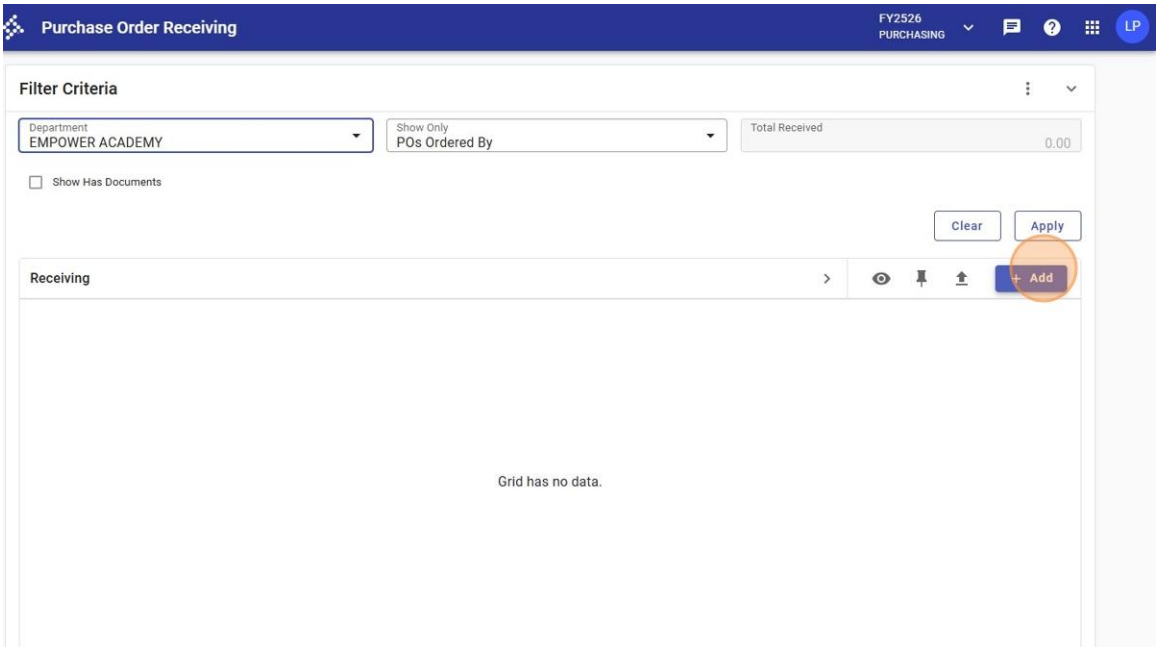
All SAA's should have a unique link to their Open PO report. Please **BOOKMARK** your link and be sure to check it on a regular basis. This report shows what PO's have not been received. Contact Purchasing if you do not have access to your Open PO Report.

Instructions

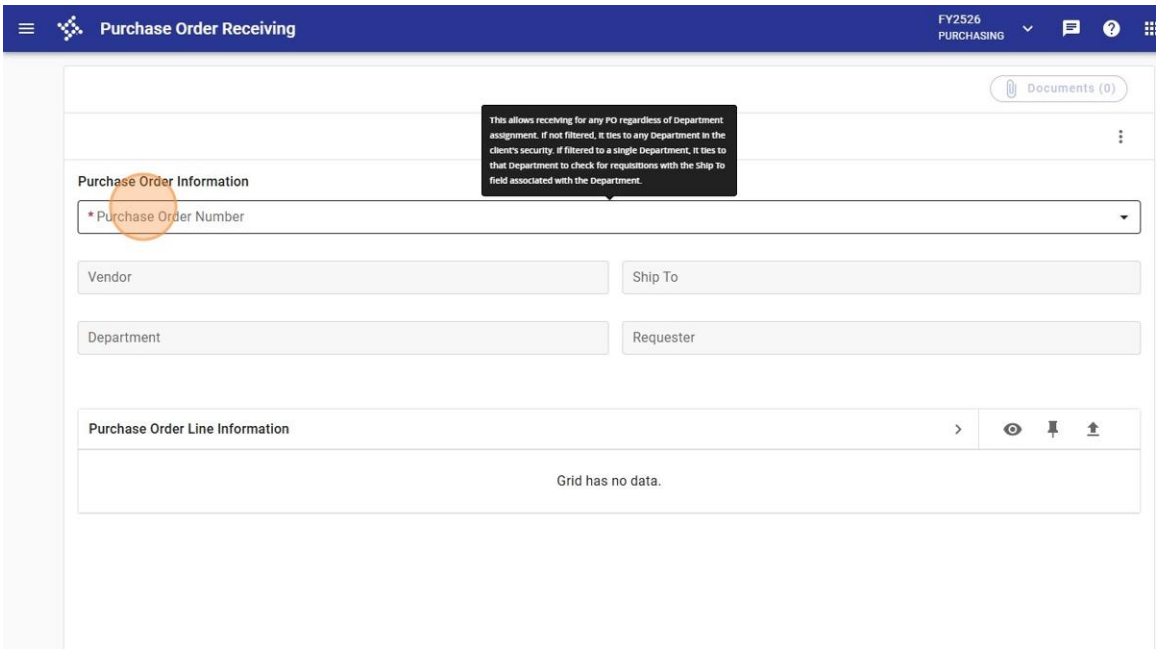
- In iVisions, Click here on the three lines:



- Click "Purchasing & Payables"
- Click "Receiving"
- Click "Purchase Order Receiving"
- Click "Add"

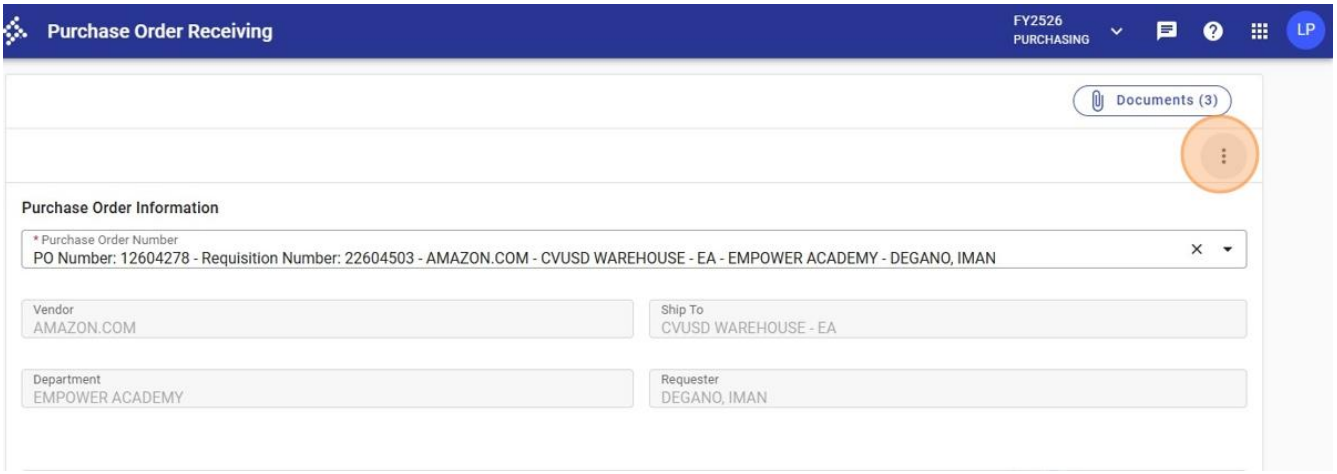


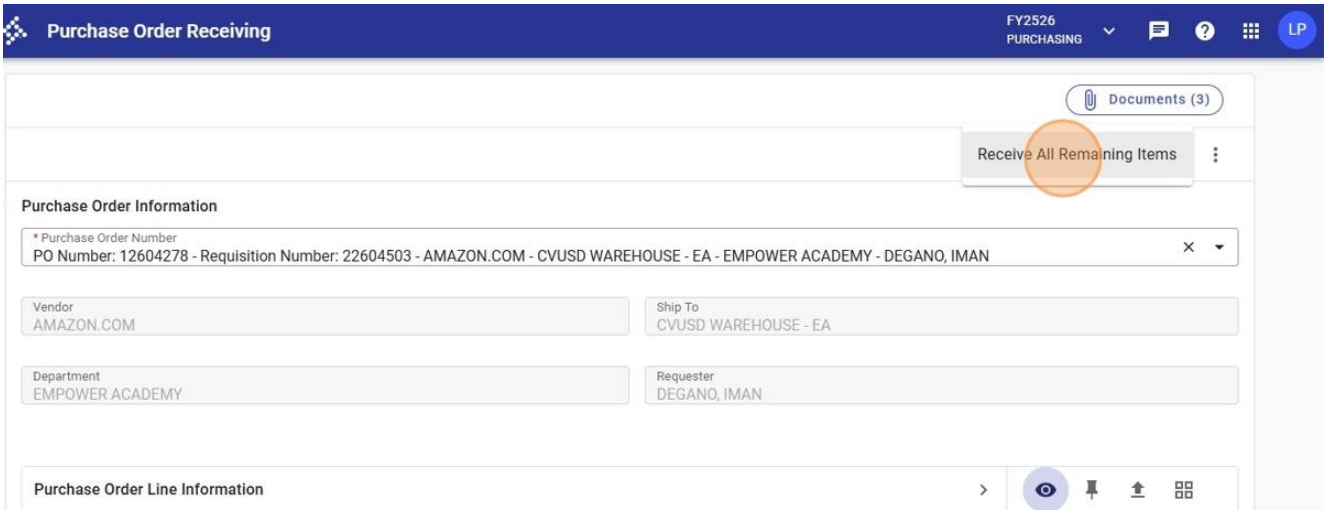
- Click the "Purchase Order Number" field and Type in the purchase order number:



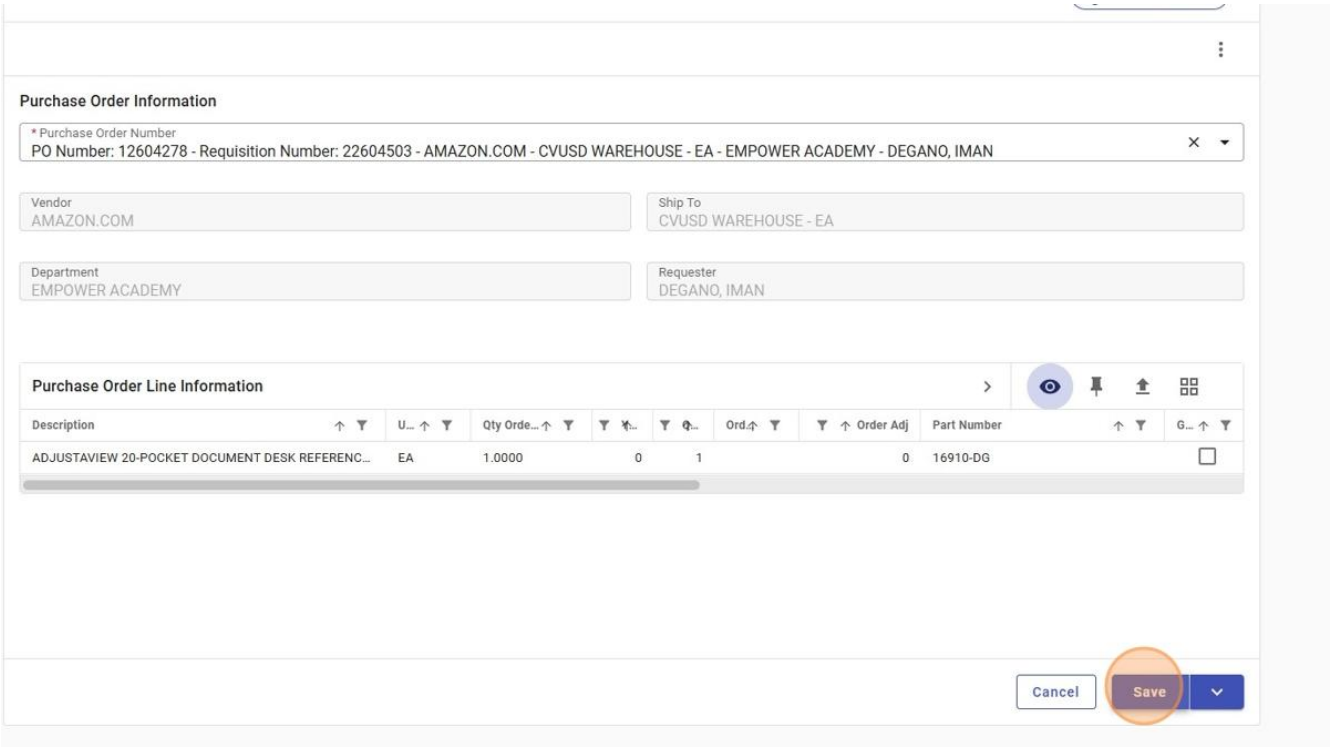
- *Carefully compare* each line item on the PO, compared to items you have physically received at your site.
  - Did you receive the correct quantity of each item?
  - Do the descriptions match?
  - Are the items in good condition with no damage?
- If the answer to all these questions is yes, and your order has been received **COMPLETE with no missing or damaged items**:
  - Go to the 'Actions' menu and click 'Receive all Remaining Items'

- Carefully compare each line item on the PO, compared to items you have physically received at your site. If the quantities are correct and all items are in good condition, you can "**Receive all Remaining Items**"



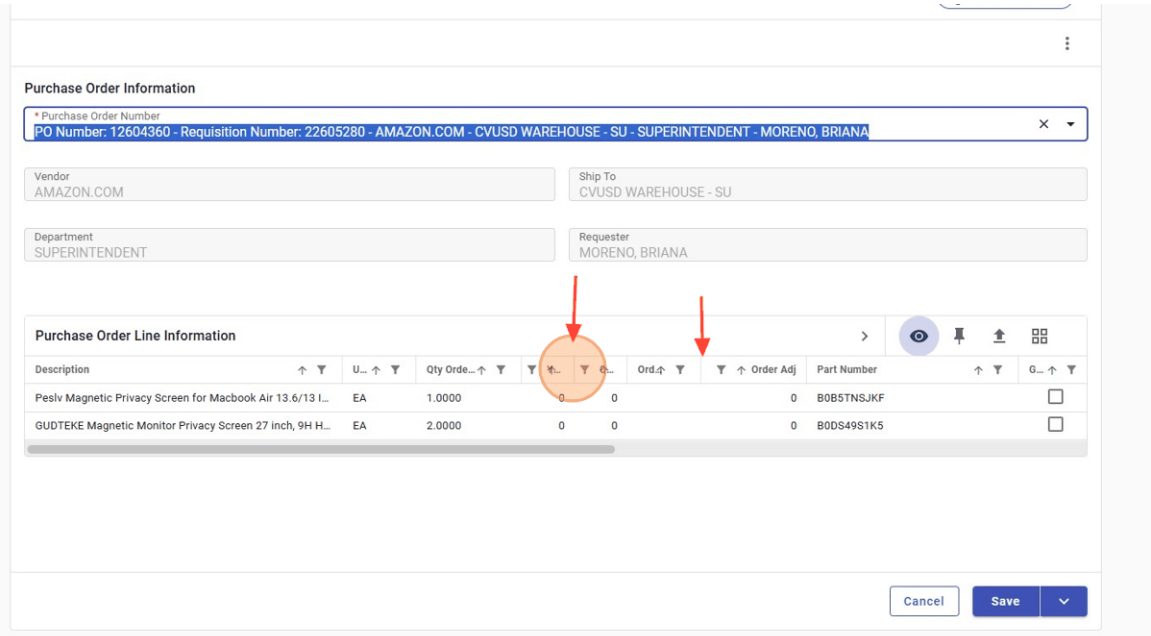


- Click "Save". The receiving data will not post unless it is saved.

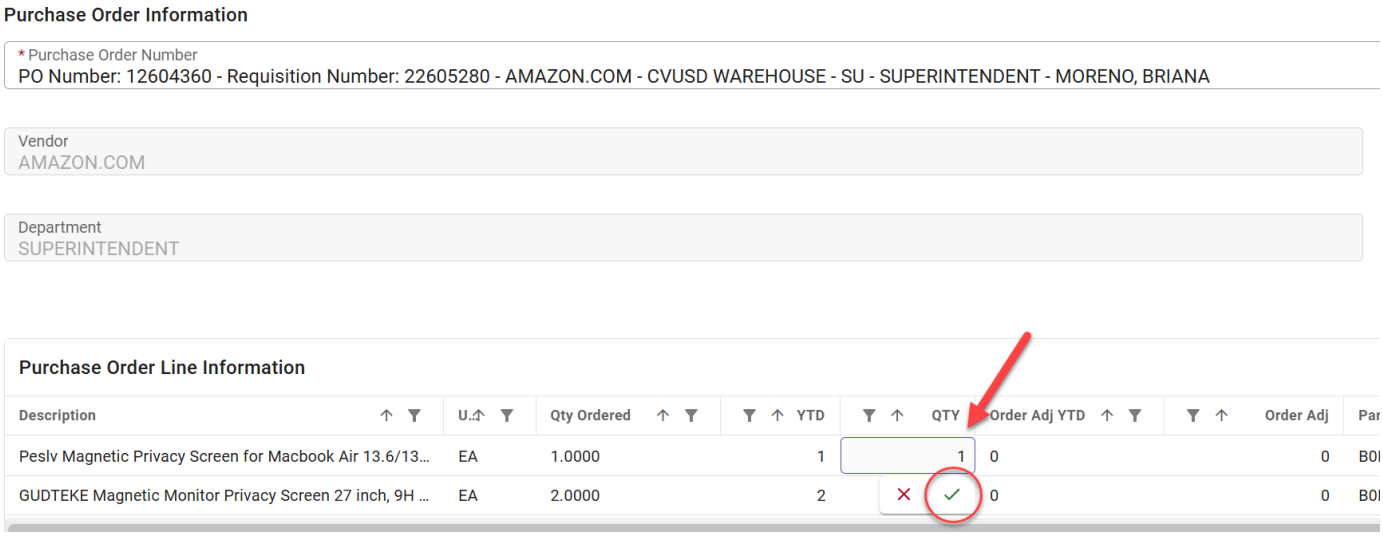


- If the answer to any of these questions is no and you only received a **PARTIAL order**:
  - You will enter the quantity of each line item received.
    - Check the 'YTD' column to verify any quantities that were already posted.

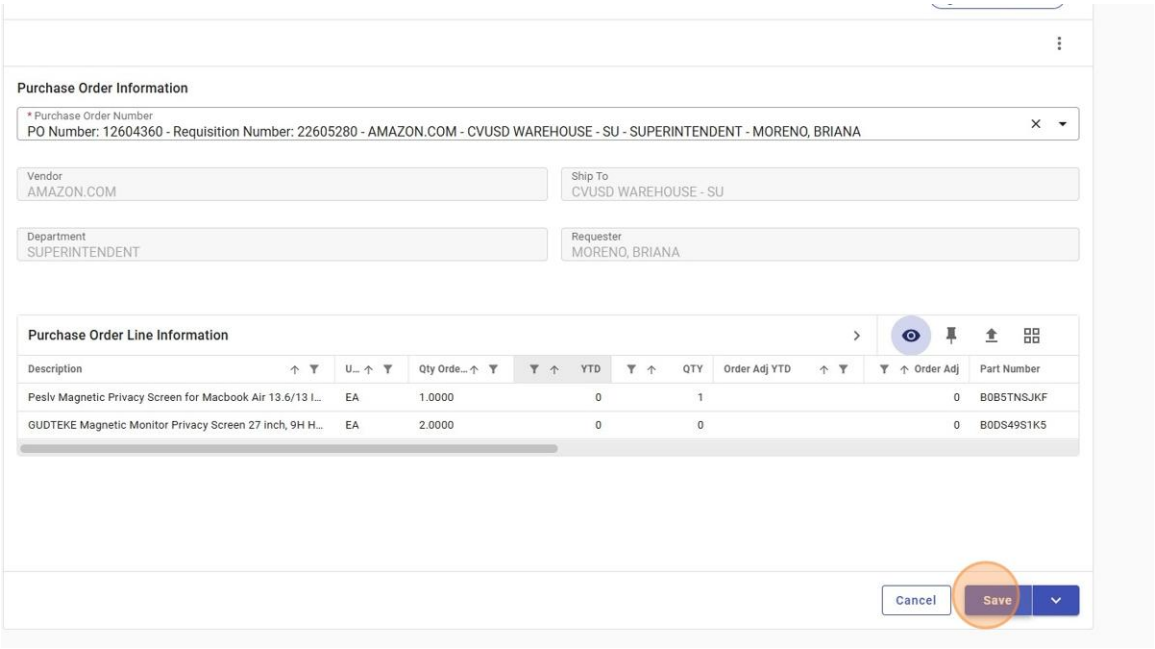
If necessary, click here to expand the columns so you can see column headers and continue adjusting until you can see **YTD and QTY**. This is important!



- Double-click the “Qty” field for the line item you need to receive.
- Enter the quantity in the ‘Qty’ Field. You may add notes if needed. Click the green checkmark to save each change.



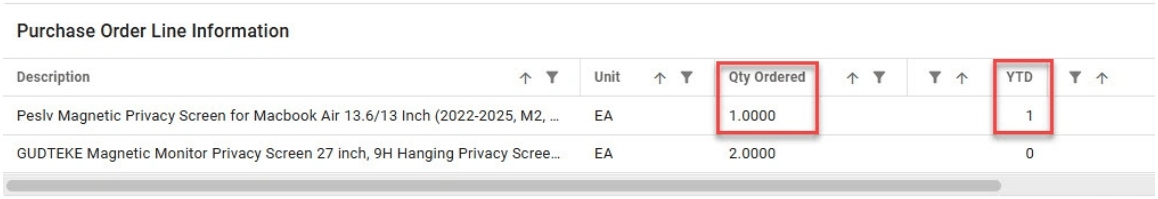
- Repeat for each line that has quantities received, saving each line.
- Review the quantities in the Qty column to make sure they are correct for each item.
- Click “Save” at the bottom right of the screen.



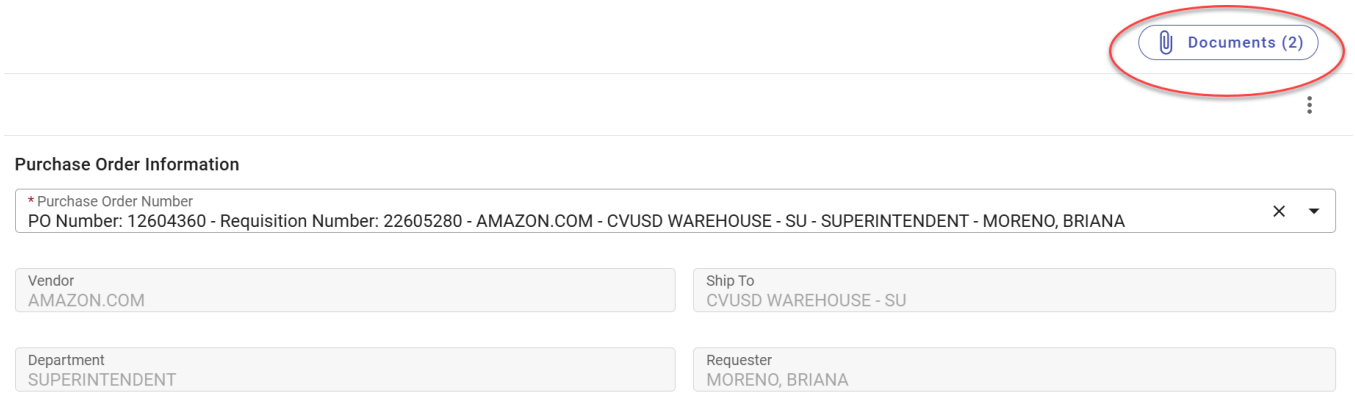
- OR If you have received a partial order but it is mostly complete:
  - You can use the “Receive all Remaining Items” feature, but then remove the items not received.
- For example, if your PO has 10 line items and you received 9 out of 10 lines, to save time, choose receive all remaining items, then before hitting “save”, double-click the one line item you did not

receive and change the qty on that line to 0 (or whatever # you received) and click the green checkmark to save that line.

- Then click "Save" at the bottom right of the screen. Even if you saved each line, you also need to hit 'Save' on the bottom of your screen when you're finished editing line items.
- If the receiving was done correctly, the YTD should match the Qty Ordered:



- **Pack slips / receiving paperwork may be attached in this screen using "Manage Documents". This is not a requirement, but remember, your posting must be accurate in order to ensure accurate payment processing.**



- **If you have damaged or wrong items:**
  - Do not post receiving for those items in iVisions. For example, if you ordered 5 and you received 5 but 1 was damaged: only post the 4 items you received in good condition. Add a note 1 was damaged or wrong. Email receiving@cajonvalley.net to report details of the issue. Reference the PO # in the subject and add pictures/details so Purchasing can work with the vendor for a credit or replacement.
- **If you MAKE A MISTAKE on your receiving:**
  - Try to avoid errors but don't worry, you can fix your mistakes!
  - Example: You receive all then realize you are missing qty 1 of Line 1 of the PO.
    - Double click on that line item and enter "-1" in the quantity.
    - This will reduce the number received by 1 to reflect the accurate quantity.
  - Example: You realized you have double posted (received an item twice).
    - Double click on that line item and enter "-1, -2, etc" in the quantity. Click the green checkmark to save.
    - The Qty Ordered should match the YTD if done correctly.
- **Always double-check your entries.** Remember, we will be using this information to confirm what you have received in order to pay vendor invoices. Please make sure it's correct so we don't pay for items that were not received. All receiving must be posted electronically. **NO receiving needs to be when your items are delivered by district staff.**

- Special Scenarios

- **Field Trips** – After the field trip is complete, post the receiving with the number of students that actually attended the trip on the student line item. Post the number of chaperones on the chaperone line item. Depending on the policy of the venue, we may be required to pay for the total reservation, a flat fee, or only the number that actually attended. If you received an invoice from the vendor, please review it for accuracy then email it to invoices@cajonvalley.net with a message that it's approved for payment.

- **Software –** For digital software, the download information will be emailed to the end user that was specified on the P.O. (teacher, principal, etc.). Please follow up with the end user to confirm they received the software. Once they have access, the receiving should be posted as complete.

- **Services (assemblies, ICA's, contracts, subscriptions, etc) –** For one-time services that are fully complete such as one day assemblies, please post the receiving as complete as soon as the service is finished.

- For ongoing services (recurring, repeated services such as 549 Sports or magazines), do not post the receiving since it will not be complete after the first service. Instead, the invoices will need to be reviewed/approved and emailed to invoices@cajonvalley.net as the vendor invoices you. No services will be paid without an approved invoice.

- **Shopping PO's –** No need to post receiving electronically. Receipts must be emailed to invoices@cajonvalley.net as soon as the shopping has occurred. Please specify the PO# in the subject line.

- **Cancelled Items** – If Purchasing is aware that an item was cancelled by the vendor, the item will be removed from the PO and noted in the internal notes. Do not post items that you did not receive. If there is a cancelled item still showing on the PO, don't post that item.

- **Items delivered by Warehouse** – If your order is delivered by District Warehouse/Logistics/Purchasing staff you do not need to post the receiving. It has already been posted.

Please contact the Purchasing Department with any questions. We are here to help!