



Good afternoon. As a reminder, when receiving in Frontline, the actual date of receiving should be entered. Frontline auto-populates the receiving date according to the date you log in. This receiving date should be changed to reflect the actual date items were received. Transactions are still being processed from the 2021-2022 budget for items physically received in August, therefore making the accuracy of this very important.

See the example of the Frontline Screen below.

Purchase Order Receiving

Selected Position: Role Name: PO Num: Vendor: Dell Computer Corp
 Ship-To Location: GPISD Warehouse Status: Sent Stage: PO PO Creation Date: 08-03-2021

Receiving Search: **Purchase Order Receiving** Asset

Receiving Details

Show ☒ Yes ☐ No
 Cancel?: No

Received Date: 09-01-2021 4:51 PM

Change date to reflect actual receiving date.

Must

Requestor	Stock Number	Long Description	PO Line Num	Unit of Measure	Ordered Quantity	Previously Received	Expected Quantity	Received Quantity	Free Quantity Recvd	Not Delivered Quantity	Asset Review Decision	Potential Asset	Existing Assets
North Shore Senior High	SE24195	DELL 24" MONITOR	148591	EACH	2.0	0.0	2.0	0.0	0.0	2.0	Not Reviewed		