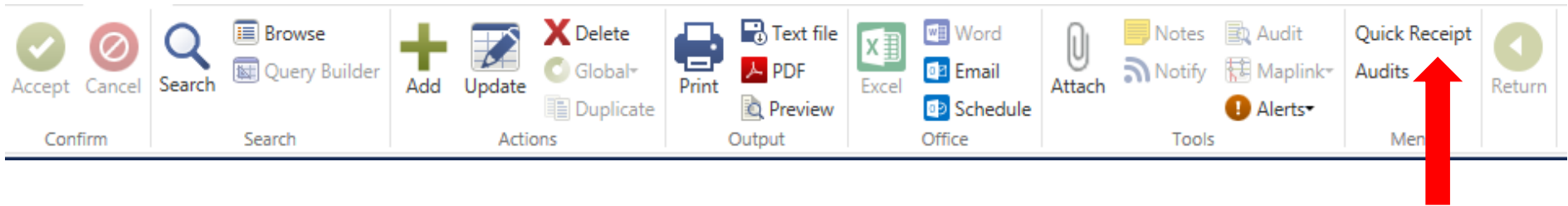

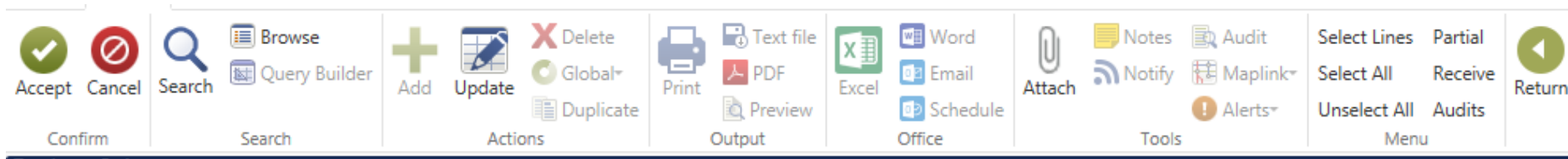



# PURCHASING RECEIPT ENTRY



1. Open up Purchase Order Receiving from the Bookkeeper menu. (All functionality is available on the ribbon at the top of the screen, as shown above)
2. Select **Quick Receipt**.
3. Enter the **PO Fiscal Yr** and PO number in the # fields.
4. Select  **Accept** and the PO information should appear.



5. **Select ALL** (if all items have been received) and the following message will appear at the bottom of the screen.  
**PO lines have been selected to receive all remaining quantities.**
6. Select **Receive** and the following message will appear at the bottom of the screen **PO lines received.**
7. Select  **Return** and the receipt is completed.
8. If only part of the items have been received, select **Select Lines** and the screen will change to allow the quantity to be entered for the lines received.

# PURCHASING RECEIPT ENTRY

Line	Description	Item	Ordered	Rec'd TD	Remaining	Receive
1	ATTENDANCE VERIFICATION FORMS FOR INTERNSHIPS 300 EACH ON 10 DIFFERENT COLORS		3,000.00	.00	3,000.00	<input type="text"/>
2	FULL COLOR INTERNSHIP BROCHURES ON CARDSTOCK F/B MADE BY NEMA BREWER, PRINTED IN PRINT DEPT		200.00	.00	200.00	<input type="text"/>

9. Click in the Receive box for the first line received and select either Full or Partial

10. If **Partial** is selected, the following screen will appear and enter the Qt Received and any comments needed for your notes.

**Purchase Order**

PO Fiscal Yr: 2017      PO Number: 37281887      Line #: 001

Ordered: 3,000.00      Received: .00      Remaining: 3,000.00

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**Received**

Quantity:       Dollar Amount:       Date: 10/05/2016

Packing Slip#:       Fix Asset#:       By: 9165

Comments:

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**Returned**

Quantity:

Comments:

RMA:

## PURCHASING RECEIPT ENTRY

11. Enter items that have been returned and comments needed, if applicable.



12. Select **Accept**.



13. Select **Return** and the receipt is completed.

NOTE: If the PO is completed but some items ordered will not be received, please contact Accounts Payable to close the PO when invoice payment is made for the items received.