Activity: **Purchase Order Receiving (Partial)**
Munis > Departmental Functions > Purchasing Order Receiving

When all items have NOT been received:
1. Click **Quick Receipt** from the Menu section in the ribbon
2. Enter the fiscal year of the purchase order
3. Tab and enter the purchase order number
4. Click **Accept**, the system will display the line detail of the purchase order
5. Click **Select Lines**, the **Receive** column opens up for each line item
   a. Highlight the **line** to receive and click the **down arrow** in the **Receive** column
   b. Select **Partial** from the drop down arrow for any line that is **not** fully received. *Result*: **Partial Receipt** screen will be presented for the line.
6. Enter the **quantity received** and Tab through the **dollar value**, the system automatically populates the dollar value.
7. Tab to **Packing Slip** and enter the packing slip number
8. Tab and click **Accept**
9. Repeat the steps **5-9** above for all items being **partially received**

If line items have been received in full, select Full from the drop down arrow for the line
10. When all items have been marked with Full, Partial or are blank, click **Accept**
11. Click **Receive** in the ribbon, the system will update the **Received TD** and **Remaining** quantities
12. Click **Return,** the system will return to the main Purchase Order Receiving screen

If this is the final receiving record
1. From the main Purchase Order Receiving screen click **Search**
2. Enter the **fiscal year** of the purchase order
3. Tab to **PO Number** and type in the number
4. Click **Accept**, the system will display the first line item
5. Click **Update**, the system will default to Quantity in Received Details
6. Click **Close PO** located at the bottom of the Received Details section
7. Click **Accept**, the system will display the message *Record(s) updated* in the lower left-hand corner of the screen

To verify items have been received
1. Check the balance in the remaining column after clicking **Receive.**
2. After selecting Receive, note the message on the bottom of the screen **PO lines received**.
3. Call up the purchase order in **Purchase Order Inquiry** and click on the **Receiving** folder.

The receiving record does not alert Accounts Payable when a record is added. If an invoice is used to enter the receiving record, email a copy to accountspayable@pasco.k12.fl.us.

The fiscal year of the purchase order is the same as the first two numbers of the purchase order (e.g. 2016 is the fiscal year of PO # 16000033).

A purchase order cannot be closed from the Quick Receipt screen. If attaching a packing slip, go to the main Purchase Order Receiving screen and search for the purchase order. Once a receiving record is located the Attach function will be available. The receiving record must be displayed on the screen to attach a document to the purchase order.