



Activity: **Purchase Order Receiving by Amount**
Munis > Departmental Functions > Purchasing Order Receiving

1. Click **Add**, the current **PO Fiscal Year** will default
 - a. The year may be changed if receiving on a prior year PO
2. Tab to **PO Number** and input the number
3. Tab and enter the **Line #** to receive on
4. Tab to **Dollar Amount**, input the amount and **tab**, Quantity defaults to 1.00
5. Click **Accept**, amount **Received and Remaining** are updated.
 - a. **Purchase order receipt record added** displays on the bottom of the screen



It is recommended to have the PO number available prior to starting this process.



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.



To verify the receiving, find the purchase order in **Purchase Order Inquiry** and click on the **Receiving** folder.



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 # 1600003).



Tab through each section of the receiving record to generate the system default information and process necessary calculations.