

# MUNIS QSG

QUICK START GUIDE

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

### When all items have 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 All**, this will insert the word **Full** for each line item in the **Receive** column
6. Click **Receive**, this will then update the **Received TD** and **Remaining** totals
7. Click **Return** to return to the main Purchase Order Receiving screen
8. Click **Search**, enter **PO Fiscal Year** and **PO Number**
9. Click **Accept**
10. Click **Update**
11. Click the check box, **Close PO** located at the bottom of the **Received Details** section. This allows Accounts Payable to close the purchase order during the invoice process
12. Click **Accept**



### 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. Find 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 [accounts payable@pasco.k12.fl.us](mailto:accounts payable@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.



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