

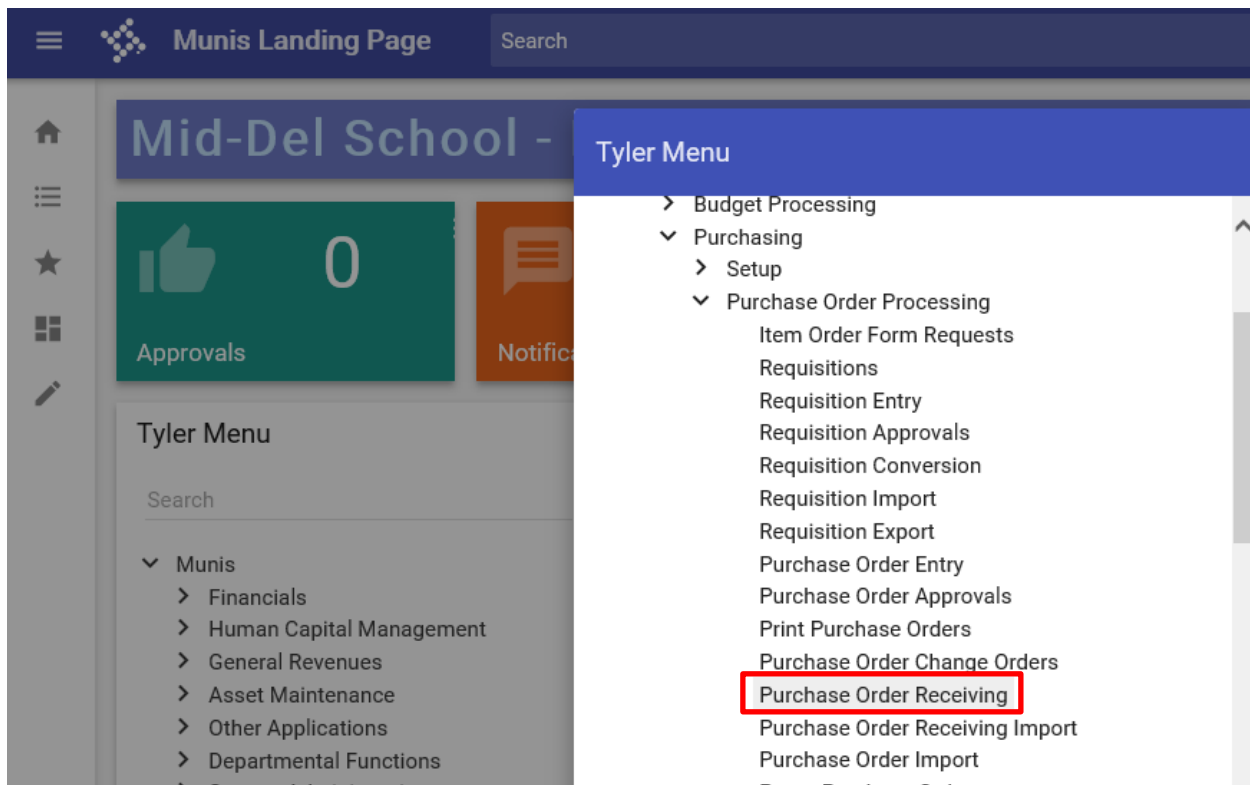


## Contents

Purchase Order Receiving .....	3
Entering receiving information using the Full Screen option .....	<b>Error! Bookmark not defined.</b>
Attaching the Invoice to the Receiving Record .....	6

### Purchase Order Receiving

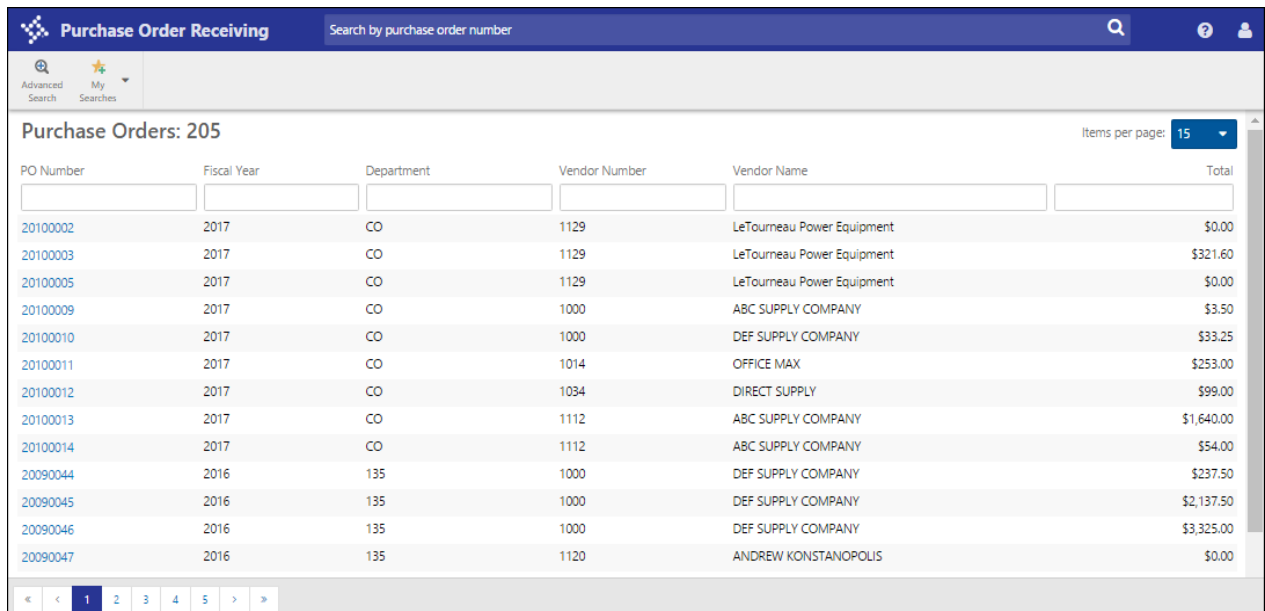
The purpose of creating a receiving record is to document that goods that have been ordered have been received before invoices are paid. Entering these records allows Accounts Payable personnel to match the purchase order, purchase order receiving record, and the accounts payable invoice to ensure that all pieces match prior to payment to the vendor. You may receive each item individually or you may receive all items at one time.



## Procedures

To enter a receipt for all items on a purchase order:

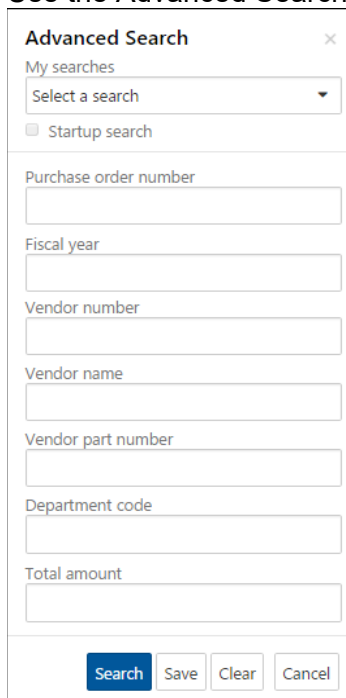
1. Navigate to the Purchase Order Quick Receipt program.  
*Munis > Financials > Purchasing > Purchase Order Processing > Purchase Order Receiving*



The screenshot shows the 'Purchase Order Receiving' interface. At the top, there is a search bar labeled 'Search by purchase order number'. Below the search bar, there are tabs for 'Advanced Search' and 'My Searches'. The main content area displays a table of purchase orders with the following columns: PO Number, Fiscal Year, Department, Vendor Number, Vendor Name, and Total. The table lists 15 purchase orders, with the first one highlighted. The total amount for all orders is \$3,325.00. The interface also includes a pagination bar at the bottom with navigation arrows and a page number indicator.

PO Number	Fiscal Year	Department	Vendor Number	Vendor Name	Total
20100002	2017	CO	1129	LeTourneau Power Equipment	\$0.00
20100003	2017	CO	1129	LeTourneau Power Equipment	\$321.60
20100005	2017	CO	1129	LeTourneau Power Equipment	\$0.00
20100009	2017	CO	1000	ABC SUPPLY COMPANY	\$3.50
20100010	2017	CO	1000	DEF SUPPLY COMPANY	\$33.25
20100011	2017	CO	1014	OFFICE MAX	\$253.00
20100012	2017	CO	1034	DIRECT SUPPLY	\$99.00
20100013	2017	CO	1112	ABC SUPPLY COMPANY	\$1,640.00
20100014	2017	CO	1112	ABC SUPPLY COMPANY	\$54.00
20090044	2016	135	1000	DEF SUPPLY COMPANY	\$237.50
20090045	2016	135	1000	DEF SUPPLY COMPANY	\$2,137.50
20090046	2016	135	1000	DEF SUPPLY COMPANY	\$3,325.00
20090047	2016	135	1120	ANDREW KONSTANOPOLIS	\$0.00

2. Use the Advanced Search feature to find the purchase order for which to receive items.



The screenshot shows the 'Advanced Search' dialog box. It has a close button (X) in the top right corner. Below the title, there is a section for 'My searches' with a dropdown menu labeled 'Select a search'. Below this, there is a checkbox for 'Startup search'. The main section contains several input fields for search criteria: 'Purchase order number', 'Fiscal year', 'Vendor number', 'Vendor name', 'Vendor part number', 'Department code', and 'Total amount'. At the bottom, there are four buttons: 'Search', 'Save', 'Clear', and 'Cancel'.

- Click the link in the PO Number column.

The program refreshes the screen to display the purchase order information.

**Purchase Order Receiving** Search by purchase order number

Back Return to Search Attach Supporting Apps Receipt

**Purchase Order Details**

Purchase order	Year	Department	Department desc	Vendor name	Total amount
20100010	2017	CO	CENTRAL OFFICE	DEF SUPPLY COMPANY	\$33.25

**Ordered Items**

☐ Full shipment ☐ Close PO Received date\* 03/03/2017 Packing slip

Full	Line	Description	Ordered	UOM	Received	Receiving
<input type="checkbox"/>	1	COPY PAPER	1.00	CASE	0.00	0.00

- Select the Full Shipment check box in the Ordered Items group.

The program completes the Quantity Receiving field with the quantity to receive.

**Purchase Order Receiving** Search by purchase order number

Back Return to Search Attach Supporting Apps Receipt

**Purchase Order Details**

Purchase order	Year	Department	Department desc	Vendor name	Total amount
20100010	2017	CO	CENTRAL OFFICE	DEF SUPPLY COMPANY	\$33.25

**Ordered Items**

☒ Full shipment ☐ Close PO Received date\* 03/03/2017 Packing slip

Full	Line	Description	Ordered	UOM	Received	Receiving
<input checked="" type="checkbox"/>	1	COPY PAPER	1.00	CASE	0.00	1.00


- If the purchase order should be closed after the receipt is completed, select the Close PO check box.
- Update the Received Date for the shipment. The default value is the current date.
- Enter a packing slip number, if applicable.
- Click Save.  
The program saves the entries and displays a confirmation message.
- Click OK.  
The program updates the Total Received column.  
For inventory items, the program displays the Inventory Transactions > Receipts program.
- Enter an expiration date, if applicable, and then click Save.






# Purchase Order Receiving Training Documentation 2018.1

March 2020

## Attaching the Invoice to the Receiving Record

1. Find the receiving record you wish to attach the invoice with  Search.


**Purchase Order Receiving** Search by purchase order number 

 Back
  Return to Search
  **Attach**
 Supporting Apps
  Audit Receipts


**Purchase Order Details**


Purchase order	Year	Department	Department desc	Vendor name	Status	Total amount
20000001	2020	9003	Administration	City Of Del City	Printed	\$111,600.00

**Ordered Items**

☐ Close PO
 Received date\* 

 Packing slip

Full	Line	Item #	Description	Ordered	UOM	Received	Receiving
<input type="checkbox"/>	1		Water/Sewer Services for Admin and Sites FY20	60,000.00	EACH	10,143.75	0.00
<input type="checkbox"/>	2		Sanitation Services for Admin and Sites FY20	50,000.00	EACH	12,051.25	0.00
<input type="checkbox"/>	3		Water/Sewer Services for MDTG BIC FY20	1,000.00	EACH	104.37	0.00

1. Click on the Attach Icon.  Attach
2. Select PO Receivable for the Document Type.

Defined Mappings 


**Attached Documents**

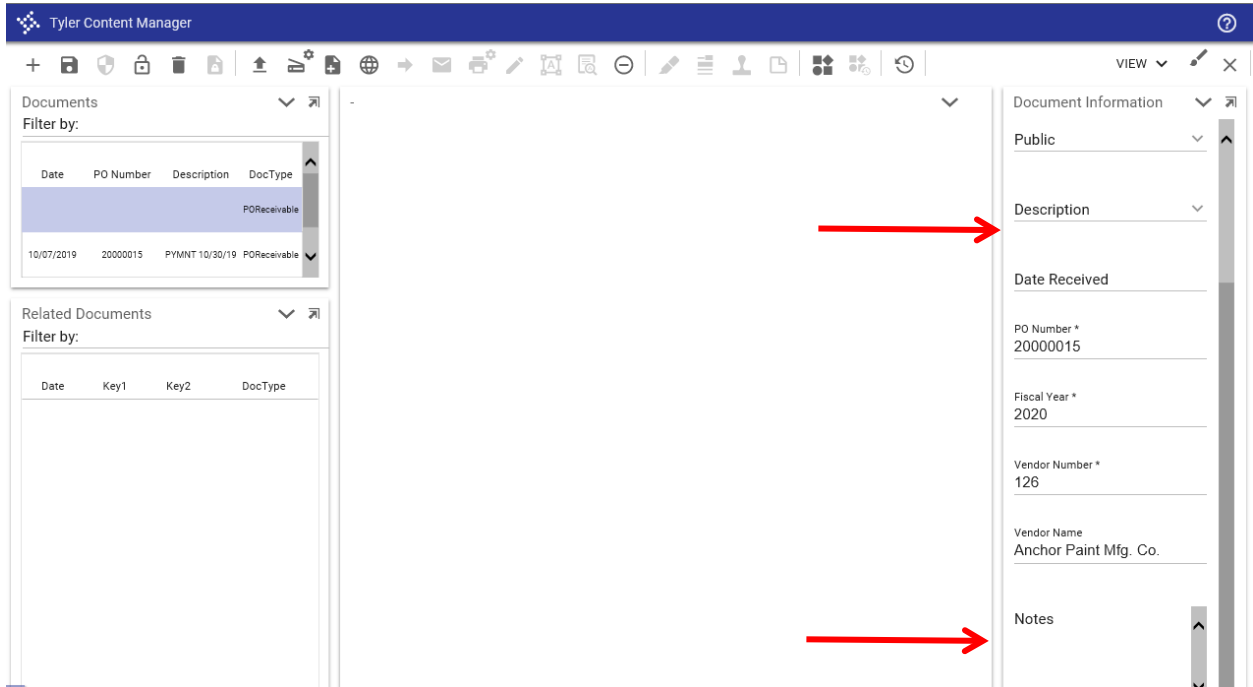
Mapping Name	Description	Count
Generic Attachment	Attachment (no searchable metadata)	0
PO Receivable	Attachment (no searchable metadata)	0



**Associated Documents**

Mapping Name	Description	Count
--------------	-------------	-------


**TIP:** The very first time you click on Open TCM, your computer will search for the required software programs. BE PATIENT. It may be several moments before you see any indication that the computer is searching for these files, and it appears that nothing is happening. Eventually you will be prompted to install software. Select OK or Run to install the software.

3. Click on the New icon  in the top left corner of the TCM window.



4. Enter information about the document in the Description and Notes.
5. If the packing slip has already been scanned and saved, click on the Import icon to find and attach the document. 
6. If you need to scan this document now and directly attach it to the Munis record:
- Place the document in the scanner.
  - Be sure the scanner is turned on and properly connected to your computer.
  - Click on the Scanner icon. 

7. Click on the  icon on the top menu bar to save the attachment.

8. Click on  to return to the Receiving record.