



Receiving on a Purchase Order (PO)

The act of receiving is the authority to pay an invoice when it arrives in the Accounts Payable Office (AP). A site receives on the PO in BusinessPLUS after taking possession of goods or services, then AP can easily pay the invoice when it arrives from the vendor. (If you are receiving invoices at your site, AP is not. Please send any invoices you may receive at your site directly to ap@washoeschools.net)

It is also good to remember that when we take possession of orders late in the fiscal year, or even into the upcoming fiscal year, it is important to accurately reflect the correct receiving date. [See the Year-End Receiving doc here.](#) Please call the Business Process Trainer at 775-789-3438 if you need help or have questions.

To aid in the receiving process, it is best to date stamp each packing slip, or the package itself, on the date it arrives at your site.

Let's get started....

1. Navigate to the **Receiving Information** link found on the **Dept. Office** dashboard, in the **Purchase Orders** section. **Click on the Receiving Information link.**

A screenshot of a web dashboard titled "DEPT OFFICE". The dashboard shows a navigation bar with "Kelly L Case's Personal Dashboard", "PAYROLL TECHNICIAN", "DEPT OFFICE" (highlighted with a red box), and "MISC REPORTS 1". Below the navigation bar, there is a "Workflow Tasks" section with a "Go to Workflow Tasklist" link and "PR: Purchase Request Approval (3)". A "Refreshed at Monday, February 7, 2022 8:32:26" timestamp is shown. The main content area is divided into two columns. The left column is titled "Purchase Orders" and contains a list of items: "POUPPR Purchase Requests", "POUPRC Receiving Information" (highlighted with a red box and a red arrow pointing to it), "DW2000: Purchase Order Status", "DW2001: Purchase Order Summary", and "DW5003: Task List Pending Items". The right column is titled "Budget Re" and contains a list of items: "DW3000A:", "DW3000B:", "DW3000E:", "DW3000F:", and "DW3001: E".

2. The **Receiving Information** screen opens in search mode, type the PO number in the **PO Number** field, then hit **Enter** on your keyboard.

The screenshot shows the BusinessPlus web interface for the Receiving Information (POUPRC) screen. The browser tabs include BusinessPLUS/Business Processes, Commerce | Commerce Bank Vis, BusinessPlus | PowerSchool, and Receiving Information (POUPRC). The URL is bptest-web-1.washoeschools.net/screens/ui/uiscreeens/Purchasing/POUPRC. The page title is BusinessPlus Receiving Information (POUPRC). The interface is divided into three main sections: Purchase Order, Receiving Information, and Purchase Order Items. The Purchase Order section contains fields for PO Number, Vendor, End Use, and Ship To. The Receiving Information section contains fields for Date Received, Carrier, Freight, and Packaging, along with a Remarks text area. The Purchase Order Items section currently displays 'No Items Found.' A red arrow points to the PO Number field.

3. There are three sections in the Receiving Information screen:
 - a. **Purchase Order** (has some PO info, be sure you are on the correct record).
 - b. **Receiving Information**
 - i. **Date Received** field
 1. Enter the date you took possession of the products or services for this PO
 - ii. **Packaging** field
 1. Type the invoice number in this field, if you have a copy of it. If not, it is ok to leave this field blank
 - c. **Purchase Order Items** (each line item listed separately, see #4 for receiving instructions)

Purchase Order a

PO Number:* po420612 Vendor: RENO BUSINESS INTERIORS
 End Use: Business Office Ship To: 008

Receiving Information b

Date Received:* 02/07/2022 i Carrier: Freight: Packaging: ii
 Remarks:

Purchase Order Items c Collapse All

PO Item	Description	Quantity to Receive	Quantity to Reject	Amount to Receive
0001	Storage/Lateral Cabinet	0	0	0
0002	Installation	0	0	0
0003	Shipping	0	0	0

PO Item: 0001 Storage/Lateral Cabinet Quantity to Receive: 0 Quantity to Reject: 0 Amount to Receive: 0

PR #: R130857 PR Item: 0001 Notes: Units: Manual

Received To Date: 0 Amount To Date: 0.00 Quantity Ordered: 1 Amount Ordered: 1,063.83 Fully Receive

Serial #: Asset ID: ⚡

Tag: Brand: Location: ⓘ

Product: Ship ID: Catalog: Required Date: 12:00:00 AM

Requested By: vphillips 80312 Warehouse: ▼

PO Item: 0002 Installation Quantity to Receive: 0 Quantity to Reject: 0 Amount to Receive: 0

PR #: R130857 PR Item: 0002 Notes: Units: Manual

Received To Date: 0 Amount To Date: 0.00 Quantity Ordered: 1 Amount Ordered: 120.00 Fully Receive

Serial #: Asset ID: ⚡

Tag: Brand: Location: ⓘ

Product: Ship ID: Catalog: Required Date: 12:00:00 AM

Requested By: vphillips 80312 Warehouse: ▼

PO Item: 0003 Shipping Quantity to Receive: 0 Quantity to Reject: 0 Amount to Receive: 0

PR #: R130857 PR Item: 0003 Notes: Units: Manual

Received To Date: 0 Amount To Date: 0.00 Quantity Ordered: 1 Amount Ordered: 0.00 Fully Receive

Serial #: Asset ID: ⚡

After typing the details in the **Receiving Information** section....

4. You have three options for receiving:
 - a. You can **Receive All** for the entire PO.
 - i. You will only use this feature if you took possession of every single line item on your PO.
 - b. You can **Manual** receive on each line item.
 - i. You can use this option if you received part of your line item.
 - c. You can **Fully Receive** on individual line items.
 - i. You can use this option if you took possession of the entire line item.

BusinessPlus Receiving Information (POUPRC)

Menu X

- Clear Form
- Screen Links
- Revert Changes
- Save Changes
- Receive All (a)**
- Unreceive All

Purchase Order

PO Number: * po420612 Vendor: RENO BUSINESS INTERIORS

End Use: Business Office Ship To: 008

Receiving Information

Date Received: * 02/07/2022 Carrier: Freight: Packaging:

Remarks:

Purchase Order Items Collapse All

PO Item: 0001 Storage/Lateral Cabinet Quantity to Receive: 0 Quantity to Reject: 0 Amount to Receive: 0

PR #: R130857 PR Item: 0001 Notes: Units: **Manual (b)**

Received To Date: 0 Amount To Date: 0.00 Quantity Ordered: 1 Amount Ordered: 1,063.83 **Fully Receive (c)**

Serial #: Asset ID: Tag: Brand: Location: Product: Ship ID: Catalog: Required Date: 12:00:00 AM

Requested By: vphillips 80312 Warehouse:

PO Item: 0002 Installation Quantity to Receive: 0 Quantity to Reject: 0 Amount to Receive: 0

PR #: R130857 PR Item: 0002 Notes: Units: **Manual (b)**

Received To Date: 0 Amount To Date: 0.00 Quantity Ordered: 1 Amount Ordered: 120.00 **Fully Receive (c)**

Serial #: Asset ID: Tag: Brand: Location: Product: Ship ID: Catalog: Required Date: 12:00:00 AM

Requested By: vphillips 90312 Warehouse:

PO Item: 0003 Shipping Quantity to Receive: 0 Quantity to Reject: 0 Amount to Receive: 0

PR #: R130857 PR Item: 0003 Notes: Units: **Manual (b)**

Received To Date: 0 Amount To Date: 0.00 Quantity Ordered: 1 Amount Ordered: 0.00 **Fully Receive (c)**

Serial #: Asset ID:

- To **Receive All**, click the **Receive All** link, check your line item previews, if ok, click **Save Changes**.
- To **Manual** receive on a line item, scroll to the line item, click the **Manual** button, type in the amount you are receiving on in the **Quantity Accepted** field, click **Done**. **(DO NOT click the Complete check box, this will lock down your record.)** Repeat on other line items as needed. Check your line item previews, if ok, click **Save Changes**.

Receiving Information - Item No: 0001

Quantity Accepted: Quantity Rejected:

Amount Accepted: Warehouse:

Complete

DO NOT click in the check box

Done

7. To **Fully Receive** on an individual line item, click the **Fully Receive** button. Repeat on other line items as needed. Check your line item previews, if ok, click **Save Changes**.

Purchase Order Items Collapse All

▼ PO Item: 0001 Storage/Lateral Cabinet Quantity to Receive: 1 Quantity to Reject: 0 Amount to Receive: 0

PR #:	R130857	PR Item:	0001	Notes:		Units:		Manual
Received To Date:	0	Amount To Date:	0.00	Quantity Ordered:	1	Amount Ordered:	1,063.83	Fully Receive
Serial #:		Asset ID:						
Tag:		Brand:		Location :				
Product:		Ship ID:		Catalog:		Required Date:	12:00:00 AM	
Requested By:	vphillips 80312			Warehouse:				

▼ PO Item: 0002 Quantity to Receive: 1 Quantity to Reject: 0 Amount to Receive: 0

PR #:	R130857	PR Item:	0002	Notes:		Units:		Manual
Received To Date:	0	Amount To Date:	0.00	Quantity Ordered:	1	Amount Ordered:	120.00	Fully Receive
Serial #:		Asset ID:						
Tag:		Brand:		Location :				
Product:		Ship ID:		Catalog:		Required Date:	12:00:00 AM	
Requested By:	vphillips 80312			Warehouse:				

▼ PO Item: 0003 Shipping Quantity to Receive: 1 Quantity to Reject: 0 Amount to Receive: 0

PR #:	R130857	PR Item:	0003	Notes:		Units:		Manual
Received To Date:	0	Amount To Date:	0.00	Quantity Ordered:	1	Amount Ordered:	0.00	Fully Receive
Serial #:		Asset ID:						
Tag:		Brand:		Location :				
Product:		Ship ID:		Catalog:		Required Date:	12:00:00 AM	
Requested By:	vphillips 80312			Warehouse:				

Line item previews:
Always check these before you click Save Changes. If edits are needed, you can click Unreceive All and start over.

For additional assistance, check out the receiving videos available on the WCSD web page.

[Receiving on a Standard Line Item Purchase Order](#) – Video

[Receiving on a Blanket Purchase Order](#) – Video

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