

iVisions

Receiving Purchase Order Items

1. From your Dashboard click on the three horizontal lines to the left of "My Dashboard" to navigate to Purchasing & Payables → Receiving → Purchase Order Receiving

The image shows a two-step navigation process in the iVisions system. The first step is the 'My Dashboard' page, where the navigation menu on the left is expanded to show 'Purchasing & Payables' and 'Receiving'. The second step is the 'Purchase Order Receiving' page, where the 'Purchase Order Receiving' button is highlighted.

Step 1: My Dashboard

- Navigation menu items: CellSense, Common, General Ledger, Human Resources, Legacy Data, Payroll, **Purchasing & Payables**, AP Automation, Payables, **Receiving**, Vendors, Reports, Configuration, Security, Workflow.
- Right-hand side content: GL Sur, Smart Cards, Journal E, Requisite, 2021-22 Fisce, Department, View All, Revenue, Exp, Current Budget, Activity, Encumbrance, Budget Remainin, Pending.

Step 2: Purchase Order Receiving

- Page title: Purchase Order Receiving
- Navigation: ← Receiving
- Buttons: **Purchase Order Receiving**
- Filter Criteria: Department, Show Has Docun

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2. The following window will open. Click on the “+” symbol to start a new revision.

Search

← Receiving

Purchase Order Receiving

Filter Criteria

Department

Show Only* POs Ordered By

Total Received 0

Show Has Documents

Clear Apply

Filter

Receiving +

No items

3. In the Purchase Order Number field, start typing in the purchase order number until it's pulled up in the list, and select that entry.

Add Received Items

Purchase Order Information

Purchase Order Number*
Purchase Order Number is required.

Vendor 0/255

Ship To 0/255

Department 0/255

Requester 0/255

Purchase Order Line Information

No items

Cancel Save

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Add Received Items

Purchase Order Information

Purchase Order Number *

225710 - TIMBERDOODLE CO. - BREA, IRENE - Raven - Dana

Vendor

Ship To

Department

Requester

- Once selected, the Purchase Order line information will populate, allowing you to receive items on each line. Click on the Pencil icon at the end of the line to receive that item

Add Received Items

Purchase Order Information

Purchase Order Number *
225710 - TIMBERDOODLE CO. - BREA, IRENE - Raven - Dar

Vendor

16/255

Ship To

11/255

Department

5/255

Requester

11/255

Purchase Order Line Information												
Description	Part Num...	GFA	Unit	YTD	QTY	Qty Ordered	Order A...	Order Adj	Notes	Item Cost	Reason	Comme...
The Story of th...	181-284		EA	0	0	1.0000	0			\$37.95		
The Story of th...	181-283		EA	0	0	1.0000	0			\$16.95		
Tests for Story...	181-383		EA	0	0	1.0000	0			\$12.95		
The Story of th...	181-285		EA	0	0	1.0000	0			\$46.95		
A Young Histo...	282-100		EA	0	0	1.0000	0			\$37.00		

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5. After clicking the Pencil icon you can see the details of that item – Description, Item Cost, Quantity Ordered, YTD Received, and Quantity Received. In the Quantity (Received) field you can enter the number of items received for that line (entering a negative number will un-receive any previously received items).

Edit Purchase Order Line

Line Information

Description The Story of the World Volume 3 Activity Book - Revised Edition	
Part Number 181-284	
Unit EA	Item Cost \$37.95
YTD 0	Quantity Ordered 1
Quantity 0	Order Adj 0
Item Number	
Case Pack 1	

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- Back on the main screen you'll see the updated amount received under the "Qty" column header for each line.

Add Received Items

Purchase Order Information

Purchase Order Number* 225710 - TIMBERDOODLE CO. - BREAA, IRENE - Raven - Dar	Vendor TIMBERDOODLE CO.
	16/255
	Ship To BREAA, IRENE
	11/255
	Department Raven
	5/255
	Requester Danae Davis
	11/255

Purchase Order Line Information												
Description	Part Num...	GFA	Unit	YTD	QTY	Qty Ordered	Order A...	Order Adj	Notes	Item Cost	Reason	Comme...
The Story of th...	181-284		EA	0	1	1		0		\$37.95		
The Story of th...	181-283		EA	0	1	1		0		\$16.95		
Tests for Story...	181-383		EA	0	0	1		0		\$12.95		
The Story of th...	181-285		EA	0	0	1		0		\$46.95		
A Young Histo...	282-100		EA	0	0	1		0		\$37.00		

- You can also receive all lines at once by selecting the 3 vertical dots in the top right of the window, and choose "Receive All Remaining Items"

Add Received Items

Receive All Remaining Items

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Receiving Purchase Order Items

8. Once you've received on all the lines that are applicable, click the "save" button at the bottom of the screen. You're done receiving!

Simply Draw w...041-174	EA	0	1	1	0	\$47.50	
Shipping	EA	0	1	1	0	\$60.00	

9. If you want to check to make sure you have received on a Purchase Order you can type the PO number into the "Filter" field on the Purchase Order Receiving screen and select Apply. The date the line was received will be listed and other details if you scroll to the right, such as Quantity received.

Purchase Order Receiving YukonKoyukukFY2122

Filter Criteria

Department Show Only* POs Ordered By Total Received 48,931

Show Has Documents

Filter 225710

<input type="checkbox"/> PO Number	Received Date	Description
<input type="checkbox"/> 225710	2/8/2022	The Story of the World Volume 3 Activity Book - Revised Edition
<input type="checkbox"/> 225710	2/8/2022	The Story of the World Volume 3 - Revised Edition
<input type="checkbox"/> 225710	2/8/2022	Tests for Story of the World Volume 3