

RECEIVING MASK: POUPRC

## STANDARD PO RECEIVING GUIDE

THIS STEP-BY-STEP GUIDE IS INTENDED TO WALK YOU THROUGH THE **STANDARD** PURCHASE ORDER PROCESS.

AFTER ACCESSING THE POUPRC SCREEN

- ENTER THE PURCHASE ORDER NUMBER IN THE FIRST FIELD.

PO Number:

- TAB OUT OF THE FIELD
- THE PURCHASE ORDER INFORMATION WILL APPEAR
- REARRANGE COLUMNS TO MAKE DATE ENTRY EASIER. WE SUGGEST THAT YOU ARRANGE THEM IN THE ORDER SHOWN BELOW.

Qty Ordered	Received To Date	Qty Accepted	Qty Rejected

- TYPE IN HOW MANY YOU RECEIVED IN THE "QTY ACCEPTED" FIELD
- USE YOUR DOWN ARROW TO MOVE TO THE NEXT LINE
- WHEN YOU HAVE TYPED IN THE "QTY ACCEPTED" FOR EACH LINE, CLICK ON THE SAVE BUTTON

- THE QUANTITY YOU ACCEPTED WILL NOW BE SHOWN IN THE RECEIVED TO DATE BOX.

# FIXED ASSET PO RECEIVING GUIDE

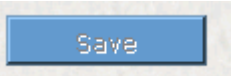
THIS STEP-BY-STEP GUIDE IS INTENDED TO WALK YOU THROUGH THE **FIXED ASSET RECEIVING PROCESS**.

AFTER ACCESSING THE POUPRC SCREEN

- ENTER THE PURCHASE ORDER NUMBER IN THE FIRST FIELD
- TAB OUT OF THE FIELD
- THE PURCHASE ORDER INFORMATION WILL APPEAR. "IN THE NOTES COLUMN, IT SHOULD SAY "FIXED ASSET"
- FOR EASE IN ENTRY, RE-ARRANGE THE FIELDS SO SERIAL #, ASSET ID AND LOCATION ARE TOGETHER AS ILLUSTRATED BELOW.

e	Description	Notes	Units	Qty Order	Receive	Qty Accep	Qty Rejec	Asset ID	Location	Serial #
	STUDENT DESK			26	0					

- TYPE 1 IN THE "QTY ACCEPTED" FIELD
- IF THE ITEM HAS A SERIAL NUMBER, TYPE THAT NUMBER IN THE "SERIAL#" FIELD
- PULL DOWN ON THE ELLIPSE IN THE "ASSET ID" FIELD TO GENERATE AN ID NUMBER (or you may enter Ctrl-T in this field to generate the number)
- TYPE IN YOUR SCHOOL OR DEPARTMENT LOCATION IN THE "LOCATION" FIELD, (100-Bates, 410-T. H. Bell, 708-Roy High, 835-Purchasing, etc.)
- **YOU MAY ONLY RECEIVE ONE FIXED ASSET PER LINE** BEFORE CLICKING THE "SAVE" BUTTON
- CLICK THE SAVE BUTTON TO SAVE THE RECORD. ( **Using the Hard Return/Enter key does not save the record.**) IN THE "RECEIVED TO DATE" COLUMN, THE QUANTITY RECEIVED WILL BE SHOWN.



- REPEAT THE ABOVE STEPS FOR EACH FIXED ASSET RECEIVED
- NOTE THE ASSET ID # AND GO BACK INTO IFAS FIXED ASSET MODULE TO ADD DEPARTMENT AND SUB-DEPARTMENT