

To Receive PO Items

Once your purchase order has been generated, sent to the vendor and the items are delivered, you will need to receive the items in Escape.

From the activity tree, select:

Finance

>Purchasing

>>Receive PO Items

The screenshot shows the 'Finance - Purchasing - Receive PO Items' interface. On the left, the 'Activities' tree is visible, with 'Receive PO Items' circled in red. The main window displays a table of purchase order information. The table has the following structure:

Beginning Req / PO Sequence	Date Received	Reference Number	Receive All
Beginning Req / PO Sequence	1/17/2018		
Receipt # 1		VR18-00092 {PO18-00026, Vndr 100892-School Serv	Yes
Receipt # 2			No
Receipt # 3			No
Receipt # 4			No
Receipt # 5			No

A blue arrow points to the 'Receive All' column for 'Receipt # 2'.

Enter your requisition or P.O number and indicate whether you have received all items. If you do not know what the number is, go back into Vendor Requisitions on the activity tree and search by inserting your first initial and full last name in the **Created By** field and clicking on **Go**. This will generate a list of requisitions created by you from which you can find the appropriate requisition or PO number.

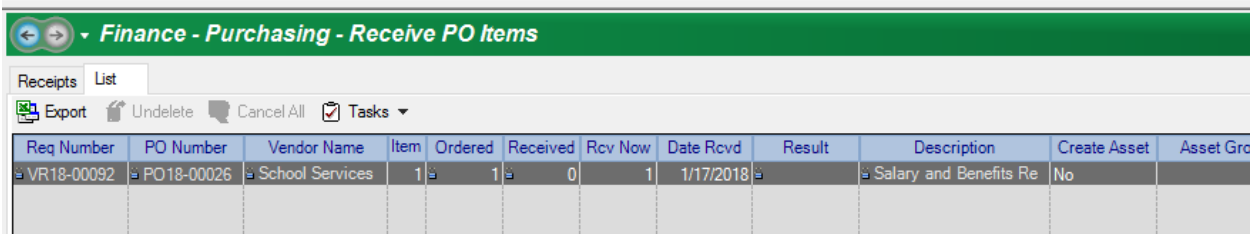
Required Fields:

Date Received: When you received your order

Reference Number: (Requisition/PO Number)

Receive All: Yes or No

Once you have clicked on **Go** in the **Receive PO Items** activity, a list of the requested POs will be generated.



The screenshot shows the 'Finance - Purchasing - Receive PO Items' interface. At the top, there is a green header with navigation arrows and the title. Below the header, there are tabs for 'Receipts' and 'List'. A toolbar contains buttons for 'Export', 'Undelete', 'Cancel All', and 'Tasks'. The main area is a table with the following data:

Req Number	PO Number	Vendor Name	Item	Ordered	Received	Rcv Now	Date Rcvd	Result	Description	Create Asset	Asset Gro
VR18-00092	PO18-00026	School Services	1	1	0	1	1/17/2018		Salary and Benefits Re	No	

If you selected **YES** on **RECEIVE ALL** for this PO, each **REC NOW** on the above list will insert the remaining number of items to be received.

If you selected **NO**, then each **REC NOW** value will be 0 so you will need to manually enter the number of items that have been received. This list can be manually updated so, you should also change the date received if it is different than the current date, correct any other incorrect information, or add notes.

Once you have updated all the items on your list, use the **TASKS** button and select **POST** and **YES**.



The screenshot shows the 'Finance - Purchasing - Receive PO Items' interface. The 'Tasks' button in the toolbar is highlighted in yellow. The table below shows the following data:

Req Number	PO Number	Vendor Name	Item	Ordered	Received	Rcv Now	Date Rcvd	Result	Description	Create Ass
VR21-00131	PO21-00091	OFFICE DEPOT	1	1	0	1	8/20/2020		Copy Paper Pallet	No

The requisition will update the items and the date received and notify Accounts Payable.

The status will change from Printed to Ready for pay, Account Payable will know that you received the products and it is ok for them to process payments.