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

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.
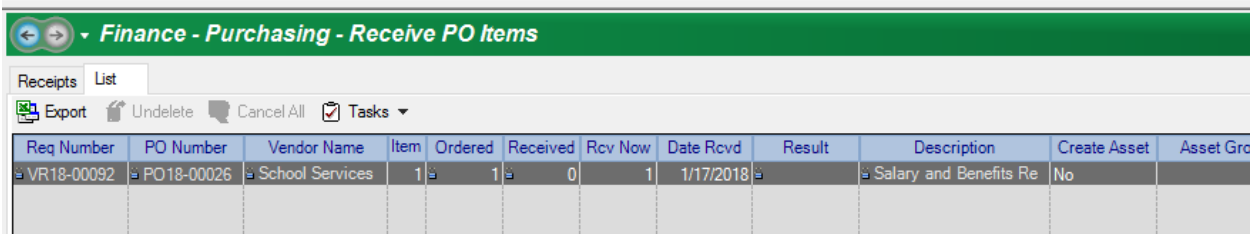
Required Fields:

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.

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 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.