

Shasta County Office of Education

Receive PO Items

Order Type 'PO with Receiving' requires on line receiving. Direct Pay and Blanket purchase orders do not allow on line receiving.

Escape software was designed with central receiving in mind. The first 'Date Received' field is used when receiving multiple orders that were delivered on the same date. To receive items delivered on separate dates use the 'Date Received' field located under the 'Receipt #'. The 'Beginning Sequence' field may also be used when receiving on multiple orders. Users may enter P30##- in this field and only key in the remaining digits of the PO number in the Receipt # fields. Also, users are able to receive on any PO in the software, so be sure you are receiving on *your* PO.

1. Select Finance-Purchasing-Receive PO Items from the Activities tree.
2. Receipts tab
 - a. Under the first Receipt # enter the Date Received
 - b. Reference Number, enter the requisition or purchase order number.
 - c. If the entire order was not received, leave the Receive All field at the default of No.
 - d. If the entire order was received, change the answer to Yes.
 - e. Repeat for each order you wish to receive on.
3. Press Go button on the toolbar.
4. Verify the Req Number, PO Number and Vendor Name is the order you intend to receive on.
5. Verify the number indicated in the 'Receive Now' column against the number showing in the 'Ordered' column. Make any necessary changes.
6. After the List has been verified, select Post from the Tasks drop down menu on the toolbar.
7. Verify that the Received column has been updated

If you have questions contact Business Services for assistance.