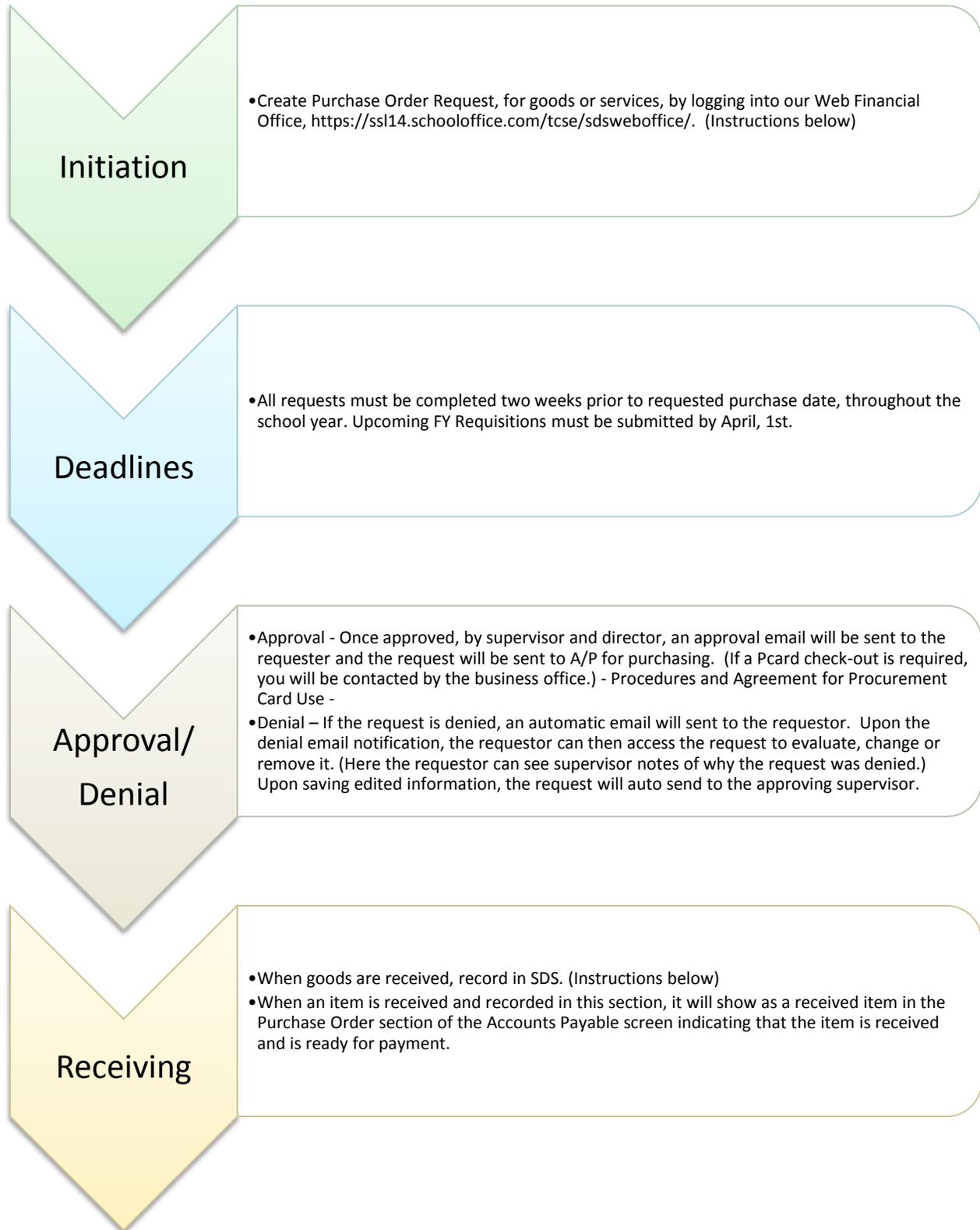


Purchasing Procedures

Updated July 2016



Purchasing Procedures

Updated July 2016

Record Received Merchandise

The Record Received Merchandise section allows the tracking of items that have been received. When an item is received and recorded in this section, it will show as a received item in the Purchase Order section of the Accounts Payable screen indicating that the item is received and is ready for payment.

1. Select Purchasing
2. Select Record Received Merchandise Was Received
3. 1. Vendor Name Search. You can use either the bullets or search field.
4. 2. Select the Vendor Merchandise was received from
5. 3. Request and Purchase Order History: Select the View/Edit next to the PO Number

Request for Purchase Entry and Changes

○ A ○ B ○ C ○ D ○ E ○ F ○ G ○ H ○ I ○ J ○ K ○ L ○ M ○ N ○ O ○ P ○ Q ○ R ○ S ○ T ○ U ○ V ○ W ○ X ○ Y ○ Z ○ Clear

1 Vendor Name Search 2 Historical PO# Search Purchase Request Reports Vendors History

S Search

Vendors (top 40 are listed)

SCHMIDT CUSTOM FLOORS	Scholastic Inc. (PO BOX 272) 02068	Phone:	Fax:	E-mail:
Scholastic Inc.	PO BOX 272 RICHLAND CENTER, WI 53581			
SELECT SOUND SERVICE INC				
SSE MUSIC				
STOREMORESTORE				

3 Request and Purchase Order History:

Current Fiscal Year
 Next Fiscal Year

Select	PO Number	Date	Request Number	Total	Fiscal Year
View/Edit	0000024521	04/29/2016	0000015239	\$135.80	C
View/Edit	0000024475	03/22/2016	0000015192	\$82.00	C
View/Edit	0000024403	11/19/2015	0000015114	\$173.13	C
View/Edit	0000024209	06/30/2015	0000014983	\$140.00	C
View/Edit	0000024054	12/09/2014	0000014674	\$187.30	C
View/Edit	0000023946	08/13/2014	0000014543	\$182.00	C

6. Enter in the Received information
7. If order is received in full, select **PO Received in Full** for all quantities to be recorded

PO Received in Full Save as changed Save and Return

Received Code: Received Date: 5/5/2016 Received by Name:

Received Qty	Received Code	Received Date	Received By Name	Qty	Price	Total	U of M	Item	Description
0				5	100	500	each		Books

8. Enter your name on the first line and select Save and Return.

PO Received in Full Save as changed Save and Return

Received Code: F Received Date: 5/5/2016 Received by Name: Business Manager

Received Qty	Received Code	Received Date	Received By Name	Qty	Price	Total	U of M	Item	Description
5	F	5/5/2016		5	100	500	each		Books

9. If an order is incomplete, enter the quantities received on the corresponding lines, enter "P" for partial in the code area and enter your name on the appropriate lines and save.

PO Received in Full Save as changed Save and Return

Received Code: P Received Date: 5/5/2016 Received by Name:

Received Qty	Received Code	Received Date	Received By Name	Qty	Price	Total	U of M	Item	Description
3	P	5/5/2016	Business Mngr	5	100	500	each		Books