

Objective

This document provides step-by-step instructions on how to record the receipt of items using the MUNIS PO Receiving program.

Overview

The purpose of creating a receiving record is to document that goods that have been ordered have, in fact been received before invoices are paid. Entering these records allows the AP Department to match the PO, PO Receiving record and the Accounts Payable invoice to ensure that all pieces exist prior to payment to the supplier. You may receive each item individually or you may receive all items at one time. Both options will be covered in this document.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary parameters and codes are in place. If parameters and codes are not set up, or not set up correctly, you may need to contact your MUNIS System Administrator to have them updated or added into the MUNIS system.

- User's set up in MUNIS
- Access to the Department Menu
- Open Purchase Orders exist
- Goods are received from the supplier

Procedure: Receiving individual lines (partial)

1. Open the MUNIS Purchase Order Receiving program
Financials > Purchasing > Purchase Order Processing > PO Receiving Or Dept > PO Receiving

2. To add a new record for individual lines, click  to put in a new receiving record.

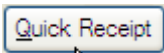
3. Complete the following fields in order to create a PO Receiving Record

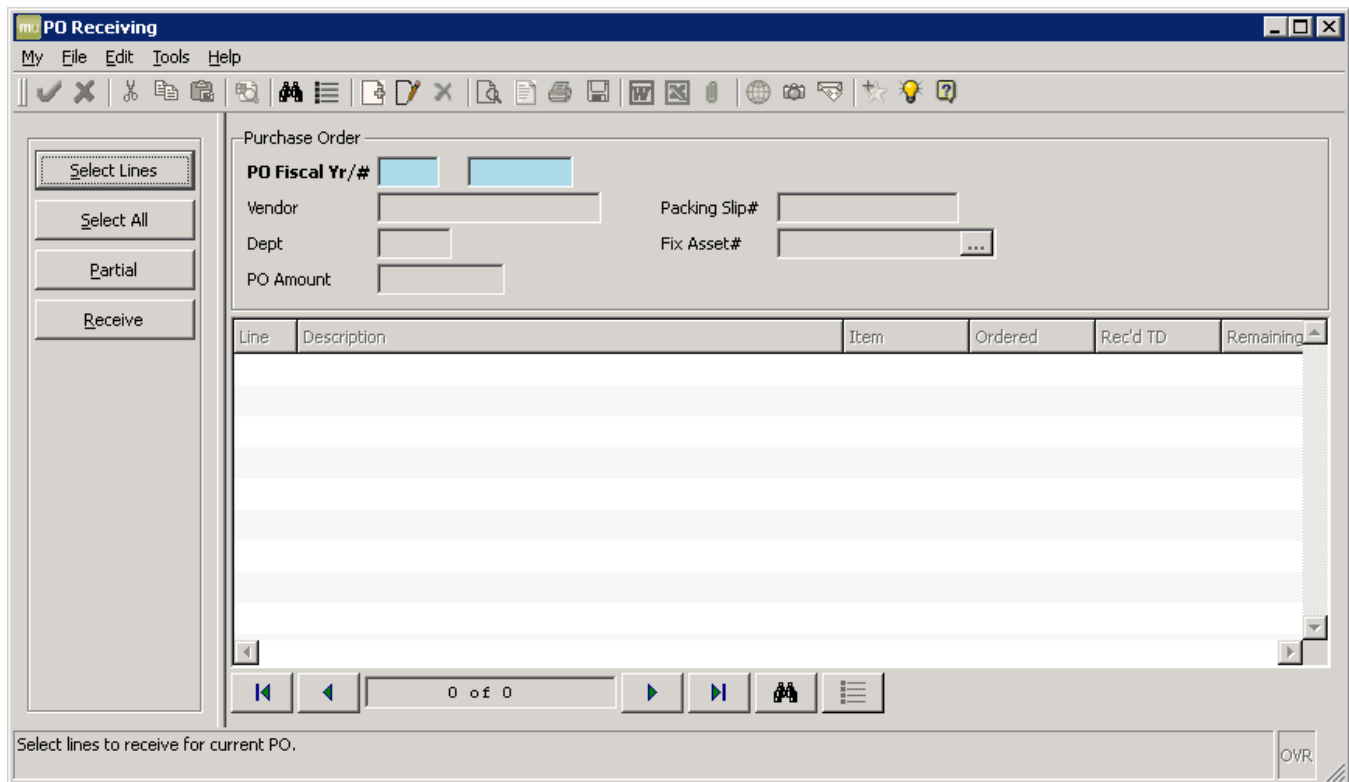
Field	Action or Description
PO Fiscal Year	Accept the Default, No access unless holding year open flag is set on GL Parameter table, if system is in dual year mode, enter correct Fiscal Year
PO Number	Enter PO Number that you are receiving against. You may also choose from dropdown menu by clicking on  and selecting a PO from the list.
Line #	Enter correct line # of PO or choose from dropdown menu by clicking on  and selecting a PO line from the list
Vendor	This will default in based upon the PO chosen. No access when adding.
Vendor alpha	This box identifies the purchase order vendor by name. No access when adding.
Item	Not applicable.
Bid #	Not applicable.
Description	Will default from Purchase Order. No access.
Quantity Ordered/ Received to date/ Remaining/Invoiced	These are display fields and will update once the PO & Line number are entered. No access.
Received Tab	
Received Quantity	Enter the exact quantity received.
Dollar Amount	The dollar amount will default based upon the PO. If the amount should be different than the default, enter dollar amount of the order received.
Date	Enter the date item received, will default to today's date, but can be changed.
Packing Slip #	Enter Packing Slip # if received.
Fix Asset #	Not applicable.
BY (user id)	System defaults User ID. No access.

Comments	Internal comments that relate to the receiving data. Ex. Order is not completely received. Waiting on 10 more items.
Quantity Invoiced	No access. If using MUNIS 3 way match, when the invoice is entered, this field may default.
Fully Invoiced	No access. If using MUNIS 3 way match, when the invoice is entered and the PO is closed, this field may default.
Returned Tab	
Returned Quantity	If applicable, enter the quantity of any items being returned.
Returned Comments	If applicable, enter internal comments explaining why the order was returned.

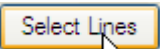
4. Click  when complete to save the record.

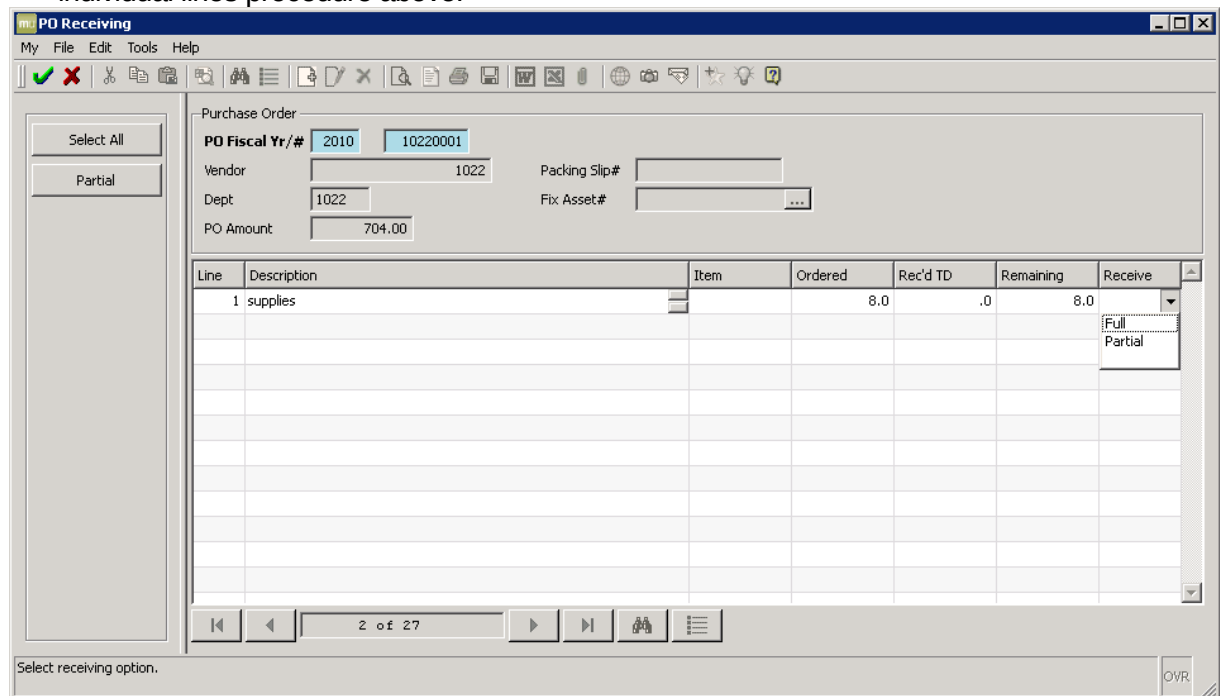
Procedure: Quick Receipt (Any receiving records created in Quick Receipt will reflect a Receipt Date which is the same as the date of entry. If the Date of Receipt is different, Quick Receipt should not be used.)

1. If you have a purchase order that has many lines and you wish to receive against all or most of the lines at the same time, you may use the Quick Receipt option. Open the MUNIS Purchase Order Receiving program by using *Financials > Purchasing > Purchase Order Processing > PO Receiving Or Dept > PO Receiving*
2. Click . This will open the quick receipt screen as shown below. Type the year and PO number into the fields available and click .

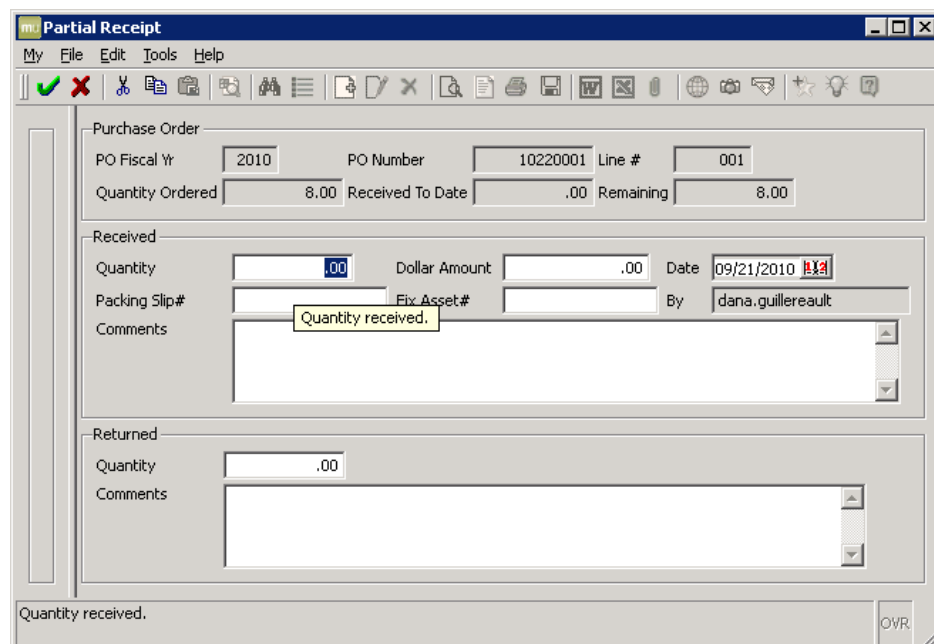


3. You may choose from the following:

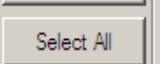
- a.  - This allows you to make selection individual lines. You might use this if you received most of the items but still have some remaining. Here you would choose either Full or Partial in the Receive column. If you select partial you will be required to enter the information on the partial receipt screen, shown below. See the field descriptions in the individual lines procedure above.



The screenshot shows the 'PO Receiving' window. On the left, there are two buttons: 'Select All' and 'Partial'. The main area displays 'Purchase Order' information: PO Fiscal Yr/# 2010, PO Number 10220001, Vendor 1022, Dept 1022, PO Amount 704.00, Packing Slip#, and Fix Asset#. Below this is a table with columns: Line, Description, Item, Ordered, Rec'd TD, Remaining, and Receive. The first row shows Line 1, Description 'supplies', Item, Ordered 8.0, Rec'd TD .0, Remaining 8.0, and a dropdown menu in the Receive column with 'Full' and 'Partial' options. At the bottom, there is a status bar with '2 of 27' and a 'Select receiving option.' label.



The screenshot shows the 'Partial Receipt' window. It contains fields for 'Purchase Order' (PO Fiscal Yr 2010, PO Number 10220001, Line # 001) and 'Quantity Ordered' (8.00). The 'Received' section has fields for Quantity (.00), Dollar Amount (.00), Date (09/21/2010), Packing Slip#, Fix Asset#, and By (dana.guillereault). There is a 'Comments' field with the text 'Quantity received.'. The 'Returned' section has a Quantity field (.00) and a 'Comments' field. At the bottom, there is a status bar with 'Quantity received.' and an 'OVR' button.

- b.  - This will set all lines to be received as you can see in the bottom left hand corner of the screen, as shown below. This is a toggle button, so clicking it again will remove the Full from each line.

PO Receiving

My File Edit Tools Help

Select All
Partial

Purchase Order
 PO Fiscal Yr/# 2010 10220001
 Vendor 1022 Packing Slip#
 Dept 1022 Fix Asset#
 PO Amount 704.00

Line	Description	Item	Ordered	Rec'd TD	Remaining	Receive
1	supplies		8.0	.0	8.0	Partial

2 of 27

Select receiving option.
PO lines have been selected to receive all remaining quantities.

OVR

- c. **Partial** - Choosing this option will allow you to make a partial receipt on a line of your choice. Highlight the line on which you would like to receive and click **Partial**. If you select partial you will be required to enter the information on the partial receipt screen, shown below. See the field descriptions in the individual lines procedure above.

Partial Receipt

My File Edit Tools Help

Purchase Order
 PO Fiscal Yr 2010 PO Number 10220001 Line # 001
 Quantity Ordered 8.00 Received To Date .00 Remaining 8.00

Received
 Quantity 4.00 Dollar Amount 352.00 Date 09/21/2010
 Packing Slip# Fix Asset# By dana.guillereault
 Comments

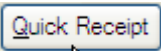
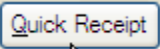
Returned
 Quantity .00
 Comments

Quantity received.

OVR

4. Once all items on this Purchase Order have been noted appropriately, click **Receive** to submit the selections. You will see a note at the bottom left of the screen indicating that you selections have been received.

5. To receive additional quick receipt items on a different PO, click  and follow instructions 1-4.

PLEASE NOTE: Any receiving records created in  will reflect a Receipt Date which is the same as the date of entry. If the Date of Receipt is different,  cannot be used.

Results

The user may go to PO Inquiry and look up the PO number and see the results of the Receiving record being entered. The Purchase Order Receiving button will be highlighted yellow to reflect the existence of a Receiving Record.

Status Change

There is no status change to the PO.

GL Impact

The General Ledger is not affected by this action.

Other MUNIS Modules Impact

PO Inquiry will reflect a receiving record by the Receiving button being highlighted yellow.

What's Next?

The Accounts Payable department will review the PO receiving record to determine if an invoice should be paid.