

# Purchase Order Receiving

## Objective

This document provides instructions on how to record the receipt of items using the Munis Purchase Order Receiving program.

## Overview

The purpose of creating a receiving record is to document that goods that have been ordered have been received before invoices are paid. Entering these records allows Accounts Payable personnel to match the purchase order, purchase order receiving record, and the accounts payable invoice to ensure that all pieces match prior to payment to the vendor. You may receive each item individually or you may receive all items at one time.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have permission to receive purchase orders for the department.
- Open purchase orders exist.
- Ordered goods have been received from the vendor.

## Procedures

To enter a receipt for all items on a purchase order:

1. Navigate to the Purchase Order Quick Receipt program.

*Financials > Purchasing > Purchase Order Processing > Purchase Order Quick Receipt*

The screenshot shows the 'Purchase Order Receiving' interface. At the top, there is a search bar with the text 'Search by purchase order number'. Below the search bar are navigation options: 'Advanced Search', 'My Searches', and 'Excel Exports'. The main content area displays a table of purchase orders with the following columns: PO Number, Fiscal Year, Department, Status, Vendor Number, Vendor Name, and Total. The table shows 220 items per page. The first few rows are:

PO Number	Fiscal Year	Department	Status	Vendor Number	Vendor Name	Total
20090065	2019	CO	Allocated	1012	OFFICE DEPOT	\$45.00
20090066	2019	CO	Allocated	1000	DEF SUPPLY COMPANY	\$37,500.00
20090067	2019	CO	Allocated	1027	BOISE CASCADE	\$1,530.00
20090068	2019	CO	Allocated	1000	DEF SUPPLY COMPANY	\$3,500.00
20090069	2019	CO	Allocated	1012	OFFICE DEPOT	\$45.00
20090071	2019	CO	Released	1129	LeTourneau Power Equipment	\$224.97
20090072	2019	MAINT	Released	1000	DEF SUPPLY COMPANY	\$27.55
20090073	2019	IT	Released	1125	HOLT SUPPLY COMPANY	\$435.00
20090074	2019	ES3	Released	1124	Sullivan Pool	\$643.50
20100002	2018	CO	Created	1129	LeTourneau Power Equipment	\$0.00
20100003	2018	CO	Posted	1129	LeTourneau Power Equipment	\$321.60

2. To find the purchase order for which to receive items, enter your search criteria in one or more column headings on the main Purchase Order Receiving screen. The program displays only the purchase orders that match your search criteria.

The screenshot shows the 'Purchase Order Receiving' interface with search criteria applied. The 'Fiscal Year' column is set to '2019' and the 'Vendor Name' column is set to 'DEF'. The table displays 3 items per page. The first few rows are:

PO Number	Fiscal Year	Department	Status	Vendor Number	Vendor Name	Total
20090066	2019	CO	Allocated	1000	DEF SUPPLY COMPANY	\$37,500.00
20090068	2019	CO	Allocated	1000	DEF SUPPLY COMPANY	\$3,500.00
20090072	2019	MAINT	Released	1000	DEF SUPPLY COMPANY	\$27.55

The Advanced Search feature is also available for performing more detailed searches.

**Advanced Search** ✕

My searches  ▼

Startup search

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Purchase order number

Vendor part number

Fiscal year

Department code

Vendor number

Total amount

Vendor name

Status  ▼ ✕

Exclude fully received Purchase Orders

- Click the link in the PO Number column for the purchase order on which to receive items. The program refreshes the screen to display the details of the purchase order.

**Purchase Order Receiving** Search by purchase order number  ? D

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**Purchase Order Details**

Purchase order	Year	Department	Department desc	Vendor name	Status	Total amount
<a href="#">20090073</a>	2019	IT	INFORMATION TECHNOLOGY	HOLT SUPPLY COMPANY	Posted	\$435.00

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**Ordered Items**

Full shipment
  Close PO
 Received date\*  
Packing slip

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Full	Line	Item #	Description	Ordered	UOM	Received	Receiving	Remaining
<input checked="" type="checkbox"/>	1	60	<a href="#">Dell Latitude laptop</a>	1.00	EACH	0.00	<input type="text" value="0.00"/>	1.00

- Select the Full Shipment check box in the Ordered Items group. The program automatically completes the Quantity Receiving field with the quantity to

receive.

**Purchase Order Receiving** Search by purchase order number

Back Return to Search Attach (0) Supporting Apps Audit Receipts

### Purchase Order Details

Purchase order	Year	Department	Department desc	Vendor name	Status	Total amount
20090073	2019	IT	INFORMATION TECHNOLOGY	HOLT SUPPLY COMPANY	Posted	\$435.00

### Ordered Items

Full shipment  Close PO Received date\* 03/18/2019 Packing slip

Full	Line	Item #	Description	Ordered	UOM	Received	Receiving	Remaining
<input checked="" type="checkbox"/>	1	60	Dell Latitude laptop	1.00	EACH	0.00	1.00	1.00

5. If the purchase order should be closed after the receipt is completed, select the Close PO check box.
6. The program automatically enters today's date in the Received Date field, but you can change this.
7. Enter a packing slip number, if applicable.
8. Click Save.  
The program saves the entries and displays a confirmation message.
9. Click OK.  
The program updates the Total Received column.  
For inventory items, the program displays the Inventory Transactions > Receipts program.
10. Enter an expiration date, if applicable, and then click Save.

To enter a receipt of a partial shipment:

1. Navigate to the Purchase Order Receiving program.

*Financials > Purchasing > Purchase Order Processing > Purchase Order Receiving*

PO Number	Fiscal Year	Department	Status	Vendor Number	Vendor Name	Total
20090065	2019	CO	Allocated	1012	OFFICE DEPOT	\$45.00
20090066	2019	CO	Allocated	1000	DEF SUPPLY COMPANY	\$37,500.00
20090067	2019	CO	Allocated	1027	BOISE CASCADE	\$1,530.00
20090073	2019	IT	Posted	1125	HOLT SUPPLY COMPANY	\$435.00
20090074	2019	ES3	Posted	1124	Sullivan Pool	\$643.50
20090075	2019	PW	Posted	1031	BROWN INDUSTRIES INC	\$1,185.00
20100002	2018	CO	Created	1129	LeTourneau Power Equipment	\$0.00

2. To find the purchase order for which to receive items, enter your search criteria in one or more column headings on the main Purchase Order Receiving screen.

The program displays only the purchase orders that match your search criteria.

PO Number	Fiscal Year	Department	Status	Vendor Number	Vendor Name	Total
20090075	2019	PW	Posted	1031	BROWN INDUSTRIES INC	\$1,185.00
20080038	2008	CO	Carry Forward	1031	BROWN INDUSTRIES INC	\$6,000.00
20060003	2006	IT	Closed	1031	BROWN INDUSTRIES INC	\$5,000.00

The Advanced Search feature is also available for performing more detailed searches.

**Advanced Search**

My searches: Select a search

Startup search

Purchase order number:

Vendor part number:

Fiscal year:

Department code:

Vendor number:

Total amount:

Vendor name:

Status: Choose status

Exclude fully received Purchase Orders

- Click the link in the PO Number column for the purchase order on which to receive items. The program refreshes the screen to display the purchase order information.

**Purchase Order Receiving** Search by purchase order number

Back Return to Search Attach Supporting Apps Audit Receipts

### Purchase Order Details

Purchase order	Year	Department	Department desc	Vendor name	Status	Total amount
<a href="#">20090075</a>	2019	PW	PUBLIC WORKS	BROWN INDUSTRIES INC	Posted	\$1,185.00

**Ordered Items**

Full shipment
  Close PO
 Received date\* 
 Packing slip

Full	Line	Item #	Description	Ordered	UOM	Received	Receiving	Remaining
<input type="checkbox"/>	1	4520	<a href="#">5 1/4 IN - FIRE HYDR</a>	5.00	EACH	0.00	<input type="text" value="0.00"/>	5.00

- If the purchase order should be closed after completing the receipt, select the Close PO check box.
- The program automatically enters today's date in the Received Date field, but you can change this.
- Enter a packing slip number that applies to the receiving record.
- In the Receiving box, enter the number of items to receive.

**Purchase Order Details**

Purchase order	Year	Department	Department desc	Vendor name	Status	Total amount
<a href="#">20090075</a>	2019	PW	PUBLIC WORKS	BROWN INDUSTRIES INC	Posted	\$1,185.00

**Ordered Items**

Full shipment
  Close PO
 Received date\* 
 Packing slip

Full	Line	Item #	Description	Ordered	UOM	Received	Receiving	Remaining
<input type="checkbox"/>	1	4520	<a href="#">5 1/4 IN - FIRE HYDR</a>	5.00	EACH	0.00	<input type="text" value="3.00"/>	5.00

- Click Save to save the receiving record.

9. Click the Description to open the Ordered Item Details screen.

The screenshot shows the 'Purchase Order Receiving' interface. At the top, there is a search bar for purchase order numbers. Below that is a navigation bar with buttons for Back, Return to Search, Add receipt, Attach, Supporting Apps, and Audit Receipts. The main section is titled 'Ordered Item Details' and contains a collapsed 'PO / Vendor details' section. Below this is a 'Total Quantities' table:

Ordered	Received	Remaining	Pending Inspection	Invoiced	Pending	Available to Pay	Req to Satisfy Pending
5.00	3.00	2.00	0.00	0.00 <a href="#">View</a>	0.00 <a href="#">View</a>	3.00	0.00

Below the table is a 'Receiving Records: 1' section with a table:

Delete	Status	Received Date	Packing Slip	Quantity	Dollar Amount	Comment
<a href="#">Delete</a>	Approved	03/18/2019	BII-201900321	3.00	\$711.00	

At the bottom, there are navigation arrows and 'Save' and 'Cancel' buttons.

On the Ordered Item Details screen you can update the Dollar Amount box if the dollar amount of the received items differs from the default value.

10. The PO/Vendor Details section is hidden by default. Click the arrow to show it.

This screenshot shows the 'Ordered Item Details' screen with the 'PO / Vendor details' section expanded. A red arrow points to the arrow icon next to the section header. The expanded section contains a table with the following data:

Purchase order	Year	Department	Department desc	Line	Item	Description
20090075	2019	PW	PUBLIC WORKS	1	4520	5 1/4 IN - FIRE HYDR

Below this is another table with vendor information:

Vendor number	Vendor name	Vendor item	Manufacturer	Manufacturer item	Bid
1031	BROWN INDUSTRIES INC	1031			

At the bottom of the expanded section is another 'Total Quantities' table:

Ordered	Received	Remaining	Pending Inspection	Invoiced	Pending	Available to Pay	Req to Satisfy

11. In the Receiving Records section, click the arrow for an individual row to view full details about that receiving record.

This screenshot shows the 'Receiving Records: 1' section. A red arrow points to the arrow icon next to the first row. The expanded view shows the following details:

Delete	Status	Received Date	Packing Slip	Quantity	Dollar Amount	Comment
<a href="#">Delete</a>	Approved	03/18/2019	BII-201900321	3.00	\$711.00	

Below the table, there is a 'Quantity invoiced' section with a 'View' button and 'Capital assets' text. To the right, there is a 'Received by' field with the name 'dan.olson' and a 'Quantity returned' field with the value '\$0.00'. There are also fields for 'RMA' and 'Return comment'.

12. If items from this shipment are or have been returned to the vendor, you can enter the quantity of returned items and a comment regarding the return in the Quantity and Comments fields.

Receiving Records: 1

Delete	Status	Received Date	Packing Slip	Quantity	Dollar Amount	Comment
Delete	Approved	03/18/2019	BII-201900321	3.00	\$711.00	

Quantity invoiced: 0.00 View Capital assets

Received by: dan.olson

Quantity returned	RMA	Return comment
\$0.00		

13. If the receiving record is for a capital asset, click the Capital Assets link to view or modify the capital asset information.

Receiving Records: 1

Delete	Status	Received Date	Packing Slip
Delete	Approved	03/18/2019	BII-2019

Quantity invoiced: 0.00 View Capital assets

Received by: dan.olson

Quantity returned: \$0.00 RMA: Return comment:

**Capital Assets** [X]

Delete	Capital asset tag	Manufacturer serial#	Imported
			<input type="checkbox"/>

Add Reset OK Cancel

14. Click Add to create a new capital asset from the received items. The program provides entry fields for the Capital Assets group.
15. Enter an asset tag number and a manufacturer serial number for the item.
16. If the asset record is imported from outside of Munis, select the Imported check box.
17. Click Save. The program saves your entries. If you entered a capital asset as part of the receiving record, the Inventory Receiving program opens to allow you to complete the inventory receipt.

Use the toolbar options on the Order Item Detail screen to:

- Add additional purchase order receiving lines.
- Add or view attachments to the receiving record.
- View receipt audit information.

# Returning Items After Entering a Receiving Record

## Objective

This document provides instruction on returning received items using the Purchase Order Receiving program.

## Overview

The Munis Purchase Order Receiving program allows you to indicate if a portion of items being received are being returned due to damage or any other issues with the shipment.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have permissions to maintain PO receipts.

# Procedure

Complete the following steps to enter returned items:

1. Open the Munis Purchase Order Receiving program.  
*Financials > Purchasing > Purchase Order Processing > Purchase Order Receiving*

The screenshot shows the 'Purchase Order Receiving' interface. At the top, there is a search bar with the text 'Search by purchase order number'. Below the search bar are three buttons: 'Advanced Search', 'My Searches', and 'Excel Exports'. The main content area displays a table of purchase orders. The table has columns for PO Number, Fiscal Year, Department, Status, Vendor Number, Vendor Name, and Total. The table shows 12 rows of data, with the first row being 20090065, 2019, CO, Allocated, 1012, OFFICE DEPOT, \$45.00. The last row is 20100003, 2018, CO, Posted, 1129, LeTourneau Power Equipment, \$321.60. At the bottom of the table, there are navigation arrows and a page indicator showing '1' out of 5 pages.

PO Number	Fiscal Year	Department	Status	Vendor Number	Vendor Name	Total
20090065	2019	CO	Allocated	1012	OFFICE DEPOT	\$45.00
20090066	2019	CO	Allocated	1000	DEF SUPPLY COMPANY	\$37,500.00
20090067	2019	CO	Allocated	1027	BOISE CASCADE	\$1,530.00
20090068	2019	CO	Allocated	1000	DEF SUPPLY COMPANY	\$3,500.00
20090069	2019	CO	Allocated	1012	OFFICE DEPOT	\$45.00
20090071	2019	CO	Released	1129	LeTourneau Power Equipment	\$224.97
20090072	2019	MAINT	Released	1000	DEF SUPPLY COMPANY	\$27.55
20090073	2019	IT	Released	1125	HOLT SUPPLY COMPANY	\$435.00
20090074	2019	ES3	Released	1124	Sullivan Pool	\$643.50
20100002	2018	CO	Created	1129	LeTourneau Power Equipment	\$0.00
20100003	2018	CO	Posted	1129	LeTourneau Power Equipment	\$321.60

2. To find the purchase order for which to receive items, enter your search criteria in one or more column headings on the main Purchase Order Receiving screen.  
The program displays only the purchase orders that match your search criteria.

The screenshot shows the 'Purchase Order Receiving' interface with search criteria entered. The 'Fiscal Year' column is set to '2019' and the 'Vendor Name' column is set to 'Powerrex'. The table displays one result: PO Number 20090076, Fiscal Year 2019, Department MAINT, Status Posted, Vendor Number 1042, Vendor Name POWERREX, and Total \$135.00.

PO Number	Fiscal Year	Department	Status	Vendor Number	Vendor Name	Total
20090076	2019	MAINT	Posted	1042	POWERREX	\$135.00

The Advanced Search feature is also available for performing more detailed searches.

**Advanced Search** ✕

My searches

Startup search

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Purchase order number

Vendor part number

Fiscal year

Department code

Vendor number

Total amount

Vendor name

Status

Exclude fully received Purchase Orders

1. Click the link in the PO Number column of the purchase order on which to return items. The program refreshes the screen to display the purchase order information.

Purchase Order Receiving
Search by purchase order number

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D

Back
Return to Search
Attach <sup>(0)</sup>
Supporting Apps
Audit Receipts

### Purchase Order Details

Purchase order	Year	Department	Department desc	Vendor name	Status	Total amount
<a href="#">20090076</a>	2019	MAINT	MAINTENANCE DEPARTMENT	POWERREX	Posted	\$135.00

### Ordered Items

Close PO

Received date\*

Packing slip

Full	Line	Item #	Description	Ordered	UOM	Received	Receiving	Remaining
<input checked="" type="checkbox"/>	1	61	<a href="#">Belt sander</a>	3.00	EACH	3.00	<input type="text" value="0.00"/>	0.00

- In the Purchase Order Details, click the Description. The program displays the Ordered Item Details screen.

The screenshot shows the 'Purchase Order Receiving' application. The top navigation bar includes a search field for purchase order numbers and several utility icons. Below the navigation, the 'Purchase Order Details' section displays the purchase order number 20090076, the year 2019, and the department MAINT. The 'Ordered Items' section contains a table with one item: Line 1, Item # 61, Description 'Belt sander'. A red box highlights the description, and a red arrow points to the 'Ordered Item Details' screen. This second screen shows the 'Ordered Item Details' for 'Belt sander', including a table for 'Total Quantities' and a table for 'Receiving Records: 1' with one record: Status 'Approved', Received Date '03/19/2019', Quantity '3.00', and Dollar Amount '\$135.00'.

- In the Receiving Records section, click the arrow for an individual row to open the full details about that receiving record.

This screenshot shows the 'Ordered Item Details' screen for 'Belt sander'. The 'Receiving Records: 1' section contains a table with one record. A red box highlights the right-pointing arrow next to the 'Delete' button in the first row, and a red arrow points to the expanded view of that record. The expanded view shows the following details: 'Quantity invoiced' 0.00, 'Received by' dan.olson, 'Quantity returned' \$0.00, and 'RMA' 0.00. There are also checkboxes for 'Fully invoiced' and 'Close PO'.

- Enter the quantity of returned items and a comment regarding the return in the Return Comment field.

Receiving Records: 1

Delete	Status	Received Date	Packing Slip	Quantity	Dollar Amount	Comment
<a href="#">Delete</a>	Approved	03/19/2019		<input type="text"/>	3.00	\$135.00

Fully invoiced
  Close PO
  Quantity invoiced
 [View](#)
[Capital assets](#)

Received by: dan.olson

<input type="text" value="\$45.00"/>	Quantity returned	RMA	<input type="text" value="1 sander not working."/>
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- If this receipt is for a capital asset, click Capital Assets.
- Click Add to create or update the capital asset record for the received items. The program provides entry fields for the Capital Assets group.

Capital Assets ×

Delete	Capital asset tag	Manufacturer serial#	Imported
<a href="#">Delete</a>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Imported

- Click Save.
- Close the Order Item Detail screen. The program returns to the main Purchase Order Receiving screen.

## Results

The original Purchase Order receiving record is updated.

## GL Impact

The general ledger is not affected by this action.

## What's Next?

An invoice can now be presented against the purchase order within Accounts Payable.

