



Receiving Items

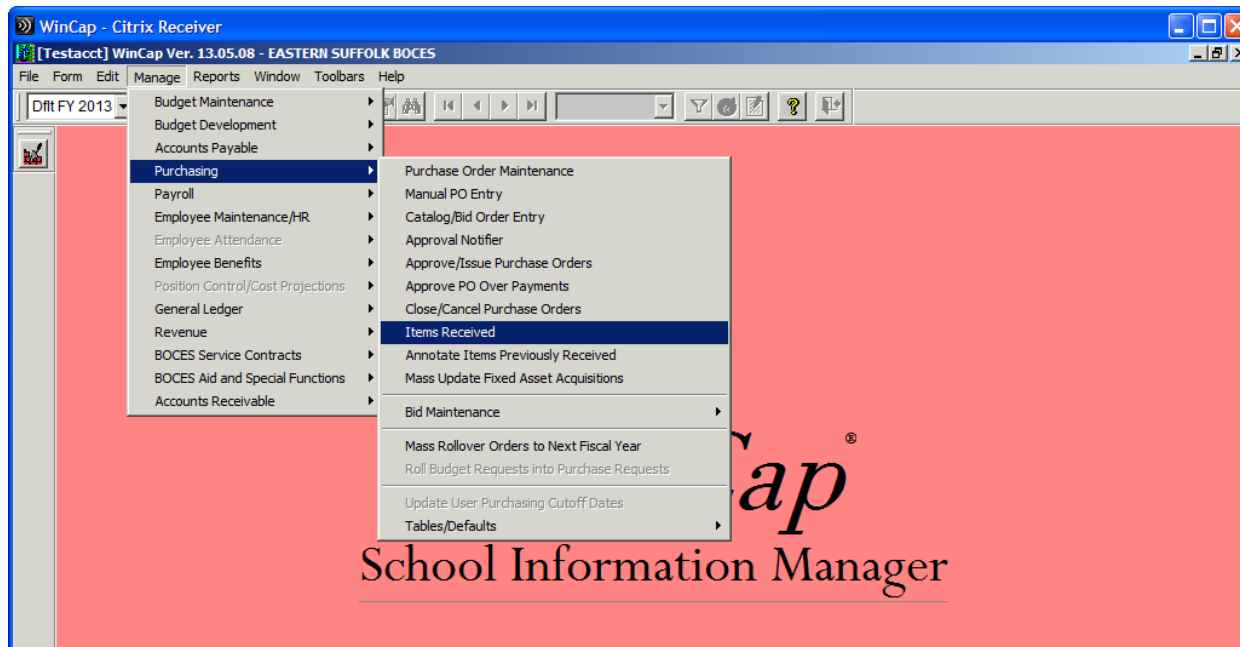
2013 Training Session

Receiving Items

This feature allows for on-line receiving of PO items by BOCES staff and provides an additional level of internal controls by preventing check numbers from being assigned to pending payment transactions that do not reconcile with what has been received. This feature also facilitates the process of tracking new fixed asset acquisitions. **This process will not be used for “Open or Anticipated Expense” purchase orders.**

Once you Logon to *WinCap* you open Receiving as follows:

Go to: **Manage/ Purchasing/ Items Received**



The below selection dialogue box will open:

If you know your Purchase Order number, enter it here. Then click OK.

or

If you do not know the Purchase Order number and want to search for it click on the magnifying glass.

Items Received

Fiscal Year: 2013

Criteria Name: Last Run

PO #: 13-00003

Vendor: 030619 Pyramid School Products

Order Addr: Pyramid School Products
6510 North 54th Street
Tampa, FL 33610-1908

Date Received: 05/09/2013

Received By: Maureen Kaelin

Where: []

Show Items Already Fully Received

OK [] Cancel

If you don't know the PO# and you selected the magnifying glass, the below search dialogue box opens:

Enter your search parameters, vendor, requisitioner, requester, etc. Usually vendor and requisitioner will be enough. You may also want to enter a date range for the purchase order. Keep in mind that you want to narrow down the search to limit the number of purchase orders that will be displayed but keep the search broad enough to find the specific purchase order.

Click Query when done.

Document Search

Fiscal Year: 2013

Criteria Name: Last Run

Document ID: []

Order/Issue Date: From 00/00/0000 To 05/09/2013

Pending Orders: None

Issued Orders: Open and Closed

Vendor: 030619 Pyramid School Products

Requisitioner: 15141

Requester: Blank

Department: Blank

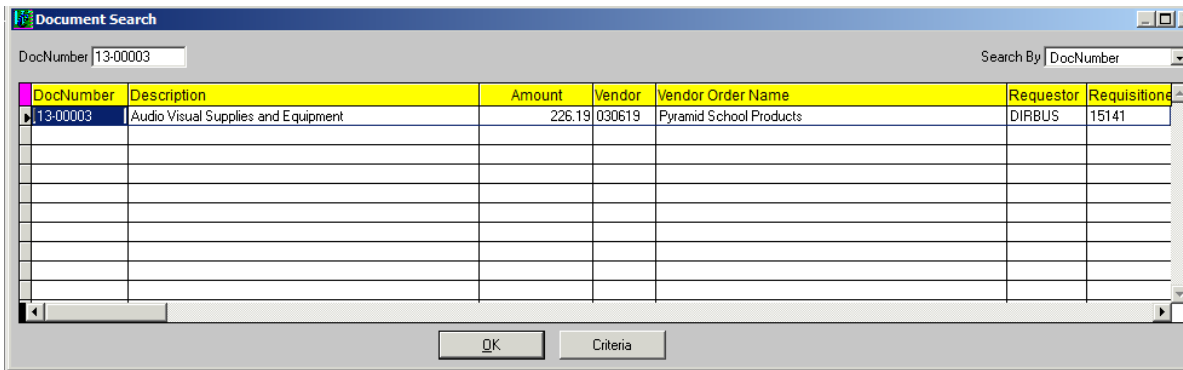
Buyer: Blank

Catalog/Bid ID: Blank

Where: []

Query [] Cancel

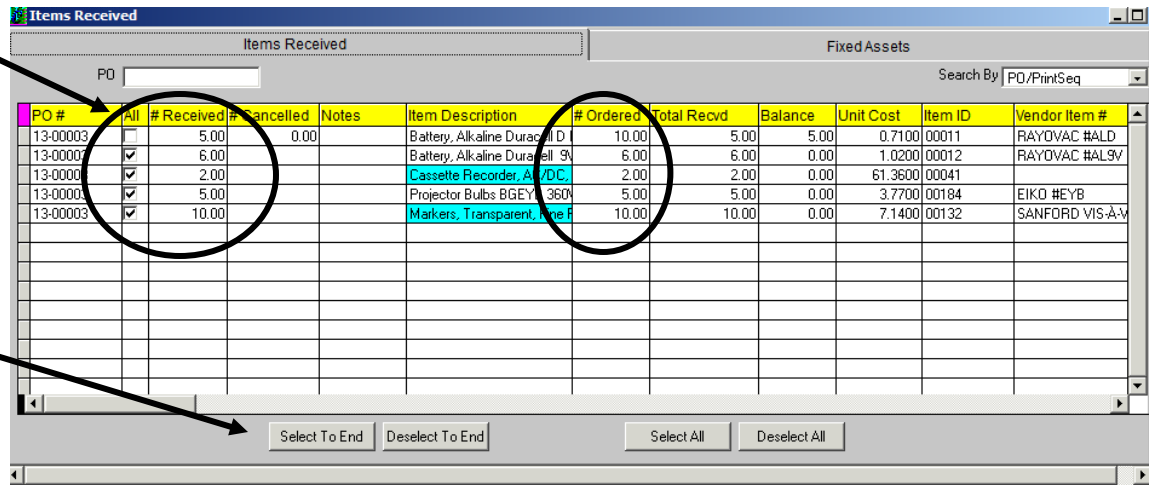
Below is the result of the search, click on the line of the purchase order you want to select and click OK.



Once the purchase order is selected, a window will open listing all of the line items of the purchase order.

If all of the items are received for the line item, click all. If only part of the quantity is received, enter the number of items received.

Note: at the bottom of the window, there are select all options.

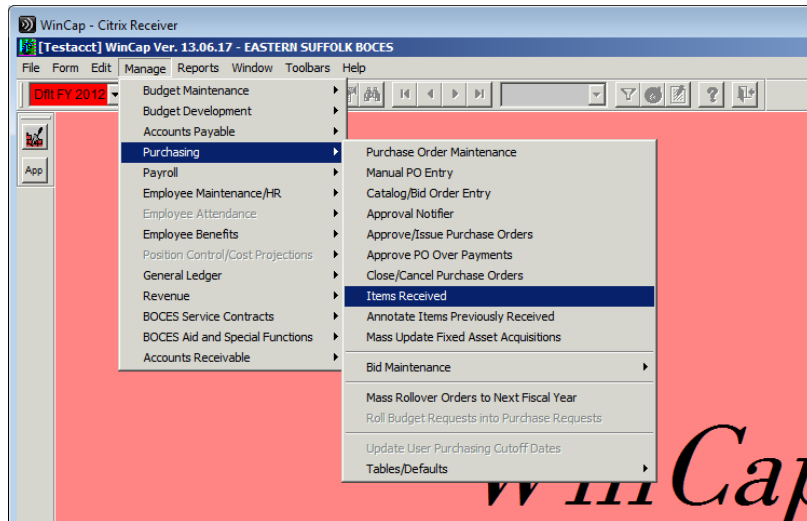


After all the items are received, click on the Save Icon on the tool bar.

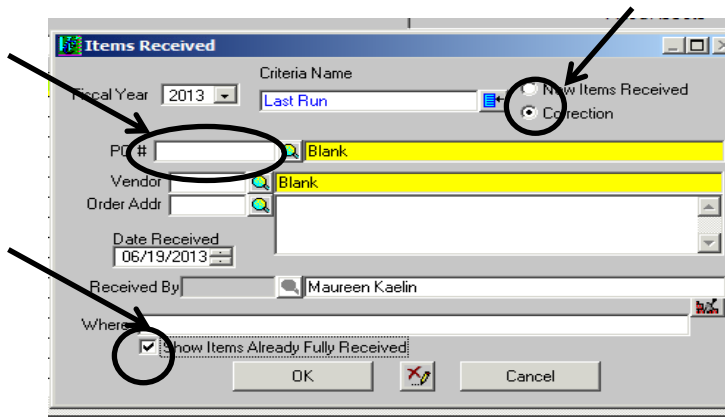


To correct an item already received

Go to: **Manage Purchasing/Items Received**



Enter PO#, click **correction** and click the **checkbox show items already received**



This will bring up the total receiving information for this order.

To correct an amount already received, type in the quantity you want to correct with a minus sign.

PO #	All	# Received	Cancelled	Notes	Item Description	# Ordered	Total Recvd	Balance	Unit Cost	Item ID	Vendor Item #	Budget Co
13-00019	<input type="checkbox"/>	-2.00	0.00		Belt, Safety, Webbed, 1 IN	3.00	1.00	2.00	15.1300	00022	WILSON ERS	001-1312-30
13-00019	<input type="checkbox"/>				Cord, Cables Unlimited Audit	2.00	2.00	0.00	20.8400	00060	AGI A35MM50	001-1312-30
13-00019	<input type="checkbox"/>				Cord, Coaxial, Screw On Typ	4.00	2.00	2.00	8.8400	00061	AGI V100606	001-1312-30
13-00019	<input type="checkbox"/>				Headset, Telex Discovery D	1.00	1.00	0.00	47.3000	00104	CALIFONE PURCA	001-1312-30

When you have entered your corrections click **Save** on the toolbar.

