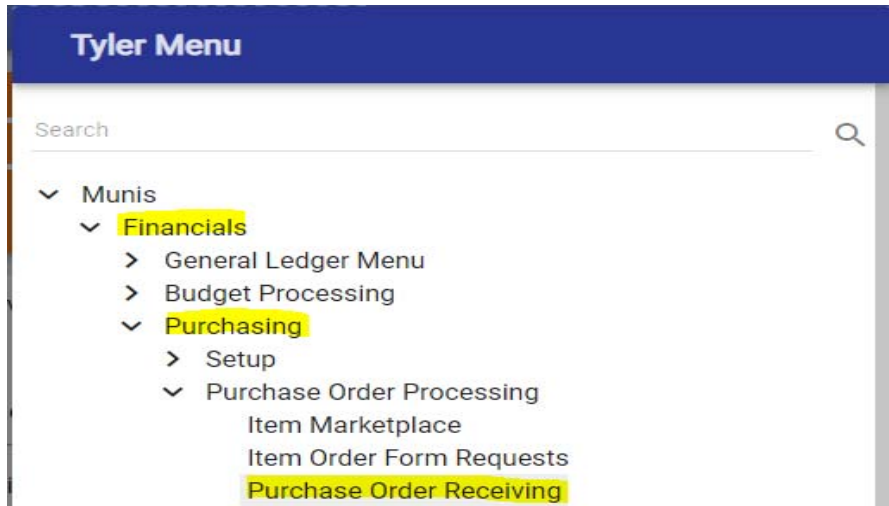


Instructions for Munis Purchase Order Receiving in Munis 2019.1

Partial Receiving

Financials->Purchasing->Purchase Order Processing->Purchase Order Receiving

1. This will open a new tab



2. Search for the Purchase Order number at the top: “Search by purchase order number” or under “PO Number”

Purchase Order Receiving Search by purchase order number

Advanced Search My Searches Excel Exports

Purchase Orders: 133183

PO Number	Fiscal Year	Department	Status	Vendor Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Helpful hint: You can search by your department number to bring up all purchase orders for your department.

3. Click on the Purchase Order number colored in Blue.

Purchase Order Receiving Search by purchase order number

Advanced Search My Searches Excel Exports

Purchase Orders: 1


PO Number	Fiscal Year	Department	Status
20000003			
20000003	2020	777	Printed

4. Click on the line description to add a receiving record.

Purchase Order Details

Purchase order	Year	Department	Department desc	Vendor name
20000003	2020	777	EXTENDED LEARNING DEPARTMENT	NFT METRO SYSTEM INC







Ordered Items

Close PO Received date*
08/08/2019 

Packing slip

Full	Line	Item #	Description
<input type="checkbox"/>	1		Summer school bus passes 9th - 12th grade. July 16, 2019 - August 16, 2019

5. Click Add Receipt at the top left.

Back Return to Search **Add receipt** Attach Supporting Apps Audit Receipts

Ordered Item Details

▶ PO / Vendor details

6. There are multiple ways to complete receiving.


- If you have a PO in which you partially received a quantity of goods, use option A below (ex: office supplies)
- If you have a PO in which you fully received a quantity of goods, skip down to Full Receiving.
- If you have a PO that is for professional services or a blanket PO, use option B below.

A) To receive Purchase Orders by Quantity:

Fill in quantity received, amount received, and add a comment (ex: invoice #, fully received, partial). A **quantity needs to be entered before editing the amount.**

Receipt information

 Close PO

Received date*	Packing slip	Quantity received*	Amount received*	Comment
11/26/2019 		0.50	\$34,000.00	Invoice #123- partial. waiting on final report.

Capital assets

 Return Information


B) To receive Purchase Orders by Amount:

If your Purchase Order was set up during the Requisition process to be received by amount:

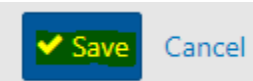
Only fill in amount received, and comment. (ex: **invoice #1234, fully received, partial**)

Receipt information

 Close PO

Received date*	Packing slip	Amount received*	Comment
02/03/2020 		\$0.00	

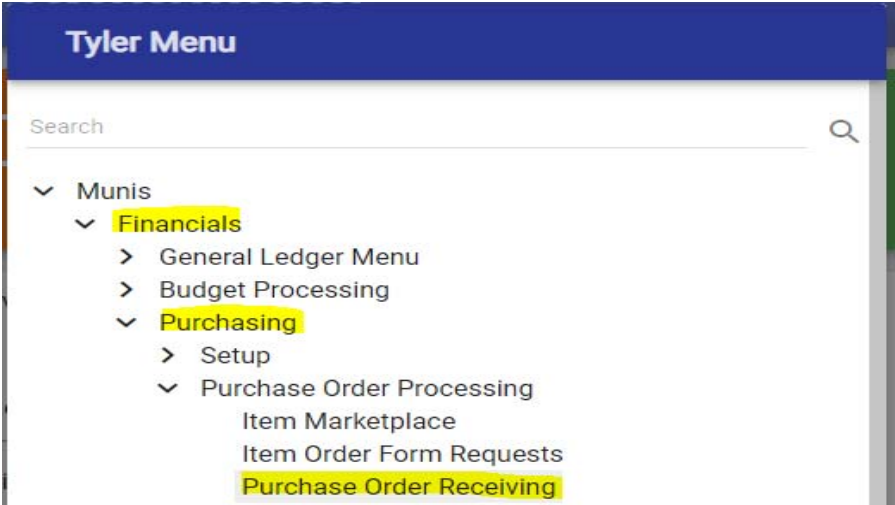
7. Click Save at the bottom right.



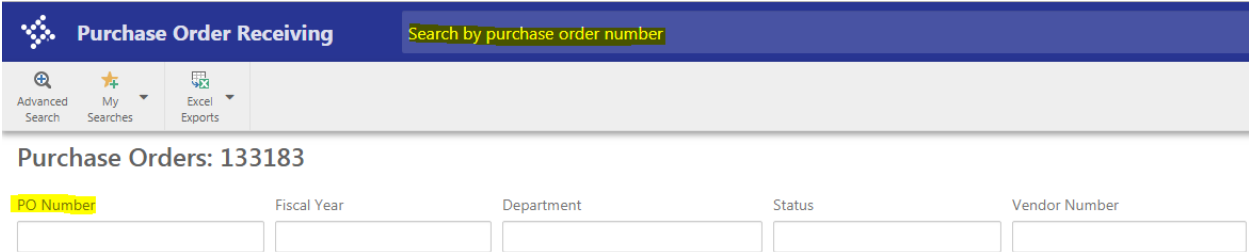
Full Receiving (formally known as 'Quick Receipt')

Financials->Purchasing-> Purchase Order Processing->Purchase Order Receiving

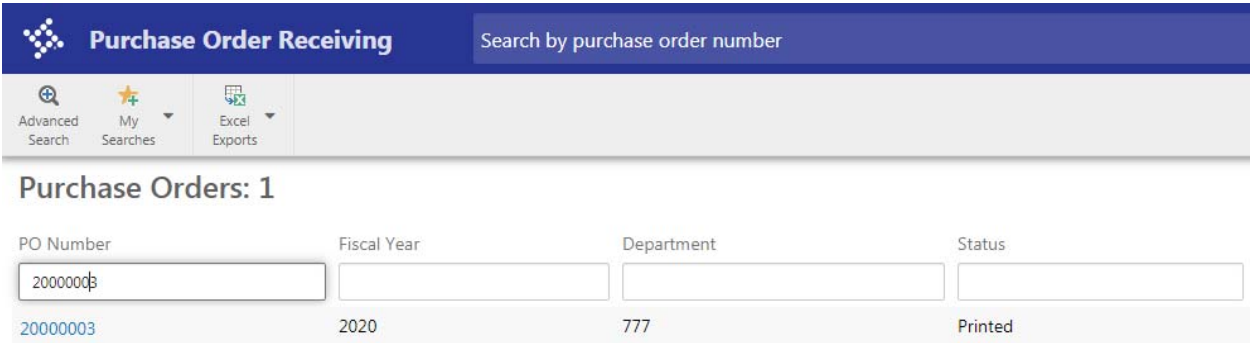
1. This will open a new tab



2. Search for the Purchase Order number at the top: "Search by purchase order number" or under "PO Number"



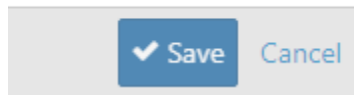
3. Click on the Purchase Order number colored in Blue.



4. Click the box under 'Full' to fully receive each line.

Full	Line	Item #	Description	Ordered	UOM	Received	Receiving	Remaining
<input type="checkbox"/>	1		15 INCH ZUMA ROCKER CHAIRS WITH ARM RESTS-NAVY ZROCK15A-BLU51	2.00	EACH	0.00	<input type="text" value="0.00"/>	2.00
<input type="checkbox"/>	2		18 INCH ZUMA SERIES 4 LEG STACKCHAIRS WITH ARMS RESTS-NAVY ZU418A-BLU51	2.00	EACH	0.00	<input type="text" value="0.00"/>	2.00

5. Click Save at the bottom right.

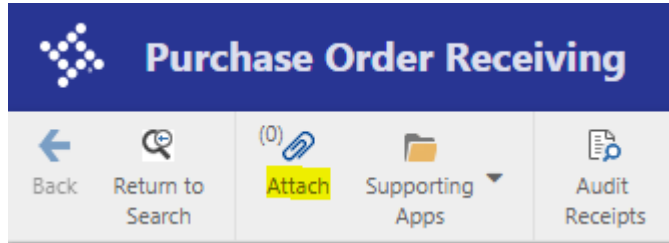


6. Attach packing slips for all physical goods. Not necessary for services.

To attach packing slips after you complete receiving

Packing slips must be attached for all physical goods received

8. At the top, click on the attach button



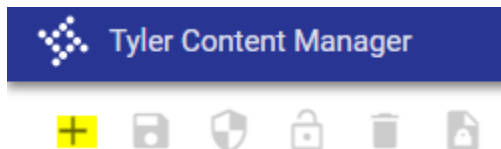
9. Click PO Receivable (By clicking this, it will open a new tab called TCM)

Attached Documents

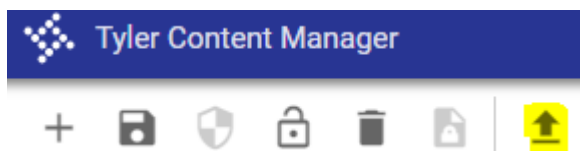
Mapping Name

PO Receivable

10. Click the plus sign (+) at the top left corner



11. Click the upload button (arrow pointing up with a line underneath)



12. Choose file to upload or drag document into the box.

Import Document

CHOOSE FILE

or

Drop files here...

Selecting and importing multiple files is only compatible with images (TIFF, PNG & JPG). All other files, such as PDF, must be selected individually.

CANCEL

IMPORT

13. After choosing your file, click the import button.

Import Document

CHOOSE FILE

or

Drop files here...

Creating single document

Test.pdf (125.82 kB) ✕

CANCEL

IMPORT

14. Add a description for the document you are attaching. (Ex. Packing slip)

- On the right side of the screen, under Document Information, you can add a description for your attachment.

Document Information ▼ 🔗

Attachment Filename
5009516.pdf

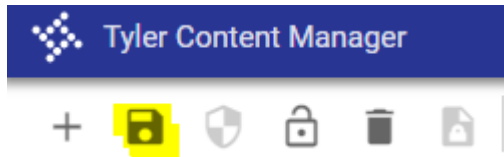
Attachment Title

POATTACHMENT AUDIT

Public
N ▼

Description ▼

15. Click the save button in the top left corner



16. To add another document, start at step 10.