RECEIVING

• AS PRODUCTS ENTER YOUR BUILDING PLEASE “RECEIVE IN”

• IF ANOTHER DEPT PURCHASED PRODUCTS FOR YOUR SCHOOL PLEASE MAKE THEM AWARE THAT THE PRODUCTS WERE DELIVERED, SO THEY CAN “RECEIVE IN” FOR EXAMPLE: TITLE 1, ATHLETICS, GRANTS, FINE ARTS ETC.

• YOU DO NOT HAVE TO “RECEIVE IN” ON BLANKET OR PAY POs.

• REMINDER:
  I CAN NOT PAY VENDORS IF THE POs ARE NOT RECEIVED
HOW TO

“RECEIVE IN”

IN

EFINANCE
EXAMPLE 1:
PO HAS 8 LINES
ALL LINES MUST BE “RECEIVED”

EXAMPLE 2 (ABOVE):
SHOWS ONLY SHOWS 2 LINES
6 LINES ARE MISSING

WHAT MUST WE DO TO RECEIVE ALL 8 LINES?
STEP 2
**STEP 3**

**Receive Ordered Materials Data**

<table>
<thead>
<tr>
<th>P O Number</th>
<th>Vendor</th>
<th>Commodity</th>
<th>Item No.</th>
<th>Asset</th>
<th>Ordered</th>
<th>Rec'd To Date</th>
<th>Measure</th>
<th>Stock Number</th>
<th>Received</th>
<th>Date Received</th>
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</thead>
<tbody>
<tr>
<td>2000224</td>
<td>2944</td>
<td>VB LINE JUDGE FLAGS</td>
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<td></td>
<td>1.00</td>
<td>0.00</td>
<td>EACH</td>
<td></td>
<td>0.00</td>
<td>07/24/2019</td>
</tr>
<tr>
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<td></td>
<td>CHAMPION FAS4 FLIP SCORE</td>
<td>2</td>
<td></td>
<td>2.00</td>
<td>0.00</td>
<td>EACH</td>
<td></td>
<td>0.00</td>
<td>07/24/2019</td>
</tr>
</tbody>
</table>

**Question:** Have all items been received?

[Yes] [No]