

COUNTY OF MENDOCINO

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MUNIS Finance System  
*Purchase Order Inquiry  
and Receiving*

*Created by:*

*General Services Agency*

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## PURCHASE ORDER INQUIRY AND RECEIVING

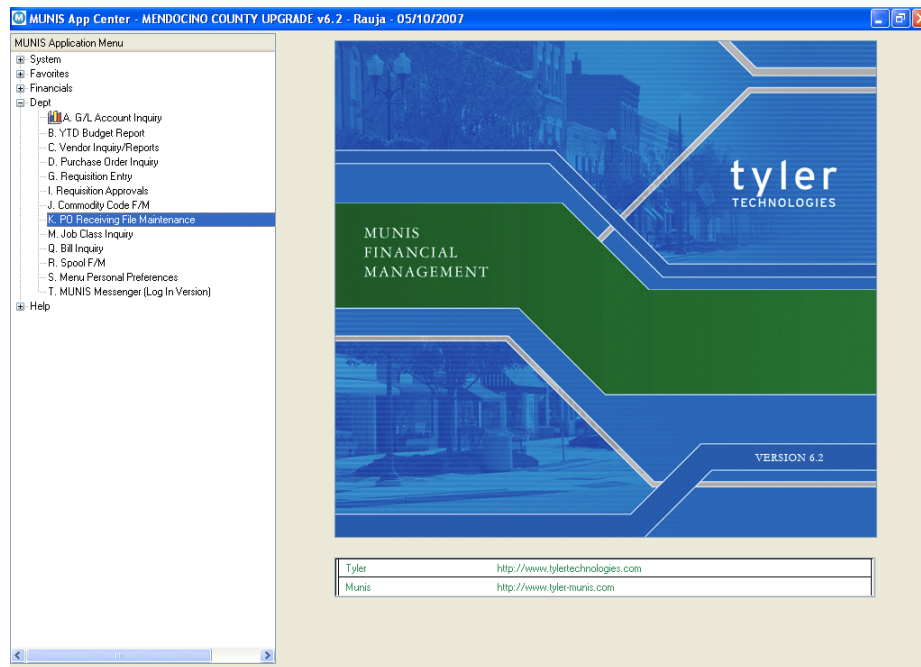
### 1.0 Purchase Order Conversion and Processing

The General Services Agency is responsible for converting all requisitions to Purchase Orders. Upon reviewing the requisition, assigning an appropriate Vendor, and completing the purchase, GSA staff will convert the requisition to a Purchase Order (all requisitions are converted to Purchase Order). At the time that GSA prints the PO, the requesting department/user will receive a PDF copy via email. You will receive both a department voucher copy and a receiving copy. Departments will need to maintain copies of the receiving PO until such time as the order is received (refer to Purchase Order Receiving below).

### 2.0 Purchase Order Receiving

The PO Receiving File Maintenance program logs received materials against open purchase orders. Receiving detail is also available for general inquiry when reviewing a purchase order in Purchase Order Maintenance.

**Note:** POs cannot be paid by GSA until PO receiving has been completed by the department. Refer to 'three way match' in the Munis Help for additional information regarding this process.



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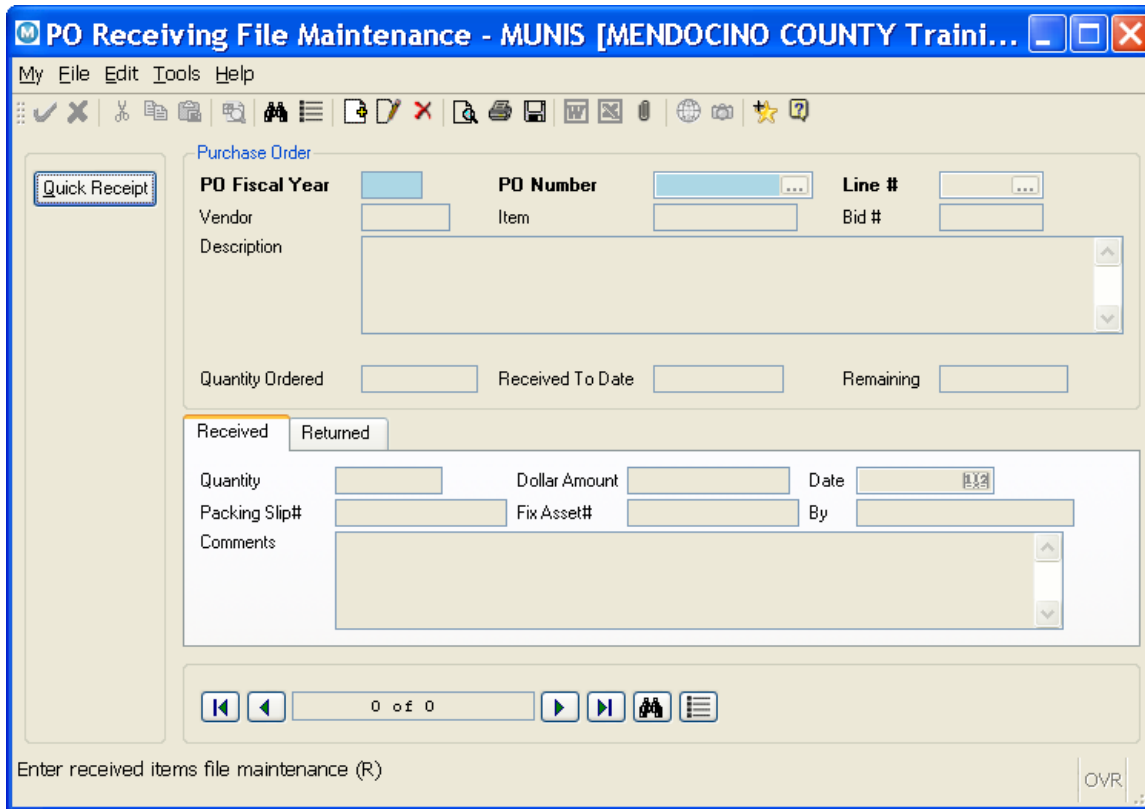
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From the Munis® Application Suite, Open the Purchasing Menu by clicking on the plus sign (+). Open the Purchase Order Processing Menu by clicking on the plus sign (+)


Select PO Receiving File Maintenance by double clicking on the line

**NOTE:** PO Receiving File Maintenance can also be found on Dept Menu

### 2.1 Receiving a Single Line Item



Click the 'Add' icon (the PO Fiscal Year pre-fills) and then Enter the PO number.

**Note:** If you do not know the PO number you can leave the field blank and click the  button. However, doing this will pull up **ALL** open PO's on the system, which could take some time and could also be a very extensive list.

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Click the Line Item (Field help) button to see the line items associated with the PO and select the item you are receiving.

**TAB** - the Vendor, Description and Quantity Ordered fields pre-fill.

**Items received** - Enter the number of items received in the Quantity field.

**Amount** - The Dollar Amount field will pre-fill from the PO and should not be changed.

**Date** - The Date pre-fills with the current date but can be changed if the item was actually received on a previous date.

**Packing slip** - If a Packing Slip was included, enter the number in the Packing Slip # field.

**Comments** - Use the Comments field to enter any internal comments such as the number of boxes received, the condition of the items or any back-order information.

Click the Accept icon.

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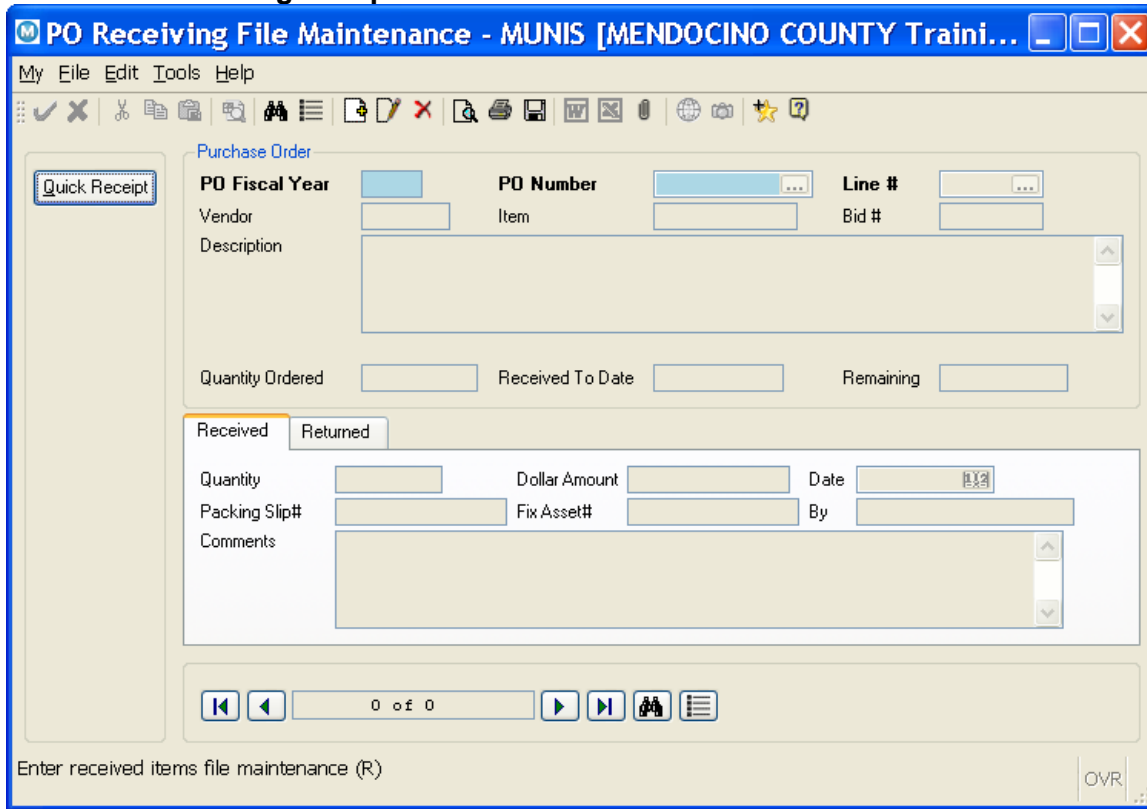
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### 2.2 Receiving Multiple Line Items or the Entire Order



From PO Receiving File Maintenance, Click the 'Quick Receipt' action button.

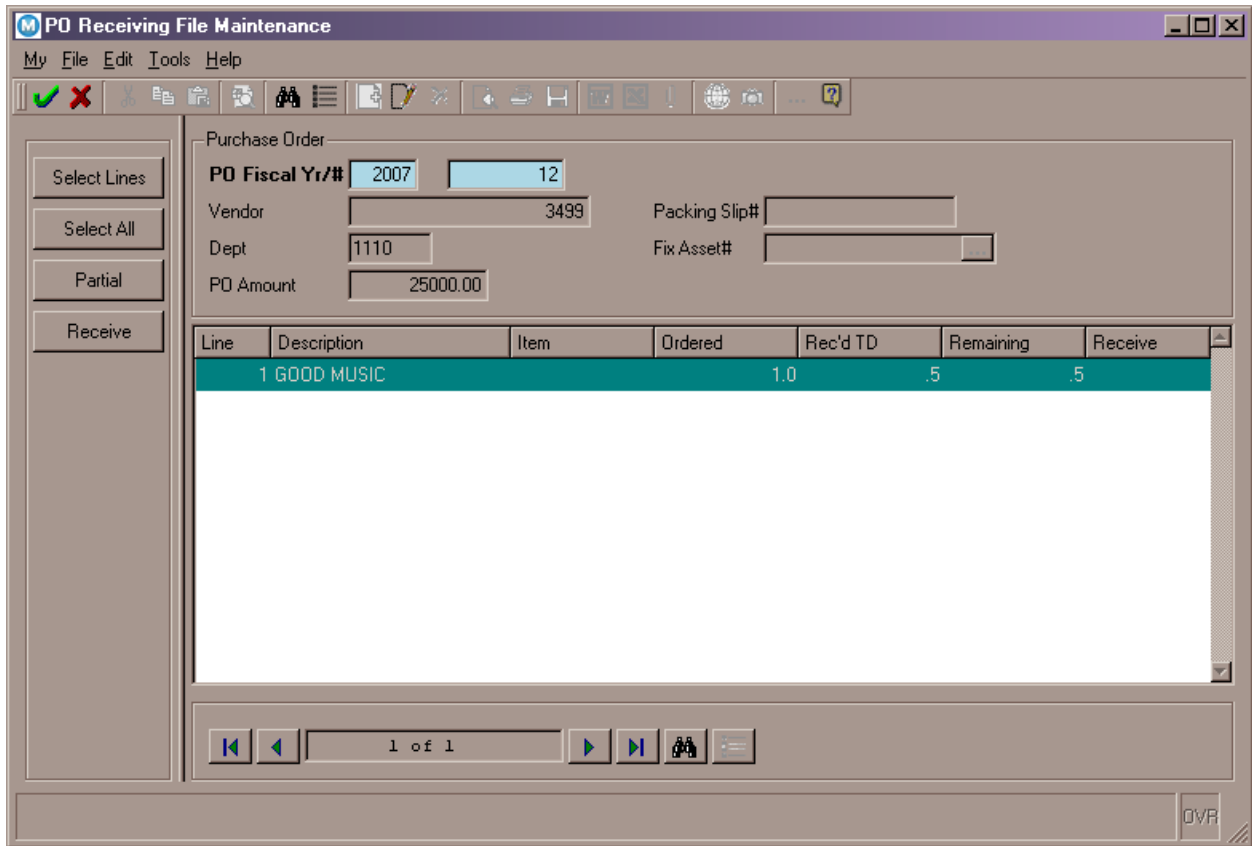
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Enter the PO Fiscal Year and the PO # and click the Accept icon. 

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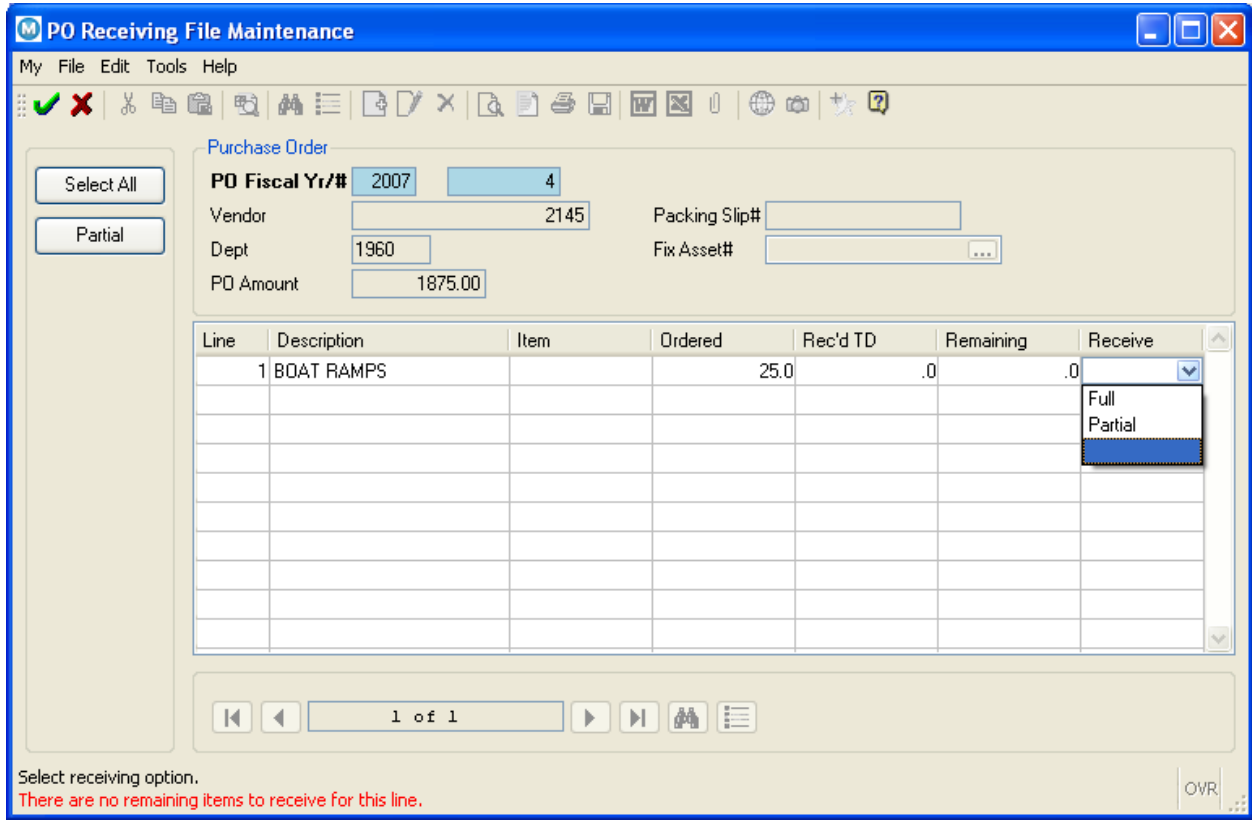


**Select** - The screen pre-fills with all the lines associated with the PO. From the left Menu, you may select specific lines, select all or do a partial receipt.

Click the 'Select Lines' button if only some of the items were received.

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Choose either Full or Partial and complete with the items received (which will also update the Remaining items field).

**Accept the selected items** - Click the Accept icon.

A separate PO Receiving File Maintenance record has now been created for each item.

### 3.0 Purchase Order Inquiry

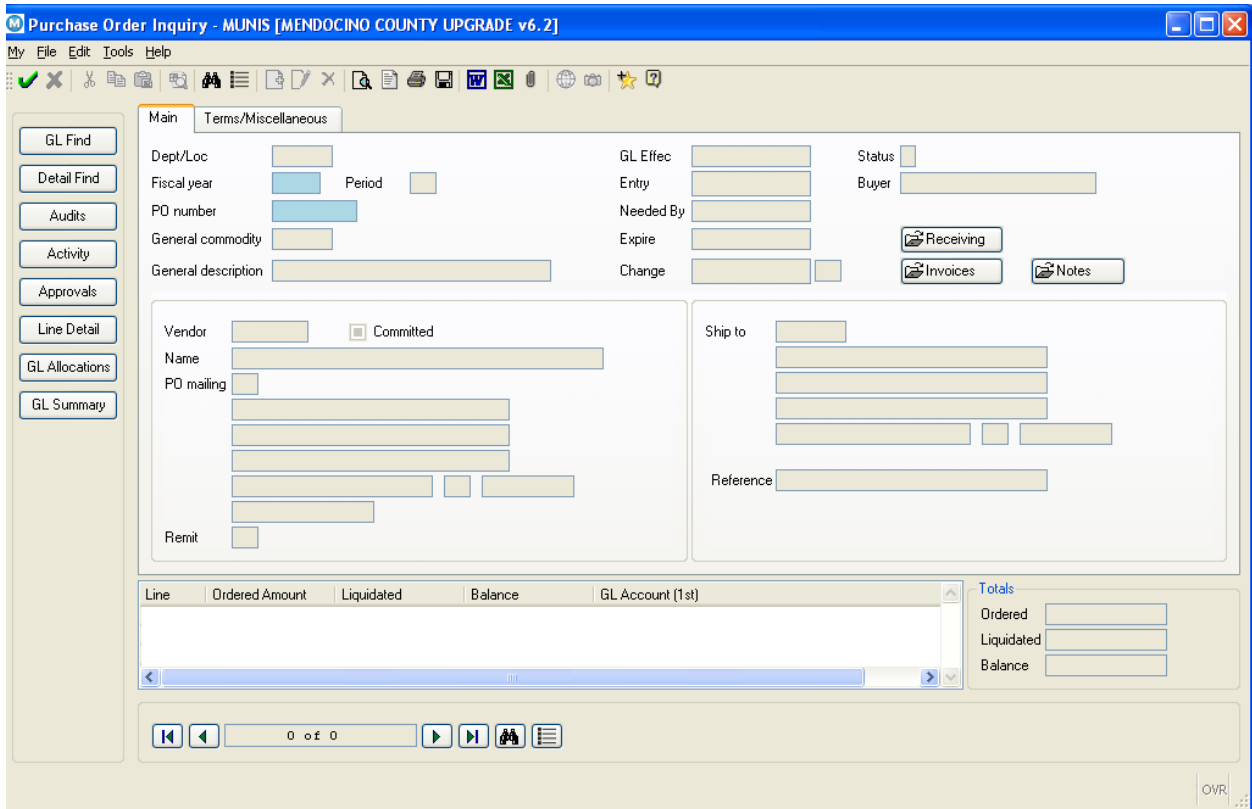
The Purchase Order Inquiry program allows you to make inquiries about purchase orders with any status. This program can be called from the PO Inquiry and Reports menu or by clicking PO Inquiry within the Invoice Entry/Proof program.

Departments will have the ability to review and track their Purchase Orders.


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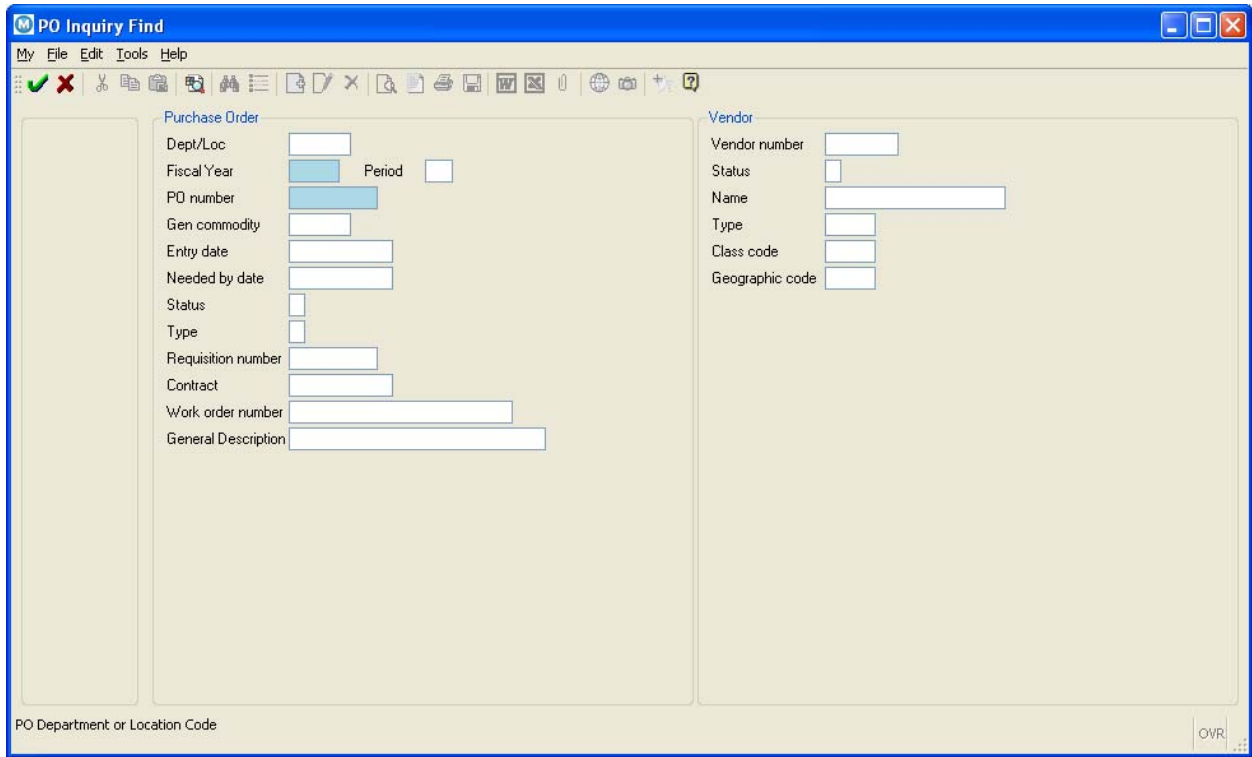


The PO Inquiry Menu will allow departments to find Pos by GS, by detail, perform 'audits', and/or locate the status.

3.1 Select the find  button.

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From the PO Inquiry find, you will be able to select by PO number and/or other any other field related to the PO.

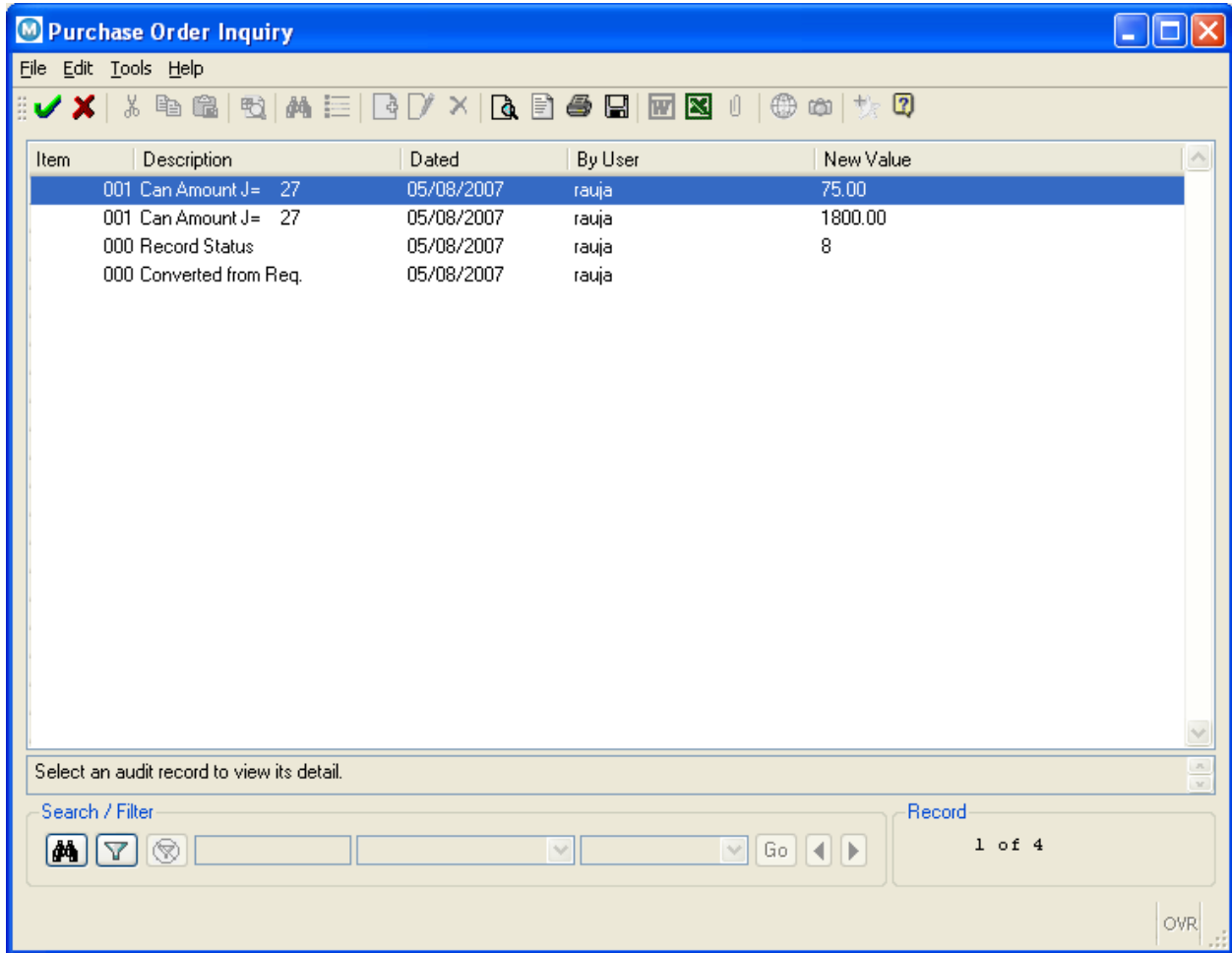
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After completed the find, select  the accept button. Once you have found the appropriate PO, you will be able to view the status (i.e. Printed).

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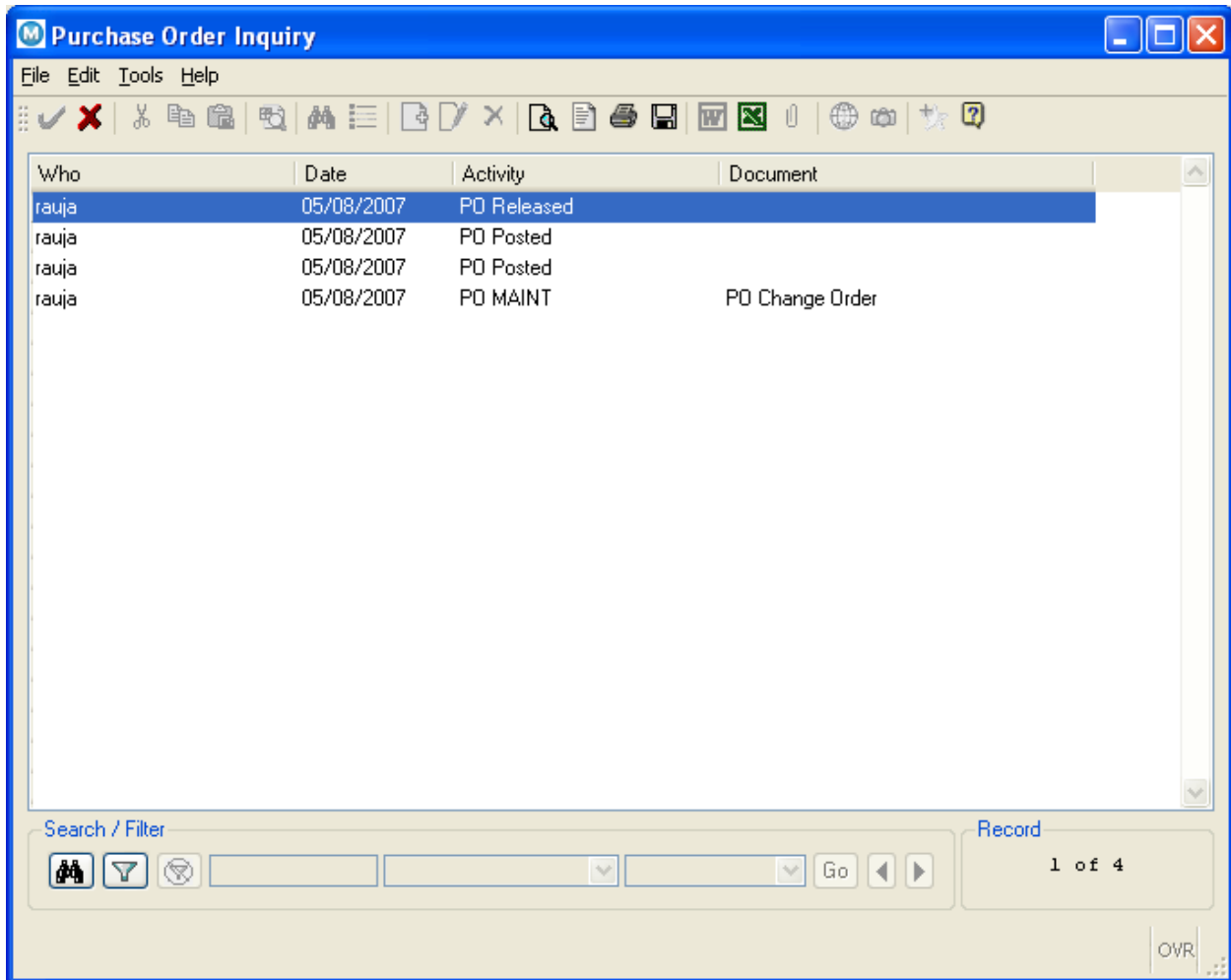
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An 'audit' of a PO will tell the department the level of GL activity that has transpired with the PO.

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The PO Activity process will also give detail regarding the transactions associated with the PO.

#### 4.0 Summary

GSA is responsible for the payment of invoices associated with Purchase Orders.

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