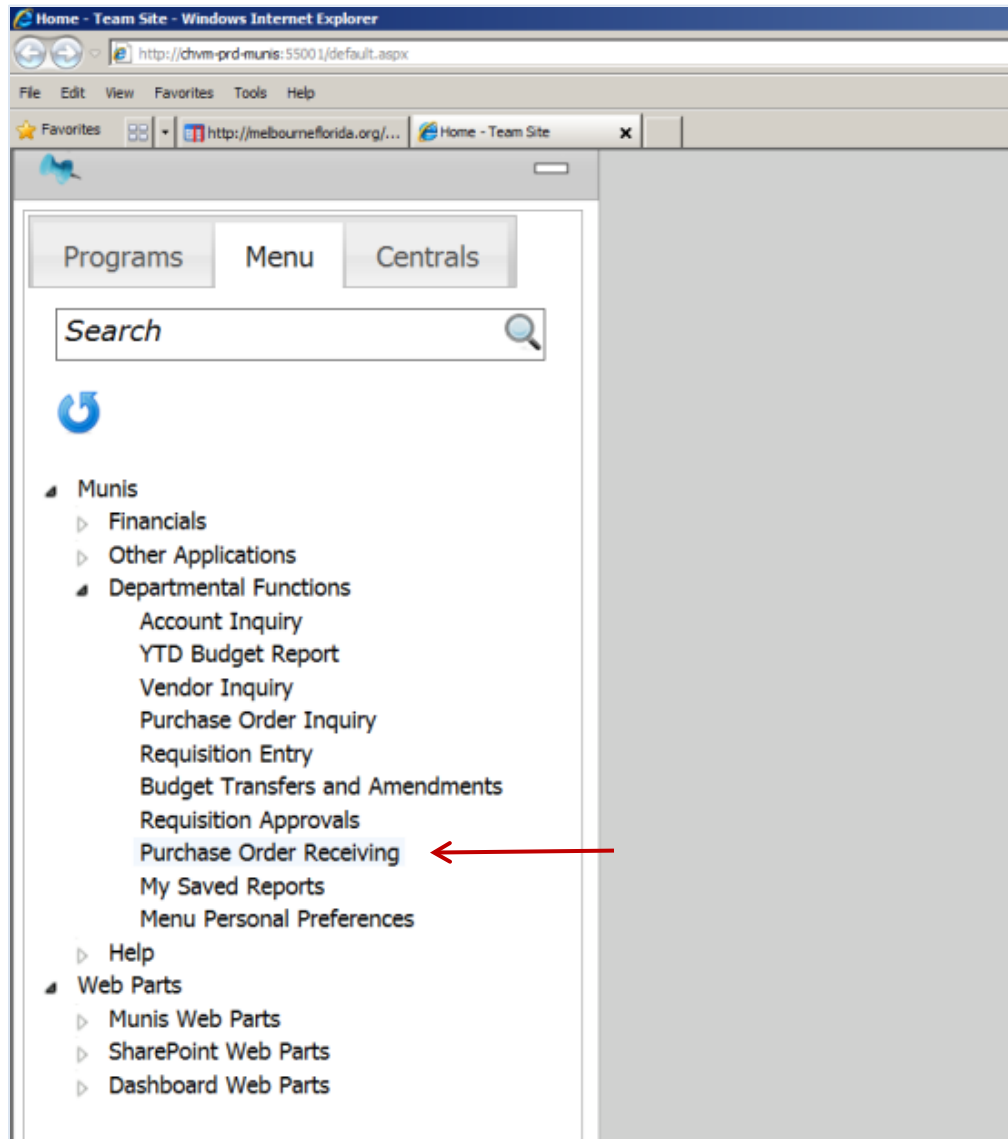


MUNIS

PURCHASE ORDER RECEIVING



PURCHASE ORDER RECEIVING (CONTINUED)

TO RECEIVE ON A PO CLICK "ADD" BUTTON.

TAB TO "PO NUMBER" FIELD AND TYPE FULL PO #.

TAB TO NEXT FIELD & ENTER LINE #.

TO RESEARCH PO RECEIVING CLICK "SEARCH" BUTTON. ENTER PO FISCAL YEAR, TAB OVER & ENTER FULL PO # AND HIT ENTER (UNLESS YOU WANT TO SEARCH A PARTICULAR LINE ITEM #.)

The screenshot shows the 'Purchase Order Receiving - Munis [TRAINING DATABASE Sep 13 2014]' window. The interface includes a menu bar (My, File, Edit, Tools, Help) and a toolbar with various icons. On the left, there are buttons for 'Quick Receipt' and 'Audits'. The main area is titled 'Purchase Order' and contains several input fields: 'PO Fiscal Year', 'PO Number', 'Line #', 'Vendor', 'Vendor alpha', 'Item', 'Bid #', 'Description', 'Manufacturer', 'Manufacturer item no.', 'Vendor item no.', 'Quantity: Ordered', 'Received to Date', 'Remaining', and 'Invoiced'. Below this is a 'Received' tab with 'Received Details' including 'Quantity', 'Dollar Amount', 'Date', 'Packing Slip #', 'Fixed Asset #', 'By', 'Comments', and 'Quantity Invoiced'. At the bottom, there are checkboxes for 'Fully Invoiced' and 'Close PO'. Red arrows point to the 'ADD' button in the toolbar, the 'PO Number' field, and the 'Line #' field.

PURCHASE ORDER RECEIVING (CONTINUED)

mu Purchase Order Receiving - Munis [TRAINING DATABASE Sep 13 2014]

My File Edit Tools Help

Purchase Order

PO Fiscal Year 2014 **PO Number** 14000525 ... **Line #** 001 ...

Vendor 204127 Vendor alpha QUADMED INC ACI

Item Bid #

Description
BLANKET PO FOR MISC MEDICAL SUPPLIES TO BE PURCHASED ON AN AS NEEDED BASIS.

Manufacturer

Manufacturer item no. Vendor item no.

Quantity:
Ordered 10,000.00 Received to Date .00 Remaining 10,000.00 Invoiced .00

ENTER QTY OR \$ AMT RECEIVED HERE - ENTER INVOICE # HERE - ENTER PERTINENT INFORMATION HERE

Received | Returned


Received Details

Quantity 2,500.00 Dollar Amount 2,500.00 Date 09/22/2014 11:14

Packing Slip# XYZ123 Fixed Asset# By

Comments
ENTER COMMENTS REGARDING ITEMS/SERVICES RECEIVED. e.g. MEDICAL SUPPLIES PURCHASED IN MONTH OF AUGUST 2014

Quantity Invoiced Fully Invoiced Close PO

SAVE  AFTER ENTERING