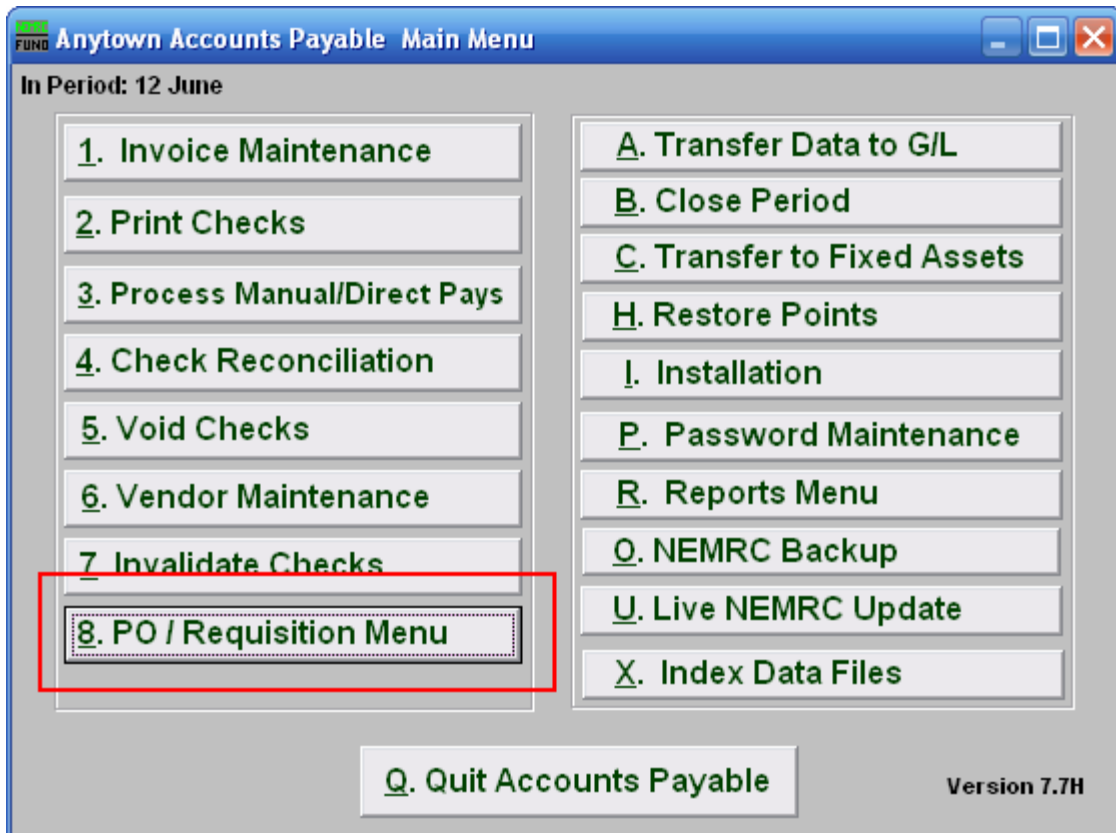


# Accounts Payable

## 8: PO/Requisition Menu: 2. Enter Goods Received



Click on "8. PO/Requisition Menu" from the Main Menu and the following window will appear:

# Accounts Payable



Click on "2. Enter Goods Received" from the PO/Requisition Menu and the following window will appear:

# Accounts Payable

## Enter Goods Received

Receive Goods

PO Number  Find

Date Received

View Items

Save Save and Invoice Cancel

1. **PO Number:** Enter the Purchase Order Number for the goods received.

Receive Goods

PO Number  Find

Date Received  2

3 View Items

Save Save and Invoice Cancel

2. **Date Received:** Enter the Date that the goods were received.
3. **View Items:** View the items on this Purchase Order Number, the window below will appear:

Receive Items

Item	Desc	Ordered	Price	Received	Account	GL Status
1	test 2	10.00	1000.00	10.00	515-10-3210-85.00	Encumbe

OK Cancel

1. **Received:** This will default to the balance of items ordered. Click to change the amount received.

## Accounts Payable

- 2. OK:** Click this button to move on to the next screen.
- 3. Cancel:** Click “Cancel” to cancel and return to the previous screen.

The screenshot shows a window titled "Receive Goods" with a "FUND" icon in the top-left corner. The window contains the following elements:

- PO Number:** A text box containing "50400271" and a "Find" button to its right.
- Date Received:** A text box containing "02/28/2008".
- View Items:** A button centered below the date field.
- Save:** A button at the bottom left, with a red number "4" above it.
- Save and Invoice:** A button at the bottom center, with a red number "5" above it.
- Cancel:** A button at the bottom right, with a red number "6" above it.

- 4. Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 5. Save and Invoice:** Click this button to go directly to Invoice Entry processing for this purchase order. Refer to the document AP M1 INVOICE ENTRY.
- 6. Cancel:** Click “Cancel” to cancel and return to the previous screen.