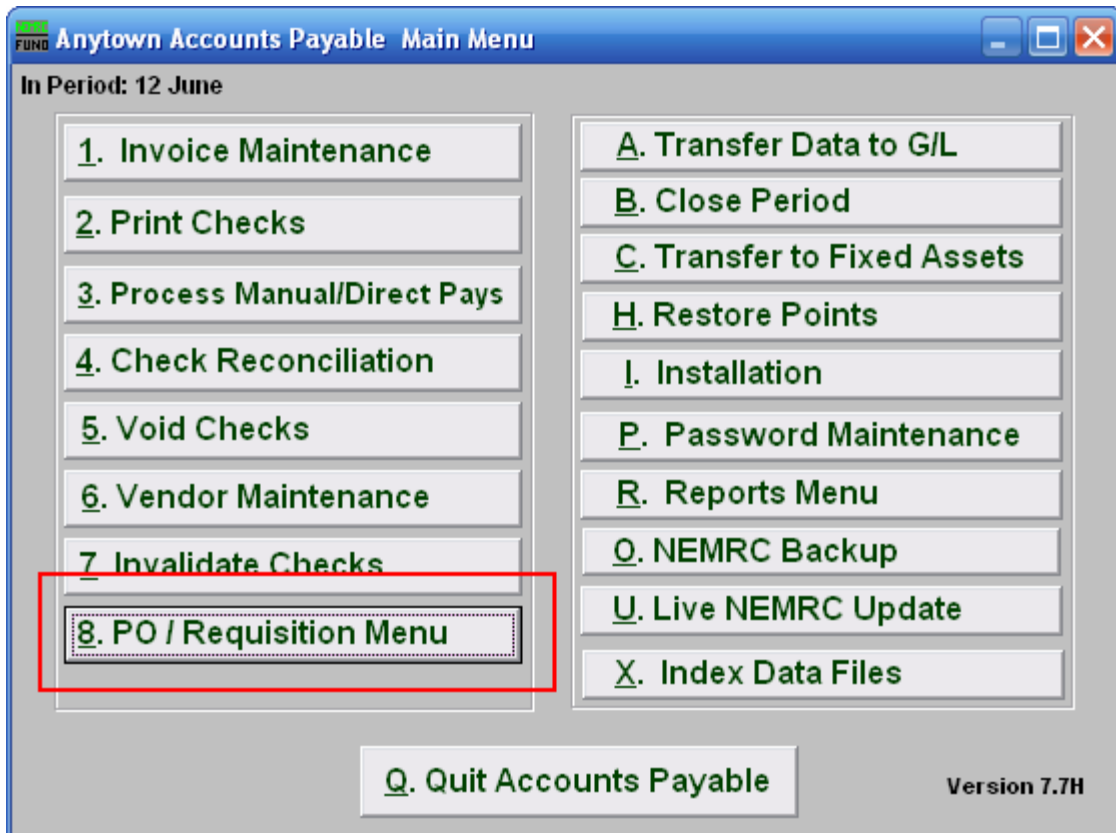Accounts Payable

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

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

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:

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

2. **OK:** Click this button to move on to the next screen.

3. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

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.