

## PO approver

### RECEIVING PURCHASE ORDER

- 1 Search for purchase orders with a status of Ordered. Using the left hand results panel, click on supplier to expand list of purchase orders, click on PO to view.
- 2 Click the Receive All button to receive the entire PO.
- 3 To receive an individual PO line without changes, click the arrow next to the line.
- 4 To receive a PO line with changes click anywhere on the line
  - in the popup window modify receipt line as required and click receive.
- 5 Click the View Receipts button to view receipt lines and / or void receipts.
- 6 Click View Matches to view receipt lines that have been matched to an Invoice.
- 7 Click View PO Lines to go back to main view

PO Details					
	Unit Price	Ordered Qty	Extended Price	Open	Description
1	175.00	1	175.00	1	1456 one hour consulting
2	2,500.00	1	2,500.00	1	4852 Equipment