Receiving on Rolled-over Purchase Orders

If you attempt to enter a receipt for a requisition with a status of complete from the previous fiscal year and receive a message saying the requisition has been fully received and is awaiting the purchase order (PO) reconciliation process, follow the steps in this Addy Note to complete the receiving.

Step	Action
1.	Navigate to: **Main Menu** > **eProcurement** > **Manage Requisitions**.
2.	Click the **Manage Receipts** link near the bottom of the page.
3.	From the **Manage Receipts** page that displays, click the **Add New Receipt** link.
4.	From the list of your requisitions that were closed as part of the year-end PO rollover that are awaiting receiving, select the check box for the requisition for which you need to enter the receipt.

Step	Action
5.	Click the **Receive Selected** button near the top of the page. **Receive Items** You have 4 lines open for receiving Receive Selected) and go to the Receive Form.
6.	The system displays the **Received Amount** or **Received Quantity** fields, depending how the original requisition was created. If the requisition was created by amount (the default), enter the amount that was received for each requisition line in the **Received Amount** field for that line. **Receipt Lines** ? 	Line	Item Id	Item Description	Currency	Received Amount	Received Quantity	Accept Quantity	 	1		ACER B326HK	USD	937.99000	1.0000	1.0000	 If the requisition was created by quantity, enter the quantity received for each requisition line in the **Received Quantity** field for that line. **Receipt Lines** ? Personaliz 	Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Procurement Group ID	 	1		ACER XR341CK	1.0000	EA	1.0000				 Be sure to enter only the amount or the quantity actually received as in the following examples: • If the item was ordered with an amount of $22.00 on the requisition but only $15.00 was received, change the Received Amount field to 15.00000. • If the quantity ordered on the requisition was three items but only two items were received, change the amount in the Received Quantity field to 2.0000.
7.	Click the Receipt line comments icon 💬 to add any needed comments.

Step	Action
8.	Finish by clicking **Save Receipt**. ![Receipt Lines table showing Line 1, Item Description ACER B326HK, Currency USD, Received Amount 937.99000, with Save Receipt button circled]