

# Recording Purchase Order Receipts

Updated Jul 20, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

## Overview

When actual goods or services are delivered by vendors, you can record the receipts by applying them to the appropriate purchase order (PO) items. Entry of receipt information allows for comprehensive tracking of order fulfillment. This fulfillment is important to the personnel who originally requested the purchases. In addition to tracking fulfillment, the entry of deliverables will aid the Accounts Payable personnel in determining whether or not invoices received from the vendor are legitimate.


## Entering a PO Receiving Information

The screenshot shows the Veracross Purchase Order (PO) header and item list. The header section includes fields for Requisition # (2), PO Number (1002), PO Amount (1,231.50), and Requisition Complete? (YES). The item list table below has columns for Item #, Description, Model Number, Quantity, Unit Price, Unit of Measure, Foreign Currency Amount, Order Amount, GL Account, Project #, GL Budget Remaining, Received?, Cancel?, Posted?, and PO Item Key. The 'Received?' column for items 1, 2, and 3 is highlighted with a red box, and the 'Receipt Complete?' toggle in the header is also highlighted with a red box.

Item #	Description	Model Number	Quantity	Unit Price	Unit of Measure	Foreign Currency Amount	Order Amount	GL Account	Project #	GL Budget Remaining	Received?	Cancel?	Posted?	PO Item Key	
1	Numbered pull-over pinnies		30.00	30.00	.00	12.75	Each	0.00	382.50	6101-131-...	5,219.17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2
2	Numbered pull-over pinnies		36.00	0.00	.00	12.75	Each	0.00	459.00	6101-132-...	5,219.17	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3
3	New game footballs	JV-5	3.00	3.00	.00	65.00	Each	0.00	195.00	6101-131-...	5,219.17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4
4	New game footballs	JV-5	3.00	3.00	.00	65.00	Each	0.00	195.00	6101-132-...	5,219.17	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5

Navigate to the **Purchase Order** homepage and click "Undelivered PO Item Listing," found in the "Other Reports" section. Select the desired PO by clicking on the PO Number, which brings up the PO detail screen. There are two options for marking receiving information on the PO:

1. To mark **individual items** "received," check the "Received?" box for the particular listed items in the bottom half of the screen.
2. To mark **all items** for the PO as "received," check the "Receipt Complete?" toggle in the PO header display. This will cause the system to automatically set the "Fully Received" flag for all PO items.

After making any changes, click the “Update”  button.

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