

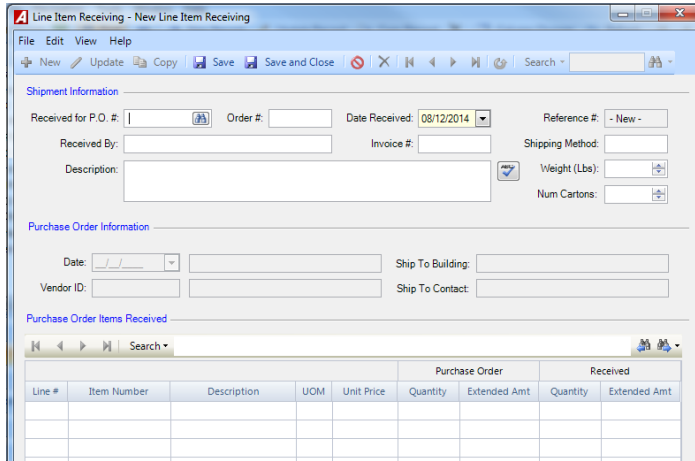
Accounting Module

Line Item Receiving

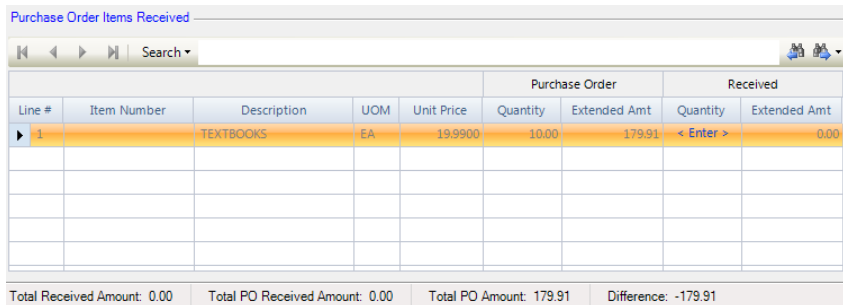
Path: Accounting/Data Entry/Line Item Receiving

The Line Item Receiving routine is used to record quantities received of purchase order items on a line by line basis. The Computer Check routine will then allow you to pay for those items received.

- Open Line Item Receiving
- Enter Add mode.



- **Purchase Order Number** – Enter number or use the lookup. nVision defaults the purchase order date, PO description, vendor number, vendor name, ship-to building and contact, and PO line items.
 - **Date Received** – Accept the default or change the date as needed.
 - **Order Number** (Required) - Enter the vendor-assigned Order #.
 - **Received By** - Enter the name of the individual who received the purchase order items.
 - **Shipping Method** – Enter Shipping Method.
 - **Weight** – Enter weight (in pounds) for the items received.
 - **Description** – Enter Description for the items received.
 - **Num of Cartons** – Enter Number of Cartons received.
- Purchase Order Items Received



Line #	Item Number	Description	UOM	Unit Price	Purchase Order Quantity	Purchase Order Extended Amt	Received Quantity	Received Extended Amt	
1		TEXTBOOKS	EA	19.9900	10.00	179.91	< Enter >	0.00	
Total Received Amount: 0.00					Total PO Received Amount: 0.00		Total PO Amount: 179.91		Difference: -179.91

- **Received Column** – Use the Quantity field for the line item and indicate the number of items received.
 - Continue to enter the quantities received. nVision tracks the total purchase order amount and the total received amount.
- Click **Save**.