



# FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:  
**Receive**

REVISED DATE: 01/11/2023

**SUBJECT: Receiving Workaround**

**Entry Point:** Receive

Enter Purchase Order Number

Click "Search"

Receiving Search

Receiving Search | Purchase Order Receiving | Asset

Search Criteria

Purchase Order Number:  Vendor:

Description:  Part Number:

Min Date:

**Q Search** **Clear**

Highlight the line needing to be received on

Click "View"

Receiving Search

Receiving Search | Purchase Order Receiving | Asset

Search Criteria

Purchase Order Number:  Vendor:

Description:  Part Number:

Min Date:

**Q Search** **Clear**

Purchase Orders

Purchase Order Number	Vendor Name	Requestor	Stock Number	Long Description	PO Line Num	Unit of Measure	Ordered Quantity	Received Quantity	Expected Quantity	Canceled Quantity
23000328	AODOCS	Mcbride, Kourtne Kaye		AWESOME TABLE SUBSCRIPTION RENEWAL - UP TO 100,000 PAGE VIEWS 09/01/2022 - 08/31/2023	75169	EA	1.0	1.0	0.0	0.0

**Receive/Cancel** **View**



# FRONTLINE PROCEDURES

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ENTRY POINT:  
**Receive**

REVISED DATE: 01/11/2023

**SUBJECT: Receiving Workaround**

Click the **“Review”** tab

Click **“Receiving”**

Click **“Add”**

Enter the **Received Date** – this is a mandatory field

Enter the **Time** – this is a mandatory field

Enter the receiver in the **Received** field

Click **“Save”**