

How to Enter a Purchase Order as being Received in iVisions

From any district website, under the “Staff Links” tab, click on **iVisions**.

Enter your username and password.

The first screen will be the Welcome page to the Employee Self Service web portal. Click on the **My Workflow** tab on the red line. Choose the appropriate Fiscal Year from the Connection Group drop-down list. Click **Login**.

The following steps must be completed before an invoice is paid. Whether your entire order or only part of your order is received, it is important that you complete these steps as soon as you receive your items.

1. Click on **Purchasing & Payables**.
2. Click on **Receiving**.
3. Click on **Purchase Order Receiving**.
4. Click on the **Green + Sign**.
5. Enter the Purchase Order # and press enter. The items from that Purchase Order will populate the grid.
6. If all items have been received:

Click on the “Actions” tab (top left side of screen) and click on **Receive All Remaining Items**. Check the box next to “Close this dialog after update?”. Click **OK**.

If only some of the ordered items have been received:

Click on the “Actions” tab (top left side of screen) and click on **Receive All Remaining Items**. Next, double-click on the line item not yet received and enter “0” in the quantity column. Check the box next to “Close this dialog after update?”. Then click **OK**. **It is important that you zero out the quantities of those items not yet received.**

The above steps must be completed until all ordered items have been entered into iVisions as received.

If you know that an ordered item has been discontinued or for any other reason will not be shipped to you, please call Sylvia at ext. 3709 and give her the information.