

# RECEIVING

- **AS PRODUCTS ENTER YOUR BUILDING PLEASE “RECEIVE IN”**
- **IF ANOTHER DEPT PURCHASED PRODUCTS FOR YOUR SCHOOL**  
PLEASE MAKE THEM AWARE THAT THE PRODUCTS WERE  
DELIVERED, SO THEY CAN “RECEIVE IN”  
FOR EXAMPLE: TITLE 1, ATHLETICS, GRANTS, FINE ARTS ETC.
- **YOU DO NOT HAVE TO “RECEIVE IN” ON BLANKET OR PAY POs.**
  - **REMINDER:**  
I CAN NOT PAY VENDORS IF THE POs ARE NOT RECEIVED



HOW TO  
**“RECEIVE IN”**  
IN  
EFINANCE

# STEP 1

The screenshot displays the eFinancePLUS web application interface. At the top left, the logo and name "eFinancePLUS" are visible. The top right corner shows the user ID "6001RFRANKS" and navigation icons for email, star, home, and lock. Below the header, there is a "Menu" dropdown and a "Quick Search" input field. The "Little Rock School District LIVE" logo is in the top right corner of the main content area.

The left sidebar contains a "Purchasing" menu with a back arrow. The "Entry & Processing" sub-menu is expanded, showing the following options:

- Miscellaneous
  - Purge Requisitions/POs
  - Receive Ordered Materials
- Purchase Order Processing
  - Next Year Purchase Orders
  - Purchase Orders
- Requisition Processing
  - Next Year's Requisitions
  - Requisitions

The "Receive Ordered Materials" option is circled in red. A message window is open in the foreground, displaying a table with the following columns: "Date", "From User", and "Message". The table is currently empty.



LITTLE ROCK  
SCHOOL DISTRICT

James@sportstopinc.com  
 2944  
 SPORTSTOP INC  
 P O BOX 21225  
 LITTLE ROCK AR 72221

SHIPP TO  
 BOYS ATHLETICS - LRSD  
 5701 RANCH DRIVE  
 LITTLE ROCK, AR  
 72223  
 ATTN: ATHLETICS/C'DALE'S VOLLEYBALL  
 PO@LRSD.ORG

ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
01	1.00	EACH	VB LINE JUDGE FLAGS	14.9800	14.98
02	2.00	EACH	CHAMPION #FAS4 FLIP SCORE	34.9800	69.96
03	1.00	EACH	VB KORNEY BOARD	14.9800	14.98
04	1.00	EACH	TANDEM SPIKE TRAINER TSSPIKE TRAINER	105.9800	105.98
05	2.00	EACH	TANDEM VB SPIKE PAL #TSPIKEPAL	24.9800	49.96
06	1.00	EACH	TANDEM BUNGEE BLOCKER #TSBUNGEE	109.9800	109.98
07	2.00	EACH	TANDEM SETRITE #TSSETRITE	16.9800	33.96
08	1.00	EACH	TACHIKARA SETTER BALL	44.9800	44.98
			SALES TAX		40.05

ITEM	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	TOTAL \$
	2066291507711505 66900	484.83		484.83	484.83

E-MAIL INVOICES to invoice@lrzd.org  
 OR MAIL TO: LRSD FINANCE/AP  
 810 WEST MARKHAM, LR, AR 72201  
 PO NO. & UNIQUE INVOICE NO. MUST  
 BE INCLUDED ON INVOICE  
 PAYMENT Questions-call 501-447-1091

APPROVED BY

*Darral Paradis*  
 DARRAL PARADIS, DIRECTOR OF PROCUREMENT

← ==EXAMPLE 1:  
 PO HAS 8 LINES  
 ALL LINES MUST BE "RECEIVED"

Date: 07/24/2019 Period: 1/20

**Receive Ordered Materials Data**

P O Number 2000224 Vendor 2944 SPORTSTOP INC

Commodity VB LINE JUDGE FLAGS Item No. 1 Asset  Ordered 1.00  
 Rec'd To Date 0.00  
 Measure EACH  
 Stock Number  
 Received 0.00  
 Date Received \* 07/24/2019

Commodity CHAMPION #FAS4 FLIP SCORE Item No. 2 Asset  Ordered 2.00  
 Rec'd To Date 0.00  
 Measure EACH  
 Stock Number  
 Received 0.00  
 Date Received \* 07/24/2019

EXAMPLE 2(ABOVE):  
 SHOWS ONLY SHOWS 2 LINES  
 6 LINES ARE MISSING

WHAT MUST WE DO TO RECEIVE ALL 8 LINES?

# STEP 2

Receive All

Date: 07/24/2019 Period: 1/20

### Receive Ordered Materials Data

P O Number  Vendor  SPORTSTOP INC

Commodity	<input type="text"/>	Item No.	<input type="text" value="1"/>	Asset	<input type="checkbox"/>	Ordered	<input type="text" value="1.00"/>
VB LINE JUDGE FLAGS						Rec'd To Date	<input type="text" value="0.00"/>
						Measure	<input type="text" value="EACH"/>
						Stock Number	<input type="text"/>
						Received	<input type="text" value="0.00"/>
						Date Received *	<input type="text" value="07/24/2019"/>
Commodity	<input type="text"/>	Item No.	<input type="text" value="2"/>	Asset	<input type="checkbox"/>	Ordered	<input type="text" value="2.00"/>
CHAMPION #FAS4 FLIP SCORE						Rec'd To Date	<input type="text" value="0.00"/>
						Measure	<input type="text" value="EACH"/>
						Stock Number	<input type="text"/>
						Received	<input type="text" value="0.00"/>
						Date Received *	<input type="text" value="07/24/2019"/>

# STEP 3

Date: 07/24/2019 Period: 1/20

### Receive Ordered Materials Data

P O Number  Vendor  SPORTSTOP INC

Commodity <input type="text"/>	Item No. <input type="text" value="1"/>	Asset <input type="checkbox"/>	Ordered	<input type="text" value="1.00"/>
VB LINE JUDGE FLAGS			Rec'd To Date	<input type="text" value="0.00"/>
			Measure	<input type="text" value="EACH"/>
			Stock Number	<input type="text"/>
			Received	<input type="text" value="0.00"/>
			Date Received *	<input type="text" value="07/24/2019"/>
Commodity <input type="text"/>	Item No. <input type="text" value="2"/>	Asset <input type="checkbox"/>	Ordered	<input type="text" value="2.00"/>
CHAMPION #FAS4 FLIP SCORE			Rec'd To Date	<input type="text" value="0.00"/>
			Measure	<input type="text" value="EACH"/>
			Stock Number	<input type="text"/>
			Received	<input type="text" value="0.00"/>
			Date Received *	<input type="text" value="07/24/2019"/>

#### Question

Have all items been received?

# STEP 4



Date: 07/24/2019 Period: 1/20

## Receive Ordered Materials Data

P O Number  Transaction completed

Commodity	<input type="text"/>	Item No.	<input type="text"/>	Asset	<input checked="" type="checkbox"/>	Ordered	<input type="text"/>
						Rec'd To Date	<input type="text"/>
						Measure	<input type="text"/>
						Stock Number	<input type="text"/>
						Received	<input type="text"/>
						Date Received *	<input type="text"/>
Commodity	<input type="text"/>	Item No.	<input type="text"/>	Asset	<input checked="" type="checkbox"/>	Ordered	<input type="text"/>
						Rec'd To Date	<input type="text"/>
						Measure	<input type="text"/>
						Stock Number	<input type="text"/>
						Received	<input type="text"/>
						Date Received *	<input type="text"/>