The line you are trying to receive is missing in receive items (Receive through Purchasing):

- Sometimes, the item can only be received through the Purchasing Module
  - The instructions to Receive Via Purchasing can also be found here: [http://procurement.kennesaw.edu/docs/JobAidEPR3.pdf](http://procurement.kennesaw.edu/docs/JobAidEPR3.pdf)
- You’ll need to receive via the Purchasing Module by navigating to Purchasing > Receipts > Add/Update Receipts, but this time you’ll choose Add a New Value
- It should default to the values in the screenshot below. Change the values to the correct ones if they don’t match the screenshot, then click Add:

```
Receiving

Find an Existing Value  Add a New Value

[Inputs and labels for Business Unit, Receipt Number, PO Receipt]

Add
```

- On the next screen, clear the fields on the right side (Days +/- Today, Start Date, and End Date) and enter the PO Number in the PO ID field. The Receipt Qty Options radio button labeled “PO Remaining Qty” and the Retrieve Open PO Schedules box should both be selected:
  - Searching for the PO ID using the magnifying glass next to the ID field will clear out the fields on the right automatically rather than having to manually clear them out
Receiving through Purchasing – continued:

- The lines open for receiving will now populate. Select the lines to receive, and then click OK to proceed.

![Receiving by Quantity](image1)

- Depending on how the PO is setup, you will either change the quantity or the amount, as seen below:

![Receiving by Amount](image2)

- Both the quantity and the amount automatically default to the remaining quantity or amount on the PO
- In order to avoid fully receiving the PO, change the quantity or amount to reflect the total received. For instance:
  - If there are nine items remaining on a line and only three have arrived, the quantity needs to be changed to three
  - If there is $5,000 remaining on the line and the invoice comes in for $3,800, the amount will need to be changed to $3,800