

# Checking the Receiving Status of Items in the Financial Management System (FMS)

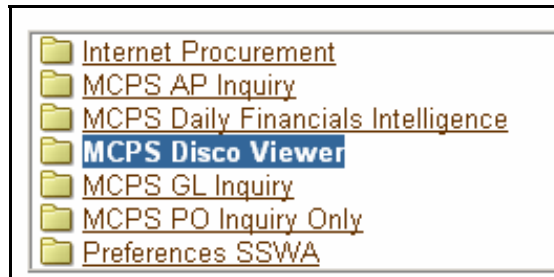
## Receiving Report

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The Receiving Report is intended for school and department use. The purpose of this report is to show information relating to the receiving process, such as receiving status, receipt number, receipt date and receiver name. This report, however, displays much more information beyond the receiving process. Other pieces of information this report shows are the ordered item quantity, item unit prices, item delivery quantity, billed quantity, billed amount, payment status, item cancelled quantity and the charge accounts used to order individual items.

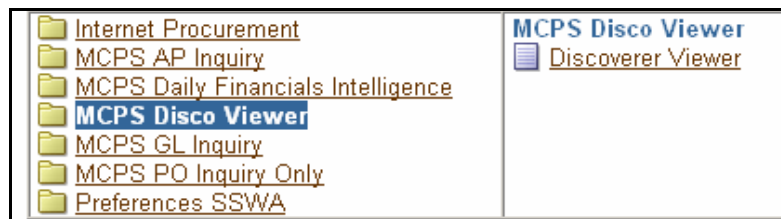
► **To run a Receiving report:**

1. Log on to the FMS and navigate to the E-business Suite home page.
2. In the Navigator region, click the **MCPS Disco Viewer** link.






*MCPS Disco Viewer link*

3. The MCPS Disco Viewer menu will display in the column to the right. Click the **Discoverer Viewer** link. The Discoverer Viewer will open in a new window.



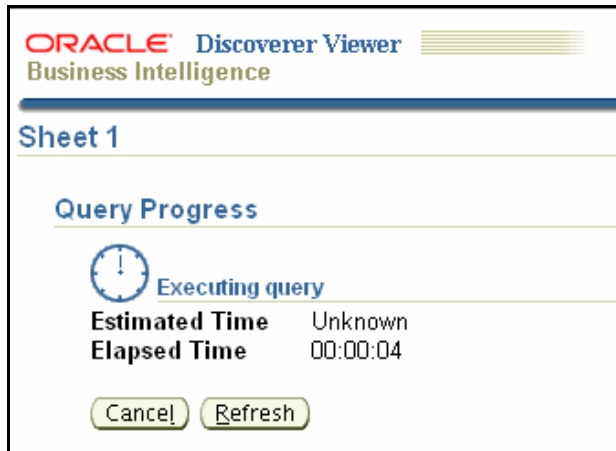
*Discoverer Viewer link*

4. In the list of worksheets, find **Receiving Reports**.
5. Click the **blue arrow** to the left to expand the list of available receiving reports. Click on the link that will generate the type of receiving report desired.

	  <b>Receiving Reports</b>
	<a href="#"><u>Purchase Orders</u></a>
	<a href="#"><u>School Number</u></a>
	<a href="#"><u>Department</u></a>
	<a href="#"><u>Vendor</u></a>

*Receiving Report links*

6. Each report type will use different information fields to generate the report. To run a report, enter the requested information into the fields shown and click the **Go** button.
  - *Purchase Orders*- This report type will generate information on a specific purchase order identified. Enter in the purchase order number you wish to view a report for in the *PO #* field. Then click the **Go** button.
  - *School Number*- This report type is for schools' use only. It will generate information for a specific school between a purchase order start and end date identified. Enter in a 3-digit school number in the *School Number* field and a specific date in the *PO Start Date* and *PO End Date* fields. Then click the **Go** button.
  - *Department*- This report is for departments' only. It will generate information for a specific department between a purchase order start and end date identified. Enter in a 5-digit department number in the *Department Number* field and a specific date in the *PO Start Date* and *PO End Date* fields. Then click the **Go** button.
  - *Vendor*- This report was created at the request of the Procurement department for their use. It will generate information relating to a specific vendor between a purchase order start and end date identified. Enter a vendor number into the *Vendor Number* field and a specific date in the *PO Start Date* and *PO End Date* fields. Then click the **Go** button.
  - *PO Date*- This report was created at the request of the Accounts Payable department for their use. It will generate information relating to a specific purchase order start and end date identified. Enter a specific date in the *PO Start Date* and *PO End Date* fields. Then click the **Go** button.
  
7. The Query Progress window will display while the report is running.



*Query Progress window*



**NOTE:** If the report is going to take longer than one minute, you will be asked if you want to continue to run the report- click **Yes**.

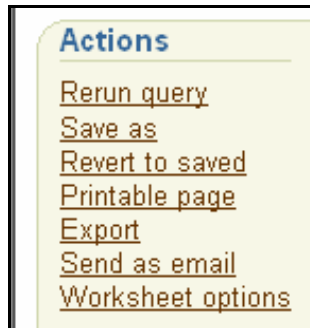
8. The Receiving report will display.

	PO #	Release #	PO Type	Req Number	Req line #	Requisitioner Name	Item Description
1	8020675		NULL Standard	32503		1 Smith, Maria M	OfficeMax - White Laser Labels -
2	8020885		NULL Standard	31743		1 McCabe III, Paul B	Projector Installation
3	8022107		NULL Standard	34337		1 Smith, Maria M	Bankers Box - Corrugated Magaz
4	8022277		NULL Standard	34333		1 Smith, Maria M	WAB-88MD MSA Coach Grade 3

*School Number Receiving Report*

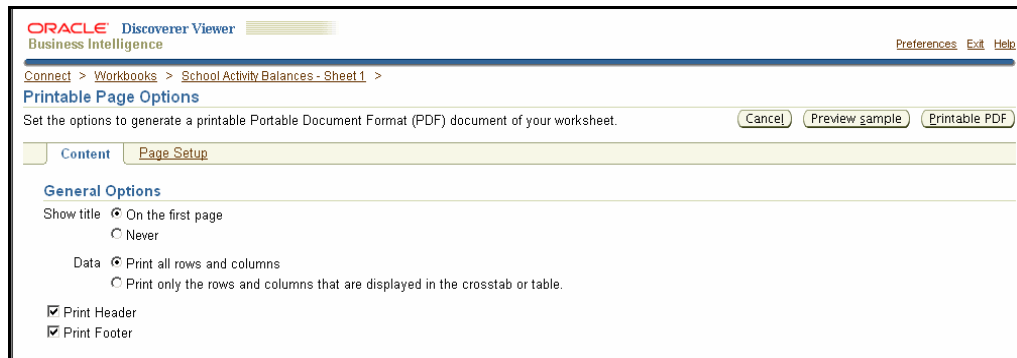
**► To Save and/or Print a Receiving Report:**

1. Run the Receiving Report.
2. In the Actions region on the left side of the page, click the **Printable Page** link.



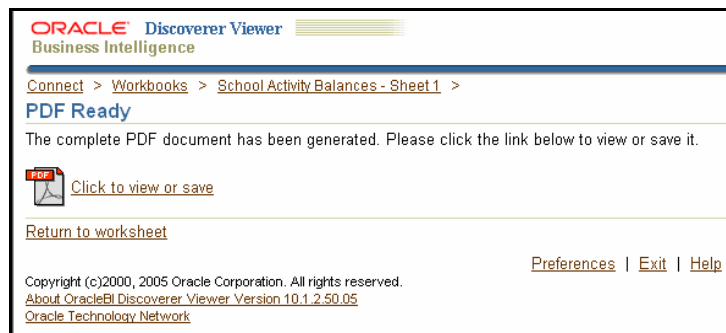
*Actions region*

3. The **Printable Page Options** form will display.



*Printable pages options form*

4. Click the **Printable PDF** button in the upper right hand corner.
5. The PDF file will generate and the **PDF Ready** window will display.

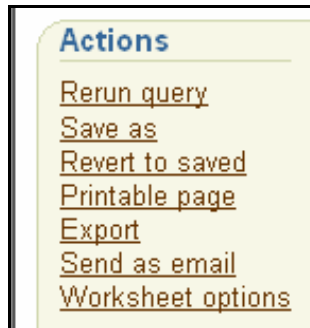


*PDF ready window*

6. Click the **Click to view or save** link to open the PDF file.
7. The PDF file will open and you can choose to save or print the document.

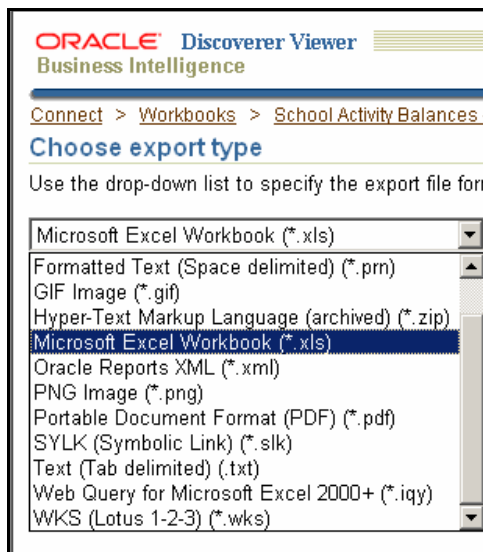
### ► **How to Export a Receiving Report**

1. Run the Receiving Report.
2. In the Actions region on the left side of the page, click the **Export** link.



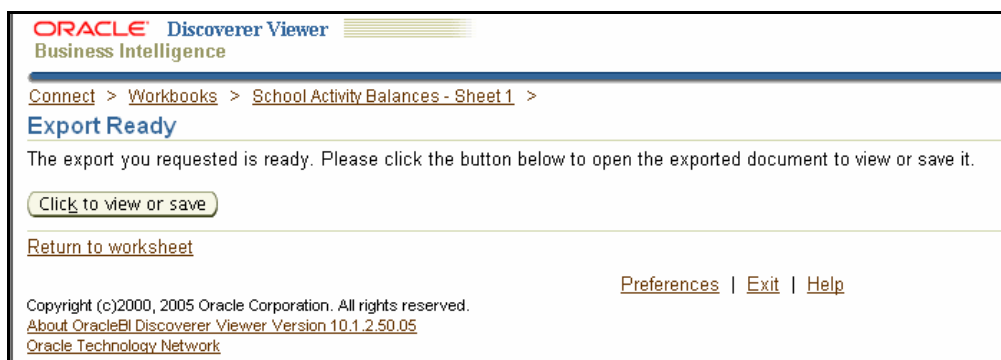
*Actions region*

3. The **Choose Export Type** form will display.
4. Choose **Microsoft Excel Workbook** from the drop-down list.



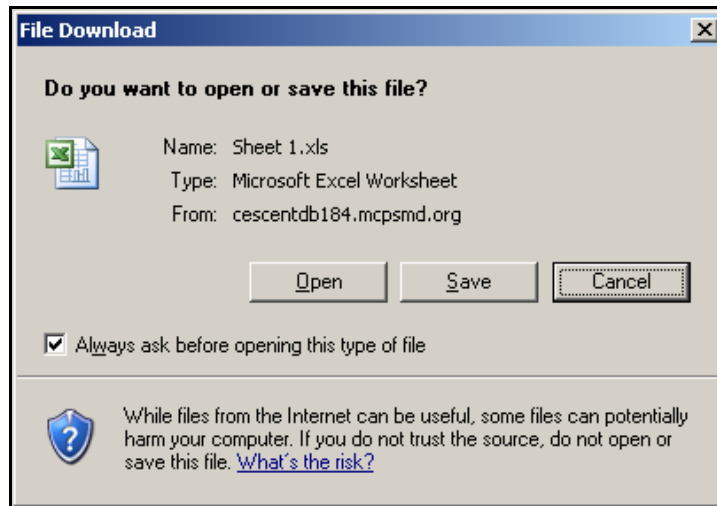
*Export type drop down list*

5. Click the **Export** button in the upper right hand corner.
6. The Export Ready page will display. Click the **Click to view or save** button.



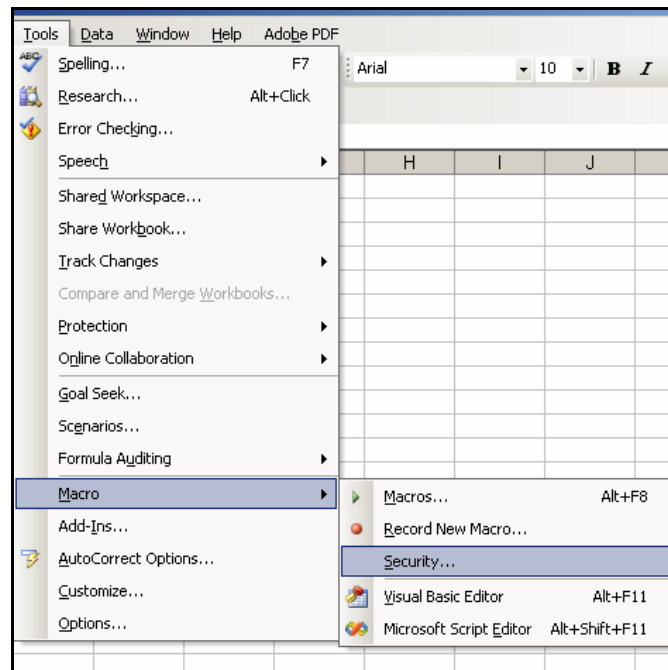
*Export ready page*

7. The File Download window will display. Click the **Save** button and save the file to a desired location.



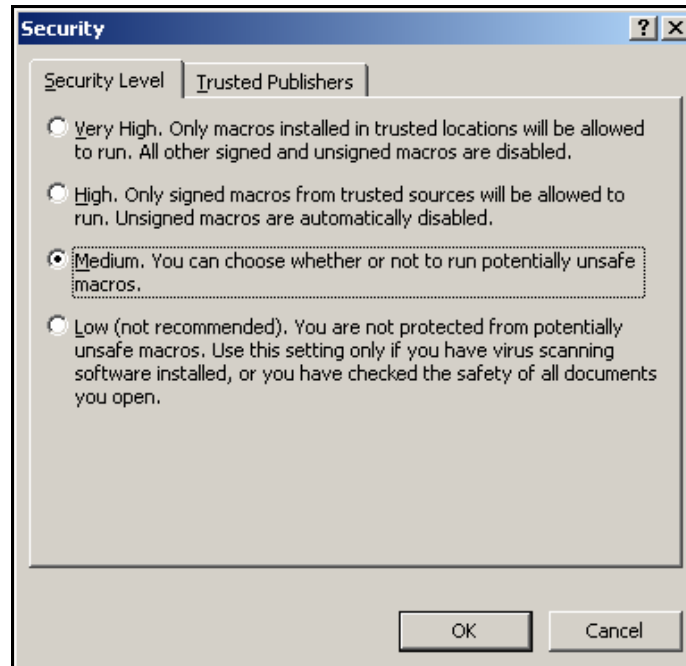
*File download window*

8. Open up **Microsoft Excel** from your programs menu on your computer.
9. Click **Tools** on the toolbar at the top of the screen. Select **Macro** from the drop down list. The Macro menu will display to the right. Select **Security** from the menu on the right.



*Tools drop down menu*

10. A Security form will display. Select **Medium**.



*Security Form*

11. Click the **OK** button.



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**NOTE:** Adjusting the macro security setting to medium is a procedure that only needs to be performed once in the Excel application. So the next time a report from the FMS is exported into an Excel file the macro settings will be remembered and not need to be changed.

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12. From the Excel tool bar choose **File** and then **Open** from the drop down list.
13. Navigate to where the file is saved and open it.