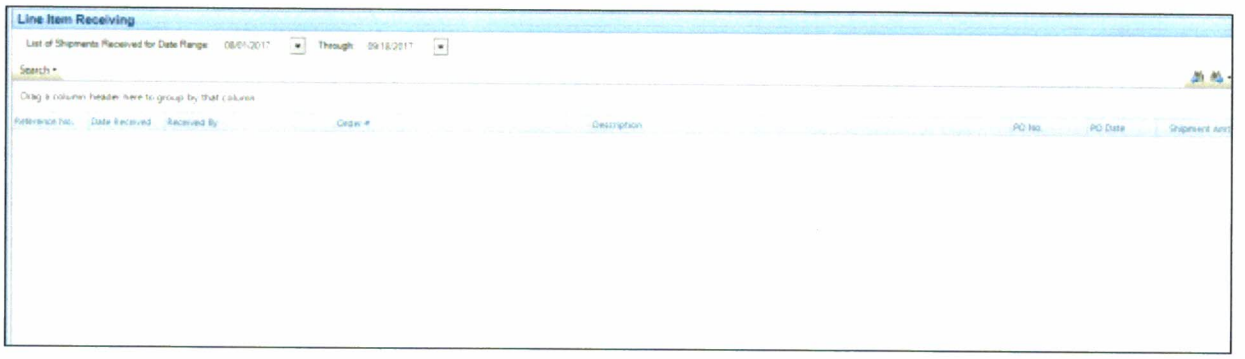
# Finance Manager: Accounting

## *Line Item Receiving*

The Line Item Receiving routine is used to record quantities received of purchase order items on a line by line basis. The Computer Check routine will then allow you to identify which Accounts Payable checks do not have a line item receipt. Your facility may not want to create a check for a purchase order that does not have a line item receipt.

### Access to Line Item Receiving

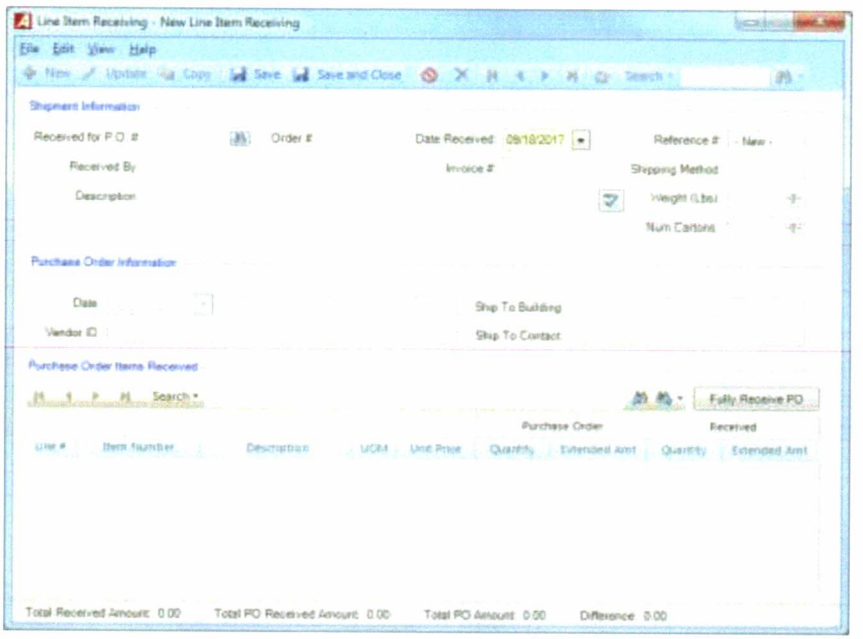
1. Under the Data Entry menu tree, click the Line Item Receiving option to display the Line Item Receiving window.




Use this window to add, update, and maintain line item receiving records.

### Recording Partial Receipt of PO Line Items

1. Enter **Add** mode.





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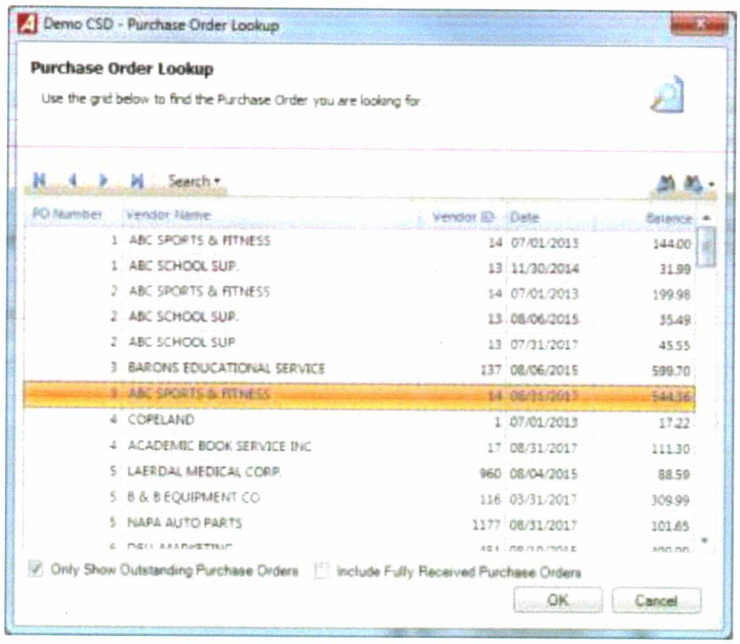
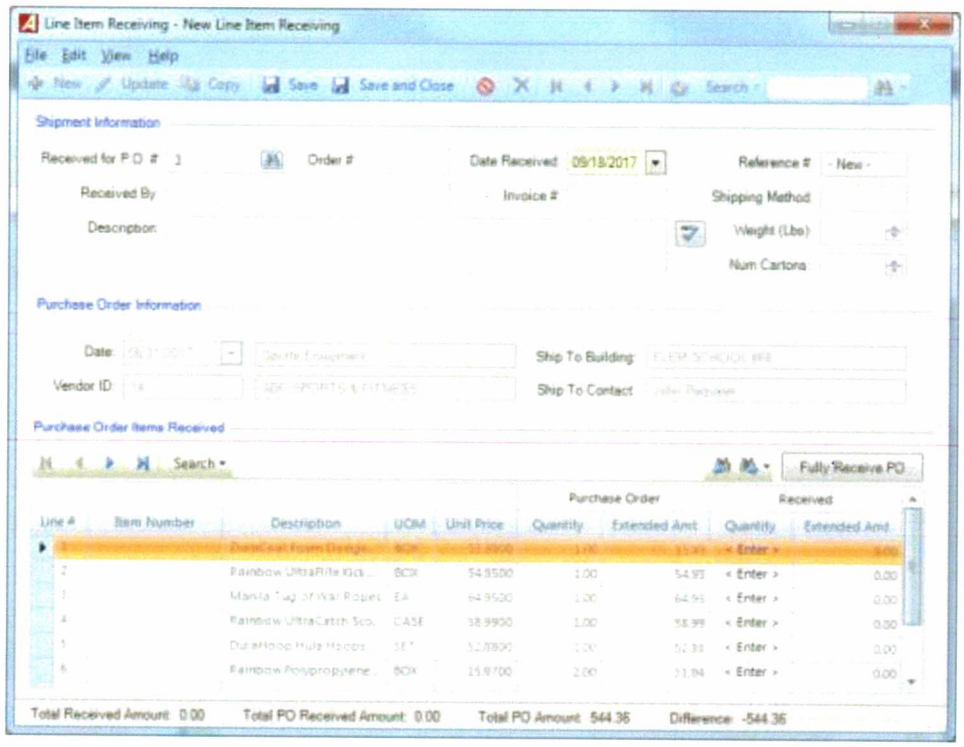
2. Enter the **Purchase Order Number** and tab off the field OR use the lookup to choose from a listing of valid purchase orders.




The Purchase Order lookup provides options to restrict the lookup to 'Only Show Outstanding Purchase Orders' and to 'Include Fully Received Purchase Orders'. After finding and highlighting the appropriate PO in the lookup, click OK. Once the PO number is specified, nVision Accounting defaults the corresponding purchase order date, PO description, vendor number, vendor name, ship-to building and contact, and PO detail line items.





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Use this window to specify additional receiving information, including the order number, date received, shipping method, shipment weight, number of cartons, and amount received.

3. (Required) Enter the vendor-assigned **Order #**.

4. The **Date Received** defaults to today's date. Accept the default or change the date as needed. Use the drop-down arrow to display the on-line calendar.

5. In the **Received By** field, indicate the name of the individual who received the purchase order items.

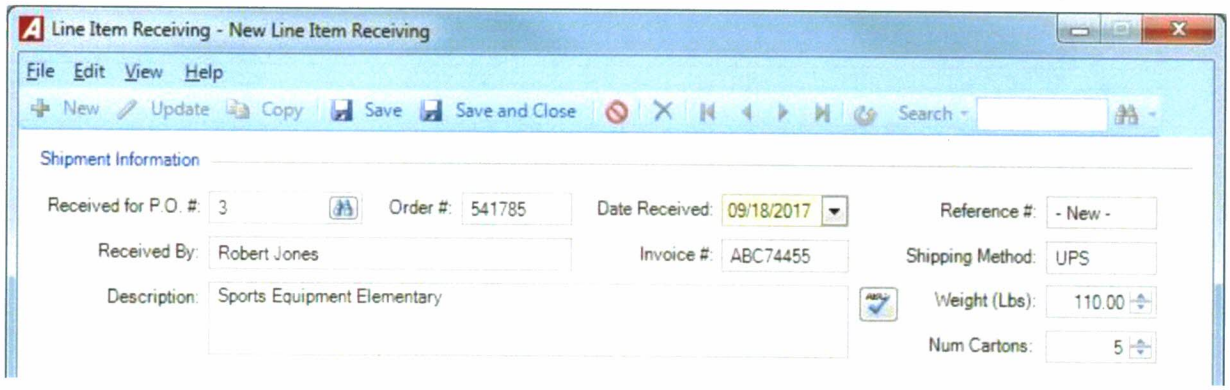
6. Enter the **Invoice Number** for the purchase order.

7. Enter a free-text **Description** for the items received.

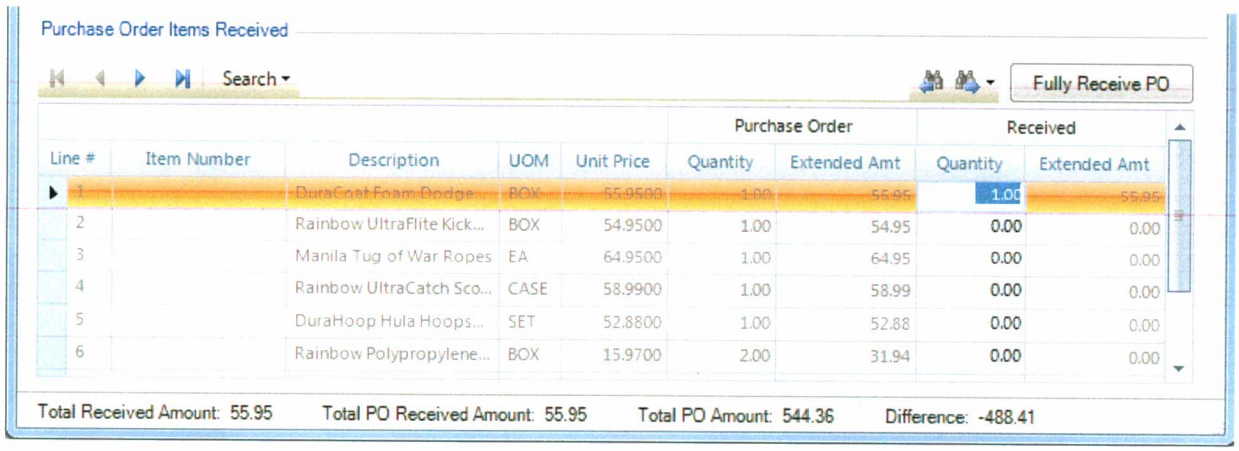
8. Indicate the **Shipping Method** for the items received.

9. Enter the **Weight** (in pounds) for the items received. Use the up/down arrows to increase or decrease the weight.

10. Indicate the **Number of Cartons** received. Use the up/down arrows to increase or decrease the number.




11. Under the **Received** column at the bottom of the window, indicate the quantity received for each individual line item.





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If the PO was only partially received, click in the **Quantity** field for the line item and indicate the number of items received. Tab to the next PO line item and continue to enter the quantities received. nVision Accounting tracks the total purchase order amount (minus shipping) and the total received amount and shows the difference representing the amount not yet received.

Purchase Order Items Received

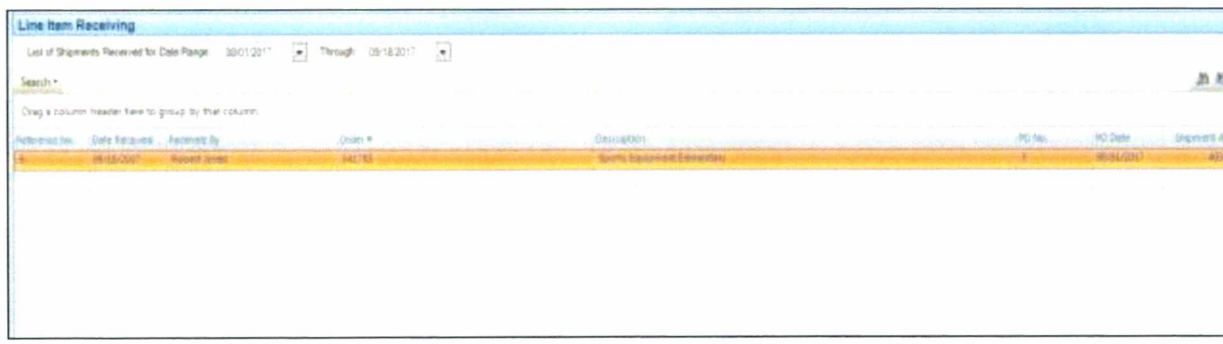
Search Fully Receive PO

| | | | | | Purchase Order | | Received | |
|---|---|---|---|---|---|---|---|---|
| Line # | Item Number | Description | UOM | Unit Price | Quantity | Extended Amt | Quantity | Extended Amt |
| 3 | | Manila Tug of War Ropes | EA | 64.9500 | 1.00 | 64.95 | 1.00 | 64.95 |
| 4 | | Rainbow UltraCatch Sco... | CASE | 58.9900 | 1.00 | 58.99 | 1.00 | 58.99 |
| 5 | | DuraHoop Hula Hoops... | SET | 52.8800 | 1.00 | 52.88 | 1.00 | 52.88 |
| 6 | | Rainbow Polypropylene... | BOX | 15.9700 | 2.00 | 31.94 | 1.00 | 15.97 |
| 7 | | Hop-Along Bouncers | EA | 24.9500 | 5.00 | 124.75 | 0.00 | 0.00 |
| 8 | | Rainbow Pathway Tunn... | EA | 99.9500 | 1.00 | 99.95 | 1.00 | 99.95 |

Total Received Amount: 403.64 Total PO Received Amount: 403.64 Total PO Amount: 544.36 Difference: -140.72

12. Click **Save**.

The saved record is added to the Line Item Receiving listing window.





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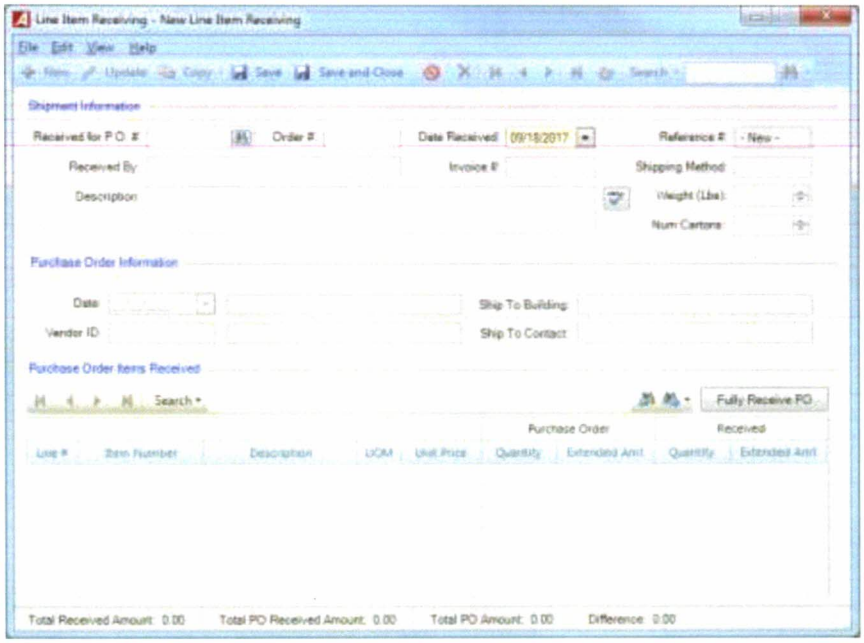
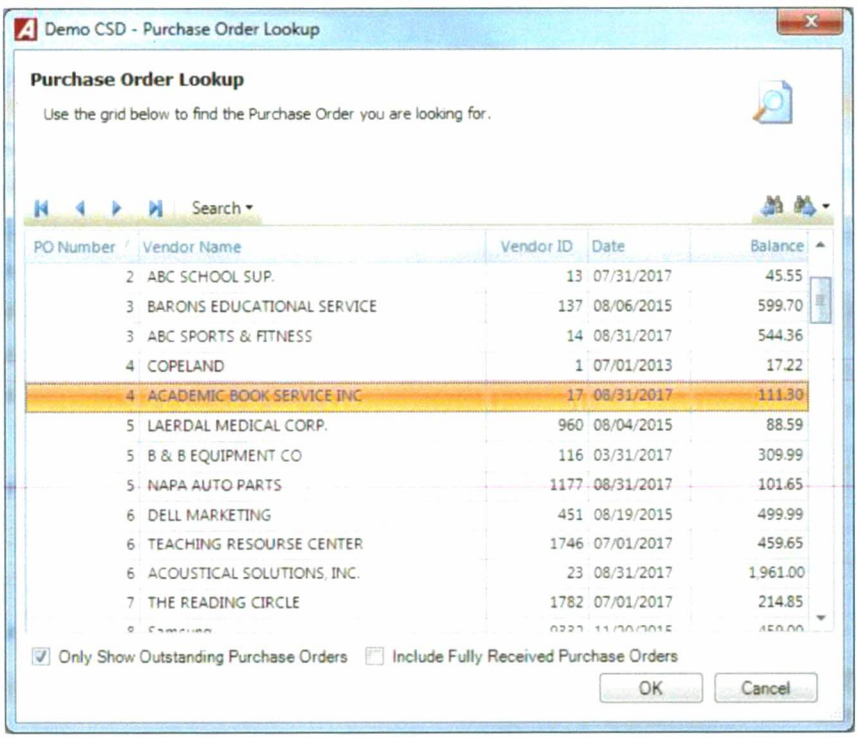
## Recording Full Receipt of PO Line Items

1. Enter **Add** mode.




2. Enter the **Purchase Order Number** and tab off the field <u>OR</u> use the lookup to choose from a listing of valid purchase orders.




| PO Number | Vendor Name | Vendor ID | Date | Balance |
|---|---|---|---|---|
| 2 | ABC SCHOOL SUP. | 13 | 07/31/2017 | 45.55 |
| 3 | BARONS EDUCATIONAL SERVICE | 137 | 08/06/2015 | 599.70 |
| 3 | ABC SPORTS & FITNESS | 14 | 08/31/2017 | 544.36 |
| 4 | COPELAND | 1 | 07/01/2013 | 17.22 |
| 4 | ACADEMIC BOOK SERVICE INC | 17 | 08/31/2017 | 111.30 |
| 5 | LAERDAL MEDICAL CORP. | 960 | 08/04/2015 | 88.59 |
| 5 | B & B EQUIPMENT CO | 116 | 03/31/2017 | 309.99 |
| 5 | NAPA AUTO PARTS | 1177 | 08/31/2017 | 101.65 |
| 6 | DELL MARKETING | 451 | 08/19/2015 | 499.99 |
| 6 | TEACHING RESOURSE CENTER | 1746 | 07/01/2017 | 459.65 |
| 6 | ACOUSTICAL SOLUTIONS, INC. | 23 | 08/31/2017 | 1,961.00 |
| 7 | THE READING CIRCLE | 1782 | 07/01/2017 | 214.85 |

The Purchase Order lookup provides options to restrict the lookup to 'Only Show Outstanding Purchase Orders'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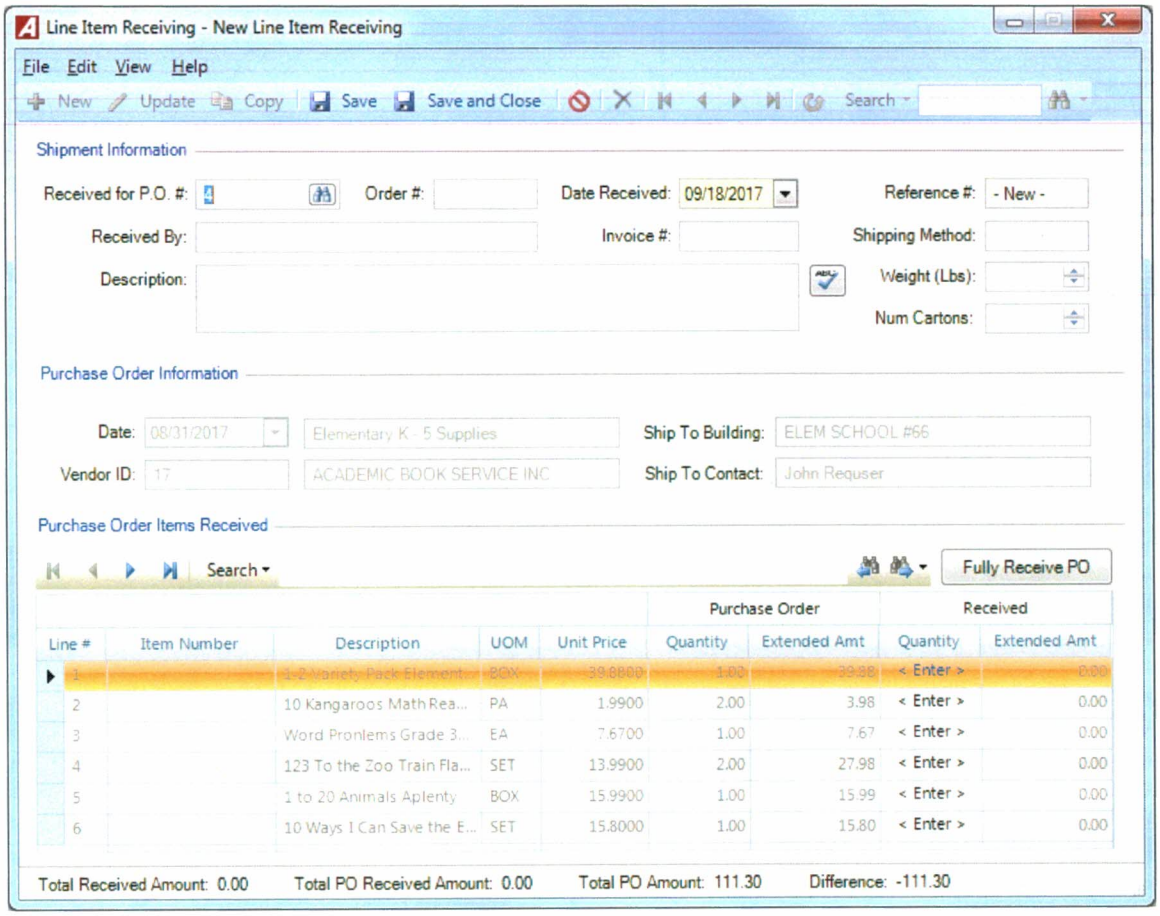
and to 'Include Fully Received Purchase Orders'. After finding and highlighting the appropriate PO in the lookup, click OK. Once the PO number is specified, nVision Accounting defaults the corresponding purchase order date, PO description, vendor number, vendor name, ship-to building and contact, and PO detail line items.




Use this window to specify additional receiving information, including the order number, date received, shipping method, shipment weight, number of cartons, and amount received.

3. (Required) Enter the vendor-assigned **Order #**.

4. The **Date Received** defaults to today's date. Accept the default or change the date as needed. Use the drop-down arrow to display the on-line calendar.

5. In the **Received By** field, indicate the name of the individual who received the purchase order items.

6. Enter the **Invoice Number** for the purchase order.

7. Enter a free-text **Description** for the items received.

8. Indicate the **Shipping Method** for the items received.

9. Enter the **Weight** (in pounds) for the items received. Use the up/down arrows to increase or decrease the weight.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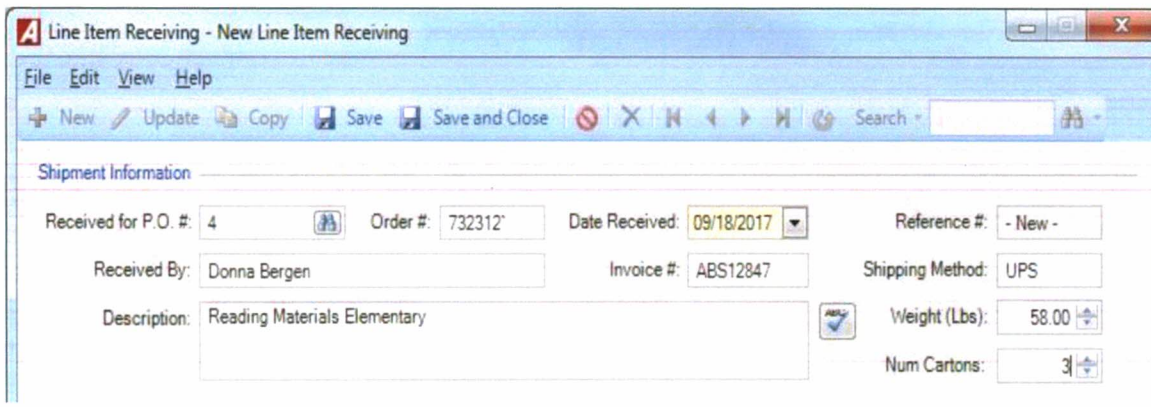
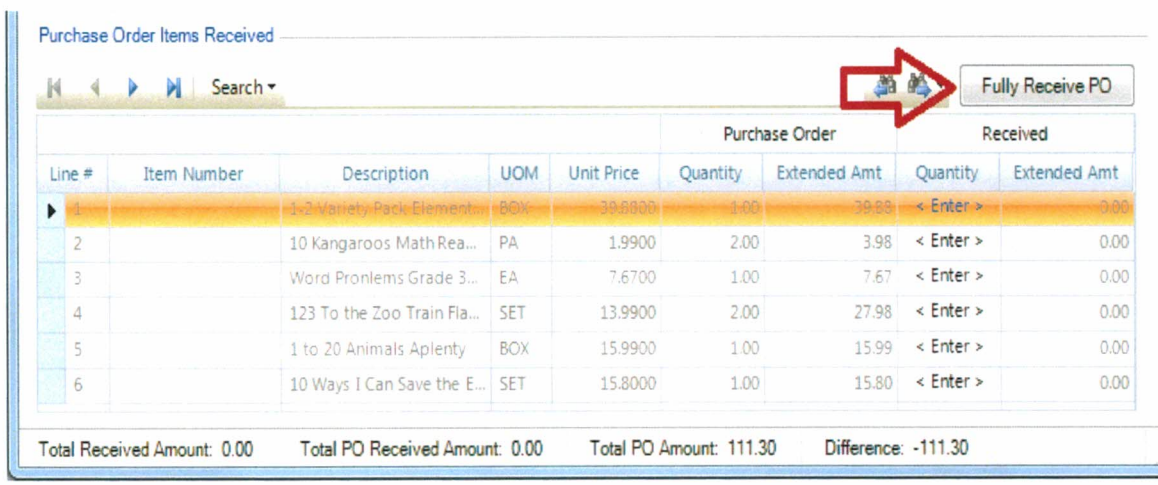
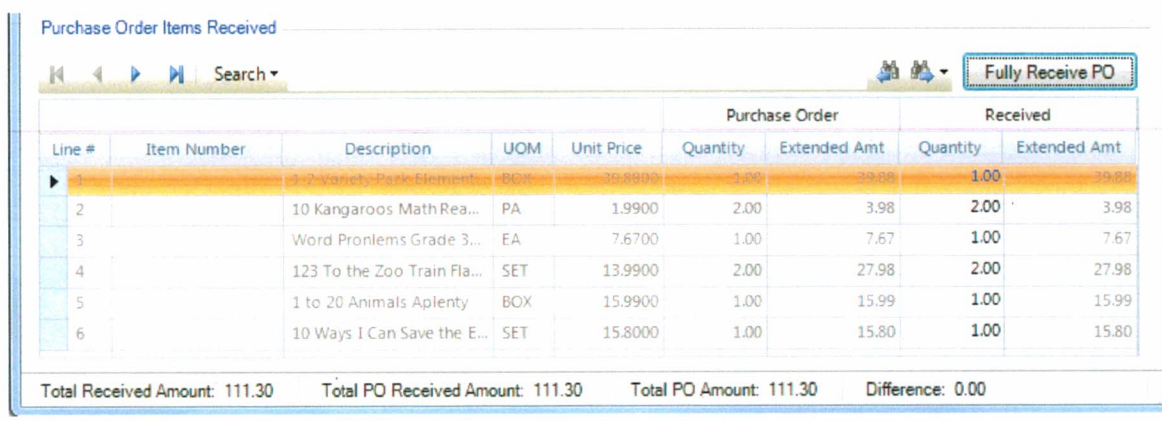
10. Indicate the **Number of Cartons** received. Use the up/down arrows to increase or decrease the number.




11. Under the **Received** column at the bottom of the window, click the Fully Receive PO button.




nVision Accounting automatically enters the quantity received and tracks the total purchase order amount (minus shipping) and the total received amount.





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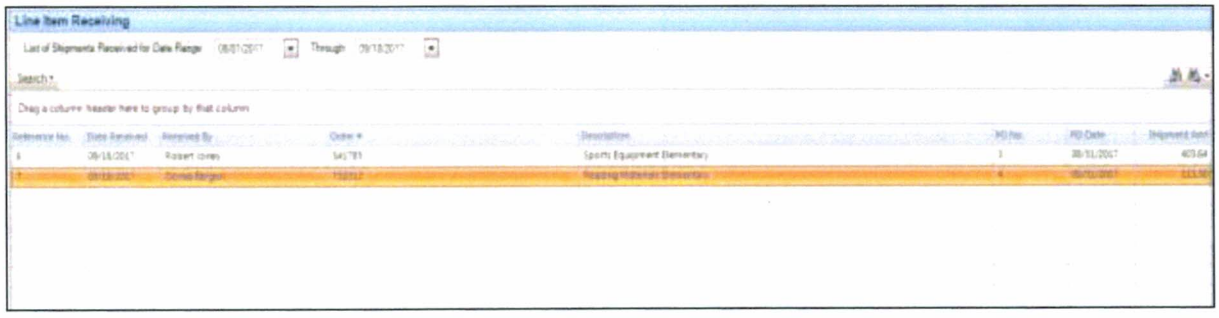
12. Click **Save**.

The saved record is added to the Line Item Receiving listing window.





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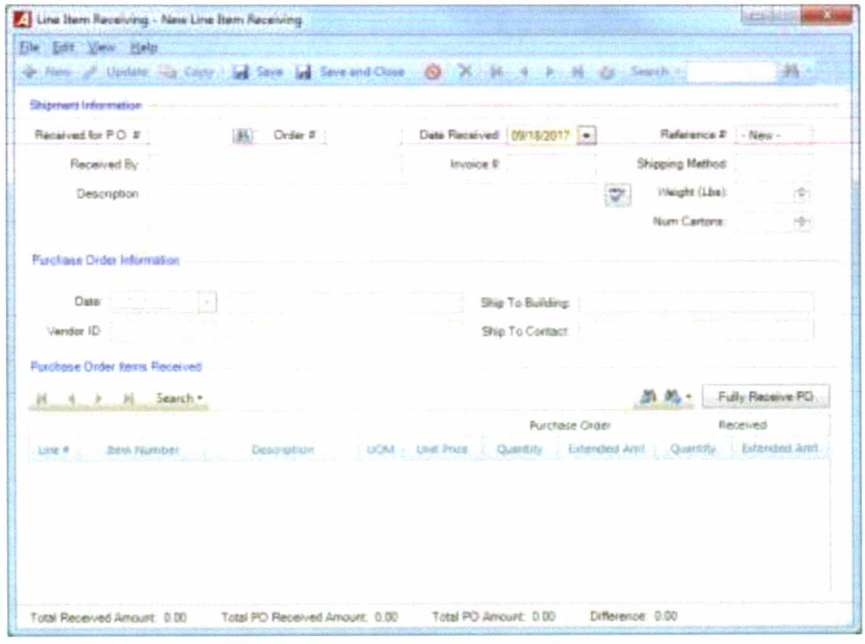
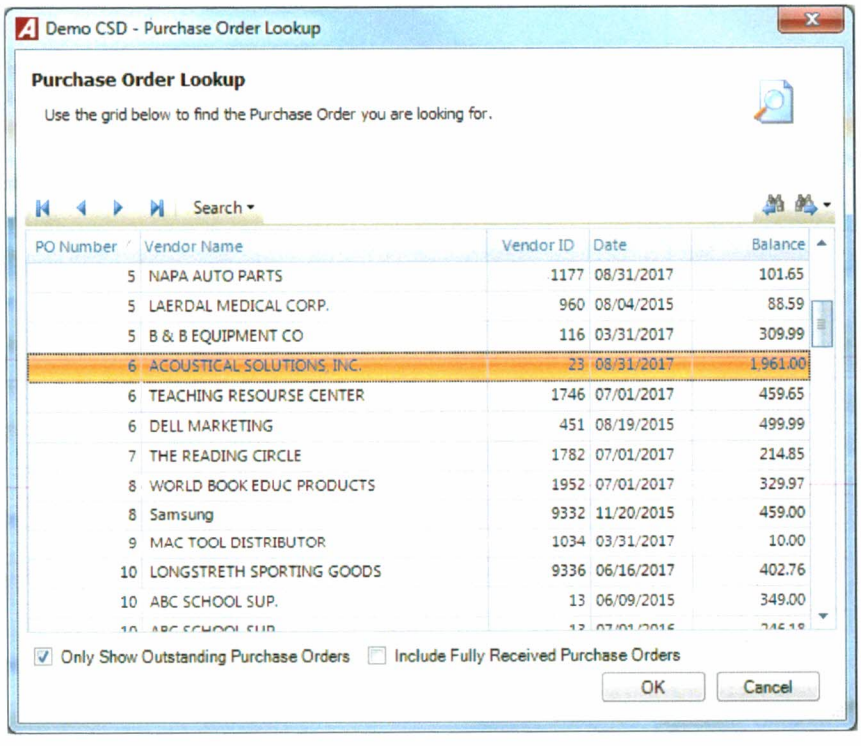
## Recording Full Receipt of PO Line Items in Two Separate Shipments

1. Enter **Add** mode.




2. Enter the **Purchase Order Number** and tab off the field <u>OR</u> use the lookup to choose from a listing of valid purchase orders.




| PO Number | Vendor Name | Vendor ID | Date | Balance |
|---|---|---|---|---|
| 5 | NAPA AUTO PARTS | 1177 | 08/31/2017 | 101.65 |
| 5 | LAERDAL MEDICAL CORP. | 960 | 08/04/2015 | 88.59 |
| 5 | B & B EQUIPMENT CO | 116 | 03/31/2017 | 309.99 |
| 6 | ACOUSTICAL SOLUTIONS INC. | 23 | 08/31/2017 | 1,961.00 |
| 6 | TEACHING RESOURSE CENTER | 1746 | 07/01/2017 | 459.65 |
| 6 | DELL MARKETING | 451 | 08/19/2015 | 499.99 |
| 7 | THE READING CIRCLE | 1782 | 07/01/2017 | 214.85 |
| 8 | WORLD BOOK EDUC PRODUCTS | 1952 | 07/01/2017 | 329.97 |
| 8 | Samsung | 9332 | 11/20/2015 | 459.00 |
| 9 | MAC TOOL DISTRIBUTOR | 1034 | 03/31/2017 | 10.00 |
| 10 | LONGSTRETH SPORTING GOODS | 9336 | 06/16/2017 | 402.76 |
| 10 | ABC SCHOOL SUP. | 13 | 06/09/2015 | 349.00 |

The Purchase Order lookup provides options to restrict the lookup to 'Only Show Outstanding Purchase Orders'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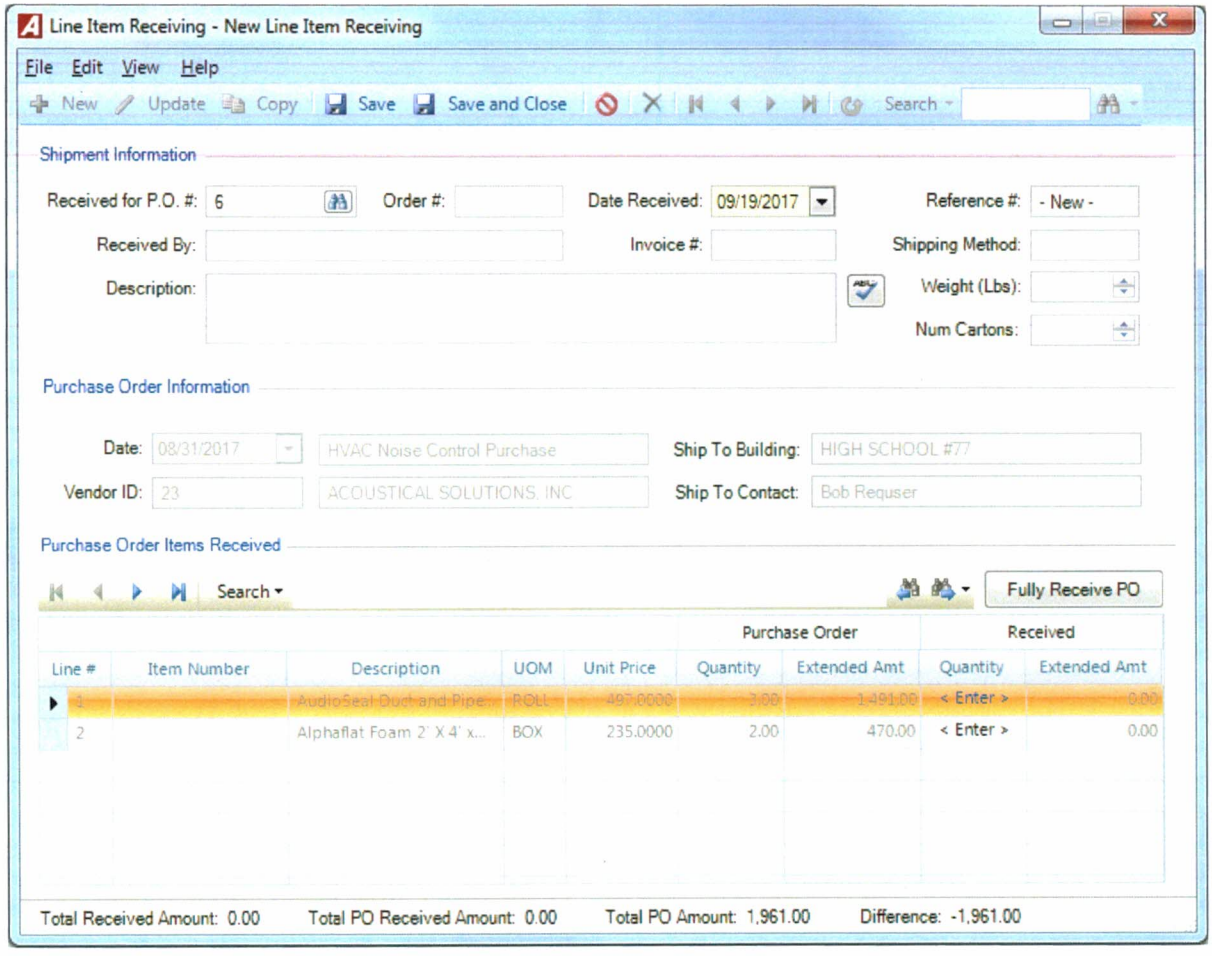
and to 'Include Fully Received Purchase Orders'. After finding and highlighting the appropriate PO in the lookup, click OK. Once the PO number is specified, nVision Accounting defaults the corresponding purchase order date, PO description, vendor number, vendor name, ship-to building and contact, and PO detail line items.




Use this window to specify additional receiving information, including the order number, date received, shipping method, shipment weight, number of cartons, and amount received.

3. (Required) Enter the vendor-assigned **Order #**.

4. The **Date Received** defaults to today's date. Accept the default or change the date as needed. Use the drop-down arrow to display the on-line calendar.

5. In the **Received By** field, indicate the name of the individual who received the purchase order items.

6. Enter the **Invoice Number** for the purchase order.

7. Enter a free-text **Description** for the items received.

8. Indicate the **Shipping Method** for the items received.

9. Enter the **Weight** (in pounds) for the items received. Use the up/down arrows to increase or decrease the weight.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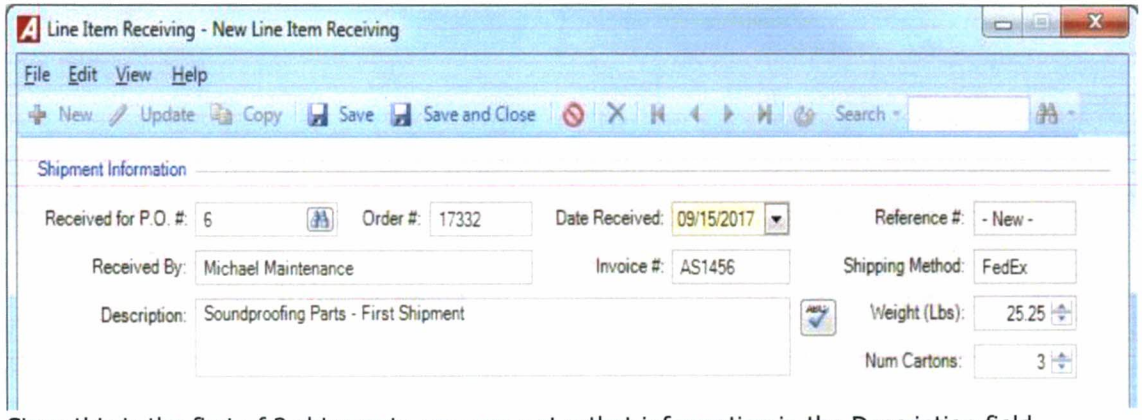
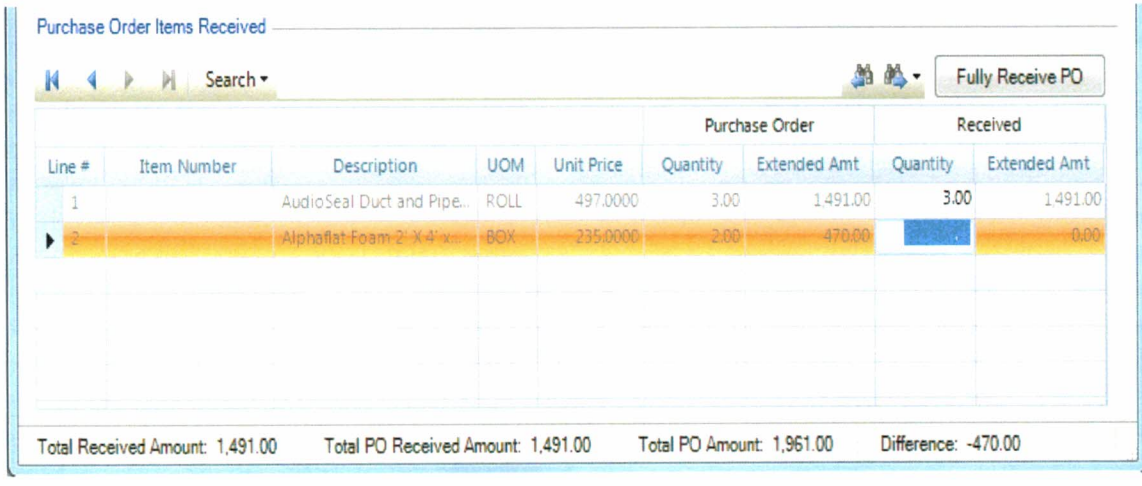
10. Indicate the **Number of Cartons** received. Use the up/down arrows to increase or decrease the number.



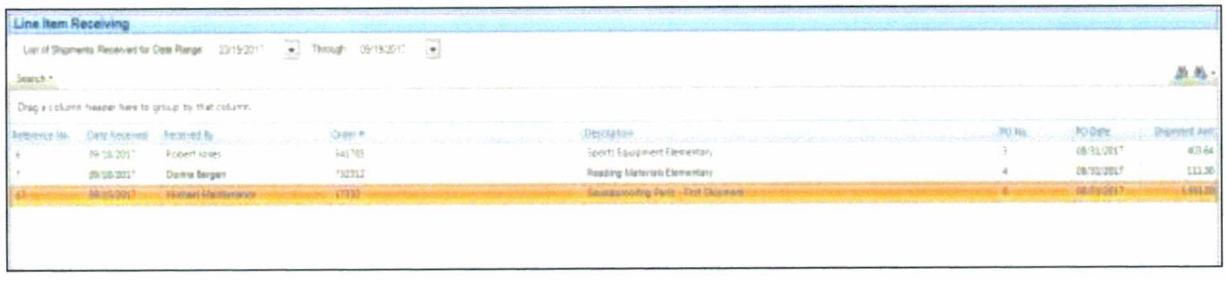

Since this is the first of 2 shipments, you can enter that information in the Description field.

11. If the PO was only partially received, click in the **Quantity** field for the line item and indicate the number of items received. Tab to the next PO line item and continue to enter the quantities received. nVision Accounting tracks the total purchase order amount (minus shipping) and the total received amount and shows the difference representing the amount not yet received.




12. Click **Save**.

The saved record is added to the Line Item Receiving listing window.





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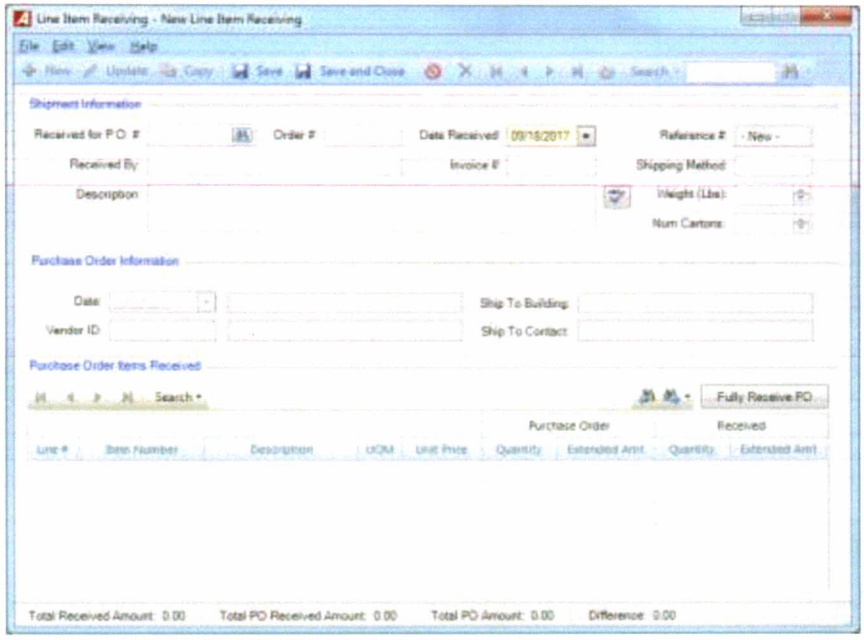
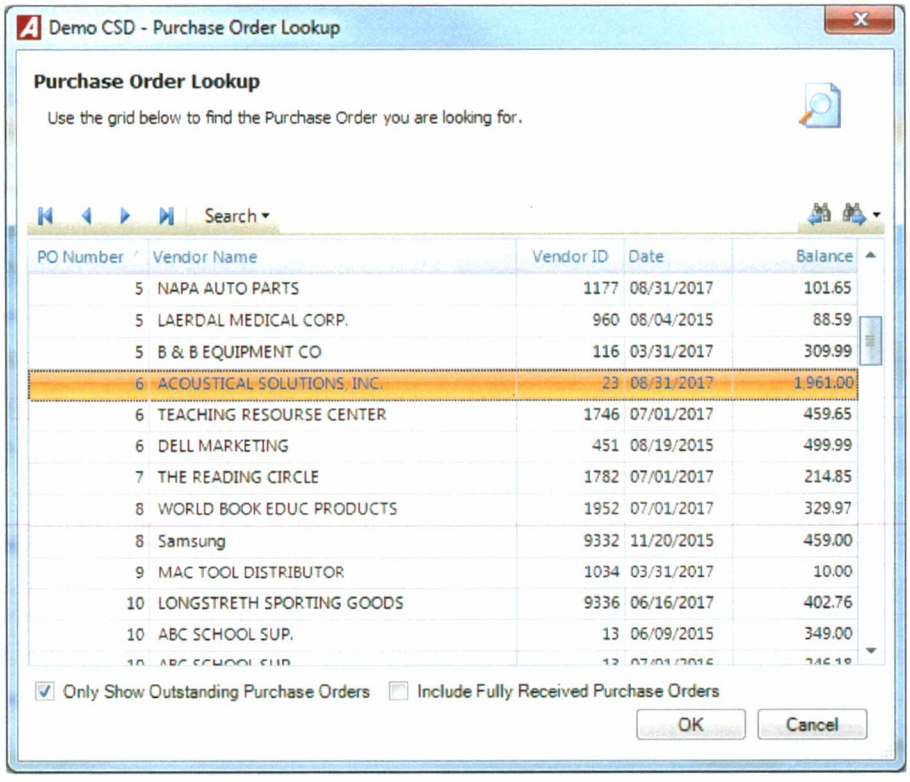
13. Enter **Add** mode.




14. Enter the **Purchase Order Number** and tab off the field <u>OR</u> use the lookup to choose from a listing of valid purchase orders.




| PO Number | Vendor Name | Vendor ID | Date | Balance |
|---|---|---|---|---|
| 5 | NAPA AUTO PARTS | 1177 | 08/31/2017 | 101.65 |
| 5 | LAERDAL MEDICAL CORP. | 960 | 08/04/2015 | 88.59 |
| 5 | B & B EQUIPMENT CO | 116 | 03/31/2017 | 309.99 |
| 6 | ACOUSTICAL SOLUTIONS, INC. | 23 | 08/31/2017 | 1,961.00 |
| 6 | TEACHING RESOURSE CENTER | 1746 | 07/01/2017 | 459.65 |
| 6 | DELL MARKETING | 451 | 08/19/2015 | 499.99 |
| 7 | THE READING CIRCLE | 1782 | 07/01/2017 | 214.85 |
| 8 | WORLD BOOK EDUC PRODUCTS | 1952 | 07/01/2017 | 329.97 |
| 8 | Samsung | 9332 | 11/20/2015 | 459.00 |
| 9 | MAC TOOL DISTRIBUTOR | 1034 | 03/31/2017 | 10.00 |
| 10 | LONGSTRETH SPORTING GOODS | 9336 | 06/16/2017 | 402.76 |
| 10 | ABC SCHOOL SUP. | 13 | 06/09/2015 | 349.00 |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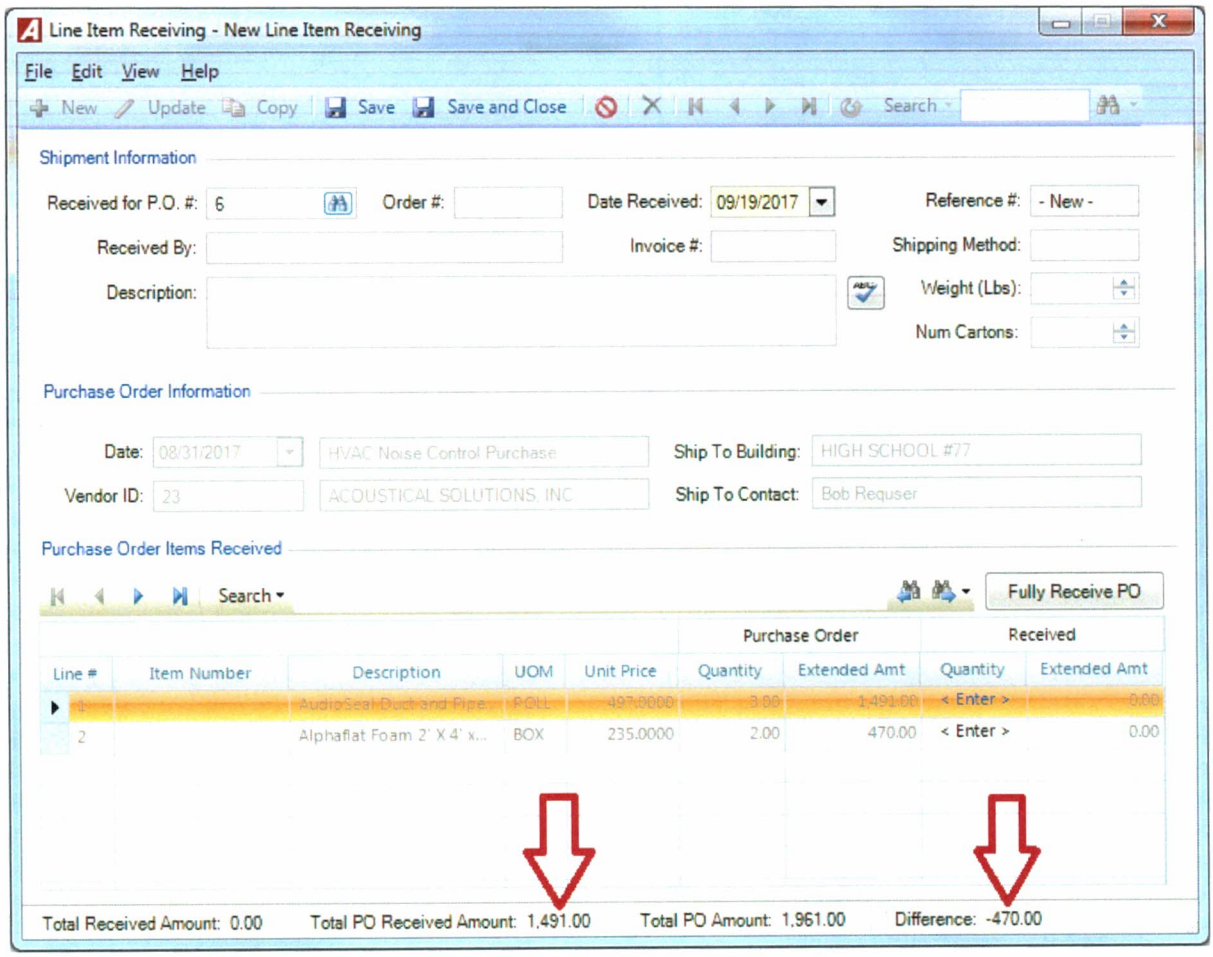
The Purchase Order lookup provides options to restrict the lookup to 'Only Show Outstanding Purchase Orders' and to 'Include Fully Received Purchase Orders'. After finding and highlighting the appropriate PO in the lookup, click OK. Once the PO number is specified, nVision Accounting defaults the corresponding purchase order date, PO description, vendor number, vendor name, ship-to building and contact, and PO detail line items.




In our example, nVision knows that only the second line item has not yet been received. The extended amount of the second line item is $470.00, resulting in a difference of -470.00.

Use this window to specify additional receiving information, including the order number, date received, shipping method, shipment weight, number of cartons, and amount received.

15. (Required) Enter the vendor-assigned **Order #**.

16. The **Date Received** defaults to today's date. Accept the default or change the date as needed. Use the drop-down arrow to display the on-line calendar.

17. In the **Received By** field, indicate the name of the individual who received the purchase order items.

18. Enter the **Invoice Number** for the purchase order.

19. Enter a free-text **Description** for the items received.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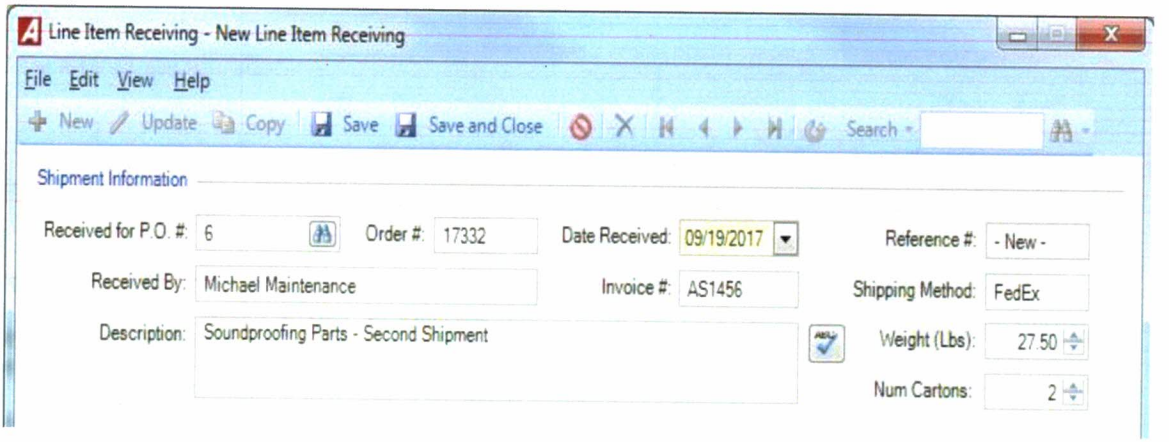
20. Indicate the **Shipping Method** for the items received.

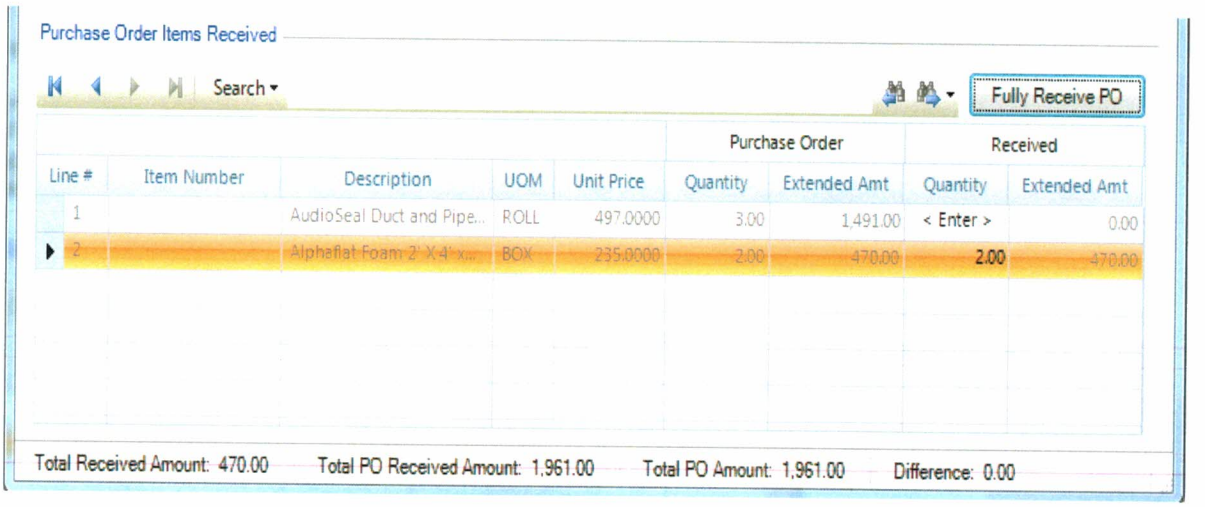
21. Enter the **Weight** (in pounds) for the items received. Use the up/down arrows to increase or decrease the weight.

22. Indicate the **Number of Cartons** received. Use the up/down arrows to increase or decrease the number.




Since this is the second of 2 shipments, you can enter that information in the Description field.

23. Since only the second line item is being received, click in the **Quantity** field for the line item and indicate the number of items received. If additional PO line items exist, tab to the next item and continue to enter the quantities received. nVision Accounting tracks the total purchase order amount (minus shipping) and the total received amount and shows the difference.




In this case the difference is now 0.00, indicating that all of the PO items were fully received.

24. Click **Save**.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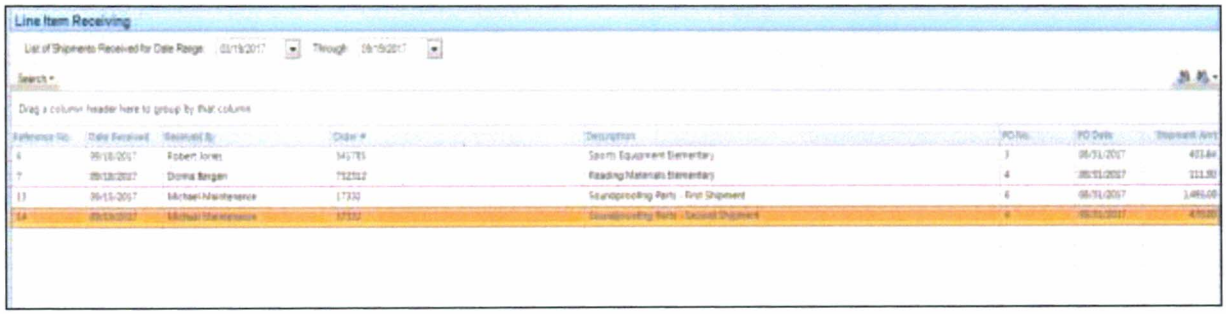
The saved record is added to the Line Item Receiving listing window.




When revisiting this window, use the Date Range fields at the top of the window to restrict the listing to specific shipments received based on date.

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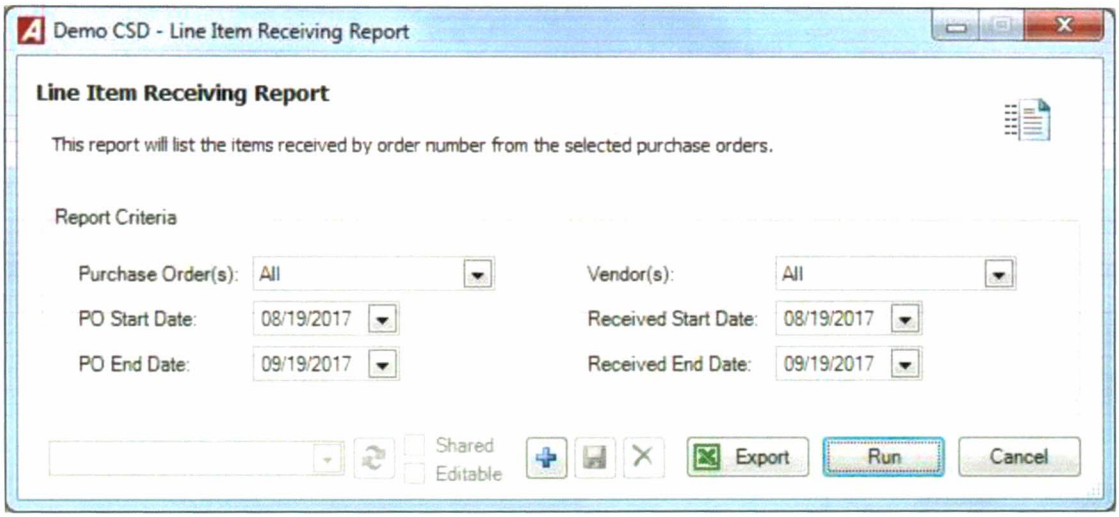
## Line Item Receiving Report

Under Reports – Purchase Order Reports, select the Line Item Receiving option to print a report of items received for selected or all purchase orders and vendors, within a selected PO and Received start/end date range.




**Demo CSD**

**Line Item Receiving Report From 8/19/2017 - 9/19/2017**

| Date Received / Line Number | Order Number / Item Number | PO Number / Description | PO Date | Vendor Name | Units | Received By / Unit Price | Quantity | Contact / PO Amount | Qty Received | Received Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| 09/18/2017 | 541785 | 3 | 06/31/2017 | ABC SPORTS & FITNESS | | Robert Jones | | John Requser | | |
| | 1 | DuraCoat Foam Dodgeballs Set of 6 | | | BOX | 55.9500 | 1.00 | 55.950000 | 1.00 | 55.950000 |
| | 2 | Rainbow UltraFlite Kickballs Set of 6 | | | BOX | 54.9500 | 1.00 | 54.950000 | 1.00 | 54.950000 |
| | 3 | Manila Tug of War Ropes | | | EA | 64.9500 | 1.00 | 64.950000 | 1.00 | 64.950000 |
| | 4 | Rainbow UltraCatch Scoops Set of 6 | | | CASE | 58.9900 | 1.00 | 58.990000 | 1.00 | 58.990000 |
| | 5 | DuraHoop Hula Hoops Set of 12 | | | SET | 52.8800 | 1.00 | 52.880000 | 1.00 | 52.880000 |
| | 6 | Rainbow Polypropylene Jump Ropes Set of 6 | | | BOX | 15.9700 | 2.00 | 31.940000 | 1.00 | 15.970000 |
| | 7 | Hop-Along Bouncers | | | EA | 24.9500 | 5.00 | 124.750000 | 0.00 | 0.000000 |
| | 8 | Rainbow Pathway Tunnels | | | EA | 99.9500 | 1.00 | 99.950000 | 1.00 | 99.950000 |
| | | | | | **541785 Totals:** | | **13.00** | **544.36** | **7.00** | **403.64** |
| 09/18/2017 | 732312' | 4 | 06/31/2017 | ACADEMIC BOOK SERVICE INC | | Donna Bergen | | John Requser | | |
| | 1 | 1-2 Variety Pack Elementary Readers Paperback Set of 12 | | | BOX | 39.8800 | 1.00 | 39.880000 | 1.00 | 39.880000 |
| | 2 | 10 Kangaroos Math Reader (5 Pack) | | | PA | 1.9900 | 2.00 | 3.980000 | 2.00 | 3.980000 |
| | 3 | Word Pronlems Grade 3 Level 2 | | | EA | 7.6700 | 1.00 | 7.670000 | 1.00 | 7.670000 |
| | 4 | 123 To the Zoo Train Flash Cards | | | SET | 13.9900 | 2.00 | 27.980000 | 2.00 | 27.980000 |
| | 5 | 1 to 20 Animals Aplenty | | | BOX | 15.9900 | 1.00 | 15.990000 | 1.00 | 15.990000 |
| | 6 | 10 Ways I Can Save the Earth | | | SET | 15.8000 | 1.00 | 15.800000 | 1.00 | 15.800000 |
| | | | | | **732312' Totals:** | | **8.00** | **111.30** | **8.00** | **111.30** |
| 09/15/2017 | 17332 | 6 | 08/31/2017 | ACOUSTICAL SOLUTIONS, INC. | | Michael Maintenance | | Bob Requser | | |
| | 1 | AudioSeal Duct and Pipe Wrap 2-Inch Thickness SKU BARAUDWRPILB54319 | | | ROLL | 497.0000 | 3.00 | 1491.000000 | 3.00 | 1491.000000 |
| | 2 | Alphaflat Foam 2' X 4' x 3' Grey Box of 4 SKU FOMAF243GREY | | | BOX | 235.0000 | 2.00 | 470.000000 | 0.00 | 0.000000 |
| | | | | | **17332 Totals:** | | **5.00** | **1,961.00** | **3.00** | **1,491.00** |
| 09/19/2017 | 17332 | 6 | 08/31/2017 | ACOUSTICAL SOLUTIONS, INC. | | Michael Maintenance | | Bob Requser | | |
| | 1 | AudioSeal Duct and Pipe Wrap 2-Inch Thickness SKU BARAUDWRPILB54319 | | | ROLL | 497.0000 | 3.00 | 1491.000000 | 0.00 | 0.000000 |
| | 2 | Alphaflat Foam 2' X 4' x 3' Grey Box of 4 SKU FOMAF243GREY | | | BOX | 235.0000 | 2.00 | 470.000000 | 2.00 | 470.000000 |
| | | | | | **17332 Totals:** | | **5.00** | **1,961.00** | **2.00** | **470.00** |

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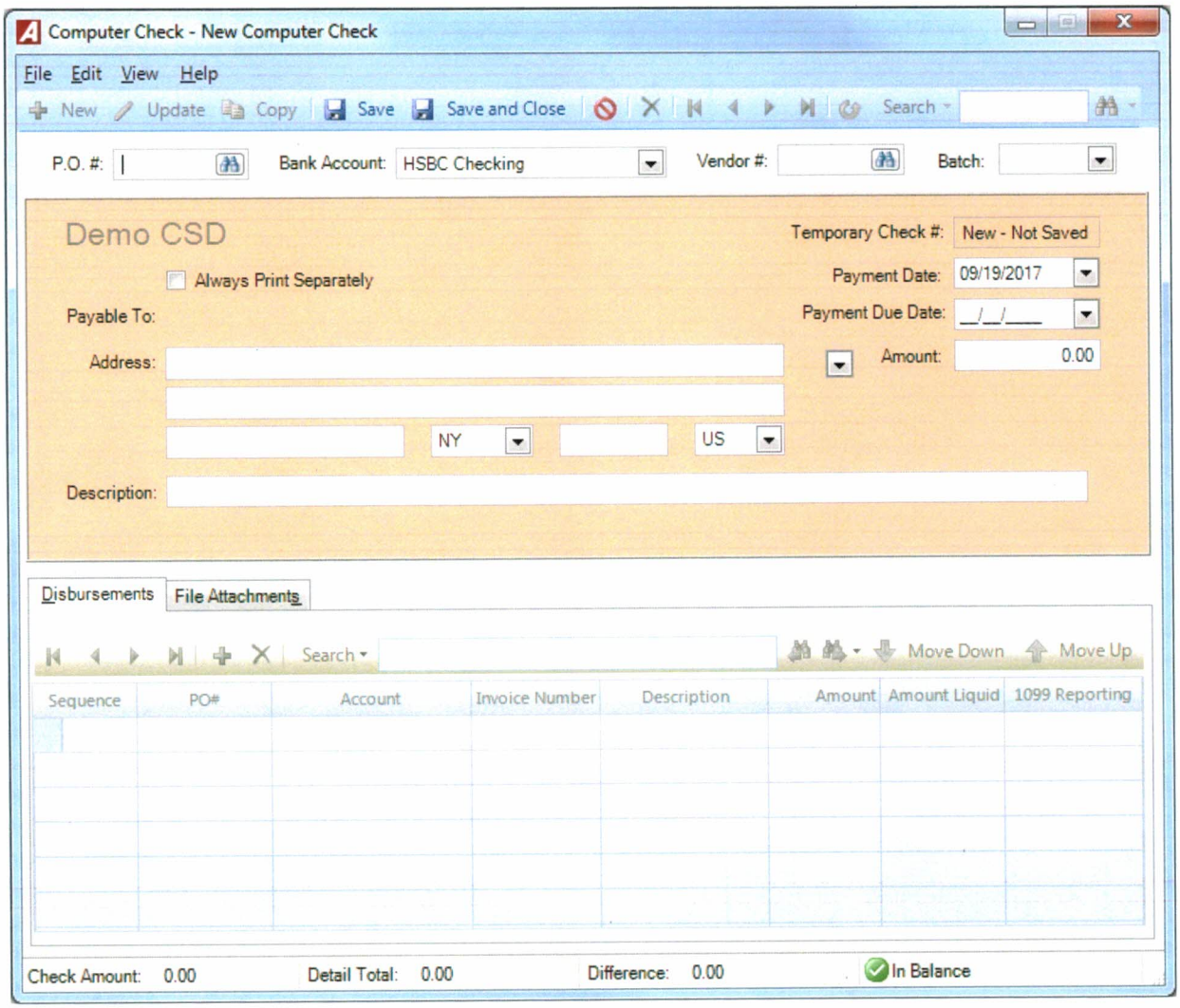
## Computer Check Entry

**NOTE**: If you had your Computer Check Entry window while making entries on the Line Item Receiving window, please close the Computer Check Entry window and then re-open the window to refresh entries.

You may not want to print a check linked to a PO where some of the items were not yet received. However, you may create a computer check record for it.

After you have selected the cash disbursement schedule and entered Add mode to add a check record, the following window displays.




If you are paying a purchase order, enter the purchase order number against which you are applying a payment. Use the lookup to choose from a listing of valid purchase orders. Tab off the field. Once you have specified a PO number, nVision Accounting defaults the corresponding Amount, Vendor Number, Vendor Name, Vendor Payment Address, and Disbursement information from that purchase order.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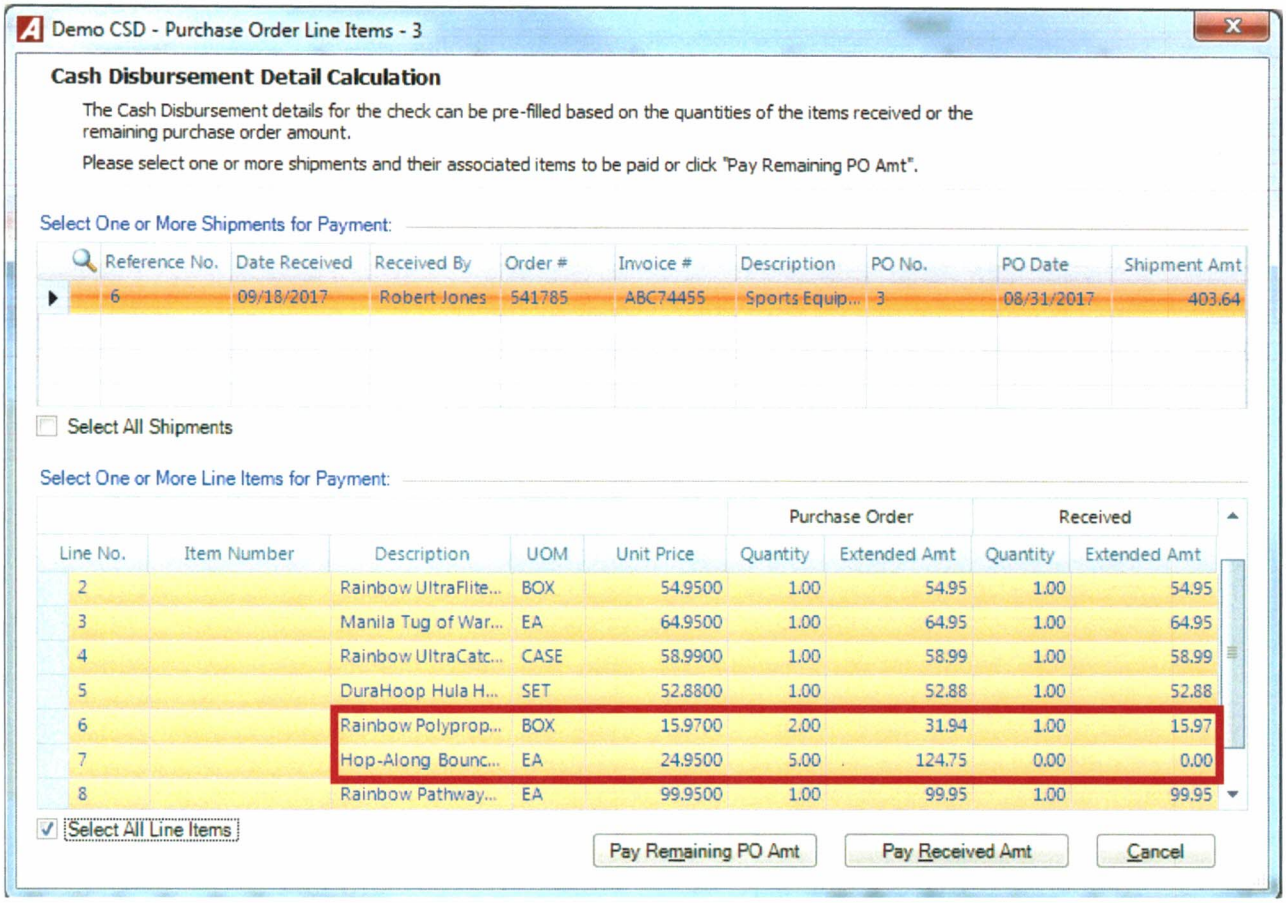
If you are paying a computer purchase order where only some, but not all, of the line items were received, the Cash Disbursement Detail Calculation screen displays.




This window displays each purchase order line item along with the corresponding amount ordered and amount received. Use this window to select the purchase order line items that are to be paid.

Highlight the appropriate PO Shipment lines or check the 'Select All Shipments' box. Select one or more PO line items for payment or check the 'Select All Line Items' box. Click Pay Remaining PO Amt to pay the amount that is still outstanding on the purchase order.

OR

Highlight the appropriate PO Shipment lines or check the 'Select All Shipments' box. Select one or more PO line items for payment or check the 'Select All Line Items' box. Click Pay Received Amt to pay for only those purchase order items that were received. In our sample window above, only one of the 2 quantities for PO Line Number 6 and none of the 5 quantities for PO Line Number 7 were received.

In our sample, we are going to click 'Pay Received Amt' and only pay for those line items that were already received, which is reflected as the Shipment Amount of $403.64.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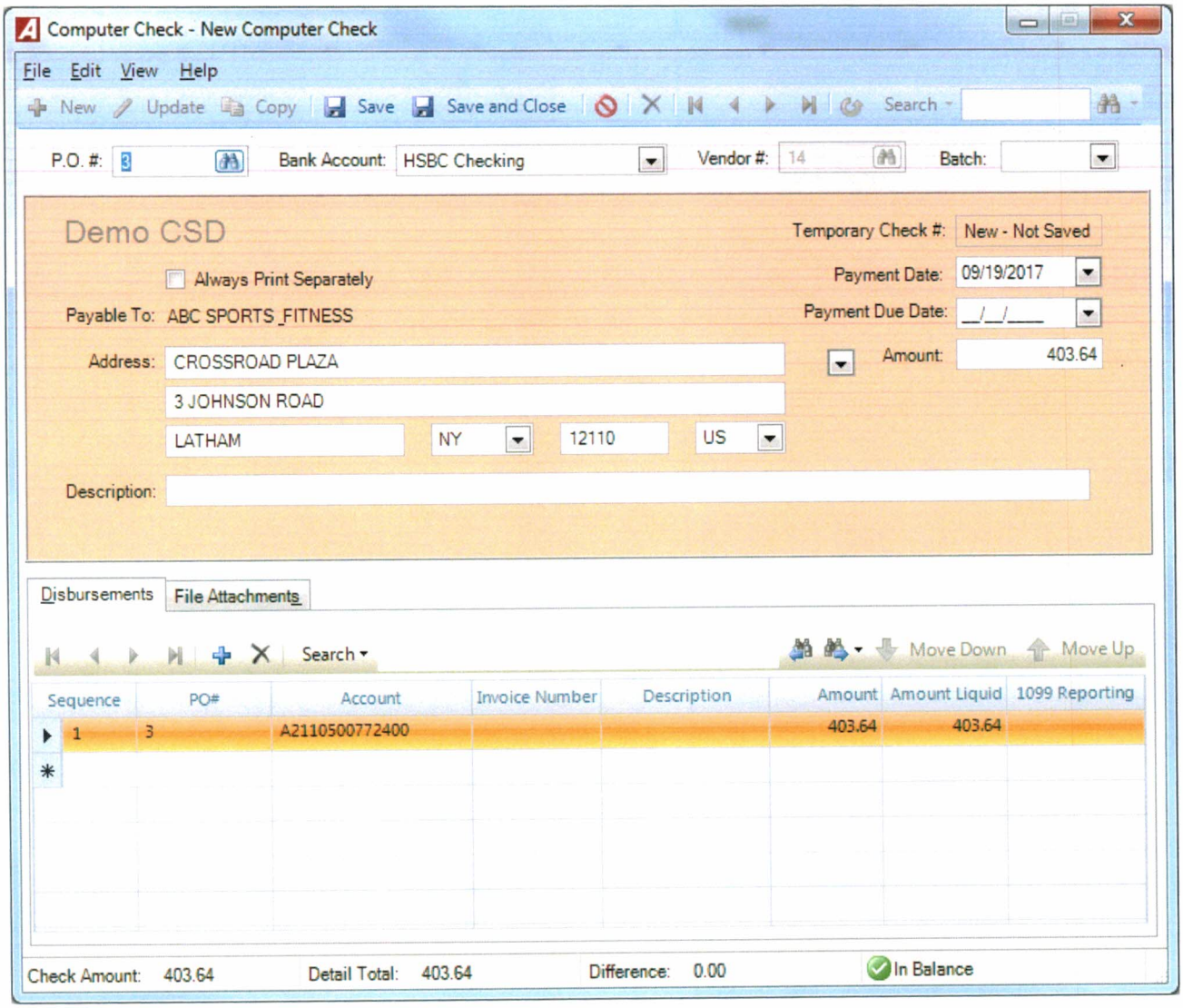
The Computer Check window is displayed, with the appropriate disbursement details entered based on the PO line item(s) selected for payment.





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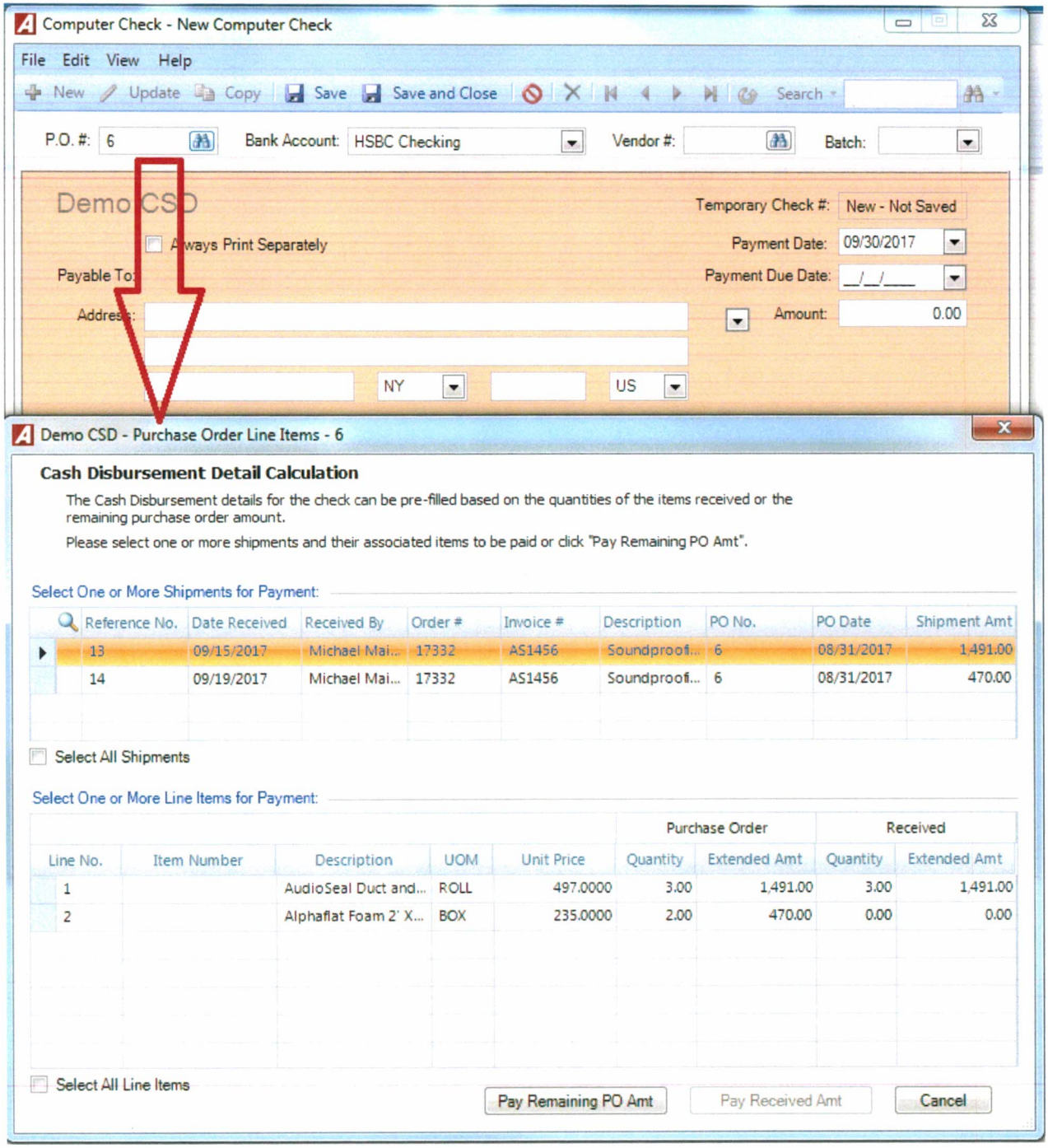
Here is an example of entering a check against a purchase order received in two separate shipments.




Select one, multiple, or all shipments for payment. Then select one, multiple or all line items for payment.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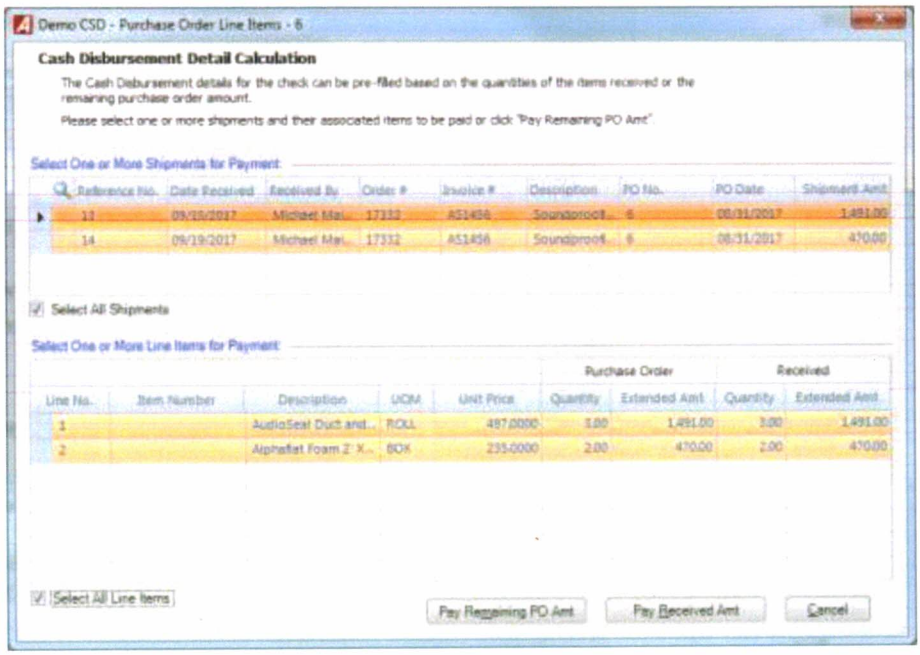
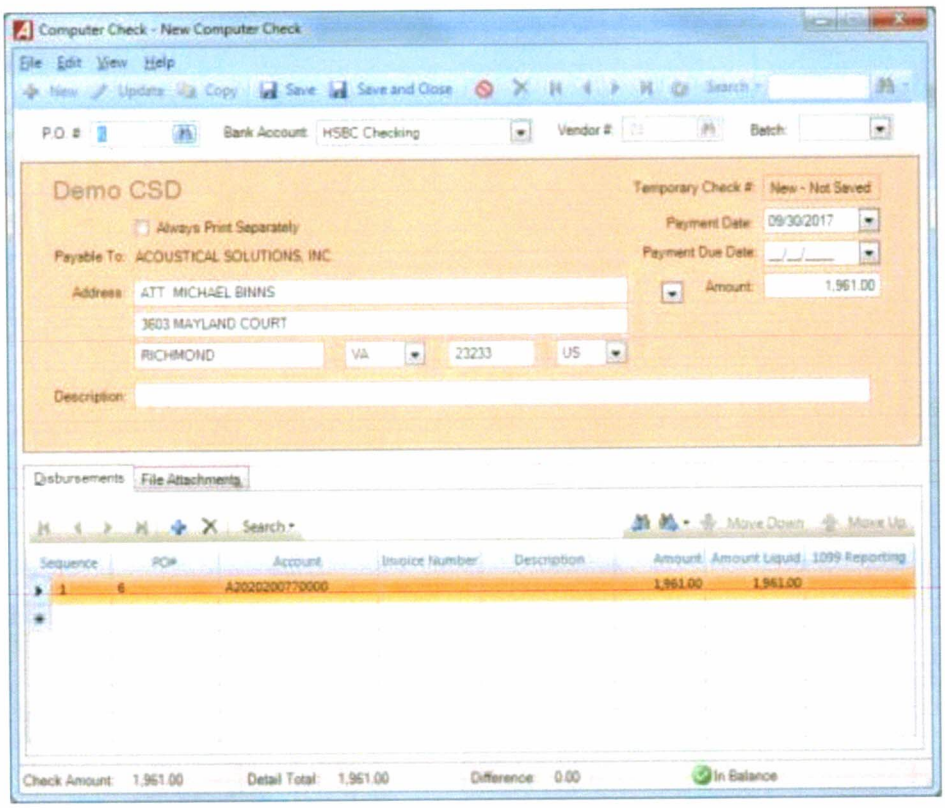
In this example, we are selecting all shipments and all line items.




Click 'Pay Received Amount'.




The amount of the purchase order is reflected on the disbursement window.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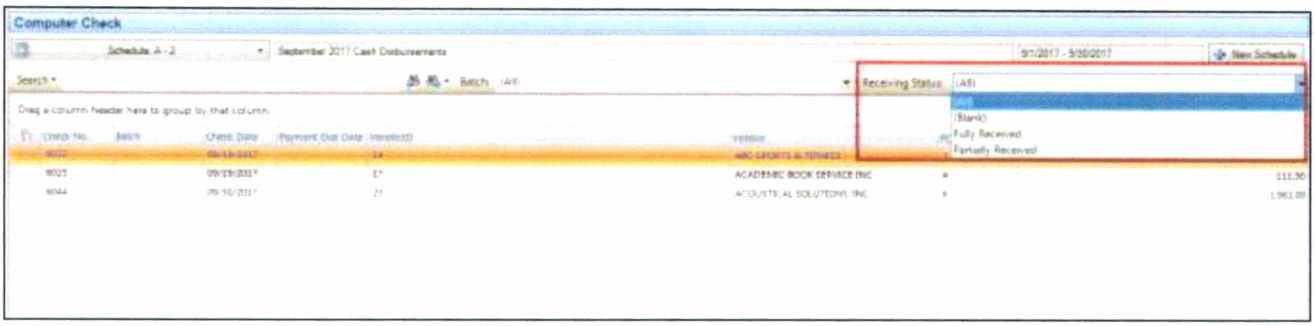
Note the '**Receiving Status**' filter at the top of the Computer Check window, which provides the ability to filter the checks in the listing window to show the following:

'All' – shows checks for fully and partially received POs, as well as checks not being paid against a PO)
'Blank' – shows checks not being paid against a PO
'Fully Received' – shows checks for fully received POs
'Partially Received' – shows checks for partially received POs





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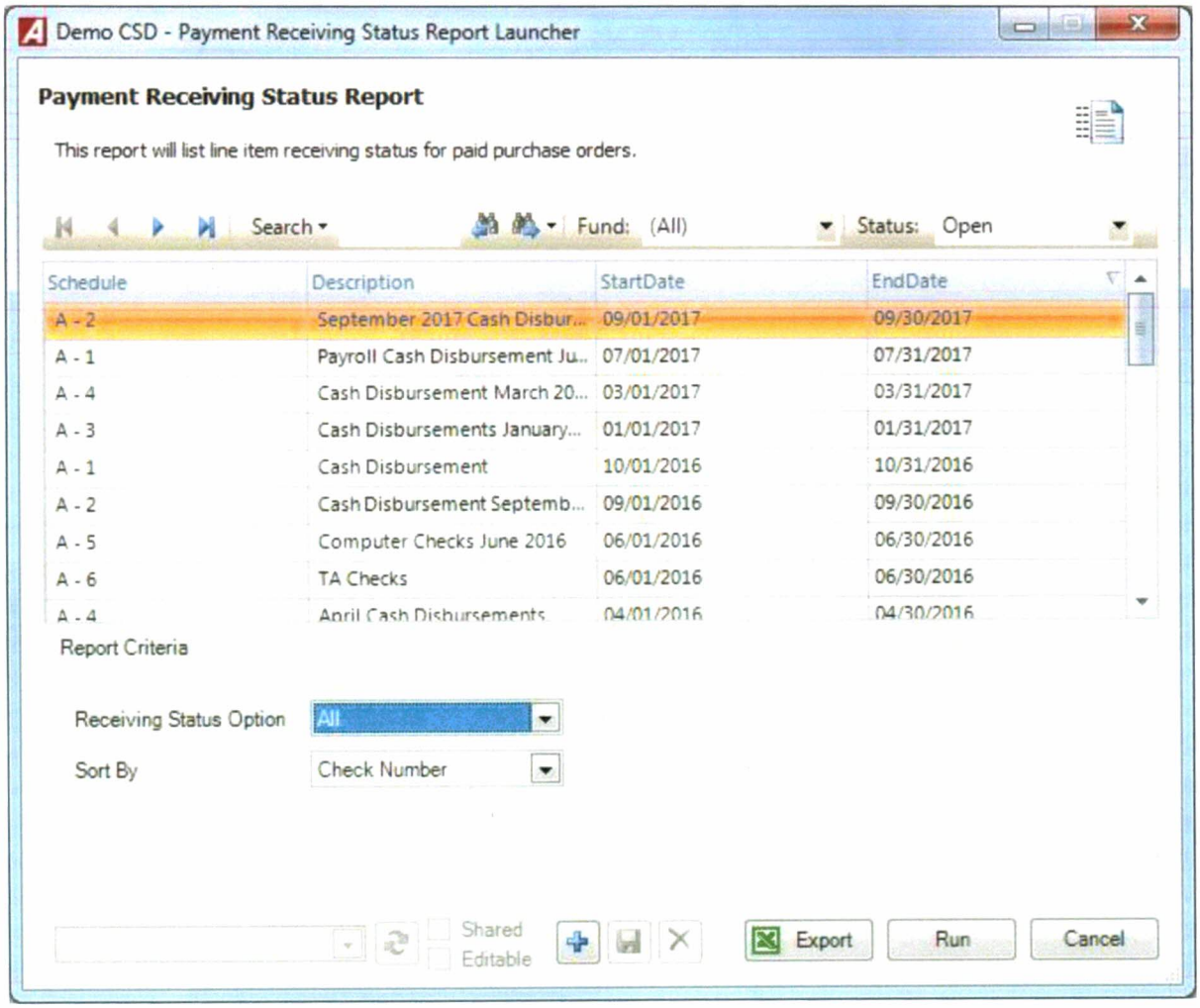
## Payment Receiving Status Report

In nVision Accounting, after computer checks have been entered for POs that were either fully or partially received, go to Reports – Schedule Reports and click the Payment Receiving Status option.




1. If necessary, use the Fund and/or Status **filters** to restrict the contents of the listing window. Highlight the appropriate cash disbursement **schedule**.

2. Use the drop-down to choose the **Receiving Status Option** – All, Not Yet Received, Partially Received, or Fully Received.

3. Use the drop-down to choose the **Sort By** option – Check Number, Vendor Name, or Vendor ID.

4. Click [Run] or [Export] to Excel.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The Payment Received Status Report includes the following information: check number, check date, vendor ID, vendor name, PO number, PO date, check amount, PO item total, PO received total, and difference between the PO Item and PO Received totals. A sample report follows:

**Demo CSD**

**Payment Received Status Report For All Purchase Orders For Schedule A - 2**

| Check Number | Check Date | Vendor ID | Vendor Name | PO Number | PO Date | Check Amount | PO Item Total | PO Received Total | Difference |
|---|---|---|---|---|---|---|---|---|---|
| 6022 | 09/19/2017 | 14 | ABC SPORTS & FITNESS | 3 | 08/31/2017 | 403.64 | 544.36 | 403.64 | 140.72 |
| 6023 | 09/19/2017 | 17 | ACADEMIC BOOK SERVICE INC | 4 | 08/31/2017 | 111.30 | 111.30 | 111.30 | 0.00 |
| 6044 | 09/30/2017 | 23 | ACOUSTICAL SOLUTIONS, INC. | 6 | 08/31/2017 | 1,961.00 | 1,961.00 | 1,961.00 | 0.00 |
| 6050 | 09/30/2017 | 13 | ABC SCHOOL SUP. | 8 | 08/31/2017 | 1,300.00 | 1,300.00 | 1,300.00 | 0.00 |
| 6053 | 09/30/2017 | 15 | ABEKA BOOK, INCORPORATED | 100 | 08/31/2017 | 550.00 | 550.00 | 550.00 | 0.00 |


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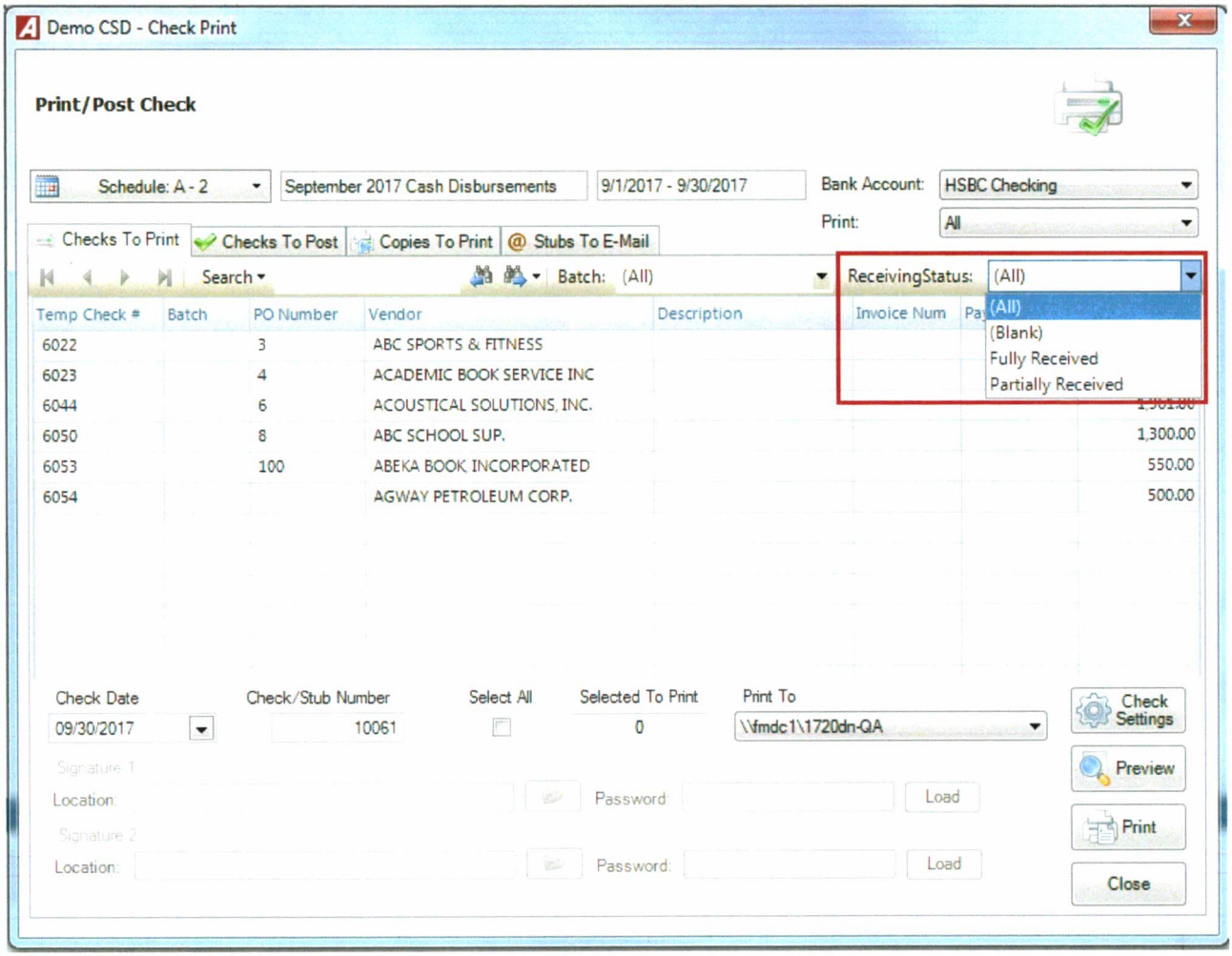
## Check Printing

At the time of check printing, after the schedule and bank account are selected, use the 'Receiving Status filter on the Checks to Print tab to help you select the checks to be printed.

'All' – shows checks for fully and partially received POs, as well as checks not being paid against a PO)
'Blank' – shows checks not being paid against a PO
'Fully Received' – shows checks for fully received POs
'Partially Received' – shows checks for partially received POs

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