



BusinessPLUS Year-End Receiving Reminders and Tips

This document will aid you in the receiving process in BusinessPLUS, when the District has two fiscal years open. The critical period starts on June 30th each year and can last until mid-July. The July deadline will be published by the Office of Business and Financial Services.

It is good to remember the act of receiving is the authority to pay an invoice when it arrives in the Accounts Payable Office (AP). A site receives on the PO after taking possession of goods or services, then AP can easily pay the invoice when it arrives from the vendor. (If you are receiving invoices at your site, AP is not. Please send any invoices you may receive at your site directly to ap@washoeschools.net) It is also good to remember that when we take possession of orders late in the fiscal year, or even into the upcoming fiscal year, it is important to accurately reflect the correct receiving date. See the grid below for guidelines. Please call Accounts Payable at 775-348-0311, or the Business Process Trainer at 775-789-3438 if you need help or have questions.

To aid in the receiving process, it is best to date stamp each packing slip, or the package itself, on the date it arrives at your site.

The guidelines below are for PO's that were entered in the current fiscal year, meaning June 30th or earlier.

Current year PO, took possession of products or services **June 30th or earlier**.

In Receiving Information Screen, enter actual date items were delivered/services were performed in DATE RECEIVED field. If you did not date stamp the packing slip, or package, use current date, OR 6/30/xx if it is past July 1st.

Current year PO, took possession of products or services **after June 30th** (meaning the next fiscal year).

In Receiving Information Screen, enter actual date items were delivered/services were performed in DATE RECEIVED field. If you did not date stamp the packing slip, or package, use current date, OR 7/1/xx.

IMPORTANT TIP: If you are receiving invoices at your site, AP is not. Please send any invoices you may receive at your site directly to ap@washoeschools.net

Receiving Information (POUPRC)

Purchase Order

PO Number:*

Vendor:

End Use:

Ship To:

Receiving Information

Date Received:*

Carrier:

Freight:

Packaging:

Remarks:

Purchase Order Items

No Items Found.

*Image is the Receiving Information screen with the DATE RECEIVED field outlined.

If AP requests that you make corrections to your receiving activity, please contact the Business Process Trainer for assistance at 775-789-3438, or [visit the BusinessPLUS/Business Process Tutorials page](#), Purchase Request section.