

INSTRUCTIONS FOR ENTERING RECEIPTS INTO APEC

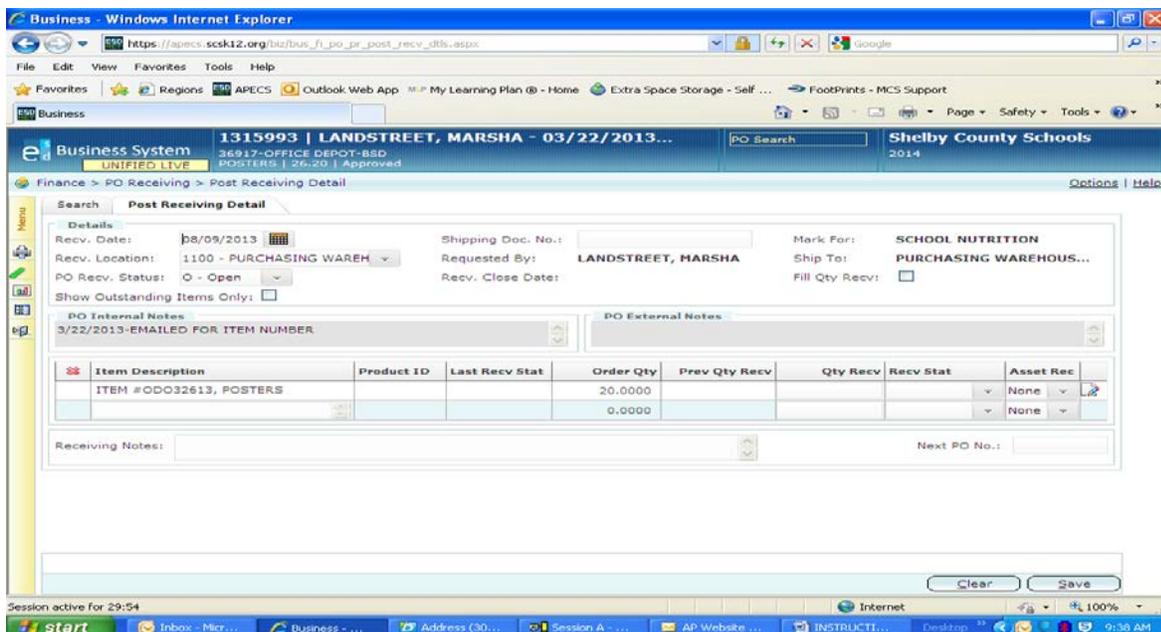
1. Access APECTS through this website: <https://apecs.scsk12.org.biz/>
2. Enter your user ID and password which is the same as your active directory log in (the same username and password used to log into your computer). Check the "Remember Me" and you not have to re-enter your user name the next time you log in.



The screenshot shows a "Sign-in" dialog box with the following fields and options:

- User ID:
- Password:
- Institution: **Shelby County Schools** (dropdown menu)
- Remember Me (requires cookies)
- Sign-in** button

3. Click the menu>Finance>PO>PO receiving
4. Enter the PO number. Search.
5. Click on the PO green actions icon in the first box.
6. Go to Post Receiving Detail
7. Receipt each item that you have received under "Qty Recv"
8. Save



The screenshot displays the Business System interface for "Post Receiving Detail". The browser address bar shows https://apecs.scsk12.org/biz/bus_fi_po_pr_post_rcv_dtl.aspx. The page header includes "Business System", "1315993 | LANDSTREET, MARSHA - 03/22/2013...", and "Shelby County Schools 2014". The breadcrumb navigation is "Finance > PO Receiving > Post Receiving Detail".

Search Post Receiving Detail

Details:

- Recv. Date: 03/09/2013
- Recv. Location: 1100 - PURCHASING WAREH
- PO Recv. Status: O - Open
- Shipping Doc. No.:
- Requested By: LANDSTREET, MARSHA
- Recv. Close Date:
- Mark For: SCHOOL NUTRITION
- Ship To: PURCHASING WAREHOU...
- Fill Qty Recv:

PO Internal Notes: 3/22/2013-EMAILED FOR ITEM NUMBER

PO External Notes:

Item Description	Product ID	Last Recv Stat	Order Qty	Prev Qty Recv	Qty Recv	Recv Stat	Asset Rec
ITEM #ODO32613, POSTERS			20.0000			None	None
			0.0000			None	None

Receiving Notes: Next PO No.:

Buttons: **Clear** **Save**