The University of New Orleans
PeopleSoft Financials 9.0: Receiving Job Aid
Receiving Items

Navigation: Purchasing>Receipts>Add/Update Receipts

When shipments arrive from the vendors, the items included in the shipment are required to go through the receiving process. The receiving process involves recording the items delivered and comparing shipment information to what was originally ordered through a purchase order. At UNO receiving will be documented in two different ways. One way will be for quantities received on all purchases that are not related to blanket, contracts, or verbal purchase orders. For blanket, contract or verbal purchase orders we will receive the amount of the invoice.

To receive from a purchase order:

1. Click the purchasing link
2. Click the Receipts link
3. Click the Add/Update Receipts link

4. Click the Add button
5. Type the PO ID in the ID field
6. Select Search

7. The retrieved rows from your selection will appear.

8. Click the select all link or check the lines you wish to receive and click ok.
9. Verify the items and click save. If the item receiving is different from the item in the receipt quantity field, modify the field to match the items that you are actually receiving.

10. Enter the invoice number by tabbing to the Optional input tab.

Note: Please note that you will be requested to enter the quantity or amount based on the purchase order setup as detailed below. Once the information is saved a dialog box will appear. Click ok.
Maintain Receipts

Receiving

Business Unit: UNOLF
Receipt ID: NEXT
Receipt Status: Open

Select Purchase Order

Receive Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>Price</th>
<th>Receipt Qty</th>
<th><strong>Rev</strong> UOM</th>
<th>Accept Qty</th>
<th>Status</th>
<th>Serial</th>
<th>Device Track</th>
<th>Stock UOM</th>
<th>Interface Asset Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TEST</td>
<td>PO/RECV001</td>
<td>200.00</td>
<td>1.0000</td>
<td>EA</td>
<td>1.0000</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a. For quantity requirements, you should receive the quantity of items you received. (i.e. The purchase order is created for 10 desks. You receive only 3 of the desks. Your receipt entry would be for only Qty 3, not for Qty 10.

b. For amount requirements, you should receive the amount of the invoice less any taxes or freight charges. (i.e. The invoice subtotal is $150.00, taxes $25, freight $20, total charges $195. You would enter the receipt for $150.)