1. After logging in to PeopleSoft Financials, navigate to Add/Update Receipts: Purchasing -> Receipts -> Add/Update Receipts

2. **On the next screen, fields should appear as:**
   - Business Unit = SLULA
   - Receipt Number = NEXT
   - PO Receipt should be checked. Click on **Add**.

3. Complete the Search Criteria:
   - **If you know the PO#:** Clear the Ship To, and Date fields. In the Purchase Order field, enter the 10-digit PO number (fill the 4 or 5 digit number with preceding zeros). Check the Retrieve Open PO Schedules box.
   - **If you DO NOT know the PO number:**
     - Search with the Ship-To address. If the PO is not found, add the Vendor Name by using the magnifying glass or Vendor Lookup option. Check the Retrieve Open PO Schedules box.

   **Press the Search key.**

4. The retrieved PO should appear with all unreceived items listed. Use the arrow keys if there are more rows. To select lines for receipt, check the box at the beginning of the lines. Click OK.
7. The *Receipt Lines* should appear. On each line, you will be able to enter a quantity received or a price (for services, enter the $ amount being authorized for payment). Press **Save** to complete the screen.

If you receive an item before its due date PeopleSoft displays a warning. Click **OK** if the receipt is valid. PeopleSoft will also warn you if you are receiving a quantity that is less than what is stated on the original PO. Click **OK** if the quantity is correct.

8. Click the **Add Comments** link if you would like to add comments that will be associated with this receiver ID.

9. The system generates a *Receipt ID* for each receipt you create.

10. If you want to cancel the entire receipt, click the **Cancel Receipt** button. Canceling the transaction cannot be reversed.

11. Click the **Save** button and the receipt status should change to **"RECEIVED"**.