

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
and 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.

6. 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.

Selected Rows	Shipping Related	More Details						
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	Item	Description
<input type="checkbox"/>	SLULA	000000636A	1	1		12/31/2008		Consulting Services to the Sou
<input type="checkbox"/>	SLULA	000000636A	2	1		12/31/2008		Professional Travel

CREATING A RECEIPT

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.



Select Purchase Order

Receipt Lines

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	Device Track	
1		Consulting Services to the		1.0000		1.0000	Received	PROF SRVC-OTHER				Device Track	X
2		Professional Travel	2000.0000		JOB	2000.0000	Received	PROFESIONAL TRAVEL			JOB	Device Track	X

Interface Receipt

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.

Warning -- The quantity received exceeds the maximum acceptable tolerance for this item. (Line 2) (10300,259)

The purchase order status value could cause a problem if this receipt is entered by this receipt or this receipt combined with other receipts. Also, note that a change in the purchase order status value could cause a problem.

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