

2008

# The University of New Orleans

PeopleSoft Financials 9.0: Receiving Job Aid



THE UNIVERSITY *of*  
NEW ORLEANS

Training Group



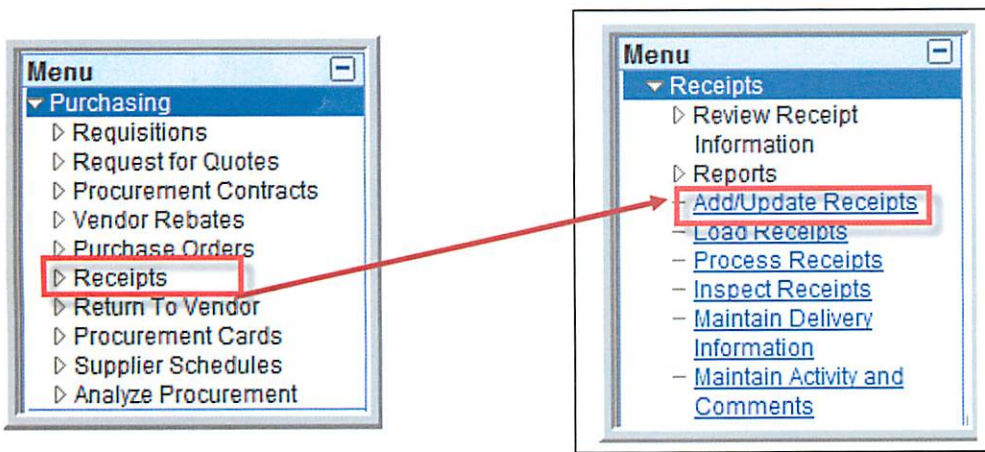
## Receiving Items

### Navigation: Purchasing>Receipts>Add/Update Receipts

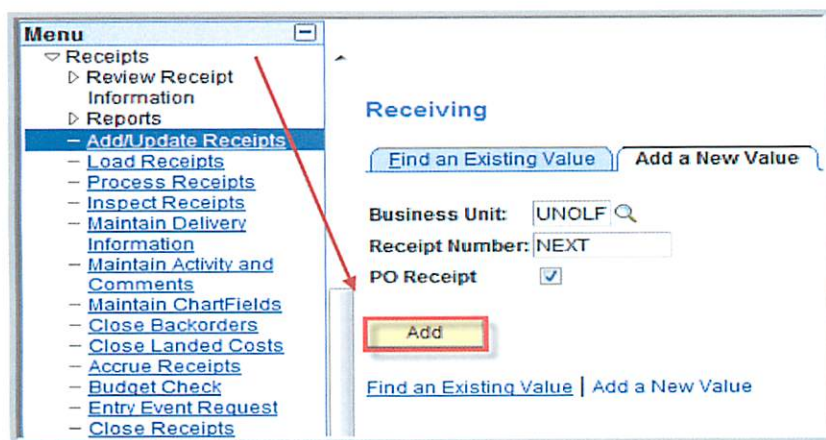
When shipments arrive from the vendors, the items included in the shipment are required to go through the receiving process. The receiving process involves recording the items delivered and comparing shipment information to what was originally ordered through a purchase order. At UNO receiving will be 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

**Select Purchase Order**

**Search Criteria**

PO Unit:	UNOLF	Days +/- Today:
ID:	0000024502	Start Date:
Line/Sched Num:	/	End Date:
Release:		Vendor Name:
Item ID:		Vendor Item ID:
Ship To:	ADA_100	Manufacturer ID:
Ship Via:		Manufacturer's Item ID:

Retrieve Open PO Schedules

**Receipt Qty Options**

No Order Qty

- 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.

**Select Purchase Order**

**Search Criteria**

PO Unit: UNOLF  
 ID: 0000024502  
 Line/Sched Num: /  
 Release:  
 Item ID:  
 Ship To: ADA\_100  
 Ship Via:  
 Retrieve Open PO Schedules

Days +/- Today:  
 Start Date:  
 End Date:  
 Vendor Name: [Vendor Look](#)  
 Vendor Item ID:  
 Manufacturer ID:  
 Manufacturer's Item ID:

**Receipt Qty Options**  
 No Order Qty  Ordered Qty  PO

**Retrieved Rows** [Customize](#) | [Find](#) | [View All](#) | First 1 of 1

Selected Rows	Shipping Related	More Details							
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	Item	Description	
<input type="checkbox"/>	UNOLF	0000024502	1	1		01/21/2009		TEST PO/REC/OU	

**Select All**  Clear All

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

**Receipt Lines** [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

[Receipt Lines](#) | [More Details](#) | [Links and Status](#) | [Item / Mfg Data](#) | **Optional Input** | [Source Information](#)

Line	Item	Description	User ID	Hold	Receipt Datetime	Invoice Number	Packing Slip	Lading	Pro Number	Origin Country	Replacement	Intrastat Distribution Status
1		CRYOGENIC FREE REFRIGERATOR AN	FTSTBSMGR	<input type="checkbox"/>		<input type="text"/>					NA	Ignore

**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 Status: Open ✘  
 Receipt ID: NEXT      [Add Comments](#)      [Activities](#)

[Header Details](#)

▶ Header

Select Purchase Order

Receipt Lines Customize | Find | View All | First 1 of 1 Last

Receipt Lines    More Details    Links and Status    Item / Mfg Data    Optional Input    Source Information

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM
1	TEST PO/RECNOU		200.00000	1.0000	EA	1.0000	Open			EA

Interface Receipt      [Interface Asset Information](#)

Save    Notify    Refresh      Add

- 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.)

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	COMPUTER	500.00	500.00
5	KEYBOARDS	25.00	125.00
7	USB MOUSE	15.00	105.00
<b>SUBTOTAL</b>			730.00
SALES TAX			62.05
FREIGHT			22.67
<b>TOTAL</b>			814.72

A points to the quantity column (1, 5, 7).

B points to the SUBTOTAL row.