

2009

# The University of New Orleans

## PeopleSoft 9.0: End of Year Receiving Procedures

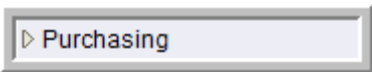


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### Steps to Modify Receipt Date

1. Open a Browser and navigate to PeopleSoft Financials.  
<https://finserv.uno.edu/psp/finprd/?cmd=login&languageCd=ENG> Sign in using your PeopleSoft Financials Users ID and Password. Note: Same as your LAN Account.



2. Navigate to the Purchasing Menu Item.
  - **Purchasing>Receipts>Add/Update Receipts> Add a New Value**

To ensure proper recording of receipts for year-end all goods and services physically received on or before June 30<sup>th</sup> must have receipts entered and dated June 30 or before. When receiving during July 1- July 16 you will need to modify the receipt header date to reflect June 30<sup>th</sup>.

To modify the receipt date:

1. Select Header Details from the Maintain Receipts page.

**Maintain Receipts**

**Receiving**

Business Unit: UNOLF      Receipt Status: Open ✖

Receipt ID: NEXT      [Add Comments](#)      [Activities](#)

[Header Details](#)

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▷ Header

[Select Purchase Order](#)

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

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1		PAPER AND PLASTIC PRODUCTS IN	1.00000	1.0000	1.0000	Open			<a href="#">Device Track</a> <span style="color:red">✖</span>

Interface Receipt      [Interface Asset Information](#)

2. Use the calendar picker to select June 30, 2009 and select ok.

**Header Details**

Business Unit: UNOLF      \*Receipt Date: 06/30/2009      Receipt Time: 4:07PM

Receipt ID: NEXT      User ID: E2126196

Receive Source: On-line      Receipt Status: Open

Vendor: 0000004449      Name: SCHNEIDER PAPER PRODUCTS INC

Location: 000001      \*Ship To: ARENA\_112

Last Change Date      Last User to Modify

**Shipping Information**

Carrier ID:       Container ID:

Vehicle ID:       Nbr Cartons:

Driver ID:       Pallets In:

Bill of Lading:       Pallets Out:

Pack Slip:       Port Of Unloading:

Shipment Number:       Ship From Country: USA

Pro Number:       Ship From Location:

**Match Options**

Invoice:        Allow ERS

Invoice Dt Op:       Match Status: To Match

Freight Terms:       Match Rule: 3-WAY

**Receipt Hold Options**

Hold For       Process Manufacturing

Hold In       Process Inventory

Hold As       Process Assets

**Buttons:**

3. Click the yellow button labeled Save

4. Continue receiving items. (See Receiving Training pdf)