The University of New Orleans
PeopleSoft 9.0: Receiving Training
**Steps to Receiving**

1. Open a Browser and navigate to PeopleSoft Financials.  
   [https://finserv.uno.edu/finprd/signon.html](https://finserv.uno.edu/finprd/signon.html)  
   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
   
   - The following information should default:  
     Business Unit: UNOLF  
     Receipt Number: NEXT **Do not modify this field.**  
     PO Receipt: Check mark in the box

3. Select the yellow Add button.

4. Enter the PO ID from your Match Exception report in the field labeled “ID” then click the yellow Search button. **Do NOT hit enter.**

**NOTE:** If the PO is a Blanket PO, before selecting search **deselect** the check mark in the **Retrieve Open PO Schedules** box located above the Search button.

**Sample Match Exception Report:** Report is located in your email as a PDF.

- The system will retrieve a line of information associated with the keyed PO. If the PO has multiple lines, all lines will appear on the grid.
5. Select the Line(s) that you want to receive by clicking in the box under the column heading “Sel” (short for “select”) **NOTE:** Select, **ONLY** the lines that appear on your report under the “**Line**” column in the “**Purchase Order Data Section**” of the Report.

![Selected Rows Table]

6. Select the OK yellow button. **OK**

7a. For **Regular Purchase orders** the **quantity** under the column heading “Receipt Qty” is the entire quantity available for receiving. The quantity that appears in the Receipt Qty field is the quantity ordered. Change the value in the field under the column heading “Receipt Qty” to the quantity you received. **Hint:** You will only need to modify the quantity if you received less than the Purchase order quantity. (ie. The purchase order is created for 10 desks. You receive only 3 of the desk. Your receipt entry would be for only quantity 3, not for quantity 10.

![Receipt Lines Table]

7b. If the PO is a **Blanket Order**, the “Price” field will be $1.00. For a blanket Order, **enter the subtotal amount** in the field under the column heading “Price”. For a **Verbal purchase order**, the “Price” field will be the amount of the requested Verbal Purchase Order. Enter the **actual amount that was spent minus any taxes or freight**. Then click the optional input tab and enter the invoice number on the match exception report. (ie. The invoice subtotal is $150.00, taxes $25, freight $20, total charges $195. You would enter the receipt for $150.)
Sample: Blanket Purchase Order

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>BLANKET PURCHASE ORDER FOR FLO</td>
<td>1.0000</td>
</tr>
</tbody>
</table>

Sample: Verbal Purchase Order

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>GAS LIGHT</td>
<td>50.0000</td>
</tr>
</tbody>
</table>

8. Click the optional input tab and enter the invoice number EXACTLY the way it appears on the match exception report (in the Inv # column). If you received all the items, you do not need to modify the value. **Note: If there are multiple lines, you need to enter the invoice number for each line.

9. Click the yellow button labeled Save. Once the receipt is saved the Receipt Status changes from Open to Received.

10. To receive the next item on your match exception report click, the yellow Add button.