

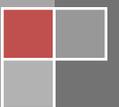
2009

The University of New Orleans

PeopleSoft 9.0: Receiving Training

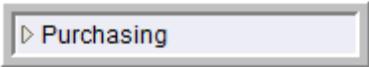


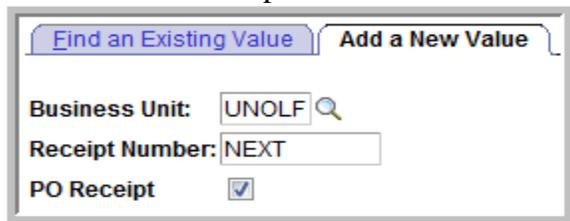
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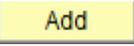


Steps to Receiving

1. Open a Browser and navigate to PeopleSoft Financials.
<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.



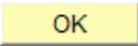
Sample Match Exception Report: Report is located in your email as a PDF.

VOUCHER DATA							PURCHASE ORDER DATA						RECEIVER DATA			MATCH ERROR INFORMATION		
Vendor Name	Voucher	Line	Inv. #	Vchr Qty	Vchr Price	Vchr Amt	PO ID	Ship To	Line	Sched	PO Qty	PO Price	PO Amt	Recv ID	Line	Seq	Match Control Id	Match Rule
DELLMARKET-002	00366133	2	XD79CINN88	1.00	200.49	200.49	0000028483	ENG 911	2	1	1.00	200.49	200.49				3-WAY	100
DELLMARKET-002	00366133	2	XD79CINN88	1.00	200.49	200.49	0000028483	ENG 911	2	1	1.00	200.49	200.49				3-WAY	580
DELLMARKET-002	00366133	1	XD79CINN88	1.00	1,220.09	1,220.09	0000028483	ENG 911	1	1	1.00	1,220.09	1,220.09				3-WAY	100
DELLMARKET-002	00366133	1	XD79CINN88	1.00	1,220.09	1,220.09	0000028483	ENG 911	1	1	1.00	1,220.09	1,220.09				3-WAY	580

- 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.

Retrieved Rows						
Selected Rows		Shipping Related		More Details		
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date
<input checked="" type="checkbox"/>	UNOLF	80568	1	1		06/23/2009
<input checked="" type="checkbox"/>	UNOLF	80568	2	1		06/30/2009
<input type="checkbox"/>	UNOLF	80568	3	1		06/30/2009

6. Select the OK yellow button. 

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						
Receipt Lines		More Details		Links and Status		Item / Mfg Data
Line	Item	Description	Price	Receipt Qty	*Recv UOM	
1		LATITUDE E4200	1934.60000	<input type="text" value="1.0000"/>	EA	
2		FLASH DRIVE	29.87000	<input type="text" value="1.0000"/>	EA	

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

Receipt Lines						
Receipt Lines		More Details		Links and Status		Item / Mfg Data
Line	Item	Description	Price	Receipt Qty	Acc	
1		BLANKET PURCHASE ORDER FOR FLO	1.00000	1.0000		

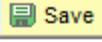
Sample: Verbal Purchase Order

Receipt Lines						
Receipt Lines		More Details		Links and Status		Item / Mfg Data
Line	Item	Description	Price	Receipt Qty	Acc	
1		GAS LIGHT	50.00000	1.0000		

- 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.

Receipt Lines						
Receipt Lines		More Details		Links and Status		Optional Input
Line	Item	Description	User ID	Hold	Receipt Datetime	Invoice Number
1		LATITUDE E4200	E2126196	<input type="checkbox"/>		
2		FLASH DRIVE	E2126196	<input type="checkbox"/>		

Interface Receipt [Interface Asset Information](#)

- Click the yellow button labeled Save . Once the receipt is saved the Receipt Status changes from Open to Received.
- To receive the next item on your match exception report click, the yellow Add button. 