

2009

# The University of New Orleans

## PeopleSoft 9.0: Correct Received Item



THE UNIVERSITY *of*  
NEW ORLEANS



## Correct Received Item

Navigation: Purchasing>Receipts>Add/Update Receipts

1. Purchasing
2. Receipts
3. Add/Update Receipts
4. Select Find and Existing Value

**Menu**

- Receipts
  - Review Receipt Information
  - Reports
  - Add/Update Receipts**

**Receiving**

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:

Receipt Number:

PO Receipt

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

5. Business Unit: Default's to **UNOLF**. If the business unit does not default key it in.
6. Enter the receipt number. **\*\*Note.** The receipt number can be found on the match exception report.
7. Click Search

**Menu**

- ▼ Receipts
  - ▷ Review Receipt Information
  - ▷ Reports
  - Add/Update Receipts
- ▷ Return To Vendor
- ▷ Procurement Cards
- ▷ Supplier Schedules
- ▷ Analyze Procurement
- ▷ Inventory
- ▷ eProcurement
- ▷ Services Procurement
- ▷ Sourcing

**Receiving**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Find a New Value

Business Unit: = UNOLF

Receipt Number: contains 8

Bill of Lading: begins with

PO Business Unit: begins with

Item ID: begins with

PO Number: begins with

Ship To Location: begins with

Shipment Number: begins with

Vendor ID: begins with

Received Date: =

Receipt: =

User ID: begins with

Case sensitive

Search Clear Basic Search Save Search Criteria

8. From your search results select the desired receipt.

**Search Results**

View All First 1-7 of 7 Last

| Business Unit | Receipt Number | Bill of Lading | PO Business Unit | Item ID | PO Number  | PO Receipt | Receive Source | Ship To Location | Shipment Number | Vendor ID  | Vendor Name 1                  | Received Date | Receipt Status | User ID  |
|---------------|----------------|----------------|------------------|---------|------------|------------|----------------|------------------|-----------------|------------|--------------------------------|---------------|----------------|----------|
| UNOLF         | 000000068      | (blank)        | UNOLF            | (blank) | VEND025626 | Y          | On-line        | BIEN 216         | (blank)         | 0000032331 | FUEL TRAC INC                  | 05/15/2009    | Received       | E2134142 |
| UNOLF         | 000000058      | (blank)        | UNOLF            | (blank) | 0000024404 | Y          | On-line        | ARENA 112        | (blank)         | 0000023733 | PURE AIR FILTER                | 05/12/2009    | Received       | E2134142 |
| UNOLF         | 000000048      | (blank)        | UNOLF            | (blank) | 0000026290 | Y          | On-line        | ENG 810          | (blank)         | 0000013875 | THERMO ELECTRON NORTH AMER LLC | 05/11/2009    | Received       | E2134142 |
| UNOLF         | 000000038      | (blank)        | UNOLF            | (blank) | 0000005333 | Y          | On-line        | MATH 312         | (blank)         | 0000001427 | DELL MARKETING LP              | 03/20/2002    | Moved          | ETOSCANO |
| UNOLF         | 000000028      | (blank)        | UNOLF            | (blank) | 0000005333 | Y          | On-line        | MATH 312         | (blank)         | 0000001427 | DELL MARKETING LP              | 03/20/2002    | Moved          | ETOSCANO |
| UNOLF         | 000000018      | (blank)        | UNOLF            | (blank) | 0000005333 | Y          | On-line        | MATH 312         | (blank)         | 0000001427 | DELL MARKETING LP              | 03/20/2002    | Moved          | ETOSCANO |
| UNOLF         | 000000008      | (blank)        | UNOLF            | (blank) | 0000004663 | Y          | On-line        | ADA 2011         | (blank)         | 0000013466 | GERRY LANE ENTERPRISES INC     | 05/07/2002    | Received       | ETOSCANO |

9. Modify the receipt quantity or price field.
10. Select Save.

**Maintain Receipts**

**Receiving**

Business Unit: UNOLF      Receipt Status: Received ✖

Receipt ID: 0000000008      [Add Comments](#)      [Activities](#)




[Header Details](#)      [Document Status](#)

▷ 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](#)   [Options](#)   [Source Information](#)   [...](#)

| Line | Item  | Description                       | Price       | Receipt Qty | Accept Qty | Status   | Category | Serial  | Device Track  | Stock UOM | Device Track  |
|------|---|-----------------------------------|-------------|-------------|------------|----------|----------|---|---|-----------|---|
| 1    |  | 2002<br>CHEVROLET<br>IMPALA_LARGE | 17930.00000 | 1.0000      | EA         | Received | 07002    |  |  | EA        | <a href="#">Device Track</a> <span style="color: red;">✖</span> |

Interface Receipt      [Interface Asset Information](#)