Scenario: The Match Exception Report has arrived in your inbox. Create a receipt for each invoice. You will need to create two receipts. The first receipt will be for invoice number AP0981090290 and another receipt for invoice 476508419001. Use page 1-2 to assist you with creating receipts. NOTE: The numbers on the map reference the numbers on the instruction page.
Instructions: Create a receipt for each invoice that appears on the Match Exception Report.

1. Login to UNO Financials.

2. Navigate to: Purchasing>Receipts>Add/Update Receipts.

3. Enter UNOLF in the Business Unit field. (This field usually auto populates.)

4. Select, Add.

5. Enter the PO ID from the Match Exception Report in the ID field. (Use Roadmap)

6. Select, Search

7. Check the appropriate box(es) in the Sel column for each PO Line that appear on the Match Exception Report in the Purchase Order Data section. (Use Roadmap)

8. Select, OK button.

9. In the Receipt Lines section, compare the Price with the Vchr Amt on the Match Exception Report in the Voucher Data section. The Price in the receipt lines section must equal the Vchr Amt on the Match Exception report. If they do not match modify the Price field to match the value of the Vchr Amt. (Use Roadmap)

   OR

   In the Receipt Lines section, compare the Receipt Qty with the Vchr Qty on the Match Exception Report in the Voucher Data section. The Receipt Qty in the receipt lines section must equal the Vchr Qty on the Match Exception report. If they do not match modify the Receipt Qty field to match the value of the Vchr Qty. (Use Roadmap)

   Receipt Formula
   Price=Vchr Amt
   Receipt Qty=Vchr Qty

10. Select, Optional Input tab in the Receipt Lines section.

11. In the Invoice Number field enter the Inv.# EXACTLY as it appears on the Match Exception Report in the Voucher Data section. (Use Roadmap)

   Invoice Formula
   Invoice Number=Inv.#

12. Select, Save.

13. Record the Receipt ID for your records.

14. If additional invoices appear on the match Exception Report return to steps 2-12 to create a receipt.

15. Sign Out