This job aid provides information to assist Users in receiving items through the Purchasing module in PeopleSoft. This process should be used when the items received cannot be marked as such using ePro Desktop Receiving, Asset Receiving or if a line was added to the Purchase Order that was not submitted on the original ePro Requisition.

1. Select Main Menu
2. Select Purchasing
3. Select Receipts
4. Select Add/Update Receipts
5. On the ‘Add a New Value’ tab, confirm the following settings:
   a. Business Unit = 43000
   b. Receipt Number = NEXT
   c. PO Receipt checkbox is checked
6. Click ‘Add’
7. Delete the data that will automatically populate for ‘Days +/- Today’, ‘Start Date’ and ‘End Date’
8. Confirm 43000 is populated in the PO Unit field
9. Enter the PO Number in the ID field
10. Confirm the radio button for ‘PO Remaining Qty’ is selected
11. Check the ‘Retrieve Open PO Schedules’ checkbox, if not already checked
12. Click ‘Search’
13. All of the open lines associated with the purchase order will appear under Retrieved Rows
14. Check the Sel check box next to the desired purchase order line
15. Adjust the QTY if necessary
   (The Receipt Qty field automatically populates to the original quantity sourced on the PO; if the PO is set to AMT you will be able to adjust the amount to receive on the next screen.)
16. Click ‘OK’
17. Adjust the AMT if necessary (if PO is set for amount rather than quantity)
18. Click ‘Save’
19. The system will generate a Receipt ID and the Receipt Status will change to ‘Received’