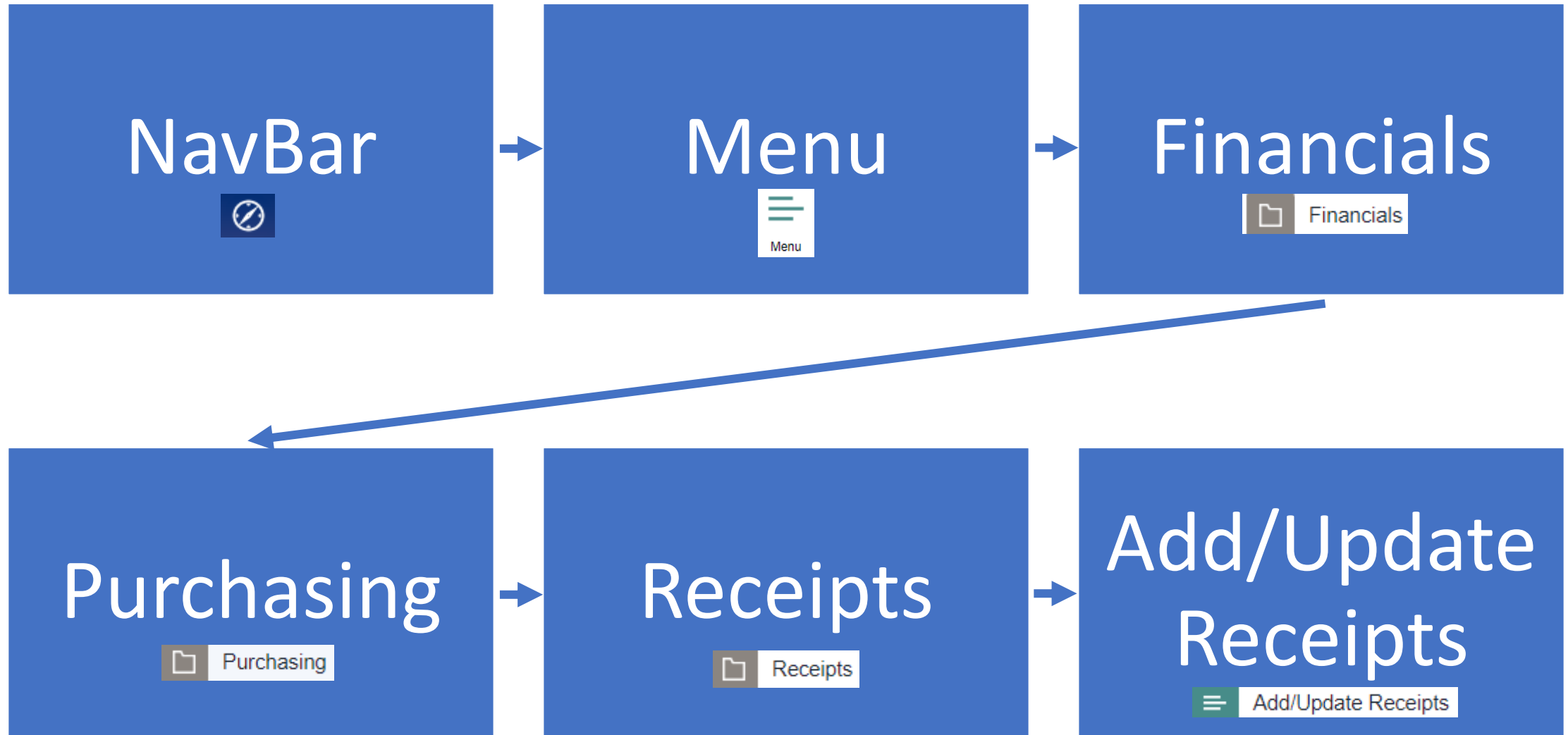


Creating a PO Receipt

Procedures for Receiving a PO in PeopleSoft

Navigation





Receiving

- Click the Add button

Receiving

Add a New Value

 Find an Existing Value

*Business Unit 

*Receipt Number

PO Receipt

Select Purchase Order

- Click in the ID field
- Enter the desired PO number into the ID field. Enter a valid value e.g. “0000020747”.
- Click Search
- Note – If the PO doesn’t pull up, remove Ship To, Date Range, Uncheck Retrieve Open PO Schedules and search again.

Select Purchase Order

Search Criteria

PO Unit	<input type="text" value="UTTYL"/>	<input type="button" value="Q"/>	Days +/- Today	<input type="text" value="120"/>	
ID	<input type="text" value="0000020747"/>	<input type="button" value="Q"/>	Start Date	<input type="text" value="06/05/2022"/>	
Line	<input type="text"/>	Schedule	<input type="text"/>	End Date	<input type="text" value="01/31/2023"/>
Release	<input type="text"/>	Supplier Name	<input type="text"/>	<input type="button" value="Q"/>	Supplier Lookup
Item ID	<input type="text"/>	Supplier Item ID	<input type="text"/>	<input type="button" value="Q"/>	
Ship To	<input type="text" value="PHY1.108"/>	Manufacturer ID	<input type="text"/>	<input type="button" value="Q"/>	
Ship Via	<input type="text"/>	Manufacturer's Item ID	<input type="text"/>	<input type="button" value="Q"/>	
	<input checked="" type="checkbox"/>	Retrieve Open PO Schedules	UPN ID	<input type="text"/>	<input type="button" value="Q"/>

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Select Purchase Order

- Check the Select box for each line to be received or Select All to receive entire PO.
- Click the OK button

Select Purchase Order

Search Criteria

PO Unit
ID
Line / Schedule /
Release
Item ID
Ship To
Ship Via
 Retrieve Open PO Schedules

Days +/- Today
Start Date
End Date
Supplier Name Supplier Lookup
Supplier Item ID
Manufacturer ID
Manufacturer's Item ID

Receipt Qty Options
 No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows Personalize | Find | View All | First 1-5 of 25 Last

Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	UTTYL	0000020747	1	1		06/18/2019	12.0000			ACCESSORIES,36W,UNDERSURFACE
<input type="checkbox"/>	UTTYL	0000020747	2	1		06/18/2019	12.0000			ACCESSORIES,48WX12H,MODESTY PA
<input checked="" type="checkbox"/>	UTTYL	0000020747	3	1		06/18/2019	12.0000			SUPPORT BASE,3WX28H,ROUND
<input type="checkbox"/>	UTTYL	0000020747	4	1		06/18/2019	7.0000			WAVEWORKS,15WX50H,BOOKCASE,OPE
<input type="checkbox"/>	UTTYL	0000020747	5	1		06/18/2019	10.0000			WAVEWORKS,17DX15W,PEDESTAL_BOX

Select All Clear All

Select Purchase Order

- Verify the Receipt Quantity and change if necessary
- Click the Save button
- Verify that the Receipt Status is correct.
- End of Procedure

Maintain Receipts

Receiving

Business Unit UT TYL Receipt Status Open ✕

Receipt ID NEXT Header Comments/Attachments Activities

Header Details

Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines

Personalize | Find | View All | 1 of 1 | First | Last

Line	Item	Description	Receipt Qty	*Rcv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track
1		ACCESSORIES,36W,UNDERSURFACE	12.0000	EA	71.10000	12.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track ✕

Interface Receipt Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display