Creating a PO Receipt

Procedures for Receiving a PO in PeopleSoft
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Add/Update Receipts
• Click the Add button
• 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.
• Check the Select box for each line to be received or Select All to receive entire PO.
• Click the OK button
• Verify the Receipt Quantity and change if necessary
• Click the Save button
• Verify that the Receipt Status is correct.
• End of Procedure