Purchasing: Receiving Quick Reference Guide PEOPLESOFT FINANCE V8.8
Financial Production Database: https://fsprd.umsystem.edu/prd/signon.html

To Create Receipts with a Purchase Order

- Purchasing > Receipts > Add/Update Receipts
  - Verify the Business Unit is STLOU. Click Add.
  - Enter **PO number** in the **ID** box and/or other search criteria. Click Search.
  - Select (**check mark) the PO lines** to receive on. Click OK.
  - Receipt Lines tab - Enter the receipt quantity (if different than displayed in Receipt Qty field). Verify other data. Click Save
  - If the receipt is entered before the due date listed on the purchase order, a warning will appear asking the user if they want to accept the receipt. Click OK.

Document Status

- Purchasing > Receipts > Review Receipt Information > Document Status
  - Search for and select a receipt.
  - Documents tab - View documents associated with the receiver. Select a link to view additional information about a specific document.
  - Related Info tab - Select Accounting Entries link to view chartfield strings.

NOTE: Document status can also be obtained by clicking the Document Status link on the Maintain Receipts page.