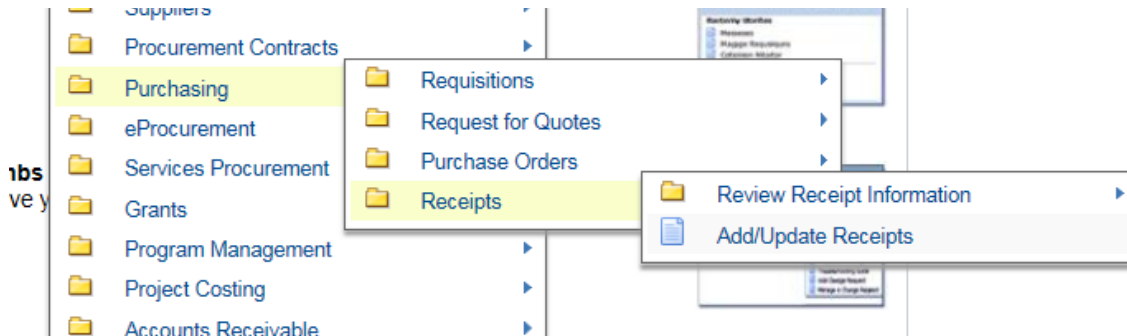# Receiving Goods and Services on a PO

From PeopleSoft, click "Main Menu" → "Purchasing" → "Receipts" → "Add/Update" Receipts

To enter a new receipt, click "Add" on the "Add a New Value" tab.

On the next page, enter your PO number in the ID field and click "Search"

A list of the lines available for receipting will appear. (Note: If no lines appear, then your PO does not need to be receipted and you may forward your invoice to USCB Accounts Payable).

Mark the check box by the line that you wish to receive and click "Ok"

On the next page you will be able to adjust either the "Receipt Price" if you are receiving by dollar amount or you will be able to adjust the "Receipt Qty" if you are receiving by the number of items ordered. Once you enter the amount received, click "Save"

If you previously received against the PO and simply need to edit your receipt, click the tab that says "Find an Existing Value".

Receiving

Enter any information you have and click Search. Leave fields blank for a list

| **Find an Existing Value** | Keyword Search | Add a New Value |

▼ **Search Criteria**

From that page, enter your PO number and click search. A list of previously entered receipts will appear, allowing you to click on them and either update or delete the receipt as needed using the steps above.

| Find an Existing Value | Keyword Search | Add a New Value |

▼ **Search Criteria**

Business Unit = USC01

Receipt Number begins with

Bill of Lading begins with

PO Business Unit begins with

Item ID begins with

PO Number begins with

Ship To Location begins with

Shipment Number begins with

Supplier ID begins with

Received Date =

Receipt Status =

User ID begins with

☐ Case Sensitive