Job Aid EPR3
Receiving via Purchasing

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'**