# Reference Guide - Entering Receipts

1. Navigation: **Purchasing  Receipts  Add/Update Receipts**

 Receipts are auto-numbered by PeopleSoft.



1. Select the **Business Unit** UMBC1 if the value did not default in.
2. ***Do NOT make any changes to the other fields on this page.***
3. Just click the Add button to move to the next page, shown below

**ENTER THE COMPLETE PO #** #ID



1. Enter your PO ID.
2. Click on . **DO NOT** hit the **ENTER** button on your keyboard.

**TROUBLE-SHOOTING**:

If no rows are returned, clear the “Ship To” Field & remove the green checkmark in the “OpenSched” field. If you do not know the PO ID, search for shipments by vendor name. Enter the first 3 letters of the vendor name in the “ShortName” field, then click the magnifying glass. Select your Vendor and then click SEARCH.

1. Click on the **Sel (Select)** check boxes for the lines that you want to receive. Click 

The Maintain Receipts page will open.

1. Enter the quantity of each item received, in the **Receipt Qty** field.

**NOTE: If this line is being received in dollars**, you will see a field called “**PRICE**” next to **Receipt QTY**. In this case, enter the dollar amount you wish to approve for payment, in the **Price** field. The Receipt Qty field will not be active.



1. After you enter the quantity or dollar amount that is on your invoice, click  on the **Receiving** page and you will see the receipt ID on top of the page as shown below. Enter the receipt # on your invoice with the purchase order # and send the invoice to accounts payable for processing.

**CANCELLING RECEIPTS**

 1. Navigation**:** **Purchasing  Receipts  Add/Update Receipts**



2. Click the **Find an Existing Value** tab**.**



3. Enter your receipt number.



4. Click on the red X



5. Message above will appear when you click on the red X. Click yes.



6. The receiving screen will come back with the receipt status stating that the receipt is canceled.