



Job Aid EPR1 Receiving via Desktop (by Qty. and by Amt.)

This job aid is designed to aid in desktop receiving either **by quantity or by amount** for **non-asset items** that were ordered/purchased through GeorgiaFIRST Marketplace or by Special Request Requisition.

***Note:** All assets must be received through PeopleSoft Financials (PS FIN) in the Purchasing Menu and cannot be received using this job aid. Please see Job Aid EPR2 for Receiving Assets.

Desktop Receiving can be accomplished by selecting **one** of the following two options from the **eProcurement Menu**:

I.) Using 'Receive Items'

- Select **Main Menu**
 - Select **eProcurement**
 - Select **Receive Items**
 - Locate the **Requisition Line** you need to receive
 - Select the line(s) by checking the **'Select'** checkbox(es)
 - Click the **'Receive Selected'** button above the line
 - Change the **Received Date** to the current date if not populated
 - Update the **'Received Amount'** **or** the **'Received Quantity'** fields to match the amount or quantity of the invoice in-hand. *(This will be based on how the PO was dispatched; by Qty or Amt.)* **If the amt/qty you need to receive is the amt/qty populated, you will not need to edit.**
- Note:** Do not receive more than is stated
- Click the **'Save Receipt'** button
 - **"Receipt Saved Successfully"** and the **Receipt Number** will be listed at the top of the page

II.) Using 'Manage Requisitions'

- Select **Main Menu**
 - Select **eProcurement**
 - Select **Manage Requisitions**
 - Search for the **Requisition** you need to receive
 - In the **'Select Action'** drop-down box on the right end of the Requisition line, select **'Receive'**
 - Click **'Go'**
 - Select the line(s) by checking the **'Select'** checkbox(es) on the left end of the line(s)
 - Click the **'Receive Selected'** button above the line
 - Change the **Received Date** to the current date if not populated
 - Update the **'Received Amount'** **or** the **'Received Quantity'** fields to match the amount or quantity of the invoice in-hand. *(This will be based on how the PO was dispatched; by Qty or Amt.)* **If the amt/qty you need to receive is the amt/qty populated, you will not need to edit.**
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