This job aid provides information for Users to receive items that are assets. Asset receiving is completed in the PeopleSoft Financials Purchasing module; and cannot be completed in the eProcurement module.

1. Identify the Requisition and Purchase Order Number
   a. Log into PeopleSoft Financials (PS FIN)
   b. Select eProcurement in the left-hand menu
   c. Select Manage Requisitions
   d. Under Search Requisitions click the Clear button
   e. In the Business Unit field enter 43000
   f. Enter the ReqID# in the Requisition ID field
   g. Click the Search button
   h. Click on the expansion triangle to the left of the Req ID
   i. Click on the Purchase Order icon to reveal the purchase order information
   j. Note the PO Number for future steps in this process

2. If an asset tag has not been provided to you, please contact the Office of Finance and Accounting to obtain an Asset Tag and note the Asset Tag number (for step 3.0.ii below)
   Contact: Lyra Pennington, Accounting Professional II, Asset Management
   Ext: 770-430-4447
   Email: lpennin1@kennesaw.edu

3. Receiving the Asset
   a. In PeopleSoft, select Main Menu
   b. Select Purchasing
   c. Select Receipts
   d. Select Add/Update Receipts
   e. On the ‘Add a New Value’ tab, confirm the following settings:
      i. Business Unit = 43000
      ii. Receipt Number = NEXT
      iii. PO Receipt checkbox is checked
   f. Click ‘Add’
   g. Delete the data that will automatically populate for ‘Days +/- Today’, ‘Start Date’ and ‘End Date’
   h. Confirm 43000 is populated in the PO Unit field
   i. Enter the PO Number (from step 1j above) in the ID field
   j. Confirm the radio button for ‘PO Remaining Qty’ is selected
   k. Click ‘Search’
   l. Check the Sel check box next to the purchase order under the Retrieved Rows, to pull the row over into your receipt
   m. Click ‘OK’
   n. On the ‘Receipt Lines’ tab:
      i. Adjust the Receipt Qty field if necessary
      (Note: this field automatically populates to the quantity listed on the PO.)
      ii. Check the Serial check box

(continued...)
iii. Click the ‘Pending’ link under AM Status (the receipt has an AM Status indicating it is an asset)

o. On the Maintain Receipts screen, enter the following information:
   i. Enter the asset Serial ID (the serial number provided on the item from the Supplier); for any asset without a serial ID enter ‘9999999’
   ii. Enter the asset Tag Number (identified in Step 2 above)
   iii. Click ‘OK’

p. Click ‘Save’