Job Aid EPR2
Receiving Assets

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. **Contact the Office of Finance and Accounting to obtain an Asset Tag and note the Asset Tag number (for step 3p 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

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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'**