HOW TO
Receive 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. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.

2. Identify the Requisition and Purchase Order Number – if you don’t know those numbers, follow the steps below:
   a. Select the compass icon at the top right of the page to open the NavBar menu – click Navigator > eProcurement > Manage Requisitions
   b. Under Search Requisitions click the Clear button
   c. In the Business Unit field enter 43000
   d. Enter the ReqID# in the Requisition ID field
   e. Click the Search button
   f. Click on the expansion triangle to the left of the Req ID
   g. Click on the Purchase Order icon to reveal the purchase order information
   h. 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.o.ii below)

   Contact:
   Lyra Pennington, Accounting Professional II, Asset Management
   Ext: 470-578-4447
   Email: lpennin1@kennesaw.edu

3. Receiving the Asset:
   a. In PeopleSoft, select the compass icon at the top right of the page to open the NavBar menu – click Navigator > Purchasing > Receipts > Add/Update Receipts
   b. 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
   c. Click Add
   d. Delete the data that will automatically populate for Days +/- Today, Start Date and End Date
   e. Confirm 43000 is populated in the PO Unit field
   f. Enter the PO Number in the ID field
   g. Confirm the radio button for PO Remaining Qty is selected
   h. Click Search
      i. Check the Sel check box next to the purchase order under Retrieved Rows to pull the row into your receipt
   j. Click OK
   k. 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

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

l. 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)
   iii. Click OK

m. Click Save