HOW TO
Receive as Non-Requester

This job aid provides information to assist users in receiving items through the **Purchasing module** in PeopleSoft. This method is typically used by those who were not the original requester, but need to receive the item for the department; or when the items received cannot be marked as such using ePro Desktop Receiving, Asset Receiving; or if a line was added to the Purchase Order that was not submitted on the original ePro Requisition.

1. Log in to **PeopleSoft** via [https://www.usg.edu/gafirst-fin/](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. Select the **NavBar icon > click Navigator > Purchasing > Receipts > Add/Update Receipts**
3. On the **Add a New Value** tab, confirm the following settings:
   a. **Business Unit = 43000**
   b. **Receipt Number = NEXT**
   c. **PO Receipt checkbox is checked**
4. Click **Add**.
5. Delete the data that will automatically populate for **Days +/- Today, Start Date** and **End Date**.
   a. Confirm **43000** is populated in the **PO Unit** field.
   b. Enter the **PO Number** in the **ID** field.
   c. Confirm the radio button for **PO Remaining Qty** is selected.
   d. Check the **Retrieve Open PO Schedules** checkbox, if not already checked.
   e. Click **Search**.
6. All of the open lines associated with the purchase order will appear under **Retrieved Rows**.
7. Check the **Sel** check box next to the desired purchase order line.
8. Adjust the **QTY** if necessary. (The **Receipt Qty** field automatically populates to the original quantity sourced on the PO; **if the PO is set to AMT**, you will be able to adjust the amount to receive on the next screen.)
9. Click **OK**.
10. Adjust the **AMT** if necessary (**if PO is set for amount rather than quantity**).
11. Click **Save**.
12. The system will generate a **Receipt ID** and the **Receipt Status** will change to **Received**.