KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

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/ 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.**