KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

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.*

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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**