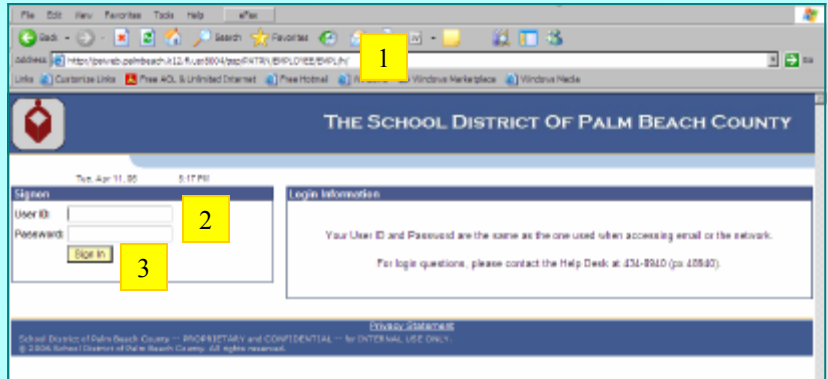


When a Bookkeeper receives a shipment of the items that he/she ordered, a receipt must be entered so the Vendor can be paid for providing the items on the requisition. Partial receipts are allowed.

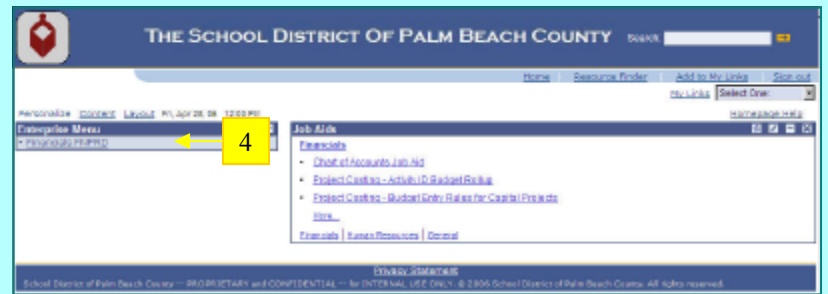
If you are receiving an item, complete steps 1-12 + 26, 27. If you are receiving an asset, complete steps 1-27.

1. Navigate to <https://erp.palmbeach.k12.fl.us>
2. Log in to the PeopleSoft portal by entering your network **User ID** and **Password**.
3. Click **Sign In**.



Your Portal page appears.

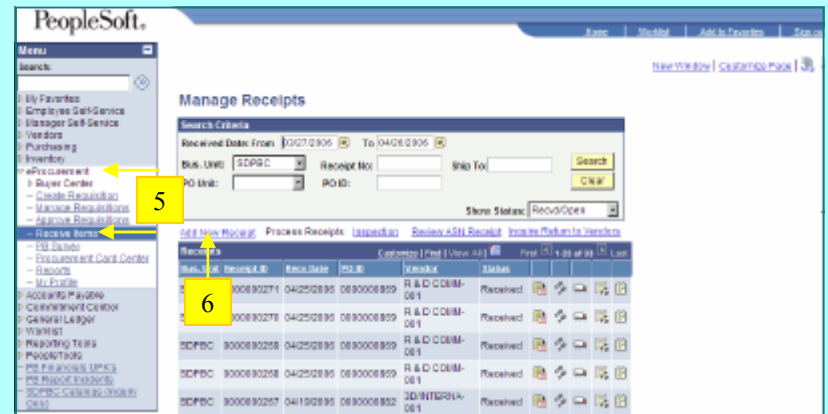
4. Click on the **Financials FNPRD** link on the main menu.



5. Click on the following links: **eProcurement—Receive Items**.

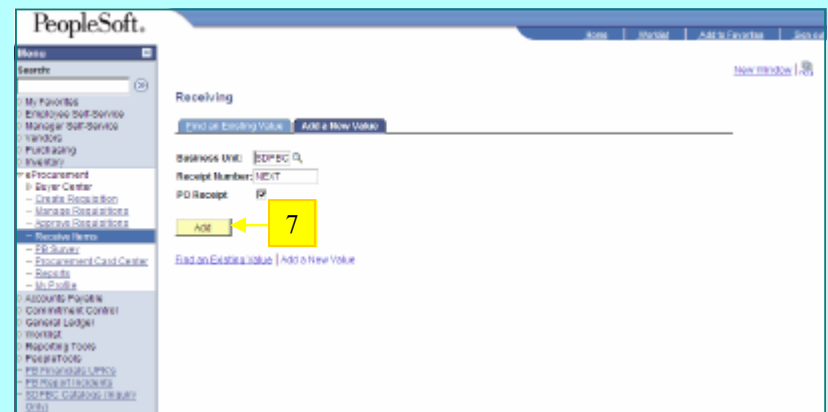
The *Manage Receipts* page appears.

6. Click the **Add a New Receipt** link.



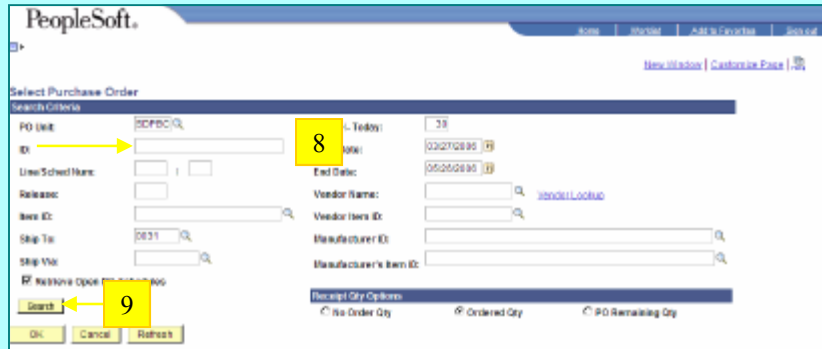
The *Receiving* page appears.

7. Click the **Add** button to add a new, auto-numbered receipt.



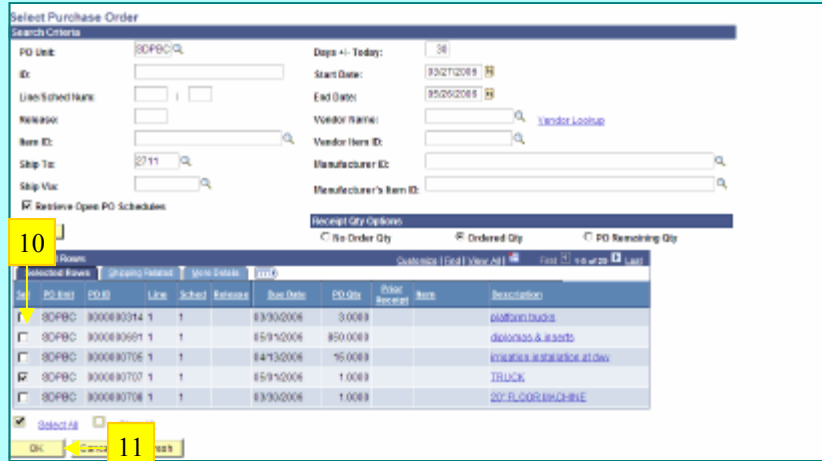
Your *Select Purchase Order* screen appears.

8. Enter your 10-digit PO number in the **ID** field.
9. Click the **Search** button.



A list of PO lines is returned.

10. Check the **SEL** box next to the item that was received.
11. Click the **OK** button.

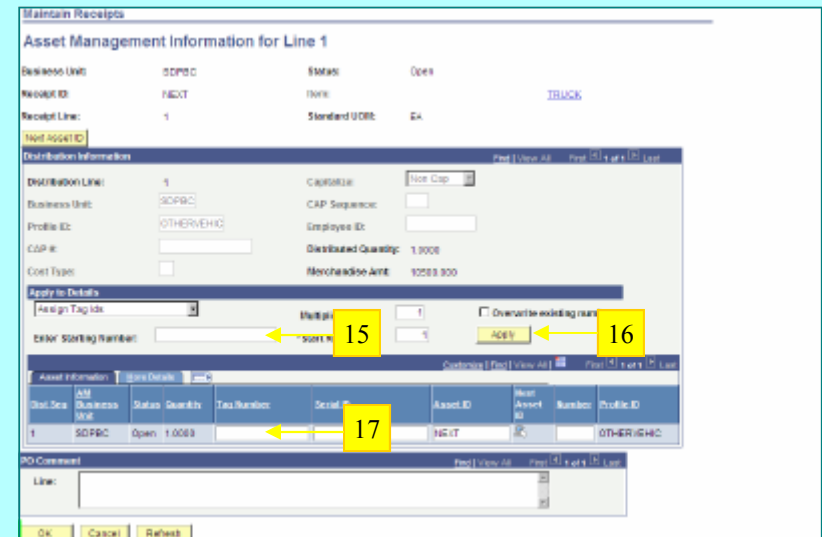


12. Enter the quantity you received in the **Received Qty** field.
If you are receiving an item, proceed to steps 26 and 27.
13. Click the **Serial** checkbox.
14. Click the **Pending** link in the AM Status field.



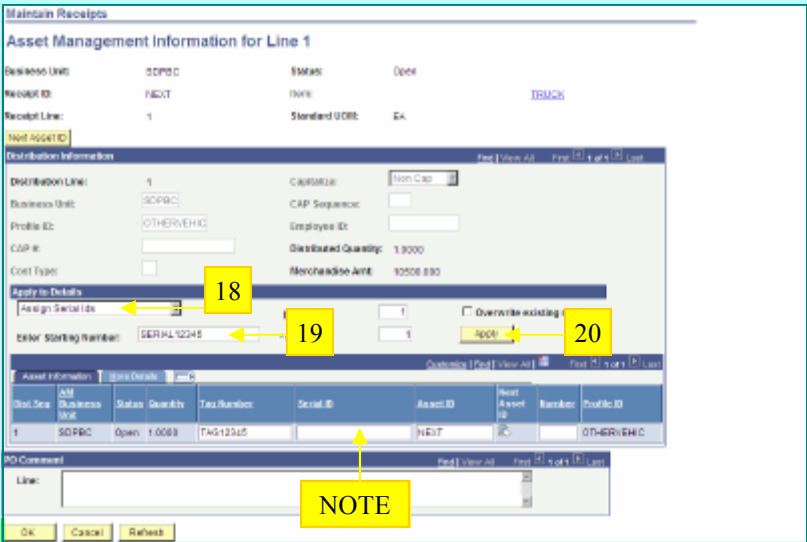
The *Asset Management Information* page appears in a new window. As the "Receiver" you will tag these assets.

15. If your Asset Tags are numbered in order, enter the starting number in the **Enter Starting Number** field.
16. Click the **Apply** button to automatically number the assets.
17. If your asset tag numbers are not sequential, manually enter the asset tag numbers individually in the **Tag Number** field.



- 18. If your asset serial numbers are sequential, use the Apply to Details area to change the selection to **Assign Serial IDs**.
- 19. Enter the first sequence number in the **Enter Starting Number** field. If there is no serial number, enter N/A.
- 20. Click the **Apply** button.

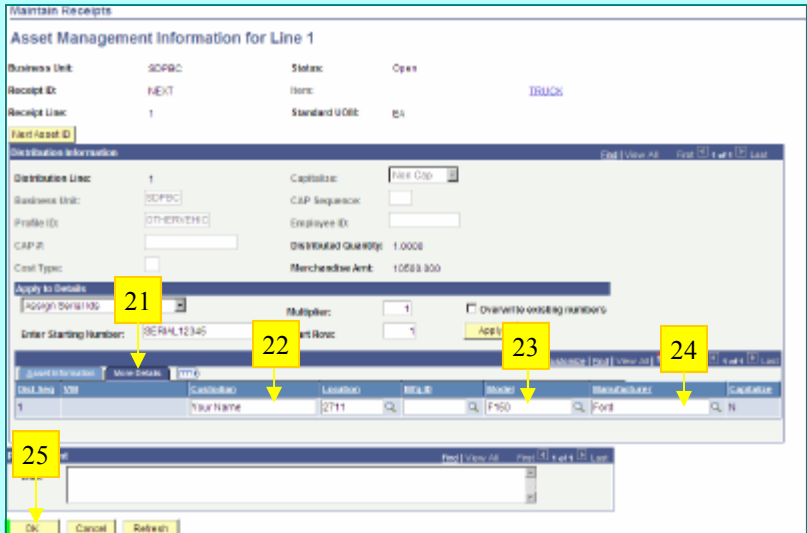
Note: If your asset serial numbers are not sequential, manually enter the serial numbers individually in the **Serial ID** field.



- 21. Click **More Details** tab.
- 22. Enter the name (such as Smith, Tom) of the person using the asset or the person who is responsible for the asset in the **Custodian** field.

If you have multiple asset lines and different Custodian names, enter the name of the Custodian individually with his/her associated asset.

- 23. Enter the **Model** number or enter None if there is no model number.
- 24. Enter the **Manufacturer**.
- 25. Click the **OK** button.



The Asset Management Information page closes and the Receiving page appears.

- 26. Click the **Save** button to complete the receipt and tagging of your asset.
- 27. A survey link will appear. Complete the short survey to evaluate the Vendor's performance.

