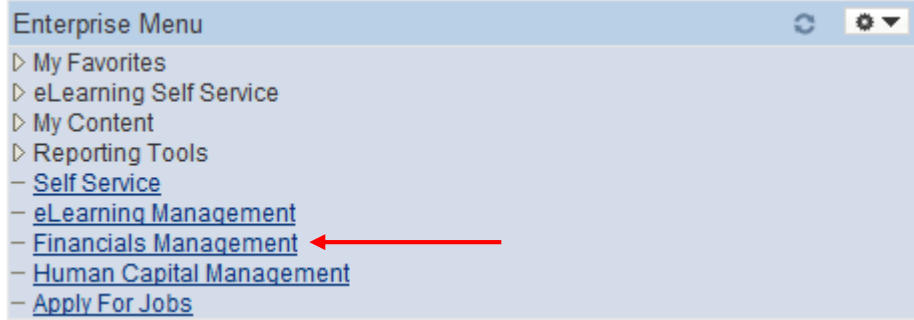
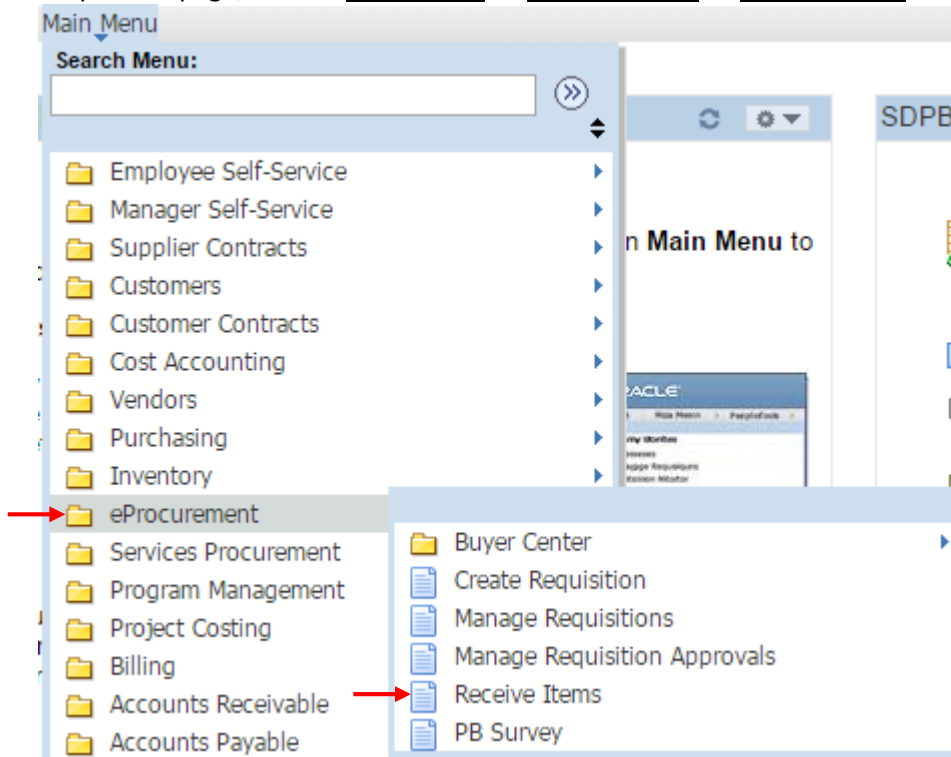


How to Receive an Asset

- Login to PeopleSoft. Navigate to the **Enterprise Menu** and click on Financials Management.



- At the top of the page, click on Main Menu → eProcurement → Receive Items.



- The Manage Receipts page will come up. Click on Add New Receipt.

Manage Receipts

Search Criteria

Received Date From: To: Show Status:

Business Unit: Receipt ID:

PO Unit: PO ID: Ship To:

[Add New Receipt](#) [Process Receipts](#) [Inspection](#) [Review ASN Receipt](#) [Manage Return to Vendors](#)

Business Unit	Receipt ID	Date	PO ID	Vendor	Status					
SDPBC	0000632564	02/17/2016	TR20160001	DELL COMP-001	Received					
SDPBC	0000632563	02/17/2016	TR20160018	DELL COMP-001	Received					
SDPBC	0000632562	02/17/2016	TR20160020	DELL COMP-001	Received					

- Click on Add.

Receiving

Find an Existing Value | **Add a New Value**

Business Unit:

Receipt Number:

PO Receipt

Add ←

- You should now be on the Select Purchase Order page. Enter your 10-digit PO number in the **ID** field and then click Search.

Select Purchase Order

Search Criteria

PO Unit:

ID: ←

Line / Schedule: /

Release:

Item ID:

Ship To:

Ship Via:

Retrieve Open PO Schedules

Days +/- Today:

Start Date:

End Date:

Vendor Name: [Vendor Lookup](#)

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

Search ←

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

OK Cancel Refresh

- A list of PO lines should be returned. Check the Sel box next to the item that was received and then hit OK.

Retrieved Rows Personalize | Find | View All | | First 1-2 of 2 Last

Selected Rows	Shipping Related	More Details							
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	Item	Description	
<input checked="" type="checkbox"/> ←	SDPBC	TR20160020	1	1	39	02/20/2016		Latitude E5420 upgraded laptop	
<input type="checkbox"/>	SDPBC	TR20160020	2	1	40	02/20/2016		Cyan toner cartridge for C510	

[Select All](#) [Clear All](#)

← **OK** Cancel Refresh

- The Receiving page will come up. Enter the quantity that you received in the **Receipt Qty** field. Click the checkbox in the **Serial** field. Now, click the Pending link in the **AM Status** field.

Maintain Receipts

Receiving

Business Unit: SDPBC Receipt Status: Open ✗
 Receipt ID: NEXT [Add Header Comments](#) [Activities](#)
[Header Details](#)

Header

Select Purchase Order [Close Short All Lines](#) [Print Delivery Report](#) [Run PO Receipt Actual](#)

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Latitude E5420 upgraded laptop	1.0000	EA	1001.11000	1.0000	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

Interface Receipt Run Close Short [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

- You will now be taken to the Asset Management Information page.
 - If your Asset Tags or Serial Numbers are in sequential order, enter the first number in the series in the **Enter Starting Number** field. Click [Apply](#) to automatically number the assets. You may toggle between Asset Tag and Serial Number in the **Select Action** drop down menu.
 - If the Asset Tags or Serial Numbers are not in sequential order, you must manually enter them individually in the **Tag Number** or **Serial ID** field.
 - After you finish, click on the [More Details](#) tab.

Asset Management Information for Line 1

Business Unit: SDPBC Status: Open
 Receipt ID: NEXT Item: [Latitude E5420 upgraded laptop](#)
 Receipt Line: 1 Standard UOM: EA
[Next Asset ID](#)

Distribution Information

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: SDPBC CAP Sequence:
 Profile ID: LAPTOP Employee ID:
 CAP #: Distributed Quantity: 1.0000
 Cost Type: Merchandise Amount: 1001.110

Apply to Detail

Select Action: Serial or Asset Tag → Assign Tag Ids Multiplier: 1
 Enter Starting Number: 3 *Start Row: 1 [Apply](#)
 Overwrite existing numbers

Asset Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	SDPBC	Open	1.0000	 	 	NEXT	↔		LAPTOP

PO Comment

Line:

[OK](#) [Cancel](#) [Refresh](#)

- In the **Custodian** field, enter the name of the person responsible for the asset (Ex: Smith,John). If you have multiple asset lines and different Custodian names, enter the names individually with his/her associated asset. If you scroll to the right, you can enter the **Model** and **Manufacturer**. If there is no Model or Manufacturer, enter "None." After you enter the information, hit **OK**.

The screenshot shows the 'Asset Details' form with the following fields:

Dist Seq	Custodian	Location	Mfg ID
1		9220	

- You should now be on the Receiving page. Click on **Save** to complete the receipt and tagging of your asset.

Receiving

The screenshot shows the 'Receiving' page with the following details:

Business Unit: SDPBC Receipt Status: Open **X**

Receipt ID: NEXT [Add Header Comments](#) [Activities](#)

[Header Details](#)

Buttons: [Close Short All Lines](#) [Print Delivery Report](#) [Run PO Receipt Accrual](#)

Receipt Lines Table:

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Latitude E5420 upgraded laptop	1.0000	EA	1001.11000	1.0000	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

Options: Interface Receipt Run Close Short [Interface Asset Information](#)

Buttons: [Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

- An optional survey page for the vendor will come up.
- Make sure to physically tag your asset with the corresponding asset tag you assigned it in the receipt.