Desktop Receiving

This job aid is designed to help you perform ‘desktop receiving’ on the items you requested.

Note: This procedure should only be used for items you have actually received.

1. Log into **PeopleSoft Financials**.
2. Select **eProcurement** in the menu.
3. Select **Receive Items** in the menu.
4. Locate the **Requisition Line** for the item(s) you have physically received and wish to create a receipt for, then select line(s) by checking the **Select** checkbox(es).
5. Select the **Receive Selected** button.
6. If the **Receipt Date** is not the current date, change the date.
7. In the **Received Qty** field, enter the quantity received.
    a. If you have only received a partial quantity of the total ordered, you will be able to create another receipt when you receive the remaining quantity.
8. If you need to enter comments to attach to the receipt, click the **Comments** icon.
    a. Do not include any slashes (/) in your comments.
9. Click the **Save Receipt** button.
10. Your Receipt Number is listed on the “Receipt Saved Successfully” page.