UNIVERSITY of West Georgia | Center for Business Excellence

Creating a Desktop Receipt

1. Log into PeopleSoft.
2. Click on the **NavBar** (compass icon).
3. Click the **Navigator** icon.
4. Select **eProcurement** from the menu.
5. Select **Receive Items**.
6. Location the **Requisition Line Item** you need to receive.
7. Select the requisition by placing a **checkmark** in its **Select** box (or to receive all line items, choose the **Check All** button).
8. Select the **Receive Selected** button.
9. By default, the current date will be listed as the **Received Date**.
10. In the **Received Qty** field, enter the **quantity** received. 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.
11. To review details about the actual purchase order, select the **Details** icon.
12. To attach comments to the Receipt, select the **Comments** icon.
    a. Here you can indicate the condition and input a comment if needed.
    b. Do not include any slashes (/) in your comments.
13. Click the **Save Receipt** button.
14. Your Receipt Number will be listed on the “Receipt Saved Successfully” page.