

# Desktop Receiving

You may receive a system-generated email from donotreply@usg.edu to receive your ordered items in ePro. The following instructions are how to access the desktop receiving function within ePro:

Start here: <https://www.usg.edu/gafirst-fin/>

The screenshot shows the GeorgiaFIRST Financials website homepage. At the top, there's a navigation bar with links for USG INSTITUTIONS, INFORMATION FOR, POLICIES & REPORTS, DIVISIONS, GIVE, and ABOUT. Below the navigation is a sidebar with links for Home, Documentation, Announcements, Known Issues, Releases, Project Information, Training, iStrategy/Reporting, and Support. The main content area has a heading 'PeopleSoft Financials' followed by a detailed description of the application. A 'Subscribe to our mailing list' section is also present. To the right, there are sections for 'Active GeorgiaFIRST Financials User' (Self-Service Users) and 'Core Users' (GeorgiaFIRST Self Service). A large red circle highlights the 'GeorgiaFIRST Financials' button under the Core Users section.

Next, click on "GeorgiaFIRST Financials":

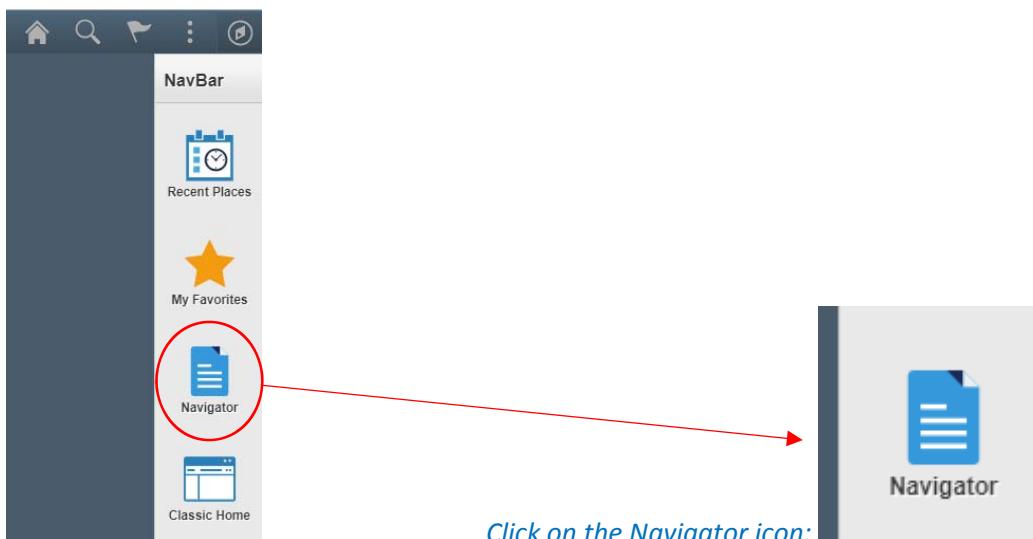
This block shows a close-up of the 'Core Users' section from the previous screenshot. It features a heading 'Core Users' with a horizontal line above it. Below the heading is a description: 'Enter and process financial transactions, run reports or queries, analyze financial data.' At the bottom is a blue button with the text 'GeorgiaFIRST Financials'. A large red arrow points from the text 'Next, click on "GeorgiaFIRST Financials"' in the previous section towards this button.



Click on the compass icon  
in the upper right hand corner of the screen.



This will display the NavBar:



Click on the Navigator icon:

Click on "eProcurement" then click on "Receive Items":

The screenshot shows the NavBar: Navigator interface. On the left, there's a sidebar with icons for Recent Places, My Favorites, Navigator, and Classic Home. The main area lists several categories: Employee Self-Service, Manager Self-Service, Suppliers, Procurement Contracts, Purchasing, eProcurement (which is circled in red), Travel and Expenses. To the right is a detailed view of the eProcurement section under the NavBar: Navigator. It includes links for Recent Places, Buyer Center, Requisition, Manage Requisitions, Manage Requisition Approvals, Receive Items (which is also circled in red), Procurement Card Center, Reports, and My Profile.

If you have requisition lines available to receive they will display similar to this screen from FPlay:

The screenshot shows the 'Receive Items' screen. At the top, it says "You have 17 lines open for receiving". Below that is a button labeled "Receive Selected" and a note: "Desktop Receiving should not be used for Receipt of Assets. Request the appropriate staff on your campus to create a PO Receipt instead". The main area is a grid titled "Requisition Lines to Receive" with columns for Req BU, Requisition, Item Description, Item ID, Tot Req Qty/Amt, Accepted to Date, UOM, Ship To, Ship To GLN, Attention To, Supplier, and Supplier ID Number. The grid contains 17 rows of data, with the first row being: Req BU 83000, Requisition 0000506214, Item Description #6Q8030573703-000030#02 GAS SENSOR, Item ID, Tot Req Qty/Amt 2, Accepted to Date 0, UOM EA, Ship To MACON, Ship To GLN, Attention To Renat Khatmullin, Supplier VWRINT-CAT-001, Supplier ID Number.

We want to receive REQ 506214:

The screenshot shows the "Requisition Lines to Receive" screen again. A red circle highlights the row for Requisition 0000506214. A red arrow points from this highlighted row down to the "Req BU" column of the "Purchase Order Details" table below, which shows the checked checkbox next to the value 83000.

Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Number
83000	0000506214	#6Q8030573703-000030#02 GAS SENSOR		2	0	EA	MACON		Renat Khatmullin	VWRINT-CAT-001	

Requisition Lines to Receive			Purchase Order Details								
Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Number
<input checked="" type="checkbox"/>	83000	0000506214	#6Q8030573703-000030#02 GAS SENSOR	2	0	EA	MACON		Renat Khatmullin	VWRINT-CAT-001	

Click the check box next to the line:

Click the “**Receive Selected**” box:

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## Receive Items

You have 17 lines open for receiving

**Receive Selected**

and go to the Receive Form.

Next, click “**Save Receipt**”

◀ usual User Receiving With PO Receive Items

Receive Items

New Receipt

\*Business Unit 83000

Receipt Status Open

\*Received Date 02/06/2019

Header Comments/Attachments Reject Shipment

**Receipt Lines** Personalize | Find | View All |   First  Last

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Cancel Line	
1	#6Q8030573703-000030#O2	2.0000	<input type="button" value="EA"/> <input type="button" value="🔍"/>	EA <input type="button" value="🔍"/>	2.0000	<input type="button" value="📝"/>	<input type="button" value="💬"/>		N			<input type="button" value="🖨"/>	<input type="button" value="💬"/>	<input type="button" value="✖"/>

**Save Receipt** (circled)

Manage Return To Supplier Inquire Receipts

Add New Receipt

You have successfully received your order in ePro!

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## Receipt Saved Successfully

You have saved receipt # 0000523968 containing the following items:

### Receipt Lines

Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity
1	#6Q8030573703-000030#O2 GAS SENSOR	2.0000		2.0000

[Return to Manage Requisitions](#)

[Return to Receiving](#)

## Important Notes:

Please note that you cannot use the desktop receiving functionality for assets – one single item that costs \$3,000 or more. This will be tagged and received by Facilities.

If you have the invoice and receiving is not required in the EPro system, please verify that you received the order or that the services were provided satisfactorily. Please send the invoice with P.O. number to [po\\_invoices@clayton.edu](mailto:po_invoices@clayton.edu) with an approval signature on the invoice e.g. Approved to pay – signature of budget manager

This can be done electronically as well if you received the invoice via email:

Okay to pay by KC Harris - 1/28/19 / University Pointe

**RECEIVED**  
By Teresa Hollingsworth at 8:56 am, Jan 25, 2019

**ACE TECHNOLOGIES**  
ACE TECHNOLOGIES  
PO BOX 2352  
VALDOSTA GA 31604  
P 229-244-6412 F 229-247-1966

Currently accepting VISA and MasterCard.

**Invoice 2976A** P.O. 521138

Bill to: MIDDLE GEORGIA STATE COLLEGE (FORMALLY MACON STATE COLLEGE) 100 COLLEGE STATION DRIVE MACON, GA 31206	Job: MIDDLE GA STATE UNIVERSITY 100 UNIVERSITY PKWY MACON GA 31206
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REMIT TO: PO BOX 2352 VALDOSTA GA 31604

Invoice #: 2976A	Date: 01/17/19	Customer P.O. #:
Payment Terms: NET 30		Salesperson:
Customer Code: 89		

Remarks: MIDDLE GA STATE UNIVERSITY WO# 2976 (If Applicable) SALES TAX INCLUDED IN MATERIAL COST

Quantity	Description	U/M	Unit Price	Extension
1.00	TECHNICIAN HOURS	E	110.00	110.00
			Subtotal:	110.00
			Total:	110.00

**APPROVED**  
By Laura Gay at 3:37 pm, Jan 28, 2019

The “APPROVED” date/time stamp is acceptable and eliminates the need to print the invoice.

Please make sure to forward any invoices that you have received and that are based on a purchase order to Accounts Payable at [po\\_invoices@clayton.edu](mailto:po_invoices@clayton.edu)