

One Carolina PeopleSoft Receiving Goods and Services

General Guidelines

I. Receiving Goods and Services

Receiving is the part of the 3 Way Matching process in PeopleSoft. It matches the voucher with the Purchase Order and Receipts. This Matching Process provides a control measure to ensure that we pay for only goods or services received.

Receiving requested goods/services is the trigger for Accounts Payable to finalize payment. If the 3 Way Matching process is not successful, payment will not be made.

II. Purchase Order – Do I need to receive and if so quantity or amount?

Use the Purchase Order Inquiry Navigation to determine the type of PO (Amount or Quantity) you have and whether Receiving is required.

Main Menu > Purchasing > Purchase Order > Review PO Information > Purchase Orders

The screenshot displays the 'Details for Line SACSCOC-001' in PeopleSoft. The PO ID is 2000015547 and the status is 'Approved'. The line is set to 'Amount Only' and 'Receiving Required' is checked. The physical nature is 'Goods' with a merchandise amount of 500.00. The category is 578, 'MISCELLANEOUS PRODUCTS (NOT OTHERWISE CLASSIFIED)'. The contract set ID is USC01. The supplier name is SACSCOC-001 and the buyer is Jeffrey J. Jenik. The PO date is 12/15/2015. The PO reference is 'Online Src From Req 10000137'. The line details table shows one line item with a description of 'Prospectus Fee - Review of Sub'. The 'Receiving Required' checkbox is checked, and the 'Withholding' checkbox is unchecked.

Line	Item ID	Item Description
1		Prospectus Fee - Review of Sub

It is important for Requisitioners to know their Purchase Orders and whether receiving is required or not. The following types of Purchase Orders are set automatically:

Blank Purchase Orders – Set up as Amount Only and No Receiving Required

Good/Services On Hand Purchase Orders – Set up as Amount Only and No Receiving Required

III. Navigation Choices for Receipting:

A. Receipting if you are the Requisitioner using eProcurement:

Main Menu > eProcurement > Manage Requisitions

1. Choose the lines that you want to receive and “Receive Selected” to receive the goods/services on this requisition.

Oracle eProcurement Manage Requisitions

Receive Items

You have 1 line open for receiving for requisition 1000000028

Receive Selected and go to the Receive Form.

Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attentio
USC01	1000000028	UltraSharp U2413 24-inch Flat Panel Monitor: 3Yr Ltd. Warranty, 3 yr Advanced Exchange		1	0	EA	190-335		Jayne I

B. Regular Receiving

Main Menu > Purchasing > Receipts > Add/Update Receipts

1. Type in a PO ID and Search.

University of South Carolina Purchasing Add/Update Receipts

Select Purchase Order

Search Criteria

PO Unit: USC01

ID: 2000002577

Search

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

2. Select the lines to receive and click “OK”.

Retrieved Rows

Set	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	USC01	2000002577	1	1		07/24/2015	20.0000			Mac Mini Computer, 2.6 GHz Dua
<input checked="" type="checkbox"/>	USC01	2000002577	2	1		07/24/2015	20.0000			AppleCare Protection Plan for

OK Cancel Refresh

- Identify the quantity or amount to receive and fill in the quantity received or the amount to be received then click Save.

Receipt Lines Personalize | Find | View All | First

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Devic Track
1		Mac Mini Computer, 2.6 GHz Dua	20.0000	EA	1039.00000	20.0000	Open	<input type="checkbox"/>		<input type="checkbox"/>	EA	Devi
2		AppleCare Protection Plan for	20.0000	EA	79.00000	20.0000	Open	<input type="checkbox"/>		<input type="checkbox"/>	EA	Devi

Interface Receipt Run Close Short Interface Asset Information

Save Notify Refresh Add

Receipt Lines Personalize | Find | View All | 1 of 1 | Last

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Device Track	
1		GAS CYLINDER RENTAL	1.0000	34.86000	1.0000	Open	<input type="checkbox"/>		<input type="checkbox"/>	Device Track	✗

Interface Receipt Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display

IV. Matching Workbench

Accounts Payable runs the Matching Process every morning. This process performs the 3 Way Match on all open and active vouchers and will place all vouchers not meeting the 3 Way Match on the Match Workbench. All items on the Match Workbench must be cleared by Accounts Payable and/or Purchasing. Accounts Payable will clear items relating to the Voucher and where no Receipt exists. Purchasing will clear discrepancies between the Purchase Order and the Receipt.

Vouchers on Purchase Orders not requiring receipting, will not be subjected to the Matching Process.