University of South Carolina · Purchasing

PEOPLESOFT FINANCE · USER GUIDE

How to Add/Update a Receipt

This manual helps requesters learn how to create a receipt to validate accurate shipment and facilitate proper matching controls.

VERSION	UPDATED	AUDIENCE	CLASSIFICATION
1.0	September 2026	Requesters	Internal use

01 / OVERVIEW

Receiving Overview

1 What is a receipt?

A receipt transaction validates that the requester or department has received the goods or services supplied by the supplier in response to the UofSC purchase order that was dispatched to the supplier.

2 How does the receipt impact payment?

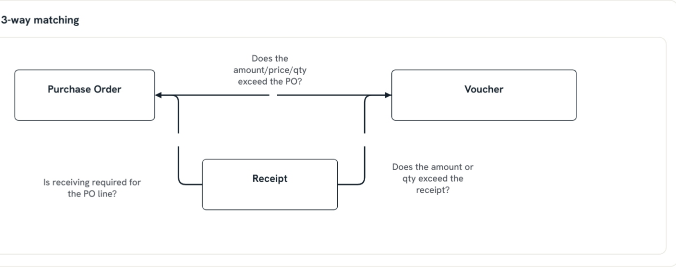
Some purchase order lines require a receipt, and a supplier's invoice can't be paid until the receipt is entered by the requester or an authorized department user.

This is sometimes called 3-way matching where the voucher's amount, price or quantity is compared to the purchase order, and the voucher's amount or quantity is compared to the receipt for any purchase order line that requires a receipt.

3 Why is 3-way matching important?

3-way Matching is a control measure used to ensure that the University pays for only the goods and services that we have ordered and received.

3-way matching



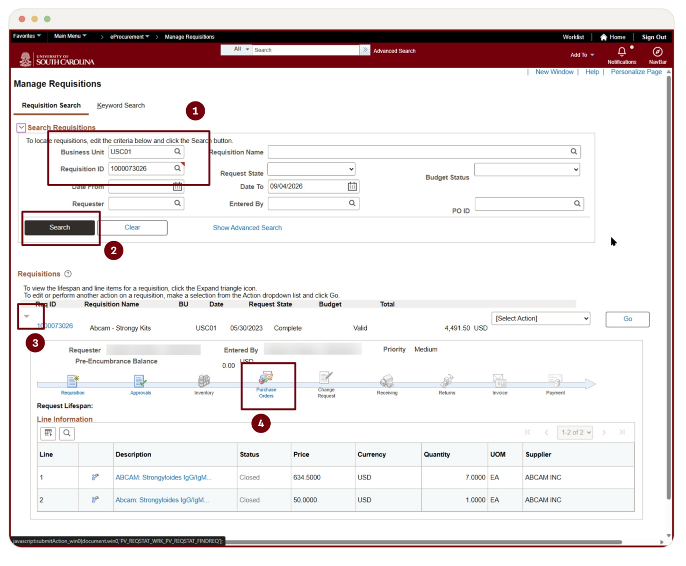
4 How can I tell if a receipt is required for matching?

Review the purchase order line to determine if a receipt is required for 3-way matching. Keep in mind that your department may require receipts for all purchases regardless of their applicability to 3-way matching.

`Main Menu ▸ eProcurement ▸ Manage Requisitions`

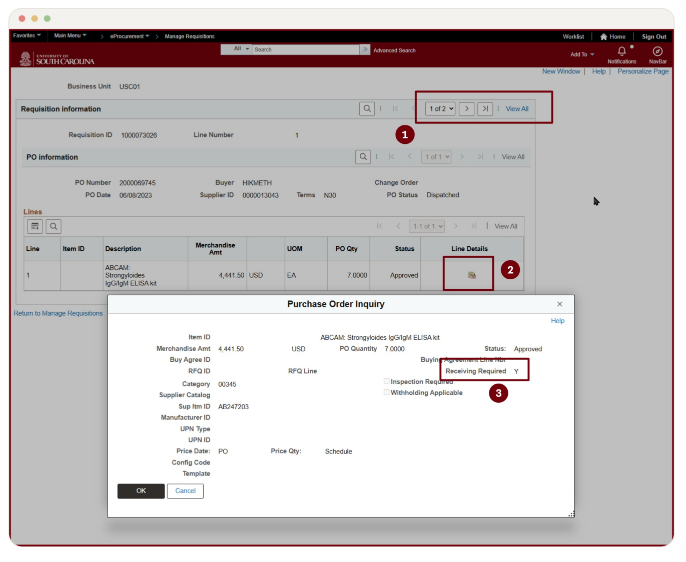
5 Open your requisition

Navigate to Manage Requisitions and search for your requisition.
1. Enter the business unit and requisition ID only.
2. Click Search.
3. Expand the requisition information.
4. Click on the "Purchase Order" link in the life cycle.



6 Review the purchase order to see if receipts are required.

1. Scroll through each PO line.
2. Click on the line details.
3. Review the "Receiving Required" field. Valid values are Yes (Y), No (X) or Optional (N). If the value is "Y", then the receipt is required for 3-way matching.

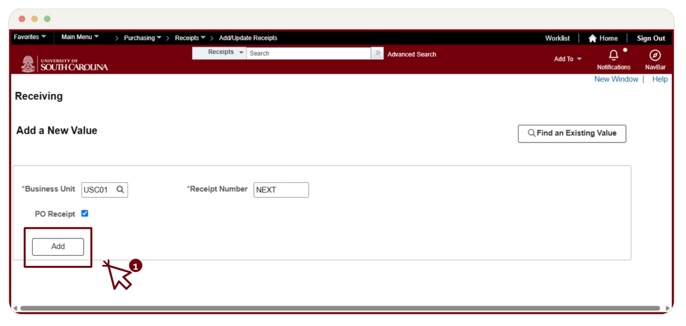


02 / CREATE A RECEIPT

This section demonstrates how to create a receipt

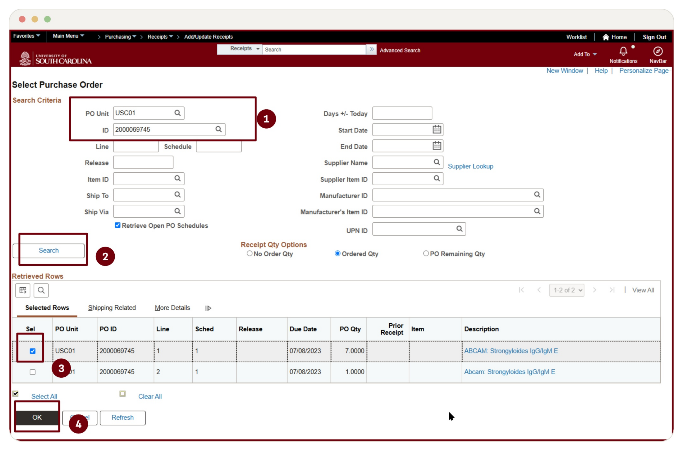
`Main Menu ▸ Purchasing ▸ Receipts ▸ Add/Update Receipts`

7 Navigate to "Add/Update Receipts" and click "Add".



8 Search for your PO

1. Enter the PO Unit and ID.
2. Click Search.
3. Select one or more PO lines.
4. Click OK.

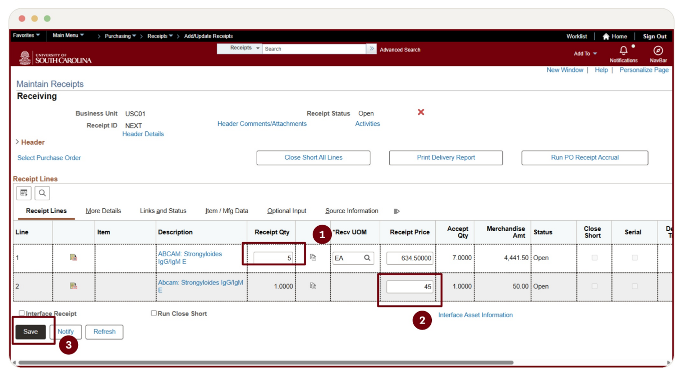


9 Enter the quantity or amount.

Be sure and enter only the quantity or amount that has been received. The number displayed may be the remaining PO quantity or amount and it should be replaced with the actual quantity or amount received.

1. Enter the quantity for PO lines that are not "amount only".
2. Enter the amount in the "receipt price" field for PO lines that are "amount only".
3. Click "Save".

> ☆ DO NOT RECEIVE THE FULL PURCHASE ORDER QUANTITY OR AMOUNT UNLESS WE HAVE ACTUALLY RECEIVED THAT QUANTITY OR AMOUNT. OVER-RECEIVING COULD CREATE RISK OF OVERPAYMENT AND CAUSES ISSUES WITH FISCAL YEAR END PROCESSING.



03 / UPDATING A RECEIPT

This section demonstrates how to update or cancel a receipt

10 Why would we cancel or update a receipt?

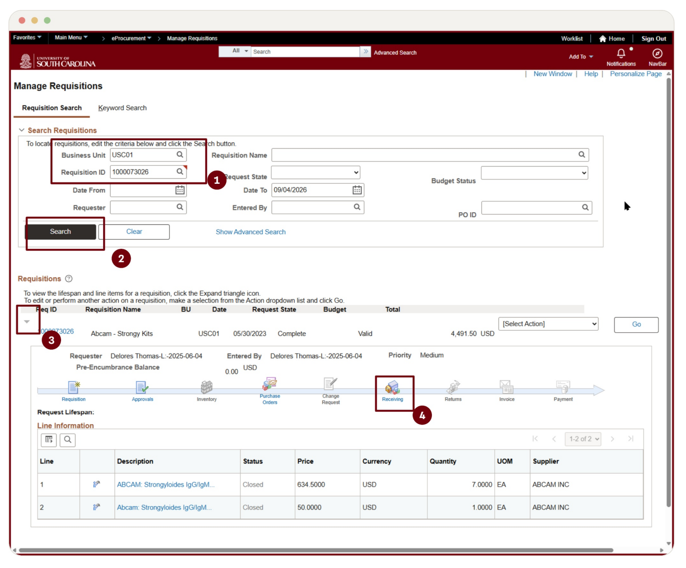
It may be necessary to cancel or update a receipt for several reasons. Perhaps the receipt was entered incorrectly or over-received. Maybe the receipt was entered on the wrong purchase order line. Your department may be contacted by Purchasing or The Controllers' Office to update a receipt to resolve a match exception or complete fiscal year end processes.

11 Find your receipt number

It may be necessary to find the receipt number associated to a requisition. The best way to complete this is to search the receipt on the manage requisitions life cycle.

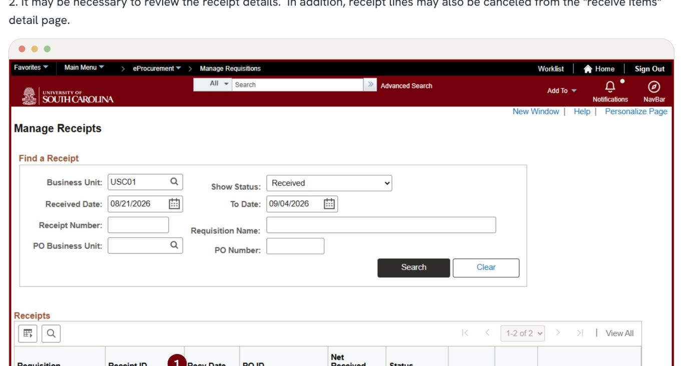
`Main Menu ▸ eProcurement ▸ Manage Requisitions`

Navigate to Manage Requisitions and search for your requisition.
1. Enter the business unit and requisition ID only.
2. Click Search.
3. Expand the requisition information.
4. Click on the "Receiving" link in the life cycle.



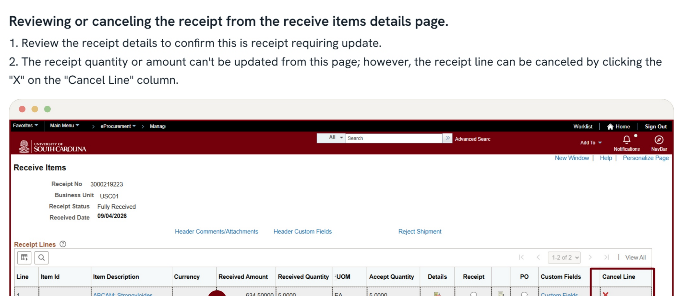
12 Copy the receipt ID or view the receipt details

1. To change the receipt quantity, it may be necessary to copy or make a note of the receipt ID.
2. It may be necessary to review the receipt details. In addition, receipt lines may also be canceled from the "receive items" detail page.



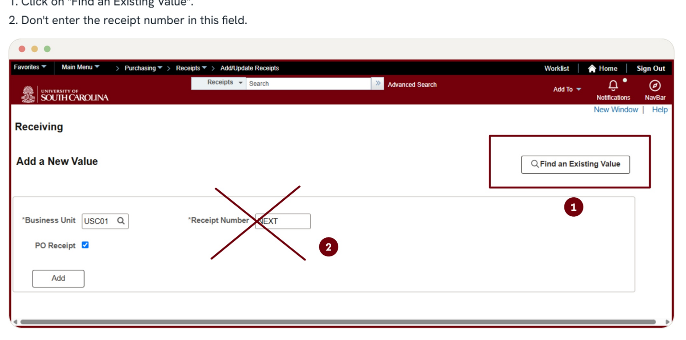
13 Reviewing or canceling the receipt from the receive items details page.

1. Review the receipt details to confirm this is receipt requiring update.
2. The receipt quantity or amount can't be updated from this page; however, the receipt line can be canceled by clicking the "X" on the "Cancel Line" column.



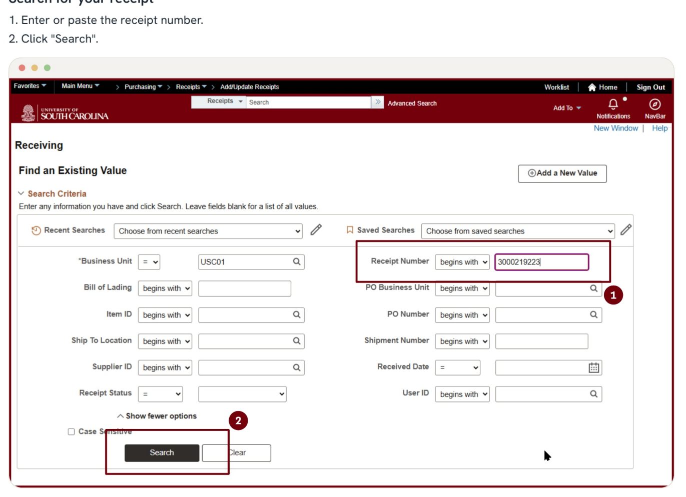
14 To update the receipt navigate to the "Add/Update Receipts" page.

1. Click on "Find an Existing Value".
2. Don't enter the receipt number in this field.



15 Search for your receipt

1. Enter or paste the receipt number.
2. Click "Search".



16 Update or Cancel the receipt.

1. Update the receipt quantity or amount and save the receipt.
2. The entire receipt can be canceled if necessary by clicking the red "X" at the top.
3. Or one or more individual receipt lines can be canceled by clicking the red "X" on the applicable line.