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

Favorites - Main Menu - Purchasing - >	Purchase Orders - Review PO Infe	ormation 🗸 > Purchas	se Orders	
UNIVERSITY OF	Details for Line SACSCOC-001			
SOUTH CAROLINA				
	PO ID 2000015547	Line 1	Prospectus Fee - Review of	Sub
Purchase Order Inquiry	Status Approved	Amount O	Only Backorder Statu	Is Not Backordered
Purchase Order	Line Details			
Business Unit USC01	Physical Nature	Goods		
PO ID 2000015547				
	Merchandise Amt	500.00	Currency	USD
✓ Header	Category	578	Category ID	37
PO Date 12/15/2015		MISCELLANEOUS PRO	DUCTS (NOT OTHERWISE CLASSIFIED)	
Supplier Name SACSCOC-001	Contract SetID	USC01		
Supplier ID 000004504 Supp	Contract		Version	
Buyer Jeffrey J. Jenik	Contract Line		Category Line	
PO Reference Online Src From Req 10000137	Group ID		Original Substituted Item	
Header Details Activ	Release		Description	
All RTV Heat Matching Doct	Rebate ID			
	RFQ ID		RFQ Line	
	Supplier Item ID			
Lines	Supplier's Catalog			
Line Item ID Item Description	GPO Contract		GPO ID	
1 Prospectus Fee - F	Manufacturer ID		GTIN	
of Sub	146- Hours 10			
The Return to Search The Previous in List The New	Mfg Item ID Price Qty	O-h-d-h	Price Date	D
	Price Qty	Withholding		Due Device Tracking
	Receiving Required		Replenish Code	-
		Inspect	Inspect ID	otanuaru
	Configuration Code	mapoor	hispeerio	
	Somgaration Coac			

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.

F	avorites 👻	Main Menu 👻	> eProcurem	ent 🗸 > Manag	e Requis	sitions					
							Home	Wo	rklist	MultiChannel (Console
C		.e [.]	All 🔻 S	earch			>> Advance	ed Searc	h		
											New V
Re	ceive Item	IS									
	You have 1 li	ne open for receivi	ng for requisition	100000028							
C	Receive Se	lected and go to t	he Receive Form.								
I	Requisition	Lines to Receive								Perso	nalize
	Requisition I	Lines to Receive	Purchase Order I	Details							
	Req BU	Requisition	Item Descript	ion	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attentic
			UltraSharp U	J2413 24-inch Flai or: 3Yr Ltd.							

B. Regular Receiving

Main Menu > Purchasing > Receipts > Add/Update Receipts

1. Type in a PO ID and Search.

Favorites - Main Menu -	> Purchasing -> Receipts -> /	Add/Update Receipts		
SOUTH CAROLINA			Worklist MultiChannel Console Add to f	Favorites Sign ou
			New Window F	lelp Personalize Page
Select Purchase Order				
Search Criteria				
PO Unit U	JSC01	Days +/- Today		
ID 2	2000002577	Start Date	I	
Line / Schedule	/	End Date	B	
Release		Supplier Name	Supplier Lookup	
Item ID		Supplier Item ID		
Ship To	9	Manufacturer ID		9
Ship Via		Manufacturer's Item ID		
5	Retrieve Open PO Schedules			
Search		Receipt Qty Options		
o cur cri		O No Order Qty Ordered G	aty PO Remaining Qty	

2. Select the lines to receive and click "OK".

Sel PO Unit PO									
	DID Lin	e s	Sched	Release	Due Date	PO Qty	Prior Receipt	ltem	Description
✓ USC01 200	00002577 1	1	1		07/24/2015	20.0000			Mac Mini Computer, 2.6 GHz Dua
USC01 200	00002577 2	1	1		07/24/2015	20.0000			AppleCare Protection Plan for

	2	
OK	Cancel	Refresh
OK	Cancel	Refresh

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

Receip	ot Lines	S									Persor	alize Find	View All 🗳		First
Receip	ot Lines	More Details	Links and Status	Item / Mfg Data	a <u>O</u> ptiona	Input	Source Info	ormation							
Line		Item	Description		Receipt Qty	*Re UC	ecv)M	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Dev Trac
I			Mac Mini Computer, 2.0	6 GHz Dua	20.0000	₽ E/	A Q	1039.00000	20.0000	Open				EA	Dev
2	-		AppleCare Protection F	Plan for	20.0000	₿ E4	A Q	79.00000	20.0000	Open				EA	Dev
	rface Ro	Notify 2 Refn	Run Close S	SHOT					in	lenace Assel	Information				Add
🚽 Save		·													Add
Receipt L	2 E Lines	Notify 🤶 Refn	esh		nal Input S	ource Infor	mation	3)			nd View All [계 🔢 Fir	st 🕘 1 of 1		Add
Receipt L	Lines	Notify 2 Refr	esh			ource Infor ceipt Price	mation First			Personalize Fi	nd View All 1	기 Fir			Add
	Lines	Notify 2 Refr	esh aks and Status I Item / Mf	ig Data Option	Rec			Status	F	Personalize Fi	nd View All 1		k		Add
Receipt L	Lines ines	Notify 2 Refr	esh ks and Status] [tem / Mfp Description	g Data Option Receipt Qty	Rec	ceipt Price	Accept Qty	Status Open	F Close Sho	Personalize Fi	nd View All 1 Device Tra	ck Device Track	k) Last	Add

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.