Receiving

PROCUREMENT SERVICES
WEBCAST TRAINING SERIES-10/20/20

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What is Receiving?

When you receive, you are approving an amount of money to be released for payment of invoices. Receipts and invoices are two different distinct entities. This supports the accounting best practice of a three-way match for invoice reconciliation.

The receiving functionality in Ariba provides campus users with a mechanism to ensure that items on Blanket Purchase Orders are received and in good condition and allows invoices to be paid.
Who Can Receive?

• **The Preparer**
  (Receipt Approver role required. If they don’t receive, emails will continue to be sent)

• **The Contact**

• **Central Receiver**
  (set up in ASTRA)
How Do You Know You Need to Receive?

An invoice has been received for that BPO.

**Email:** Received with a list of BPOs that have invoices needing review

**Report:** Receiving Exception Report (Best Practice)
Email:

From: ariba_apps@u.washington.edu <ariba_apps@u.washington.edu>
Sent: Thursday, July 11, 2019 6:09 AM
To: Ginny L Morris <morris@uw.edu>
Subject: Orders/Contracts Must Be Received

There are orders/contracts with invoices that are waiting for payment and must be received before payment can be processed.

Orders: Please access the order and receive all items that have shipped and arrived, as reflected on the vendor's packing slip.

EI548268 - deonreq2
EI548531 - Test Auto Receipt to Manual 6 - Generic Campus DW

Contracts: Please access the blanket purchase order and receive against the vendor invoice in order to verify that the goods or services are appropriate to pay.

BPO221 - Allentown demo PAS po 468633
BPO6701 - BPO Max Amount for CSV Invoicing
BPO6759 - EPS BPO TEST Standard Textile Inc - replaces PO#?
BPO6540 - Praxair Integration Test 5,000.00 max amount
Report:

If you don't specify filter values, the report will include all values.

Report Title: Receiving Exception Report
Report Category: Receiving
Report Format: Excel

<table>
<thead>
<tr>
<th>Filter Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Reconciliation ID:</td>
<td></td>
</tr>
<tr>
<td>Invoice ID:</td>
<td></td>
</tr>
<tr>
<td>Invoice Date:</td>
<td>No Choice</td>
</tr>
<tr>
<td>Budget Number:</td>
<td></td>
</tr>
<tr>
<td>Organization Code:</td>
<td></td>
</tr>
<tr>
<td>Task:</td>
<td></td>
</tr>
<tr>
<td>Option:</td>
<td></td>
</tr>
<tr>
<td>Project:</td>
<td></td>
</tr>
</tbody>
</table>
Receiving:

- Ariba Receiving does not replace internal processes of receiving of goods and services
- Receipts do not apply to specific invoices
- Receiving will apply to the oldest open invoice first
- Before receiving, review invoices for accuracy
- You **cannot** short pay any invoice with a smaller amount of receiving
To Review Invoices:

<table>
<thead>
<tr>
<th>ID</th>
<th>Date/Time Created</th>
<th>Supplier</th>
<th>Supplier Contact</th>
<th>Status</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVUS809043257561-1938174</td>
<td>01/23/2020 06:16:18 AM</td>
<td>GENEWIZ LLC</td>
<td>GENEWIZ LLC</td>
<td>Reconciling</td>
<td>$108.00 USD</td>
</tr>
<tr>
<td>INVUS80903721556-1936130</td>
<td>01/23/2020 06:17:43 AM</td>
<td>GENEWIZ LLC</td>
<td>GENEWIZ LLC</td>
<td>Reconciling</td>
<td>$64.00 USD</td>
</tr>
<tr>
<td>INVUS80903718383-1937940</td>
<td>01/23/2020 06:15:19 AM</td>
<td>GENEWIZ LLC</td>
<td>GENEWIZ LLC</td>
<td>Reconciling</td>
<td>$18.00 USD</td>
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<tr>
<td>INVUS80903676375-1936026</td>
<td>01/20/2020 06:12:25 AM</td>
<td>GENEWIZ LLC</td>
<td>GENEWIZ LLC</td>
<td>Reconciling</td>
<td>$3,482.00 USD</td>
</tr>
<tr>
<td>INVUS80903710221-1928410</td>
<td>01/08/2020 06:26:07 AM</td>
<td>GENEWIZ LLC</td>
<td>GENEWIZ LLC</td>
<td>Reconciled</td>
<td>$192.00 USD</td>
</tr>
<tr>
<td>INVUS80903688860-1922384</td>
<td>12/24/2019 06:13:33 AM</td>
<td>GENEWIZ LLC</td>
<td>GENEWIZ LLC</td>
<td>Reconciled</td>
<td>$54.00 USD</td>
</tr>
<tr>
<td>INVUS80903694918-1922354</td>
<td>12/24/2019 06:13:11 AM</td>
<td>GENEWIZ LLC</td>
<td>GENEWIZ LLC</td>
<td>Reconciled</td>
<td>$354.00 USD</td>
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<tr>
<td>INVUS80903698193-1922302</td>
<td>12/24/2019 06:12:34 AM</td>
<td>GENEWIZ LLC</td>
<td>GENEWIZ LLC</td>
<td>Reconciled</td>
<td>$60.00 USD</td>
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<tr>
<td>INVUS80903702254-1922126</td>
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<td>GENEWIZ LLC</td>
<td>GENEWIZ LLC</td>
<td>Reconciled</td>
<td>$551.00 USD</td>
</tr>
</tbody>
</table>
To Review Invoices:

1. Review all eInvoices
2. Determine if they are ok to pay
3. If any invoices are NOT ok to pay, do not receive
4. Have all unallowable invoices rejected through the Invoice Reject request form
   https://finance.uw.edu/ps/bpo-rejects
5. Once the invoices show reject in the status column, move forward with receiving

| GENEWIZ LLC | GENEWIZ LLC | Rejected | $960.00 USD |
How to Receive:

• Based on the review of the invoice, note what line items were charged
• Click “Receive”
How to Receive:

- Receive only the amount on the line item being charged on the invoice
- Do not include the tax or header amounts
Demonstration

- Receiving a Quantity
- Receiving an Amount
- Creating a Negative Receipt
View Summary to See the Results:

Pricing Terms Screen

Received Amount updates overnight.

The Reconciled Amount updates immediately. Check the next day to see impact of receiving on the Pricing Terms.
Best Practices:

- Only receive when invoice has posted in Ariba
- Review all invoices for accuracy before receiving
- Reject any invoices that are not ok to pay before receiving
- Run the Receiving Exception Report on a regular basis
- Make first part of the line item description distinctive so that suppliers can bill appropriately
- If creating a receipt for multiple invoices, make sure that the amount is correct so it will clear the invoices you expect it to
- Do not use the “amount rejected” box on receipt
Best Practices:

- Avoid Ad Hoc approvers if possible
- If a PDF is required, you can contact the supplier and have it emailed to review rather than having the invoice rejected due to lack of invoice. You can attach to the eInvoice in Ariba, if it is correct
- Clicking on the Print button of the invoice will show you what line item the invoice is matched to on the order
Best Practices:

- No changes to orders while invoices are in reconciling status, if you are trying to switch account codes from taxable to non-taxable.
- If you receive a credit, provided there are no other reconciling invoices at the time, create a negative receipt to correspond to it. Credits act as a receipt.
- If an M&E order is billed sales tax, no need to reject, tax will not be applied during payment.
Troubleshooting:

**Scenario:** You create a duplicate receipt

**Fix:**
Were there any other smaller reconciling invoices open?

**If No:**

1. Create a negative receipt of offset

<table>
<thead>
<tr>
<th>Date</th>
<th>Approved</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri, 23 Jun, 2017</td>
<td>Approved</td>
<td>-234.00</td>
</tr>
<tr>
<td>Fri, 23 Jun, 2017</td>
<td>Approved</td>
<td>234.00</td>
</tr>
</tbody>
</table>
Troubleshooting:

**Scenario:** You received on the wrong line item

**Fix:**
Were there any other smaller reconciling invoices open that also billed on that line item?

If No:

1. Create a negative line item receipt on the incorrect line item
2. Then create a new receipt for the correct line item.

If Yes: Call PCS to discuss best strategy
Troubleshooting:

**Scenario:** On an order with quantity line items, the supplier bills a different negotiated price

**Fix:**
1. Do not Receive!
2. Either have the invoice rejected or Change the order to adjust the negotiated price on the line item to match the unit price billed
3. If you adjust the line item, receive after Change has been approved
Troubleshooting:

Scenario: You received the entire BPO amount by mistake

Fix:
1. Change the BPO, by adding $0.01 to the maximum limit and the line item.
2. Wait till Change is fully approved (this reopens the order)
3. Subtract the intended invoice amount from the order amount and create a negative receipt with that amount.

Example:
- Original order amount = 5,000
- New order amount = 5,000.01
- Invoice amount = 500
- Negative Receipt amount = -4,500
Resources

Receiving:
https://finance.uw.edu/ps/how-to-buy/receiving

Blanket Purchase Orders:
https://finance.uw.edu/ps/how-to-buy/ariba/blanket-purchase-orders

Change/Close BPO:
https://finance.uw.edu/ps/change-close-BPO

eLearnings:
https://finance.uw.edu/ps/resources/training/tutorials

Prior Webcasts:
https://finance.uw.edu/ps/resources/training-and-tutorials/ariba
Questions?
Remember to send to “Everyone” when using the chat.