

Frequently Asked Questions and their Answers: Receiving Goods and Services

1. I understand that we should use the ProCard for all purchases under \$5,000. Are there any exceptions to this rule?
Yes. There are certain times when you cannot use the ProCard and must use the Requisition process instead. Examples include: when dealing with vendors who do not accept the ProCard, when making purchases via subcontracts of grants, and when buying certain items from which the ProCard is restricted – such as food and entertainment.

2. If you are doing a Search for a certain Receiver that you need to cancel, and you are searching only by date, will you see a list of all the Receivers from across campus that fit the date parameters, or only your own?
You will see a list of all receivers out there, but you can only open those Purchase Orders which you have authority to view.

2. If you have a Purchase Order/Receipt-in-progress showing on screen, and you click the *Notify* button, does it create a totally blank email, or populate the email with the Buyer's name/details about the Receipt?
It populates the email with details about the transaction (Receipt).

3. Deliveries of goods often arrive in our department but nobody completes a Receiver. How is this possible?
 - a. *Sometimes goods are delivered to the Requestor but the Requisitioner or Business Manager does the "Receiving."*
 - b. *Sometimes (in the pre-eUMB Financials world) there are departments that give AJ Stationery their account number and AJ submits the invoice to Accounts Payable, who charges the account and pays the invoice. This process goes away in eUMB Financials. Departments will have to use the Procurement Card or set up a standing order.*

4. If AP tells you that a vendor has invoiced for a certain dollar amount of services delivered, but you don't agree that that you have received that amount of services, what do you as a Departmental Receiver do? Do you Receive (create a receipt) for an amount equal to what you believe is valid and just, even if it's less than what AP says the vendor is billing for?
In this circumstance you contact the Buyer who processed the order. If there is a problem the Buyer can have it taken care of before the invoice is paid. Otherwise A/P will pay what is on the invoice; that is why the Buyer needs to get involved.

5. When you cancel a receipt you get a warning message that reads "Canceling Receipt cannot be reversed. Do you wish to continue?" Presuming you answer "Yes," the now-canceled receipt displays. What will happen in eUMB Financials if the Receiver does not click "Save" at this point -- would the Receipt truly be canceled in the system or not?
If you don't click "Save" upon exiting the page you will get a message that you have unsaved data on the page. The message will say click "Ok" to go back and save or click "Cancel" to continue. If you click "Cancel" you will be allowed to exit the page, and since you didn't save the page, the Receipt will not be canceled.
6. What do the "Interface Receipt" and the "Receipt Qty" fields do?
These fields relate to the PeopleSoft Inventory Module, which we are not using.
7. Will Purchase Orders from before March 1, 2006, that are still open when eUMB Financials goes live, be transferred over to be received against in eUMB Financials?
Purchase orders with open encumbrances will be moved over to eUMB Financials on March 1st. They will be received by amount only.
8. How is it possible to Receive someone else's goods by mistake? Isn't there some protection in the system against a user opening a Purchase Order that doesn't belong to him/her and Receiving goods against it?
It is possible for someone to receive someone else's items. However it would fail the matching if an invoice has not been received. The receipt can be cancelled if done by mistake. Canceling the receipt will make it available for receipt again.
9. How do "Working Funds" fit into eUMB Financials-for example to pay subjects of medical studies?
These should be processed through PUR02.
10. When our department purchases goods from A.J. Stationery, we just give them an Account number. We never have to sign a green Receiver form. How is this possible and what will be the replacement procedure in eUMB Financials?
Currently there are departments that give A.J. Stationery their account number and AJ submits the invoice to Accounts Payable who charges the account and pays the invoice. This process goes away in eUMB Financials. Departments will have to use the procurement card or set up a standing order.
11. Currently, when the HS/HSL purchases books from their publisher they give the publisher a large chunk of money up-front to create a "Deposit Account." Then throughout the year, the publisher periodically ships them bunches of books, some of which they keep, and the rest they return. Presumably both the Library and the Publisher keep a running tally on how much of their deposited funds they have used, and periodically the Library sends more money to replenish their account. There seem to be no Purchase Orders or Receiving documents in this process. What will replace this process for the Library (if anything) in eUMB Financials?
The HS/HSL will have to set up a standing order that is received by amount and not quantity. The bottom line is that all expenses paid by the State will have to be processed through eUMB Financials--which means for the most part a requisition will have to be submitted through PUR01 or PUR02.