Receiving by Costs Quick Guide
When the PO is for Buying Services

Receipt Lines

Line Details

Show Receipt Details

6

For Selected Lines: Remove Selected Items ▼ | Go

9

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions	☐
S185067 🖨	1	New subcontract for UC Berkeley; PI: Ali M. Niknejad; Term for yr 1 1/1/2018-12/31/2018; Task 2810.007; Title: Fully Integrated Phase Noise Cancellation Techniques		85,000.00	19002838 📋 19002854 📋 19612924 📋 19612955 📋 20079121 📋	15.59	Cost Received ▼	Remove Line / Receive/Cancel	☐
S185067 🖨	2	Subcontract for UC Berkeley; PI: Ali M. Niknejad; Term for yr 2: 1/1/2019-12/31/2019; Task 2810.007; Title: Fully Integrated Phase Noise Cancellation Techniques		0.00		0.00	Cost Received ▼	Remove Line / Receive/Cancel	☐
S185067 🖨	3	Subcontract for UC Berkeley; PI: Ali M. Niknejad; Term for yr 3: 1/1/2020-12/31/2020; Task 2810.007; Title: Fully Integrated Phase Noise Cancellation Techniques		0.00		0.00	Cost Received ▼	Remove Line / Receive/Cancel	☐

8 (Cost column) **7** (checkbox column)

> Use this guide **only** when the invoice is $500 or more

Delete | Add PO | Save Updates | **Complete**

Getting Started

Anyone in the department can initiate the receipt. However, the reminder for the Receipt automatically goes to the Requestor.

Logging in:
1. Go to Gemini Portal.
2. Enter Net ID and password.
3. Click eProcurement.

Automatic Emails:
1. When AP or the System enters an Invoice in eProcurement, eProcurement tries to match to a department Receipt (if the PO is greater than $500).
2. **If the PO is less than $500, the invoice is automatically processed to PeopleSoft to pay in 20 days (net20).**
3. If the PO require a receipt, the system waits one day. Then sends and email reminder to the requestor that an invoice was created and a receipt is required. After 3 days, a reminder email is generated again. This goes on every three days for 20 days.

4. After 20 days, the invoice goes into an exception inbox. AP will then manually comment from the PO for the Requestor or the Shopper to create a receipt. Comment on the PO if there are delays or returns to assist this process.

Receiving Costs:

5. **WHEN** as the department **receives the services, create a receipt.** A cost receipt is normally done for services. **Do not create the receipt before services are acceptable.** The vendor will not get paid without it.
6. Find the Purchase order and in the "Available Actions" section select **"Create COST Receipt" and GO.**

Available Actions | Create Cost Receipt ▼ | Go

The screen will look like the above.

7. Either select the small boxes for the appropriate lines and remove selected items, or put "0" in Column B.

8. Enter the amount to be received. It should equal the amount to pay on each line. Be careful to enter on the correct line. Most of the lines are set up by year.
9. The total should **never** exceed the Qty/Cost Ordered Column.
10. Then **Complete** (see bottom right corner).

Tips for Receiving

Invoice Statuses

1. Invoices in eProcurement will be in a status of :
   1. **Payable** (matched Invoice and Receipt),
   2. **Paid** (competed payment in PeopleSoft),
   3. **Cancelled** (AP cancelled the Invoice) or
   4. **In Process**. Invoices which are In Process are the only invoices in need of receiving.
2. Proper Receiving has the amount **Invoiced** the same as the amount **Receipted**. When Receipts are off from the Invoice, they will not match in the system and will need to be manually processed into PeopleSoft.
3. Receipts are permanent and cannot be deleted or reversed.
4. Do not turn off notifications in eProcurement. Missed communication will cause delays in payment.
5. Open any of the previous receipts to find out how much was received on each of the others.