Receiving and Invoice Approvals
Topics

Receiving and Invoice Approval Requirements

– Receiving Thresholds
– Invoice Approval Thresholds
– Creating Quantity and Cost Receipts
– Approving an Invoice
– Mobile Functionality
Receiving and Invoice Approvals

Purpose:
Understanding when an invoice will require a receipt, when it will require an invoice financial approval, and how to complete these tasks in TechMart.
Receiving and Invoice Approvals

Receiving Requirements and Thresholds:
An invoice will require a receipt in order to complete the matching process based on certain Receiving Thresholds. These thresholds will be determined by your Division Administrators and Department Heads.

**Option 1 - 0.00**
A receipt will be required for all orders

**Option 2 - 1000.00**
A receipt will be required if the Purchase Order total is over 1000.00

**Option 3 - 2500.00**
A receipt will be required if the Purchase Order total is over 2500.00

**Option 4 - 5000.00**
A receipt will be required if the Purchase Order total is over 5000.00

**Option 5 - Unlimited**
A receipt will not be required for any Purchase Order
(Facilities receives all orders in AiM)
Receiving and Invoice Approvals

Receiving Requirements and Thresholds:

Depending on which receiving threshold is used, the invoice will either be 2-Way Matched or 3-Way Matched.

2-Way Match:
PO and Invoice match (quantity and pricing)

3-Way Match:
PO, Invoice, and Receipt (packing slip) match
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Creating a Quantity Receipt:
A receipt can be created once the goods have arrived at Caltech or the service has been completed.

If an invoice has been received in TechMart, then the invoice owner (Requisitioner) will receive an email notification that a receipt is required.

A RECEIPT IS REQUIRED FOR Invoice#: V1625

Dear Requisitioner,

A receipt is required for this voucher for matching and payment purposes. All invoices exceeding the threshold limits (both line and total) require receipts.

https://usertest.sciquest.com/apps/Router/ViewBuyerInvoice?
BuyerInvoiceId=949954/AuthUser=1903169&tmstmp=1518034011176

Once the item/service has been delivered, you can create a receipt by searching for the Invoice's PO(s) (or select the link below) and selecting "Create Qty receipt" or "Create Cost Receipt" action.

[PO#: T004104] https://usertest.sciquest.com/apps/Router/ViewPO?
poid=2410208&AuthUser=1903169&tmstmp=1518034011177

If you have any questions with regard to the invoice receiving process, please contact your SelectSite Support Team.

Support Team Contact Information:
+1 626-395-8900 TechMartHelp@caltech.edu

Thank you,
California Institute of Technology
Creating a Quantity Receipt:
To create the receipt, click the links from the email or search for the PO.
To search from the home page, hover over Documents and click on Search Documents.
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Creating a Quantity Receipt:
Enter the PO Number that requires the receipt and click Go.

Mark the checkbox next to the PO, and use the dropdown to select Create Quantity Receipt. Then click Go.
Creating a Quantity Receipt:
You can also create a receipt from the Accounts Payable Icon on the menu on the left side of the screen. Hover over Accounts Payable and select Create New Invoice, Credit Memo or Receipt. Select Quantity Receipt and enter the PO Number.
Creating a Quantity Receipt:
In the Header Information, enter all fields as necessary. The fields are not required, but will help with searching and retrieval.
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Creating a Quantity Receipt:
A packing slip can be attached for electronic storage purposes.
*If using a Fabrication account, attach your packing slip here.

Scan and save the supplier packing slip to your computer. Click Attach/Link. Then enter a File Name, Browse, and Attach Document.
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Creating a Quantity Receipt

In the line detail, the quantities will automatically populate with the ordered amount less items that have already been received. Adjust the quantities to match your packing slip. If it is a partial shipment, then check the lines that you want to remove and click Remove Line.

Once you have updated the lines you want to receive, click complete.
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Creating a Quantity Receipt

A receipt number will generate. You can click on the receipt number or PO number to reference back to the information.

If you click on the PO, you will see a receipts tab showing all receipts for that order.
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Creating a Quantity Receipt

To reverse a receipt or specific items on a receipt, enter the PO number and follow the same steps to Create a Quantity Receipt.

Enter negative amounts in the quantity to reverse your transaction.

Once you quantities are updated, click complete.
Creating a Cost Receipt
Cost Receipts are required for Declining Balance Purchase Orders. A Declining Balance PO can be set up to cover a total cost for a period of time. These are typically used as Blanket Purchase Orders.

There are two options for Cost Receiving:
1. Receive the entire cost after creation of the PO. This allows you to create one receipt for all future invoices to match against. Invoices cannot be completed if they exceed the cost received.
2. Receive partial costs. This method allows you to receive costs as invoices are submitted.
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Creating a Cost Receipt

*Example:* Consulting Service for $10,000.00 over 10 months.

**Option 1:** receive the entire 10,000.00. Invoices are submitted for 1,000.00 per month and they will post against the 10,000.00 cost receipt.

**Option 2:** create receipts as invoices are submitted. Each 1,000.00 invoice would require a 1,000.00 cost receipt.
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Creating a Cost Receipt
To create a cost receipt, you can either search for the PO or use the Accounts Payable icon to begin.

Using Document Search:
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Creating a Cost Receipt
Enter the PO number and click search. Check the box next to the PO and select Create Cost Receipt under the available actions dropdown.
Creating a Cost Receipt

Creating a Cost Receipt for the Accounts Payable Icon. Choose Cost Receipt and enter the PO number. Then click Create.
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Creating a Cost Receipt
The header information is the same as the cost receipt. Enter the fields as necessary.
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Creating a Cost Receipt
Enter the amount you wish to receive and click complete.

The next page will give you a receipt number and the PO number. Each are clickable links to reference back to the documents.
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Invoice Approvals:

- **General Rule:** Every Purchase Requisition will require Financial Approval – Either in Requisition workflow OR Invoice Workflow, but NOT both

- **EXCEPTION:** Financial Approval will NOT be required for PO-matched invoices <$1,000

- **Rule:** Financial Approval will always be required for Payment Requests, Employee Reimbursements and Invoice Attached – No Exception
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Invoice Approvals:
There are two types of notification in TechMart for Invoice Approvals.

Invoice Approval Notification:
Notification for invoices less than $1,000 if the requisition was not approved. This is only a notification, so no action is required.

Invoice Financial Approval:
Notification for invoices $1,000 or greater if the requisition was not approved. The invoice financial approver will receive an email with a link to view and approve the invoice.
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Invoice Approvals:

**Example:**
Requisitioner 1- Req limit is 5000.00
INV amount is 1500.00
*This will not require requisition financial approval (under limit). It will require invoice financial approval (over 1000.00)*

INV amount is 800.00
*This will not require requisition financial approval (under limit). An invoice approval notification will be sent to the Invoice Financial Approver.*

INV amount is 6000.00
*This will require requisition financial approval (over limit). No invoice approval will be required.*
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Invoice Approvals:
The invoice financial approver will receive an email with invoice details and a link. Click the link to view the invoice. If you are not already signed into TechMart, then you will be directed to login with your Access.Caltech credentials.
Receiving and Invoice Approvals

Invoice Approvals:
You will be directed to My Invoice Approvals. If you have multiple invoices to approve, you will see them in this folder.

You can also view pending invoices under the Action Items flag on the top right of your screen if you are already logged into TechMart.
Receiving and Invoice Approvals

Invoice Approvals:
Click on the Invoice Number to view the invoice details.

Invoice No. - This is a voucher number assigned for each transaction in TechMart.

Supplier Invoice No. - This is the actual invoice number on the suppliers invoice.
Receiving and Invoice Approvals

Invoice Approvals:
Next you will see the voucher with all invoice details including amounts, account codes, and PO line detail.
Receiving and Invoice Approvals

Invoice Approvals:
Review all necessary information on the invoice. Use the tabs at the top to see comments or the invoice image under attachments.

Use the Comments Tab to add a comment. Select the recipient or add a new recipient for the comment.
Receiving and Invoice Approvals

Invoice Approvals:
Click the Attachments tab to view the invoice or add an additional attachment.

*Catalog Suppliers will be submitting Electronic Invoices. There will be no image attached; the voucher represents the invoice information generated by the supplier.
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Invoice Approvals:

Once you are ready to approve the invoice, use the dropdown menu for Available Actions at the top right of the screen. Select Approve/Complete & Show Next. Then click Go.

If you have multiple invoices to approve, the next invoice in your approvals folder will appear.
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**Invoice Approvals:**

**Forward Approvals:**

If the invoice needs to be approved by another Invoice Financial Approver, you can forward the invoice using Available Actions. To forward, the user must have a role of Invoice Financial Approval.
Receiving and Invoice Approvals

**Invoice Approvals:**

**Forward Approvals:**

If multiple approvals are needed, you can also use the comment section to comment to other approvers.

*ex:* Multiple PTAs for various departments. Add a comment and select multiple approvers. They can respond in comments with their approval.

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### Add Comment

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

**Email notification(s):**

- [ ] AP1 (Prepared by, Approved, Receipt Creator)
  <cynthia.rowand@caltech.edu>
- [ ] IFA2 (Approver) <cynthia.rowand@caltech.edu>
- [x] ReqApp1 (Approved) <cynthia.rowand@caltech.edu>
- [x] Requisitioner 8 (Prepared for, Requisition prepared by)
  <crowand@caltech.edu>

**add email recipient...**

Please respond with your Approval. |

966 characters remaining
Receiving and Invoice Approvals

Invoice Approvals:

Reject Invoice:
If you need to reject the invoice, use comments to notify the AP Processor and then use Available Actions to place the invoice on hold.

The AP Processor will select Reject/Cancel which will remove the invoice from workflow.
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