

Best Practices for Receiving & Invoice Matching

This quick reference guide is designed to assist you in understanding how to manage your receiving process in ProcureAZ and how to locate data about received goods to support Accounts Payable processing.

Best Practice Approach Recommendation

The following approach is recommended for all agencies to use in receiving goods/services in ProcureAZ in order to 1) utilize online tools to support the 3-way match for invoice processing, 2) track remaining balances on purchases issues, and 3) ensure synchronization of encumbrance data between ProcureAZ and AFIS.

Step 1 - Enter receipt in ProcureAZ: When goods or services are received by your agency, approved Department Access users should create a receipt in ProcureAZ reflecting the quantities received. This should be done **at the time of receipt**.

Step 2 – Process any cancellation or change orders required in ProcureAZ: Upon receipt, if any changes are needed on the purchase order (such as adding shipping, increasing amounts ordered, or canceling remaining balances), process a change order in ProcureAZ. This will update the encumbrance in AFIS appropriately.

Step 3 – Pay invoices in AFIS: Once invoices are received from the vendor, use one of the methods outlined below to match invoices, receipts, and POs to process payments in AFIS.

NOTE: Failure to follow this approach can result in discrepancies between ProcureAZ and AFIS. For example, processing payments in AFIS before processing cancellations/change orders can result in overencumbrance in AFIS, in some cases.

Option A: Using Existing Processes with Printed Documentation

ProcureAZ roles required for A/P staff: Inquiry (to research PO and receipt issues)

If your A/P requirements include hard copies of purchase orders and receipts, such documentation can be provided by users with Department Access, Basic Purchasing, or Inquiry roles by:

- Print Purchase Orders by clicking “Print” at the bottom of the Summary tab to print the ProcureAZ PO print form. The PO print form provides the AFIS document number as the “Agency PO #”, just above the ProcureAZ Purchase Order number, for easy reference. This number can be used to access the encumbrance document in AFIS for claims processing.



ARIZONA STATE CONTRACT
CONTRACT RELEASE

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Agency Purchase Order No.: E0002176
ProcureAZ Purchase Order No.: SCC06003-A1-1-A182
Issued: 05/07/2010

Vendor Number: 900000031
Vendor Name: Waste Sanitary Supply
2810 S. Roosevelt St.
Tempe, AZ 85282

State Procurement Office
100 N. 13th Avenue
Suite 302
Phoenix, AZ 85007
(602) 542-5675

MAIL INVOICE IN DUPLICATE TO:
State Procurement Office
100 N. 13th Ave.
Suite 104
Phoenix, AZ 85007
(602) 542-2811

Contract No.: SCC06003-A1-1-A18
Title: BAGS, BAGGING, TIES, AND ERL.

Release Instructions
TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order or incorporated herein by reference become a part of this order.

Account Code: 11-10000-10000-7599	Payment Terms: Net 30					
Solicitation (Bid) No.:	Shipping Terms: F.O.B., Destination					
	Delivery Calendar Day(s) A.R.O.: 2					
Item	qf	Requestion	Quantity	Unit	Unit Price	Total
1	Case-Item 005-45		3.00	CS	\$ 22.86	\$ 68.58
	35X46 14M BLUE MK LINER (Item No. 700030)					
	LNIFY/Account Code	Dollar Amount				
	1/11/11-10000-10000-7599	\$ 68.58				
TOTAL:						\$ 68.58

Approved By: System Administrator
Phone No.: (512) 472-9062

Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved	App
There are no approval paths found for this Purchase Order.					
Cancel PO		Clone PO		Print	
Print Vendor Copy					

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- Print the receiving screen documenting what has been recorded as received by clicking the individual receipt on the PO summary screen, and using the print function of your internet browser

Receipt Information			
Receipt #	Status	Description	
0000086	SCA - Approved for Invoice	\$650	ADSPK
0000087	SCI - In Progress	Cancel Remaining	ADSPK

NOTE: Relying on printed reports alone can cause problems because of the real-time nature of data in ProcureAZ. For example, if a PO is printed, it reflects the AFIS encumbrance number at the time of printing; changes processed in the meantime may result in the encumbrance number being modified.

Option B: Looking Up POs and Receipts in ProcureAZ

ProcureAZ roles required for A/P staff: Inquiry

You can achieve improved efficiency and reduce paperwork by granting A/P staff the rights to look up POs and Receipt data in ProcureAZ. Invoices should be centrally delivered to A/P, and A/P personnel will access PO and Receipt data as follows:

- Login to ProcureAZ as an Inquiry user
- On the toolbar, hover over Documents>Receipts and click "Search"



- Enter search criteria to lookup receipts based on vendor's invoice. Most common criteria are PO # and Vendor Name. Click "Find It". Receipts will be listed by Receipt #.

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Search PO Receipts

Search Using: ALL of the criteria

Receipt #: Receipt Description:

Receipt Status: Receipt Owner:

Receipt Alt ID:

Receipt Organization:

Search Fields: Receipt Department: Receipt Location:

PO #: Release Number:

PO Description: PO Alternate ID:

Vendor ID: Vendor Name:

Results

Receipt #	PO #	Description	Dept/Loc	Receipt Owner	Receipt Date	Status
0000147	SCC060003-A1-1-A18:5	Alot of stuff	EDUEDAMS	Train 6	09/08/2010	SCR - Ready for Approval
0000151	SCC060003-A1-1-A18:3	9/8/10 receiving	COMCOR/PAR	Train 4	09/08/2010	SCR - Ready for Approval
0000157	SCC060003-A1-1-A18:4	9/8/10 in full	COMCOR/CSVCS	Train 3	09/08/2010	SCI - In Progress
0000203	SCC060003-A1-1-A18:3	9-10-10	COMCOR/PAR	Train 4	09/10/2010	SCA - Approved for Invoice

Click on the Receipt to view individual receipt information. The Receipt summary tab lists the following important data:

- Department/Location/User entering receipt

Receipt # 0000203 (Approved for Invoice) - Purchase Order # SCC060003-A1-1-A18:3

General Items Attachments Notes **Summary** Back to PO

Header Information

Receipt Number: 0000203 Receipt Status: SCA - Approved for Invoice Receipt Description: 9-10-10

PO Number: [SCC060003-A1-1-A18:3](#) PO Status: 3PPR - Partial Receipt Alternate ID:

Department: COMCOR - Community Location: PAR - Parole Receipt Owner: Train 4

User Created: Train 4 Date Created: 09/10/2010 01:32:18 PM User Last Updated: Train 4

Date Last Updated: 09/10/2010 01:49:45 PM

- Quantity/dollars received for each item

Item #2 WAXIE-GREEN GRAFFITI REMOVER (Item No. 410242)

PO Item Receiving Summary [View Item Receipts History](#)

Receipt Method	Unit Cost	UOM	Ordered Quantity	Received Quantity Receipt Total(PO Receipts Total)	Returned Quantity Receipt Total(PO Receipts Total)	Cancelled Quantity Receipt Total(PO Receipts Total)	Net Received Quantity Receipt Total(PO Receipts Total)	Remaining Quantity
Quantity	\$49.52	CS - Case	4.0	Received Qty: 2.0(4.0) Qty Adj: 0.0(1.0)	Returned Qty: 0.0(1.0) Qty Adj: 0.0(0.0)	Cancelled Qty: 0.0(0.0) Qty Adj: 0.0(0.0)	2.0(4.0)	0.0
				2.0(5.0)	0.0(1.0)	0.0(0.0)		

PO Item Receipt Details

Receipt Item #	Receipt Type	Quantity	Comment
1	Receiving	2.0	

- Any approvals on receipt

Approval Paths

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved	Approved/Disapproved/Cancelled by	Comment View
There are no approval paths found for this receipt.									

From the Receipt, view PO data (including Alternate ID (AFIS document number), unit pricing, and accounting distribution) by clicking on the PO Number hyperlink.

Release Purchase Order SCC060003-A1-1-A18:3 Status: 3PPR - Partial Receipt

General Items Vendor Address Accounting Routing Attachments(1) Notes Change Orders Reminders **Summary**

Header Information

Purchase Order Number: SCC060003-A1-1-A18 Release Number: 3 Short Description: Marlene1

Status: 3PPR - Partial Receipt Purchaser: Train 4 Receipt Method: Quantity

Fiscal Year: 2011 PO Type: Release Minor Status:

Organization: Arizona Department of Juvenile Corrections Location: PAR - Parole Type Code:

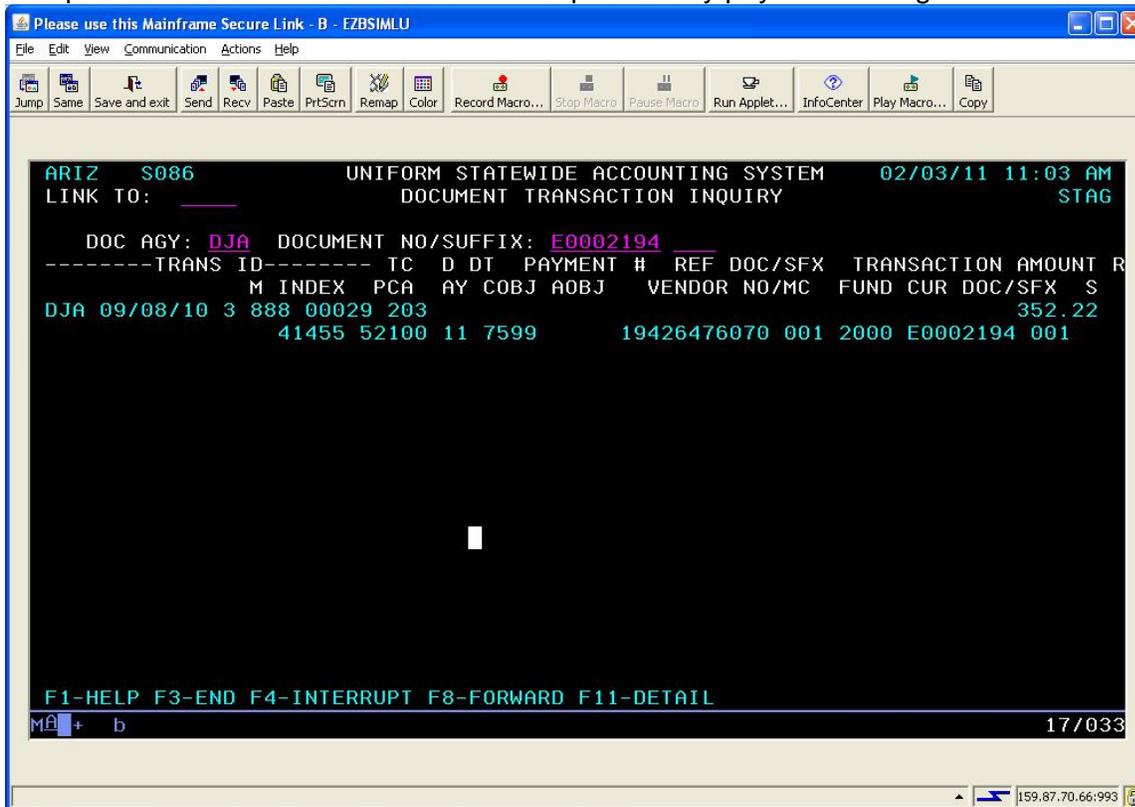
Department: COMCOR - Community Entered Date: 09/08/2010 12:11:01 PM Control Code:

Alternate ID: [E0002194](#) Retainage %: 0.00%

Days ARD: 2

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Sample of how encumbrance looks in AFIS prior to any payments being made



You can view all receipts issued against the PO in the middle of the summary tab, under the Receipt Information section. Click on the "PO Receipts Summary" button to view a cumulative total of receipts processed.

Receipt #	Status	Description	Dept/Loc	Receipt Owner	Receipt Date
0000151	SCR - Ready for Approval	9/8/10 receiving	COMCOR/PAR	Train 4	09/08/2010
0000203	SCA - Approved for Invoice	9-10-10	COMCOR/PAR	Train 4	09/10/2010

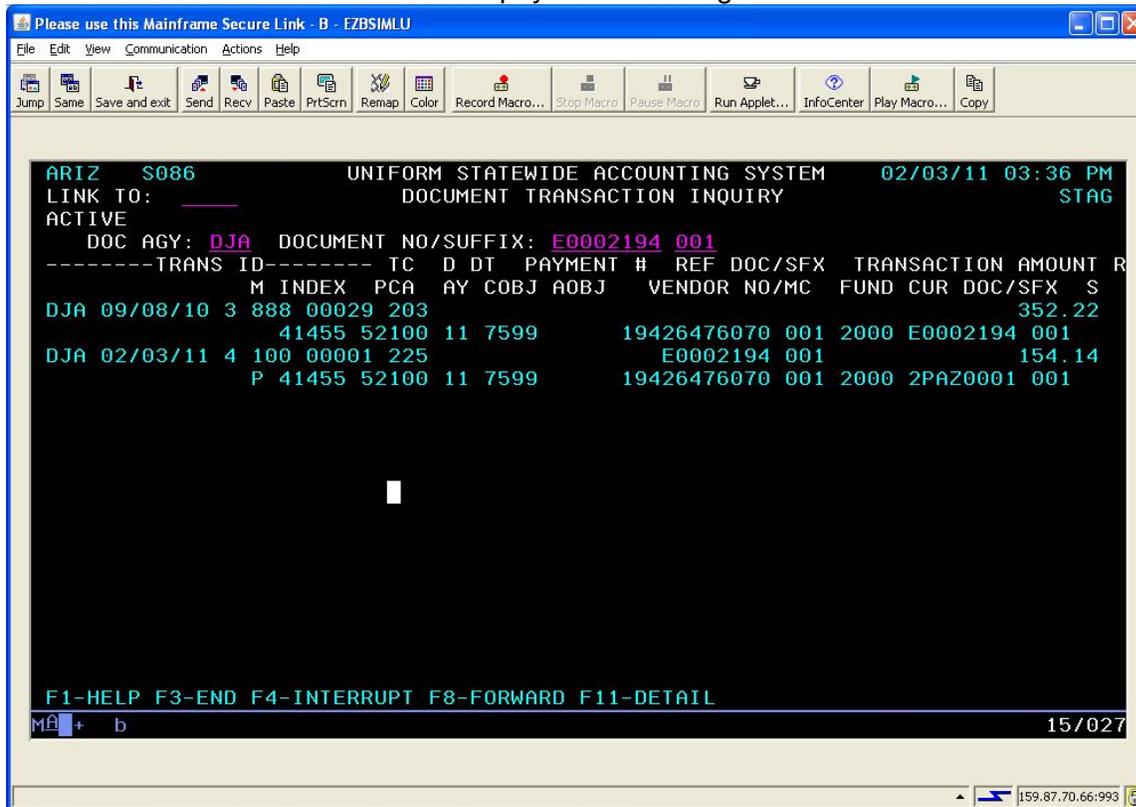
Invoice Information
There are no invoices.

Accounting distribution is provided at the item level to allow matching to receipts.

Blanket or Contract # / Line #	Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
SCC060003-A1-1-A18 / 1472	Quantity	3.0	\$51.38	CS - Case	0.00	\$0.00		\$0.00	\$154.14
Account Code		Amount							
11-41455-7599									\$154.14

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- Payments should be processed in AFIS after receipts are done in ProcureAZ. Sample of how encumbrance looks in AFIS after payment made against the encumbrance:



Option C: Route Receipts to A/P for Approval to Trigger Payment Processing

ProcureAZ roles required for A/P staff: Department Access>Approvers

You can use ProcureAZ's workflow automation tools to achieve improved efficiency and reduce paperwork by routing all receipts to A/P staff for approval and to trigger payment processing.

Invoices should be centrally delivered to A/P, and A/P personnel will approve PO and Receipt data as follows:

- Department receiver creates receipt and submits for approval
- Approval path triggers based on document type (Receipt) and any other configurations (see below for configuration options) and sets Receipt status to "Ready for Approval."
- A/P personnel receive vendor invoice.
- A/P personnel login to ProcureAZ as a Department Access user
- On the toolbar, hover over Documents>Receipts and click "Search"

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Vendor ID: Vendor Name:

Results

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0000157	SCC060003-A1-1-A18:4	9/8/10 in full	COMCOR/CSVCS	Train 3	09/08/2010	SCI - In Progress
0000203	SCC060003-A1-1-A18:3	9-10-10	COMCOR/PAR	Train 4	09/10/2010	SCA - Approved for Invoice

- Click on the Receipt and PO information as described above to view all information required to process claim in AFIS.
- Once the claim is successfully processed in AFIS, approve the Receipt in ProcureAZ to set status to "Approved for Payment":
 - At bottom of Receipt summary tab, select "Approve", enter Comments, and click "Save & Continue"

Receipt Approval Actions

Options: Approve Disapprove Cancel Receipt

Comment: