Receipts in BUY.IU

Sarah Chavez, VPCFO Training & Communications
Tally Thrasher, Purchasing
Common Receipt Questions

- What is a BUY.IU receipt?
- Per Purchasing’s SOP, when is a receipt required?
- How do you know when to log a receipt?
- How do you log a receipt?
- How do you make sure appropriate receipts were logged?
What is a BUY.IU receipt?

A. A packing slip or other supplier-provided statement.
B. A document logged on the purchase order which verifies goods or services were received/ performed, or to authorize payment.
C. A document logged on the purchase order which verifies goods were received – not used when purchasing services.
D. I’m not sure, but Purchasing keeps asking me to log one.
What is a BUY.IU receipt?

- Official verification that goods were received or that services were performed, or to authorize payment.
- In the case of goods: How many items were received?
  - Caveat: capital asset purchases are received by value, not quantity.
- In the case of services: What is the value of the services performed?
Per, Purchasing’s SOP, when is a receipt required?

A. Any invoice applied to a one-time order whose value is greater than or equal to $5,000.

B. Invoices with a value greater than or equal to $5,000 applied to recurring orders.

C. Any invoice applied to a subaward managed by the Office of Research Administration (ORA).

D. Invoices issuing payment for the Purchases for Resale check request greater than or equal to $5,000.
Per Purchasing’s SOP, when is a receipt required?

- Any invoice applied to a one-time order $\geq 5,000$
- Invoices $\geq 5,000$ applied to recurring orders
- Any subaward invoice (commodity code ORA1)
- Purchases for Resale check requests $\geq 5,000$

Review the [When is Receiving Required? document](#) and [SOP-PURCH-19](#) for additional details.
How do you know when to log a receipt?

A. BUY.IU sends me a system or email notification – or both.
B. I wait until an invoice reviewer tells me a receipt is required.
C. Accounts Payable staff review all invoices for receipt requirements and contact staff accordingly.
D. I use saved searches in BUY.IU to see all invoices which require receipts.
How do you know when to log a receipt?

- PO Owners receive an email notification when a receipt is required by BUY.IU system rules.
- Recurring orders which require receipt do not ping the PO Owner. Instead use a saved search:
  - Receipts – Recurring Orders
  - Customize for your accounts, organization, POs you own, etc. and save to a dashboard for easy review.
  - Visit the [Searches & Dashboards resource page](#) for step-by-step guides.

Log a receipt after goods are physically received or services have been performed.

*Caveat: deposit/prepayment procedure*
How do you log a receipt?

A. Log a comment on the purchase order stating what goods or services were received/performe.

B. Attach the packing slip or other supplier-provided documentation to the purchase order.

C. Log a comment on the invoice stating what goods or services were received/performe.

D. Select the appropriate receipt type from the Document Actions menu of the PO.
How do you log a receipt?

- Locate the purchase order.
- Click the Document Actions menu.
- Select the appropriate receipt type.
- You will get a warning message if you choose the wrong receipt type.

Review the [How to Log a Receipt document](#) for step-by-step instructions.
BUY.IU auto fills these fields with the balance of the PO. **Update the amounts** before saving the receipt!
How do you make sure appropriate receipts were logged?

A. Navigate to the purchase order and review the Receipts section of the PO.

B. Review the Matching section of the invoice you’re reviewing.

C. Visit the Comments section of the invoice. Change the drop-down to “All” and review comments logged across all related documents.

D. Email the PO Owner and ask for confirmation of receipt of goods or services.
How do you make sure appropriate receipts were logged?

- Review the Matching section of the invoice.
- If receipts have not been logged, ping the Invoice Owner.

Invoice should not be approved until appropriate receipts are logged.
### Matching

**PO Number:** PO0220361

<table>
<thead>
<tr>
<th>Match Status</th>
<th>Matching Method</th>
<th>Invoice Line No.</th>
<th>PO Line No.</th>
<th>Catalog No.</th>
<th>Description</th>
<th>Size/Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unmatched</td>
<td>3 Way</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2021 Holiday Party down payment</td>
<td>EV</td>
<td>5,450.00 USD</td>
<td>1</td>
<td>5,450.00 USD</td>
</tr>
</tbody>
</table>

**Matching Exceptions:**
- No receipt has been entered

**Matching Summary**

<table>
<thead>
<tr>
<th></th>
<th>Ordered</th>
<th>Received</th>
<th>Net Invoiced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>1</td>
<td>--</td>
<td>1</td>
</tr>
<tr>
<td>Unit Price</td>
<td>5,450.00 USD</td>
<td>--</td>
<td>5,450.00 USD</td>
</tr>
<tr>
<td>Ext. Price</td>
<td>5,450.00 USD</td>
<td>--</td>
<td>5,450.00 USD</td>
</tr>
<tr>
<td>Document DTS&amp;H</td>
<td>0.00 USD</td>
<td>--</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

**Related Documents**

- Invoices: 0 / Credits: 0 / Receipts: 0
Questions?
Reminders & Updates
COVID-19

- Remember to visit the COVID-19 Resource Center for guidance purchasing:
  - Personal protective equipment (PPE)
  - Branded cloth masks
  - Clear masks
  - Plexiglass shields
  - Independent contractors
New Accounts Payable email

- Accounts Payable joined the Office of Procurement Services officially on July 1, 2020.
- The fmsaphlp@indiana.edu email is being retired.
- New email address: iuaphelp@iu.edu.
- Messages to the retired inbox will forward to the new one.
- Mass email to the BUY.IU news list and to suppliers is under development, as well as website and training documentation updates.
New training site

- The VPCFO Training & Communication site is live!
  - https://training.iu.edu
- Resources are still migrating to the site, but we encourage you to check it out.
- Email estc@iu.edu with questions or feedback about the site.
THANK YOU!