

Accounts Payable Update *from* Payment Services

October 20, 2017

Receiving for Goods/Services Returned, Canceled or Not Received

Receiving is only required for goods/services received by the department. Do not enter a receipt for goods/services returned, cancelled or not received. The system reads the “Receive & Return” and “Receive & Cancel” options as received causing the invoice to process for payment.

A comment on the Purchase Order stating the goods/services were returned, canceled or not received, is sufficient information. Attach any information you may have from the vendor stating the reason the item is not “received”. Departments should work with the vendor and request a credit memo if needed.

Note: The end user will continue to receive automated requests for receiving until the invoice is resolved. It is important that comments are added to the PO as soon as the department is aware that the item is not going to be “received” so that AP is aware of delays in receiving.

Show Receipt Details										For Selected Lines: Remove Selected Items <input type="button" value="Go"/>	
PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions		
P0582735	1	Gripper Plus Safety Huber Needle 22g 3/4" 12/Bx	6158667	2 BX		2		Received	Remove Line		
									Receive & Return		
P0582735	2	HSI Hypodermic Needle 27g 1/2" 100/Bx, 100 BX/CA	1127108	1 BX	16010926	0		Received	Remove Line		
									Receive & Return		

We welcome your feedback!

Please email your questions or suggestions to: Accounts.Payable@ttuhsc.edu