

Important Guidelines for HokieMart Receiving Process 11/17/2009

The Accounts Payable area of the Controller’s Office uses an automated matching process in which HokieMart receipts are electronically interfaced with Banner on a daily basis (this includes received and returned items only). Receipts with cancelled items are reported to the Purchasing Department so that the Banner PO can be cancelled or changed. Purchase orders, invoices, and receipts are electronically matched in Banner to expedite the payment process. The “matching” process will work only if the net quantity received in the HokieMart is accurate (if the quantity received “matches” the quantity on the invoice). It is very important that correct quantities received and returned are entered timely so that invoices are paid correctly.

Below are instructions which will assist the Receiver in correctly completing a HokieMart receipt..

Guideline No. 1

Perform a HokieMart receipt for only the items which you receive on a specific receipt. Remove items not received.

A total of 6 items were ordered.

On Monday, items 1 and 5 were received. Place a checkmark in all items **not** received (2, 3, 4 ,6).

Receipt Summary									
PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Action	Select
4736407	1	projector model #987654		1 EA		<input type="text" value="1"/>		Received Receive & Return	<input type="checkbox"/>
4736407	2	bulb for projector model #321684		1 EA		<input type="text" value="1"/>		Received Receive & Return	<input checked="" type="checkbox"/>
4736407	3	projector table	Tb3576	1 EA		<input type="text" value="1"/>		Received Receive & Return	<input checked="" type="checkbox"/>
4736407	4	Bulbs for Projector	AS4387	3 BO		<input type="text" value="3"/>		Received Receive & Return	<input checked="" type="checkbox"/>
4736407	5	Screen	SC8935	1 EA		<input type="text" value="1"/>		Received Receive & Return	<input type="checkbox"/>
4736407	6	Heavy Duty Surge Protector	SG0965	1 EA		<input type="text" value="1"/>		Received Receive & Return	<input checked="" type="checkbox"/>

From the drop-down menu:

- chose “Remove Selected Items.
- Click “Go.”

For Selected Lines:

Only items 1 and 5 remain on the receipt.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Action	Select
4736407	1	projector model #987654		1 EA		1		Received Receive & Return	<input type="checkbox"/>
4736407	5	Screen	SC8935	1 EA		1		Received Receive & Return	<input type="checkbox"/>

Note that “Fully Received” has been done only on items 1 and 5. Items 2, 3, 4, and 6 show “none.”

Line Item Status								
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	
1 projector model #987654		EA	1,200.00	1 EA	1,200.00 USD	New Order	Fully Received	←
2 bulb for projector model #321684		EA	250.00	1 EA	250.00 USD	New Order	none	
3 projector table	Tb3576	EA	115.00	1 EA	115.00 USD	New Order	none	
4 Bulbs for Projector	AS4387	BO	3.00	3 BO	9.00 USD	New Order	none	
5 Screen	SC8935	EA	225.00	1 EA	225.00 USD	New Order	Fully Received	←
6 Heavy Duty Surge Protector	SG0965	EA	64.50	1 EA	64.50 USD	New Order	none	

Perform the same HokieMart receiving action for the remaining items (or partial line items) as they are received. Note that items 1 and 5 now have a 0 quantity and need not be removed from the receipt.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Action	Select
4736407	1	projector model #987654		1 EA	724547	0		Received Receive & Return	<input type="checkbox"/>
4736407	2	bulb for projector model #321684		1 EA		1		Received Receive & Return	<input type="checkbox"/>
4736407	3	projector table	Tb3576	1 EA		1		Received Receive & Return	<input type="checkbox"/>
4736407	4	Bulbs for Projector	AS4387	3 BO		3		Received Receive & Return	<input type="checkbox"/>
4736407	5	Screen	SC8935	1 EA	724547	0		Received Receive & Return	<input type="checkbox"/>
4736407	6	Heavy Duty Surge Protector	SG0965	1 EA		1		Received Receive & Return	<input type="checkbox"/>

To complete the receipt for items 2, 3, 4, and 6 enter the **actual receipt date**.

Receipt No	Receipt Date
To Be Assigned	9/3/2008 mm/dd/yyyy
Add PO	Save Updates
	Complete

Click “Complete.”

All items have now been “Fully Received.”

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving
1	projector model #987654 more info...		EA	1,200.00	1 EA	1,200.00 USD	New Order	Fully Received
2	bulb for projector model #321684 more info...		EA	250.00	1 EA	250.00 USD	New Order	Fully Received
3	projector table more info...	Tb3576	EA	115.00	1 EA	115.00 USD	New Order	Fully Received
4	Bulbs for Projector more info...	AS4387	BO	3.00	3 BO	9.00 USD	New Order	Fully Received
5	Screen more info...	SC8935	EA	225.00	1 EA	225.00 USD	New Order	Fully Received
6	Heavy Duty Surge Protector more info...	SG0965	EA	64.50	1 EA	64.50 USD	New Order	Fully Received

Guideline No. 2

Always perform a HokieMart “Receiving” action **before** performing a HokieMart “Returned” action.

A “returned” action which precedes a HokieMart “receipt” action will not interface into Banner. When this error occurs, Accounts Payable will contact the department to have the department correct the error.

10 chairs were ordered and delivered

10 chairs – A HokieMart “Returned” receipt was processed

10 Net open

The amount ordered (10) does not “match” the amount open (20). This will appear on an exception report and you will be contacted by Accounts Payable.

Error:

Receipt Line Details									?
No	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status	
1	Aeron Secretarial Chairs	CP	325.00 USD	10 EA	3,250.00 USD		10	Returned	
							20	Open	

To correct error: Process HokieMart Receipt for 10. Qty/UOM now equals Qty/In.

Receipt Line Details									?
No	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status	
1	Aeron Secretarial Chairs	CP	325.00 USD	10 EA	3,250.00 USD	10		Received	
							10	Returned	
							10	Open	

Guideline No. 3

The “open” quantity should **normally never be less than zero**. When you cancel more items than you ordered, it will result in a negative quantity open.

Error:

Receipt Line Details								
No	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status
1	 Copy Paper	P1054901	2.85 USD	8 RM	22.80 USD		9	Cancelled
						-1		Open

This error will be reported to the Purchasing Department automatically and the PO will be cancelled in Banner only for the amount originally ordered (example: 8 rms. above).

Guideline No. 4

A “Cancelled” HokieMart receipt will not interface with Banner. It will be reported to the Purchasing Department and the PO will be cancelled or a purchase order change will be processed to cancel a line item. This will result in a reduction of the encumbrance to the department’s Banner fund.

If a cancelled receipt is done correctly, departments will no longer need to send an email to the Purchasing Department.

A receiver should **never** try to correct a cancelled HokieMart receipt if a cancelled receipt is done in error, send an email to HokieMart@vt.edu to see if the cancellation can be voided or reversed.

Remember: Add a statement in the receipt notes whenever an item has been cancelled.

Suggested Processes for Receiving

1. When a Receiver realizes that a mistake has been made in the HokieMart receiving, correct **it immediately**.
2. Departments should never process a HokieMart return for more items than they receive.
3. If the funding needs to be changed on a PO, this can be done in only **two** ways:

{ When the department receives the original invoice, they may write “Please Change Funding” and provide the new information in the upper right-hand corner near the PO number. }

{ When the invoice has already been recorded, a journal entry must be completed which will transfer the expenses to the correct fund.. The Journal Entry form may be found at http://www.co.vt.edu/Forms/journal_entry.xls. Please send the form to the Controller’s Office (mail code 0312). }

IMPORTANT -HokieMart receipt notes will no longer be reviewed by Accounts Payable unless there is an exception in the automated matching process which will result in manual handling. **Departments MUST continue to add a note for cancelled items and for internal notes which may be used by the department and for future auditing purposes.**

EXAMPLES:

Notes
(1,000 Chars. Max)

10 chairs were returned in error. Second receipt was processed to correct the error.

OR

All chairs were damaged and returned. PO was cancelled.

Cost Receipt Versus Quantity Receipt

Ninety-nine percent of the time Receivers will use a Quantity Receipt for goods. A Cost Receipt is used for contractual services which are invoiced in incremental amounts (consulting, etc.) in which payments are made at the end of each period that the service is completed. If you have questions, please contact Mike Long at milong@vt.edu or 231-9308.