

Helpful Information Regarding the Creation of a PeopleSoft Receipt

To accurately document the receipt of goods and services, a PeopleSoft Receipt must be created. Central Receiving will create the PS Receipt for merchandise delivered by the vendor to the Central Receiving warehouse dock. For items that have been picked up by the department, shipped directly to the department or off-site clinic, or services performed within the department, it is the responsibility of the Requestor to create the Receipt (DRC). By creating the Receipt, the end-user is documenting the delivery of the item/service and their approval to process payment to the vendor for this item or service. Accounts Payable cannot create the Receipt on behalf of the department as that would be an audit and separation of duties violation - AP cannot “receive” and “pay”.

Note: An end-user should never create a receipt within PS until the actual merchandise/service has been received from the vendor. Creating a receipt without having the merchandise or without having the service performed can constitute falsification of records.

If a Receipt has not been created by the time A/P receives the invoice from the vendor, an automated e-mail will be sent to the Requestor advising them to take the appropriate action as outlined below:

- 1) If the merchandise has been received from the vendor or the service has been performed, a PeopleSoft Receipt (DRC) needs to be created by the end-user **for the received service/items only**.
 - Easy to follow online instructions regarding How to Create a PeopleSoft Receipt are available from the eProcurement Quick Reference Users Guide:
 - <http://www.utmb.edu/logistics/purchasing/forms/epro/How%20to%20Direct%20Receive%20in%20ePro.pdf>
 - If necessary, contact the Purchasing Helpdesk at extension 7-8000 or via e-mail at purchasing.helpdesk@utmb.edu for assistance.
 - If the original Requestor is no longer available and no one has access to the Requestor's Manage Requisitions page to create the PS Receipt, an e-mail should be sent to the PO Problem Resolution Desk at logistics.problemresolution@utmb.edu requesting that a Receipt be created on behalf of the department
- 2) If the order is a blanket purchase order (distributed by amount) which does not require a PeopleSoft receipt, contact the Purchasing Help Desk at extension 7-8000 or via e-mail at purchasing.helpdesk@utmb.edu requesting that the “receipt required” flag be updated.
- 3) **If the merchandise has not arrived from the vendor yet, do not create a PS receipt.** Instead, notify the AP match resolution team via email at: AP.Match@utmb.edu.
- 4) If the merchandise has been received, but there is a problem with the merchandise, contact the PO Problem Resolution Desk at extension 2-5341 or via e-mail at logistics.problemresolution@utmb.edu

Additional detailed instructions regarding many eProcurement functions are available from the eProcurement Quick Reference Users Guide available from the PeopleSoft landing page:
<http://www.utmb.edu/logistics/purchasing/eproguide.asp>

Questions regarding eProcurement, DEP Procedures, and Purchase Orders should be directed to the Purchasing Help Desk at extension 7-8000 or via e-mail at purchasing.helpdesk@utmb.edu