

ACKNOWLEDGING PROCESS

Before a payment can be made for goods or services there must be an acknowledgement (approval) that the goods have been received or the service performed.

And before any acknowledgements can be accepted an “Authorized Signature Form” (sample in handout) must be on file in the Accounts Payable Department.

An acknowledgement of goods and services received is obtained by:

- Departmental approval by authorized signers on original invoice sent you by an Accounts Payable Technician. This pertains to items where receiving required **has not** been set up on the purchase order, take for example blanket purchase orders. Typically these goods are picked up by the department. Below is an example of an acknowledging request from A/P:

To:		M/S	
certify that I inspected the merchandise or service and there is no exception as to the quantity or quality			
Approval:			
FOR ACCOUNTS PAYABLE USE ONLY			
Group #	Voucher #		
Pagee/Loc #	PO#		
Invoice #			
Due Date	Corp	<input type="checkbox"/>	
	1099		
Freight	Sales/Use Tax	Amount	
Check Number			
From:	Lisa Zimmerman X7690	M/S	JA58

Please sign for receipt of goods or services here!

- A receiver is recorded in PeopleSoft by the shipping and receiving department when goods are delivered directly to the warehouse. Accounts payable will verify that receipt online prior to entering the invoice for payment into PeopleSoft.

- When items related to a purchase order are sent directly to the department and the purchase order has been set up as Receiving Required, Accounts Payable is unable to make payment until an online receiver is recorded in PeopleSoft by shipping and receiving. See the departmental navigation below to verify if a purchase order has been set up with Receiving Required:

Navigation: Log into My Fresno State, Reports Portfolio, Financials, Purchase Order Detail, Key in Purchase Order #, Click on “Form” tab

When this is checked A/P can not pay invoice until an online receiver is in PeopleSoft.

PO: 0000052314 Line: 1 [ITEM #NC9578833, EPPENDORF TUB](#)

Backorder Status: None Amount Only Status: Active

Line Details

Amount: 11.98 USD
Category: 17500 Chem Lab Supplies 00018
Contract: FRSNO Release: [Contract Details](#)

RFQ ID: UPN ID:
Vnd Itm ID: GPO ID:
Vndr Catlg: GPO Contract:
Mfg ID:
Mfg Itm ID:

Price Qty: Schedule Price Date: PO
Replenish Code: Standard

Withholding Receiving Required Inspect Device Tracking

Config Code:

OK Cancel

Accounts Payable is **not authorized** to contact shipping and receiving on your behalf. Only a department receiving the goods can provide proof that the goods were received. Below is an example of a request that you will receive from an Accounts Payable Technician requesting that you contact shipping and receiving for an online receiver in PeopleSoft:

TO: _____
I _____

FROM: Ann Cornaggia
Accounts Payable JA58
EXT 6808

SUBJECT: Receiver Required on Purchase Order # _____

In the event that the goods were picked up by staff member or shipped directly to your department, the receiving department must record receipt of goods online. Payment for the attached invoice cannot be made to the vendor until proof of delivery is given to Shipping/Receiving. Confirmation for receipt of goods cannot be done via email or telephone. If the following item has been received, please forward a signed copy of **this invoice** to **Robert Wright at Shipping & Receiving MS UW127, Ext. 85227 and/or fax to 87605**.

Vendor inquiries regarding an unpaid invoice(s) due to lack of an online receiver will be forwarded to your department for response. Your prompt attention to this matter would be greatly appreciated. Thank you for your cooperation!

Once an invoice is approved, it should be immediately forwarded to Accounts Payable at mail stop JA58.

