1. Is Receiving required for each line item?
   Yes. Each line item must be fully received for the invoice to pay.

2. What if I forget to Receive the items on the PReq?
   A/P will contact you. Payment will not be made until goods/services are received.

3. What if we have a small department where the Initiator and Receiver are the same?
   Contact Denise Hyche denise-hyche@uiowa.edu or Dani Weber danielle-f-weber@uiowa.edu to review for exceptional circumstances.

4. Can you receive more than you ordered?
   Yes, however, this will create a match exception and you may be contacted by A/P.

5. Can I add attachments such as a packing slip, when I receive?
   Yes, you can upload an attachment but they cannot be sent to the Vendor.

6. I received the full amount, but some were damaged, how do I enter my receipt?
   The quantity received must equal the amount ordered, remember: quantity received = quantity + quantity rejected. So if you receive 45 and reject 5, only 40 were kept. Enter quantity received and enter the number of damaged items in the rejected field. Add a comment to receipt.

7. Is it possible to receive .5?
   Yes.

8. How will the department know when invoice is received in A/P?
   The requester will receive the voucher report via email the following day it’s entered.

9. How will this affect my blanket orders?
   Any blanket order or contract order voucher = $10,000 and/or with IACT (6200-6235, 6730 or 6740) will require receiving in the online receiving process.

10. Does the requester still receive an email notification after a voucher is created?
    The requester will receive the voucher report via email as they do currently. The receiver will get an email after the PReq is created.

11. Can payment be made without a receipt?
    No, the invoice will not pay until a receipt is entered.

12. Can the requester also receive?
    No, you will receive an error message if you enter the initiator or requester as the receiver. Due to best practices of separation of duties, the receiver must be different that initiator/requester.

13. Can the end user and receiver be the same?
    Yes.

14. How do I know if receiving is required?
    The specified Receiver will get an email when the PO is created. They can click on the PReq # and go directly to the receiving information.

15. Are subcontracts included in the receiving process?
    Yes, if they meet any of the criteria, they will require receiving.
16. What if I enter an incorrect amount? Can I delete the receipt?
No, contact one of the Match Exception Team members under Contacts on the AP/Purchasing website at www.uiowa.edu/ap-purchasing and they will have it canceled. Once canceled, the lines will display as strike through and grayed. The amount or quantity will be modified on the Total Received.

<table>
<thead>
<tr>
<th>Received Date</th>
<th>Receiver Name</th>
<th>Receipt ID</th>
<th>Date Entered</th>
<th>Amount Received</th>
<th>Invoice/Voucher/Packing Slip</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$20.01</td>
<td></td>
</tr>
</tbody>
</table>

You may cancel the line before it is saved by clicking the "X".

17. Do I need to receive a negative line?
No, these lines will display, “Can’t receive against negative lines”.

Can't receive against negative Lines

18. What if I’m not the Receiver but I want to check on other POs to be received in my department?
On the Requisition Search Center at the bottom of the page, you may enter the Receiver's HawkID and Receipt Status (or any other criteria you have).

19. How do I receive on freight?
You will only receive on freight if it has its own line item. Do not add it with the good or service.

Tips
• Add comments for Accounts Payable or your own reference
• Add receipt number to the packing list and search later for it in PReqs
• PO status shows when receiving is still required
• Remember to click Save and Update Receipt Status so that a Receipt ID is displayed