

NSCC Finance Training

Receiving and Invoicing

Training Overview



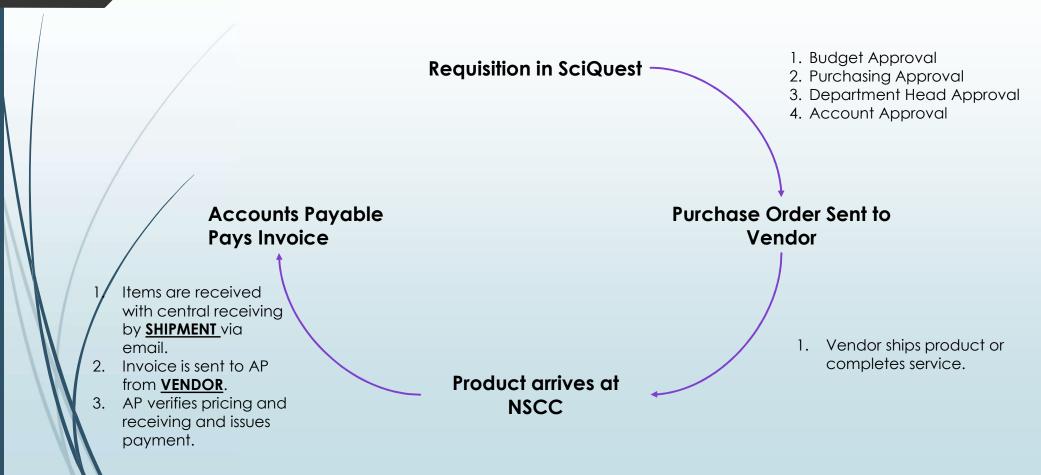
Receiving and Invoicing

- The Receiving and Invoicing Cycle
- Receiving Do's and Don'ts
- Differences Between Purchasing and AP
- Invoice Processing
- Invoicing and Timelines
- Questions

Please ask questions in chat or at end of session!

The Receiving Cycle





Requisition in SciQuest



<u>Important Notes</u>

- SciQuest is for purchasing approval only. It is not associated with Accounts Payable or Central Receiving.
- Everything purchased for NSCC should be approved through SciQuest before ordering the product.
- Accounts Payable does not pull invoices from SciQuest.
- Purchasing will have a separate training, hosted later, for more details about this process.

Product Arrives at NSCC

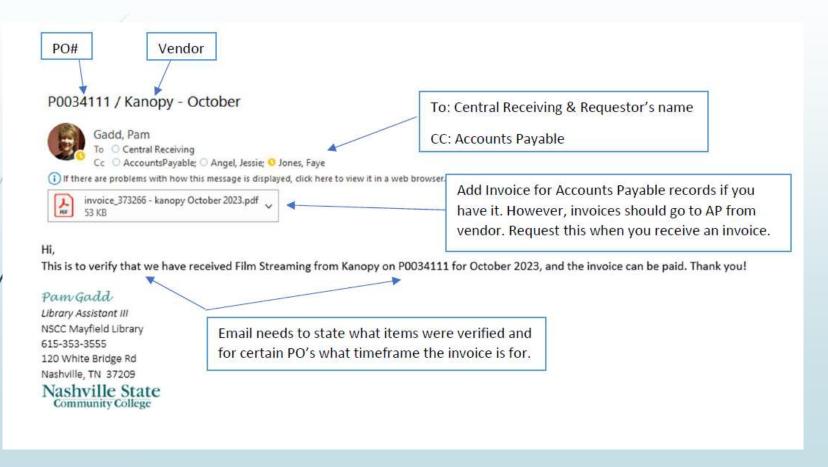


<u>Important Notes</u>

- All purchase order items, including services, must be received by someone in the department other than the requisitioner.
- Receiving is only completed by emailing Central Receiving at centralreceiving@nscc.edu.
- You must receive by SHIPMENT. Do not wait for an entire purchase order to come in. If you receive part of it, notify Central Receiving immediately.
- Receive by PO#, line item, and quantity if possible. The more details the better.







Other Examples



Verification: P0034252 - Gallaher - Clarksville



Bledsoe, Christopher

To: AccountsPayable; Central Receiving

P0034252 - Gallaher - Clarksville

- I verify receipt of item #1 for the installation on P0034252; therefore, the invoice can be paid.
- . Receive all 12 months for item #2 and #3 on P0034252; therefore, the invoices can be paid.

P0034048 to Cook's Pest Control General\All Employees (unrestricted)





Police and Security

To: Central Receiving

Cc: AccountsPayable

Please receive the following for P0034588.

Line Item 1 - 19.5 hrs.

Line Item 2 - 95 hrs.

Chief Phelps



McLain, Reginald

To: Central Receiving

Cc: AccountsPayable

I confirm receipt of 1 of line 1 (JOctober 2023) on P0034048 to Cook's Pest Control. Reference invoice 23902399

Accounts Payable



<u>Important Notes</u>

- As the example shows, you can send us invoices. However, the vendor needs to send them to us directly. If you receive an invoice, send it to AP, and request the vendor to send it to accountspayable@nscc.edu in the future. This is an audit requirement.
- Invoice are usually paid, once processed, on Thursday every week.
- Timely receiving is key as being behind on payments can cause negative effects for NSCC. Late payments, order delays, account closures, in some cases we lose discounts, can effect our credit rating, etc.

Do's and Do not's



Do not

- Attach an invoice in SciQuest and assume it will be paid.
- Wait for an entire purchase order to arrive before you receive it.
- Order any product before a purchase order has been made and approved.
- Receive full purchase orders when you don't have all the product.

Do's and Don'ts



<u>Do</u>

- If an item is delivered to you, have it received immediately via Central Receiving.
- Send any invoice you receive from the vendor to Accounts Payable. Request the vendor send invoice to Accounts Payable moving forward.
- Create requisitions for monthly services/annual items as soon as possible. Preferably in July. (Canon, Phone Bills, Memberships, Etc.)
- Notify AP and Central Receiving when you return a product to the vendor. Ensure to include PO and details on what you are returning.

Questions?



Raise Hand or Ask in Chat

Contacts

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