



# 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

1. Budget Approval
2. Purchasing Approval
3. Department Head Approval
4. Account Approval

## Purchase Order Sent to Vendor

1. Vendor ships product or completes service.

## Product arrives at NSCC

## Accounts Payable Pays Invoice

1. Items are received with central receiving by **SHIPMENT** via email.
2. Invoice is sent to AP from **VENDOR**.
3. AP verifies pricing and receiving and issues payment.

# Requisition in SciQuest

## Important Notes

- 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

## Important Notes

- 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@nsc.edu](mailto:centralreceiving@nsc.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.

# Example Receiving Email

The screenshot shows an email interface with several callout boxes pointing to specific elements:

- PO#** and **Vendor** boxes point to the text "P0034111 / Kanopy - October".
- A box containing "To: Central Receiving & Requestor's name" and "CC: Accounts Payable" points to the recipient list.
- A box containing "Add Invoice for Accounts Payable records if you have it. However, invoices should go to AP from vendor. Request this when you receive an invoice." points to a PDF attachment titled "invoice\_373266 - kanopy October 2023.pdf".
- A box containing "Email needs to state what items were verified and for certain PO's what timeframe the invoice is for." points to the main body text of the email.

**PO#**      **Vendor**

P0034111 / Kanopy - October

Gadd, Pam  
To: Central Receiving  
Cc: AccountsPayable; Angel, Jessie; Jones, Faye

If there are problems with how this message is displayed, click here to view it in a web browser.

invoice\_373266 - kanopy October 2023.pdf  
53 KB

Hi,  
This is to verify that we have received Film Streaming from Kanopy on P0034111 for October 2023, and the invoice can be paid. Thank you!

*Pam Gadd*  
Library Assistant III  
NSCC Mayfield Library  
615-353-3555  
120 White Bridge Rd  
Nashville, TN 37209  
Nashville State  
Community College

To: Central Receiving & Requestor's name  
CC: Accounts Payable

Add Invoice for Accounts Payable records if you have it. However, invoices should go to AP from vendor. Request this when you receive an invoice.

Email needs to state what items were verified and for certain PO's what timeframe the invoice is for.

# 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)



**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

P0034588 Zirkops



**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

# Accounts Payable

## Important Notes

- 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@nsc.edu](mailto:accountspayable@nsc.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

### Do

- 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

- ▶ Accounts Payable:
  - ▶ Donna Gorlier [Donna.Gorlier@nsc.edu](mailto:Donna.Gorlier@nsc.edu) 615-353-3317
  - ▶ Lee Mooneyhan [Franklin.Mooneyhan@nsc.edu](mailto:Franklin.Mooneyhan@nsc.edu) 615-353-3321
- ▶ Accounting Associate:
  - ▶ Jameson Bear [Jameson.Bear@nsc.edu](mailto:Jameson.Bear@nsc.edu) 615-353-3485
- ▶ Assistant Director of Accounting:
  - ▶ Kathy Flick [Kathy.Flick@nsc.edu](mailto:Kathy.Flick@nsc.edu) 615-353-3289