

eVA Receiving Process

Electronic Receiving in eVA

Most receiving occurs electronically in eVA.

Please log-in to eVA to electronically receive goods and services that cost less than \$2,000 and were not paid for with a P-Card. The electronic receiving should be completed within 24 hours of receipt of the goods or services. Details are available in Part 4 at

<http://fiscal.gmu.edu/eVA%20Resources/eVABanIntegrResources/eVAQGERPDONonCat.pdf>

When processing non-P-Card payments for items such as subscriptions, professional membership dues and service contracts, the buyer should “receive” these items in eVA as soon as the order is approved and immediately send the vendor invoice with the EP# noted to Accounts Payable, MSN 3C1 or acctpay@gmu.edu. Receiving these types of orders in eVA, even before the first subscription issue has arrived, for example, will ensure that the payment process begins, and the vendor will be paid in a timely manner.

Decentralized Receiving

A second receiving process is available for invoices related to purchase orders of \$2,000 or less. When Accounts Payable receives an invoice and notes that items/services have not been received in eVA, the Accounts Payable staff will send an email to the eVA order initiator indicating that the invoice, which has been received, is attached and will be processed for payment in five business days subject to prompt pay regulations or contract provisions. (Accounts Payable will notify an alternate approver when an out of office email indicating the order initiator is out of the office beyond the five day period is received.) The order initiator or receiver must immediately (in fewer than five business days) respond by selecting “reply all” to the Accounts Payable email if the invoice should NOT be paid. If the goods/services have been received and the invoice is correct, no response from the order initiator is required. **The requirement for the receiver to retain documentation in the department (electronically or otherwise) that the goods or services have been received remains unchanged and is essential to satisfy audit requirements.** Record retention requirements are three years for all University orgs; ten years for sponsored funds.

Invoices

Please remember to immediately send any vendor invoice received in your unit to Accounts Payable, MSN 3C1 or acctpay@gmu.edu noting the eVA EP number on the invoice. Invoices for dues and other items may be electronically attached to an eVA order, but the invoice must also be sent to Accounts Payable, MSN 3C1 or acctpay@gmu.edu.

Accounts Payable requests email certification of receipt or approval of payment from eVA users in the following situations.

1. Request for receipt confirmation: When an invoice is received in Accounts Payable for an EP purchase order that is \$2,000 or greater, Accounts Payable staff will email a request that the eVA order initiator confirm that the goods or services have been received or provided. This email certification of receipt is required since the eVA electronic receiving process for these over \$2,000 orders is not available to the order initiator.

2. Request for invoice approval: When an invoice related to an eVA EP blanket purchase order or encumbrance is received, Accounts Payable staff will email a request that the department/unit representative approve the invoice for payment.

A response is required in two business days. If you have any questions, please contact the Accounts Payable department at 3-2580 or email to acctpay@gmu.edu.

Trailing Encumbrances

When the amount of the invoice(s) paid is less than the related eVA purchase order, an encumbrance for the difference sometimes remains in Banner Finance. These amounts will be rolled forward into subsequent fiscal periods until manually deleted. To avoid trailing encumbrance issues, please write "final payment" on the final invoice related to the eVA order that is paid.