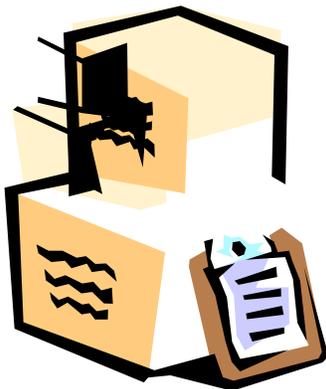# IAS Alert

Receipting Multiple Invoices in IAS

Purpose

The purpose of this alert is to remind IAS receivers of procedures they must follow when processing a receipt for goods or services. These procedures are especially important when more than one invoice is received for payment.

What should I do?

A receiver must ensure a separate receipt is processed for each invoice. This is critically important because once an invoice is processed against a receipt, the receipt is no longer available to process other invoices against. Additional invoices will hang in the system indefinitely, even if the original receipt was entered for 100 percent of the goods or services.

What should I do if I receipted for 100 percent accidentally?

To correct requisitions that have been improperly receipted, the receiver must correct the first receipt to the correct amount on the first invoice even if payment has already been made on that invoice. The receiver must then contact their Receipt Document Resolution Error Manager (DRM). The receiver will then create receipts for the new invoices with the amount of the invoice. The receiver next notifies the DRM of the new receipt in IAS and then the DRM will go into IAS and "override" the resulting error.

Please note, if you have accidentally receipted 100 percent and multiple invoices were sent to NFC with the same receipt number on them, you will need to resend the cover sheets and invoices with the new receipt numbers.

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