

Receiving & Invoicing in GVIBUY

The process to document the receipt of goods and services becomes streamlined and automated in GVIBUY. Agencies can partially or fully receive items by locating the desired PO and creating a Receipt document. This action copies critical PO information to the Receipt, saving time and increasing accuracy by eliminating the need to re-enter data.

When the Receipt document is submitted for final approval, it is automatically routed for both Agency and DPP approval. Once approved, the Receipt will be ready for invoicing by the vendor. Accounts Payable personnel will verify invoices submitted electronically by the vendor. For a brief period of time following the implementation of GVIBUY, invoices will also need to be entered into MUNIS. However, an interface to MUNIS is planned for a future project phase. Once this occurs, Invoices will flow directly into the MUNIS financial system.

See below for details on GVIBUY receiving and invoicing processes.

