

## UR Procurement – Create Receipts

Implementation Tenant - <https://wd5-impl.workday.com/rochester3>

Instructions	Details and Screenshots
<p>Home page:</p> <ul style="list-style-type: none"> <li>• Use the UR logo to return to this Home screen</li> <li>• Use the Search field with keywords</li> <li>• Use the Inbox for Workday messages</li> <li>• Use the Procurement worklet for frequently used tasks and reports               <ul style="list-style-type: none"> <li>○ Create Requisitions</li> <li>○ Create Receipts</li> <li>○ Find Requisitions</li> </ul> </li> </ul>	
<p>Rules</p>	<ul style="list-style-type: none"> <li>• The create receipt action is required for <b>Goods-based orders over \$2500.00</b>. The supplier invoice will not be paid until a receipt is created.</li> <li>• The create receipt action is required for <b>all services-based orders</b>, no matter the dollar value. The supplier invoice will not be paid until a receipt is created.</li> <li>• The create receipt action is required when supplier invoice is Submitted and the Match Exception when Missing Receipts or there are not enough Receipts exceptions occur.</li> <li>• The create receipt action is required when supplier invoice is Submitted and the Match Exception that Invoice Total Amount is greater than the Receipt.</li> <li>• Once a receipt is approved, the receipt cannot be edited or corrected but can be cancelled. If a receipt needs to be corrected, the Requisitioner should cancel the receipt and create a new receipt.</li> </ul>

## Instructions

From the Procurement dashboard if you have Workday Roles assigned

### Requisitioner

- Under Tasks, select **<Create Receipt>** and then search for order that is ready to be received
  - Can use the My Open Requisitions report to review a list of orders and create a receipt from the purchase order.
  - Can use the My Purchase Order and create a receipt from the purchase order (related action)

### Requestors that do not have Workday Roles Assigned

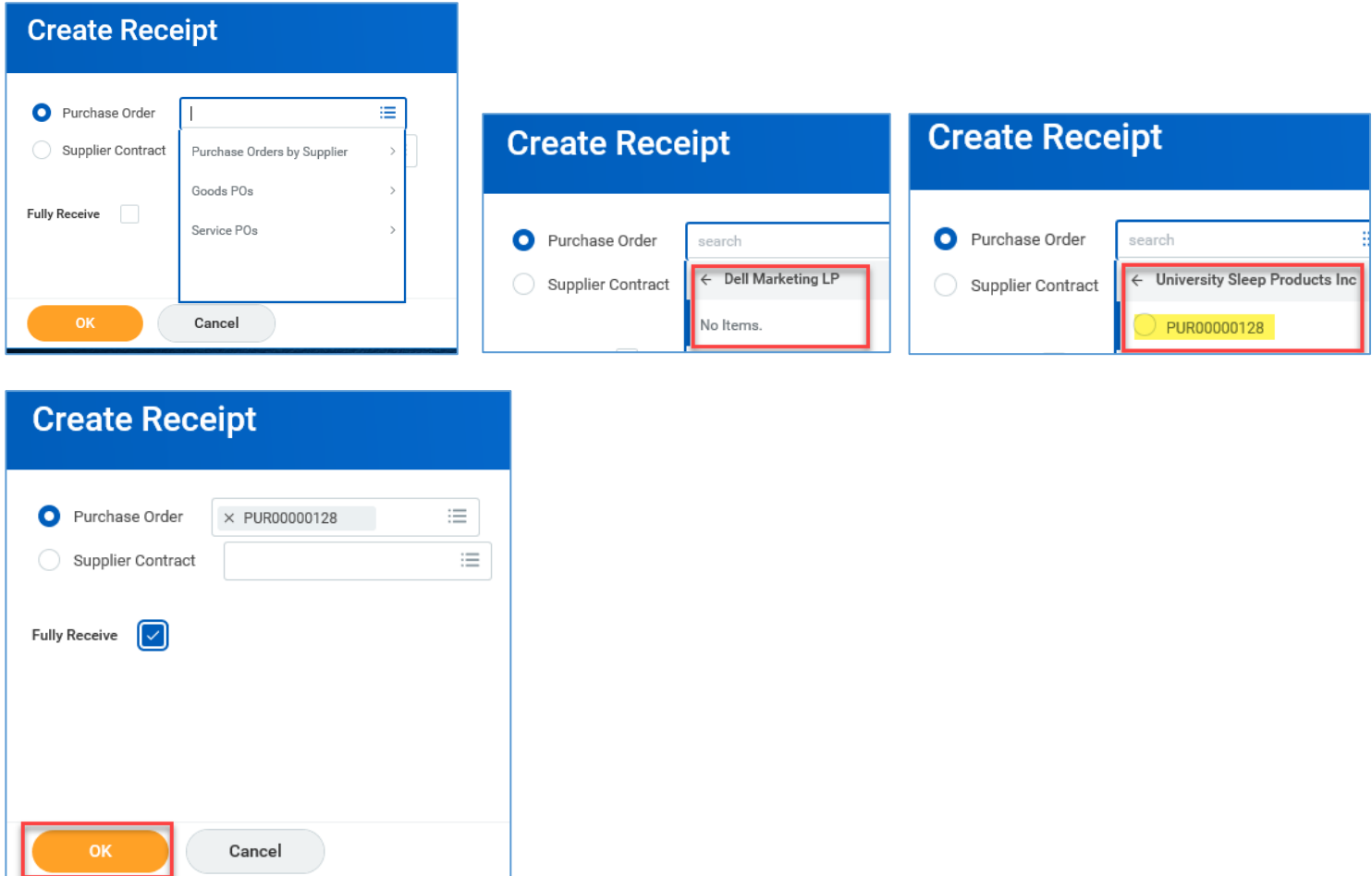
- Click **InBox** to review POs that are ready to receive.
- Record the PO number to create a receipt in the step below.
- Enter **<Create Receipt>** in the Global Search Field and press Enter.
- The screens below will appear. Continue with the instructions below.

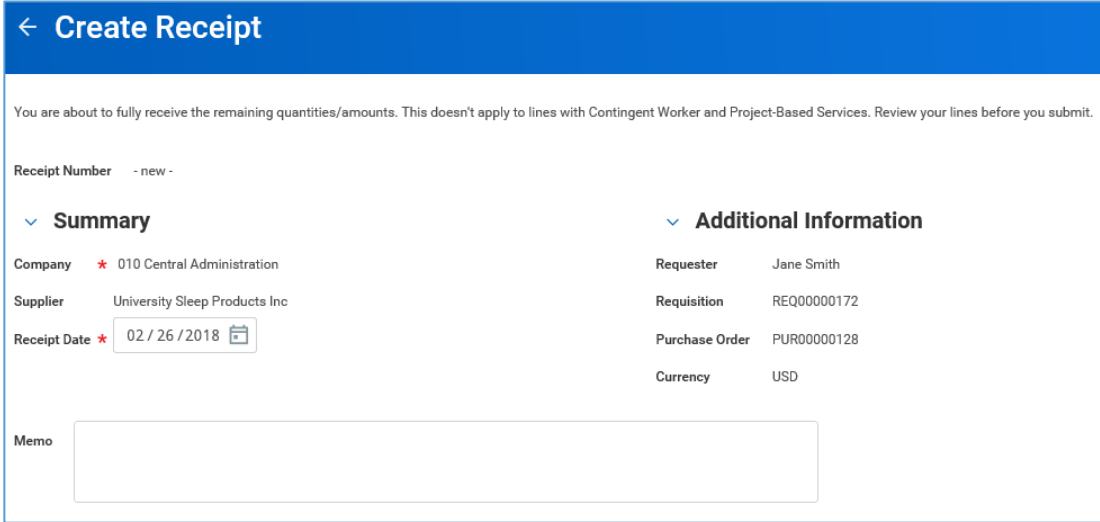
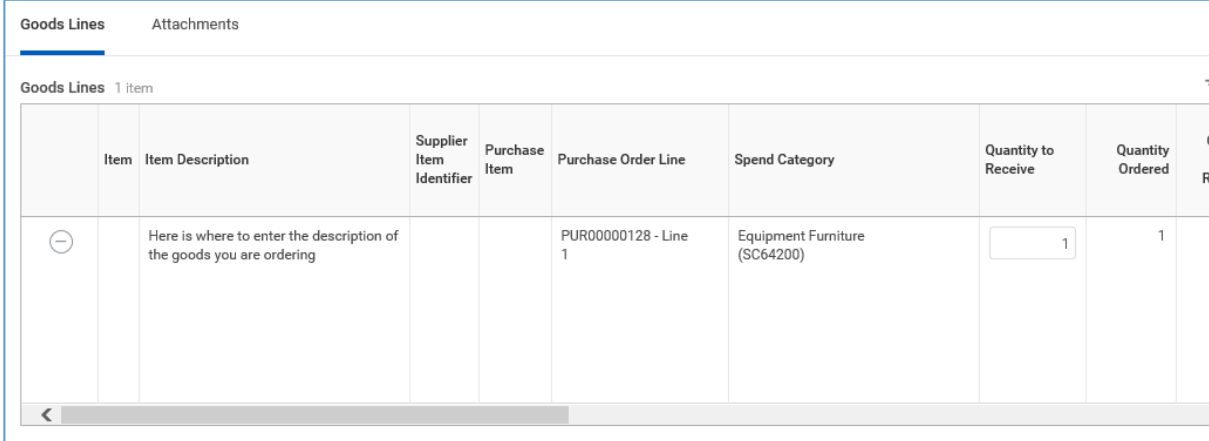
## Details and Screenshots

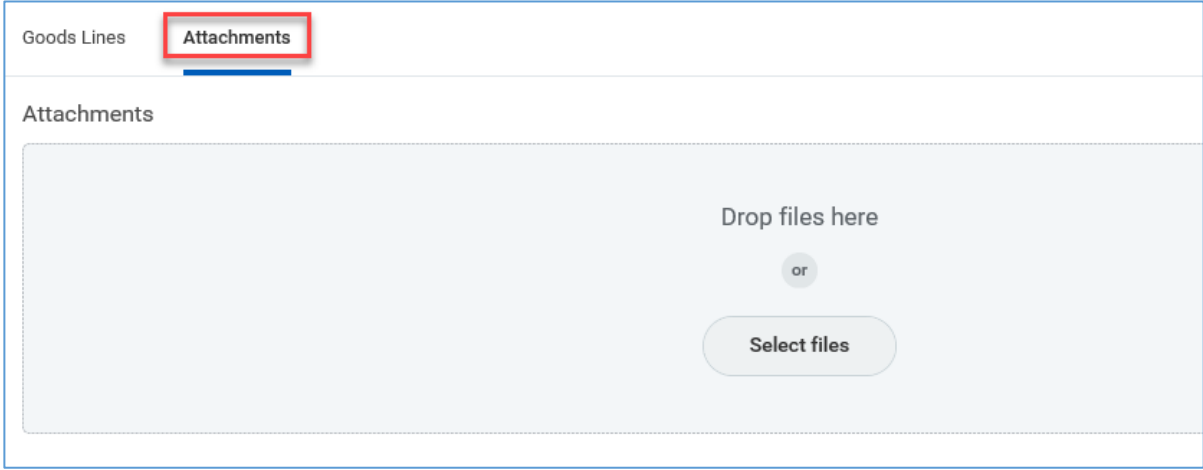

The screenshot shows the 'Procurement' dashboard. At the top, there is a blue header with a back arrow and the word 'Procurement'. Below this is a section titled 'My Purchase Orders' with a table. The table has columns for 'Purchase Order', 'Requester', 'Status', 'Order Date', 'Supplier', 'Total Amount', and 'Rev'. Three rows are visible, with the first two rows having 'Issued' status and the third having 'Change Order In Progress'. A red box highlights the 'Purchase Order' column header. To the right of the table is a sidebar with sections for 'Resources', 'Tasks', and 'Reports'. In the 'Tasks' section, the 'Create Receipt' button is highlighted with a red box.

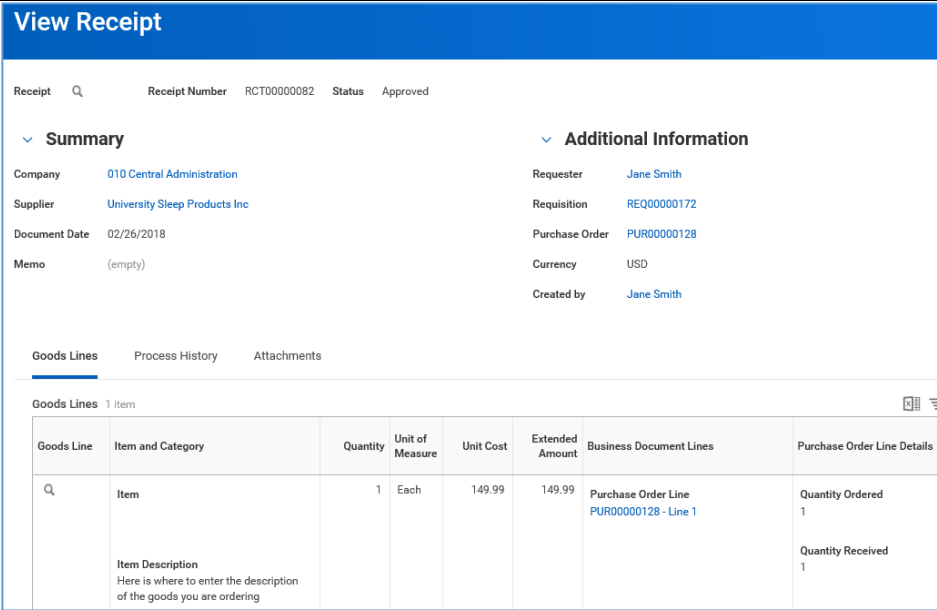
Purchase Order	Requester	Status	Order Date	Supplier	Total Amount	Rev
PUR00000154	Jane Smith	Issued	03/07/2018	Abbott Laboratories Parent	12,000.00	RE
PUR00000155	Jane Smith	Issued	03/07/2018	Abbott Laboratories Parent	12,000.00	RE
PUR00000162	Jane Smith	Change Order In Progress	03/09/2018	DL Instruments LLC	150,000.00	RE

The screenshot shows the 'InBox' notification interface. At the top, there is a search bar with the text 'create receipt' and a 'Search Field' button. To the right, there are notification icons. Below the search bar, there is a blue header with the text 'Notifica' and 'Create Receipt - Task'. The main content area shows a notification for a purchase order: 'Purchase Order: PUR00000488, Supplier: Dell Marketing LP, Date: 05/04/2018, Amount: \$1,000.00'. Below this, there is a summary of the purchase order details and a message stating 'This purchase order has been approved. Questions can be directed to the P2P Service Center.'

Instructions	Details and Screenshots
<p>Requisitioners Select &lt;Create Receipt&gt; under Actions to search by purchase order or supplier contract</p> <ul style="list-style-type: none"> <li>• Select the Purchase Order radio button and search for order either by typing the PO number or using the prompts</li> <li>• If searching by supplier name, if there is nothing to receive for a given supplier, it will show No Items</li> <li>• Use the Fully Receive checkbox if the order was fully received. This can be changed on the next screen if desired.</li> <li>• Select &lt;OK&gt;</li> </ul>	 <p>The screenshots illustrate the 'Create Receipt' process. The first screenshot shows the initial search options. The second and third screenshots show search results for specific suppliers, with the 'No Items.' and 'PUR00000128' results highlighted in red boxes. The fourth screenshot shows the 'Fully Receive' checkbox checked and the 'OK' button highlighted in a red box.</p>

Instructions	Details and Screenshots																
<ul style="list-style-type: none"> <li>Review the Summary area of the Create Receipt screen</li> <li>Scroll down to the line level details</li> </ul>																	
<ul style="list-style-type: none"> <li>Review the line level details. Enter the Quantity to Receive if necessary.</li> </ul>	 <table border="1"> <thead> <tr> <th>Item</th> <th>Item Description</th> <th>Supplier Item Identifier</th> <th>Purchase Item</th> <th>Purchase Order Line</th> <th>Spend Category</th> <th>Quantity to Receive</th> <th>Quantity Ordered</th> </tr> </thead> <tbody> <tr> <td>⊖</td> <td>Here is where to enter the description of the goods you are ordering</td> <td></td> <td></td> <td>PUR00000128 - Line 1</td> <td>Equipment Furniture (SC64200)</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	Item	Item Description	Supplier Item Identifier	Purchase Item	Purchase Order Line	Spend Category	Quantity to Receive	Quantity Ordered	⊖	Here is where to enter the description of the goods you are ordering			PUR00000128 - Line 1	Equipment Furniture (SC64200)	1	1
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⊖	Here is where to enter the description of the goods you are ordering			PUR00000128 - Line 1	Equipment Furniture (SC64200)	1	1										

Instructions	Details and Screenshots
<ul style="list-style-type: none"> <li>• Goods-based orders do not require an attachment</li> <li>• Services-based orders must have an attachment uploaded in the Attachments area. This should be a copy of the packing slip (or a picture of it).</li> <li>• Select the Attachments tab and drag and drop (or choose the Select Files button) in order to add an attachment</li> </ul>	 <p>The screenshot shows a software interface with two tabs: 'Goods Lines' and 'Attachments'. The 'Attachments' tab is selected and highlighted with a red box. Below the tabs is a large light blue area with the text 'Drop files here' and a 'Select files' button.</p>
<p>When ready, select &lt;Submit&gt; button</p>	 <p>The screenshot shows a single orange button with the text 'Submit' in white. A mouse cursor is pointing at the button.</p>

Instructions	Details and Screenshots
<p>Once the receipt is submitted, the details can be viewed. Take note the receipt is approved.</p> <p>Once a receipt is approved, the receipt cannot be edited or corrected but it can be cancelled. If a receipt needs to be corrected (or undone), the requisitioner should cancel the receipt and create a new one.</p>	
<p>Match Exception for Missing Receipts or Not Enough Receipts</p> <ul style="list-style-type: none"> <li>Requesters will receive an inbox task for match exceptions for missing or not enough receipts.</li> <li>For goods or services that have been physically received or performed, navigate to the purchase order from the inbox task in order to create a receipt.</li> </ul>	