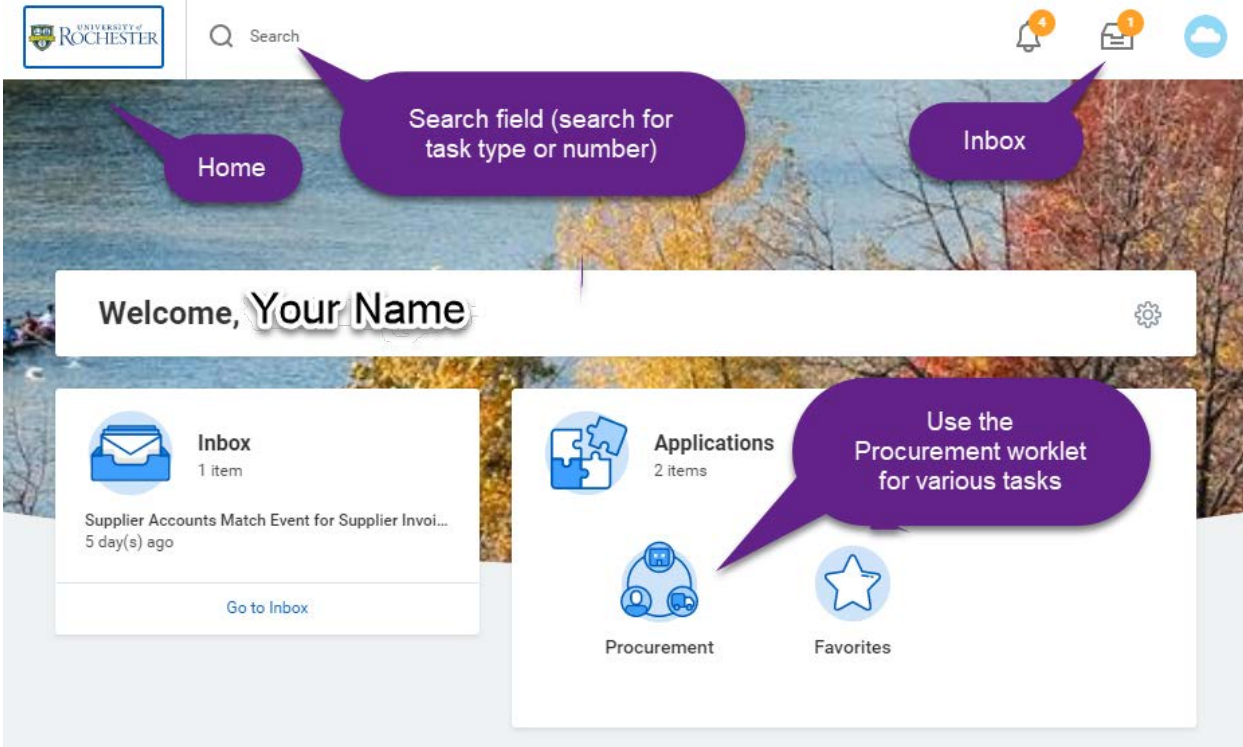


UR Procurement – Create Receipts

Instructions	Details and Screenshots
<p>Home page:</p> <ul style="list-style-type: none"> • Use the UR logo to return to this Home screen • Use the Search field with keywords • Use the Inbox for Workday messages • Use the Procurement worklet for frequently used tasks and reports <ul style="list-style-type: none"> ○ Create Requisitions ○ Create Receipts ○ Find Requisitions 	 <p>The screenshot shows the University of Rochester procurement home page. At the top left is the University of Rochester logo. To its right is a search bar labeled 'Search'. In the top right corner are icons for notifications, an inbox with a '1' badge, and a cloud icon. Below these is a 'Welcome, Your Name' banner with a settings gear icon. The main content area features two worklets: 'Inbox' (1 item) with a preview of a 'Supplier Accounts Match Event for Supplier Invoi...' and a 'Go to Inbox' link; and 'Applications' (2 items) with a 'Procurement' icon and a 'Favorites' icon. A purple callout bubble points to the 'Applications' worklet with the text 'Use the Procurement worklet for various tasks'. Other callouts point to the 'Home' logo, the 'Search field (search for task type or number)', and the 'Inbox' icon.</p>
<p>Rules</p>	<ul style="list-style-type: none"> • The create receipt action is required for Goods-based orders over \$2500.00. The supplier invoice will not be paid until a receipt is created. • The create receipt action is required for all services-based orders, all grant (FAO=GR), and all capital, no matter the dollar value. The supplier invoice will not be paid until a receipt is created. • 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. • The create receipt action is required when supplier invoice is Submitted and the Match Exception that Invoice Total Amount is greater than the Receipt. • 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 contact the P2P Service Center to cancel the receipt. Then the Requisitioner can create a new receipt.

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.

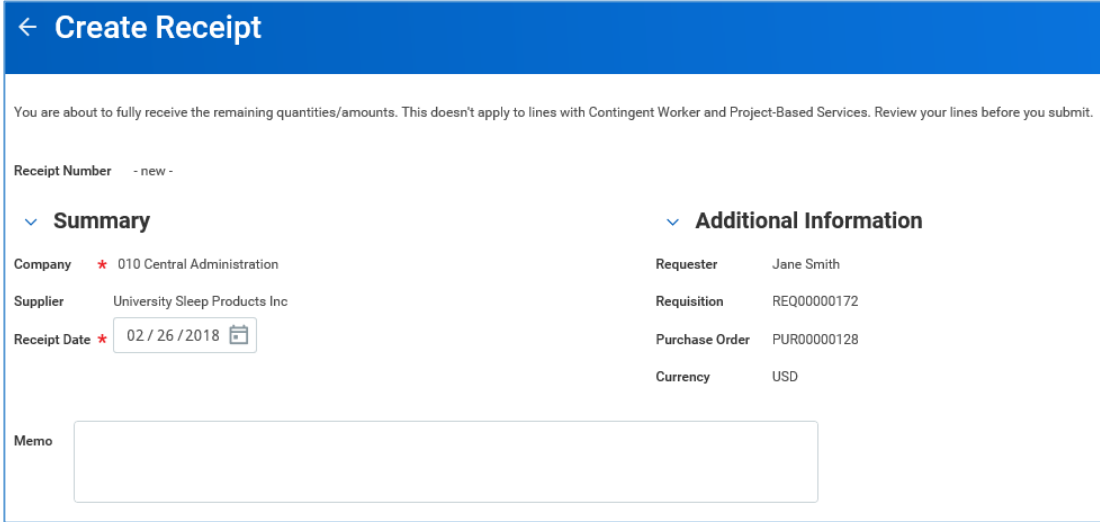
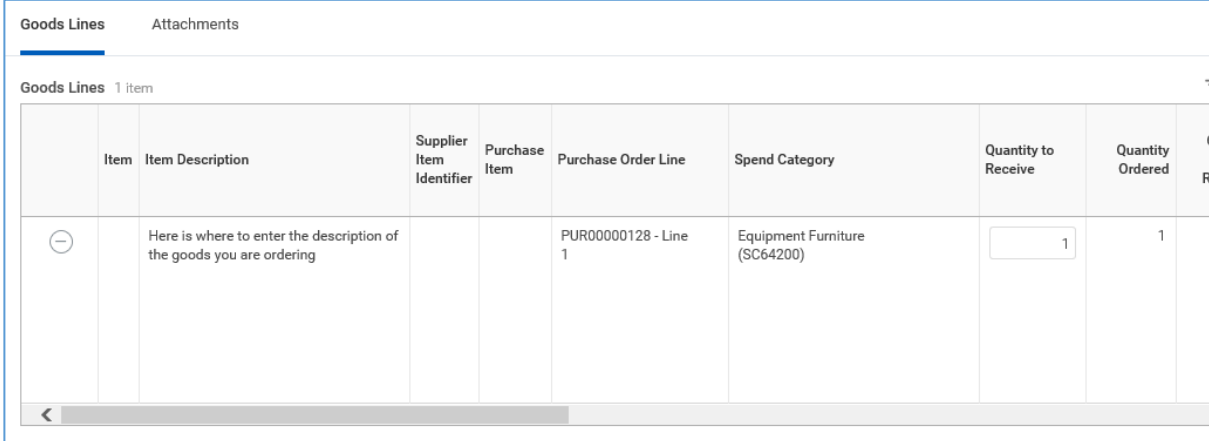
Details and Screenshots

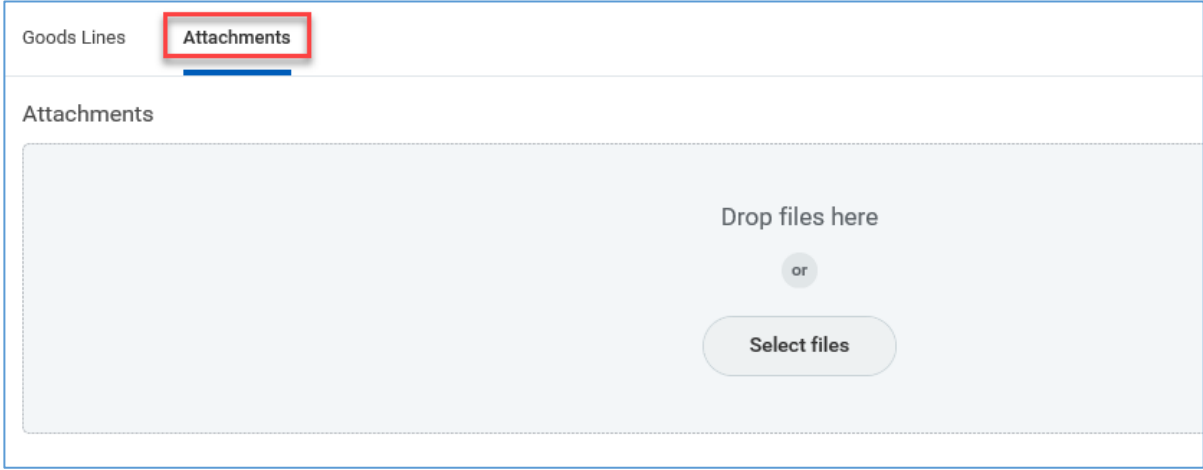

The screenshot shows the 'Procurement' dashboard. At the top, there is a blue header with a back arrow and the word 'Procurement'. Below this is a section titled 'My Purchase Orders' with a table of purchase orders. The table has columns for 'Purchase Order', 'Requester', 'Status', 'Order Date', 'Supplier', 'Total Amount', and 'Requisition'. Three rows are visible, with the first two having a status of 'Issued' and the third '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. Other buttons in the sidebar include 'Create Requisition' and 'Create Return'.

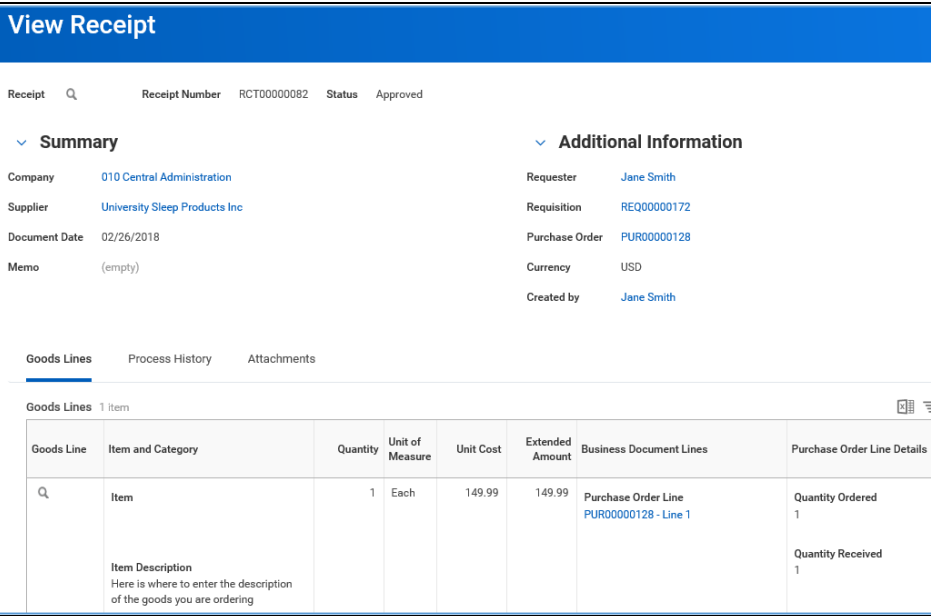
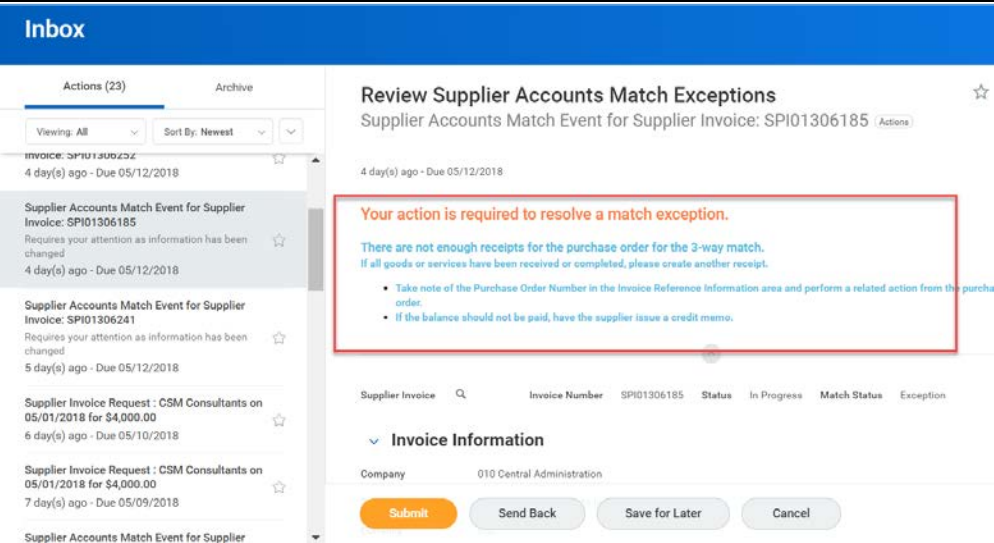
Purchase Order	Requester	Status	Order Date	Supplier	Total Amount	Requisition
PUR00000154	Jane Smith	Issued	03/07/2018	Abbott Laboratories Parent	12,000.00	RE
PUR00000155	Jane Smith	Issued	03/07/2018	Abbott Laboratories Parent	12,000.00	RE
PUR00000162	Jane Smith	Change Order In Progress	03/09/2018	DL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

The screenshot shows a notification in the 'InBox' for the 'Create Receipt' task. At the top, there is a search field with the text 'create receipt' and a 'Search Field' label. Below this is a blue header with the word 'Notifica' and a 'Notification' icon. The main content of the notification is titled 'Purchase Order: PUR00000488, Supplier: Dell Marketing LP, Date: 05/04/2018, Amount: \$1,000.00'. Below the title, there is a message: 'This purchase order has been approved. Questions can be directed to the P2P Service Center.' and a 'Details' link. The notification is dated '1 day(s) ago'.

Instructions	Details and Screenshots
<p>Requisitioners Select <Create Receipt> under Actions to search by purchase order or supplier contract</p> <ul style="list-style-type: none"> • Select the Purchase Order radio button and search for order either by typing the PO number or using the prompts • If searching by supplier name, if there is nothing to receive for a given supplier, it will show No Items • Use the Fully Receive checkbox if the order was fully received. This can be changed on the next screen if desired. • Select <OK> 	<p>The screenshots illustrate the 'Create Receipt' process. The first screenshot shows the initial search options: Purchase Order (selected), Supplier Contract, and a search field. A dropdown menu is open, showing 'Purchase Orders by Supplier', 'Goods POs', and 'Service POs'. The second screenshot shows a search for 'Dell Marketing LP' resulting in 'No Items.' The third screenshot shows a search for 'University Sleep Products Inc' resulting in a highlighted PO number 'PUR00000128'. The fourth screenshot shows the 'Fully Receive' checkbox checked and the 'OK' button highlighted.</p>

Instructions	Details and Screenshots																
<ul style="list-style-type: none"> Review the Summary area of the Create Receipt screen Scroll down to the line level details 																	
<ul style="list-style-type: none"> Review the line level details. Enter the Quantity to Receive if necessary. 	 <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
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										

Instructions	Details and Screenshots
<ul style="list-style-type: none"> • Goods-based orders do not require an attachment • 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). • Select the Attachments tab and drag and drop (or choose the Select Files button) in order to add an attachment 	
<p>When ready, select <Submit> 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>View Receipt</p> <p>Receipt <input type="text" value="RCT00000082"/> Status Approved</p> <p>Summary</p> <p>Company: 010 Central Administration Supplier: University Sleep Products Inc Document Date: 02/26/2018 Memo: (empty)</p> <p>Additional Information</p> <p>Requester: Jane Smith Requisition: REQ00000172 Purchase Order: PUR00000128 Currency: USD Created by: Jane Smith</p> <p>Goods Lines Process History Attachments</p> <p>Goods Lines: 1 item</p> <table border="1"> <thead> <tr> <th>Goods Line</th> <th>Item and Category</th> <th>Quantity</th> <th>Unit of Measure</th> <th>Unit Cost</th> <th>Extended Amount</th> <th>Business Document Lines</th> <th>Purchase Order Line Details</th> </tr> </thead> <tbody> <tr> <td></td> <td>Item</td> <td>1</td> <td>Each</td> <td>149.99</td> <td>149.99</td> <td>Purchase Order Line PUR00000128 - Line 1</td> <td>Quantity Ordered: 1 Quantity Received: 1</td> </tr> </tbody> </table> <p>Item Description: Here is where to enter the description of the goods you are ordering</p>	Goods Line	Item and Category	Quantity	Unit of Measure	Unit Cost	Extended Amount	Business Document Lines	Purchase Order Line Details		Item	1	Each	149.99	149.99	Purchase Order Line PUR00000128 - Line 1	Quantity Ordered: 1 Quantity Received: 1
Goods Line	Item and Category	Quantity	Unit of Measure	Unit Cost	Extended Amount	Business Document Lines	Purchase Order Line Details										
	Item	1	Each	149.99	149.99	Purchase Order Line PUR00000128 - Line 1	Quantity Ordered: 1 Quantity Received: 1										
<p>Match Exception for Missing Receipts or Not Enough Receipts</p> <ul style="list-style-type: none"> Requesters will receive an inbox task for match exceptions for missing or not enough receipts. 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. 	 <p>Inbox</p> <p>Actions (23) Archive</p> <p>Viewing: All Sort By: Newest</p> <p>Supplier Accounts Match Event for Supplier Invoice: SPI01306185 Requires your attention as information has been changed 4 day(s) ago - Due 05/12/2018</p> <p>Review Supplier Accounts Match Exceptions Supplier Accounts Match Event for Supplier Invoice: SPI01306185</p> <p>4 day(s) ago - Due 05/12/2018</p> <p>Your action is required to resolve a match exception.</p> <p>There are not enough receipts for the purchase order for the 3-way match. If all goods or services have been received or completed, please create another receipt.</p> <ul style="list-style-type: none"> Take note of the Purchase Order Number in the Invoice Reference Information area and perform a related action from the purchase order. If the balance should not be paid, have the supplier issue a credit memo. <p>Supplier Invoice <input type="text" value="SPI01306185"/> Status In Progress Match Status Exception</p> <p>Invoice Information</p> <p>Company: 010 Central Administration</p> <p>Submit Send Back Save for Later Cancel</p>																