# & BROWARD COLLEGE

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## **Reconciling the Receiving and Invoicing for a Purchase**

### **Important Reminders:**

- It is the responsibility of the Requestor to stay on top of the PO from the point of issuing to close of the PO.
- It is the responsibility of the Requestor to receive against a PO in Workday and attach copy of the invoice or packing slip, if the PO is for a service or if goods are received directly, and not processed through Central Receiving.
- When invoices are received by the end-user from the vendor/supplier, the Requestor must also email Accounts Payable a copy to ensure payment is made to the vendor.
- The Requestor must ensure the receiving and invoicing match if items are shipped directly to them.
- If Material Services completed receiving on behalf of the Requestor and there is a receiving discrepancy, the Requestor should follow up with Material Services and make any necessary corrections.
- If receiving and invoicing match on the PO and balance remains but Requestor wants to close the PO, the Requestor must notify the Buyer to close the PO as they do not automatically close.
- Procurement mass closes POs and associated Requisitions monthly when POs are fully received, invoiced, and paid.

### PROCEDURES

Step 1	Login to Workday	v, type your PO into the search bar, click Enter	
	Search results wi	II list the PO, click on the blue highlighted PO nι	umber to
	Q P0-008992		
	Search Results		
	Categories Common	Search Results 2 items All of Workday	
	Assets Banking Expenses	Broward College - PO-008992 - 01/30/2017 06:46:21.000 Purchase Order Printing Run PO-008992 Conchase Order	
	Financial Accounting Grants	Tip: try selecting another category from the left to see other results	
	Integrations Organizations People		

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View Goods Receipt Line         Goods Receipt Line       Q         Receipt       RCF024964 for P0-000992         Currency       USD         Supplier       VANARSDALE INNOVATIVE PRODUCTS, INC.         Item       (erroph)         Item Description       MT201000CF Standard Supine Baseplate - Carbon Fiber         Spend Category       99805 - Radiation Therapy Equipment and Accessories, X-Ray         Quantity       1         Unit of Measure       Each         Unit of Measure       Each         Unit of Measure       9 3501 SW Davie Road Central Receiving, Bldg 23 Davie, FL 33314 United States of America         The View Receipt page where you can review the receiving and central Receiving, Bldg 23 Davie, FL 33314 United States of America         View Receipt, if necessary.       Image: Market Receipt and the formation of the receiving and central Receiving Bldg 23 Davie, FL 33314 United States of America         View Receipt       Image: Market Receipt and the formation of the receiving and central Receiving Bldg 23 Davie, FL 33314 United States of America         View Receipt       Image: Market Receipt and the formation of the receiving and central Receiving Bldg 24 Davie, FL 33314 United States of America         View Receipt       Image: Market Receipt and the formation of the receiving Bldg 25 Davie, FL 33314 United States of America         Image: Market Receipt and the formation of the receiving Bldg 2		t to <b>Receipt</b>	um
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Goods Lines 14 items		Balances					
	Delivery	Retention	Prepaid Ship-To Address	Ship-To Contact Deliver-To	Memo Location	n Business Document Line	es *Worktags
Unit of Measure Each	Due Date		3501 SW Davie Road Central Receiving, Bidg 23 Davie, FL 33314 United Stat	tes	© RM 150	RCT-024964 for PO-008 Line 1	1992 - Business Uni Campus
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Supplier		VANARSDAL	E INNOVATIVE	PRODUCTS,	INC.		
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View Supplier Ir	nvoice						-1
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Supplier Invoice Q	Invoice Number SU	P_INV-000054170 Status	Approved Match	<b>1 Status</b> Matched	Payment Statu	us Paid	
Invoice Information	mation			Terms and T	Taxes		
-	Broward College			Payment Terms	Net 30		
Company	VANARSDALE INNOVATIVE PRO	DUCTS, INC.		Discount Date Due Date	(empty) 04/12/2017		
Company Supplier Currency	USD				Check		
Company Supplier Currency Invoice Date	USD 02/10/2017			Default Payment Type			
Company Supplier Currency Invoice Date Invoice Received Date	USD 02/10/2017 (empty)			Default Payment Type			

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Review the receipts and invoices to find the error, noting which receipts match a specific invoice and which receipts and/or invoices do not match up. This list provides all the receipts and invoices associated with the PO and you can pull them up to view each individually.

A	B	С	D	E	F	G	н	1
Business Document Line	Document Type	Status	Document Date	Quantity	Unit of Measure	Unit Cost	Extended Amount	Currency
PO-003557 - Line 1	Purchase Order	Issued	7/22/2015	325000	Year	\$0.01	\$3,250.00	USD
RCT-009876	Receipt	Approved	7/27/2015	47614	Year	\$0.01	\$476.14	USD
RCT-010250	Receipt	Approved	8/14/2015	7649	Year	\$0.01	\$76.49	USD
RCT-010328	Receipt	Approved	8/19/2015	9143	Year	\$0.01	\$91.43	USD
RCT-010666	Receipt	Approved	8/31/2015	8845	Year	\$0.01	\$88.45	USD
RCT-010978	Receipt	Approved	9/11/2015	4274	Year	\$0.01	\$42.74	USD
RCT-011891	Receipt	Approved	10/13/2015	10173	Year	\$0.01	\$101.73	USD
RCT-012232	Receipt	Approved	10/23/2015	48884	Year	\$0.01	\$488.84	USD
RCT-012236	Receipt	Approved	10/23/2015	9597	Year	\$0.01	\$95.97	USD
RCT-012398	Receipt	Approved	10/29/2015	8166	Year	\$0.01	\$81.66	USD
RCT-012646	Receipt	Approved	11/5/2015	22491	Year	\$0.01	\$224.91	USD
RCT-012656	Receipt	Approved	11/5/2015	6698	Year	\$0.01	\$66.98	USD
RCT-012765	Receipt	Approved	11/10/2015	30500	Year	\$0.01	\$305.00	USD
RCT-012766	Receipt	Approved	11/10/2015	6099	Year	\$0.01	\$60.99	USD
RCT-013091	Receipt	Approved	11/20/2015	37042	Year	\$0.01	\$370.42	USD
RCT-013394	Receipt	Approved	12/3/2015	10349	Year	\$0.01	\$103.49	USD
RCT-013694	Receipt	Approved	12/11/2015	33442	Year	\$0.01	\$334.42	USD
RCT-013728	Receipt	Approved	12/14/2015	9597	Year	\$0.01	\$95.97	USD
RCT-014725	Receipt	Approved	2/3/2016	11048	Year	\$0.01	\$110.48	USD
RCT-014780	Receipt	Approved	2/4/2016	1494	Year	\$0.01	\$14.94	USD
REQ-000006043	Requisition		7/6/2015	650000	Year	\$0.01	\$6,500.00	
SUP_INV-000023428	Supplier Invoice	Approved	7/1/2015	13520	Year	\$0.01	\$135.20	USD
SUP_INV-000023429	Supplier Invoice	Approved	7/1/2015	9549	Year	\$0.01	\$95.49	USD
SUP_INV-000023430	Supplier Invoice	Approved	7/2/2015	9699	Year	\$0.01	\$96.99	USD
SUP_INV-000023433	Supplier Invoice	Approved	7/9/2015	5249	Year	\$0.01	\$52.49	USD
SUP_INV-000023435	Supplier Invoice	Approved	7/2/2015	9597	Year	\$0.01	\$95.97	USD
SUP_INV-000024387	Supplier Invoice	Approved	7/28/2015	7649	Year	\$0.01	\$76.49	USD
SUP_INV-000024449	Supplier Invoice	Approved	7/6/2015	1494	Year	\$0.01	\$14.94	USD
SUP_INV-000024452	Supplier Invoice	Approved	7/10/2015	7649	Year	\$0.01	\$76.49	USD
SUP_INV-000025291	Supplier Invoice	Approved	8/19/2015	3847	Year	\$0.01	\$38.47	USD
SUP INV-000025292	Supplier Invoice	Approved	8/24/2015	4998	Year	\$0.01	\$49.98	USD

**NOTE**: The row with the Requisition number can be deleted from the spreadsheet, it is not relevant to the review and analysis of the receipts and invoices.

Receipts cannot be edited. If a receipt needs to be corrected, the original receipt **MUST** be cancelled and a new receipt created with the correct information.

To cancel a receipt, click on the magnifying glass next to Receipt in the upper left hand corner. The **Actions** menu will appear, hover cursor over **Receipt**, and click **Cancel**.

RCT-013694 for PO-003557	Actions						
	Actions	View Rec	eint			X	×
	Receipt	Cancel 1369	4 for PO-0	003557			
Information Attachments Pr	Business Process	> Status	Approved	Receipt Lines 1 item			
	Favorite	> Company	Broward	Receipt Line or Return Line Description	Spend Category	Extended Amount	- 1
1 item	Reporting	> Supplier	ABB	Eyeglasses and accessories on an as needed basis for the Vision Care program (North Campus - bldg 41/ Rm 104)	62526 - Eye Glasses Including Sunglasses (Including Frames, Cases, Parts, etc.)	334.42	
Q Search			OPTICAL GROUP, LLC	4			- 1
Goods Lines		Purchase Order	PO-003557				
Eyeglasses and accessories on an 3231		Currency	USD				- 1
		Document Date	12/11/2015				
	Quantity In	wolced 319204					*
	Memo	Reduce origi	nal amount per	Lloyd Holness and Dr. Stalliard			
	> Ad	lditional Informatio	n				

P a g e 6 | 9 Reconciling the Receiving and Invoicing for a Purchase Created on 10/17/2018 Revised on 09/16/2019



/iew Receipt						X
CT-042111 for PO-013796 (Actions)						
			Purchase Order	Supplier	Status	Total Amount Currency
			P0-013796	OFFICE EXPRESS SUPPLIES, INC.	Canceled	\$14.29 USD
Information Attachments Process Histor	y Lines				$\bigcirc$	
						₹ ■ 80
1 item						
Q Search		Office Supplies for Physical Therapist	Assistant Program			
Goods Lines	Quantity to Receive	1429	, loolotant rogram.			
Office Cupplies for Division Thorapi 04696/05000	Unit of Measure	Each				
Each	Quantity Ordered	85000				
	Quantity Already Received	84686				
	Quantity Invoiced	84686				
	Memo	2702817				
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Finance	Finance <sup>®</sup>	
Workday Training	TRAINING AIDS (USE CHROME O	R FIREFOX TO VIEW LINKS)
Home	Title	Description
Training Aids	Find and Edit Requisitions	Learn to how to edit requisition in draft or saved for later mode
	Add/Edit Employee Expense Payment Election	Learn how to set up expense payment election for out of pocket expenses
	Create Expense Report- Travel	Learn how to create expense report for employee and student travel
	Create Spend Authorization	Learn how to create a spend authorization (pre-approval)
	Create Expense Report for Mileage Reimbursement	Learn to Create Expense Report for employee mileage reimbursement
	Create Expense Report for Employee Purchases	Learn how to create expense report for employee purchases
	View/Edit Supplier Invoice and Find Payment	Learn how to find and edit a supplier invoice and find supplier invoices payment
	Create a Requisition to Request Goods and Services	Learn how to create a catalog and an ad-hoc requisition to request goods and services
	Obtain a Procurement Card (P Card)	Learn how to obtain a P Card
	Verify Procurement Card Transactions	Learn how to verify P Card Transactions
	Obtain a Travel Card (T Card)	Learn how to obtain a T Card
	Create a Supplier Request	Learn how to create a supplier request

