

## Reconciling the Receiving and Invoicing for a Purchase

### Important Reminders:

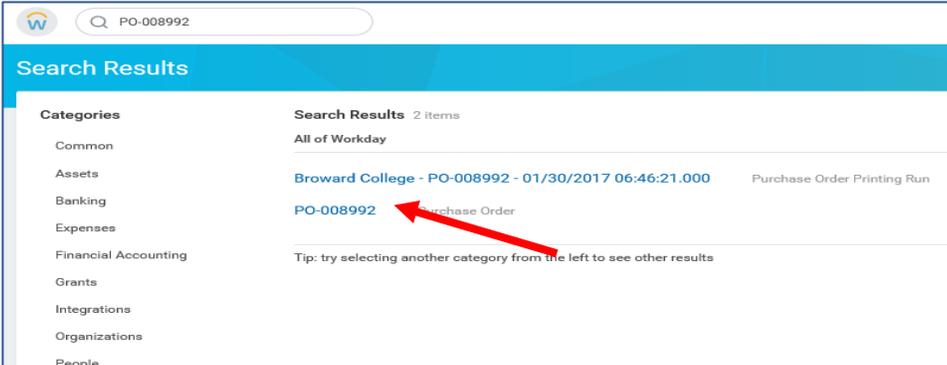
- It is the responsibility of the Requestor to stay on top of the PO from the point of issuing to close of the PO.
- It is the responsibility of the Requestor to receive against a PO in Workday and attach copy of the invoice or packing slip, if the PO is for a service or if goods are received directly, 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, type your PO into the search bar, click Enter



Search results will list the PO, click on the blue highlighted PO number to open.



Categories	Search Results
Common	All of Workday
Assets	Broward College - PO-008992 - 01/30/2017 06:46:21.000 Purchase Order Printing Run
Banking	PO-008992 Purchase Order
Expenses	
Financial Accounting	Tip: try selecting another category from the left to see other results
Grants	
Integrations	
Organizations	
People	

Step 2 Once PO is open, review the balance and each line item to ensure receiving and invoicing **MATCH**:

Quantity
Ordered 86930800
Received 86930800
Invoiced 86930800



If the receiving and invoicing **Do Not Match**, review the Business Document Lines column to determine:

**Are invoices missing?**

**Is there an over-receipt?**

**Does receiving still need to be done?**

Quantity
Ordered 325000
Received 323105
Invoiced 319204



Business Document Lines
RCT-024964 for PO-008992 - Line 1
REQ-000014231
Supplier Invoice: SUP_INV-000054167 - 1153



RCT-01 2	See in New Tab
RCT-01 2	Copy URL
RCT-01 2	Copy Text
RCT-01 2	View Printable Version
RCT-01 2	Export to Excel

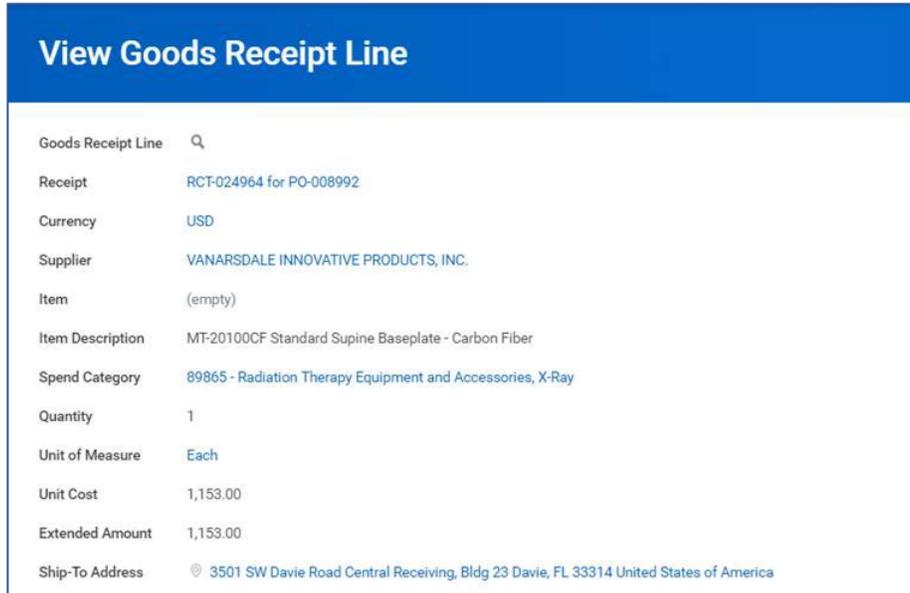


(**NOTE:** If there should ever be a long list of associated receipts and invoices under Business Document Lines, clicking the **+** button that appears will list additional receipts and invoices for review and access.)

Right clicking on the receipt or invoice number will enable you to **See in New Tab** and review details of that specific receipt or invoice.

## Reviewing a Receipt

Once you click **See in New Tab** to view a specific receipt the View Goods Receipt Line page will appear. Click on the blue receipt number located next to **Receipt**



**View Goods Receipt Line**

Goods Receipt Line

Receipt: RCT-024964 for PO-008992

Currency: USD

Supplier: VANARSDALE INNOVATIVE PRODUCTS, INC.

Item: (empty)

Item Description: MT-20100CF Standard Supine Baseplate - Carbon Fiber

Spend Category: 89865 - Radiation Therapy Equipment and Accessories, X-Ray

Quantity: 1

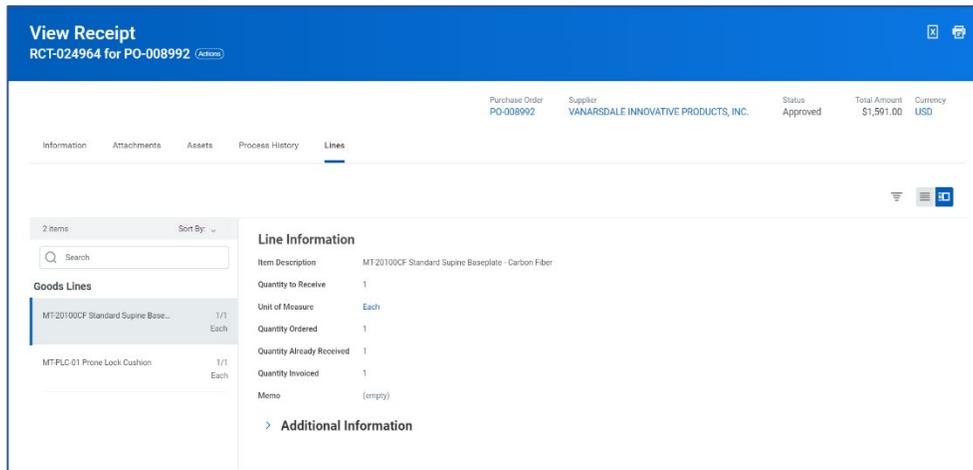
Unit of Measure: Each

Unit Cost: 1,153.00

Extended Amount: 1,153.00

Ship-To Address: 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 cancel the receipt, if necessary.



**View Receipt**  
RCT-024964 for PO-008992 [Action](#)

Purchase Order: PO-008992 | Supplier: VANARSDALE INNOVATIVE PRODUCTS, INC. | Status: Approved | Total Amount: \$1,591.00 | Currency: USD

Information | Attachments | Assets | Process History | **Lines**

2 items | Sort By: ▾

Search

Goods Lines	Quantity to Receive	Unit of Measure	Quantity Ordered	Quantity Already Received	Quantity Invoiced
MT-20100CF Standard Supine Base...	1/1	Each	1	1	1
MT-PLC-01 Prone Lock Cushion	1/1	Each	1	1	1

**Line Information**

Item Description: MT-20100CF Standard Supine Baseplate - Carbon Fiber

Quantity to Receive: 1

Unit of Measure: Each

Quantity Ordered: 1

Quantity Already Received: 1

Quantity Invoiced: 1

Memo: (empty)

> Additional Information

If the receipt needs to be cancelled: **(See page 6)**

## Reviewing an Invoice

Per the *Business Document Lines* screen shot on page 2 return to this area to review any affiliated invoices. Once you click **See in New Tab** to view a specific invoice the View Supplier Invoice Line page will appear.

Cost	Delivery	Retention	Prepaid	Ship-To Address	Ship-To Contact	Deliver-To	Memo	Location	Business Document Lines	*Worktags
Unit of Measure Each	Due Date			3501 SW Davie Road Central Receiving, Bldg 23 Davie, FL 33314 United States of America				RM-150	RCT-024964 for PO-008992 - Line 1 REQ-000014231 Supplier Invoice: SUP_INV- 000054170 - 1153	Business Unit: BU020 Campus Cost Center: CC001 Radiation Dept Grant See in New Tab Copy URL Copy Text View Printable Version
Unit Cost 1,153.00	Lead Time									774 Per Vouche pply sent = 0
Extended Amount 1,153.00										

Click on the blue supplier invoice number located next to **Supplier Invoice Document**

View Supplier Invoice Line

### Supplier Invoice Line Information

<b>Supplier Invoice Line</b>	<input type="text"/>
<b>Supplier Invoice Document</b>	<a href="#" style="color: #0070C0;">Supplier Invoice: SUP_INV-000054170</a>
<b>Supplier</b>	<a href="#" style="color: #0070C0;">VANARSDALE INNOVATIVE PRODUCTS, INC.</a>
<b>Description</b>	MT-APU-D2.4 S-Type Dispisable U-Frame 2.4mm

The View Supplier Invoice page where you can review the invoice

search

View Supplier Invoice

View Exceptions

Supplier Invoice	Invoice Number	Status	Approved	Match Status	Matched	Payment Status	Paid
<input type="text"/>	SUP_INV-000054170						

**Invoice Information**

Company [Broward College](#)

Supplier [VANARSDALE INNOVATIVE PRODUCTS, INC.](#)

Currency USD

Invoice Date 02/10/2017

Invoice Received Date (empty)

Total Invoice Amount 926.00

Amount Due 0.00

**Terms and Taxes**

Payment Terms Net 30

Discount Date (empty)

Due Date 04/12/2017

Default Payment Type Check

To review the receiving and invoicing discrepancy, go to the last **Supplier Invoice** in the **Business Document Lines** column and open in a new tab. Click on the **Supplier Invoice** number to display details about the invoice

View Supplier Invoice Line

Supplier Invoice Line Information

Supplier Invoice Line Q

Supplier Invoice Document Supplier Invoice: SUP\_INV-000033122

Supplier ABB CONCISE OPTICAL GROUP, LLC

Description Eyeglasses and accessories on an as ne

Under the **Business Document** column, you will see a number under **Matching**, click on this number to open details in new and separate tab

Business Document

PO-003557 - Line 1

Matching

70

Click on the Excel icon to open the detailed report in an Excel spreadsheet

Criteria View by: 
and then by: 
Refresh

Business Document Line	Document Type	Status	Document Date	Quantity	Unit of Measure	Unit Cost	Extended Amount	Currency	Memo
<a href="#">PO-003557 - Line 1</a>	Purchase Order	Issued	07/22/2015	325000	Year	\$0.01	\$3,250.00	USD	Reduce c...mor



## Cancelled version

**View Receipt**  
RCT-042111 for PO-013796 [Actions](#)

Purchase Order: PO-013796    Supplier: OFFICE EXPRESS SUPPLIES, INC.    Status: **Cancelled**    Total Amount: \$14.29    Currency: USD

Information    Attachments    Process History    **Lines**

1 item

Search

**Goods Lines**

Office Supplies for Physical Therapi...	84686/85000	Each
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**Line Information**

Item Description	Office Supplies for Physical Therapist Assistant Program.
Quantity to Receive	1429
Unit of Measure	Each
Quantity Ordered	85000
Quantity Already Received	84686
Quantity Invoiced	84686
Memo	2702817

**If a receipt is cancelled, the end-user must make sure the PO receiving has been corrected on the PO and obtains the invoice matching results desired.**

If there has been no receiving and invoicing, why? Was another PO used? Or a different payment method? Or was the PO not needed? Research and correct.

## Approved version

**View Receipt**  
RCT-042115 for PO-013796 [Actions](#)

Purchase Order: PO-013796    Supplier: OFFICE EXPRESS SUPPLIES, INC.    Status: **Approved**    Total Amount: \$115.87    Currency: USD

Information    Attachments    Process History    **Lines**

1 item

Search

**Goods Lines**

Office Supplies for Physical Therapi...	84686/85000	Each
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**Line Information**

Item Description	Office Supplies for Physical Therapist Assistant Program.
Quantity to Receive	11587
Unit of Measure	Each
Quantity Ordered	85000
Quantity Already Received	84686
Quantity Invoiced	84686
Memo	1701726

## Where to find Training Aids

Additional [Training Aids](#) are available in the Workday worklet [Training Aids](#)



The screenshot shows the 'Applications' menu in Workday, which contains 20 items. The 'Training Aids' icon, represented by a blue folder with two gears, is circled in red. Other visible icons include 'Inbox' (envelope), 'Curriculum Management' (clipboard), and 'Pay' (wallet).

### Select Finance

Quicklink Item
BASICS
BUDGET
<b>FINANCE</b>
HUMAN RESOURCES
KAINOS SMART
PAYROLL
SEAHAWK STUDENT
WORKDAY CROSSWALK DATA CONVERSION INFORMATION

The list of documents includes:

- Find and Edit Requisitions
- Find a Purchase Order
- Create a Change Order for a Purchase Order
- Create Receipt for Purchase Order
- And many more!

**Finance**

Workday Training Home

**Training Aids**

## Finance ⓘ

**TRAINING AIDS (USE CHROME OR FIREFOX TO VIEW LINKS)**

<input type="checkbox"/> Title	Description
<a href="#">Find and Edit Requisitions</a>	Learn how to edit requisition in draft or saved for later mode
<a href="#">Add/Edit Employee Expense Payment Election</a>	Learn how to set up expense payment election for out of pocket expenses
<a href="#">Create Expense Report- Travel</a>	Learn how to create expense report for employee and student travel
<a href="#">Create Spend Authorization</a>	Learn how to create a spend authorization (pre-approval)
<a href="#">Create Expense Report for Mileage Reimbursement</a>	Learn to Create Expense Report for employee mileage reimbursement
<a href="#">Create Expense Report for Employee Purchases</a>	Learn how to create expense report for employee purchases
<a href="#">View/Edit Supplier Invoice and Find Payment</a>	Learn how to find and edit a supplier invoice and find supplier invoices payment
<a href="#">Create a Requisition to Request Goods and Services</a>	Learn how to create a catalog and an ad-hoc requisition to request goods and services
<a href="#">Obtain a Procurement Card (P Card)</a>	Learn how to obtain a P Card
<a href="#">Verify Procurement Card Transactions</a>	Learn how to verify P Card Transactions
<a href="#">Obtain a Travel Card (T Card)</a>	Learn how to obtain a T Card
<a href="#">Create a Supplier Request</a>	Learn how to create a supplier request

