AUGUST 2023

PROCUREMENT SERVICES READINESS BRIEFING

Welcome to your Procurement Services Readiness Briefing - **Workday Receiving Edition** and **Receiving Q&A**.

WORKDAY RECEIVING

Receiving is the process of receiving purchase orders. The process starts after a PO has been issued to a supplier. Let's look at some of the benefits of receiving in Workday.
Key features of receiving in Workday at University of Washington include:

- Handhelds can be used for receiving both stock and non-stock items.
- Once a PO has been received in full, there cannot be another receipt against that PO. Workday allows existing receipts to be adjusted to increase or decrease the receipt quantity only if they have not been invoiced.
- When receipts are entered with a quantity higher than what was received, a custom validation will prevent the receipt from being submitted. Such an instance requires a PO change order and Vendor Shipping Discrepancy Report (VSDR) with purchasing.

PURCHASE ITEMS, CREATE, EDIT AND CANCEL RECEIPTS

This content is an overview of how to find purchase items, create receipts, edit and cancel receipt, and create receipt adjustments, originally provided in the Workday Receiving virtual instructor-led course SCI-V-05. Full presentation content is available in the UW Connect knowledge article KB003232.

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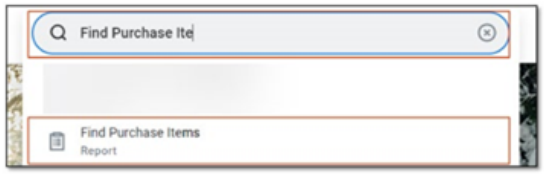
PURCHASE ITEM: FIND AND NAVIGATE



Perform the following steps to find and navigate through Purchase Item in Workday:
Step one: Type Find Purchase Item in the Search bar.
Step two: Select the Find Purchase Items report from the search results.

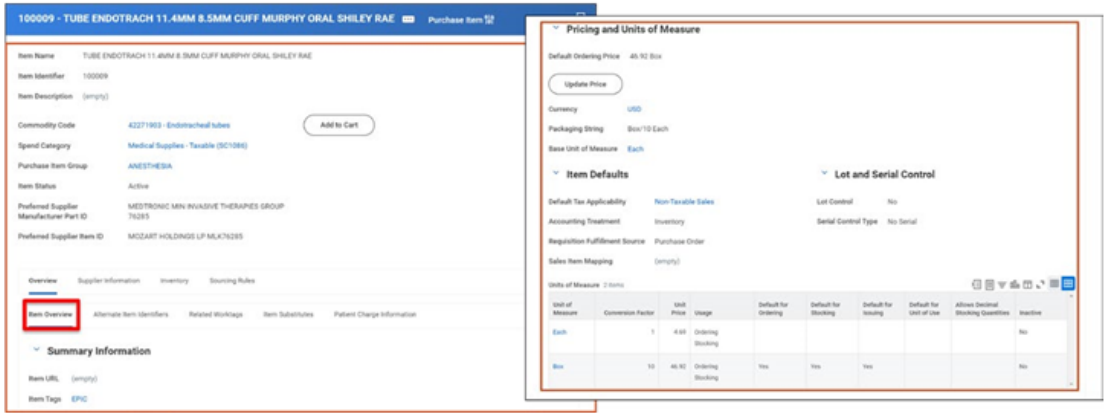
PURCHASE ITEM: SEARCH

When searching for a specific purchase item in
Workday, you will go to the search bar and type in Find Purchase Item. There will be different options that may appear but, we are wanting to use Find Purchase Items Report.

Note: You can search for the manufacturer number by Alternate Item Identifiers.

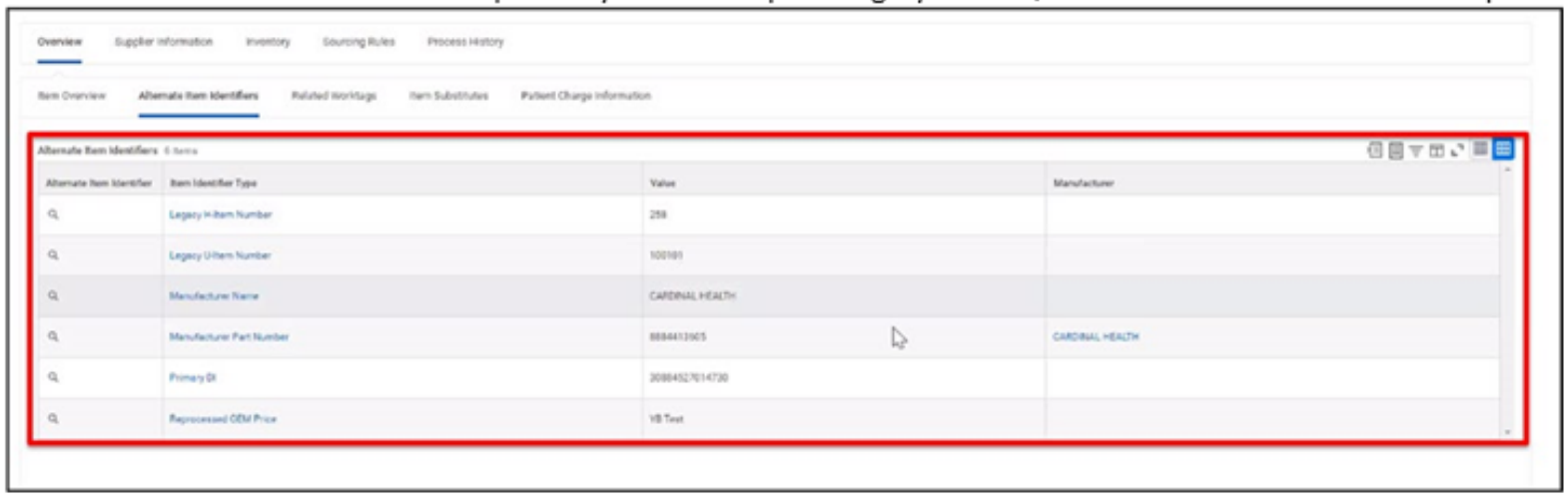
PURCHASE ITEM: ADDITIONAL FIND AND NAVIGATE OPTIONS

Purchase Item displays with additional information.



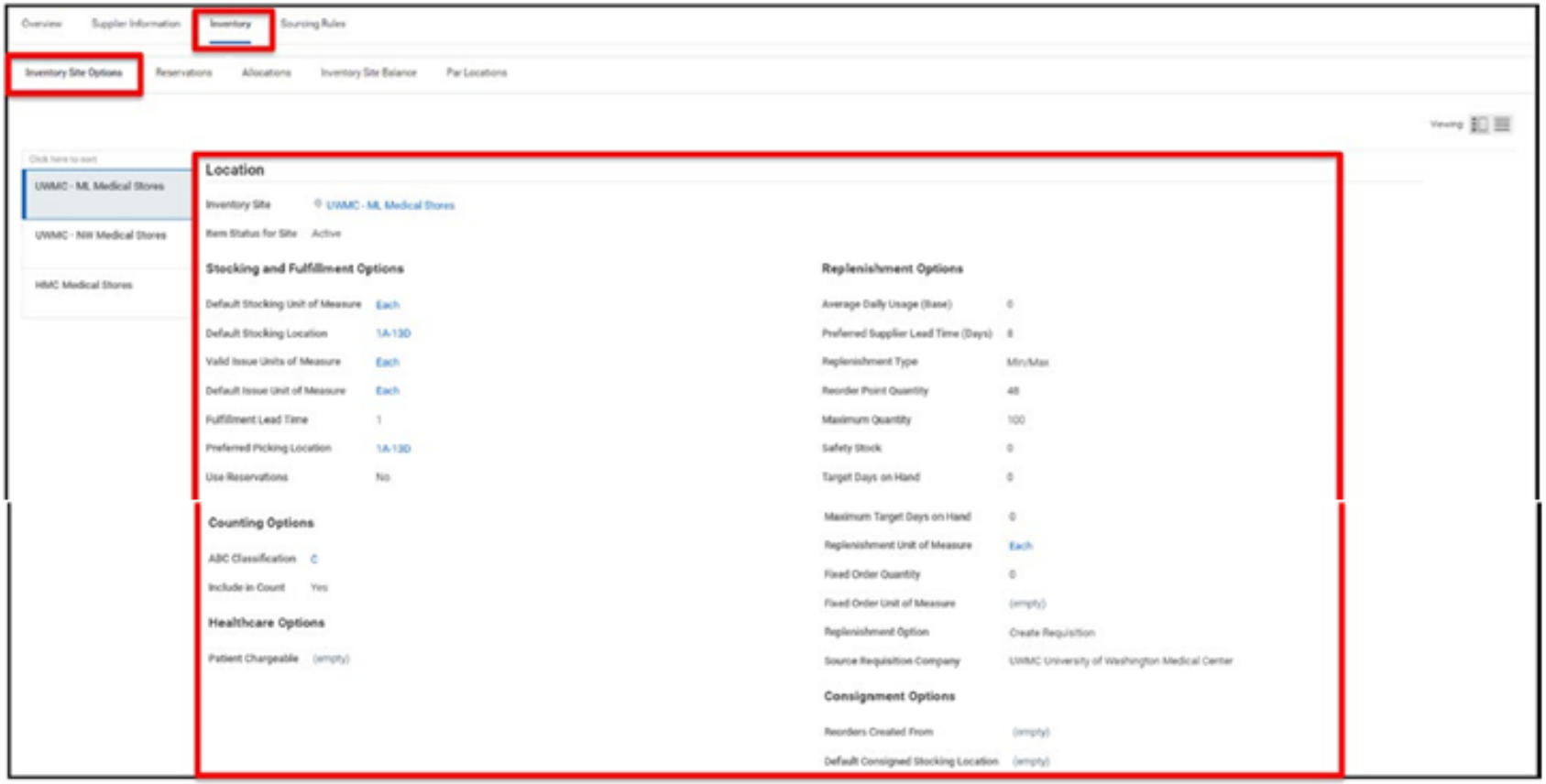
PURCHASE ITEM: ALTERNATE ITEM IDENTIFIERS

The Alternate Item Identifiers tab will provide you with the parts' legacy number, manufacturer information and its part number.



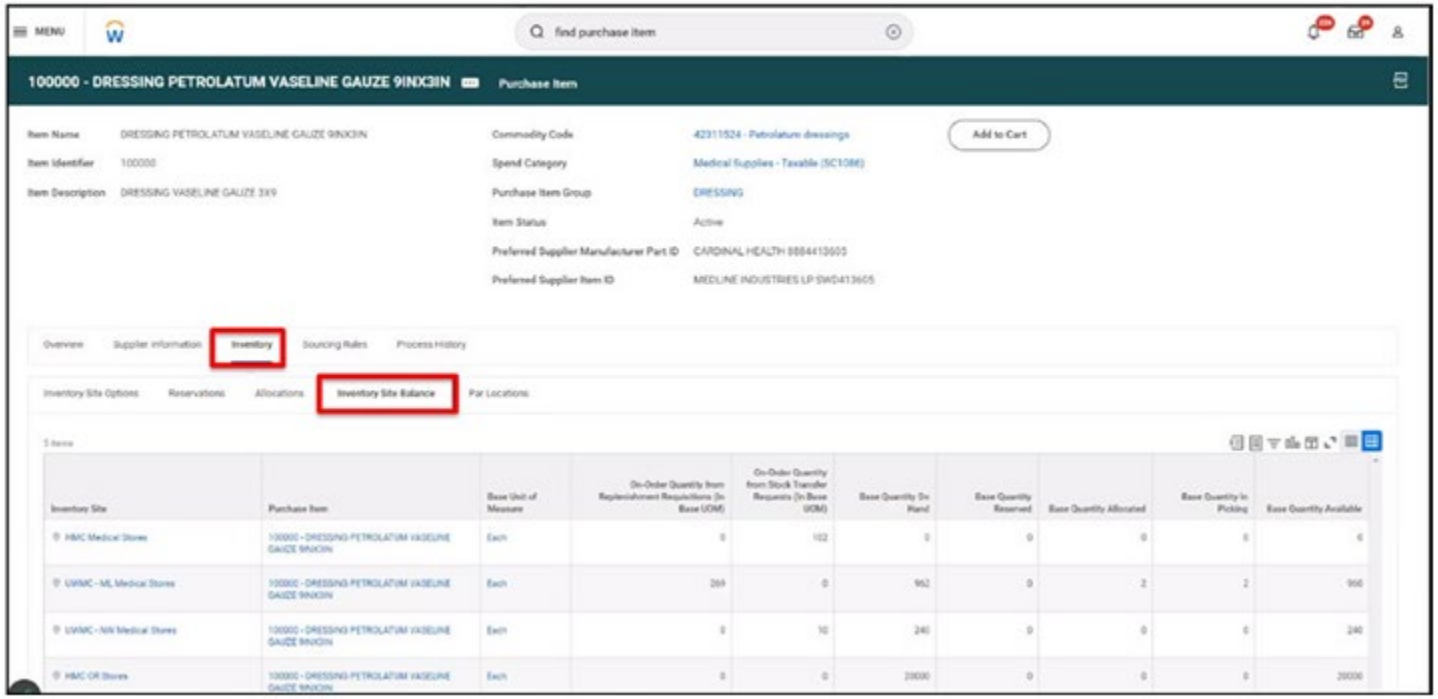
INVENTORY SITE OPTIONS

The Inventory Site Options tab will provide information on the stocking and fulfillment options and the replenishment options.



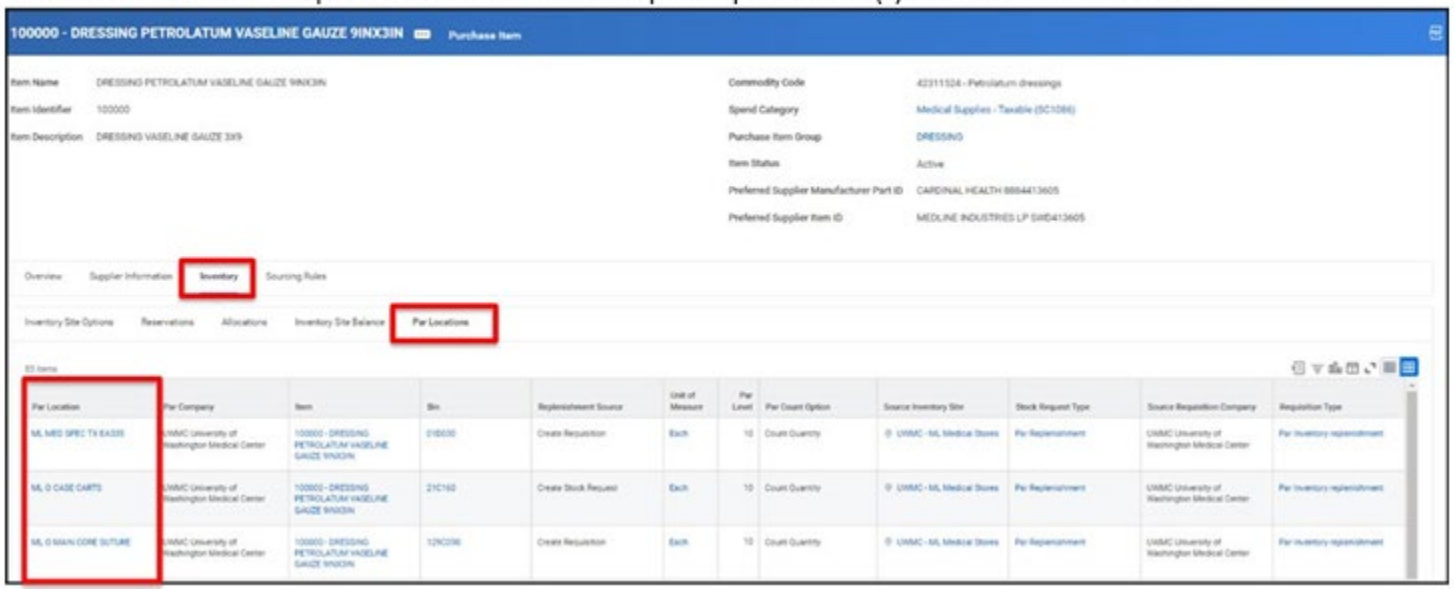
INVENTORY SITE BALANCE

The Inventory Site Balance tab will provide you with the site balance for the specific item.



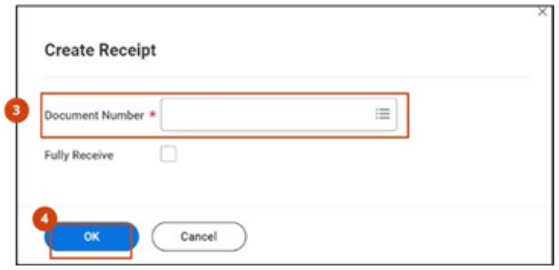
PAR LOCATIONS

The Par Locations tab will provide information of the specific par location(s) that the item is located.



CREATE A RECEIPT

The Inventory Specialist-Receiver is responsible for Receipt creation in Workday. It is the process of receiving goods and verifying that the quantity matches the PO. The process if very similar to ASCS. In this example, we will create a receipt against a PO for receiving a partial quantity of the item ordered.

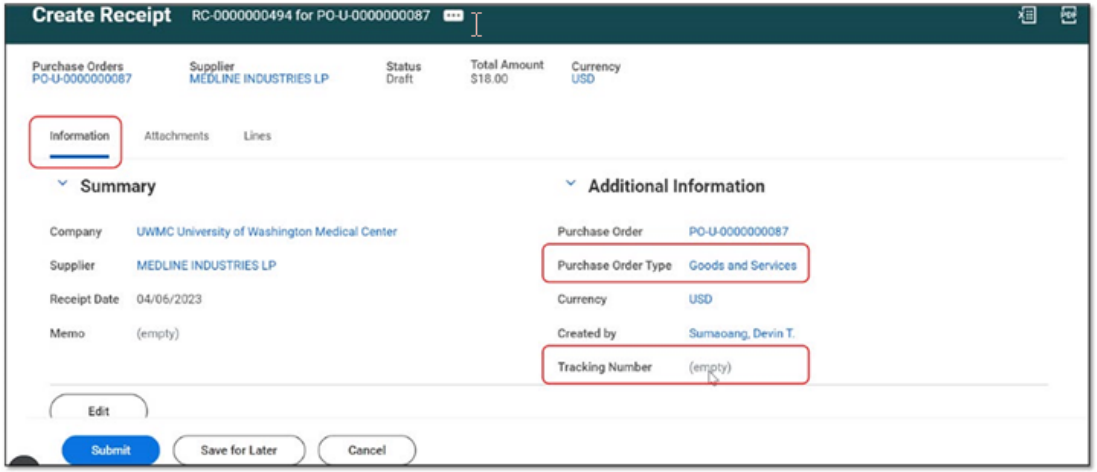


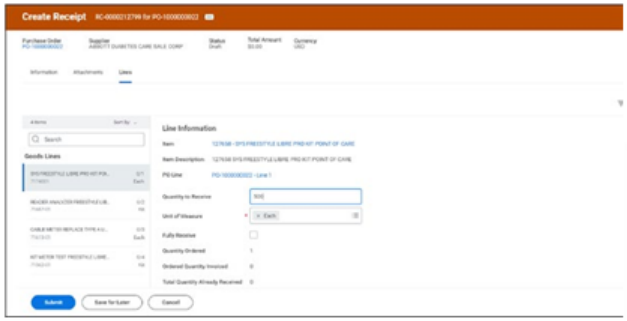
Log into Workday and perform the following six steps:

1. Type **create receipt** in the **Search** bar and press **Enter**
2. On the Search Results page, click **Create Receipt**
3. On the **Create Receipt** screen, enter the PO Number in the **Document Number** field (if searching for a PO number it will return either a PO number or ASN)
4. Click **OK**

Note: The Fully Receive checkbox is automatically checked if ASN is selected while creating a receipt in Workday.

You will go to the Information Tab - Purchase Order Type will provide you if it's JIT, PAR, Rush Order, etc. No PO prefix that indicates the PO type Tracking Number – you can enter the tracking number in here if needed.

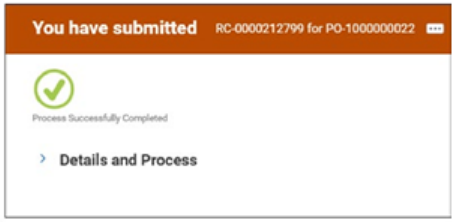




5. Enter **Quantity to Receive**

Note: If there are additional lines, you will need to receive them. They are located in Goods Lines column.

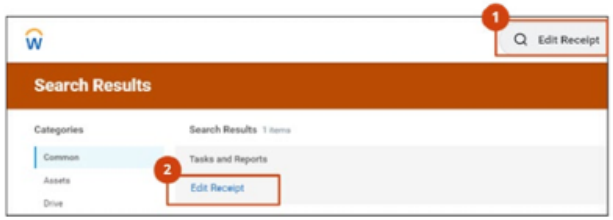
6. Click **Submit**

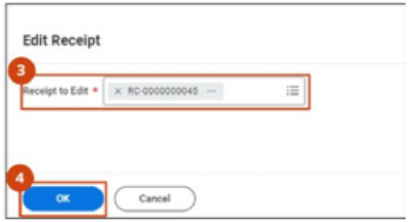


The submitted dialog box appears confirming that receipt number RC-0000212799 has been created. If you save for later instead selecting submit, you will have to go locate the receipt that you previously created.

Note: Quantity to Receive auto-populates in case you select the Fully Receive checkbox.

EDIT RECEIPTS

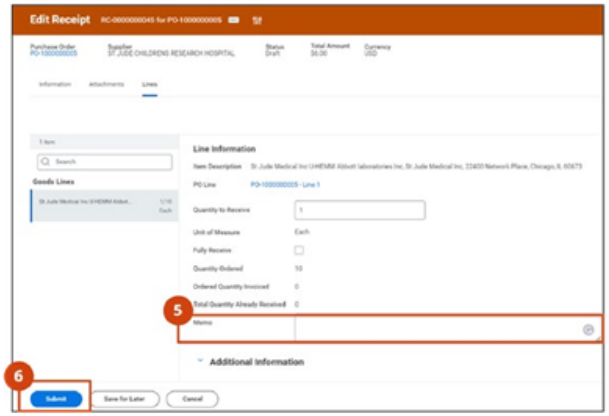




A receipt can only be edited if it has not been submitted and was put into draft. You may want to edit a receipt if you created one but did not have a chance to submit it. If you want to adjust an already approved receipt, use the Create Receipt Adjustment task instead. Let's deep dive into the system steps to edit receipts in Workday. Log into Workday and perform the following steps:

1. Type **edit receipt** in the **Search** bar and press **Enter**
2. On the **Search Results** page, click **Edit Receipt**
3. On the **Edit Receipt screen**, click the **Prompt icon** to select the **Receipt to Edit**. 4. Click **OK**

Make edits to the receipt as needed. To finish as save the edits complete the following steps:



5. Enter the **Memo** in the Memo field
6. Click **Submit**

CANCEL RECEIPTS

Receipts whose status is either approved, in draft, or in-progress status can be canceled in case of an error. Let's deep dive into the system steps to cancel receipts in Workday.
Log into Workday and perform the following steps:

1. Type **find receipts** in the **Search** bar and press **Enter**

2. On the **Search Results** page, click **Find Receipts**

3. On the **Find Receipts** screen, click the **Prompt icon** to select the **Company Receipts** can be found using other search filters.

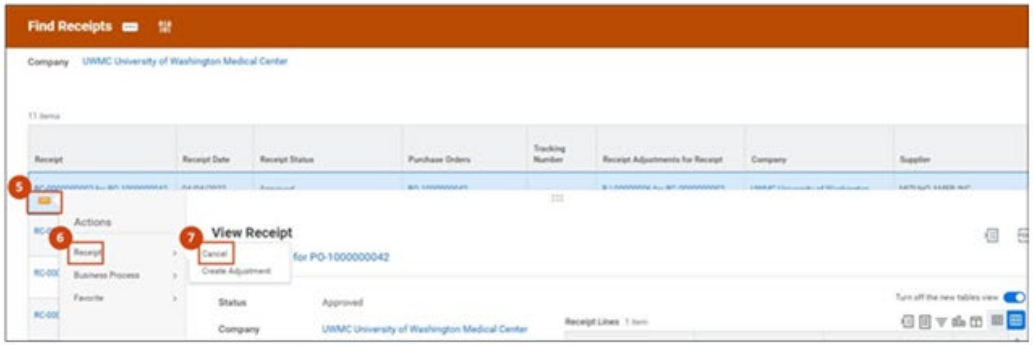
Note: To narrow down your search, you may populate the other fields on the Find Receipts screen. For example, you may enter the PO number to directly find the receipt

3. Click **OK**

4. On the **Find Receipts** screen, click the **Related Actions** button next to the receipt you want to cancel

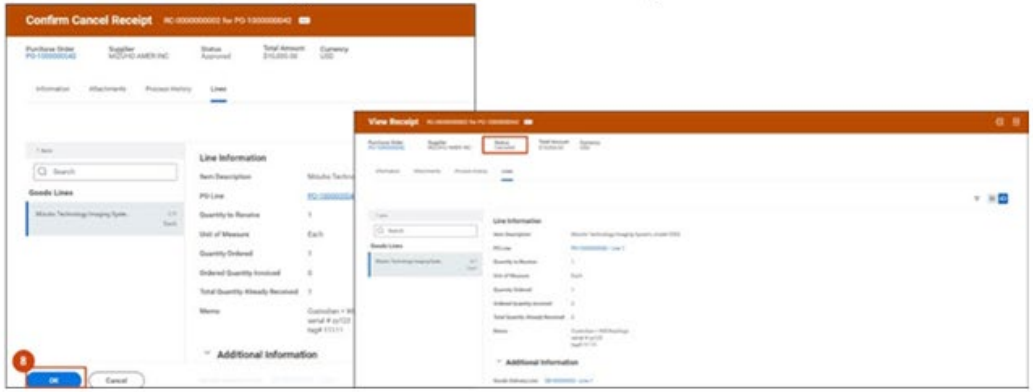
5. Under **Actions**, click **Receipt**

6. Click **Cancel**



8. On the **Confirm Cancel Receipt** screen, click **OK**

The status of the receipt will appear as Canceled on the View Receipt screen.



WORKDAY RECEIVING Q&A

The following questions were raised during a recent Procurement Services Office Hours and Workday receiving

Demonstration.

Q: My team has a question regarding if a recipient never receives their order physically, but Workday created an auto receipt against the PO?
A: You will need to create a ticket

Q: How can changes be made to a BPO after it's been fully approved?
A: For now, send the request for change via email to a member of the purchasing team. Check the Org Chart for possible team members.

Q: How can we reject an invoice that's been uploaded to a BPO that's incorrect or needs to be changed?
A: Send an email to pcshelp@uw.edu. The team will make sure it gets to AP.

Q: Can GHX reject an invoice?
A: Yes, but reject does not mean sending it back to the sender. These invoices will be sent to UWA AP as "NonScans" and will require manual review. AP will resolve the non-scan issue. Shared Environment and/or Supplier assistance may be required for certain issues.

Q: Can we change the payment terms from Net 30? Even after the BPO has been approved?
A: Purchasing has the access to change payment terms but this would be on very rare occasions.

Q: Is the Net 30 counting down from the invoice date or the received date?
A: Net 30 from the invoice date.
Q: Is it possible to change the Spend Categories when amending a contract or creating a change order? Spend Categories don't seem to be editable.
A: Purchasing has the ability to edit spend categories based on a request from the unit/department.

Q: I have Tango Card Requisitions that are showing up on the Match Exception Report as needing receipts. Is this a new process? Do we need to create receipts for this type of item once we know they are received?
A: Most types of requisitions will require receiving in Workday.

Q: What determines the invoices that show up on R1166? We have many that are on R1149 but not on R1166.
A: The R1166 report has invoices with exceptions and are in a status of "in progress."

Q: Is there any way to do a search for invoices that need receiving by the person who is the requisition requester? We have a central team that purchases on multiple cost centers.
A: There is no filter for requester in the report set up, but the results have the requester listed. So doing an export will allow the users to filter in excel for the requesters name.

Q: Will the requisition requester receive a notification from WD if a receipt is needed?
A: Yes, this will show up in your Workday email inbox.
Q: Does Procurement have suggestion on best practices on when units should do receiving for PO with services? It is hard to keep track of payment schedule when we manage a good amount of POs. Should we ask the supplier to cc the department when they submit the invoice to GHX? So the department can do the receiving?
A: Running the R1166 report on a regular basis (maybe once or twice a week) would hopefully help a unit keep track of invoices that have arrived and need receiving.

Q: Does an invoice show up in the PO in Draft status after GHX uploads an invoice?
A: Yes, but only where there is an exception requiring AP review.

Q: Can the PDF invoice be attached instead of being a link?
A: No but you can easily access the PDF by using Control + C and then pasting link into your browser using Control + V.

Q: Does it matter Company UW1861 or SOM, etc.?
A: Yes, invoices roll up to a specific Company.

Q: Can we filter by program worktag or other worktags besides cost center?
A: Not at this time.

Q: Can a report be run by a requestor or worker?
A: No, but the requester is part of the resulting data, so you can export the results into excel and filter for requester that way.

Q: I have an invoice against a blanket request that exceeds the extended line amount. How does this affect the invoice being paid?
A: The invoice will be in a Match Exception status and will not be paid if it is over 5% or $100 more than the line item amount, or has a quantity exceeding the line item amount. If you need to add more funds or quantity, you would contact the Procurement Contract Manager to create a change order. (Connect intake form coming soon!)

Q: When we create a receipt - do we create the total amount with tax and shipping or just the item amount?
A: For receipt with header charges, for example, freight and taxes, this amount does not need to be included when the receipt is created.

Q: On R1149 report -- does it include those in Draft?
A: Yes, this report includes invoices with various status, like draft.

Q: How do you reject an invoice?
A: Email pcshelp@uw.edu and they will send the request to AP.

Q: If the invoices are in R1149 - how do we move them on to receive them?
A: You can use the Create Receipt task and enter the PO number to start the receiving process.

Q: I've accidentally created a duplicate receipt, how do I delete that?
A: If the receipt didn't allow an invoice to pay unexpectedly, you can use the Cancel Receipt action found in the receipt in Workday.

Q: Why do we have to create receipt?
A: Receiving an item is part of the three-way matching process in accounts payable that checks that the details on a purchase order, the supplier's invoice and the delivery receipt match before an invoice is paid. https://finance.uw.edu/ps/how-to-buy/receiving

Is this process the same for subaward invoicing?
A: Yes, those invoices will need receiving as well.

Q: What's the difference between R1149 and R1166?
A: R1166 only displays invoices "in progress" for purchase orders that have an exception. Receiving is one of those exceptions.

Q: Do we need to create receipts for supplier invoice requests that create invoices?
A: Creating the receipt starts the approval process routing. The invoice will sit there until the receipt is created.

Q: When are we required to receive and when will things pay automatically?
A: Non-catalog orders require receiving. Catalog orders will be automatically received in the system.

Q: Can you talk about the difference between invoicing on blanket POs vs. other invoices?
A: Blanket orders are a type of requisition in Workday that typically comes with a long term commitment and multiple billings.

Q: Can you edit receipt after submitting it? If you fully received is the PO closed?
A: You can create receipt adjustments however, if an invoice is already in an approved status, it will not stop the invoice from being paid.

Q: We've had supplier invoice the wrong line items but we don't know how to reject the invoice or instruct the supplier on how to invoice the correct line.
A: Email pcshelp@uw.edu and they will send the request to AP.

Q: In Ariba, PO's were received for automatically and invoices were paid without depts needing to receive. However, we processed receipts for BPO's (goods, services and subcontracts). Is this the case in WD as well?
A: Catalog orders (there are currently 16 suppliers loaded) will be received automatically. Non-catalog orders will need to be received.

Q: Is it ok to create one receipt for multiple invoices of BPO? Or one receipt per invoice?
A: Technically yes, you could create one invoice to cover multiple invoices, but be mindful about calculating the total correctly.

Q: What is the workaround for correcting the invoices with too many lines?
A: For Service line Orders, with multiple invoices and unit does not want to approve an invoice. First request Accounts Payable to either cancel or hold the invoice before they create receipt amount.
For example, there are 3 invoices, inv-1, inv-2 and inv3, pending receipt amount to be created, department does not want pay inv-2. First request AP to place inv-2 on hold or cancel then create the receipt for inv-1 and inv-3.

Q: For catalogue items that are auto received, do we have the ability to add attachments like a packing slip after-the-fact?
A: How to attach packing slip after a receipt has been created?

1. From the Purchase Order, Business Document Line, Open the receipt you want to update.
2. From the related action of receipt, select – create adjustments
3. From the Receipt Adjustment drop down, select packing slip
4. Attach the packing slip

Q: How does Workday apply receipt to if there are multiple service line invoice?
A: Receipt is matched in the order of invoice created date in Workday.

Q: How do we process contract signing in Workday? In ARIBA, there used to be an option to send a contract and have a buyer review and sign before we process a PO for example. What is that process now?
A: The contract review process is manual for now, you'll need to send the Contract Review request to Procurement contracts subject matter experts via email, for now. There may be changes in the future.

Q: How can we check the status of an invoice after sending the invoice to GHX?
A: Shared Environments do not have access to GHX network but you are able to view the Workday PO status. Within 3-5 business days upon sending the invoice to GHX, it should reflect in Workday. In the line details under Business Document, the Supplier Invoice should be available. If not, please create a ticket to PCS to inquire.

Q: Is there a report we can run to see invoices that are pending GHX matching or invoices that failed the GHX matching?
A: No. GHX will match the invoice and will send the unmatched to AP for manual review.

Q: How long does it GHX to upload invoices?
A: Within 3-5 business days.

Q: In Ariba we needed to receive in order from oldest to newest invoice, are we still doing that in Workday?
A: Receipt is matched in the order of invoice created date in Workday
Q: Is UW AP able to correct it if GHX charged an invoice against the wrong line item
A: Yes. It will require manual intervention.

Q: Is there any sort of prompt to receive like there was in Ariba? We received an email listing all of the BPOs that needed receiving on. Something like this would be great.
A: Based on your security role, you should receive a Workday notification in your inbox prompting to receive.

Q: What if an invoice shows up on this report but under process history, it shows that Buyer still needs to take an action?
A: Assuming this is referring to R1149, the invoice will require the Buyer or in the case of receipt approval needed, the "without receipt" will appear in the Line Item which will require the Shared Environment to take action.

Q: I would like to confirm that GHX is processing invoices for EIs carried over from Ariba. I was told by PCS that GHX wasn't processing these.
A: If the EIs are active in Workday and the invoice information matches, then GHX will process and upload into Workday.

Q: Is there a way to track an invoice that's been submitted to GHX so we know the status?
A: No, but the sender receives an automated no-reply email. This will confirm GHX receipt. Thereafter, the invoice should be uploaded into Workday within 3-5 business days. If there is a discrepancy, then it will route to AP for manual intervention.

Q: Why do we have to create receipt?
A: Receiving an item is part of the three-way matching process in accounts payable that checks that the details on a purchase order, the supplier's invoice and the delivery receipt match before an invoice is paid. https://finance.uw.edu/ps/how-to-buy/receiving

For PO with services only, how does GHX know if line item on the invoice matches the line item on the receipts?

A: This is under review with FT and Deloitte partners. In the meantime, AP is manually adjusting.

Q: Do receipts need to be made in chronological order of when invoices were submitted?
A: Receipt is matched in the order of invoice created date in Workday

Announcement Regarding Research Subject Participant Payments

We are pleased to inform you of an important provisional change to the UW Finance Guidance on Research Subject Payments. https://finance.uw.edu/ps/how-pay/research-subjects Effective immediately, payments to participants in research studies may be paid without collection of social security number (SSN)/individual taxpayer identification number (ITIN) **if they do not exceed $600 per individual in a calendar year**. This is a provisional change to remove the original threshold of $200. We will use this provisional policy for one year to assess the business process in the new Workday system. Workday will be updated to remove the requirement to provide a SSN/ITIN when submitting a *Miscellaneous Payment Request* (*Request Category* = *Research Subject*) when payments are under $600. In the interim, you may enter all zeros when prompted to provide a SSN and UW Procurement will process any payment amount below $600.

Please note, we heard your concerns about data security and the lengthy data entry process when paying multiple research participants at once. We are working on a long-term solution which will move the approval process out of Workday. In future state, payment requests for research participants will route from the unit directly to Central Procurement for payment. This will limit the number of individuals who have access to identifiable research participant data to those necessary for processing payment.

Additionally, we are working to develop an Enterprise Interface Builder (EIB) template to allow group uploads for requesting multiple checks for multiple research study participants. Please also note that participant names and/or SSN/ITIN data are NEVER transferred or stored in the Enterprise Data Warehouse (EDW).

Below is a summary of payment options that are currently available to campus for paying research participants.

Methods of Subject Payment	Current Workday	Job Aid/Guide/ Notes
Tango Card	Create Requisition/Blanket Request/Request non-catalog Items/Supplier Tango Card	https://uwconnect.uw.edu/finance?id=home Search for: PRO-J-11 *How to Create Purchase Order* for further instructions
Central Check Processing	Individual submission as Misc. Payment Request, payment type = Check	https://uwconnect.uw.edu/finance?id=home Search for: AP-J-01 *How to Perform Miscellaneous Payments in Workday* for further instructions For payments to an individual that will not exceed the IRS threshold of $600 for reporting, departments should use all zeros in the SSN field.
Zelle	Individual submission as Misc. Payment Request, payment type = Zelle	https://uwconnect.uw.edu/finance?id=home Search for: AP-J-01 *How to Perform Miscellaneous Payments in Workday* for further instructions • Email or phone number are required for this payment method. The participant will need a bank account to receive funds but a bank account and routing # are not required by UW to process payment. • For payments to an individual that will not exceed the IRS threshold of $600 for reporting, departments should use all zeros in the SSN field until we reconfigure Workday.
US bank Rewards Card	To order cards, find the "Order and Load US Bank Visa Rewards Card" form in UW Connect Portal	https://uwconnect.uw.edu/finance?id=sc_cat_item&sys_id=e34377cb87c3a9506f1997dd3fbb35ac

Field Advance - Cash	Create Spend Authorization task in Workday	https://uwconnect.uw.edu/finance?id=home Search for: EXP-J-02 *How to Manage Field Advance* for further instructions

We understand that the changes in research participant payment methods resulting from UW Finance Transformation have been challenging. We appreciate your feedback, dedication to research at UW, and your cooperation during the transition.