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Receiving In Workday

Central and Non-Central VUMC Receivers are required to create a receipt in Workday for Purchase Orders greater than $10k, excluding capital purchases, Tecsys, and GraphiteRX. This step is required for goods and/or service invoices to be scheduled for payment. After creating a receipt, continue to send the invoice to vumc_electronic_invoices@vumc.org, when applicable, for the invoice to be processed for payment. Follow the steps below to Create a Receipt in Workday.

From the Workday Homepage:

1. Select the **Menu** button.

2. Choose the **Receiving App.**

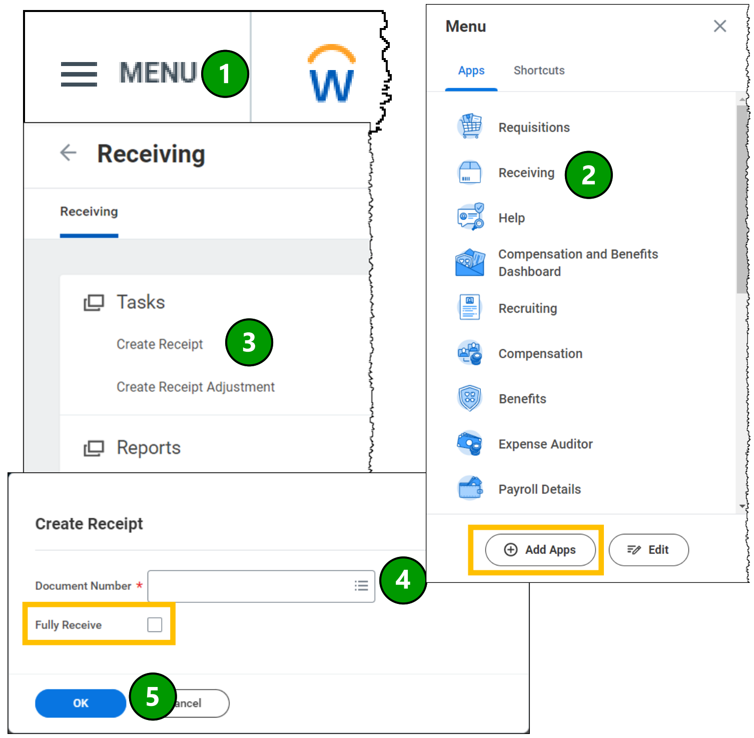
Note: If the receiving app is not automatically listed for you, select **Add Apps** at the bottom of the list.

3. Select **Create Receipt.**

4.You can enter the **Document Number**, which could be a **Purchase Order** number, or type in the **supplier name** to filter for the Purchase Order. Select the **Appropriate Option**.

Note: If you the shipment was received in full, you can select the **Fully Receive** box as a shortcut.

5. Select **OK.**



From Create Receipt:

1. In the Create Receipt Task, you must input the **Quantity/Amount to Receive**.

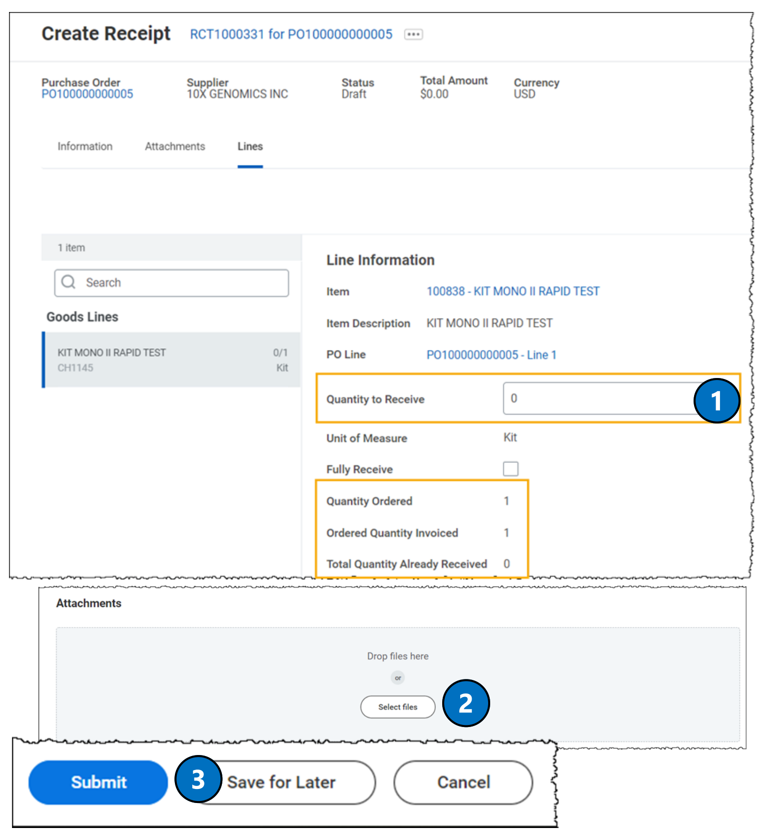
Note: the **Quantity/Amount to Receive** should only exceed the **Quantity/Amount Ordered** or the **Ordered Quantity/ Amount Invoiced** if more goods/services have been delivered than what was originally ordered. Over receiving will require a manager's approval. You can review the **Total Quantity/Amount Already Received** if the order is arriving in multiple shipments.

2. Choose **Select Files** under **Attachments** to upload a packing slip. You can also drag and drop the file into this space.

Note: review additional information about the order as needed before submitting.

3. Select **Submit.**

4. Email the invoice to vumc_electronic_invoices@vumc.org if applicable, for the invoice to be processed for payment.



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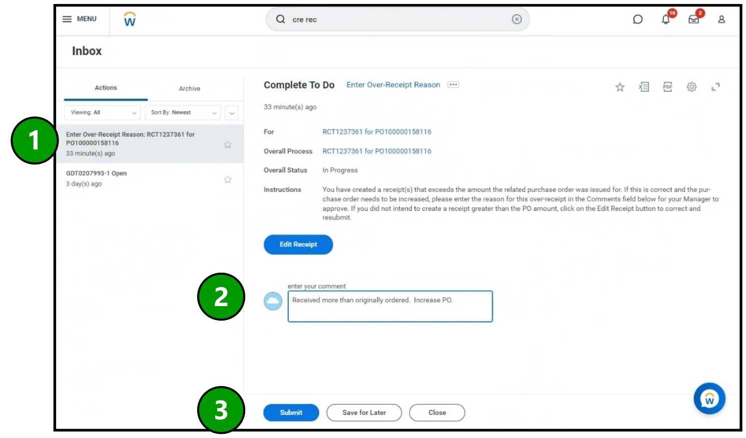
Over-Receiving

Over-receiving in Workday occurs whenever the Quantity/Amount to Receive exceeds the Quantity/Amount Ordered. A receipt should only be over-received if the quantity or amount of the goods/services delivered exceed what was originally invoiced. Over-receiving will require a manager's approval.

Completing the Over-Receiving To-Do Step

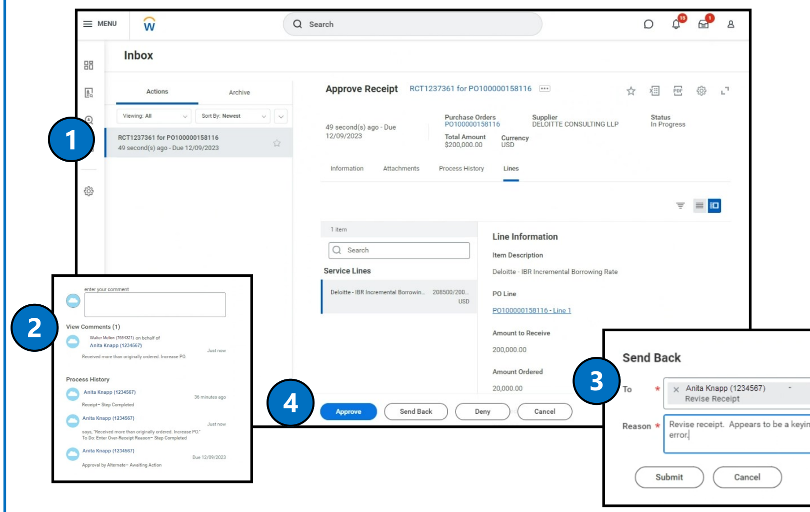
1. Find the **Over-Receipt Reason** notification in your inbox.
2. If it is valid, enter a comment describing reason for over-receipt.
3. Select **Submit**. The receipt will then be sent to a manager for approval



Manager's Approval for Over-Receiving

1. Find the **Approve Receipt** notification in your inbox.
2. Scroll down to review the reason for the over-receipt under the **View Comments** section.
3. If the over-receipt is not appropriate, select **Send Back** and enter comments in the **Reason** field to send to the receipt to the original receiver for adjustments.
4. If the over-receipt is appropriate Select **Submit** to approve increasing the PO to account for the additional quantity/amount received.

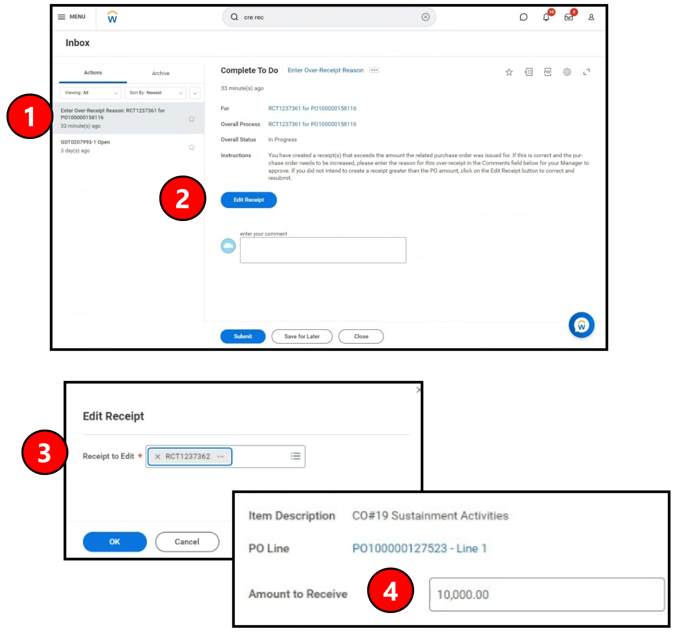
Note: Once approved, the receipt will go to the buyer to submit a change order so that the PO can be updated.



Editing an Accidental Over-Receipt

1. Find the **Over-Receipt Reason** notification in your inbox.
2. Select **Edit Receipt**.
3. Enter **Receipt Number** into the **Receipt to Edit** field. The receipt number can be found on the original notification.
4. Enter the revised quantity/amount in **Quantity/Amount to Receive** and select **Submit**.

Note: Once quantity/amount received has been edited to within the PO quantity/amount, it will no longer require a comment or manager approval. Once edited, the notification requiring an **Over-Receipt To-Do Step** will be automatically removed from the receiver's inbox.



Workday Receipt Examples

Below are some examples of common scenarios requiring receipts and ways to manage them in Workday.

Supplies PO with Multiple Deliveries

1. You have a **Supplies PO** in which 10 cases of goods have been ordered. Multiple deliveries are expected.
2. Create a separate receipt for the quantity received in each individual delivery.

For example, receipt #1 for 6 cases, receipt #2 for 3 cases, and receipt #3 for 1 case.

Blanket PO with Variable Monthly Charges

1. You have a **Blanket PO** for $1M in which monthly invoices will be applied for a variable amount based on usage.
2. <u>Do not create a receipt for the full amount of the PO.</u>
3. Create a receipt on a monthly basis for the amount to be invoiced. Receipt amount should align with the amount of expense you expect to incur in the period.

Multi-year Purchased Services PO Invoiced Annually

1. You have a **Purchased Services PO** that covers a 5-year period. Invoices are received from the Supplier annually.
2. <u>Do not create a receipt for the full amount of the PO.</u>
3. Create a receipt each year for the amount of the annual invoice to be paid.
4. Central Finance will account for this as a prepaid and recognize expense over the annual contract period.

Six-Month Purchased Services PO Invoiced in Advance

1. You have a **Purchased Services PO** that covers a six-month period. Invoice is received from the Supplier at the beginning of the six months.
2. Create a receipt for the full amount of the invoice to be paid.
3. Central Finance will account for this as a prepaid and recognize expense over the six-month contract period.