



Procurement Services

Campus News Flash

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Receiving in Workday

Who can receive? The Requisition Requester security role.

What needs to be received?

- Orders that were brought into Workday from Ariba that begin with EI
- Non-Catalog orders, this includes orders from Apple, Dell, Life Technologies, and other contracted suppliers.

How do we receive?

- There is a receiving task within Workday, Create Receipt.
- You can also create a receipt in the purchase order by selecting the “Related Actions” option in the PO and selecting “Create Receipt.”

How do we know if an invoice needs to be received?

Run the 1166 Match Exception report.

- This report includes "In Progress" that have exceptions which includes "*Supplier Invoice Processed Without Receipt Created*"
- The report can be filtered by supplier, PO, or Cost Center. The data can also be exported into Excel to allow users to filter by Requester.
- When reviewing the invoices in the report, focus on important fields such as: Amount being charged, line items that are being charged, and the invoice link in the Memo field.

When should I receive? Complete receiving in Workday by the end of every month for all goods and services received during that month. It is recommended that you review the R1166 report on a weekly basis if you do a lot of ordering.

How do a reject an invoice that shouldn't be paid?

Email pcshelp@uw.edu with the invoice number, purchase order number and reason for rejection. In the case of an urgent request, please call 206-543-4500 and leave a message with the REF number of your Connect ticket and that you are wanting an invoice rejected.

How does the receiving apply to the invoices?

The receiving will apply in order of the invoice create date. However, invoices won't reconcile until all open invoices are received for an order. Make sure to receive them all in order to move them along for payment.

What to do if the purchase order says fully received and invoices are still pending?

Check to see if any of the receipts are in draft or adjustment status. The receipts must be in an approved status to allow invoices to reconcile and pay.

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