Workday Receipts and Invoices

**Topic/Function:** Receiving Goods and Services in Workday

**Audience:**
- PCB
- FIN Admin Assistants

**Description:**
The Workday Purchasing module streamlines the entire purchasing process from creating the requisition and submitting the purchase order to the supplier to receiving the good or service and paying the supplier. Because the entire process is managed in one system, we are able do a three-way match on the PO, receipt, and invoice to ensure we are only paying for goods and services we’ve received.

**Creating a Receipt**
The requisition requester, buyers in the procurement office, and the person listed as the “Bill to” Contact on the purchase order are all able to create a receipt in Workday. You should create a receipt once you have received the good or service. Only create a receipt for the portion of the good or service you have received.

For step-by-step instructions, go the Creating a Receipt and Return job aid.

**Creating a Requisition on behalf of someone else in order to Receipt Goods or Services**
If you are creating a requisition for another worker, you must request to be listed as the Bill to Contact on the PO in order to receipt within the system. You can do so by using the “Internal Memo” section in the requisition. The “ship to” contact can remain whomever the requisition was initiated for.

**Send all your Invoices to the AP Office**
Once you have completed the receipt, send the invoice to the Accounts Payable office. AP will match the purchase order, receipt, and invoice for the good or service. As long as there are no match exceptions on the invoice, it will be paid according to terms. If the invoice is sent to the department, please send it directly to the AP Office.

**Invoices attached to Purchase Orders**
You do not need to create a Supplier Invoice if the invoice is associated with a Purchase Order. You should Create a Receipt for the good or service and send the invoice to the AP office.

**Creating a Return**

If you have any questions, submit a Workday Help Desk Ticket or contact the Workday Help Desk at 775-784-6086.
Returns are used to track the return of goods or services that were not received or used to ensure these items do not get processed in Workday for payment to the supplier. Purchase orders must have at least one approved receipt before you can process the return. For step-by-step instructions, go the [Creating a Receipt and Return](#) job aid.

**POs issued prior to Workday**

For Purchase Orders issued prior to Workday, you will not be able to complete a receipt in the system. Send the invoice directly to the AP office for payment processing just like you did prior to Workday.

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