

## **FY26 Year-End Activity: Note on Over-Receipts and Proposed Solution**

We are reaching out to provide you with a listing of Purchase Orders for your unit that have been over received in Workday. Prior to FY2026 year end, the over-receipts need to be corrected. To correct over receipts, the over-received amount must be cancelled and/or cancelled and re-received for the correct quantity or amount received. Due to issues associated with receiving adjustments and year end accruals in Workday, do not make any adjustments to the receipts.

Campus units are advised to carefully monitor whether receiving is done on a goods line or a service line. Goods line items require receiving the correct quantities received not the dollar amount received. Services lines do not have quantities, so the dollar amount for the completed work must be received. If receiving is performed incorrectly, it results in recording significant dollars being received and recorded as assets of the University.

Use this [job aid](#) to create receipts. This Job Aid provides detailed step-by-step instructions on how to create a receipt.

To cancel a receipt take the following steps:

- 1) Open the Purchase Order in question
- 2) Find the line(s) that contains the over receiving (receiving > amount/quantity ordered and/or invoiced). This is in the column entitled "Amount"
- 3) Scroll across to the column entitled "Business Document Lines"
- 4) Open the Receipt (s) that are duplicate or over-received
- 5) Click on the Receipt to open it up
- 6) Click on the 3 dots after View Receipts
- 7) In the pop up hover over Receipt and Click on Cancel
- 8) In the lower left corner click on the blue OK
- 9) The receipt has now been canceled
- 10) To verify the cancellation has removed the over receipt go back to the PO and check the line item under the Amount column to see that the over receiving has been removed
- 11) Create a new receipt for any remaining difference between the received amount and invoiced amount.

We look forward to your cooperation and please reach out if you have questions.