

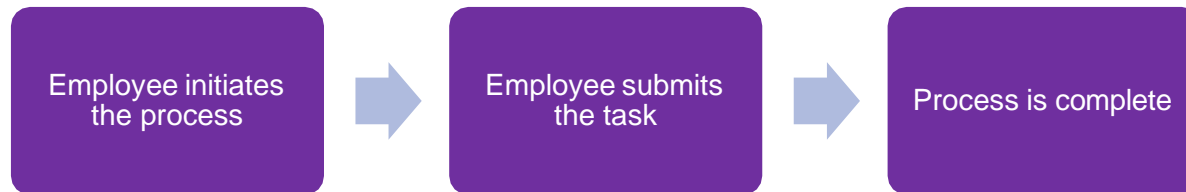
Overview

Upon delivery of purchased goods, the requestor is required to create a receipt for the goods.

Note: The receipt must be complete and submitted for an invoice to be paid.

Reminder: The person listed on the requisition as the “Requestor” will be responsible for creating receipts against the resultant purchase order. If the person preparing/submitting the requisition is not the “Requestor,” the name must be changed prior to submitting the requisition.

Process Flow: Create Receipt



Create Receipt via Search

Once the Buyer has Issued the Purchase Order, then the Employee who requested the Good(s) and/or Service(s) can Create a Receipt.

- Using the Search field, enter and select **Create Receipt**.
- The Create Receipt screen displays. Select the following option:

Option	Guidance
Document Number	Enter the Purchase Order number.

- Click on the checkbox next to the **Fully Receive** field if you want to create a Receipt for all the goods or services on the Purchase Order. Leave unchecked if you want to only partially receive the items on the Purchase Order.
- Click **OK**.
- In the **Line Information** section, enter the **Quantity** or **Amount to Receive** in the appropriate field or select Fully Receive.
Note: If you selected Fully Receive on the previous screen, the quantity will default in.
- Enter a comment in the **Memo** field, if applicable.
- Click the **Attachments** section, upload any attachments related to this receipt.

Note: A packing slip or other related package documentation is required to create a receipt.

**If receipt is related to a service, or the packing slip is missing/lost or not provided by supplier, complete the attached "Workday Substitute Receipt Attachment" and upload accordingly. The Workday Substitute Receipt Attachment can be found on the

Procurement website under "Forms and Documents.

- Click **Submit**.
- A pop-up will appear stating You Have Submitted. Click on the **View Details** to view the details such as receipt number.

Create Receipt via My Requisitions

You can Create a Receipt for each Requisition you have submitted.

- Using the Search field, enter and select **My Requisitions**.
- The My Requisitions screen displays. Filter your Requisitions or click OK to continue with the pre-populated filters.
- Click **OK**.
- In the **Procurement Requisitions** section, hover over the blue hyperlink for the Purchase Order for which you want to create a receipt for.
- Click the **Related Actions** icon.
- Click **Receipt > Create Receipt**.
- Complete Steps 3-8 in the **Create Receipt via Search** previous section of this job aid.

Create Receipt via My Tasks Action

Note: this option is only available when the supplier invoice has been submitted by Accounts Payable and there is not enough receipting i.e., if quantity or amount to be received is less than invoiced, the Business Process will stop with a match exception status.

In order to complete this action/task, refer to the email from Accounts Payable with the associated invoice to be reviewed.

1. The requisition requestor receives an action item in their My Tasks named “**Supplier Accounts Match Event for Supplier Invoice: SN-XXXXXX**” to complete the **Create Receipt for Purchase Order** task.

Note: If the requestor had already started a draft receipt, there will be an option to **Edit Existing Draft Receipt**.

2. Workday automatically inputs in the Purchase Order number, and the requestor can click **OK**.
3. This action will take the requestor to the **Create Receipt** task.
4. Complete Steps 3-8 in the **Create Receipt via Search** section of this job aid.

Edit Receipt

1. Using the Search field, enter and select **Edit Receipt**.
2. In the **Receipt to Edit** field, search for and select the receipt you wish to edit.
3. Click **OK**.
4. In the **Line Information** section, enter the **Quantity** or **Amount** to Receive in the appropriate field or select Fully Receive.

Note: If you selected Fully Receive on the previous screen, the

quantity will default in.

5. Enter a comment in the **Memo** field, if applicable.
6. Click the Attachments section, upload any attachments related to this receipt.

Note: A packing slip or other related package documentation is required to create a receipt.

7. Make any other edits as necessary. Click **Submit**.

Edit Receipt Date

1. Using the Search field, enter and select **Edit Receipt**.
2. Add receipt no. in **Receipt to Edit** field.
3. Select the **information tab**.
4. Click **Edit**.
5. The screen goes into edit mode with the field **Receipt Date** and **Memo**.
6. After making changes to the date click **Save**.
7. Click **Submit**.

Cancel Receipt

1. Using the Search field, enter and select **Edit Receipt**.
2. Add receipt no. in **Receipt to Edit** field.
3. Click **Ok**.
4. Click on **three dots** next to receipt number.
5. The **Actions** menu open
6. Click on **Receipt**.
7. And click **Cancel**.
8. Click **Ok**.



WORKDAY SUBSTITUTE RECEIPT ATTACHMENT

Workday requires supporting documentation (quote, invoice, contract, packing slip, etc.) be attached/uploaded when creating receipts against purchase orders.

For all purchase orders that are not supported by any of the above-referenced documentation, this document shall serve as the required attachment.

Please check appropriate box below, include good or service receipt date and upload/attach accordingly:

		Receipt Date
<input type="checkbox"/>	Service	
<input type="checkbox"/>	Lost Goods Receipt	
<input type="checkbox"/>	Goods Receipt Not Provided	
<input type="checkbox"/>	Other:	

Requestor Name:	
Date:	