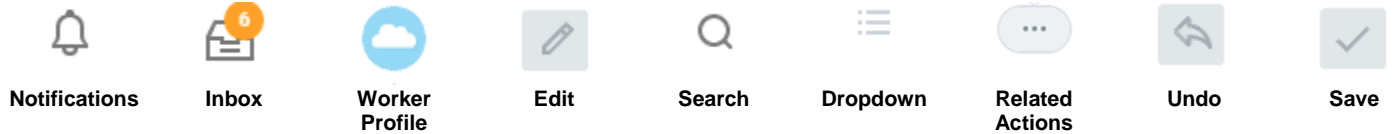


Creating Receipt

Common Workday Icons



Intended Audience

Employees who have placed orders for items.

Background

Enter appropriate receivers for products received. Create receipts for items ordered and match with invoices.

Instructions

1. Click on the **Purchases** application from your Workday dashboard.
2. Click on **More** at the bottom of the **Actions** column.
3. Click on **Create Receipt**.
4. Select **Purchase Order** and enter the Purchase Order number (with dash) in the box for the order that you would like to receive items then click **OK**.

Quick Tip: If you are not sure of the Purchase Order number, it should be listed on the paperwork that accompanied your package delivery. It will read like PO-XXXXXXXX.

Create Receipt

Purchase Order

Supplier Contract

Alternate Supplier Contract

Advanced Ship Notice

Fully Receive

OK Cancel

Creating Receipt

5. Select an item from the **Goods Lines** column on the left and enter the **Quantity to Receive** in the box to the right. Repeat this process for all items as necessary. Once complete, click **Submit**. Your items are now Received in Workday.

Quick Tip: If all goods on your order arrived and in the correct quantities, you can simply click the box marked **Fully Receive** and then click **Submit** and your entire order will be received at once. **NOTE:** Only choose this option if all of your items arrived correctly and in the correct quantities.

Create Receipt

 RC-10031245 for PO-10025263 ...

Purchase Order PO-10025263	Supplier W B MASON COMPANY INC	Status Draft	Total Amount \$0.00	Currency USD
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Information Attachments **Lines**

1 item

Goods Lines	
Steno Books, Gregg Rule, 6 x 9, Gre... UNV86920	0/4 Each
Box of Pens	0/4 Each
Paper Clips	0/4 Each

Line Information

Item Description Steno Books, Gregg Rule, 6 x 9, Green Tint, 80 Sheets

PO Line [PO-10025263 - Line 1](#)

Quantity to Receive

Unit of Measure Each

Fully Receive

Quantity Ordered 4

Ordered Quantity Invoiced 0

Total Quantity Already Received 0

Manufacturer Part # UNV86920

Supplier Item Identifier UNV86920

Memo