

Getting Started: Create Receipt

Purpose: When you create receipt for goods or services against a Purchase Order you are confirming receipt of the items or service, releasing the invoice for payment.

Create Receipt for Goods or Services

1. Log in to Workday
2. Enter **Create Receipt** in the Search bar and select the task. This will take you to the Create Receipt page. Enter in your PO or Supplier Name. Or you can go to “My Requisitions” and find your Purchase order then needs to be received.

3. On the Line Information page, enter the quantity you received in the Amount to Receive box. *If you did not receive the total quantity that you ordered, only enter the items you did receive. Attach the invoice for the line you are receiving . Each line will need a attachment.

****Every invoice requires an individual receipt. If you are working on multiple invoices with different invoice numbers, you must create a receipt for each invoice and individually attach the invoices to their respective receipt****

Attachments

4. Click Submit