

# Getting Started: Create Receipt

## Procurement

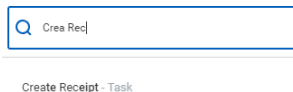
### STEPS IN WORKDAY

**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.

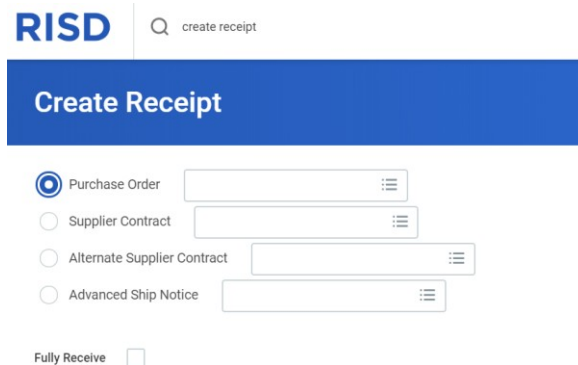
**Key note:** The date of receipt will be the accounting date for the actual expense. Do not receive in advance of the delivery of goods or completion of service.

#### Create Receipt for Goods

1. Log in to your Workday account.
2. Enter **Create Receipt** in the **Search** bar and select the task. This will take you to the **Create Receipt** page

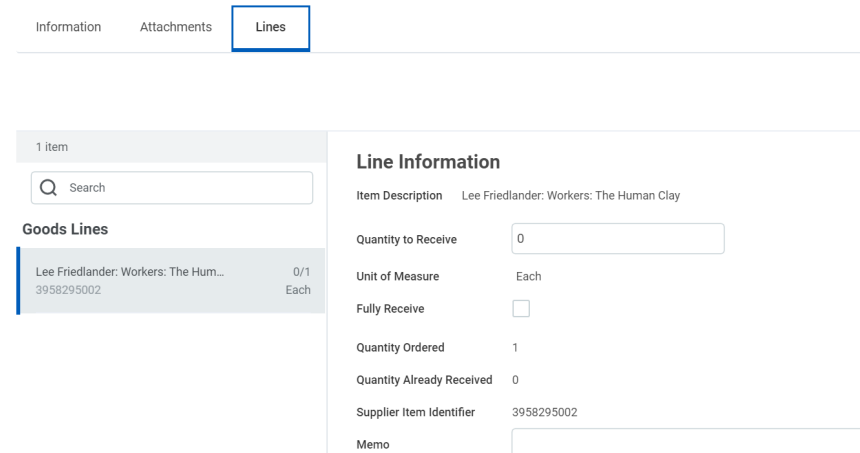


3. On the **Create Receipt** page you will be prompted to search for the purchase order (PO) you want to receive using one of the search options provided.



**Note:** Clicking on the **Fully Receive** checkbox will affect the values on the next page by selecting all available PO items for receipt.

4. On the Create Receipt detail page, enter the quantity you received in the Quantity to Receive field.



**Please note:** If you did not receive the total quantity that you ordered, only enter the items you did receive in the quantity to receive field.

5. Click **Submit**.

At this point, the invoice will be available for payment. **Please note:** If you do not create receipt, then the invoice will not be paid.

# Getting Started: Create Receipt

## Procurement

### Create Receipt for Services

1. Log in to your Workday account.
2. Enter **Create Receipt** in the **Search** bar and select the task. This will take you to the **Create Receipt** page

Create Receipt - Task

3. On the **Create Receipt** page you will be prompted to search for the purchase order (PO) you want to receive using one of the search options provided.

**RISD**

**Create Receipt**

☒ Purchase Order   
☐ Supplier Contract   
☐ Alternate Supplier Contract   
☐ Advanced Ship Notice

Fully Receive ☐

*Note: Clicking on the **Fully Receive** checkbox will affect the values on the next page by selecting all available PO items for receipt.*

4. On the **Create Receipt** detail page, enter the amount you received in the **Amount to Receive** field.

Information Attachments **Lines**

4 items Sort By:

**Service Lines**  
Blanket PO for utility services throu... 164326.76/... USD  
Blanket PO for utility services throu... 7417.53/40... USD  
Blanket PO for utility services throu... 452043.64/... USD

**Line Information**  
Item Description Blanket PO for utility services through 6/30/19  
Amount to Receive   
Fully Receive ☐  
Amount Ordered 187,000.00  
Amount Already Received 164,326.76  
End Date 06/30/2019  
Memo Campus Buildings

Registration Type Goods/Services Purchase

**Service Lines** Attachments

Service Lines 1 item

	Item	Description	Service Order Line	Spend Category	Amount to Receive	Amount Ordered	Amount Already Received	Total Amount Received To Date	Start Date	End Date
		GRAFFITI PAINTING AND FURNITURE RE-STAINING	PO-000184 - Line 1	52317 Other Contracted Services	1,050.00	16,121.00	13,165.00	14,215.00	04/04/2019	05/31/2019

*Please note: Enter the dollar amount of the invoice. Each time you get an invoice you will create a receipt and enter the dollar amount in the Amount to Receive field.*

5. Click **Submit**.

At this point, the invoice will be available for payment. Please note that if you do not create a receipt, the invoice will not be paid.