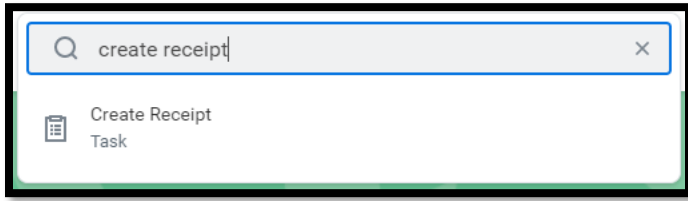


Getting Started: How to Change a Receipt Date

Employees

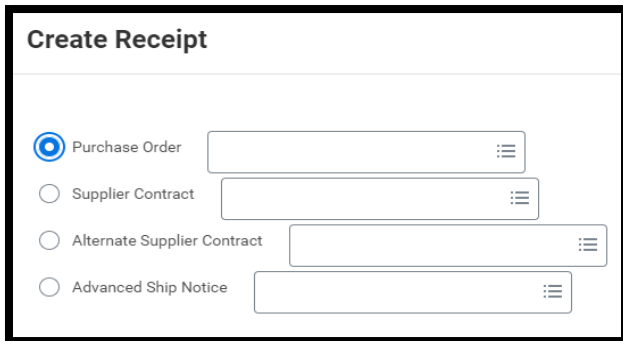
STEPS IN WORKDAY

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.



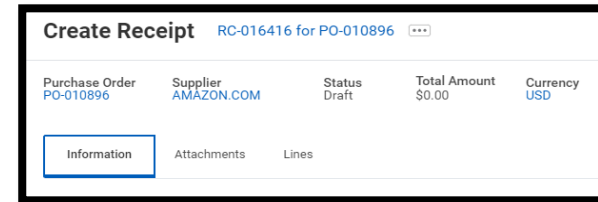
A screenshot of the Workday search bar. The text 'create receipt' is entered into the search field. Below the search bar, a dropdown menu shows the result 'Create Receipt Task' with a document icon.

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.



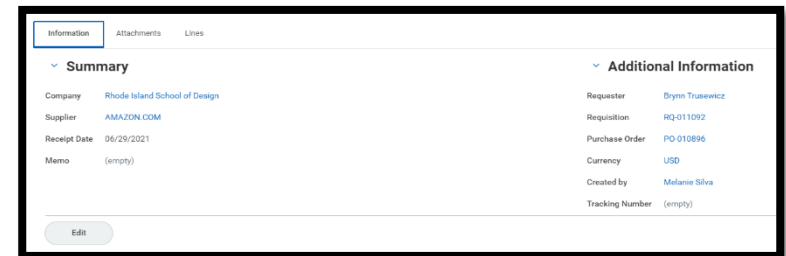
A screenshot of the 'Create Receipt' page. It features four radio button options for searching: 'Purchase Order' (selected), 'Supplier Contract', 'Alternate Supplier Contract', and 'Advanced Ship Notice'. Each option has a corresponding text input field with a dropdown arrow.

4. On the *Create Receipt* detail page, click on the *Information* header tab.



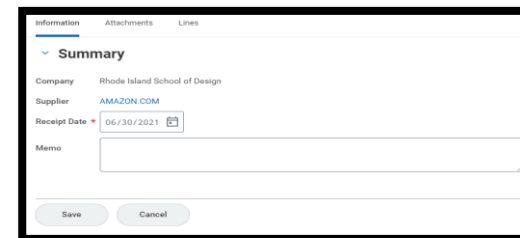
A screenshot of the 'Create Receipt' detail page. The title is 'Create Receipt RC-016416 for PO-010896'. Below the title, there are fields for 'Purchase Order' (PO-010896), 'Supplier' (AMAZON.COM), 'Status' (Draft), 'Total Amount' (\$0.00), and 'Currency' (USD). At the bottom, there are three tabs: 'Information' (selected), 'Attachments', and 'Lines'.

5. When in the *Information* section, click on the *Edit* button in order to change the date.



A screenshot of the 'Create Receipt' detail page, showing the 'Information' tab. It displays a 'Summary' section with fields for 'Company' (Rhode Island School of Design), 'Supplier' (AMAZON.COM), 'Receipt Date' (06/29/2021), and 'Memo' (empty). To the right, there is an 'Additional Information' section with fields for 'Requester' (Brynn Trusewicz), 'Requisition' (RQ-011092), 'Purchase Order' (PO-010896), 'Currency' (USD), 'Created by' (Melanie Silva), and 'Tracking Number' (empty). An 'Edit' button is located at the bottom left of the 'Summary' section.

6. Change the date and click on the *Save* button.



A screenshot of the 'Create Receipt' detail page, showing the 'Information' tab. The 'Receipt Date' field is now set to '06/30/2021'. The 'Save' button is highlighted at the bottom left of the 'Summary' section.

7. Proceed with the rest of the receipt process and then click on the *Submit* button.