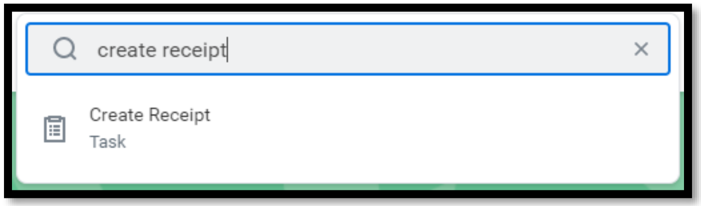
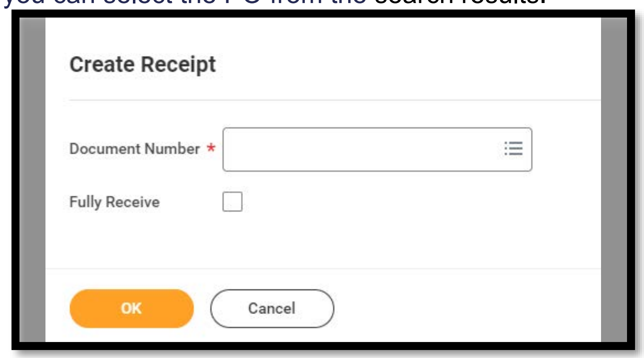
Getting Started: How to Change a Receipt Date **Employees**

STEPS IN WORKDAY

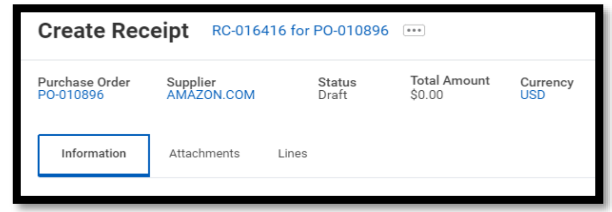
1. Log in to your Workday account.
2. Enter *Create Receipt* in the Search bar and select the task. This will take you to the Create Receipt page.



3. On the *Create Receipt* page you will be prompted to search for the purchase order (PO). Please type the PO number (PO-XXXXXX) into the Document Number field and then click Enter - from there you can select the PO from the search results.

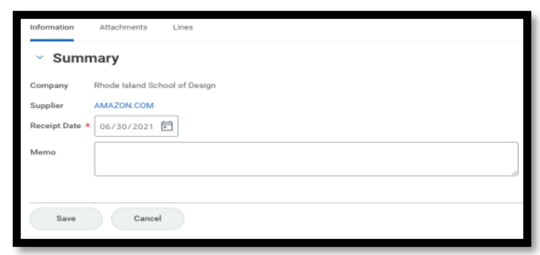


4. On the *Create Receipt* detail page, click on the *Information* header tab.



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

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



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