Getting Started: How to Change a Receipt Date

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.

| Q | create receipt | × |
|---|------------------------|---|
| | Create Receipt Task | |

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

| Document Number | * | := |
|-----------------|---|----|
| Fully Receive | | |

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

| Create Receipt RC-016416 for PO-010896 | | | | |
|--|------------------------|-----------------|------------------------|-----------------|
| Purchase Order PO-010896 | Supplier AMAZON.COM | Status Draft | Total Amount \$0.00 | Currency USD |
| Information | Attachments | Lines | | |

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



Save

6. Change the date and click on the

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Edit

Employees

| Information | Attachments Lines | | | |
|-----------------------------|-------------------------------|--|--|--|
| Summary | | | | |
| Company | Rhode Island School of Design | | | |
| Supplier | AMAZON.COM | | | |
| Receipt Date | 06/30/2021 🛱 | | | |
| Memo | | | | |
| | | | | |
| Save Cancel | | | | |
| | | | | |

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

