

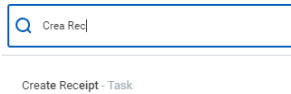
STEPS IN WORKDAY

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. Please remember that all invoices need to be emailed to accpay@risd.edu for payment. Attached receipts are for personal reference only and will not transmit to Accounts Payable for payment processing.

Create Receipt for Goods

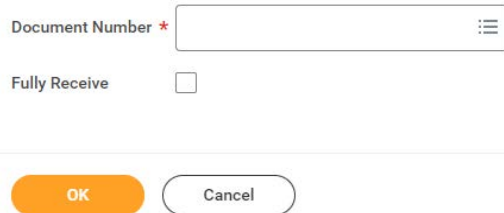
1. Log in to your Workday account.
2. Enter **Create Receipt** in the **Search** bar and select the task. This will take you to the **Create Receipt** page



Search bar containing 'Crea Rec' and a dropdown menu showing '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-XXXXXX) into the Document Number field and then click Enter - from there you can select the PO from the search results.

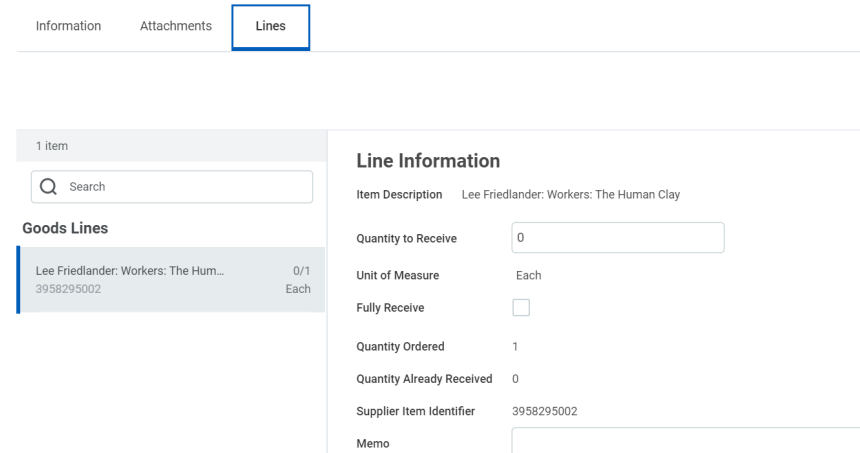
Create Receipt



Form titled 'Create Receipt' with a 'Document Number *' field, a 'Fully Receive' checkbox, and 'OK' and 'Cancel' buttons.

*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.



Detail page for 'Create Receipt' showing the 'Lines' tab selected. The 'Goods Lines' table lists one item: 'Lee Friedlander: Workers: The Hum...' with a quantity of 0/1. The 'Line Information' panel shows 'Quantity to Receive' set to 0.

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.*

Create Receipt for Services

1. Log in to your Workdayaccount.
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.

*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.

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.