

Create A Receipt

This guide covers how to **create a receipt for goods and services** that have been received.

[Start Here](#)

Receipts should be created **as soon as items are received and services are rendered**. **Purchase Order Invoices** are unable to be processed and paid when receipts are not entered.

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. In the **Workday Search Bar**, search for **Create Receipt**, and select it.
5. For “**Document Number**,” enter the **Purchase Order** for the items/services received or use the drop-down menu to select **Most Recent Documents**.
 - **Attention:** If a receipt has already been created for the Purchase Order, an alert will appear. Select **Edit Existing Draft receipt** to continue with the draft document.
6. If all goods or services listed on the purchase order have been received in their entirety and in the correct quantity, check the box for **Fully Received**.
7. Select **OK**.
8. If you did not select **Fully Received** at Step 5, enter the **Quantity of Items** you received for each line or select **Fully Receive** for a specific line item or items. Verify all information listed on the receipt matches.
 - When creating a partial receipt for a portion of an order, use the **Lines section** on the left side of the screen to select the line(s) you want to receive.



9. Above the PO line information, select the **Attachments tab** to upload related files such as a shipping label or packing slip.

The screenshot shows the Path to Workday interface for a Purchase Order. At the top, it displays 'Purchase Orders PO-0000000124', 'Supplier B & H Foto and Electronics Corp', and 'Status Draft'. Below this, there are three tabs: 'Information', 'Attachments', and 'Lines'. The 'Attachments' tab is highlighted with an orange border, indicating it is the active tab.

- **Attention:** If you do not use the **Attachments** tab above, you will need to enter an attachment for each line of your order as you create each line's receipt. Scroll to the bottom and select **Select files** to attach your document.

The screenshot shows a light blue rectangular area with a black border. Inside, the text 'Drop files here' is centered. Below it is a small circle containing the word 'or'. At the bottom, there is a rounded rectangular button with the text 'Select files'.

10. When finished, select **Submit**.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.