



## 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.

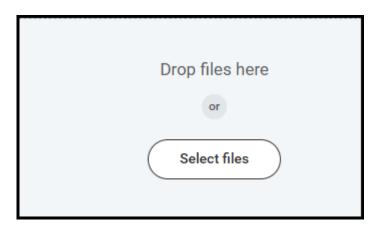




9. Above the PO line information, select the **Attachments tab** to upload related files such as a shipping label or packing slip.

Purchase Orders PO-0000000124	Supplier B & H Foto and Electronics Corp		Status Draft
Information	Attachments	Lines	

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.



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

**Have Questions?** For assistance, please contact <a href="mailto:help@brynmawr.edu">help@brynmawr.edu</a> or 610-526-7440.