Create Receipt

The Create Receipt tip sheet is for all employees.

Employees will create a receipt when items are received and are ready to be invoiced in Workday.

Create Receipt in Workday

1. Beginning on the Workday homepage, search for the purchase order or requisition number. Select the item when it displays. If the PO is imported, click **More Categories**.
2. Click on the PO Link.
3. Click the **Related Actions** ellipses (…) next to the PO number, then move the cursor to **Receipt** under Actions.
4. Select **Create**.
5. Click **Ok**.
6. Click each item individually to activate the item for receipt. Goods and Services are presented as separate categories.
7. Select the quantity to receive.
    - For Goods, quantity should be an integer value (whole number)
    - For Services, enter the amount received. You may receive any amount up to the total amount.
    - If receiving all the selected items, click on **Fully Receive**.

Note: Please ensure that you check every item you need to receive. The active item will be highlighted with a gray background with a blue vertical line.

8. In the **Attachments** area, include the invoice in the Service Line information.
9. Select **Submit**.