

# Create Receipt

- 1. Before creating a receipt make sure you have received the item.
- 2. Workday will alert you when its time to submit an invoice

Supplier Accounts Match Event for Supplier Invoice:  
IN-023462

13 day(s) ago - Due 02/08/2023

- 3. The PO number will already be added to the recipet. At this point check the box if you would ldiike to fully recieve the item. If not checked, you will be able to select by line in the following section

## Create Receipt for Purchase Order

13 day(s) ago - Due 02/08/2023

To complete this step, create a receipt for the purchase order. To skip this step and not create a receipt, remove the purchase order and select OK.

Event

★ Supplier Accounts Match Event for Supplier Invoice: IN-023462

Purchase Order

X PO-10001421 ...

Fully Receive

☐

No receipt required for Marketplace orders under \$500



- 4. Click on **Submit** after you have identified the correct line(s) you would like to receive

Create Receipt REC-10002898 for PO-10001421

13 day(s) ago - Due 02/08/2023

Purchase Orders PO-10001421

Supplier CDW Government Inc

Status Draft

Total Amount \$0.00

Currency USD

Information

Information

Attachments

Lines

1 Item

Search

Goods Lines

ASUS ROG Strix XG43UQ LED mon... 6788323 1/1 Each

Line Information

Item Description ASUS ROG Strix XG43UQ LED monitor 4K 43 HDR

PO Line PO-10001421 - Line 1

Quantity to Receive 1

Unit of Measure Each

Fully Receive ☒

Quantity Ordered 1

Ordered Quantity Invoiced 1

Total Quantity Already Received 0

Supplier Item Identifier 6788323

Memo

Instructions

- 5. Check **Fully Received** if the item was fully received. If the item was partially received or damaged, then attachments showing that must be uploaded

- 6. You may enter a memo into the **Memo** line.

- 7. Click **Submit**.

- 8. Procurement department will review the receipt and send to the Office of Accounts Payable