CLEVELAND METROPOLITAN SCHOOL DISTRICT

20_Create Receipt

Purpose: The purpose of this task is to create a full or partial receipt for products or services delivered as part of a Purchase Order (PO) or Supplier Contract (SC).

How to Access: For Purchase Orders: Open the **My Recent Purchase Orders** worklet, click the **Related Actions** button to the right of the purchase order number, select **Receipt**, and click **Create**.

Note: If creating the receipt for an order you did not create or source, the PO does not display in your **My Recent Purchase Orders** worklet. Search Workday for the required PO, and click the **Related Actions** button to the right of the purchase order number, select **Receipt**, and click **Create**.

For Service Contracts: Search Workday for the required Supplier Contract, and click the **Related Actions** button to the right of the contract number, select **Receipt**, and click **Create**.

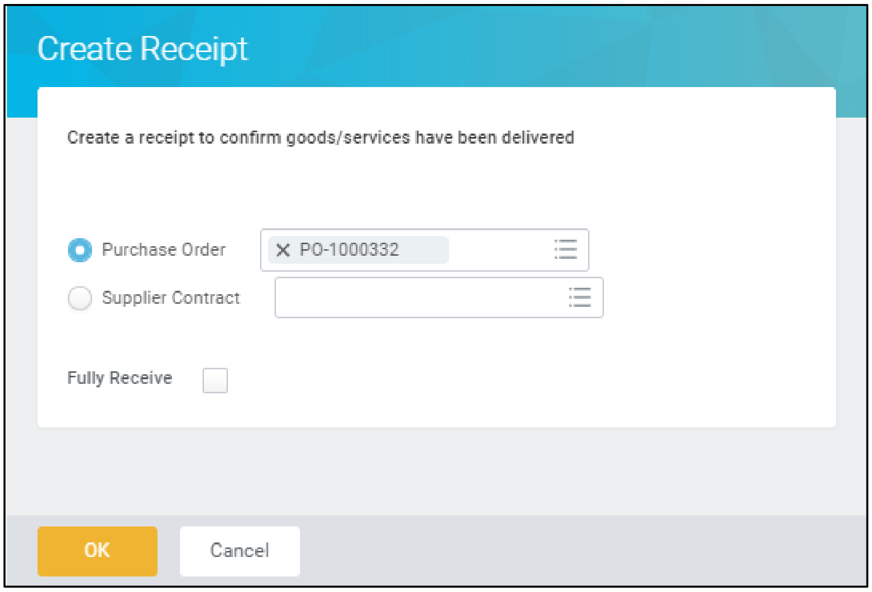
Audience: Buyers

Helpful Hints:

- When creating a Receipt to resolve a Match Exception issue, you will receive a Task in your Workday Inbox "Create Receipt: Supplier Accounts Match Event for Supplier Invoice". Since the PO number is not included in the notification you receive, you will need to find the associated PO, to be able to create the receipt.
- It is not possible to Edit a Receipt. If an error is discovered after Submitting, you will need to cancel the receipt and create a new one.
- Workday displays fields in this task that CMSD is not using, only the fields listed in this document require you to complete, review, and/or update.

Procedure: Complete the following steps to create a receipt for ordered items.

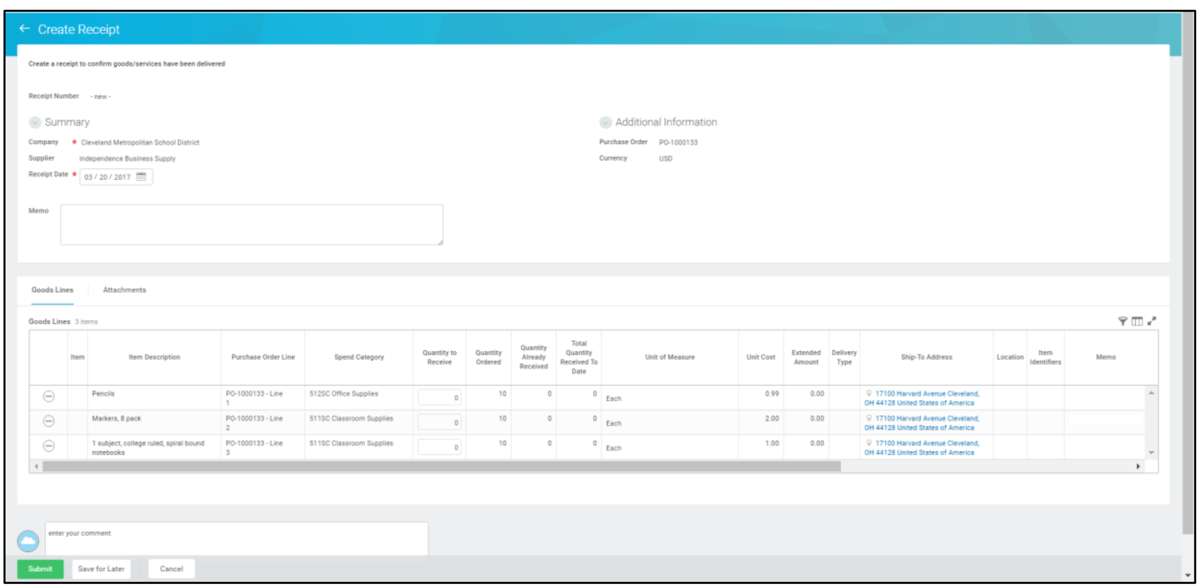
Create Receipt - Initial



Note: When creating a Receipt using the Related Actions button from the PO or Supplier Contract, Workday defaults in the PO number or Contract number on this screen.

1. As required, select the **Fully Receive** checkbox to receive all items or services for the order/contract.
2. Click **Ok**, to continue to the *Create Receipt – Details* screen.

Create Receipt – Details



Note: There are a couple of field differences between the Purchase Order and Supplier Contract *Create Receipt* screen, and they are denoted in the **Required/Optional** field below.

3. As required, review and/or complete the following fields:

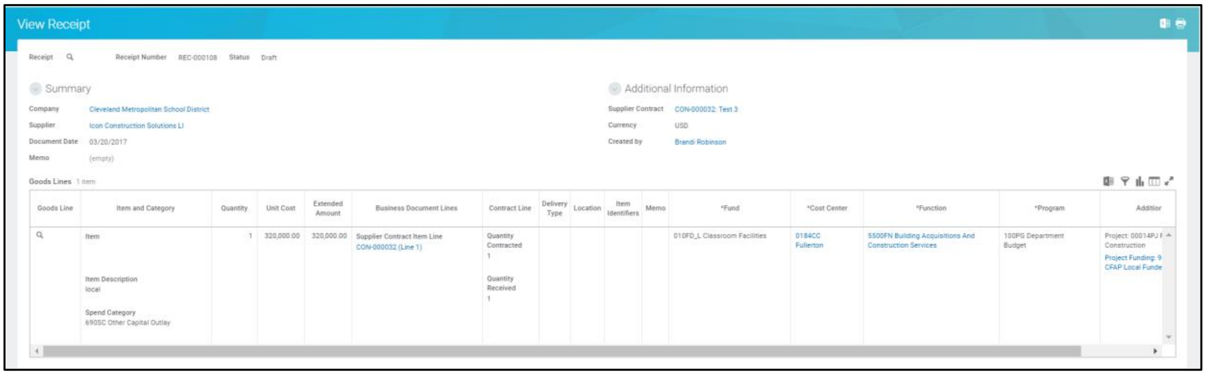
Field Name	Required / Optional	Description
Purchase Order	PO Required	Identifies the order number.
Supplier Contract	SC Required	Identifies the contract number.
Supplier	Required	Identifies the vendor filling the order.
Receipt Date	Required	Identifies the date the products or service was received into Workday.
Memo	Optional	Use to provide additional information.
Item Description	Required	Identifies the product/service to be procured.
Spend Category	Required	Is a way of grouping similar items or services that drives the financial reporting.
Quantity to Receive	PO Required	Identifies the number of items delivered. ***Note:*** Only enter the number of items being received. If less than the full ordered quantity, a partial receipt is created.
Quantity Ordered	PO Required	Identifies the number of items ordered.
Quantity Already Received	PO Required	Identifies the number of items previously received.
Amount to Receive	SC Required	Identifies the amount being received. ***Note:*** Only enter the amount being received. If less than the full contract amount, a partial receipt is created.
Amount Ordered	SC Required	Identifies the amount of the contract.
Amount Already Received	SC Required	Identifies any amount that has been previously received against the contract.
Total Amount Received To Date	SC Required	Identifies the total amount received against the contract.
Total Quantity Received To Date	PO Required	Identifies the total number of items received.
Unit of Measure	PO Required	Identifies how the requested item is sold. Examples include: • Each • Box • Case
Unit Cost	PO Required	Identifies the dollar amount for each item.
Extended Amount	PO Required	Identifies the total cost for the line item.
Ship-To Address	PO Required	Identifies the delivery address for the ordered items or services.
Memo	Optional	Use to provide additional information to those processing the requisition.

Field Name	Required / Optional	Description
Fund	Required	Used to identify which budget will pay for the items being procured. Value defaults in based on the person entering the requisition.
Cost Center	Required	Used to identify which budget will pay for the items being procured. Value defaults in based on the person entering the requisition.
Function	Required	Used to identify which budget will pay for the items being procured. Value defaults in based on the person entering the requisition.
Program	Required	Used to identify which budget will pay for the items being procured. Value defaults in based on the person entering the requisition.
Additional Worktags	Optional	Used when creating a requisition being paid by a Grant, Gifts, or Projects.

4. As required, repeat Step 4 for each line item being received.
5. As required, enter any additional information for the receipt in the **enter your comment** field.
6. As required, complete one or more of the following:

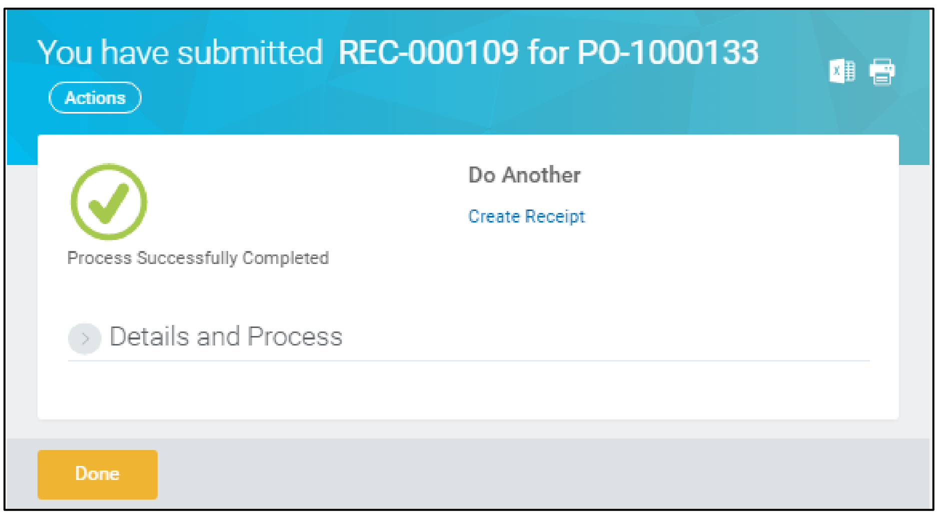
If you want to…	Then…	Go to
Cancel the receipt,	Click Cancel .	– ***Note:*** If the receipt was previously saved, this only cancels the screen/view. If the receipt was not previously saved, this cancels the receipt.
Save the receipt, to finish processing at a later time,	Click Save for Later .	Step 8
Finish processing the Receipt,	Click Submit .	Step 9

View Receipt



7. The system displays the receipt in **View** mode. At this point, you can navigate away from the receipt, as you have completed this task.
   Note: Access saved receipts from the **Purchases** worklet, and select the **Edit Receipt** task.

You have submitted REC-XXXX



8. Review the displayed information.
9. Click **Done** to exit the screen.

Result:

You have successfully created a receipt for a purchase order or supplier contract.

Note: For additional information on this receipt, click › to the left of **Details and Process** and review the available details, including the next steps in the procurement process.