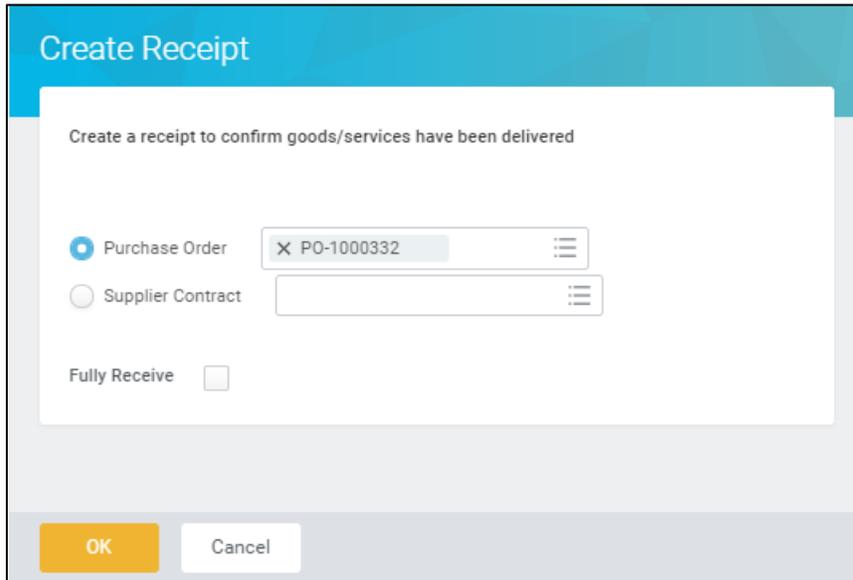


## 20\_Create Receipt

- 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.

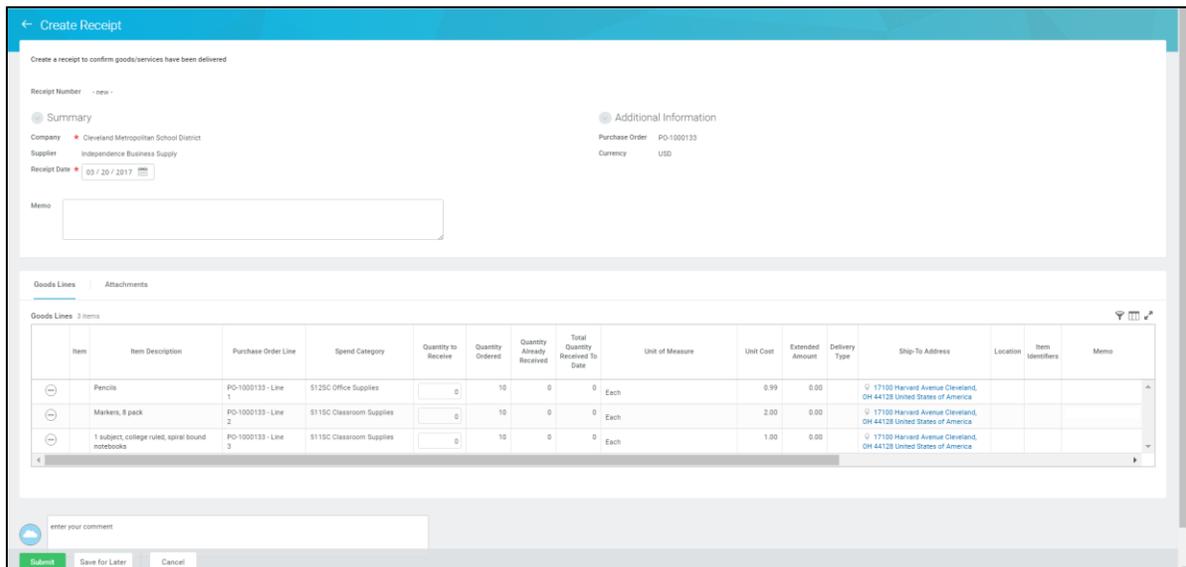
### Create Receipt - Initial



**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



Item	Item Description	Purchase Order Line	Spend Category	Quantity to Receive	Quantity Ordered	Quantity Already Received	Total Quantity Received To Date	Unit of Measure	Unit Cost	Extended Amount	Delivery Type	Ship-To Address	Location	Item Identifiers	Memo
1	Pencils	PO-1000133 - Line 1	S12SC Office Supplies	0	10	0	0	Each	0.99	0.00		17100 Harvard Avenue Cleveland, OH 44128 United States of America			
2	Markers, 8 pack	PO-1000133 - Line 2	S11SC Classroom Supplies	0	10	0	0	Each	2.00	0.00		17100 Harvard Avenue Cleveland, OH 44128 United States of America			
3	1 subject, college ruled, spiral bound notebooks	PO-1000133 - Line 3	S11SC Classroom Supplies	0	10	0	0	Each	1.00	0.00		17100 Harvard Avenue Cleveland, OH 44128 United States of America			

**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:

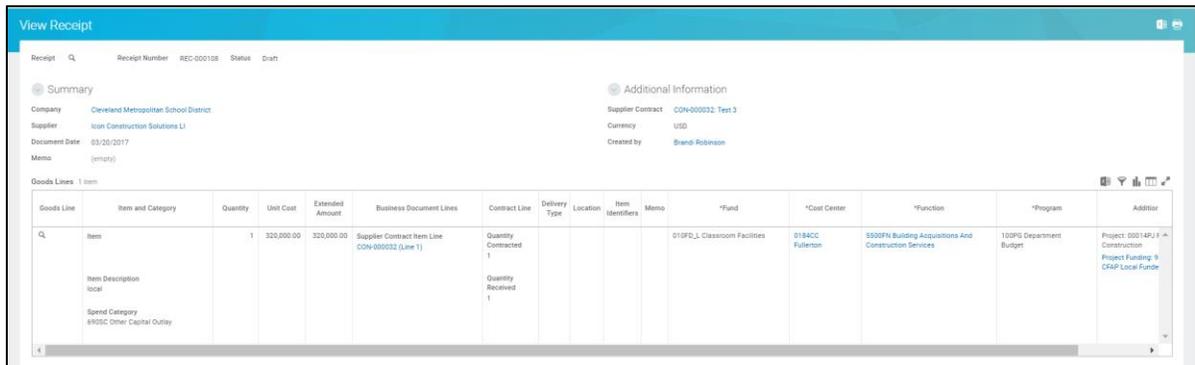
Field Name	Required / Optional	Description
<b>Purchase Order</b>	PO Required	Identifies the order number.
<b>Supplier Contract</b>	SC Required	Identifies the contract number.
<b>Supplier</b>	Required	Identifies the vendor filling the order.
<b>Receipt Date</b>	Required	Identifies the date the products or service was received into Workday.
<b>Memo</b>	Optional	Use to provide additional information.
<b>Item Description</b>	Required	Identifies the product/service to be procured.
<b>Spend Category</b>	Required	Is a way of grouping similar items or services that drives the financial reporting.
<b>Quantity to Receive</b>	PO Required	Identifies the number of items delivered. <b>Note:</b> Only enter the number of items being received. If less than the full ordered quantity, a partial receipt is created.
<b>Quantity Ordered</b>	PO Required	Identifies the number of items ordered.
<b>Quantity Already Received</b>	PO Required	Identifies the number of items previously received.
<b>Amount to Receive</b>	SC Required	Identifies the amount being received. <b>Note:</b> Only enter the amount being received. If less than the full contract amount, a partial receipt is created.
<b>Amount Ordered</b>	SC Required	Identifies the amount of the contract.
<b>Amount Already Received</b>	SC Required	Identifies any amount that has been previously received against the contract.
<b>Total Amount Received To Date</b>	SC Required	Identifies the total amount received against the contract.
<b>Total Quantity Received To Date</b>	PO Required	Identifies the total number of items received.
<b>Unit of Measure</b>	PO Required	Identifies how the requested item is sold. Examples include: <ul style="list-style-type: none"> <li>• Each</li> <li>• Box</li> <li>• Case</li> </ul>
<b>Unit Cost</b>	PO Required	Identifies the dollar amount for each item.
<b>Extended Amount</b>	PO Required	Identifies the total cost for the line item.
<b>Ship-To Address</b>	PO Required	Identifies the delivery address for the ordered items or services.
<b>Memo</b>	Optional	Use to provide additional information to those processing the requisition.

Field Name	Required / Optional	Description
<b>Fund</b>	Required	Used to identify which budget will pay for the items being procured. Value defaults in based on the person entering the requisition.
<b>Cost Center</b>	Required	Used to identify which budget will pay for the items being procured. Value defaults in based on the person entering the requisition.
<b>Function</b>	Required	Used to identify which budget will pay for the items being procured. Value defaults in based on the person entering the requisition.
<b>Program</b>	Required	Used to identify which budget will pay for the items being procured. Value defaults in based on the person entering the requisition.
<b>Additional Worktags</b>	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 <input type="button" value="Cancel"/> .	– <b>Note:</b> 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 <input type="button" value="Save for Later"/> .	<a href="#">Step 8</a>
Finish processing the Receipt,	Click <input type="button" value="Submit"/> .	<a href="#">Step 9</a>

### View Receipt



**View Receipt**

Receipt  Receipt Number REC-000108 Status Draft

**Summary**

Company Cleveland Metropolitan School District  
 Supplier Iron Construction Solutions LI  
 Document Date 03/20/2017  
 Memo (empty)

**Additional Information**

Supplier Contract CON-000032; Test 3  
 Currency USD  
 Created by Brand Robinson

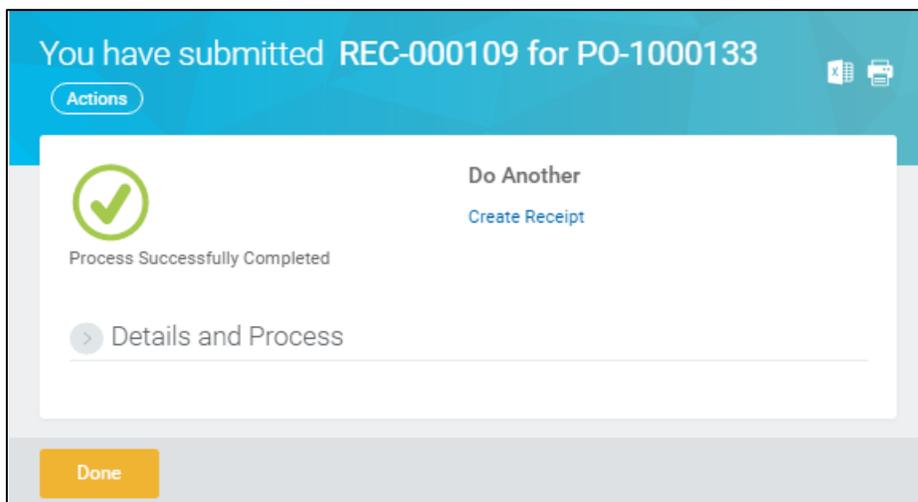
Goods Lines 1 Item

Goods Line	Item and Category	Quantity	Unit Cost	Extended Amount	Business Document Lines	Contract Line	Delivery Type	Location	Item Identifiers	Memo	*Fund	*Cost Center	*Function	*Program	Address
1	Item  Item Description None  Spend Category 89000 Other Capital Outlay	1	320,000.00	320,000.00	Supplier Contract Item Line CON-000032 (Line 1)	Quantity Contracted 1  Quantity Received 1					010FD_L Classroom Facilities	0184CC Fullerton	5500FN Building Acquisitions And Construction Services	1009IS Department Budget	Project: 00014PJ F-1 Construction Project Funding: 9 CFAF Local Funde

- 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*



You have submitted REC-000109 for PO-1000133

**Actions**

 **Do Another**  
Create Receipt

Process Successfully Completed

 **Details and Process**

**Done**

- Review the displayed information.
- 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.