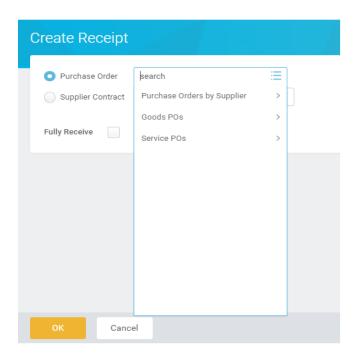# CREATING A RECEIPT AGAINST A PURCHASE ORDER IN WORKDAY

Please follow the steps below for creating a receipt against a purchase order:

- Log into Workday
- In the search bar, type "Create Receipt"
- Search for the Purchase Order you'd like to receive either by the Purchase Order number or by the Supplier
    - o If you do not know the PO number, please follow the steps below:
        - In the search bar, type "My Requisitions"
            - Note: If you already have the worklet on your homepage, click on "My Requisitions". Click on the requisition number and under "Service Lines", the Purchase Order number will be listed in the "Sourced" column.
        - Under "Procurement Requisitions" you will see all your submitted requisitions listed and the PO number will be listed under the "Purchase Orders" column
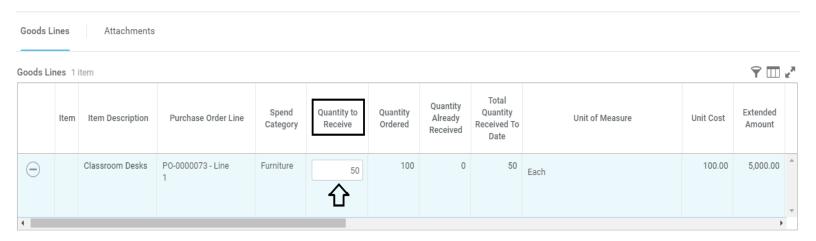
Procurement Requisitions

12 items

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	
RQ-0000048	Blanket PO Request		05/02/2017	150,000.00	USD	Steven M Bernstein DBA Calumet Printing Services	PO-0000047	Successfully Completed		Print
RQ-0000046	Blanket PO Request		05/02/2017	115,000.00	USD	Signature Printing & Consulting	PO-0000045	Successfully Completed		Signa printi
RQ-0000042	Blanket PO Request		05/01/2017	50,000.00	USD	Stephani Cook	PO-0000041	Successfully Completed		
RQ-0000043	Blanket PO Request		05/01/2017	10,000.00	USD	The Graphic Group	PO-0000042	Successfully Completed		Print broch
RQ-0000044	Blanket PO Request		05/01/2017	100,000.00	USD	Universal Wilde, Inc	PO-0000043	Successfully Completed		FY18 servi
RQ-0000045	Blanket PO Request		05/01/2017	100,000.00	USD	Universal Wilde, Inc	PO-0000044	Successfully Completed		Print servi

- Once you have found the correct Purchase Order to receive against, select the "Fully Receive" box <u>only</u> if you are creating a receipt for the full amount of that PO
- Click "OK" to continue

Create Receipt

- ○ Purchase Order |search|
  - Purchase Orders by Supplier   >
  - ○ Supplier Contract
  - Goods POs   >
- **Fully Receive** ☐
  - Service POs   >

OK   Cancel

- The Company ("Wellesley College") and the Supplier will already be selected. The Receipt Date will default to today's date.
- Under the "Goods Lines" and "Quantity to Receive", enter the amount you'd like to receive if you did not select to fully receive

Goods Lines | Attachments

Goods Lines 1 item

	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
⊖		Classroom Desks	PO-0000073 - Line 1	Furniture	50	100	0	50	Each	100.00	5,000.00

- Attach your receipt by clicking on "Attachments" and selecting or dropping a file from your computer
    - Note: All receipts require an attachment
- Click "Submit"
- Under "Process History" you can now track that your receipt has been completed and it is now awaiting Approval by an Accounts Payable Data Entry Specialist

If the receipt you are requesting exceeds the tolerance accepted against the purchase order, your options are:

1. (Preferred) Request a Match Exception Approval. A Match Exception will allow the invoice to be processed without changing the Purchase Order. Select this option if you do not anticipate further invoices for this Purchase Order. Please follow the steps below:

     a. Click Submit on this To Do step.

     b. Accounts Payable will receive your request and process the Match Exception.

     c. The Match Exception will go out for approval similar to approvals on a Requisition.

     d. Once the proper individual approves the Match Exception in Workday, the invoice will be approved and will then be paid based on the payment terms negotiated with the supplier.

2. If you anticipate receiving additional invoices against this Purchase Order, you will need to complete a Change Order request to the Purchase Order. Please follow the steps below:

     a. Complete the Change Order form and submit to procurement@wellesley.edu. It is recommended that you submit the Change Order for the additional amount needed for this invoice as well as future invoices. If you need assistance with how to complete the form, please contact procurement@wellesley.edu.

     b. Leave this To Do step in your inbox. (If you accidentally hit Submit please notify Accounts Payable immediately.)

     c. The Procurement team will process your Change Order request and it will route for approval.

     d. Once the Change Order is fully approved, the invoice will be approved and paid based on the payment terms negotiated with the supplier. The To Do step will then disappear from your inbox.