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
  - 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
• Once you have found the correct Purchase Order to receive against, select the “Fully Receive” box only if you are creating a receipt for the full amount of that PO

• Click “OK” to continue

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
• Attach your receipt by clicking on “Attachments” and selecting or dropping a file from your computer
  o 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.