CREATING A RECEIPT AGAINST A PURCHASE ORDER IN WORKDAY

1. Log into your Workday account and type “create receipt” in the search field.

2. Select Purchase Order, and type in the PO number.

   *If you do not know the PO number, you can look for it by typing in “My Requisitions” or by clicking into the “My Requisitions” Worklet on the landing page of your Workday account. Click on the requisition number. Look Under “Service Lines”, you will find the PO number listed in the “Sourced” Column.*

Only select the “Fully Receive” box if you are creating a receipt for the full amount of the PO! Click OK to continue.
3. The information tab will automatically populate the company and supplier fields; and the date will always default to today’s date. Click into the “Lines” Tab.

Create Receipt  RC-0010259 for PO-0001211

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Supplier</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO-0001211</td>
<td>Scorpion Construction</td>
<td>Draft</td>
</tr>
</tbody>
</table>

**Summary**

- **Company**: Wellesley College
- **Supplier**: Scorpion Construction
- **Receipt Date**: 03/04/2021
- **Memo**: (empty)

4. If the PO has more than one line, select the line you want to post the receipt to. If you are not fulling receiving, enter the dollar amount of your receipt into the “Amount to Receive” field. Scroll down, and upload the receipt. *Please note that all receipts require an attachment.* When you have successfully uploaded the receipt, hit “Submit”.

Revised 03/04/2021
### Purchase Order

**Purchase Order**

PO-0001211

**Supplier**

Scorpion Construction

**Status**

Draft

**Total Amount**

$0.00

**Currency**

USD

---

### Information

#### Service Lines

1. **Item Description**: FY 20 Blanket Order for Property M...

#### Line Information

**PO Line**

PO-0001211 - Line 1

**Item Description**: FY 20 Blanket Order for Property M...

**Amount to Receive**: 0.00

**Fully Receive**: [ ]

**Amount Ordered**: 1,428,000.00

**Ordered Amount Invoiced**: 1,424,926.13

**Total Amount Already Received**: 1,424,926.13

**Start Date**: 07/01/2019

**End Date**: 06/30/2020

**Memo**: FY20 Purchase Order

---

### Additional Information

#### Attachments

- **Missing Receipt.doc**
  - Uploaded by Eastment, Peter

  **Comment**

  [ ]

  **Upload**
5. After you have submitted, please click “View Details”.

Click the arrow next to “Details and Processes” to expand the section. Next click into the “Process” tab.
This allows you to track where your receipt is in the business process and/or has been completed; and is now awaiting Approval by an Accounts Payable Data Entry Specialist.

<table>
<thead>
<tr>
<th>Process History</th>
<th>5 Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Step</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt</td>
</tr>
<tr>
<td>Receipt</td>
<td>Approval by Accounts Payable Data Entry Specialist</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. Submit receipt following instructions above.
   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. Email purchasing@wellesley.edu, the PO number, the new dollar amount(s), and any relevant paperwork. 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, please contact Tina Dolan or Laura DeFrancisco in the Purchasing Office.
   b. The Procurement Office will process your Change Order request and it will route for approval.
   c. Once the Change Order is fully approved you can receive against it in Workday.