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.
- 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 "Service Lines" and "Amount 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.
  - Note: All receipts require an attachment.
- Click “Submit”.
- Under the “Process” tab, click on “Process History”. This allows you to 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. 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 Idefranc@wellesley.edu or cdolan@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.