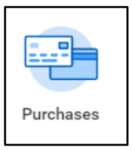
# Purchase Receipt

## Overview

Receipts, previously known as receivers, can be submitted in Workday by using the Create Receipt task directly or by performing a related action from the My Requisitions report

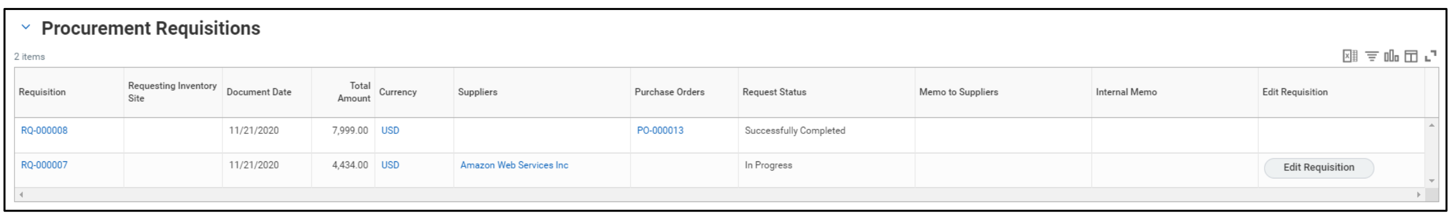
## Initiation Process

1. Select the **Purchases** Application from Home Page or use the search bar at the top of the Home Page and type “Create Receipt”
    a. If you use the **Purchases** Application, select **Requisitions**
    b. If you type “Create Receipt” in the search, jump to step 8 and enter the PO number





2. **My Requisitions** report parameters will display
    a. Update parameters as required, such as filter by a date range or Supplier
3. Click OK
4. Results will display

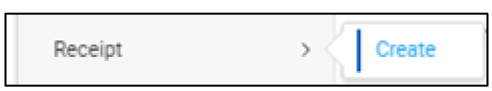


Procurement Requisitions

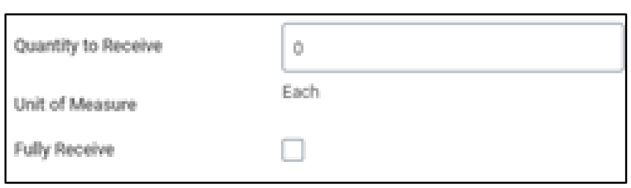
2 items

| Requisition | Requesting Inventory Site | Document Date | Total Amount | Currency | Suppliers | Purchase Orders | Request Status | Memo to Suppliers | Internal Memo | Edit Requisition |
|---|---|---|---|---|---|---|---|---|---|---|
| RQ-000008 | | 11/21/2020 | 7,999.00 | USD | | PO-000013 | Successfully Completed | | | |
| RQ-000007 | | 11/21/2020 | 4,434.00 | USD | Amazon Web Services Inc | | In Progress | | | Edit Requisition |

5. Each Requisition will have its own line
6. Hover next to the PO number in blue and click on the Related Actions button (Ellipsis)
7. Select Receipt and then select Create




8. Verify the PO number you want to receive against is correct then click OK
9. Enter quantity or dollar amount to receive, or click **Fully Receive** to receive everything



10. Attach backup documentation, if applicable (i.e. invoice, packing slip, etc)
    a. *Can attach backup documentation for future reference, but **NOTE** that invoices sent through Workday **will not be actionable** for Accounts Payable (A/P) to process, they need to be emailed to acctspayable@fit.edu*
    b. Email the backup documentation directly to acctspayable@fit.edu using Outlook
11. Click Submit
    a. May **Save for Later**, this will save the receipt as a draft, users can find using the **My Receipts** report
    b. To finish if saved for later or If not fully received:
    c. Go to the **My Receipts** reports
    d. To finish, hover next to the RC number (Receipt) and click on the Related Actions button (Ellipsis)
        1. Select Receipt and then select Edit
        2. Submit when complete

## Next Steps

1. A/P will be able to match the Invoice and proceed