Receipt can either be accessed directly from the Create Receipt task or by using the Purchase Order Related Actions (twinkie): select - Receipt – Create

All POs in Workday must be received except for Office Supply Punchout Orders, and Subcontracts administered as a supplier contract.

1. Type CR Receipt in search box or use the My Requisitions Worklet to find the appropriate PO and used the Related Actions (twinkie). Select Create Receipt task.

2. Type PO number or search for PO. Click OK to continue.

3. Verify PO information including Quantity Ordered, Quantity Received, and Quantity Received to Date for Goods lines, or Extended Amount for Service Lines.

4. Type in Quantity or Amount Received for each line item.
5. **Note:** The total quantity or amount received cannot exceed the amount on the PO. If additional items or dollars need to be received then a Change Order to the PO is required.

6. **Note:** Once a PO is completely received (Quantity or Dollars) the PO will automatically close. Once closed, it cannot be reopened unless the Receipt is Edited prior to the invoice payment. After invoice payment the PO and Receipt are closed.

7. All Receipts require an attachment. Click on Attachments. Upload documents for proof of receipt such as the packing slip.

8. Click Submit to continue, and Done.