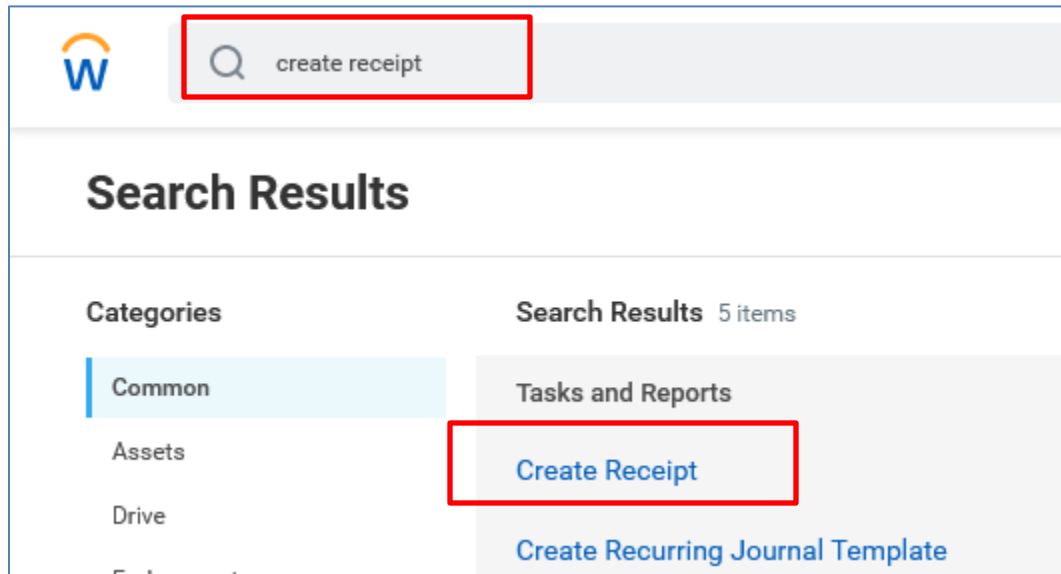


CREATING A RECEIPT AGAINST A PURCHASE ORDER IN WORKDAY

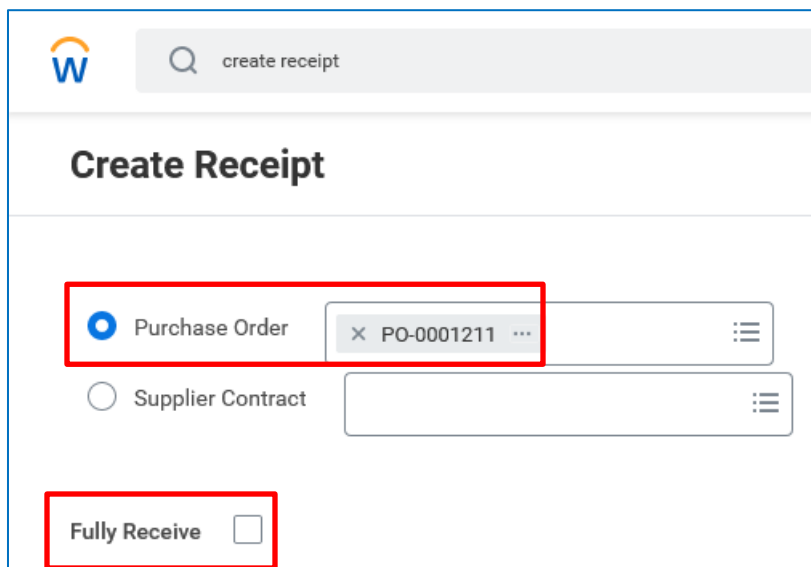
1. Log into your Workday account and type “create receipt” in the search field.



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.

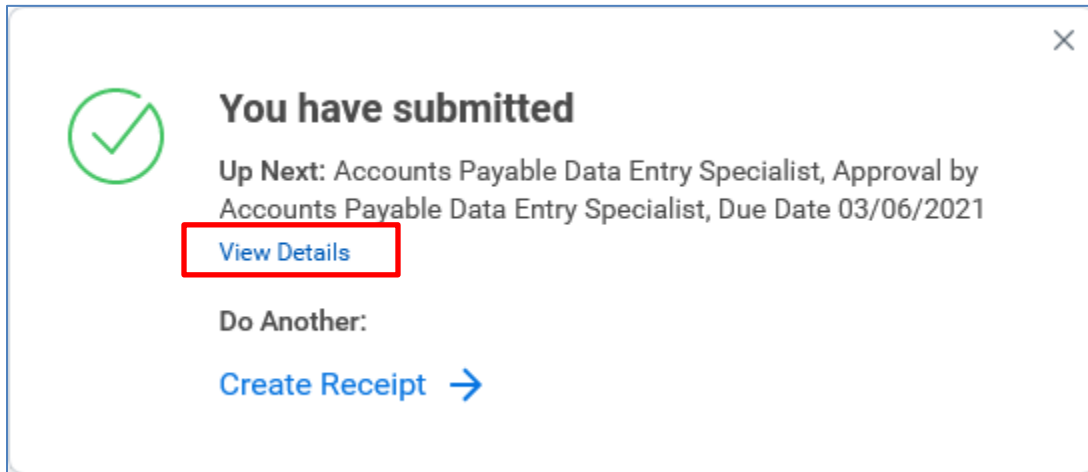
The screenshot shows a web interface for creating a receipt. At the top, it says "Create Receipt" followed by "RC-0010259 for PO-0001211" and a menu icon. Below this, there are three fields: "Purchase Order PO-0001211", "Supplier Scorpion Construction", and "Status Draft". A navigation bar has three tabs: "Information" (selected with a blue underline), "Attachments", and "Lines" (highlighted with a red box). Below the tabs is a "Summary" section with a dropdown arrow. The summary contains the following information:

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

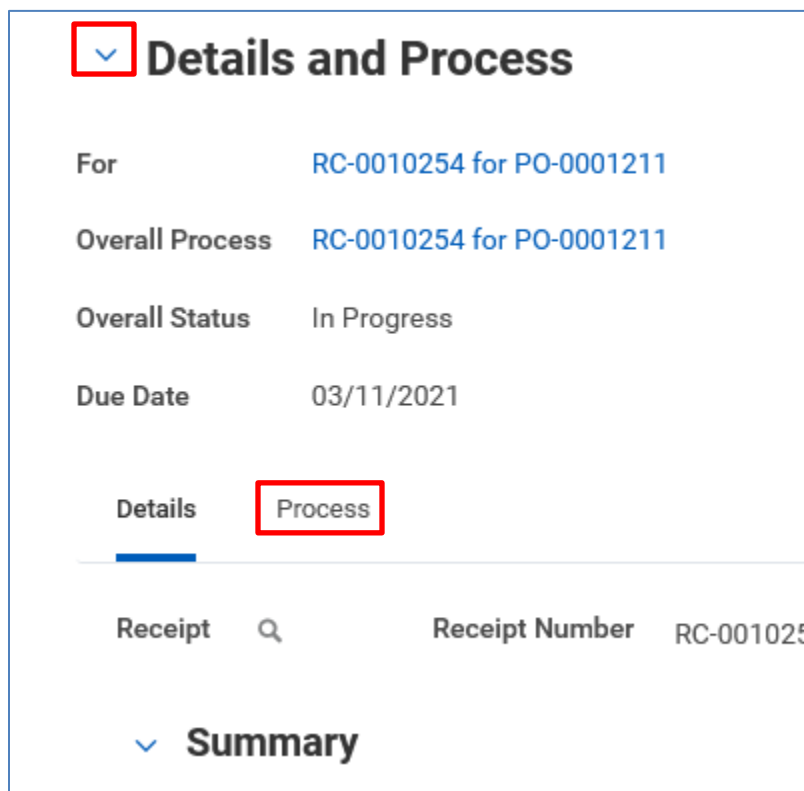
4. If the PO has more than one line, select the line you want to post the receipt to. If you are not fulfilling receiving, enter the dollar amount of your receipt into the "Amount to Receive" field. Scroll down, and upload the receipt. *Please note that all receipts require an attachment.* When you have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

Purchase Order PO-0001211	Supplier Scorpion Construction	Status Draft	Total Amount \$0.00	Currency USD
Information	Attachments	Lines		
1 item		Line Information		
<input type="text" value="Search"/>		Item Description FY 20 Blanket Order for Property Man		
Service Lines		PO Line PO-0001211 - Line 1		
FY 20 Blanket Order for Property M... 1424926.13... USD		Amount to Receive 0.00		
		Fully Receive <input type="checkbox"/>		
		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 <input type="text"/>		
		<input type="button" value="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.

Process	Step	Status	Completed On	Due Date	Person	Comment
Receipt	Receipt	Step Completed	03/04/2021 12:53:07 PM	03/11/2021	Eastment, Peter	
Receipt	Approval by Accounts Payable Data Entry Specialist	Awaiting Action		03/06/2021	Johansen, Jerilyn (Accounts Payable Data Entry Specialist) Koulalis, Dorothy Alcesta (Accounts Payable Data Entry Specialist) Robinson, Janice Luke (Accounts Payable Data Entry Specialist) Tong, Stephanie (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 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.