

Administrative Services

Receipts must be created in Workday when ordered items are physically received.

Directions to Create a Receipt:

- 1. Open PO in Workday.
- 2. Click on Action Items.
- 3. Hoover over Receipt.
- 4. Click on Create.

View Purc	hase Order				
Purchase Order	P0-122462 ===				
		Actions		Purchase Order	
 Summar 	у	Purchase Order	>	P0-122462	
Company	Collin Colle	Favorite	>		
Purchase order 1,	pe one-rn o	Receipt	· · <	Create	Issued
Supplier	Cafe Bohen			Company	Collin College
Currency	USD			Document Date	12/11/2023

- 5. Click OK.
- 6. Fill in received items or services.
- 7. Click on the Attachments tab to attach packing slip.

(If packing slip not available, then complete a Packing Slip Substitution Form – located on the AP page in Cougarweb – <u>https://inside.collin.edu/businessoffice/accountspayable.html</u>)

Create Receipt RCT-150685 for PO-122462					amazon.com		
Purchase Orders P0-122462	Supplier Cafe Bohemia	Status Draft	Total Amount \$0.00	Currency USD	Perchase Order # PO-121305 Year order of October 26, 2023 (Order ID 113-3185281-0210623) On 1999		
Information	Information Attachments Lines				Tommin 408 Cleaner Degraser Disinfectant, Cleaner Bislefetting \$25:00 Feffit, Healthcare Cleaning and Industrial Cleaning, 128 Unknown Binding X003YU1983 Formula 409 Cleaner Degraser 128or 044600353005 (Sald by The Carefy/Cleanert Degrat)		
9 Click on					This stepment completes your teem Return or replace your teem Visit Annaon.com/vetunts	Subtotal Order Total Pald via credit/debit	\$25.00 \$25.00 \$148.48

- 8. Click on Edit.
- 9. Attach packing slip.
- 10. Click on Save.
- 11. Click on the ORANGE Submit located at the bottom of the page.

NOTE – A packing slip is **<u>not</u>** required to cancel a receipt.

89-120

1028-20:30/1028-10:00