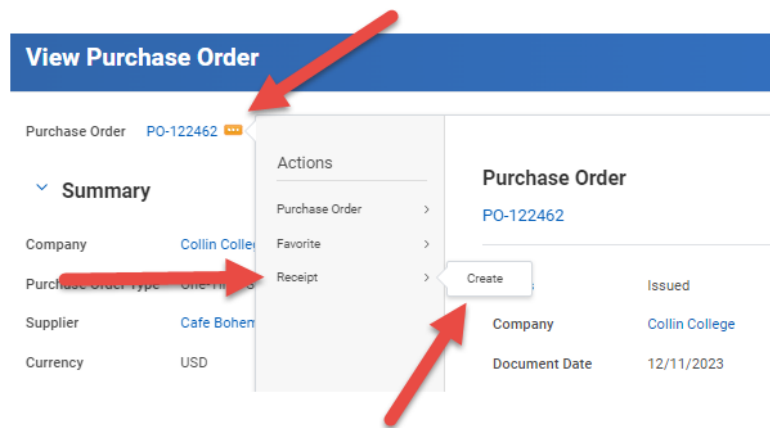


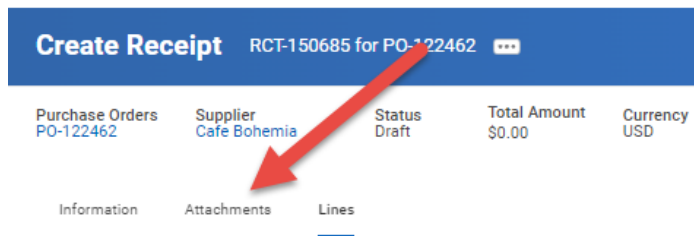
**Receipts must be created in Workday when ordered items are physically received.**

## Directions to Create a Receipt:

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



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 – <https://inside.collin.edu/businessoffice/accounts payable.html> )



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 **not** required to cancel a receipt.