

Receiving: Create a Receipt- All Items Fully Received

 **Note: Do NOT use this process if your store was short-shipped or is missing items from your order.**

Once the vendor has delivered the ordered products, the next step in the process is to create a receipt in Workday. Follow steps 1-6 below to create a receipt.

 **Note: Shamrock and Frito-Lay products follow a different process. See special instructions below.**

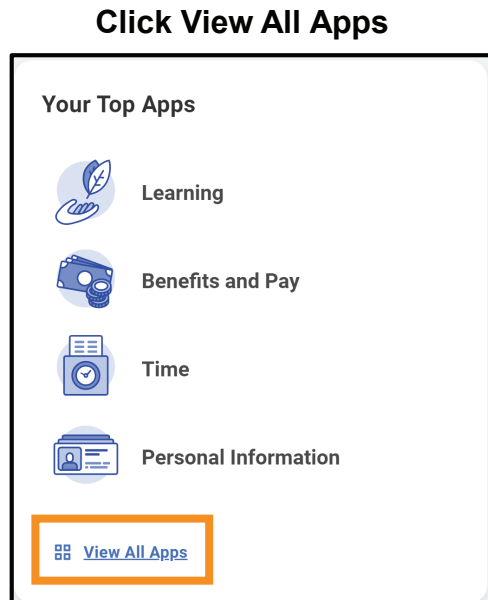
Shamrock and Frito-Lay Special Instructions

Once the product has been replaced by the vendor:

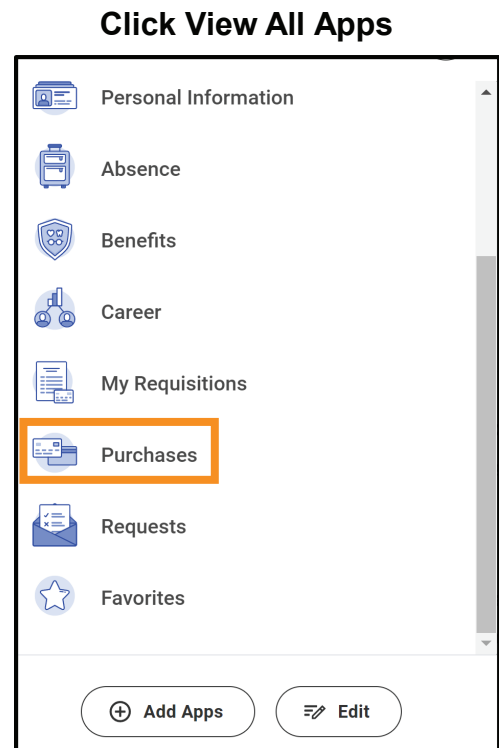
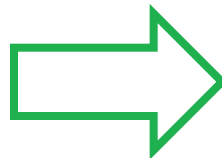
- A. Create a Requisition in Workday for the items received.
- B. Wait 24-48 hours for the approval process to be completed.
- C. Create a Receipt in Workday. Follow steps 1-8 below.

CREATE A RECEIPT

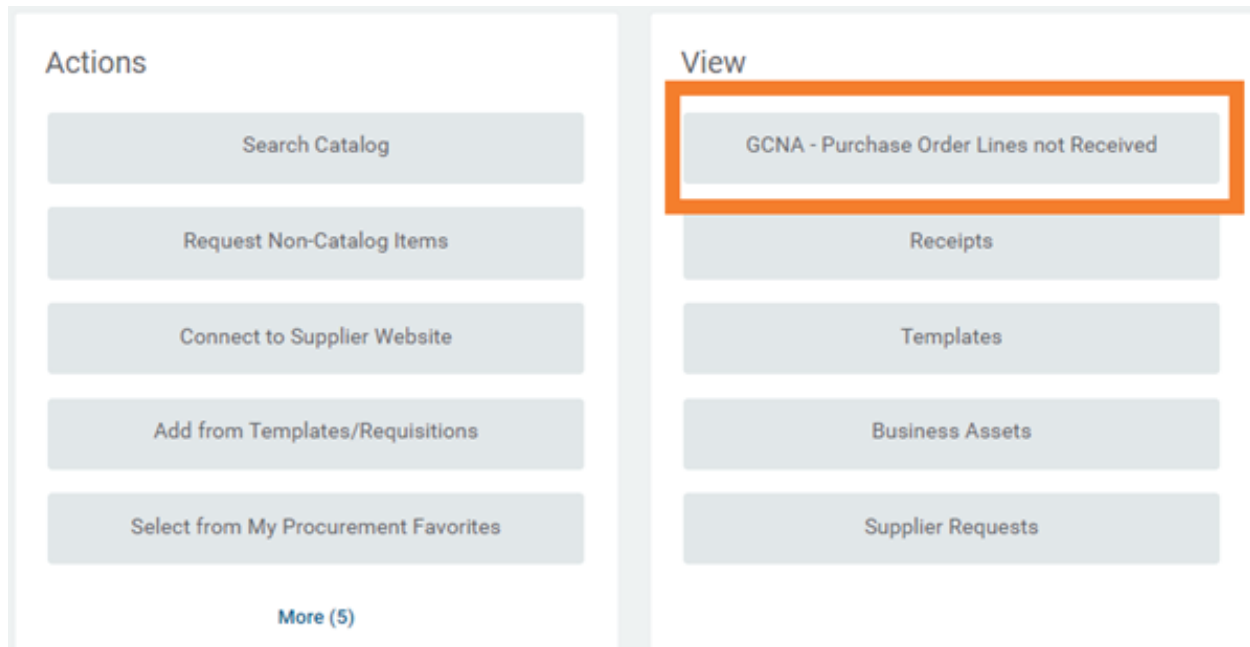
1. Click the **Purchases** application on your Workday homepage.



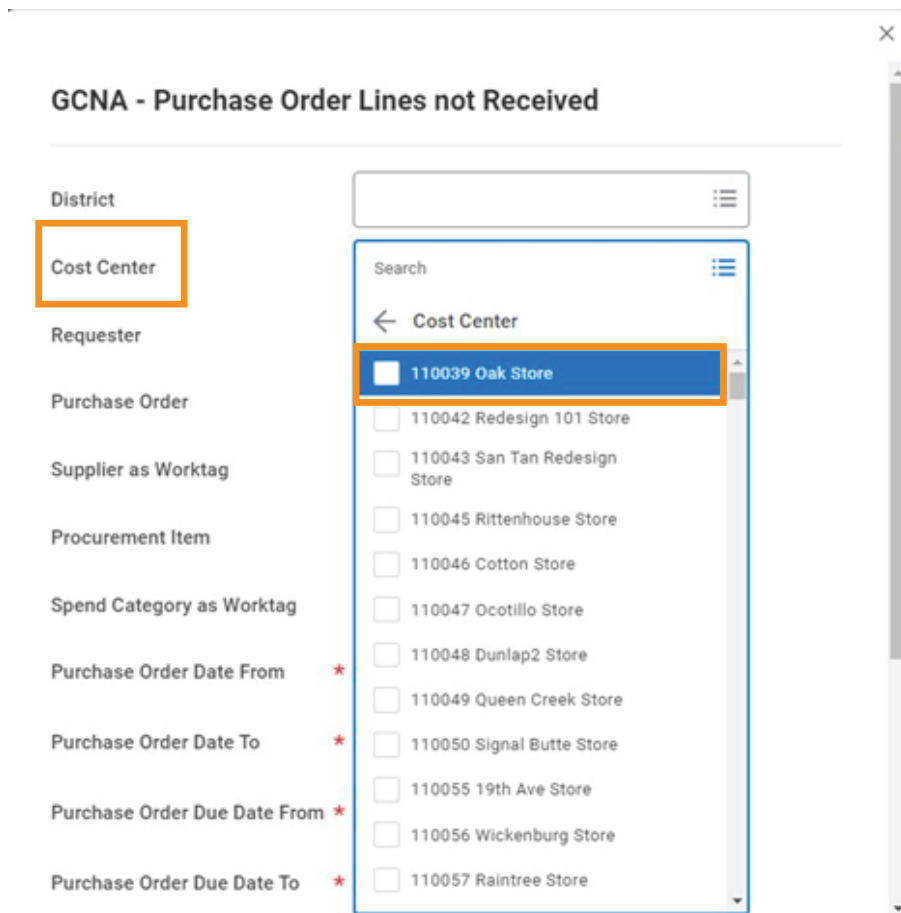
The list will appear on the left side of the screen



2. Click on the **GCNA - Purchase Order Lines not Received** link to expand the Actions menu.



3. Click on **Cost Center** and select the appropriate store.



4. If necessary, select the date range that you would like to search by selecting dates from the **Purchase Order Date From** field and the **Purchase Order Date To** field, then click **Okay**.

Purchase Order Date From	*	12/01/2020	
Purchase Order Date To	*	12/20/2022	

Note: The report will populate a line for each purchase order that does not have a receipt.

5. Hover over the three dots next to the purchase order for which you need to create the receipt to access the actions menu. Then click **Receipt**, then **Create**.

GCNA - Purchase Order Lines not Received 016 / 01

> **Details**

42 items

Company	Purchase Order	Line	Date	Requester	Cost Center
Goodwill of Central & Northern Arizona	PO-014327				
Goodwill of Central & Northern Arizona	PO-014327				
Goodwill of Central & Northern Arizona	PO-014327				
Goodwill of Central & Northern Arizona	PO-014327	Receipt		Create	Goodwill of Central & Northern Arizona
Goodwill of Central & Northern Arizona	PO-014327				
Goodwill of Central & Northern Arizona	PO-014327				
Goodwill of Central & Northern Arizona	PO-014327				
Goodwill of Central & Northern Arizona	PO-014327				
Goodwill of Central & Northern Arizona	PO-023667	11	12/16/2022	Dave Reador	110047 Ocotillo Store

Actions

- Purchase Order >
- Favorite >
- Integration IDs >
- Receipt**

Purchase Order

PO-014327

Status Issued

Create

Document Date 03/29/2022

Purchase Order Type (empty)

Supplier Shamrock

Buyer Jim Ricuit

Payment Terms Net 10

Currency USD

Supplier Contract SC-00000

6. To receive all goods, check the **Fully Receive** box. Then click **OK**.



Create Receipt

Please attach supporting documentation if receipt amount is different than what was included on the shipping documentation.

[Retail - New Goods](#) please remember to Receive your items in Dynamic 365.



Document Number *

Fully Receive

OK

Cancel