



Central and Non-Central VUMC Receivers are required to create a receipt in Workday when receiving items. This step is required for goods and/or services invoices to be scheduled for payment. After creating a receipt, continue to send the invoice to vumc_electronic_invoices@vumc.org for the invoice to be processed for payment. Follow the steps below to Create a Receipt in Workday.

From the Workday Homepage:

1. Select the **Menu** button.
2. Choose the **Receiving App**.

Note: If the receiving app is not automatically listed for you, select **Add Apps** at the bottom of the list.

3. Select **Create Receipt**.

4. You can enter the **Document Number**, which could be a **Purchase Order** number, or type in the **supplier name** to filter for the Purchase Order. Select the **Appropriate Option**.

Note: If you the shipment was received in full, you can select the **Fully Receive** box as a shortcut.

5. Select **OK**.

The screenshot shows the Workday homepage navigation process. Step 1: The 'MENU' button is highlighted with a green circle. Step 2: The 'Receiving' app is selected in the 'Apps' menu, also highlighted with a green circle. Step 3: The 'Create Receipt' option is selected under the 'Receiving' app, highlighted with a green circle. Step 4: The 'Document Number' field is highlighted with a green circle, and the 'Fully Receive' checkbox is highlighted with a yellow box. Step 5: The 'OK' button is highlighted with a green circle.

From Create Receipt:

1. In the Create Receipt Task, you must input the **Quantity to Receive**.

Note: the **Quantity to Receive** cannot exceed the **Quantity Ordered** or the **Ordered Quantity Invoiced**. You can review the Total Quantity already received if the order is arriving in multiple shipments.

2. Choose **Select Files** under **Attachments** to upload a packing slip. You can also drag and drop the file into this space.

Note: review additional information about the order as needed before submitting.

3. Select **Submit**.

4. Email the invoice to vumc_electronic_invoices@vumc.org for the invoice to be processed for payment.

The screenshot shows the 'Create Receipt' form for purchase order RCT1000331 for PO100000000005. Step 1: The 'Quantity to Receive' field is highlighted with a yellow box and a blue circle. Step 2: The 'Select files' button under the 'Attachments' section is highlighted with a blue circle. Step 3: The 'Submit' button is highlighted with a blue circle.

Purchase Order	Supplier	Status	Total Amount	Currency
PO1000000000005	10X GENOMICS INC	Draft	\$0.00	USD

Item	Quantity to Receive	Unit of Measure	Quantity Ordered	Ordered Quantity Invoiced	Total Quantity Already Received
KIT MONO II RAPID TEST CH1145	0	Kit	1	1	0

QUESTIONS?

Please email BusinessEducation@vumc.org.