

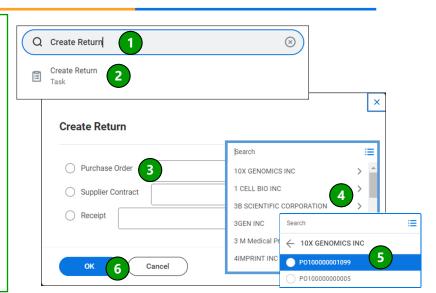


Create a Return Task

Workday allows Central and Non-Central employees to create a return of ordered items. A valid reason for the return must be indicated for approval. Follow the steps below to Create a Return.

From the Workday Homepage:

- 1. Type Create Return into the search bar.
- 2. Select the Create Return Task.
- 3. From the **Create Return** window, select whether you want to search for the return by **Purchase Order**, **Supplier Contract**, or **Receipt**. Select **Purchase Order**.
- 4. Select the **Appropriate option** from the drop-down menu.
- 5. Select the Appropriate PO Number.
- 6. Select OK.

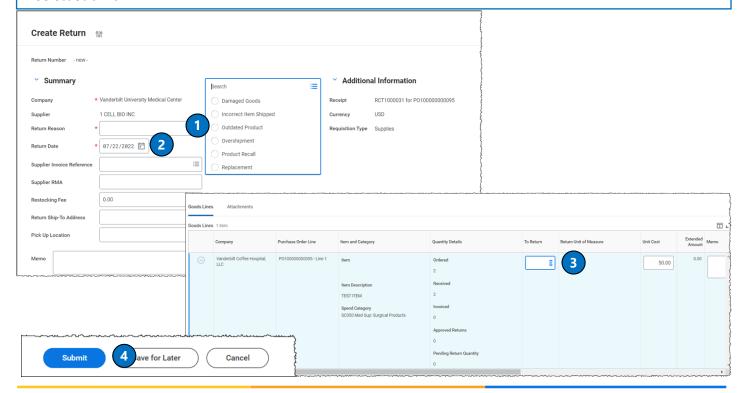


From the Create Return Page:

- 1. Select the Return Reason (Complete list outlined in blue).
- 2. Select the **Return Date** by either typing it in or choosing the date from the calendar.

Note: today's date will automatically populate but it can be edited.

- 3. In the table below under **Good Lines**, input the **number of items** to return, and verify the information in the table.
- 4. Select Submit.



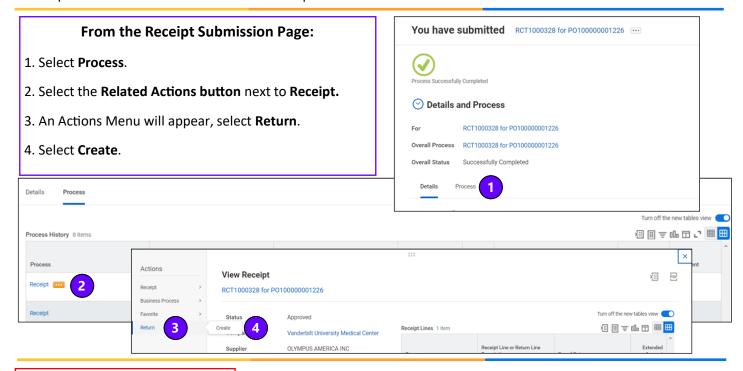






Create a Return from a Receipt

Workday allows Central and Non-Central Receivers to create a return from a receipt they have submitted. This is an alternative shortcut from the Create a Return Task if you must return items from a recently submitted receipt. Follow the steps below to Create a Return from a Receipt.



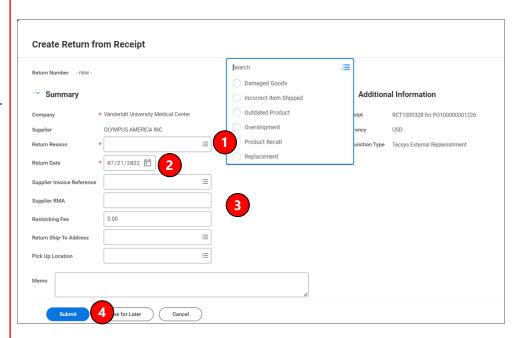
From Create Return from Receipt:

- Select the Return Reason (Complete list outlined in blue).
- 2. Select the **Return Date** by either typing it in or choosing the date from the calendar.

Note: Today's date will automatically populate but it can be edited.

- 3. Add **any other information** that is relevant to this return.
- 4. Select Submit.

Note: all required items are noted with a red asterisk. Some required items will be filled in automatically.



QUESTIONS?

Please email BusinessEducation@vumc.org.

