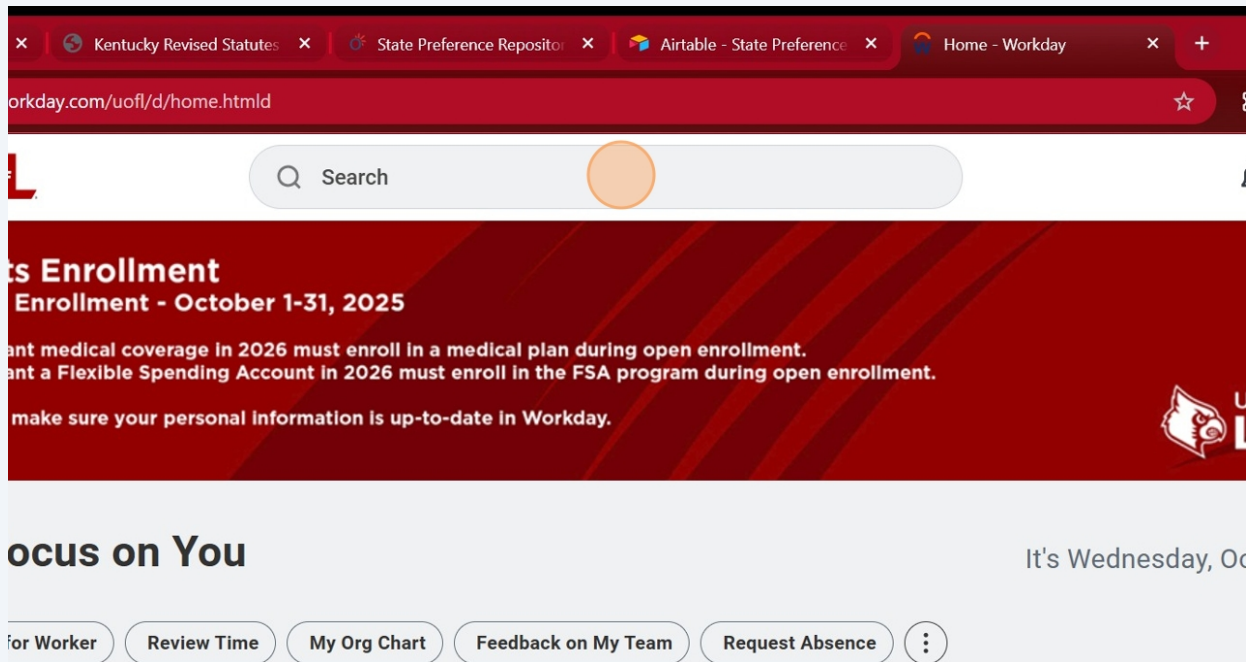
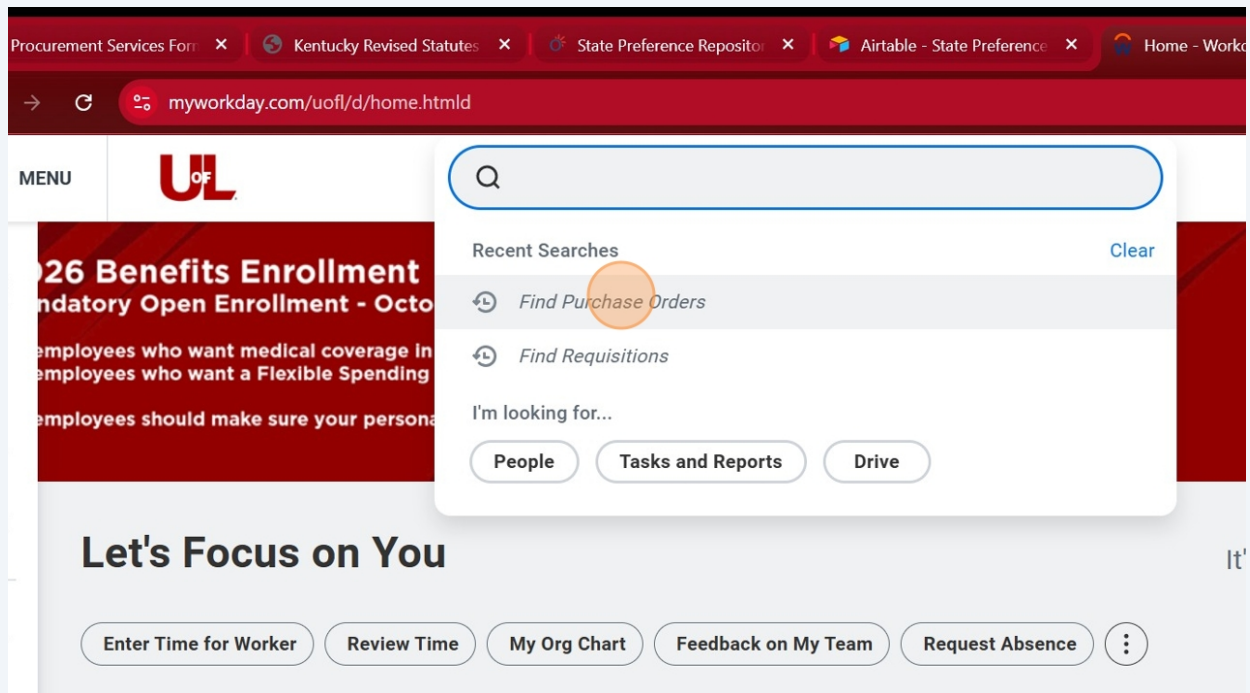


# How to create a receipt

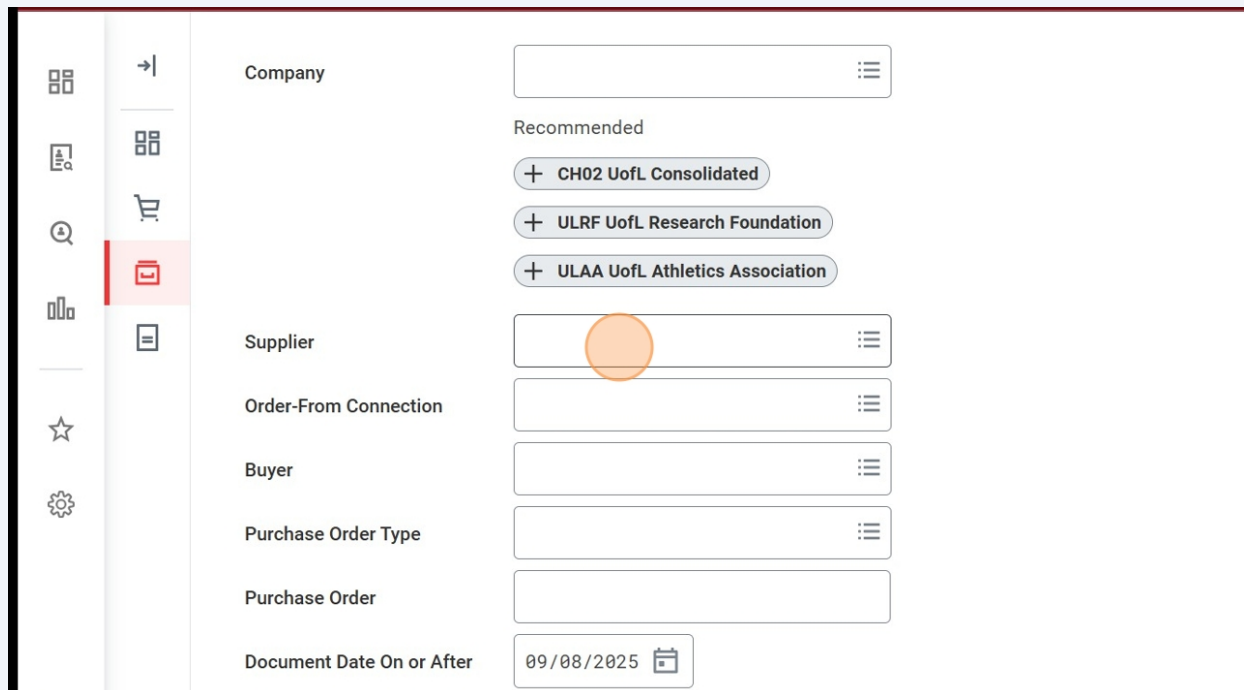
- 1 Enter 'Find Purchase Order' in search bar on Workday Home screen



## 2 Click "Find Purchase Orders"



## 3 Use the available filters to locate purchase order



#### 4 Click "OK"

The screenshot shows a purchase order form with a sidebar on the left containing icons for various functions. The main form area has a 'Recommended' section at the top with three items: '+ CH02 UofL Consolidated', '+ ULRF UofL Research Foundation', and '+ ULAA UofL Athletics Association'. Below this is a 'Supplier' field with a dropdown menu showing 'Fisher Scientific Company LLC'. Other fields include 'Order-From Connection', 'Buyer', 'Purchase Order Type', and 'Purchase Order'. A 'Document Date On or After' field is set to '09/08/2025'. At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a blue circle.

Recommended

- + CH02 UofL Consolidated
- + ULRF UofL Research Foundation
- + ULAA UofL Athletics Association

Supplier: Fisher Scientific Company LLC

Order-From Connection

Buyer

Purchase Order Type

Purchase Order

Document Date On or After: 09/08/2025

OK Cancel

#### 5 Right click on Related Actions

The screenshot shows a 'Find Purchase Orders' screen with a sidebar on the left. The main area has a 'Report Criteria' section with fields for 'Supplier' (Fisher Scientific Company LLC), 'Document Date On or After' (09/08/2025), 'Exclude Canceled' (Yes), and 'Exclude Closed' (Yes). Below this is a table of 'Purchase Orders' with 2 items. A right-click context menu is open over the 'Related Actions' column of the first row.

Find Purchase Orders

Report Criteria

Supplier: Fisher Scientific Company LLC

Document Date On or After: 09/08/2025

Exclude Canceled: Yes

Exclude Closed: Yes

Purchase Orders: 2 items

| Purchase Order Number | Company                       | Purchase Order Type | Status | Issue Option | Buyer          |
|-----------------------|-------------------------------|---------------------|--------|--------------|----------------|
| PO-000002712          | ULSA University of Louisville |                     | Issued | Email        | Don Schwaniger |
| PO-000002753          | ULRF UofL Research Foundation |                     | Issued | Email        | Don Schwaniger |

Related Actions

## 6 Click "See in New Tab" to view purchase order

The screenshot shows the 'Find Purchase Orders' interface. A dropdown menu is open over the 'Exclude Canceled' checkbox, with the 'See in New Tab' option highlighted. The interface includes a sidebar with navigation icons, a search bar, and a table of purchase orders.

**Find Purchase Orders**

**Report Criteria**

Supplier: Fisher Scientific Company LLC

Document Date On or After: 09/08/2025

Exclude Canceled: Yes

Exclude: See in New Tab (highlighted), Copy URL, Copy Text

Purchase Order: View Printable Version, Export to Excel

| Purchase Order | Company                       | Purchase Order Type | Status | Issue Option | Buyer          |
|----------------|-------------------------------|---------------------|--------|--------------|----------------|
| PO-000002712   | ULSA University of Louisville |                     | Issued | Email        | Don Schwaniger |
| PO-000002753   | ULRF UofL Research Foundation |                     | Issued | Email        | Don Schwaniger |

## 7 Click "Related Actions PO-000002712"

The screenshot shows the 'View Purchase Order' page for PO-000002712. The page includes a sidebar with navigation icons, a search bar, and a summary section. The purchase order number 'PO-000002712' is highlighted with an orange circle.

**View Purchase Order**

Purchase Order: PO-000002712 (highlighted) Status: Issued

**Summary**

Company: ULSA University of Louisville

Purchase Order Type: (empty)

Supplier: Fisher Scientific Company LLC

Currency: USD

- 8 Click "Receipt" and hover over arrow until Create appears. Click on Create.

**View Purchase Order**

Purchase Order PO-000002712

**Summary**

Company: ULSA University  
Purchase Order Type: (empty)  
Supplier: Fisher Scientific  
Currency: USD  
Document Date: 09/30/2025  
Line Total Amount: 8,082.36  
Requisition Type: Standard Purchase

**Actions**

- Purchase Order
- Accounting
- Favorite
- Receipt
- Roles

**Purchase Order PO-000002712**

Status: Issued  
Document Date: 09/30/2025  
Purchase Order Type: (empty)  
Supplier: Fisher Scientific Company LLC

**Purchase Order Lines**

| Line | Company                       |
|------|-------------------------------|
| 1    | ULSA University of Louisville |
| 2    | ULSA University of Louisville |
| 3    | ULSA University of Louisville |

**Terms and Taxes**

- 9 Enter tracking number if desired, but not required.

**View Purchase Order**

Purchase Order PO-000002712

**Summary**

Company: ULSA University  
Purchase Order Type: (empty)  
Supplier: Fisher Scientific  
Currency: USD  
Document Date: 09/30/2025  
Line Total Amount: 8,082.36  
Requisition Type: Standard Purchase

**Create Receipt**

Document Number \* PO-000002712 (Fisher Scientific Company LLC)

Tracking Number

Cancel OK

**Terms and Taxes**

**Contact Information**

## 10 Click "OK"

Create Receipt

Document Number \* PO-000002712 (Fisher Scientific Company LLC)

Tracking Number

Cancel OK

▼ Contact Information

## 11 Enter receipt information and submit

MENU OF Search

Create Receipt RC-00001004 for PO-000002712

Purchase Orders PO-000002712 Supplier Fisher Scientific Company LLC Status Draft Total Amount \$0.00 Currency USD

Information Attachments Lines

16 items Sort By: Search

Goods Lines

Line Information

Item Description ANTI-H CD3 AF700 100 T

PO Line PO-000002712 - Line 1