



Procurement Services

Campus News Flash

July 2023

Receiving in Workday

Will a receiving task be required in Workday? Yes, receiving will be a required function in Workday for purchase orders.

Who can receive? The Requisition Requester security role.

What needs to be received? Goods and services for all purchase order types.

How do we receive? There is a receiving task within Workday, Create Receipt. Job aid *PRO-J-05 Requisitions for Requisition Requesters UWA* gives steps for how to create a receipt for an order in Workday. This can be found by going to the [UW Connect Finance Portal](#).

When should I receive? Complete receiving in Workday by the end of every month for all goods and services received during that month.

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