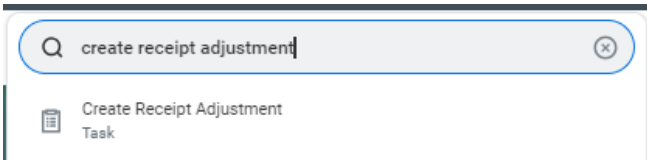


Audience / Role	Employee Receiving Specialist
Description	This job aid provides instructions to create a receipt adjustment for goods or services. Kern County employees purchasing from suppliers may adjust receipts for your purchases.
Before You Start	Have a Receipt which requires adjusting.

Create Receipt Adjustment

1	In the Search bar, enter Create Receipt Adjustment. In the search results, select the Create Receipt Adjustment task. 
2	Under Create Receipt Adjustment , in the Receipt to Adjust field, select the receipt you want to change.
3	Under Create Receipt Adjustment, navigate to the Lines tab. Enter the Actual Quantity Received or Actual Amount Received that when combined with the total amount or quantity already received, isn't greater than the amount or quantity ordered. You can't adjust receipts or receipt lines with: • Amortization • Closed or closed for receiving purchase order lines • Contingent Worker, Project Based, or Supplier Contracts • Returned items • Splits You can only complete receipt adjustments on receipts containing assets that are: • In Service • Issued • Registered Select the Receipt Adjustment Reason.
4	Under the Attachments tab, update existing attachments or add new attachments. You can drag and drop the file or click Select files>find and click on the file you want to attach>click open>Successfully Uploaded! message displays. To add more than one attachment:

	Click Upload>find and click on the new file you want to attach>click open>Successfully Uploaded! message displays. To remove an attachment altogether, click the Trash Can icon.
5	Select Submit .

What Happens Next?

- Workday initiates invoice matching to related receipt adjustments when you add the supplier accounts matching service step to the Receipt Adjustment business process.
- Workday updates the quantity on the original receipt when you complete a receipt adjustment.

Related Reports

- Find Receipts

Related Job Aids

- Create Receipt