

Workday Receiver Role

You have been assigned the role of **Receiver**.
*This message contains information specific to your role.

Tip Sheets:

- [Workday Finance Reports Matrix](#)

Business process you can initiate:

- Create Receipt

Training

To register for Workday training, click on the course links below:

- [Workday: FDM - CBL](#)
- [Workday for Receivers - CBL](#)
- [Workday Finance: Ask the Experts – Match Exception \(April 2018\) - Video](#)
- [Workday: Reporting For Data Entry Specialists - CBL](#)



Reports

To find the following reports in Workday, type the name in the search field:

- Find Purchase Order Line and Line Splits for Organization
- Find Receipts
- Match Exceptions with Reasons
- My Receipts
- POs with Open Encumbrances by Organization (FIN-P2P-POs with Open Encumbrances by Organization)



Support Resources:

[Business Process Approval Workflows](#)

[Frequently Asked Questions \(FAQs\)](#)

[FRS/FDM Conversion Tool](#)

[Interactive Guides](#)

[Reports in Workday](#)

[Tip Sheets and Tutorials](#)



Request Security Role Access

To request a change in security role access in Workday, visit the **Forms** tab on the Workday website to download and complete the appropriate Security Roles Form(s).