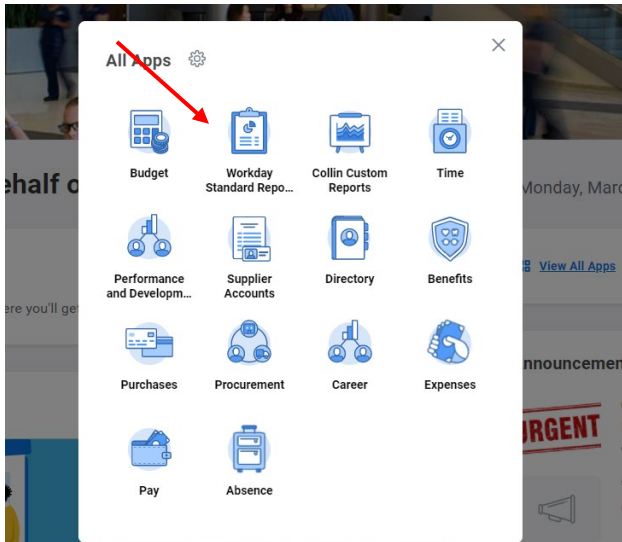


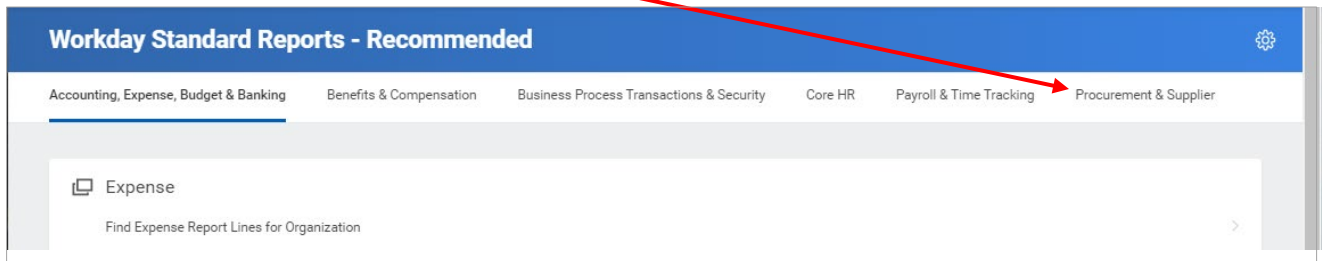
FINDING PURCHASE ORDERS

To find a purchase order from the Workday Home page:

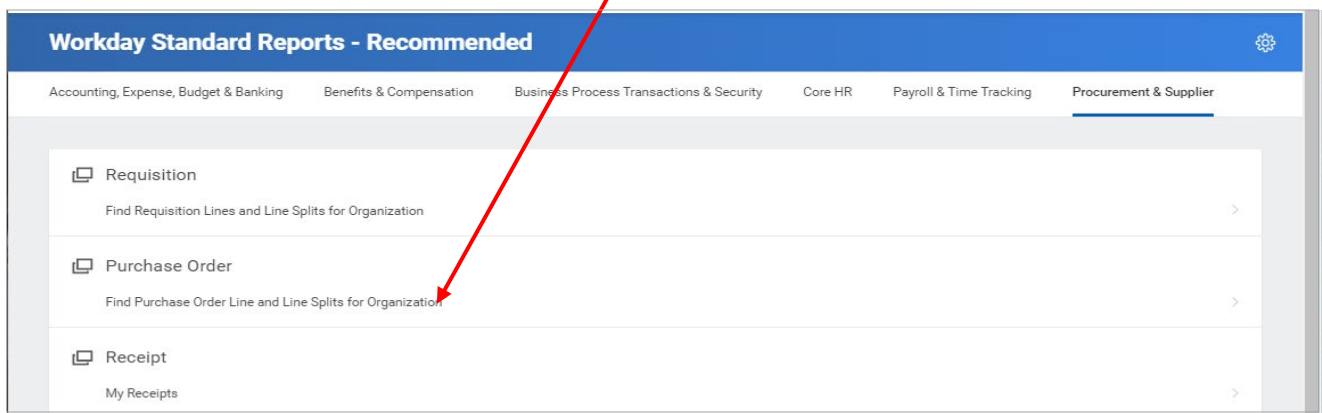
1. Click on View All Apps and then on Workday Standard Reports – Recommended worklet.



2. Click on the Procurement & Supplier tab.



3. Click on the Find Purchase Order Line and Line Splits for Organization report.



4. Use the criteria to search for purchase orders for requisitions entered by you.

Find Purchase Order Line and Line Splits for Organization

Document Date On or After

Document Date On or Before

Exclude Canceled

Exclude Closed

OK
Cancel

5. The results will be similar to below.

Purchase Order Line	Purchase Order	Company	Item	Item Description	Spend Category as Worktag	Extended Amount	Currency	Purchase Order Status	Supplier as Worktag	Document Date	Worktags	Line Split
Q	PO-100001	Collin College		NJoy Original Powdered Creamer, 16 Oz, 8/Pack (90849)	SC1017 General Supplies	15.99	USD	Issued	Punchout Staples Business Advantage	09/01/2021	Campus: CA19 Collin Technical Campus Cost Center: CC1410 Physical Plant Support Services - Technical Division: DV60 Facilities Fund: FD100 Unrestricted Program: PG400 Operation and Maintenance of Plant	
Q	PO-100001	Collin College		Folgers Classic Roast Ground Coffee, Medium Roast, 48 oz. (2550000529C)	SC1017 General Supplies	55.96	USD	Issued	Punchout Staples Business Advantage	09/01/2021	Campus: CA19 Collin Technical Campus Cost Center: CC1410 Physical Plant Support Services - Technical Division: DV60 Facilities Fund: FD100 Unrestricted Program: PG400 Operation and Maintenance of Plant	
Q	PO-100001	Collin College		Quartet Basic Cork Bulletin Board, Aluminum Frame, 3H x 4W (86947)	SC1017 General Supplies	53.48	USD	Issued	Punchout Staples Business Advantage	09/01/2021	Campus: CA19 Collin Technical Campus	

6. Option 2: Go to the bell (Notifications) at the top right to see a list From Last 30 Days.

Notifications

Viewing: All | Sort By: Newest

From Last 30 Days

Purchase Order: PO-100046, Supplier: Dell Marketing LP, Company: Collin College, Date: 08/14/2021

3 hour(s) ago

Your Requisition has been approved and PO is dispatched. REQ-100075
Purchase Order: PO-100046

[Details](#) Purchase Order: PO-100046, Supplier: Dell Marketing LP, Company: Collin College, Date: 08/14/2021

Purchase Order: PO-100046, Supplier: Dell Marketing LP, Company: Collin College, Date: 08/14/2021
Your requisition has been approved and PO is dispatched.
3 hour(s) ago

Purchase Order: PO-100046, Supplier: Dell Marketing LP, Date: 08/14/2021, Amount: \$8.05
Purchase Order Event - Successfully Completed For REQ-100075
3 hour(s) ago