

## **Procurement:** FINDING PURCHASE ORDERS



### 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.

Workday Standard Reports - Recommended							
Accounting, Expense, Budget & Banking	Benefits & Compensation	Business Process Transactions & Security	Core HR	Payroll & Time Tracking	Procurement & Supplier		
🕒 Expense							
Find Expense Report Lines for Org	ganization						

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

Workday Standard Reports - Recom	nended				
Accounting, Expense, Budget & Banking Benefits & Compense	tion Business Process Transactions & Security	Core HR	Payroll & Time Tracking	Procurement & Supplier	
Requisition Find Requisition Lines and Line Splits for Organization					
Purchase Order Find Purchase Order Line and Line Splits for Organization					
Receipt					

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



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Companies	:=	
Organization	:=	
Supplier as Worktag	:=	
Buyer	:=	
Purchase Order	:=	
Document Date On or After	MM/DD/YYYY	
Document Date On or Before	MM/DD/YYYY	
Purchase Order Status	:=	
Worktags		
Exclude Canceled		
Exclude Closed		

#### 5. The results will be similar to below.

Find I	Purchase C	order Line and	Line Sp	lits for Organizatior								Æ (
Exclude Closed Ves Turn on the new tables view												
Purchase Order Line	Purchase Order	Company	ltem	Item Description	Spend Category as Worktag	Extended Amount	Currency	Purchase Order Status	Supplier as Worktag	Document Date	Worktags	Line Split
Q	P0-100001	Collin College		N.Joy 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	
đ	P0-100001	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: F0100 Unrestricted Program: FG400 Operation and Maintenance of Plant	
Q	PO-100001	Collin College		Quartet Basic Cork Bulletin Board, Aluminum Frame, 3H x 4W	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 v Sort By: Newest v v	Purchase Order: PO-100046, Supplier: Dell Marketing LP, Company: Collin College, Date: 08/14/2021	XIII POF L"
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	3 hour(a) ago Your Requisition has been approved and PO is dispatched. REQ-100075 Purchase Order: PO-100046	
Purchase Order: PO-100046, Supplier: Dell Marketing LP, Date: 08/14/2021, Amount: 58.05 Purchase Order Event - Successfully Completed For REQ 100075 3 hour(s) ago	Details Purchase Order: PO-100046, Supplier: Dell Marketing LP, Company: Collin College, Date: 08/14/2021	