

Overview

This document explains how buyers can create purchase orders.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.

Considerations by Institution

- None.

Icons Referred to in This Document



Required Field



Add Row



Prompt



Related Actions



Calendar



Check Box

Create Purchase Order from Requisition

Notes:

- Some fields may or may not be auto populated. Any field that auto populates should be left as is unless a change to the field is required. Fields that do not auto populate should be entered in.
- The steps below describe how to create a Purchase Order (PO) from a requisition, which is the most common process for creating POs. If this is a circumstance where you need to create a PO without a requisition, please review the *Create Purchase Order Without a Requisition* appendix of this document.

- Enter **Requisition Sourcing Console** in the Search bar and select the report.
- The Requisition Sourcing Console pop up displays.
- Use the **Company prompt** to select your institution.
- (Optional) Fill in the remaining fields as necessary to limit the POs found in the report.

Note: You can leave all report prompts blank and select OK to pull all current POs.

- Select **OK**.

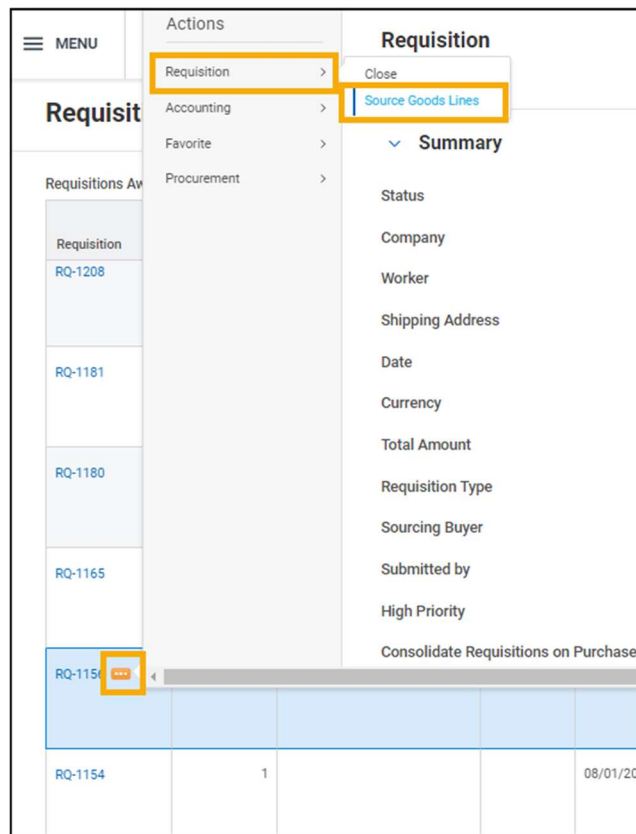
Requisition Sourcing Console

Company	× UM29 Salisbury University (SU) ... ⋮
Requisition	⋮
Requester	⋮
Created by Worker	⋮
Requisition Type	⋮
High Priority	☐
Requisition Date On or After	MM/DD/YYYY 📅
Requisition Date On or Before	MM/DD/YYYY 📅
Sourcing Buyer	⋮
Fulfillment Source	⋮
Supplier	⋮
Order-From Connection	(empty)
Contract	⋮
Spend Category	⋮
Item	⋮

OK
Cancel

- The requisitions to be sourced list displays.
- From the requisition you would like to source, select the **Related Actions** button next to the requisition name, choose **Requisition**, then select **Source Goods Lines**.

Note: The Source Goods Lines includes all Goods and Services lines on the requisition.



Requisition	Quantity	Unit	Date
RQ-1208			
RQ-1181			
RQ-1180			
RQ-1165			
RQ-1154	1		08/01/2024

8. The Review Goods Lines page displays.
9. **Do not** check the **Exclude Ship-To Address when Consolidating Requisition Lines** box.
10. Complete the following fields on the line items listed in the **Goods Lines** and/or **Service Lines** tables:



FIN: Creating Purchase Orders

- PO Type:** Confirm the correct PO type for each line, and update if necessary.
- Supplier:** Confirm that the assigned supplier is accurate and update if necessary.
- (Optional) **Supplier Contract:** Select the **contract** associated with the requisition.

To Source	Fulfillment	*Item	Supplier Item Identifier	Purchase Item	Quantity	*Amount	Supplier
No Data							

To Source	Fulfillment	*Description	*Amount	Date	Supplier	Deliver-To
	☒ Fulfillment Source *	Item	Requested	Start Date	Supplier *	SU Main > SU Holloway
	☒ Purchase Order		3,200.00	MM/DD/YYYY	☒ UM29 Advanced Communications & Presentatn Inc	SU HH - 261
	Purchase Order Type	Description	To Source	End Date	Order-From Connection	
	☒ IT Supplies and Equipment	consultation	3,200.00	MM/DD/YYYY		
	Spend Category *	Remaining			Supplier Contract	
	☒ Information Technology Other Contractual Services (SC0128) - 0898	3,200.00				
	Sourcing Currency *				Contract Line	
	☒ USD				Existing Purchase Order	
	Due Date				Credit Card on File	
	MM/DD/YYYY					

- Location:** Review and confirm that the location data is correct.
- Memo:** Enter any relevant **information** to include for the supplier.

Requisition Summary		Location Details		Requisition Memo	
Requisition	RQ-1156	Deliver-To	SU Main > SU Holloway Hall > SU HH - 261	Memo to Suppliers	
Company	UM29 Salisbury University (SU)	Ship-To Address	Central Receiving 119 Bateman Street Salisbury, MD 21804 United States of America	Internal Memo	
Requester	Teresa Herberger	City, State and Zip	Salisbury, Maryland 21804		
Requisition Date	08/01/2023	Country	United States of America		
Requisition Type	(empty)				
Sourcing Buyer	(empty)				
High Priority	☐				
Exclude Ship-To Address when Consolidating Requisition Lines ☐					

To Source	Fulfillment	*Item	Supplier Item Identifier	Purchase Item	Quantity	*Amount	Supplier
No Data							

Ship-To Address	Ship-To Contact	Memo	USource	Grant	Project	Gift	*Additional Worktags	Sourced	Location
loway Hall > Central Receiving 119 Bateman Street Salisbury, MD 21804 United States of America	Teresa Herberger			GR29528001 SU FSLA Grant for Test 04689			Assignee: Anjali Pandey (expandey) Cost Center: zDNU_CC290049 zDNU SU FSLA English Fund: FD4340 Restricted Federal - Sponsored Programs NACUBO Function Code: NF0202 Individual & Project Research		☒ SU Main > SU Holloway Hall > SU HH - 261

11. Select **OK**.

Note: You will receive confirmation that the Overall Status is Successfully Completed.

- Navigate down to the Goods or Services section under Details and Process. The newly created PO can be found under the **Sourced** column of the Requisition line.

Details and Process

For

RQ-1398

Overall Process

Requisition: RQ-1398, Requester: Brian O'Connell, Date: 12/19/2023, Amount: \$2.00

Overall Status

Successfully Completed

Due Date

12/21/2023

Details

Process

Shipping Address

Information

Goods

1 item

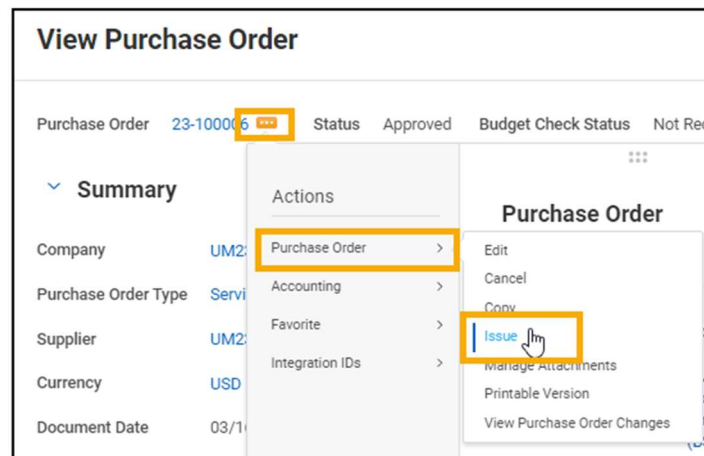
Ip-To Address	Ship-To Contact	Requested Delivery Date	Supplier	Fulfillment Source	Memo	USource	Grant	Project	Gift	*Additional Worktags	Sourced	Splits
Central Receiving 1420 N. arles St. Baltimore, MD 201 United States of America	Brian O'Connell			Purchase Order		US280125 UBALT SSSS Student Engagement and Inclusion				zDNU Cost Center: zDNU_CC280114 zDNU_UBALT SSSS Student Engagement and Inclusion Fund: FD4022 Unrestricted Education and General - Ubal Student Support Carry Forward Institution Specific Worktags: IW00005 UBalt Specific Worktags @ Location: Main Campus - Charles Royal Building - John and Frances Angelos Law Center 714 NACUBO Function Code: NF0500 Student Services	Purchase Order 28-100067 - Line 1	

Notes:

- Once the PO is created, it will be sent for approval. After approval has been given by the designated PO approver, you will be notified when the PO is ready to be issued.
- To view the PO, use the PO number to search in Workday, or use the **Find Purchase Orders** report to locate the PO.

Issue Purchase Order

- Enter the specific **Purchase Order Number** in the **Search** bar and select the **Purchase Order**.
Note: If you don't know the PO number, you can use the Find Purchase Orders report.
- The View Purchase Order page displays.
- Select **Related Actions** by hovering over the PO number.
- Hover over **Purchase Order** under **Actions** and choose **Issue**.
Note: The PO must be approved to be issued.

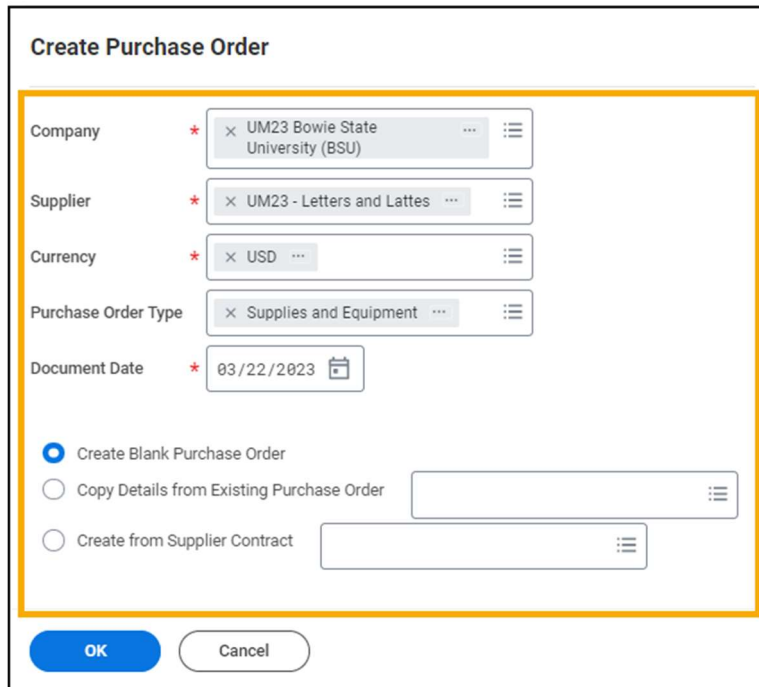


5. The Issue Purchase Order by Print page displays.
6. Confirm the PO is selected.
7. Select **OK**.
8. The Issue Purchase Order Groups page displays.
9. Select **Issue Orders and Refresh**.
10. Select **Finish**.
11. The page directs to the **You have submitted** page.
12. Select **Done**.

Appendix: Creating a Purchase Order Without a Requisition

Note: Do not use this process unless no requisition exists for a purchase.

1. Enter **Create Purchase Order** in the **Search** bar and select the task.
2. The Create Purchase Order pop up displays.
3. Fill in the following fields:
 - a. **Company:** auto populates.
 - b. **Supplier:** use the **Prompt** to select the **Supplier**.
 - c. **Currency:** auto populates.
 - d. **Purchase Order Type:** use the **Prompt** to select **Purchase Order Type**.
 - e. **Document Date:** auto populates to today's date, use the **Calendar** to select a different **Document Date** if applicable.
 - f. Select the **Radio** to choose one of the following:
 - i. **Create Blank Purchase Order**
 - ii. **Copy Details from Existing Purchase Order:** use the **Prompt** to select a previous Purchase Order.
 - iii. **Create from Supplier Contract:** use the **Prompt** to select **Create from Supplier Contract**.



Create Purchase Order

Company *

Supplier *

Currency *

Purchase Order Type

Document Date *

☒ Create Blank Purchase Order

☐ Copy Details from Existing Purchase Order

☐ Create from Supplier Contract

OK **Cancel**

4. Select **OK**.

5. The Create Purchase Order page displays.
6. Review and edit the fields in **Summary** section, if needed.
Note: The Summary section auto populates based on the information entered in the Create Purchase Order popup.
7. (Optional) **Supplier Contract:** under **Terms and Taxes**, select the supplier contract associated with the PO.
8. (Optional) Enter a memo in the **Memo** field in the **Contact Information** section.
Note: The Memo line appears on the PO.
9. Scroll down to and select the respective tab to add Goods, Services, or Projects-Based Service lines.
10. Fill in the following fields in the table based on the **Goods Lines** tab:
 - a. Select **Add Row**.
 - b. **Item:** do not select a value for this field.
 - c. **Description:** enter a **Description**.
Note: This is a required field.
 - d. **Spend Category:** use the **Prompt** to select or search for a **Spend Category**.
 - e. **Tax Applicability:** do not use this field.
 - f. **Quantity:** enter a **Quantity**.
 - g. **Unit of Measure:** use the **Prompt** to select the **Unit of Measure**.
 - h. **Unit Cost:** enter the **Unit Cost**.
 - i. (Optional) **Memo:** enter a memo in the **Memo line** field.
 - j. **Location:** enter a location.
 - k. Only one of the following driver **Worktags** should be populated: **USource, Grant, Project or Gift**.
Note: This is required.
 - l. **Additional Worktags:** auto populates based on Worktag selection, use the **Prompt** to edit selection.
11. Repeat steps 10a-10l as needed to add more Goods Lines entries.
12. Fill in the following fields in the table based on the **Service Lines** tab:
 - a. Select **Add Row**.
 - b. **Item:** do not use this field.
 - c. **Description:** enter a **Description**.
Note: This is a required field.
 - d. **Spend Category:** use the **Prompt** to select or search for a **Spend Category**.
 - e. (Optional) **Tax Applicability:** do not use this field.
 - f. **Amount:** enter the **Amount**.

Notes:

- This is a required field.
- The amount reflects the entire amount of the service.

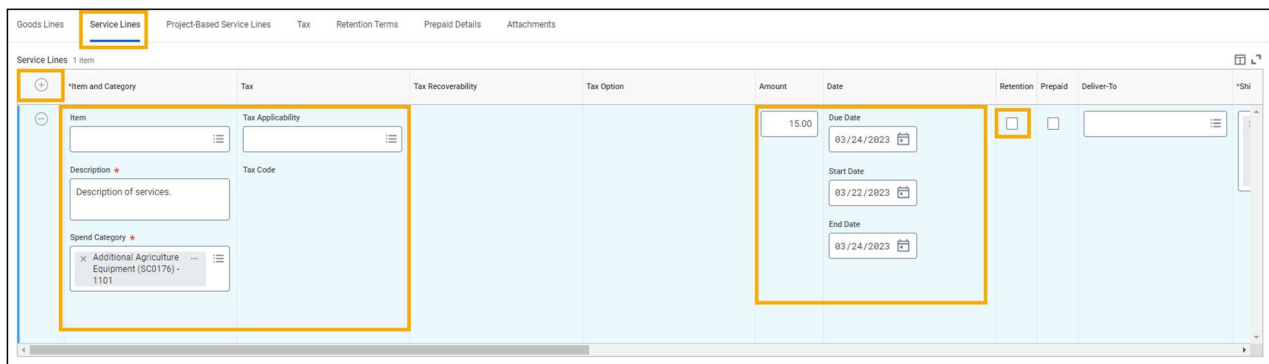
g. **Due Date:** use the **Calendar** to select the **Due Date**.

h. **Start Date:** use the **Calendar** to select the **Start Date**.

i. **End Date:** use the **Calendar** to select the **End Date**.

j. (Optional): **Retention:** **checkbox** if applicable.

k. (Optional): **Prepaid:** **checkbox** if applicable.



l. **Deliver-To:** use the **Prompt** to select **Deliver-To** Location.

m. **Ship-To Address:** auto populates.

n. **Ship-To Contact:** use the **Prompt** to select a **Ship-To Contact**.

o. **Memo:** enter additional details if applicable.

p. **Location:** use the **Prompt** to select a **Location**.

q. Only one of the following driver **Worktags** should be populated: **USource, Grant, Project or Gift**.

Note: This is a required field.

r. **Additional Worktags:** auto populates based on Worktag selection, use the **Prompt** to edit selection.

13. Repeat steps 12a-12r as needed for additional Service Lines entries.

14. (Optional) Fill in the following information in the **Retention Terms** tab:

a. **Percent to Retain:** enter a **Percent to Retain**.

b. **Estimated Retention Release Date:** use the **Calendar** to select the **Estimated Retention Release Date**.

c. **3rd Party Retention:** **checkbox** if applicable.

d. **Memo:** enter any additional details.

15. (Optional) Fill in the following information in the **Prepaid Details** tab:

a. **Has Prepaid Line(s):** auto populates.



Note: This field is only available if the prepaid box is checked in either Goods or Service Lines.

- b. Prepaid Amortization Type:** use the **Prompt** to select the **Prepaid Amortization Type**.
- c. Expected Amortization Date:** use the **Calendar** to select the **Expected Amortization Date**, if applicable.
- d. Use Prepaid Spend Account Posting Rules for Receipt Accruals:** select the **checkbox**, if applicable.

16. Select the **Attachments** tab:

- a. Drag files here** or **Select files** to upload attachments.

17. Select **Submit**.

Notes:

- After Submit, the PO routes to a PO approver, and you will receive a notification of approval or denial.
- The Budget check process will occur.
- The PO does not route to USource, Grant, Gift, or Project managers for review.
- Once approved, the PO must be Issued in order to be complete.