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

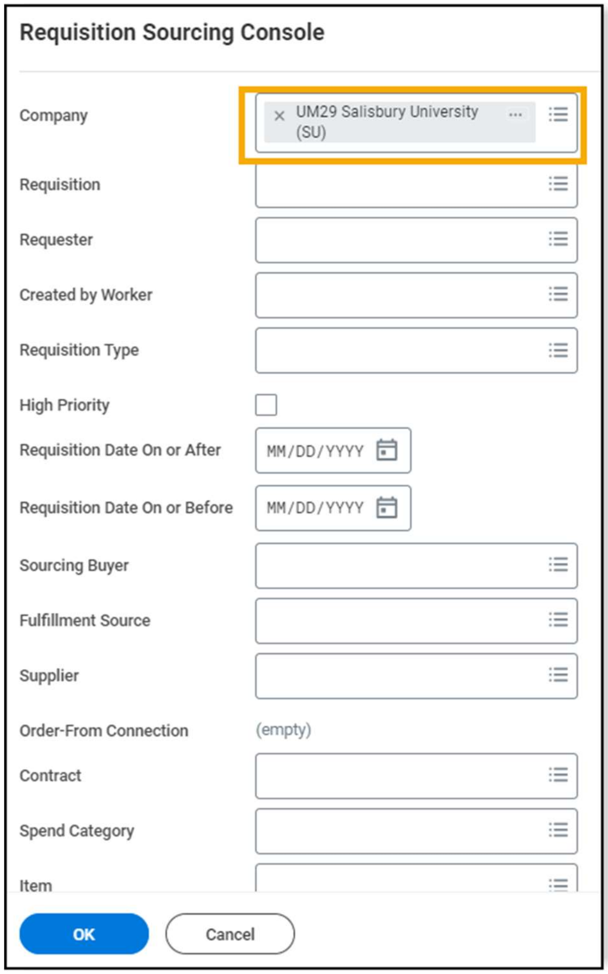
Create Purchase Order from Requisition

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.

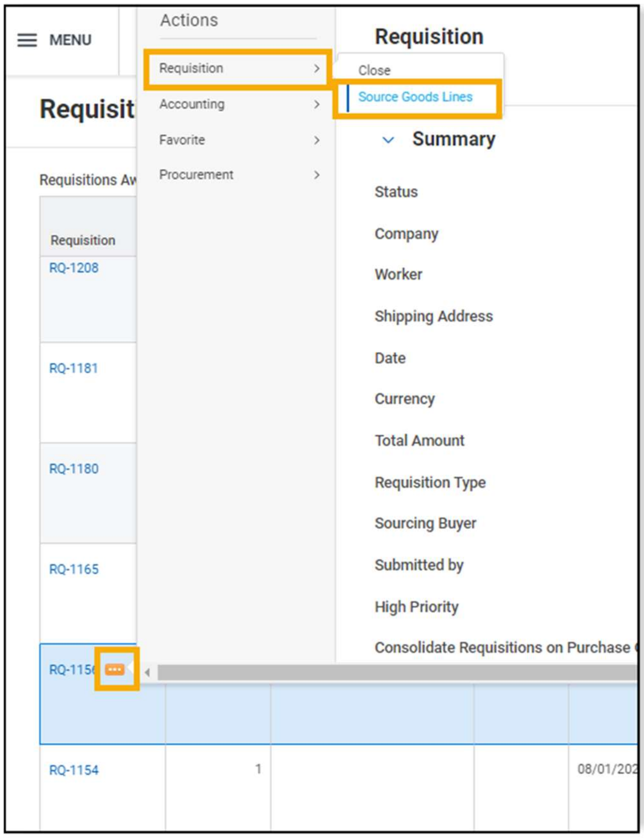
1. Enter ***Requisition Sourcing Console*** in the Search bar and select the report.
2. The Requisition Sourcing Console pop up displays.
3. Use the **Company prompt** to select your institution.
4. (Optional) Fill in the remaining fields as necessary to limit the POs found in the report.

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



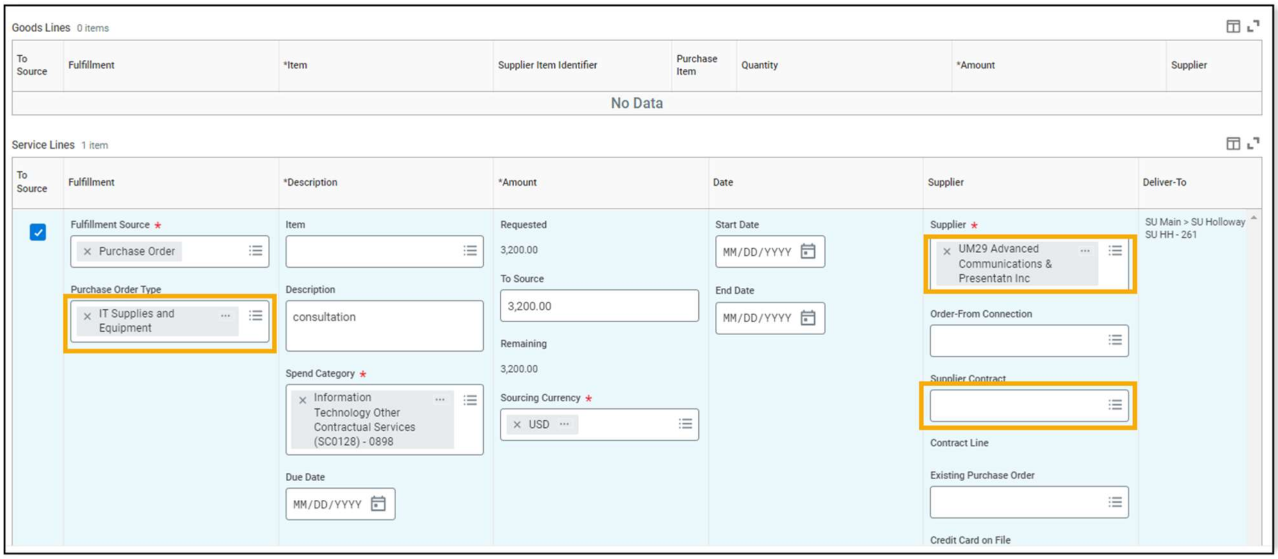
6. The requisitions to be sourced list displays.
7. From the requisition you would like to source, select the **Related Actions button** next to the requisition name, choose **Requisition,** then select **Source Goods Lines.**

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

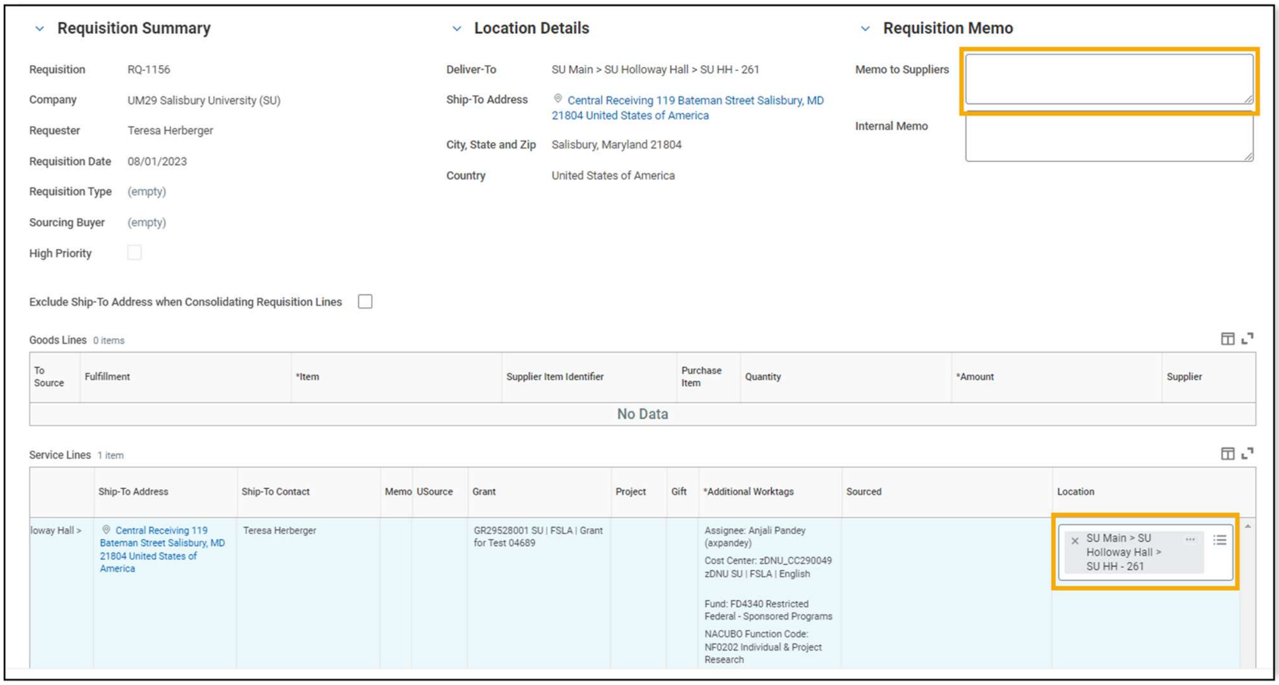


8. The Review Goods Lines page displays.
9. **Do not** check the **Exclude Ship-To Address when Consolidating Requisition Lines** box.
10. Complete the following fields on the line items listed in the **Goods Lines** and/or **Service Lines** tables:

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



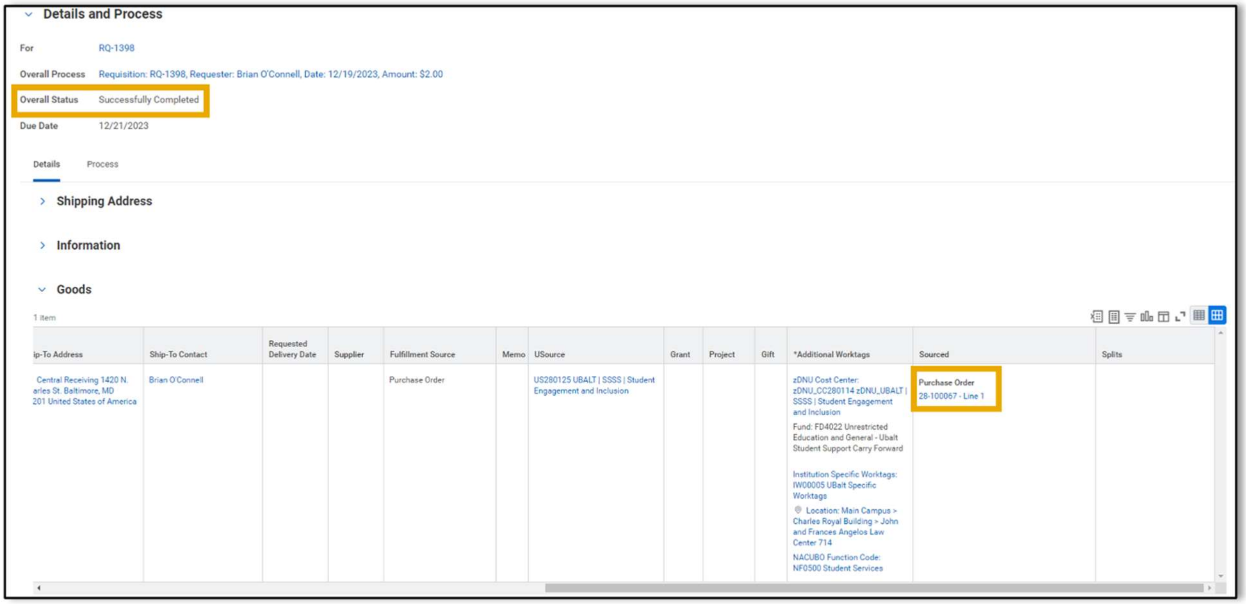
d. **Location:** Review and confirm that the location data is correct.
e. **Memo:** Enter any relevant ***information*** to include for the supplier.



11. Select **OK**.

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

12. 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.

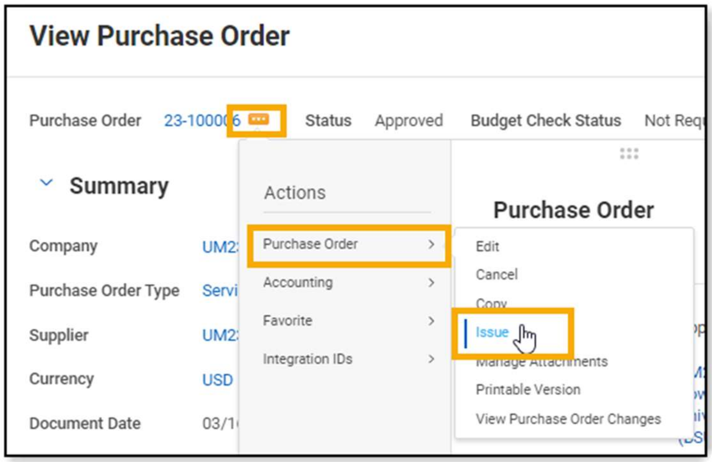


Notes:

- 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

1. 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.
2. The View Purchase Order page displays.
3. Select **Related Actions** by hovering over the PO number.
4. Hover over **Purchase Order** under **Actions** and choose **Issue**.
   Note: The PO must be approved to be issued.

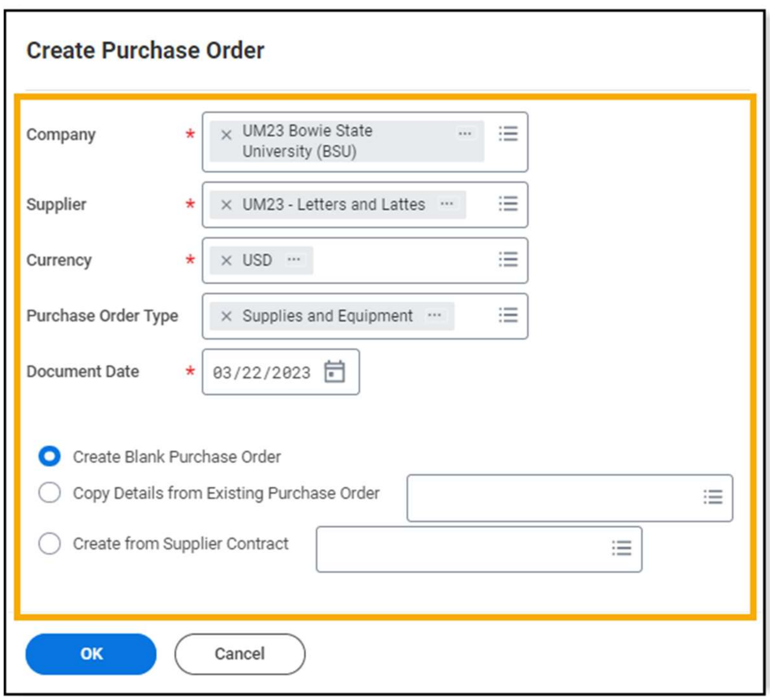


5. The Issue Purchase Order by Print page displays.
6. Confirm the PO is selected.
7. Select **OK**.
8. The Issue Purchase Order Groups page displays.
9. Select **Issue Orders and Refresh**.
10. Select **Finish**.
11. The page directs to the **You have submitted** page.
12. Select **Done**.

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**.



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.

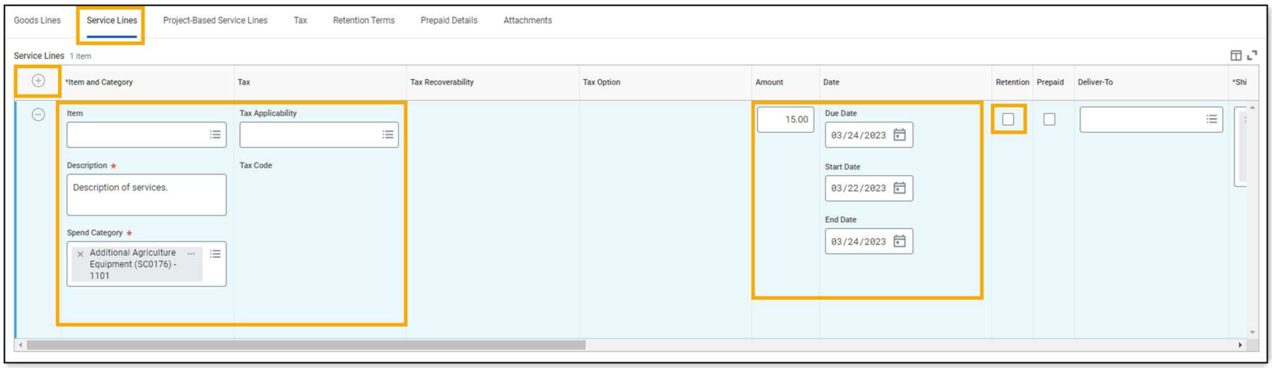
g. **Due Date**: use the **Calendar** to select the **Due Date**.

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.