Closing Purchase Orders

This Quick Reference Guide (QRG) informs Procurement Shoppers how to find and view a purchase order.

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Procedure to Find and View a Purchase Order

1. On the Workday home screen, type “Find Purchase Orders” in the search bar.
2. Enter the appropriate search criteria in the appropriate field. If you already know the purchase order number, enter it into the Purchase Order field. If you only know the requisition number, enter the requisition number into the Requisition field.

   The Document Date On or After field defaults to one month prior to today’s date. If your PO was created more than a month ago, please adjust this date so that your PO creation date falls within the search range.

3. Click OK

4. Click on the magnifying glass next to the desired Purchase Order.
5. The Purchase Order is shown on the screen.
For purchase orders with multiple lines, if you are looking for information on a particular line, you can filter by individual columns on the Goods Lines or Services Lines tab. For example, you can filter by Item Description, Spend Category, Unit Cost, etc.