

12_Create Purchase Order (PO)

- Purpose:*** The purpose of this task is to create a purchase order in Workday to order goods.
- How to Access:*** Enter **Create Purchase Order** in the Workday **search** field, press enter, and select the **Create Purchase Order** task.
- Audience:*** Buyers and Principals
- Helpful Hints:***
- You cannot procure services on a PO, and so you should not use any of the 400's spend categories in a PO. If you need services, then refer to the Create Supplier Contract job aid.
 - Be sure to keep in mind that only select users will have access to create purchase order in Workday. If you are not authorized to create purchase orders, you will not be able to access this task.
 - Workday displays fields in this task that CMSD is not using, only the fields listed in this document require you to complete, review, and/or update.
 - Streamline the order creation process by using the **Copy Details from Existing Purchase Order** option to default in the majority of the order details.
- Procedure:*** Complete the following steps to create a new purchase order.

Create Purchase Order – Initial

Create Purchase Order

Company * X Cleveland Metropolitan School District ⋮

Supplier * ⋮

Currency * ⋮

Document Date * 03 / 14 / 2017 📅

Create Blank Purchase Order

Copy Details from Existing Purchase Order (empty)

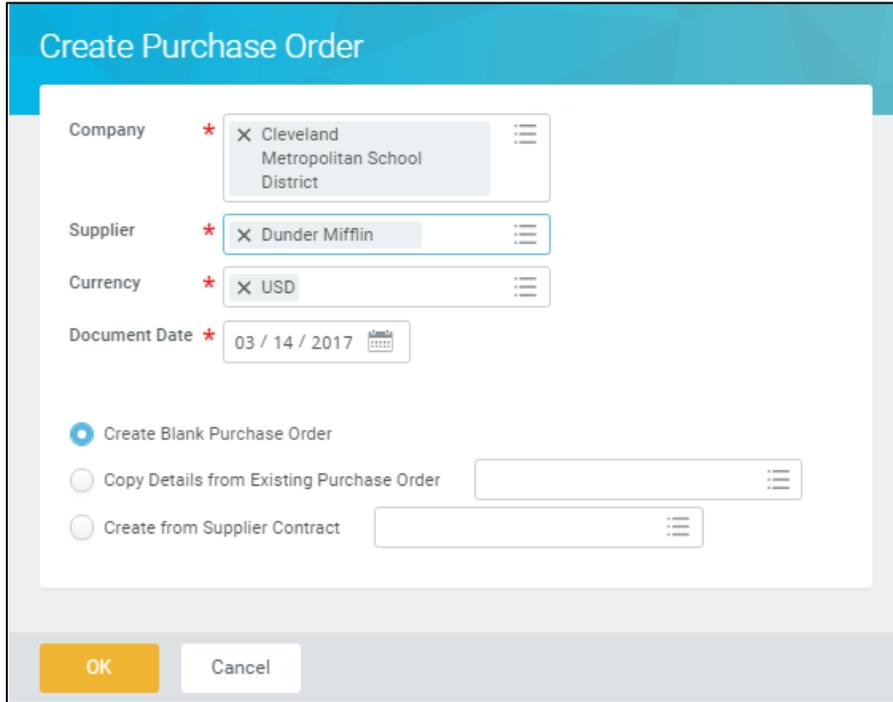
Create from Supplier Contract (empty)

OK
Cancel

- As required, complete, review, and/or change the following fields:

Field Name	Required / Optional	Description
Company	<u>Do Not Change</u>	Do not change.
Supplier	Required	Identifies the vendor who will fulfill the order.
Currency	Required	Identifies the type of money to calculate the cost of the order. Note: Always select USD (United States Dollar)
Document Date	<u>Do Not Change</u>	Identifies the creation date of the order.

Create Purchase Order – Method



2. Confirm the **Create Blank Purchase Order** radio button is selected, and click **OK** to go to the *Create Purchase Order – Details* screen.

Note: If there is an existing Purchase Order that can be utilized to create the new purchase order, select the applicable radio button, and then enter the required PO number. review/complete all required fields.

Create Purchase Order – Details

← Create Purchase Order

Purchase Order (empty)

Summary

Company *

Supplier *

Currency

Document Date *

Line Total Amount 0.00

Tax Amount 0.00

Freight Amount

Other Charges

Terms and Taxes

Payment Terms

Due Date

Default Payment Type

Override Payment Type

Credit Card (empty)

Supplier Contract

Tax Option

Default Tax Code

Contact Information

Issue Option

Buyer

Bill-To Contact

Bill-To Contact Detail *

Bill-To Address *

Ship-To Contact

Ship-To Contact Detail *

Ship-To Address *

Memo

Internal Memo

Goods Lines | Service Lines | Project-Based Service Lines | Tax | Retention Terms | Prepaid Details | Attachments

Goods Lines 0 items

3. As required, complete, review, and/or change the following fields:

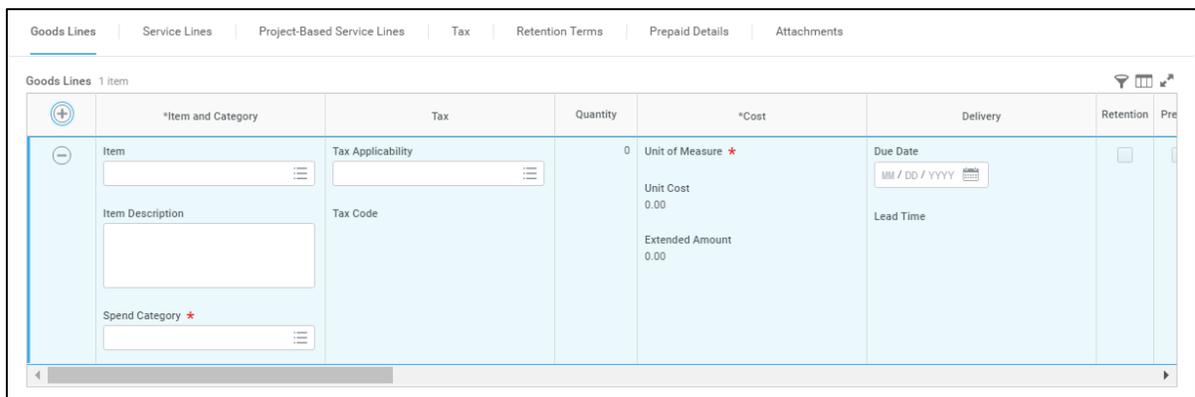
Field Name	Required / Optional	Description
Company	Required	Do not change.
Supplier	Required	Identifies the vendor who will fulfill the order.
Document Date	<u>Do Not Change</u>	Identifies the date the order was created.
Line Total Amount	Required	Identifies the total cost of all line items. Note: This is a system calculated field and is updated when entering line items to the PO.
Freight Amount	<u>Do Not Use</u>	This field has been disabled. If freight is required, add a new Goods line item for the freight costs.
Bill-To Contact Detail	Required	Identifies the contact information for the party responsible for paying the order.
Bill-To Address	Required	Identifies the address for the party responsible for paying for the order. Note: This field should always be the 1111 Superior address.

Field Name	Required / Optional	Description
Ship-To Contact Detail	Required	Identifies the contact information for the party receiving the order.
Ship-To Address	Required	Identifies the address for the party responsible for receiving the order.

4. As required, complete one or more of the following:

If you want to...	Then...	Go To
Order goods, or add additional goods to your order,	Click  on the Goods Lines tab.	Step 5
Submit the order,	Click Submit .	Step 7
Save the order for processing at a later time,	Click Save for Later .	Step 9
Cancel the order or submission of the order,	Click Cancel . Note: If canceling before Saving for Later, the order is deleted. If canceling after Saving for Later, only the submission is canceled, and the order can be access from the My Recent Purchase Order worklet.	Step 10

Goods Lines



Goods Lines | Service Lines | Project-Based Service Lines | Tax | Retention Terms | Prepaid Details | Attachments

Goods Lines 1 Item

	*Item and Category	Tax	Quantity	*Cost	Delivery	Retention	Pre
	Item <input type="text"/> Item Description <input type="text"/> Spend Category * <input type="text"/>	Tax Applicability <input type="text"/> Tax Code <input type="text"/>	0	Unit of Measure * Unit Cost 0.00 Extended Amount 0.00	Due Date <input type="text"/> Lead Time <input type="text"/>		

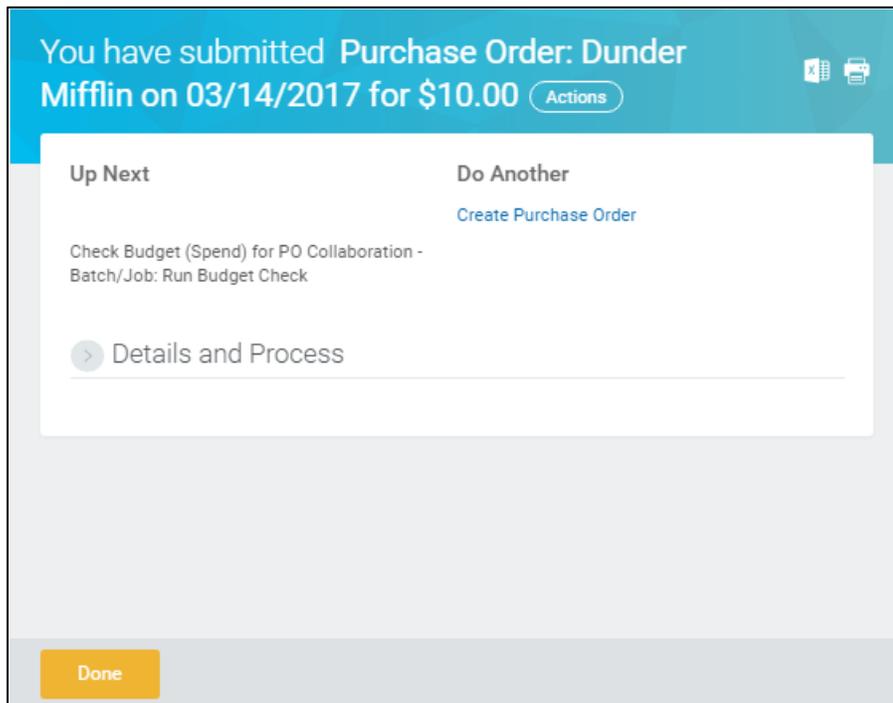
5. As required, complete, review, and/or update the following fields:

Field Name	Required / Optional	Description
Item	<u>Do Not Use</u>	Identifies the name of the product to be procured. Note: Never select the Create Purchase Item option, as this creates new items in Workday and should only ever be done by the Purchasing department.
Item Description	Required	Identifies the product to be procured.
Spend Category	Required	Is a way of grouping similar items that drives the financial reporting. Note: You can <u>NEVER</u> use any of the 400's spend categories in a purchase order, as they are for services, and services require the creation of a Supplier Contract.
Quantity	Required	Identifies how many items to procure.
Unit of Measure	Required	Identifies how the requested item is sold. Examples include: <ul style="list-style-type: none"> • Each • Box • Case
Unit Cost	Required	Identifies the cost for each item.
Extended Amount	Required	System calculated amount based on the unit cost and quantity being procured.
Due Date	Optional	Identifies the requested delivery date for the product.
Ship-To Address	Required	Identifies the location as to where to deliver the products.
Ship-To Contact	Optional	Identifies the contact information for the person who is receiving the products.
Deliver-To	Optional	Identifies the person who is receiving the products.
Memo	Optional	Use to provide additional information to those processing the requisition.
Location	Optional	Identifies the building's name for where the order is being delivered.
Fund	Required	Identifies the fund that will pay for the items being procured.
Cost Center	Required	Identifies the cost center that will pay for the items being procured.

Field Name	Required / Optional	Description
Function	Required	Identifies the function that will pay for the items being procured.
Program	Required	Identifies the program that will pay for the items being procured. Note: Workday defaults this value after entering the cost center.
Additional Worktags	Optional	Use when creating a requisition being paid by a Grant, Gifts, or Projects. Note: Workday overwrites or defaults in the correct Fund matching the Grant entered in this field.
Splits	Optional	Identifies if the line item is to be split out to multiple budgets.

6. Return to [Step 4](#).

You have submitted



You have submitted Purchase Order: Dunder Mifflin on 03/14/2017 for \$10.00 Actions

Up Next

Check Budget (Spend) for PO Collaboration -
Batch/Job: Run Budget Check

[Details and Process](#)

Do Another

[Create Purchase Order](#)

Done

- Review the displayed information, pay particular attention to the Up Next section, to identify the next step in the Purchase Order process.
- Click **Done**, and go to the **Results** section of this document.

View Purchase Order

View Purchase Order 🖨️

Purchase Order PO-1000181 Status Draft

Summary

Company Cleveland Metropolitan School District

Supplier Dunder Mifflin

Currency USD

Document Date 03/14/2017

Line Total Amount 10.00

Terms and Taxes

Payment Terms (empty)

Due Date (empty)

Default Payment Type Check

Override Payment Type (empty)

Credit Card (empty)

Supplier Contract (empty)

Contact Information

Issue Option Print

Buyer Brandi Robinson (432606)

Bill-To Contact (empty)

Bill-To Contact Detail Brandi Robinson

Bill-To Address 1111 Superior Avenue E Suite 1800 Cleveland, OH 44114 United States of America

Ship-To Contact (empty)

Ship-To Contact Detail Brandi Robinson

Ship-To Address 1111 Superior Avenue E Suite 1800 Cleveland, OH 44114 United States of America

Memo (empty)

Internal Memo (empty)

Goods Lines Process History

Goods Lines 1 item

Goods Order Line	Line	Item and Category	Tax	Quantity	Cost	Delivery	Retention	Prepaid	Ship-To Address
Q	0	Item	Tax Applicability	Ordered 10	Unit of Measure Each	Due Date			1111 Superior Avenue E Suite 1800 Cleveland, OH 44114 United States of America
		Item Description Big Gold Star	Tax Code	Received 0	Unit Cost 1.00	Lead Time			
		Spend Category 8890C Other Awards and Prizes		Invoiced 0	Extended Amount 10.00				

9. Review the displayed information, and be sure to record the system generated PO number for future reference.

Note: Use the **My Recent Purchase Orders** worklet to access existing Purchase Orders.

10. Click **Done**, and go to the **Results** section of this document.

Discard Changes

Discard Changes?

Are you sure you want to discard changes made on this page?

Discard
Continue

11. Click **Discard** to delete the purchase order.

Note: If canceling the order after it has been saved, this pop-up window does not display, as Workday displays the *View Purchase Order* screen.

Result:

You have successfully created a purchase order. Now access your Workday **Inbox (Actions or Archive tabs)** to confirm the PO passed the Budget Check and record the PO number.

Note: For additional information on this purchase order, click  to the left of **Details and Process** and review the available details.