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.

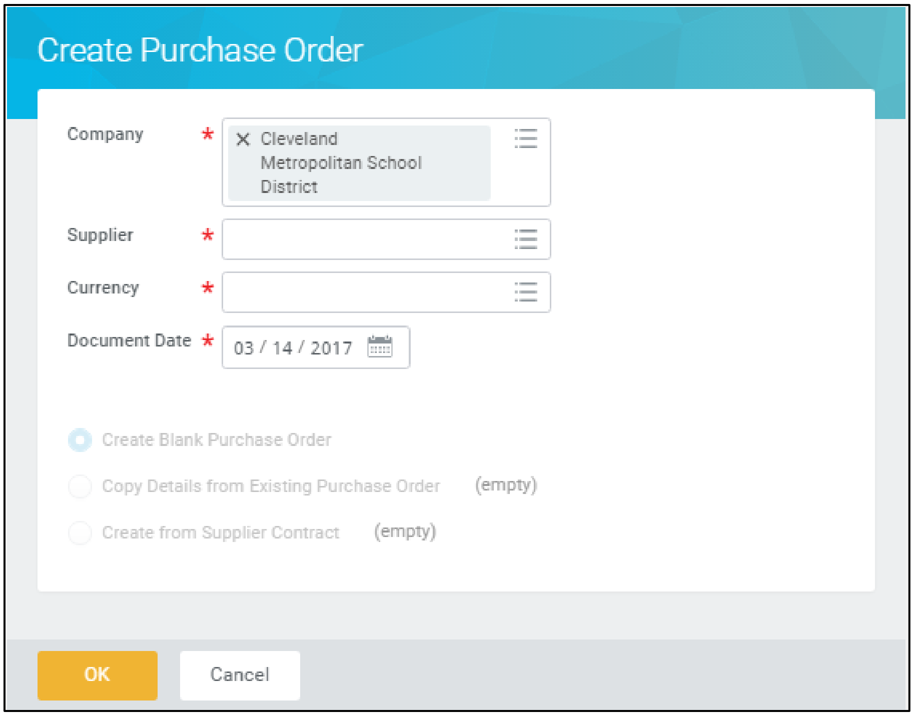
Audience: Buyers and Principals

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.

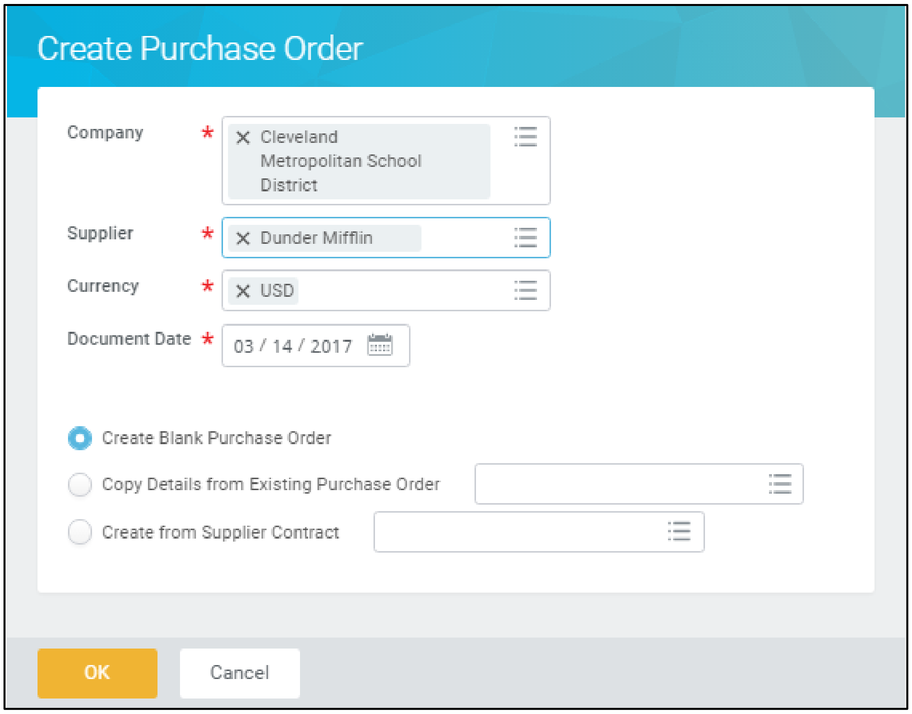
Create Purchase Order – Initial



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

Field Name	Required / Optional	Description
Company	Do Not Change	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	Do Not Change	Identifies the creation date of the order.

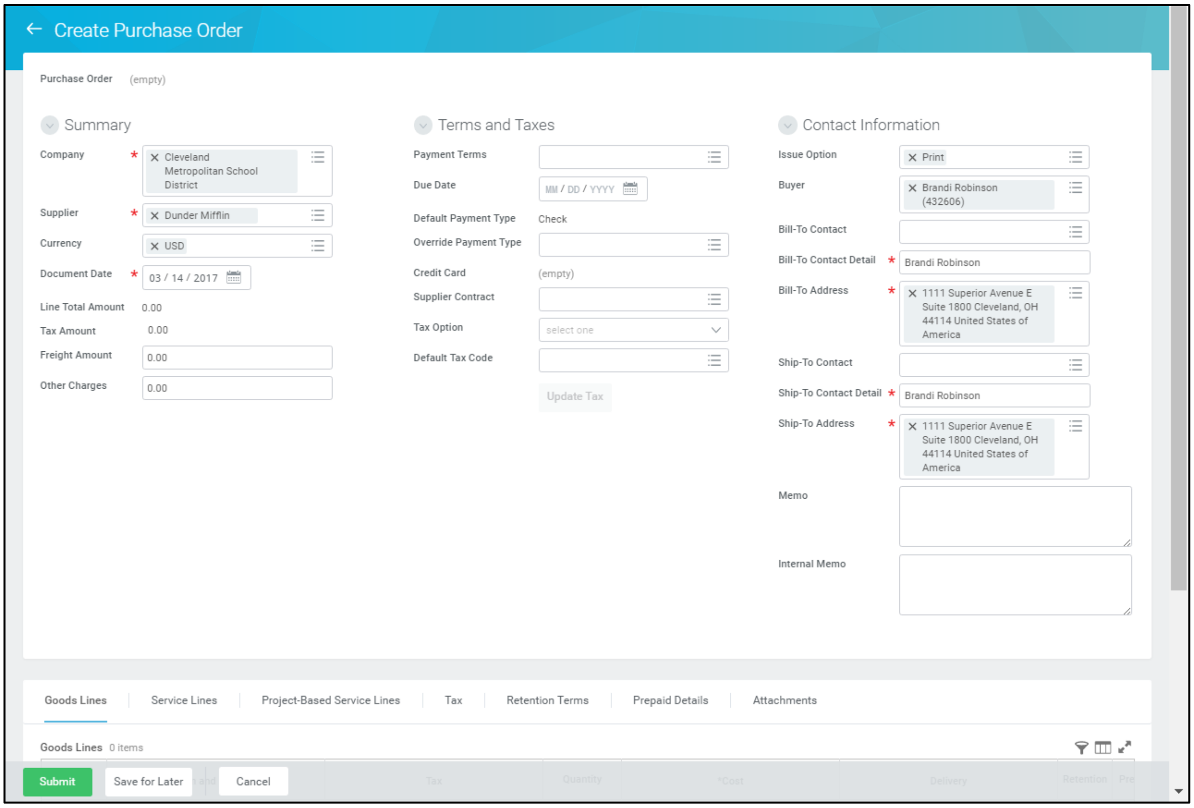
Create Purchase Order – Method



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



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

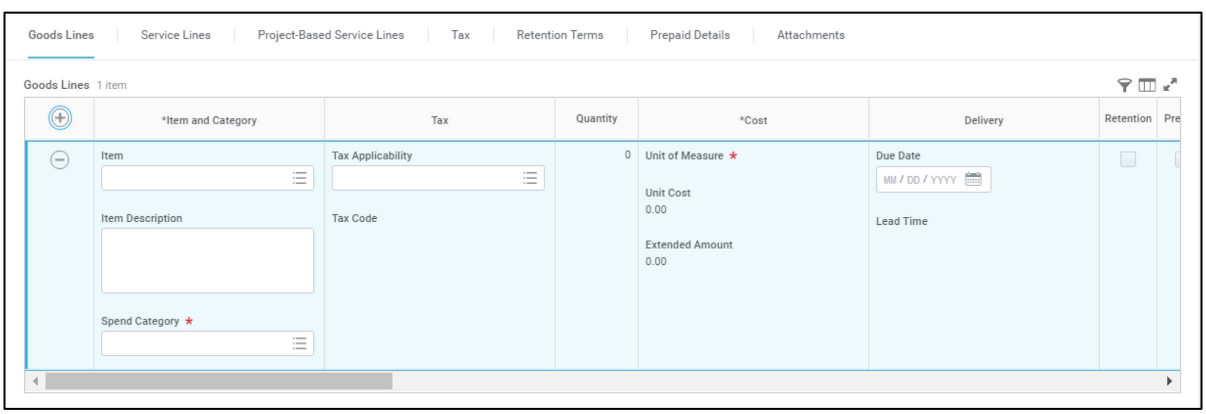
Field Name	Required / Optional	Description
Company	Required	Do not change.
Supplier	Required	Identifies the vendor who will fulfill the order.
Document Date	<u>Do Not Change</u>	Identifies the date the order was created.
Line Total Amount	Required	Identifies the total cost of all line items. ***<u>Note:</u>*** 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. ***<u>Note:</u>*** 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**. ***<u>Note:</u>*** 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



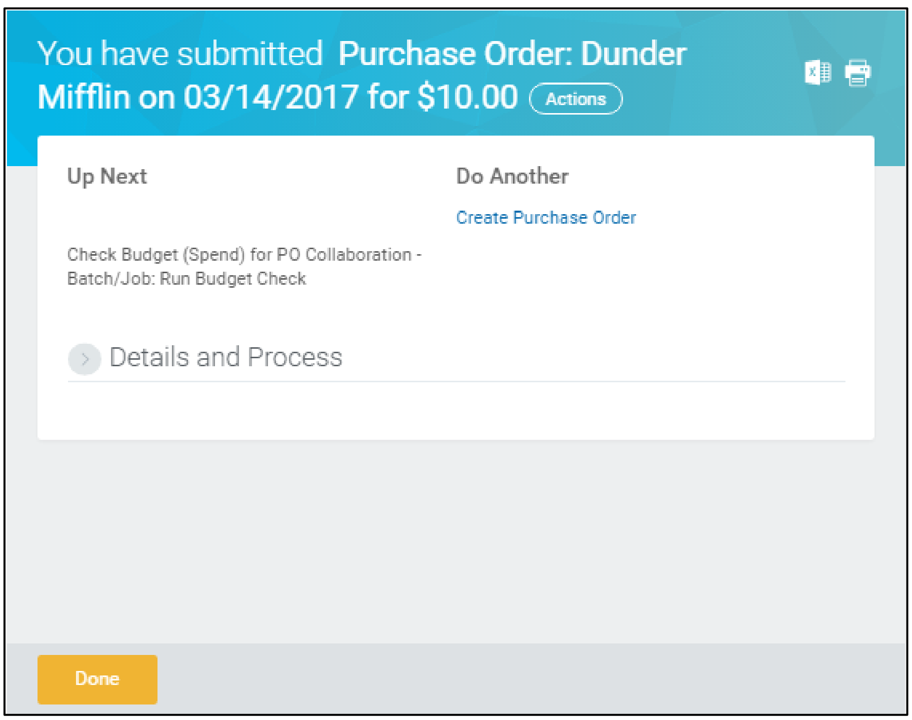
5. As required, complete, review, and/or update the following fields:

Field Name	Required / Optional	Description
Item	Do Not Use	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 NEVER 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: • 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.

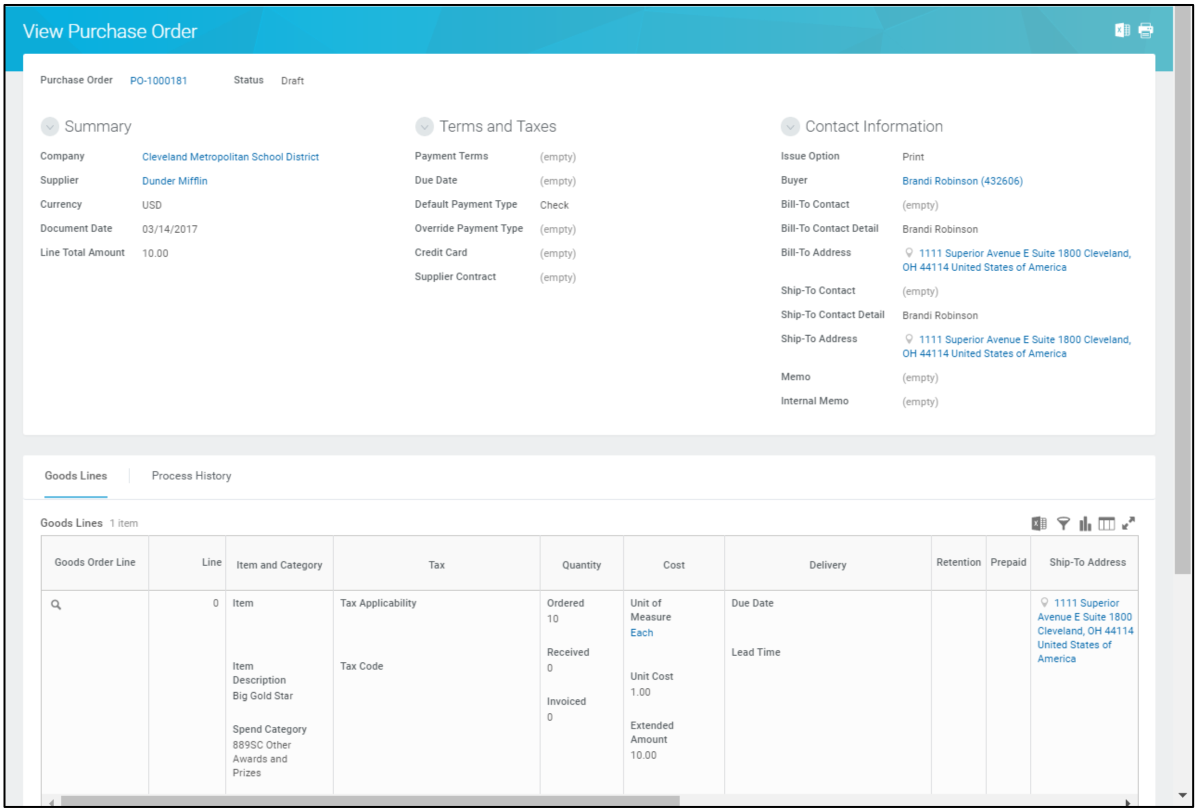
6. Return to Step 4.

You have submitted



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

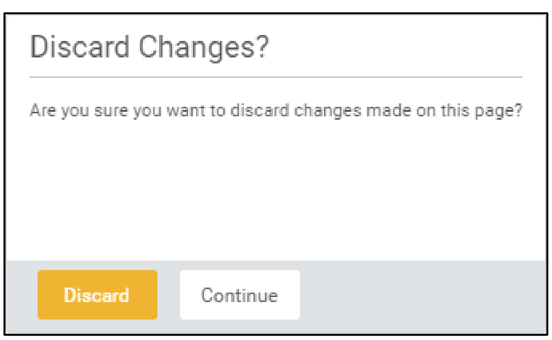
View Purchase Order



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



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.