

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

The screenshot shows a search form titled "Find Purchase Orders" with the following fields: Company, Supplier, Order-From Connection, Buyer, Purchase Order Type, Purchase Order (highlighted with a red box), Document Date On or After (02/28/2023), Document Date On or Before (MM/DD/YYYY), Due Date On or After (MM/DD/YYYY), and Due Date On or Before (MM/DD/YYYY). At the bottom are "OK" and "Cancel" buttons. A red arrow points from the "Document Date On or Before" field to the "OK" button.

4. Click on the magnifying glass next to the desired Purchase Order.
5. The Purchase Order is shown on the screen.

Find & View Purchase Order – Quick Reference Guide

MENU Home Need Help?

View Purchase Order

Purchase Order PO-0114746 Status Issued Invoice Status Fully Invoiced

Summary

Company: The Rector & Visitors of the University of Virginia

Purchase Order Type: (empty)

Supplier: Aireco Supply, Inc

Order-From Connection: Charlottesville_376314_0

Currency: USD

Document Date: 08/09/2023

Line Total Amount: 145.00

Requisition Type: 1 Standard

Auto Sourced: Yes

Terms and Taxes

Payment Terms: Net 45

Due Date: (empty)

Default Payment Type: Check

Override Payment Type: (empty)

Credit Card: (empty)

Shipping Terms: FOB Destination

Shipping Method: Ground- FED EX

Shipping Instructions: Please use the FEDEX Acct number XXXXXXXX to have the item arrive by the nearby date listed on the purchase order.

Supplier Contract: (empty)

Contact Information

Issue Option: XML Auto

Buyer: Susanna Huang

Bill-To Contact: Susanna Huang

Bill-To Contact Detail: Susanna Huang

Bill-To Address: PO Box 400197 Charlottesville, VA 22904 United States of America

Ship-To Contact: Susanna Huang

Ship-To Contact Detail: Susanna Huang

Ship-To Address: 1001 N Emmet St Charlottesville, VA 22903-4833 United States of America


Memo: (empty)

Internal Memo: (empty)

Goods Lines Process History Integrations Balances

Goods Lines 1 Item

Goods Order Line	Line	Company	Item	Item Description	Commodity Code	Spend Category	Supplier Item Identifier	Business Document Status	Tax	Tax Recoverability	Tax Option	Quantity
Q	1	The Rector & Visitors of the University of Virginia		TEST ITEM FOR NON STOCK TEST ITEM FOR NON STOCK		Supplies Books (Non-Library) (00260)	TEST DASH	Invoicing Status Fully Invoiced	Tax Applicability Tax Code			Ordered Received Invoiced



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.