

## Closing Purchase Orders


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

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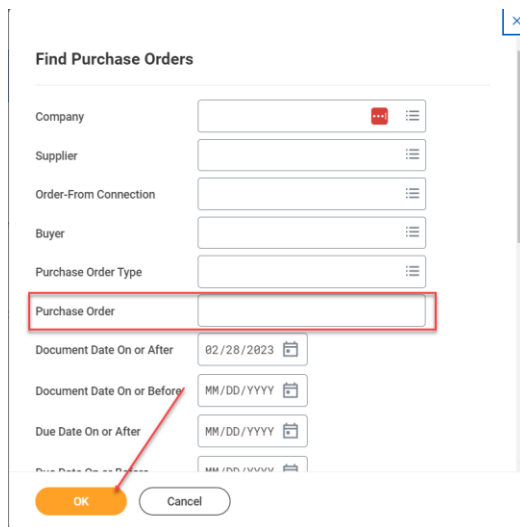
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## Procedure to Find and View a Purchase Order

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.

 <b>NOTE</b>	<p>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.</p>
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3. Click OK



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 1



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.