

Purchasing for Company 500

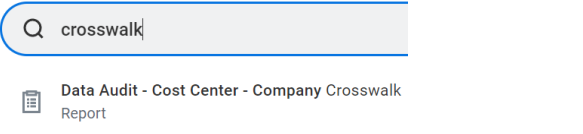
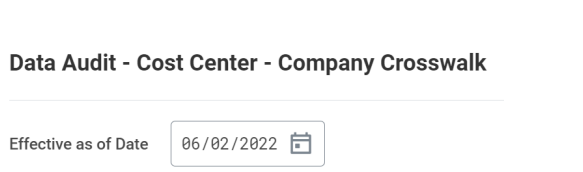
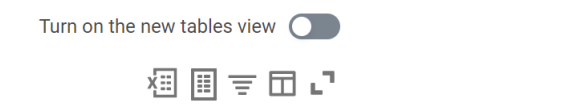
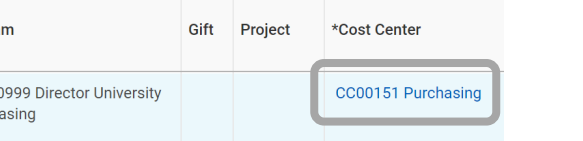
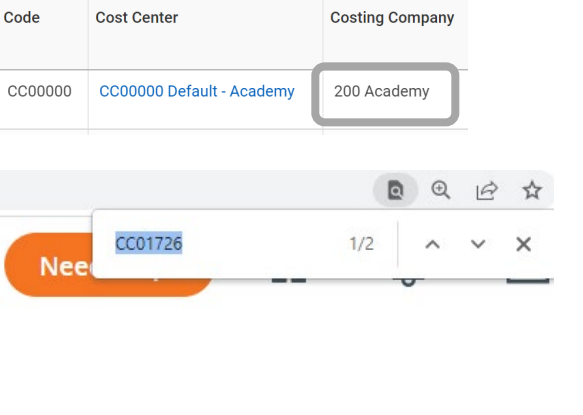
Use this tutorial to initiate purchase requisitions and change orders for Company 500.

<https://workday.miami.edu>

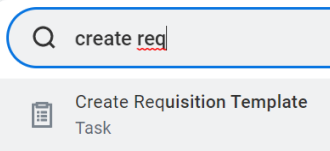
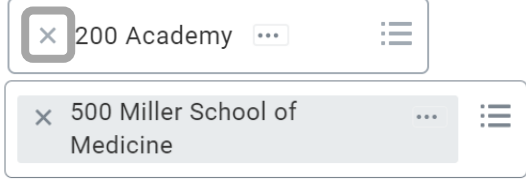
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Verify a Company Number

| | |
|--|--|
| <ol style="list-style-type: none"> Find the Workday search box and type Crosswalk. Select Data Audit – Cost Center – Company Crosswalk. |  |
| <ol style="list-style-type: none"> Select today's date and click OK. |  |
| <ol style="list-style-type: none"> Turn off the new tables view. |  |
| <ol style="list-style-type: none"> The Cost Center number can be found on the line item of a requisition. |  |
| <ol style="list-style-type: none"> Find the Code column and scroll down to the Cost Center number. <p>TIP: To quickly find the Cost Center number, hold down the CTRL key while striking the letter F (for find). A search field will appear. Type the Cost Center and then hit Enter.</p> |  |

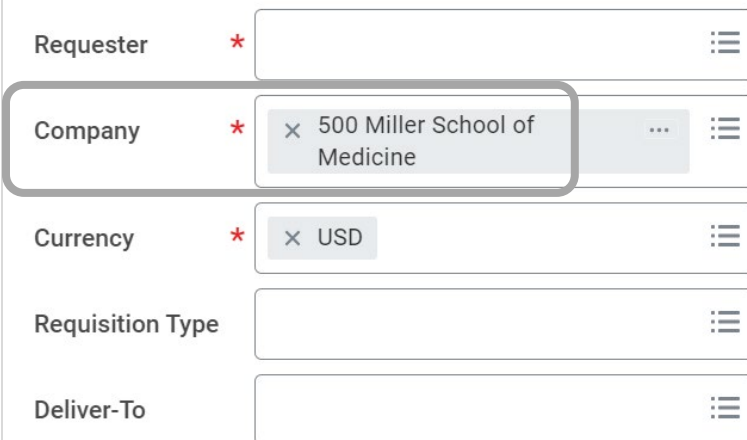
Create a Purchase Requisition for Company 500 Only

| | |
|---|--|
| <ol style="list-style-type: none"> Find the search box and type Create Req. From the drop down select Create Requisition Task. |  |
| <ol style="list-style-type: none"> Update the <i>Company</i> field. <ol style="list-style-type: none"> Click the "x" to remove 200. Type 500 and hit the Enter key. |  |
| <ol style="list-style-type: none"> Continue the Purchase Requisition form as usual. | <ul style="list-style-type: none"> Non-Catalog Services Non-Catalog Goods Catalog |

Create a Purchase Requisition for Company 200 & 500

On a Purchase Requisition, the header Company (see screen shot below) must be represented on at least one of the line items.

Create Requisition



Requester *

Company *

Currency *

Requisition Type

Deliver-To

| | |
|---|--|
| <ol style="list-style-type: none"> Log into Workday | |
| <ol style="list-style-type: none"> Create a Purchase Requisition as usual. | <ul style="list-style-type: none"> Non-Catalog Services Non-Catalog Goods Catalog |

3. On the *Checkout* screen, scroll down to the line items and update the *Company* field as needed.

- Click the "x" to remove 200.
- Type 500 and hit the Enter key.

The screenshot shows a checkout interface. At the top, there are two company selection boxes. The first box contains '200 Academy' and is highlighted with a grey border. The second box contains '500 Miller School of Medicine'. Below these is a section titled 'Goods' with a dropdown arrow. Under 'Goods', it says '2 items'. A table follows with two columns: 'Company' and 'Item Description'. The first row has '500 Miller School of Medicine' in the Company column and 'Quote 12345, Medium lab coat, Dr. Chakrabarti' in the Item Description column. The second row has '200 Academy' in the Company column and 'Quote 1234, Large lab coat Dr. Martinez' in the Item Description column. Both company selection boxes in the table are highlighted with grey borders.

4. Proceed with requisition as usual.

Change Orders for Company 500 Only

Company Header is 200

The header company may already be updated to Company 500. If so, updates may not be required.

On a Change Order, the header Company (see screen shot below) must be represented on at least one of the line items. If the Company header is 200, and the new company will only be 500, create a new requisition.

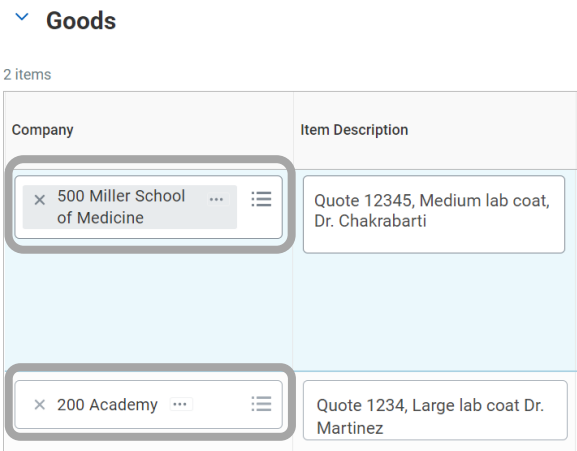
View Purchase Order

Purchase Order [PO-0000458564](#) Status Issued

Summary

Company [200 Academy](#)

Initiate a change order for Company 200 & 500

| 1. Log into Workday | | | | | | | |
|--|---|---------|------------------|-------------------------------------|---|-------------------|---|
| 2. Initiate a Change Order as usual. | | | | | | | |
| 3. From the <i>Checkout</i> screen, scroll down to the Goods and/or Services section. Update the <i>Company</i> fields as needed. <ol style="list-style-type: none">Click the "x" to remove 200.Type 500 and hit the Enter key. |  <p>The screenshot shows the 'Goods' section of a checkout screen. It contains two items, each with a company name in a dropdown menu and an item description. The first item has the company '500 Miller School of Medicine' and the description 'Quote 12345, Medium lab coat, Dr. Chakrabarti'. The second item has the company '200 Academy' and the description 'Quote 1234, Large lab coat Dr. Martinez'. Both company names are highlighted with red boxes. The interface also shows a '2 items' count and a 'Goods' section header.</p> <table border="1"><thead><tr><th data-bbox="836 420 1128 472">Company</th><th data-bbox="1128 420 1409 472">Item Description</th></tr></thead><tbody><tr><td data-bbox="836 472 1128 577">× 500 Miller School of Medicine ...</td><td data-bbox="1128 472 1409 577">Quote 12345, Medium lab coat, Dr. Chakrabarti</td></tr><tr><td data-bbox="836 682 1128 772">× 200 Academy ...</td><td data-bbox="1128 682 1409 772">Quote 1234, Large lab coat Dr. Martinez</td></tr></tbody></table> | Company | Item Description | × 500 Miller School of Medicine ... | Quote 12345, Medium lab coat, Dr. Chakrabarti | × 200 Academy ... | Quote 1234, Large lab coat Dr. Martinez |
| Company | Item Description | | | | | | |
| × 500 Miller School of Medicine ... | Quote 12345, Medium lab coat, Dr. Chakrabarti | | | | | | |
| × 200 Academy ... | Quote 1234, Large lab coat Dr. Martinez | | | | | | |