# Change Orders in Workday

Change Orders can be initiated by the CCM (Cost Center Managers) or PDES (Purchase Data Entry Specialist).

http://workday.miami.edu

## Search for the Purchase Order

1. Click the **Purchases** worklet.

2. Search for the PO. Ex: type **Fin Pur Ord**. Type partial words for a shortcut.

3. Click **Find Purchase Orders**.

4. Use the search fields to find the Purchase Order. Ex: in the **Purchase Order** field type **PO-0000001405**. Type the full PO number.

5. Click **OK**. The Purchase Order should appear.

## Process the Change Order

6. Hover over the magnifying glass then click the **Related Actions** icon.

7. Hover over **Purchase Order**, then click **Create Change Order**.

8. Type an internal memo that describes the exact change and why it was made. Ex: Split accounting between PG0... and PG0...

9. Changes can be made to the following fields.
   - Quantity
   - Unit Cost
   - Ship-To Address
   - Ship-To Contact
   - Deliver-To
   - Program / Grant / Gift / Project
   - Cost Center
   - Additional Worktags.

   **Hints:**
   - For auditory purposes, do not delete lines. Instead add a new line, then change the unwanted line to $0.
   - To change the item description, add a new line containing the correct description, then change the original line to $0.

10. Click **Submit**.