Closing Purchase Orders in Workday

Closing a PO 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**. (Hint: 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 Purchase Order Close**

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

7. Hover over **Purchase Order**, then click **Close**.

8. Click **Ok** and then **Done**. Searching for this PO will have 0 results.