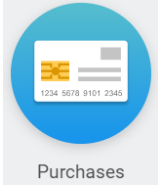

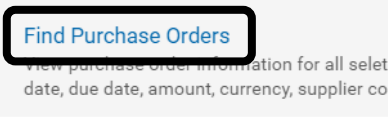
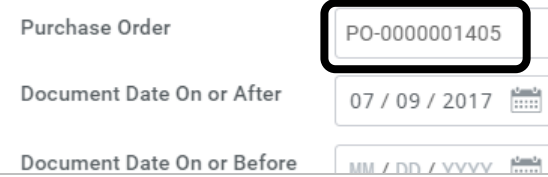

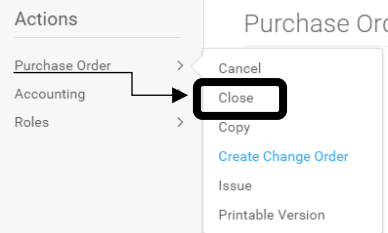


Closing Purchase Orders in Workday

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 <i>Purchase Order</i> 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.