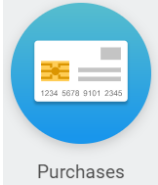

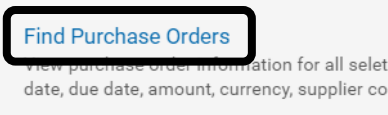
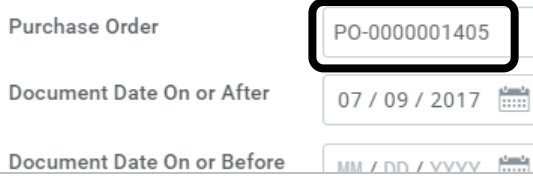

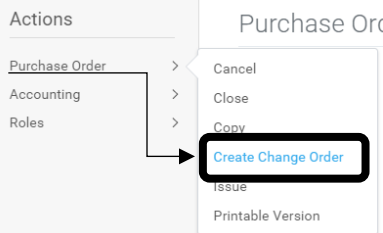


# Change Orders in Workday

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 <b>Purchases</b> worklet.	
2. Search for the PO. Ex: type <b>Fin Pur Ord</b> . Type partial words for a shortcut.	
3. Click <b>Find Purchase Orders</b> .	
4. Use the search fields to find the Purchase Order. Ex: in the <i>Purchase Order</i> field type <b>PO-0000001405</b> . Type the full PO number.	
5. Click <b>OK</b> .	The Purchase Order should appear.
Process the Change Order	
6. Hover over the magnifying glass then click the <b>Related Actions</b> icon.	
7. Hover over <b>Purchase Order</b> , then click <b>Create Change Order</b> .	
8. Type an internal memo that describes the exact change and why it was made.	Ex: Split accounting between PGO... and PGO... Ex: Line 3 cancelled. Line 4 replacement added.
9. Changes can be made to the following fields. <ul style="list-style-type: none"> <li>Quantity</li> <li>Unit Cost</li> <li>Ship-To Address</li> <li>Ship-To Contact</li> <li>Deliver-To</li> <li>Program / Grant / Gift / Project</li> <li>Cost Center</li> <li>Additional Worktags.</li> </ul>	<i>Hints:</i> <ul style="list-style-type: none"> <li>For auditory purposes, do not delete lines. Instead add a new line, then change the unwanted line to \$0.</li> <li>To change the item description, add a new line containing the correct description, then change the original line to \$0.</li> </ul>
10. Click <b>Submit</b> .	