

OVERVIEW:

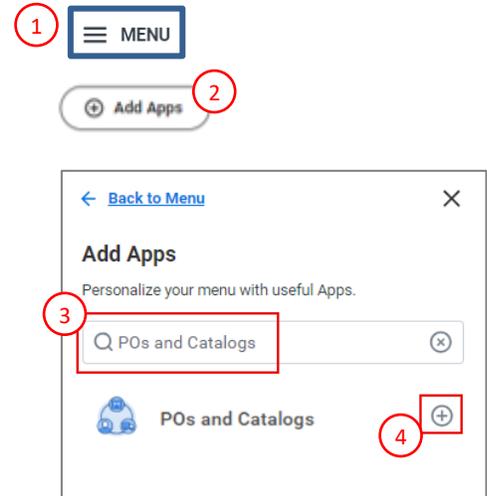
Use this guide to help you use Workday to View a Purchase Order and View a Payment Status. This guide will walk you through the following steps in Workday:

- Adding the POs and Catalogs app to your Menu
- View a Purchase Order
- View Invoice Payment Status

ADD APPS / VIEW A PURCHASE ORDER / PAYMENT STATUS

ADD THE POS AND CATALOGS APP TO YOUR MENU

1. From the Workday home page, select **Menu**.
2. Click the Add Apps button.
3. **Type POs and Catalogs** in the search bar.
4. **Click the plus sign** beside the app name to add to your main menu.
5. Repeat this same process for the **Invoices and Payments app**, which will allow you to search, find, and track the status of invoices and payments in Workday.

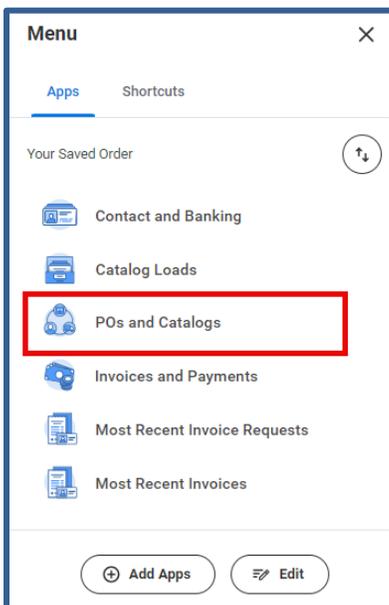


VIEW A PURCHASE ORDER

6. From the Workday home page, select **Menu**.



7. Select **POs and Catalogs**.



- View key information on **POs and Catalogs**. *Note: To view a list of all Purchase Orders, select **Find Purchase Orders** > **OK**.*

The screenshot shows the 'POs and Catalogs' dashboard. On the left, there are statistics for 'Uninviced POs': 4 Partially Invoiced and 44 Uninviced, with a total uninviced amount of 367,044.92 USD. The main area features a table of 'Most Recent Purchase Orders' with columns for Purchase Order ID, Document Date, Status, and Amount. On the right, there are options for 'Catalog' (Catalog Load Request for Supplier, View All Catalog Loads) and 'Purchase Order' (Find Purchase Orders, Create Invoice from Purchase Order, Log Time and Tasks). Below these is a table for 'Most Recent Catalog Loads' with columns for Catalog Load, Effective Date, Supplier Catalog, Supplier Contracts, and Company.

Purchase Order	Document Date	Status	Amount
PO-1000480	06/21/2024	Closed	1,000.00
PO-1000485	06/19/2024	Issued	1,250.00
PO-1000461	06/19/2024	Issued	7,850.00
PO-1000460	06/19/2024	Issued	7,850.00
PO-1000424	06/14/2024	Issued	12,000.00
PO-1000428	06/14/2024	Issued	2,500.00
PO-1000414	06/13/2024	Issued	300.00
PO-1000408	06/12/2024	Issued	800.00
PO-1000409	06/12/2024	Issued	300.00
PO-1000410	06/12/2024	Issued	300.00

VIEW PAYMENT STATUS

- From the Workday home page, select **Menu**.



- Select **Invoices and Payments**. *Note: If you do not see Invoices and Payments, select Add Apps, and search for Invoices and Payments.*

The screenshot shows the 'Menu' overlay with two tabs: 'Apps' and 'Shortcuts'. Under 'Apps', there is a section for 'Your Saved Order' with a sort icon. Below that are several app icons: 'Contact and Banking', 'Catalog Loads', 'POs and Catalogs', 'Invoices and Payments' (highlighted with a red box), 'Most Recent Invoice Requests', and 'Most Recent Invoices'. At the bottom, there are 'Add Apps' and 'Edit' buttons.

- View your **Most Recent Invoices and Payments**. Select **View More Details**>**OK** to see all Invoices and Payments.

Invoices and Payments

Most Recent Invoices

Invoice	Supplier Reference Number	Total Invoice Amount	Currency	Due Date	Invoice Status
SINV-1001089	3434	1,100.00	USD	07/21/2024	In Progress
SINV-1001088	55444	1,000.00	USD	07/21/2024	Approved
SINV-1001090		1,000.00	USD	07/21/2024	Approved
SINV-1001074	00453433	900.00	USD	07/19/2024	Cancelled
SINV-1001069		7,850.00	USD	07/19/2024	Approved
SINV-1001041		0.00	USD	07/18/2024	Draft
SINV-1001050	55545888	2,525.00	USD	07/18/2024	In Progress
SINV-1001051		(2,500.00)	USD	07/18/2024	Draft
SINV-1001030	D443	280.00	USD	07/17/2024	Approved
SINV-1001014		250.00	USD	07/14/2024	Approved

[View More Details](#)

Most Recent Payments

Payment	View	Payment Amount	Currency	Payment Date	Transaction Reference
Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/19/2024	View	500.00	USD	06/19/2024	
Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/19/2024	View	500.00	USD	06/19/2024	
Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	50,000.00	USD	06/11/2024	
Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	31,800.00	USD	06/11/2024	
Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	5,000.00	USD	06/11/2024	
Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	4,000.00	USD	06/11/2024	
Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	50,000.00	USD	06/11/2024	
Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	900.00	USD	06/11/2024	
Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	50,000.00	USD	06/11/2024	
Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 05/28/2024	View	4,500.00	USD	05/28/2024	

[View More Details](#)