

# How to find Requisitions, Purchase Orders, Invoices and Expense Reports

## Requisitions

1. Type in **My Requisitions** on Workday search bar.

Search bar: my requisitions

Simplified Search is Disabled

Tasks and Reports

**My Requisitions Report**

My Tasks for Requisitions

2. Fill out the fields to define the Requisition you want to look for. The more information filled out the more refined your search will be.

My Requisitions X

Company: X Florida Atlantic University ...

Requisition:

Status:

Requisition Type:

Requesting Inventory Site:

Document Date On or After: 02/26/2025

Document Date On or Before: MM/DD/YYYY

Supplier:

Spend Category:

Item:

Project:

Purchase Order:

3. Once you select OK, a list of requisitions will appear based on the filter you entered in the previous step.

Procurement Requisitions

1 item

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Edit Requisition
REQ-0000189787	Blanket PO		03/24/2025	30.00	USD	3-D Microscopes Inc		In Progress			Edit Requisition

**\*Use the Requisition number (REQ-XXXX) to search directly in Workday search box\***

Purchase Orders

1. On the Workday search box, type in **Find Purchase Orders**

The screenshot shows the Workday search bar at the top with the text "find purchase orders" entered. Below the search bar, a blue banner indicates "Simplified Search is Disabled" with a toggle switch. On the left sidebar, under the "Tasks and Reports" section, the link "Find Purchase Orders" is highlighted with a red box. Below this link, a description states: "View purchase order information for all selected purchase orders. Details include version, company, PO status, memo, supplier, PO date, due date, amount, currency, supplier contract, and a list of receipts and invoices for each purchase order. You can drill into the receipts and invoices for more information. Required prompt: none Optional prompts: Company, Supplier, Purchase Order, Purchase Order Date, Due Date, Contract, Requisition, Requester, Invoice, Created by Worker, Approving Worker, Worktags".

2. Use filters such as:

- Supplier Name
- Purchase Order Number
- Requester
- Requisition Number

The screenshot shows the "Find Purchase Orders" filter modal. It contains a list of filters on the left and input fields on the right. The filters include: Company, Supplier, Buyer, Purchase Order Type, Purchase Order, Document Date On or After (with a date picker set to 02/26/2025), Document Date On or Before (with a date picker set to MM/DD/YYYY), Due Date On or After (with a date picker set to MM/DD/YYYY), Due Date On or Before (with a date picker set to MM/DD/YYYY), Status, Issue Options, Contract, Requisition, Requisition Types, Requester, Invoice, Created by Worker, Approving Worker, and Worktags. At the bottom of the modal are "Cancel" and "OK" buttons.

### 3. All purchase orders matching your search filters will appear in this report.

Find Purchase Orders														
<div> <div>Report Criteria</div> <div>Document Date On or After 02/24/2025</div> <div>Exclude Canceled Yes</div> <div>Exclude Closed Yes</div> <div>Purchase Orders 874 items</div> </div>														
Purchase Order	Number	Version	Company	Purchase Order Type	Status	Issue Option	Buyer	Supplier	Document Date	Due Date	Amount	Currency	Requisition Type	
Q	PO-P2515153		Florida Atlantic University		Issued	XML Auto		Amazon Capital Services, Inc. (Punchout)	02/24/2025		20.55	USD	Punchout (Supplier Website)	
Q	PO-P2515156		Florida Atlantic University		Issued	XML Auto		Lowe's Home Centers (Punchout)	02/24/2025		269.20	USD	Punchout (Supplier Website)	
Q	PO-P2515157		Florida Atlantic University		Issued	XML Auto		Lowe's Home Centers (Punchout)	02/24/2025		377.58	USD	Punchout (Supplier Website)	
Q	PO-P2515158		Florida Atlantic University	Non-Competitive (Informal)	Issued	Print		Wizard Creations, Inc	02/24/2025		2,631.50	USD	Standard PO	
Q	PO-P2515159		Florida Atlantic University		Issued	XML Auto		Amazon Capital Services, Inc. (Punchout)	02/24/2025		125.78	USD	Punchout (Supplier Website)	

### \*Search by Purchase Order number (PO-PXXXXX)\*

## Invoices

### 1. Type Find Supplier Invoices in workday search box.

Simplified Search is Disabled

#### Tasks and Reports

[Find Supplier Invoices](#)

Report

View the invoice or adjustment number, company, status, supplier, invoice date, memo, discount date, due date, invoice amount, amount due and adjustment for entered supplier invoices. Required prompt: None Optional prompts: Company, Suppliers, Supplier Hierarchy, Supplier Status, Invoice Number, Supplier Reference Number, Invoice Status, Invoice Date, Only Invoices on Hold, Only Intercompany Invoices, Only Direct Intercompany Invoices, Payment Status, Adjustment Reasons, Invoice Due Date, Created by Worker, Approved by Worker, Purchase Order, External PO Number

[Find Supplier Invoices Processed by OCR](#)

Report

View the invoice or adjustment number, company, status, supplier, invoice date, invoice amount, auto-submit for supplier invoices processed by OCR. Required prompt: None Optional prompts: Company, Suppliers, Invoice Date, Invoice Status

[Find Recurring Supplier Invoices](#)

Report

View details for supplier invoices including contract number, company, status, supplier, start and end

### 2. On the Find Supplier Invoices prompt:

Company – select the Workday company

Supplier – enter or select from the dropdown

Invoice Number – enter SI number if known

Invoice Status – (Approved, Draft, Denied, etc.)

Invoice Date On or After – default is today; adjust to appropriate range

Payment Status – Paid, Partially Paid, Unpaid (optional)

Find Supplier Invoices

Company

Supplier

Supplier Hierarchy

Supplier Status

Invoice Number

Supplier's Invoice Number

Invoice Status

Invoice Date On or After

02/26/2025

Invoice Date On or Before

MM/DD/YYYY

Invoice On Hold

☐

Intercompany Invoice

☐

Direct Intercompany

☐

Down Payment

☐

Tax-Only

☐

Payment Status

Adjustment Reasons

Invoice Due Date On or After

MM/DD/YYYY

Invoice Due Date On or Before

MM/DD/YYYY

Created by Worker

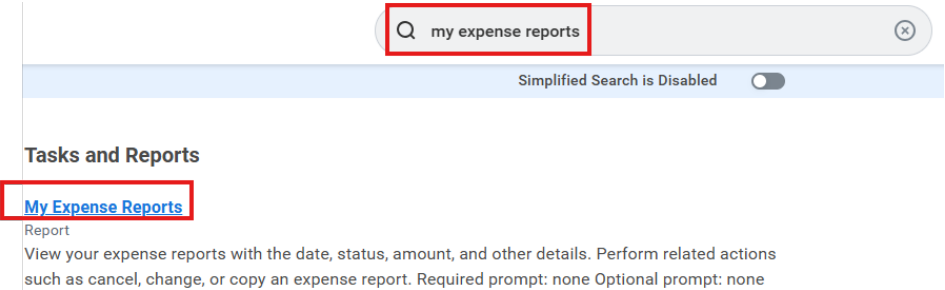
Approved by Worker

Purchase Order

External PO Number

Expense Reports

1. On the Workday search box, type in **My Expense Reports**



2. This will provide you a list of all expense reports created – approved, denied, draft, in progress, and canceled.

