

Finance



WORKDAY

New Columns When Displaying Purchase Order and Change Order Lines

Yale *Learn and Grow*

FUNCTIONAL LEARNING

In displaying Purchase Order and Change Order lines, Workday now shows some fields (e.g., Spend Category, Unit of Measure) as separate columns.

You can now filter lines based on these distinct columns. The change will also require increased scrolling through the additional columns.

Before

Goods Order Line	Line	Item and Category	Supplier Item Identifier	Business Document Status	Tax	Tax Recoverability	Tax Option	Quantity	Cost	Delivery	Retention	Prepaid
Q	1	Item Item Description Jiffy Padded Self-Seal Mailers, #5, 10-1/2 in x 16 in, Side Seam, Golden Brown, ...more Spend Category Supplies - Office (SC498)	SEL86708	Invoicing Status Fully Paid	Tax Applicability			Ordered 3 Received 0 Invoiced 3	Unit of Measure Carton Unit Cost 54.99 Extended Amount 164.97	Due Date Lead Time		

After

Line	Item	Item Description	Spend Category	Supplier Item Identifier	Business Document Status	Tax	Tax Recoverability	Tax Option	Quantity	Unit of Measure	Unit Cost	Extended Amount	Due Date	Lead Time	Retention
1		Jiffy Padded Self-Seal Mailers, #5, 10-1/2 in x...more	Supplies - Office (SC498)	SEL86708	Invoicing Status Fully Invoiced	Tax Applicability			Ordered 3 Received 0 Invoiced 3	Carton	54.99	164.97			

Questions about this course? Contact:
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