



Workday Finance & Procurement



TIPS AND TRICKS

August 21, 2017

Did you know that.....

.....Workday requires detailed itemization on all purchase orders. Let's assume a buyer needs to purchase 200 math books, 300 science textbooks and 100 Dell laptops.

Workday requires itemization of all purchases with a unit cost and quantity for each line item (see below).

Workday Purchase Order

Item	Required Quantity	Cost per Item	Workday Units/ Quantity	Unit Cost	Total Cost
Math Textbooks	200	\$10.00	200	\$10.00	\$2,000.00
Science Textbooks	300	\$15.00	300	\$15.00	\$4,500.00
Dell Laptops	100	\$600.00	100	\$600.00	\$6,000.00

To ensure your purchase orders are entered correctly, and may be processed for invoicing and payment; remember that the all goods must be itemized with the correct quantity and unit cost.

Do you need help with Workday Finance & Procurement? Send your questions to:
wdfinance@clevelandmetroschools.org

or contact the help desk at:

216.838.0440

