



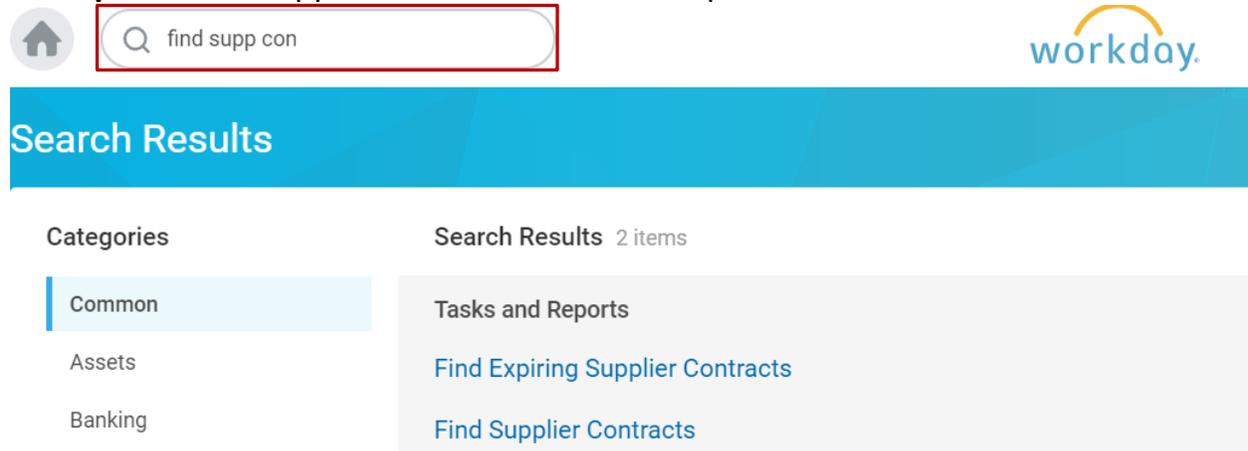
TIPS AND TRICKS

August 29, 2017

Did you know.....

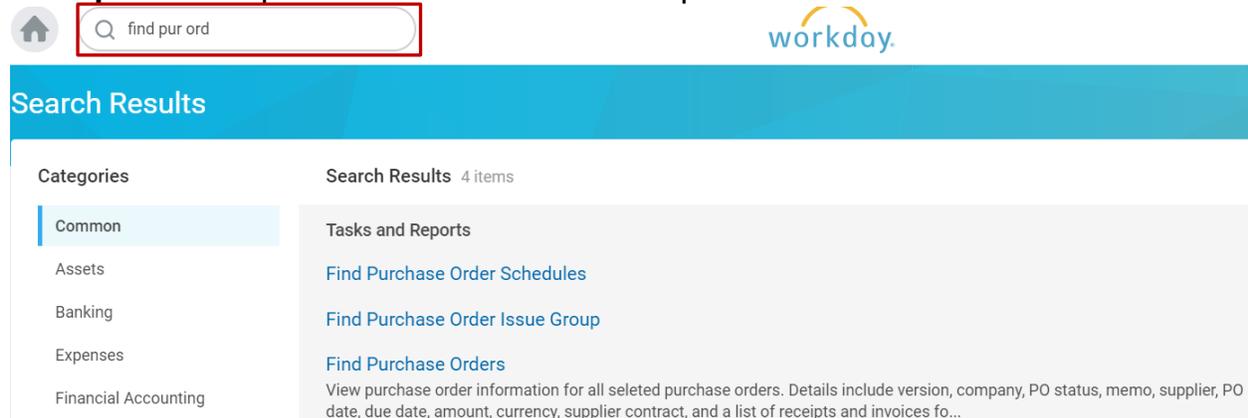
.....that you can use the Workday search field  to quickly find information? If you're looking for specific information, simply type a brief description into the search field and hit enter to bring up related tasks and reports. Below are two examples.

Example 1: Find supplier contract tasks and reports.



The screenshot shows the Workday search interface. At the top, there is a search bar with a home icon on the left and the text "find supp con" inside. To the right of the search bar is the Workday logo. Below the search bar is a blue header with the text "Search Results". Underneath, there are two columns. The left column is titled "Categories" and has three items: "Common" (highlighted with a blue bar), "Assets", and "Banking". The right column is titled "Search Results 2 items" and contains two items: "Tasks and Reports" (with a sub-item "Find Expiring Supplier Contracts") and "Find Supplier Contracts".

Example 2: Find purchase order tasks and reports.



The screenshot shows the Workday search interface. At the top, there is a search bar with a home icon on the left and the text "find pur ord" inside. To the right of the search bar is the Workday logo. Below the search bar is a blue header with the text "Search Results". Underneath, there are two columns. The left column is titled "Categories" and has five items: "Common" (highlighted with a blue bar), "Assets", "Banking", "Expenses", and "Financial Accounting". The right column is titled "Search Results 4 items" and contains three items: "Tasks and Reports" (with sub-items "Find Purchase Order Schedules" and "Find Purchase Order Issue Group"), and "Find Purchase Orders" (with a description: "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 fo...").

To view, click the task or report you'd like to see.

Do you need help with Workday Finance & Procurement? Send your questions to: wdfinance@clevelandmetroschools.org or contact the help desk at: 216.838.0440

