



## Instructions to process Change Order (CO) in Workday when it integrates from e-Builder.

The Change order (CO) process starts in e-Builder and integrates into Workday. When a CO integrates into the existing Purchase Order (PO) number in Workday, it will switch the PO status from “Issued” to “in Progress.” The PO will follow the process of approval steps and route to different roles. Once the PO has been approved, it will need to be re-issued by the Buyer. Follow the step below to process and approve the change order.

### I. Cost Center Manager approves change order in existing PO number in Workday.

1. The Change Order (CO) integrates into an existing PO in Workday, switching the existing PO status from Issued to In Progress. The PO now sits in the Cost Center Manager step for approval. The PO will show up in the Task list of the Cost Center Manager.

The screenshot displays the 'My Tasks' section of the Workday interface. On the left, a sidebar contains navigation options: 'My Tasks' (selected), 'All Items', 'Saved Searches', 'Filters', and 'Archive'. The main area shows the 'All Items' list, which contains 3 items. The first item is a 'Change Order: 106 GROUP LTD THE on 04/17/2025 for 7,358.00 USD' with a star icon. The second item is a 'Purchase Order: PO-000040035, Supplier: A TO Z MOVING INC, Date: 03/12/2025, Amount: 5,809.53 USD' with a star icon and a due date of 'Due: 03/22/2025'.

Item	Date	Amount
Change Order: 106 GROUP LTD THE on	04/17/2025	7,358.00 USD
Purchase Order: PO-000040035, Supplier: A TO Z MOVING INC, Date: 03/12/2025, Amount: 5,809.53 USD	03/20/2025	5,809.53 USD

- The Cost Center Manager selects the task to approve by clicking on the task on the left side. The details will be displayed on the right side. To maximize the task for review, click on the expanded arrow.

**All Items** 3 items

Search: All Items

[Advanced Search](#)

**Change Order: 106 GROUP LTD THE on 04/17/2025 for 7,358.00 USD** 04/17/2025 ☆

**Purchase Order: PO-000040035, Supplier: A TO Z MOVING INC, Date: 03/12/2025, Amount: 5,809.53 USD** 03/20/2025 ☆

Due: 03/22/2025

**Time Entry: Charles D Boyer - 80 Regular from 02/12/2025 to 02/25/2025** 02/07/2025 ☆

Due: 02/09/2025

Effective: 02/25/2025

**Review** Change Order: 106 GROUP LTD THE on 04/17/2025 for 7,358.00 USD ...

**For** Change Order: 106 GROUP LTD THE on 04/17/2025 for 7,358.00 USD

**Overall Process** Change Order: 106 GROUP LTD THE on 04/17/2025 for 7,358.00 USD

**Overall Status** In Progress

**Due Date** 04/24/2025

**Details to Review**

**Purchase Order** PO-000040033 **Version** 7 **Change Order Status** In Progress

**Change Order Reason**

**Reason** Add/Remove Items

**Comments** test where co landed

**Summary**

**Company** CU0070 Bemidji State University

**Purchase Order Type** One Time Service

**Supplier** 106 GROUP LTD THE

**Order-From Connection** GENERAL - ST PAUL-001-1

**Approve** **Send Back** **Deny** **Cancel**

- Review the dollar amount, Worktags, and spending categories on the lines in the PO.

**All Items** 3 items

Search: All Items

[Advanced Search](#)

**Change Order: 106 GROUP LTD THE on 04/17/2025 for 7,358.00 USD** 04/17/2025 ☆

**Purchase Order: PO-000040035, Supplier: A TO Z MOVING INC, Date: 03/12/2025, Amount: 5,809.53 USD** 03/20/2025 ☆

Due: 03/22/2025

**Time Entry: Charles D Boyer - 80 Regular from 02/12/2025 to 02/25/2025** 02/07/2025 ☆

Due: 02/09/2025

Effective: 02/25/2025

**Supplier** 106 GROUP LTD THE

**Order-From Connection** GENERAL - ST PAUL-001-1

**Currency** USD

**Document Date** 02/03/2025

**Change Order Creation Date** 04/17/2025

**Change Order Total** 7,358.00

**Tax Amount** 0.00

**Freight Amount** 0.00

**Other Charges** 0.00

**Default Payment Type** SWIFT

**Override Payment Type** (empty)

**Credit Card** (empty)

**Shipping Terms** FOB Destination

**Shipping Method** (empty)

**Shipping Instructions** (empty)

**Supplier Contract** (empty)

**Default Tax Option** (empty)

**Default Tax Code** (empty)

**Update Tax**

**Bill To Contact** Jodi L Riley

**Bill To Contact Detail** Gina M Walkup

**Bill To Address** 1500 Birchmont Dr NE #1 Bemidji, MN 56601 United States of America

**Ship To Contact** (empty)

**Ship To Contact Detail** Gina M Walkup

**Ship To Address** 1500 Birchmont Dr NE #1 Bemidji, MN 56601 United States of America

**Memo** Test PO 2.24.25

**Internal Memo** (empty)

**Goods Lines** 1 item

Cancel PO Line	Line	Company	Item	Item Description	*Spend Category	Supplier Item Identifier	Purchase Item	Tax	Tax Recoverability	Tax Opt
	1	CU0070 Bemidji State University			Improvements/Replacements to Buildings			Tax Applicability		
								Tax Code		

- The Cost Center Manager selects the "Approve" option to approve the change order in the PO.

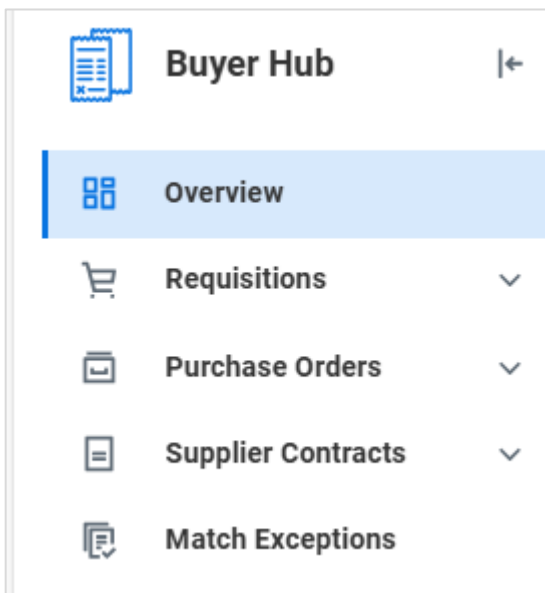
**Approve** **Send Back** **Deny** **Cancel**

- The PO will then continue to route through the approval steps in Workday. **Due to the Workday**

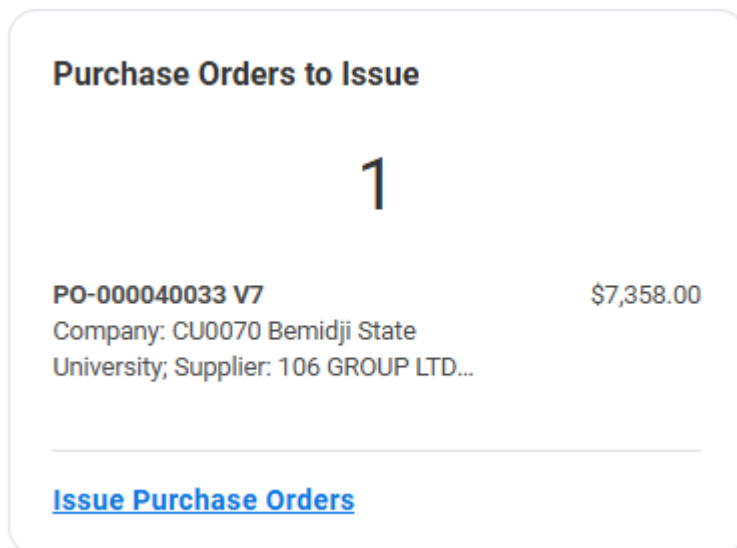
approval steps, the approval may route to **Tim Anderson and Bill Maki for approval**. Once the approval steps are completed, the PO will need to be reissued by the Buyer.

II. **Buyer issues PO in Workday.**

1. On the Workday homepage, access apps from the Menu or Your Top Apps and select **Buyer Hub**.



2. On the Overview page, under the Purchase Orders to Issue, the PO will be listed. Click on the PO number to open the PO.



3. The list of Pos will appear. Select the PO that needs to be issued.

**Issue Purchase Order by Print**

Company or Company Hierarchy for Issue Purchase Order CU0070 Bemidji State University

Group Purchase Orders for Printing ☐

Select All ☐

Purchase Orders 1 Item

Select	Purchase Order selected for Print Run Group	Version	Company	Purchase Order Type	Status	Issue Option	Supplier	Order-From Connection	Document Date	Due Date	Purchase Order Issued Date	Amount	Currency
<input checked="" type="checkbox"/>	PO-000040033	7	CU0070 Bemidji State University	One Time Service	Approved		106 GROUP LTD THE	GENERAL - ST PAUL-001-1	02/03/2025	04/17/2025		7,358.00	USD

4. Click on OK.

5. Click Issue Orders and Refresh. Then Click Finish to finish the step. The PO is now issued.