Purchasing for Company 500
Use this tutorial to initiate purchase requisitions and change orders for Company 500.

https://workday.miami.edu

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Verify a Company Number

1. Find the Workday search box and type **Crosswalk**.
2. Select **Data Audit – Cost Center – Company Crosswalk**.
3. Select today’s date and click **OK**.
4. Turn off the new tables view.
5. The Cost Center number can be found on the line item of a requisition.
6. Find the **Code** column and scroll down to the Cost Center number.

**TIP:** To quickly find the Cost Center number, hold down the **CTRL** key while striking the **letter F** (for find). A search field will appear. Type the Cost Center and then hit **Enter**.
### Create a Purchase Requisition for Company 500 Only

1. Find the search box and type **Create Req.**
2. From the drop down select **Create Requisition Task.**
3. Update the Company field.
   - a. Click the “x” to remove 200.
   - b. Type 500 and hit the Enter key.
4. Continue the Purchase Requisition form as usual.
   - Non-Catalog Services
   - Non-Catalog Goods
   - Catalog

### Create a Purchase Requisition for Company 200 & 500

On a Purchase Requisition, the header Company (see screen shot below) must be represented on at least one of the line items.

1. Log into **Workday**
2. Create a Purchase Requisition as usual.
   - Non-Catalog Services
   - Non-Catalog Goods
   - Catalog
3. On the Checkout screen, scroll down to the line items and update the Company field as needed.
   - Click the “x” to remove 200.
   - Type 500 and hit the Enter key.

4. Proceed with requisition as usual.

**Change Orders for Company 500 Only**

**Company Header is 200**
The header company may already be updated to Company 500. If so, updates may not be required.

On a Change Order, the header Company (see screen shot below) must be represented on at least one of the line items. If the Company header is 200, and the new company will only be 500, create a new requisition.
**Initiate a change order for Company 200 & 500**

1. Log into [Workday](#).
2. Initiate a [Change Order](#) as usual.
3. From the Checkout screen, scroll down to the Goods and/or Services section. Update the Company fields as needed.
   a. Click the “x” to remove 200.
   b. Type 500 and hit the Enter key.