



Workday Update

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Procurement Services



Procurement Workday Update

- Auto-close feature is active - effective 9/1/2022
- Applicable to all purchase orders except POs for Construction with retainage
- Workday will now automatically close purchase orders fully paid and fully received
- Procurement can open a PO back up if needed, only if it is within the same fiscal year
- Mass closes will still happen to catch those punch-outs fully paid and fully invoiced