Workday Procurement

CMSD Workday Finance and Procurement

Welcome

Welcome to the Workday training for the Procurement process.

We will begin today, by taking a minute and going around the room to introduce everyone. Please provide the following information about yourself:

- Name
- Department/School & Location
- Role/Job Title
- Interesting fact about yourself

Training Materials

- All materials are posted to the CMSD's Workday Learning Library: http://www.clevelandmetroschools.org/Page/9490
- As you entered your classroom today, you were provided a Procurement Training Helpful Hints Data Packet, and Job Aids to support your in-class exercises
  - This is yours to keep and help you when you are in the Live system
  - Use the data pack in conjunction with the online Job Aids to complete the hands-on exercises

Audience

The intended audience of this course includes the following Workday roles:

- Buyer/School Buyer (Administrators and Secretaries)
  - Primary role of the Buyer is to Create, Help Create, Resolve Budget issues, Create Supplier Requests, Assign Suppliers to Non-Catalog Requisitions, trigger the Approval Process, and track the status of open orders
- Principals (Approvers) – Given the authority to Create Purchase Orders in Workday, as well as approving orders they have not created
- Additionally, most CMSD employees have the capability to kick-off the procurement process with the creation of a Requisition, and so this presentation will be available online to everyone

Course Purpose

The purpose of this course is to explain the Workday Procurement process and how the process has changed.

- Since Buyers have such a significant role in the Procurement process, this course is designed to explain the full process, not just the specific tasks Buyers and Approvers are expected to complete, respectively.
- Throughout this course, we will be discussing the Workday tasks included in procurement. Some tasks we will just discuss, others will be demonstrated, and the primary tasks will have hands-on exercises completed in-class.

Course Objectives

Upon completion of this course, you will be able to:

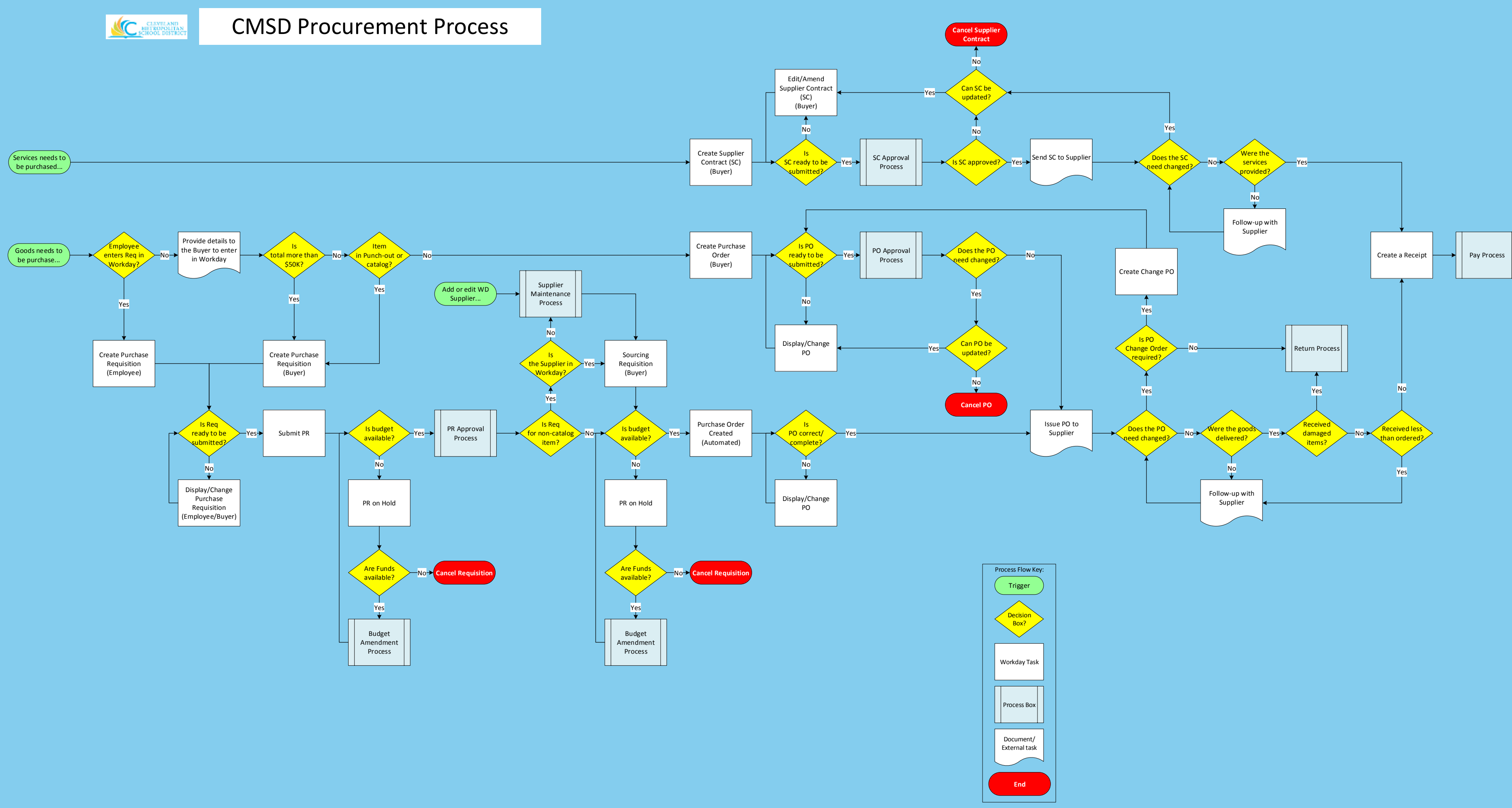
- Describe at a high level the Procurement process
- Identify which Workday procurement tasks are completed by buyers or approvers
- Purchase goods or services through Workday

Agenda

This course has the following lessons:

- Lesson 1: Create Requisitions
- Lesson 2: Processing Requisitions
- Lesson 3: Create Purchase Orders
- Lesson 4: Processing Purchase Orders
- Lesson 5: Processing Supplier Contracts
- Lesson 6: Receiving & Payment
- Lesson 7: Procurement Summary

Procurement Process



Procurement

- Beginning July 1, 2017, all budget, procurement, and employee reimbursement transactions will occur in Workday
- The Finance & Procurement modules builds on the self-service and transparency themes from the Human Capital & Payroll implementation, by enabling you (Based on your Role) self-service access to:
  - Enter your own orders
  - Review your budget, encumbrances, and expenditures
  - Request your own budget amendments
  - Track procurement approvals

Key Terms (Workday vs. Legacy)

Workday	Legacy System
Spend Category	Object
Cost Center	OPU / School Code / Building Code
Program	Special Cost Center (SCC)
Supplier	Vendor
Worktags	Account String / Budget Code

Questions to be Answered in Class

- What are Requisitions, and when are they required?
- What happens when the Budget Check fails?
- How do I move money from one budget to another?
- How do I create Purchase Orders (POs)?
- How long does it take to get a PO approved?
- What is the difference between editing a PO and creating a Change PO?
- When is it necessary to create a Supplier Contracts?
- Why would I create a partial receipt vs a full receipt?

Lesson 1: Create Requisitions

Lesson Purpose

The purpose of this lesson is to cover the important points around the Purchases worklet, creation of requisitions, and the differences between an employee and Buyer creating requisitions.

Lesson Objectives

Upon completion of this lesson, you will be able to:

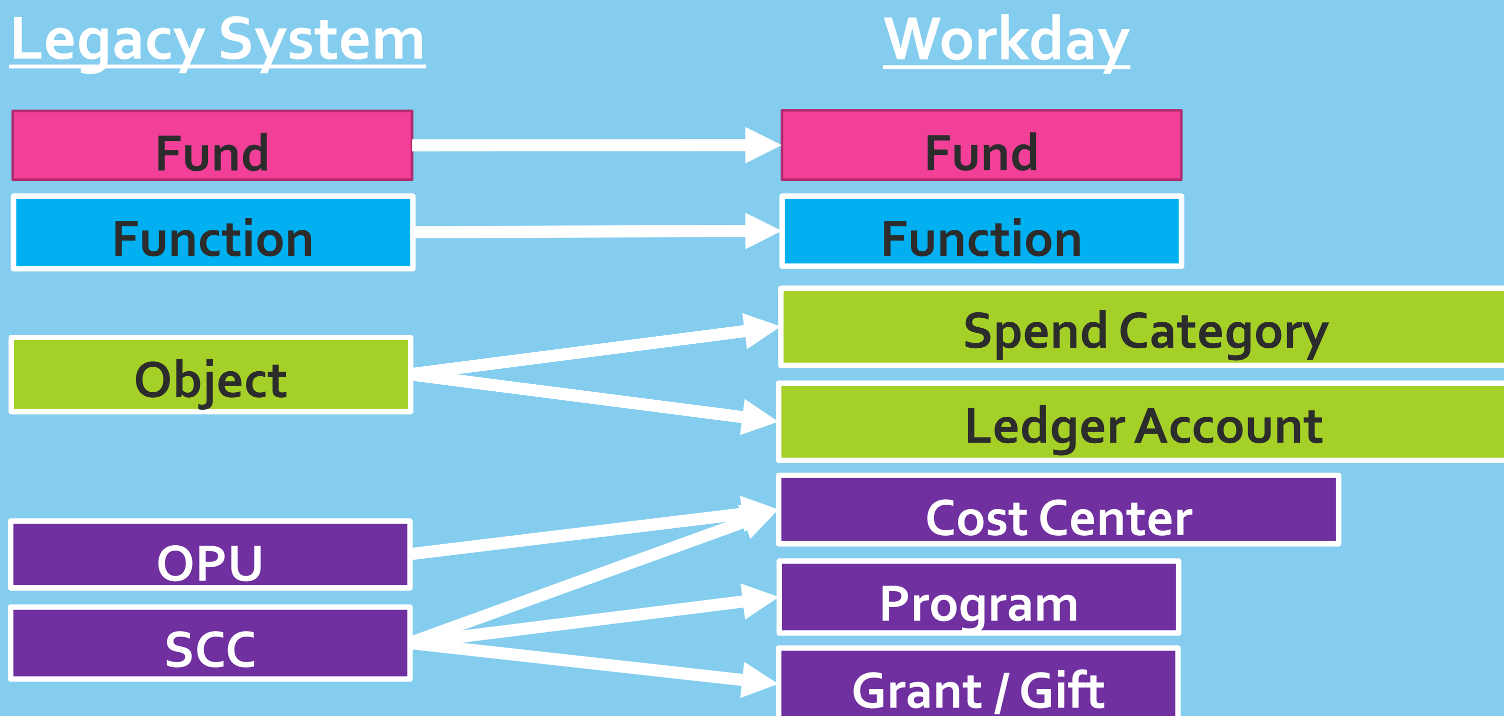
- Describe the Requisitions creation process
- Identify who can create Requisitions in Workday
- List the ways to create a Requisition
- List the primary errors that occur when creating a Requisition

New Workday Terminology

- **Requisitions:** Request to buy, draft document until approval
- **Punch-out:** Procurement term referring to the ability to access a Supplier's website to procure goods directly through Workday
- **Catalog:** List of supplier items available to purchase in Workday
- **Purchase Item:** List of CMSD standard items available to purchases in Workday

New Workday Terminology (cont.)

- **Worktag:** (Budget String) Classifies data related to people, financials, or location information and include the Spend Category, Cost Center, Function, Program, and Additional Worktags (Grants or Projects)



Budget Structures Breakdown

001FD_L General Fund

1110FN
K-8 School

0088CC
Clark

001.0248.1110.511..088

310PG
School
Budget

511SC
Classroom
Supplies

5510 General
Supplies

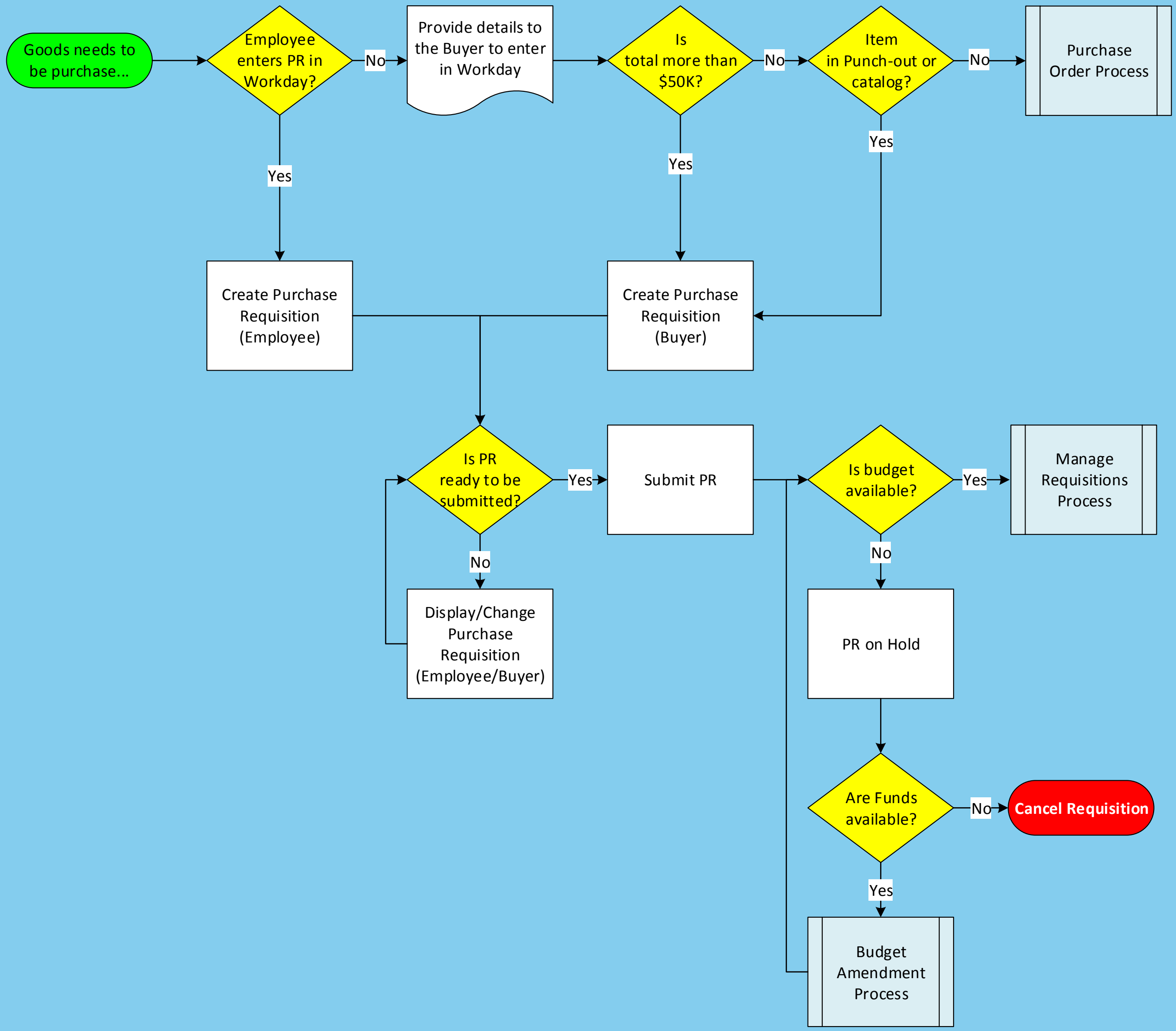
New Cost Center Numbers

- In Workday, Cost Center numbers are XXXXCC
- School Cost Centers will be their existing OPU number with an extra "0" in front
  - Clark's OPU is 088; their Workday cost centers will be 0088CC
- Department SCCs will be replaced by new Cost Centers, grouped by areas:
  - CEO budgets will be in the 1000s (e.g., 1001CC)
  - Academic budgets will be in the 2000s (e.g., 2005CC = CTE)
  - Operations in the 3000s, Finance 4000s, IT 5000s, Legal 6000s, Portfolio 6500s, and Talent in the 7000s

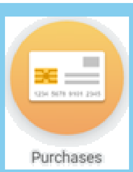
Cost Center & Program Combinations

- Program worktags are required for all purchasing transactions
- The combination reflects who is the beneficiary of the expense (cost center) and (roughly) who controls the resource (program)
  - It is similar to the current SCC and OPU combinations
- For Examples:
  - 0188CC Garfield & 310PG School Budget = School Principal
  - 0188CC Garfield & 210PG Facilities = Facilities Department

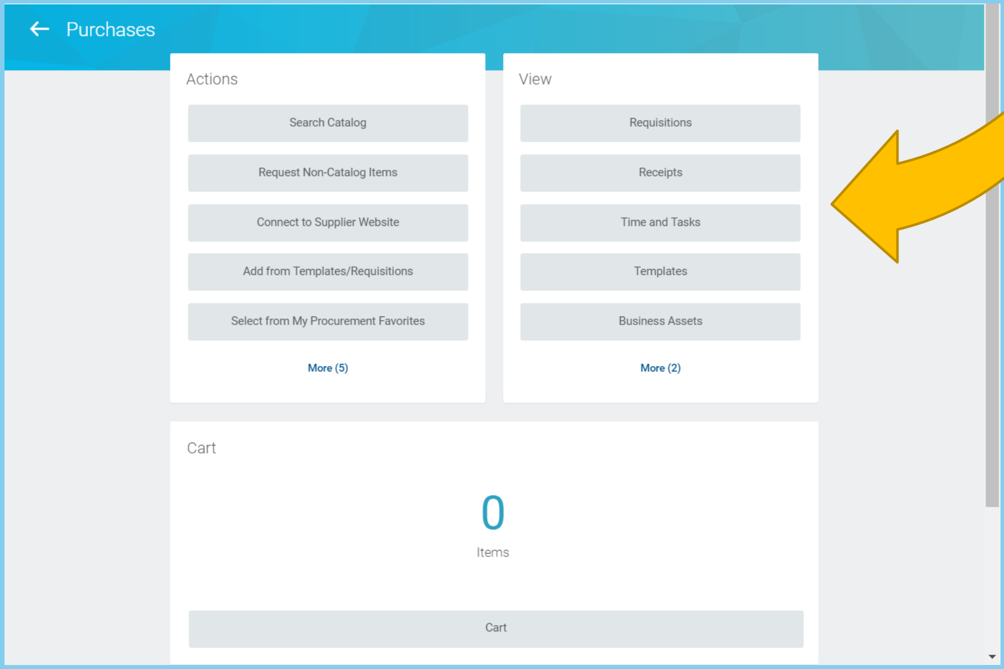
Create Requisition Process



Purchases Worklet

- From your Workday Home screen, click 

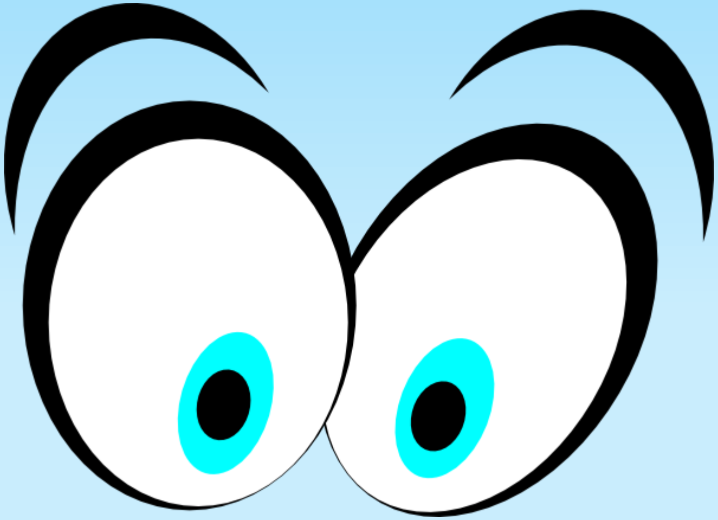
to access the Purchases worklet.
- Enables user easy access to create or view requisitions, receipts, and templates. Additionally, any items previously added to your chart display at the bottom of the worklet



Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- Purchases Worklet



Requisitions

- A Requisition is an internal document identifying the following information:
  - Item(s) to purchase (Product Only, no Services)
  - Quantity
  - Requested Delivery Date (Only a Request)
- Create requisition using the following methods:
  - Search Catalog
  - Non-Catalog Items
  - Supplier Website

Requisitions

- Most employees have the capability to enter a requisition directly into Workday, but it is not required
- Employees can still provide the details to a secretary/ administrator (Buyer), who can enter the order in Workday

Available Requisition Types

- Board Authorizing (Authorizing Board Resolution):
  - Authorizing requisitions are for purchases of certain goods, equipment, and/or materials in any dollar amount where the funds for the purchase have already been authorized by the Board of Education for use under an "Authorizing Resolution"
- Board Awarding (Awarding Board Resolution):
  - Purchases requiring direct authorization by the Board of Education and are processed as an Awarding Board Requisition
  - <u>Example:</u> Purchasing of certain goods, equipment, and/or materials with a total cost greater than $50,000 and an Authorizing Resolution is not in effect
- Regular:
  - When purchasing goods totaling less than $50,000

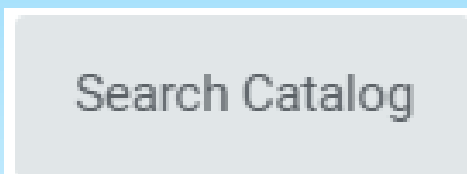
Create Requisition – Search Catalog

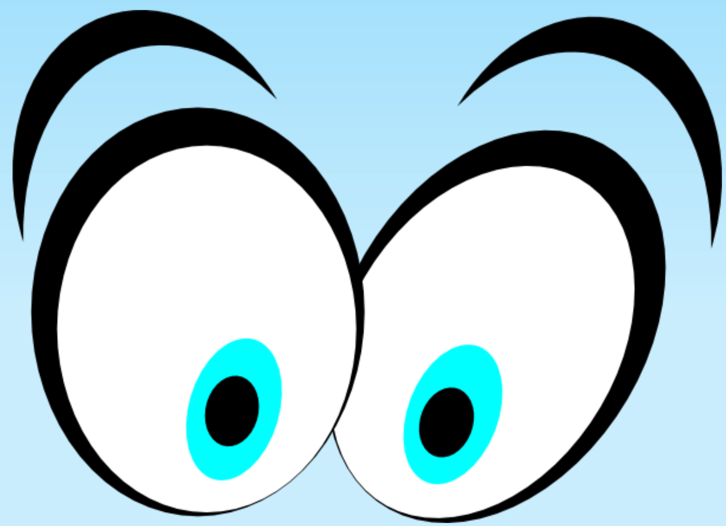
- Catalogs have been loaded into Workday to make it easier for you to find items to procure
- Catalogs are managed by the Purchasing department and will be updated periodically
- There are 5 ways to search for items:
  - Search field
  - By Category
  - By Supplier
  - By Catalog
  - Scrolling through Results
- Initially, you are only selecting the items, it is not until you access the Cart, that you enter the quantity

Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 02_Create Requisition – Search Catalog





Exercise

Now it is your turn to complete the following task:

- 02_Create Requisition – Search Catalog

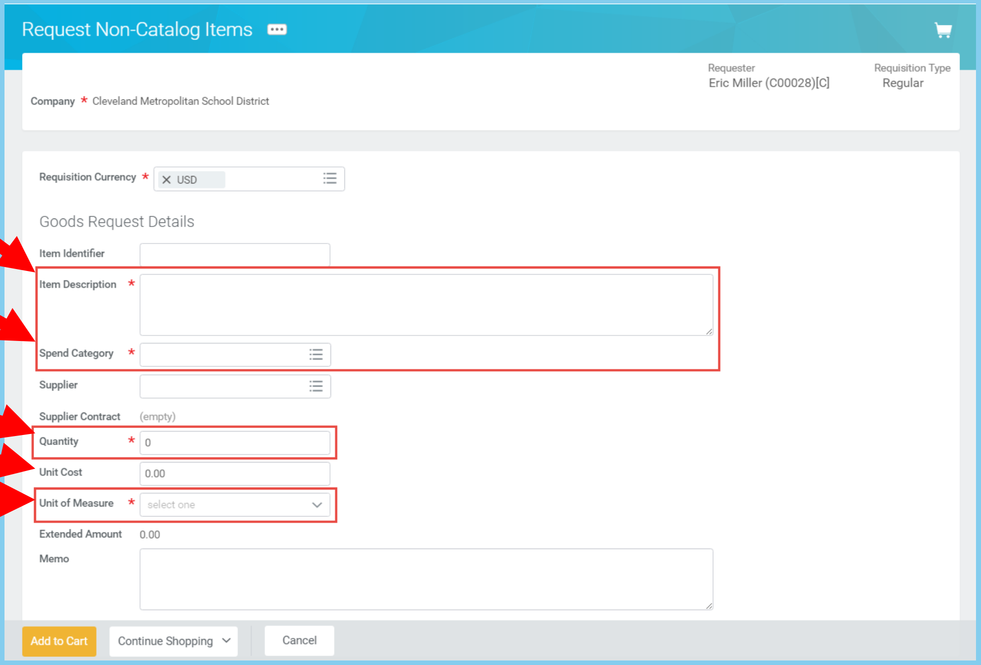
Note: Be sure to use the applicable job aid to complete the task.

Create Requisition – Non-Catalog Items

- When you do not know the specific item or cannot find the item in a catalog or Supplier website, then select the Request Non-Catalog Items requisition type
- Processing this type of requisition has the following additional steps:
  - Add/Approve a new Supplier
  - Sourcing Requisition: An extra processing step for the Buyer to assign/validate the Supplier filling the order
- If the supplier is known, be sure to enter it when creating the requisition, so it is viewable during the approval process
  - All Non-Catalog requisitions go to the Buyer to identify or confirm the supplier, even if the Buyer creates the requisition

Non-Catalog Requisitions

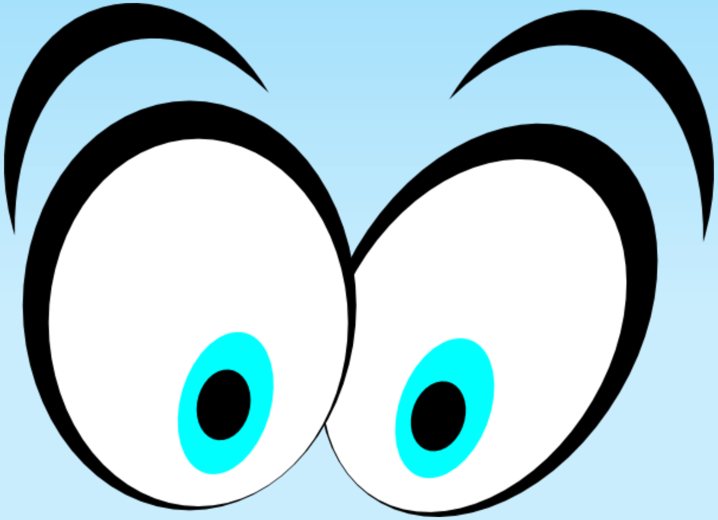
- Be sure to search the catalogs and supplier websites for the required items, before attempting to create a non-catalog requisition
- Complete the following required fields when adding non-catalog items:
  - Item Description
  - Spend Category
  - Quantity
  - Unit Cost
  - Unit of Measure



Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 03_Create Requisition – Non-Catalog Items



Exercise

Now it is your turn to complete the following task:

- 03_Create Requisition – Non-Catalog Items

<u>Note:</u> Be sure to use the applicable job aid to complete the task.

Create Requisition – Supplier Website

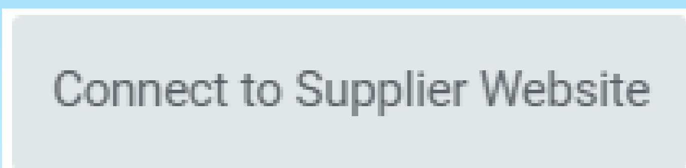
- Partnerships with specific suppliers have been setup to ensure CMSD receives the negotiated rates for specific items
- Enables access to the supplier's websites through Workday
- Select items from the supplier's website, and return to Workday when checking out

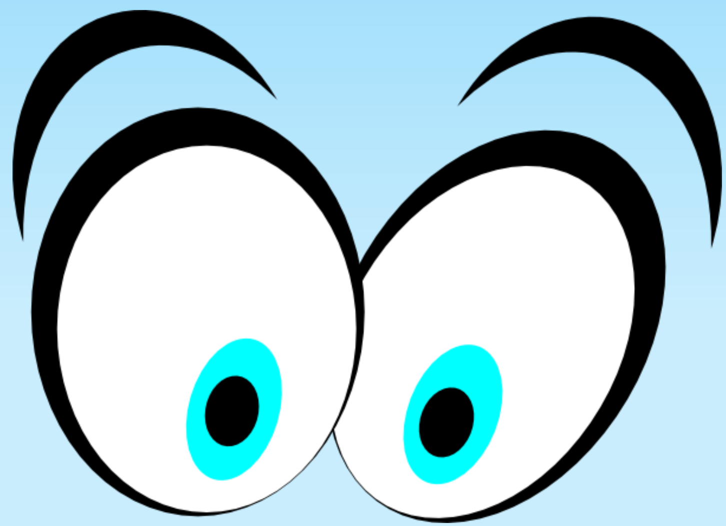
<u>Note:</u> It is NOT possible to create a Change Order for orders created from a supplier's website.

Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 04_Create Requisition – Supplier Website





Exercise

Now it is your turn to complete the following task:

- 04_Create Requisition – Supplier Website

<u>Note:</u> Be sure to use the applicable job aid to complete the task.

Displaying/Updating Requisitions

- Workday enables you to save a requisition for a later time, until additional information can be added, or until the requisition is ready to be submitted
- Before submitting, the requisition initiator can make the following changes to saved requisitions:
  - Add/change items
  - Add/reduce quantities
  - Update Worktags

Submitting Requisitions

- At the time of Checkout, from the Review and Submit screen you have the following options:
- **Submit** – Send the requisition for Budget Check and Approval
- **Save for Later** – Pause the processing of the requisition until additional details can be added or until it is ready to be submitted
- **Cancel** – Stops the requisition from being created or submitted, but keeps the selected items in the Cart for later processing

Requisition Errors

- Errors can occur when not entering information in System or Business required fields
  - For example: If the **Requisition Type** field is blank, an error message displays during checkout
- It is **NOT** possible to Save for Later or Submit a requisition with errors, if you attempt to, Workday jumps to the Shipping Information screen so you can correct the error
- Alerts are not errors and do not stop requisitions from being processed, they are for informational purposes to make you aware of something

Lesson Summary

- Most employees can create Requisitions, but it will fall mainly to the secretaries and administrative personnel to create and maintain them
- Use the Purchases worklet to create the type of requisition you require, view open requisitions, and view items in your Cart
- There are multiple ways to create requisitions: Search Catalog, Non-Catalog Items, or Supplier Website
- Be sure to correct all errors, and get help when you need it…

Lesson Objectives Summary

Now that you have completed this lesson, you are able to:

- Describe the Requisitions creation process
- Identify who can create Requisitions in Workday
- List the ways to create a Requisition
- List the primary errors that occur when creating a Requisition

Lesson 2: Processing Requisitions

Lesson Purpose

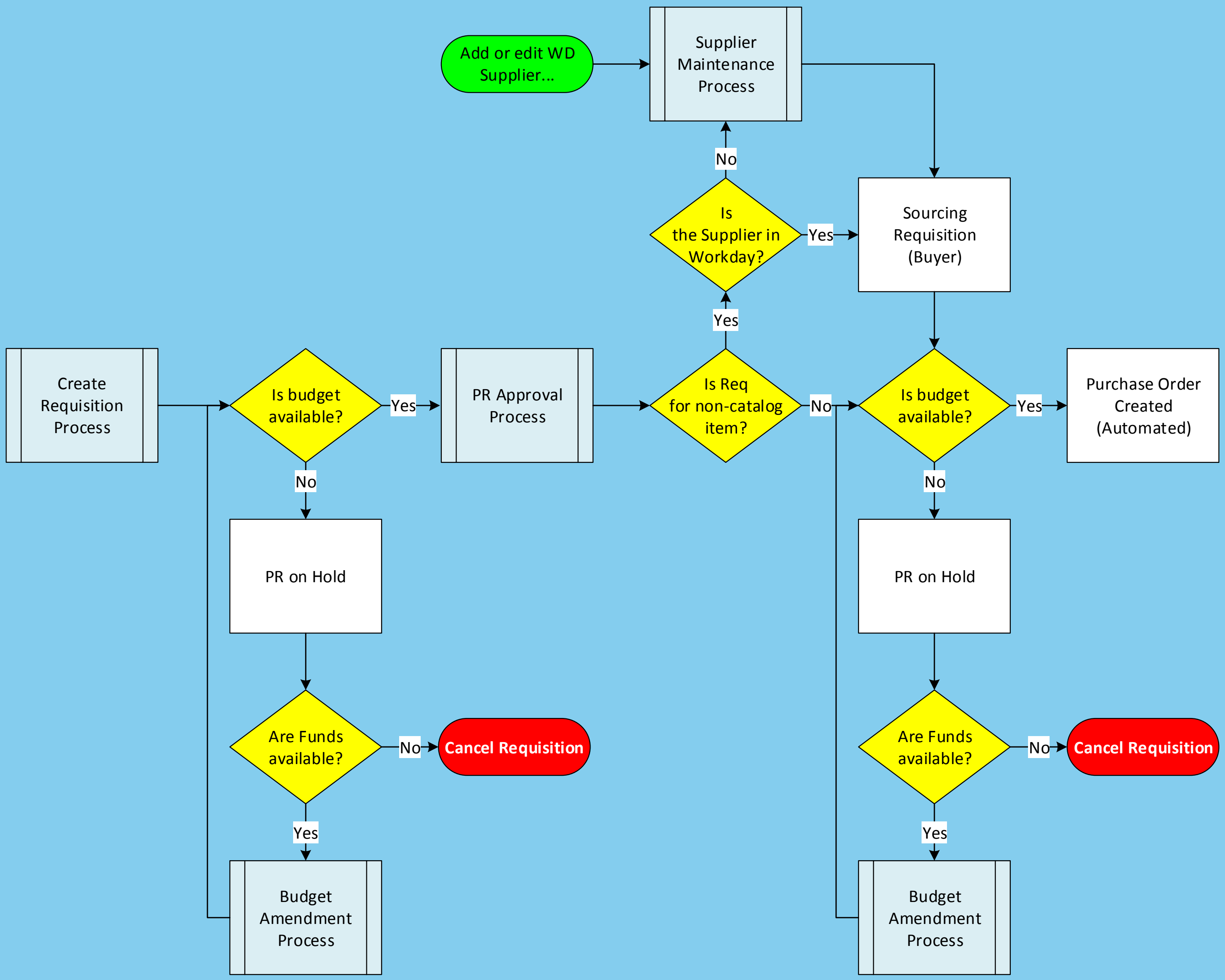
- The purpose of this lesson is to explain how a requisition flows through the Procurement process and converts to a Purchase Order
- The following sub-processes can impact a requisition:
  - Budget Checks/Budget Amendment
  - Requisition Approvals
  - Supplier Maintenance
  - Sourcing Non-Catalog Requisitions

Lesson Objectives

Upon completion of this lesson, you will be able to:

- Describe how to access existing requisitions
- Explain the Budget Check process
- Explain how to create a Budget Amendment
- Describe how to add a supplier to Workday
- Describe the process to assign a source to a requisition
- Explain how to approve or deny requisitions

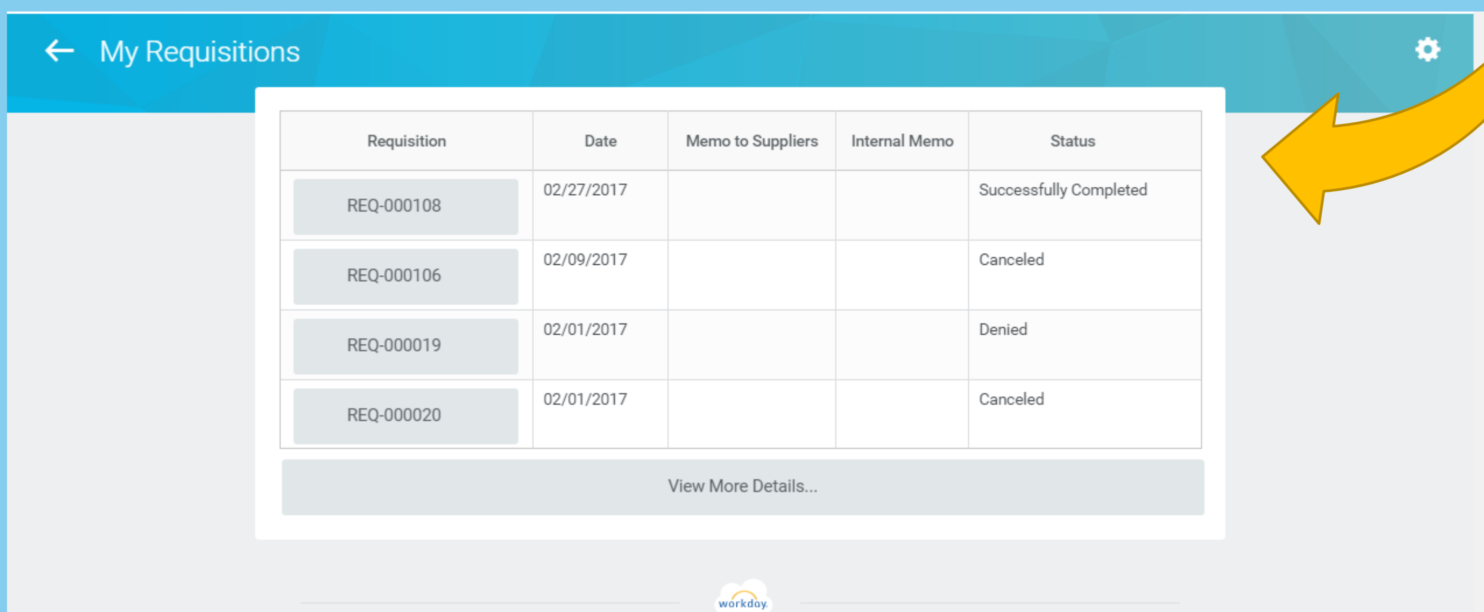
Lesson Process



My Requisitions Worklet

- From your Workday Home screen, click 

to access the My Requisitions worklet
- Enables quick access to view previously created requisitions, including: Requisition number, Date updated, and Status

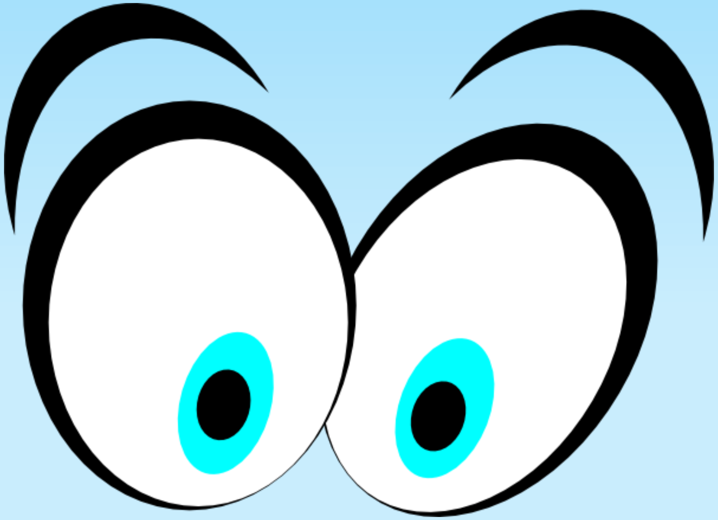


Requisition	Date	Memo to Suppliers	Internal Memo	Status
REQ-000108	02/27/2017			Successfully Completed
REQ-000106	02/09/2017			Canceled
REQ-000019	02/01/2017			Denied
REQ-000020	02/01/2017			Canceled

Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 05_My Requisitions Worklet

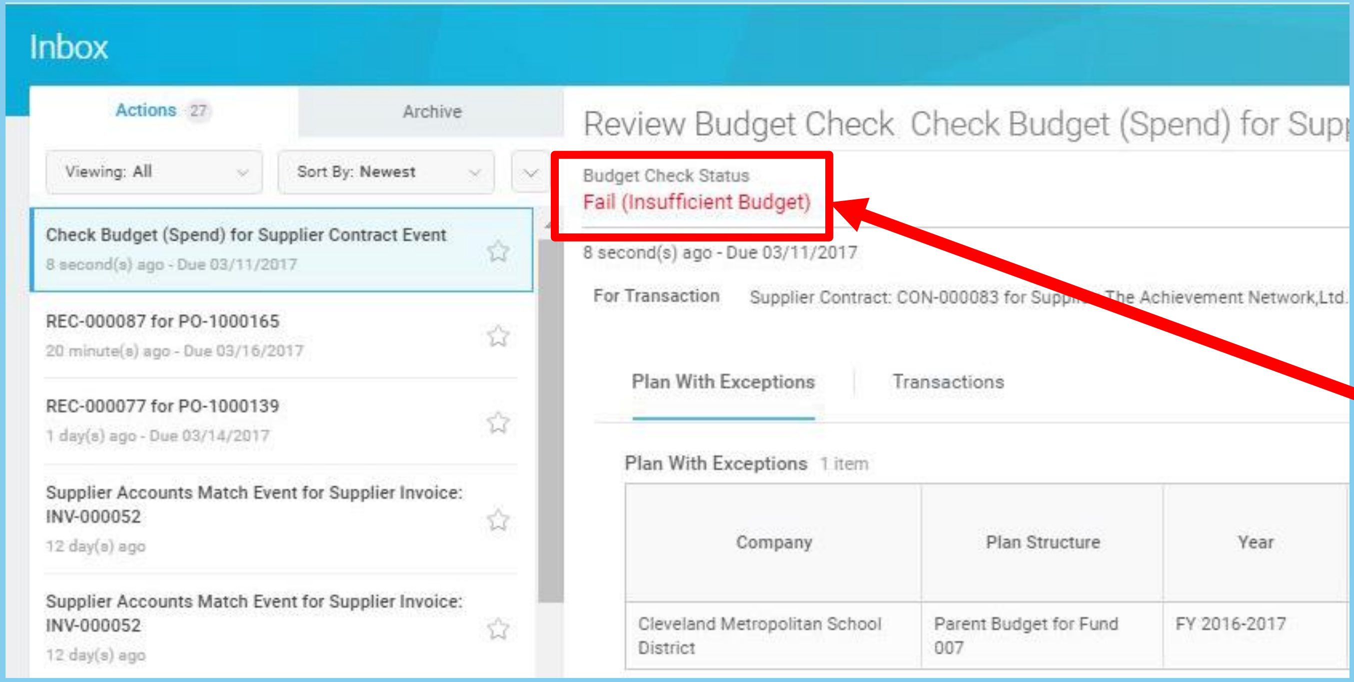


Budget Checks

- Budget check is an automated process confirming the availability of funds prior to procuring goods and/or services
- Budgets are “Checked” after submitting the requisition for approval, and again after the final approval step
- Budget checks pass or fails at the Spend Category Hierarchy level (e.g., 400) rather than the detail level (e.g., 419)

Budget Check Confirmation

- Buyers can confirm when the budget check passes by reviewing the items in their Workday Archive Inbox
- When it fails, the initiator will receive a task in their Workday Inbox

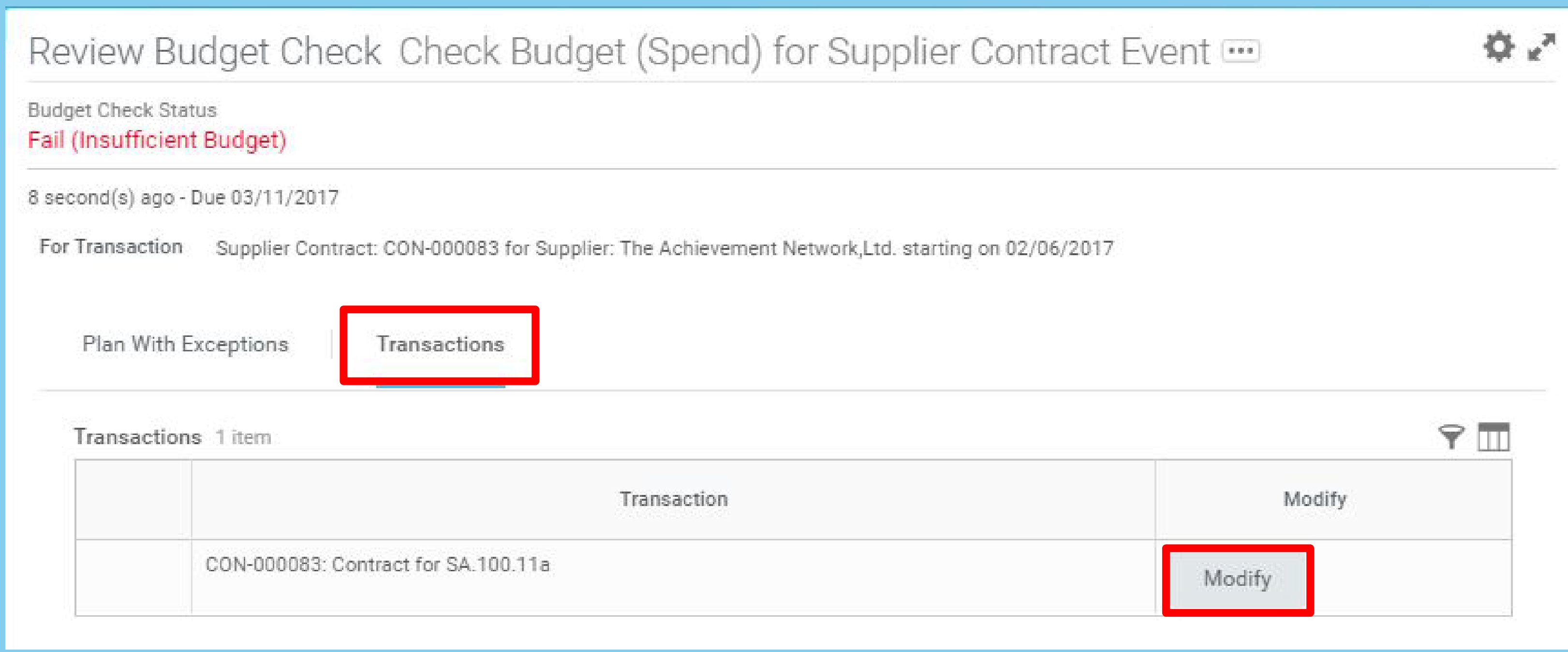


Budget Check Status: Failed

Resolving Budget Check

There are two ways to resolve a failed budget check:

- Modify the requisition to reduce the total cost or change the worktags to hit a different budget



- Execute a Budget Amendment (BA), and after it is approved, resubmit the requisition

Budget Status Report

- Execute the Budget Status report to review the available budget breakdown
- Key selection criteria fields include; Plan Structure, Period, Fund, and Cost Center

Plan Structure	Child Budget for General Fund (001)	Fund	001FD_L General Fund
Period	FY 2016-2017 - May	Cost Center	2005CC Career and Technical Education

35 items

Fund	Cost Center	Program	Function	Spend Category	Budget	Commitments	Obligations	Actual YTD Expenditures	Available Budget
001FD_L General Fund	2005CC Career and Technical Education	380PG Career & Technical Education (CTE)	1100FN Regular Instruction	644SC Technical Equipment			1,666.75		(1,666.75)
001FD_L General Fund	2005CC Career and Technical Education	380PG Career & Technical Education (CTE)	1310FN Secondary Regular (Including Academic) And Independent Program	113SC Supplemental - Certified	32,994.06			6,041.83	26,952.23

Budget Amendment (BA)

- Buyer and/or Cost Center managers will enter the Budget Amendments directly into Workday
- Each BA must have offsetting Credit and Debit lines
- Each BA must have at least 1 Credit line and 1 Debit line, but as needed, it is possible to have multiple Credit and Debit lines in one BA
  - Credit (–): Identifies where money is being pulled from
  - Debit (+): Identifies where the money is being placed

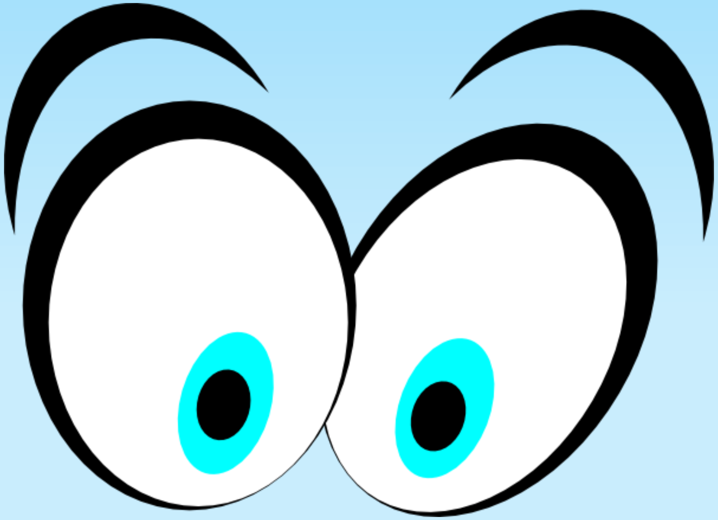
Budget Amendment Approvals

- BAs route to Finance Partners to approve General Fund amendments for their cost centers and programs
- You <u>MUST</u> use the current date when creating Budget Amendments
  - It is not possible to post-date an amendment
  - Click "Saved for Later" and submit when required
- Cost Center managers receive notification when the BA is approved, when they are not the initiator of the BA

Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 07_Create Budget Amendment



Approve a Budget Amendment

- The BA approver has the following options:
  - Send Back: returns the BA to the initiator for changes
  - Deny: rejects the BA
  - Approve: updates the applicable budget
- The most common reason why a BA would be sent back is due to entering the incorrect worktag

Budget Available… What's Next?

- After the Budget Amendment is approved, and funds are available, it is necessary to Re-Submit the Requisition to re-trigger the Budget Check process
- After a successful Budget Check, the approver will be able to approve or deny the requisition

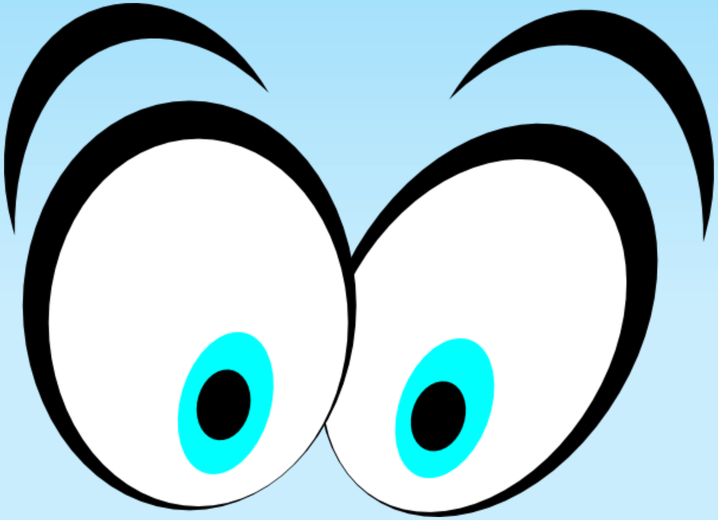
Requisition Approval

- It is up to the individual approvers on what they approve or deny, since at this point in the procurement process, it has already passed an initial Budget Check, and funds are available
- You will know what requires your approval by frequently checking your Workday Inbox for Requisition tasks to complete

Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 08_Approve Requisition



Additional Processing – Non-Catalog

- Non-Catalog requisitions require a supplier to be identified prior to the requisition being converted to a Purchase Order
- If the supplier does not exist in Workday, it will be necessary to set them up

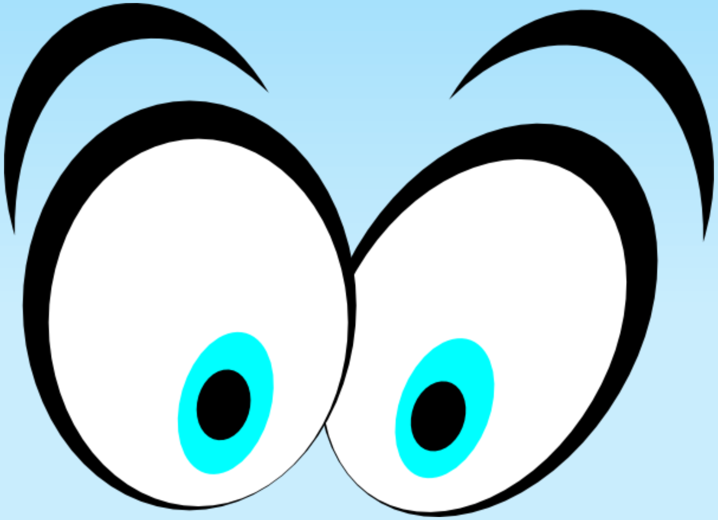
Supplier Requests

- All Suppliers must be setup in Workday, and if they are not, then the Buyer kicks off the process to get them added by creating a Supplier Request
- When creating the Supplier Request, it is necessary to add the following information:
  - Tax Information (Tax ID & TIN Type)
  - Supplier Category
  - Contact Information (Phone, Mailing Address, and Email) At least one of each
- Attaching supporting tax documentation in the form of a W9 is required

Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 09_Create Supplier Request



Exercise

Now it is your turn to complete the following task:

- 09_Create Supplier Request

Note: Be sure to use the applicable job aid to complete the task.

Supplier Request Processing

- After creating the Supplier Request, it is submitted for approval by the Supplier administrator
- Options available to the approver include the following:
  - Edit the request
  - Send back to the initiator for updates
  - Approve the request and the Supplier is now in Workday
  - Deny the request to cancel it
- The initiator of the supplier request receive a Notification of the approval, if sent back, the initiator will receive a task to complete in their Workday Inbox

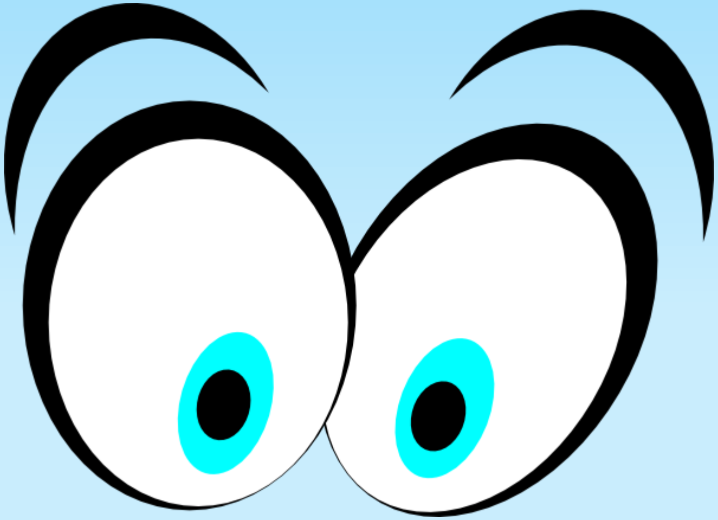
Create Supplier Change Request

- After approving a Supplier Request, all changes must be made via the Create Supplier Change Request task in Workday
- The following types of supplier information can change without having to create a new supplier request:
  - Contact Information
  - Classifications
  - Attachments

Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 10_Create Supplier Change Request



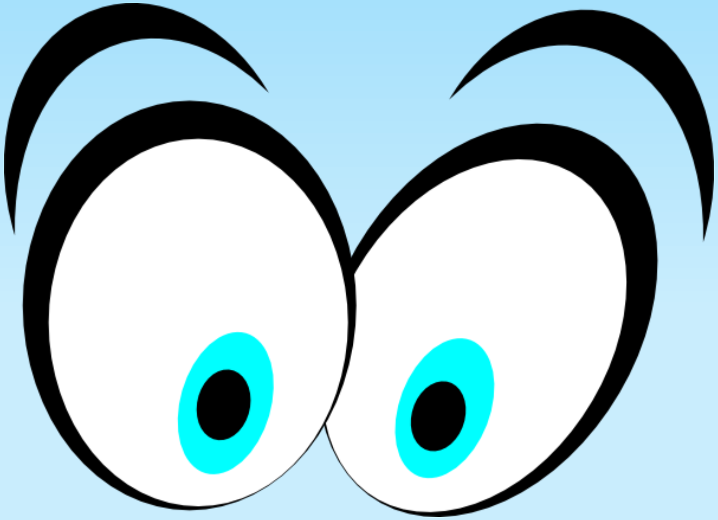
Sourcing a Requisition

- Only Non-Catalog requisitions require sourcing, even if the supplier is entered when creating the requisition
- Buyers will receive a task in their Workday Inbox identifying that a requisition requires sourcing
- In addition to assigning or validating the supplier, you can also change the following on the requisition:
  - Item Description
  - Cost (Increases require the requisition to be approved again)
  - Comments

Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 11_Sourcing a Requisition



Exercise

Now it is your turn to complete the following task:

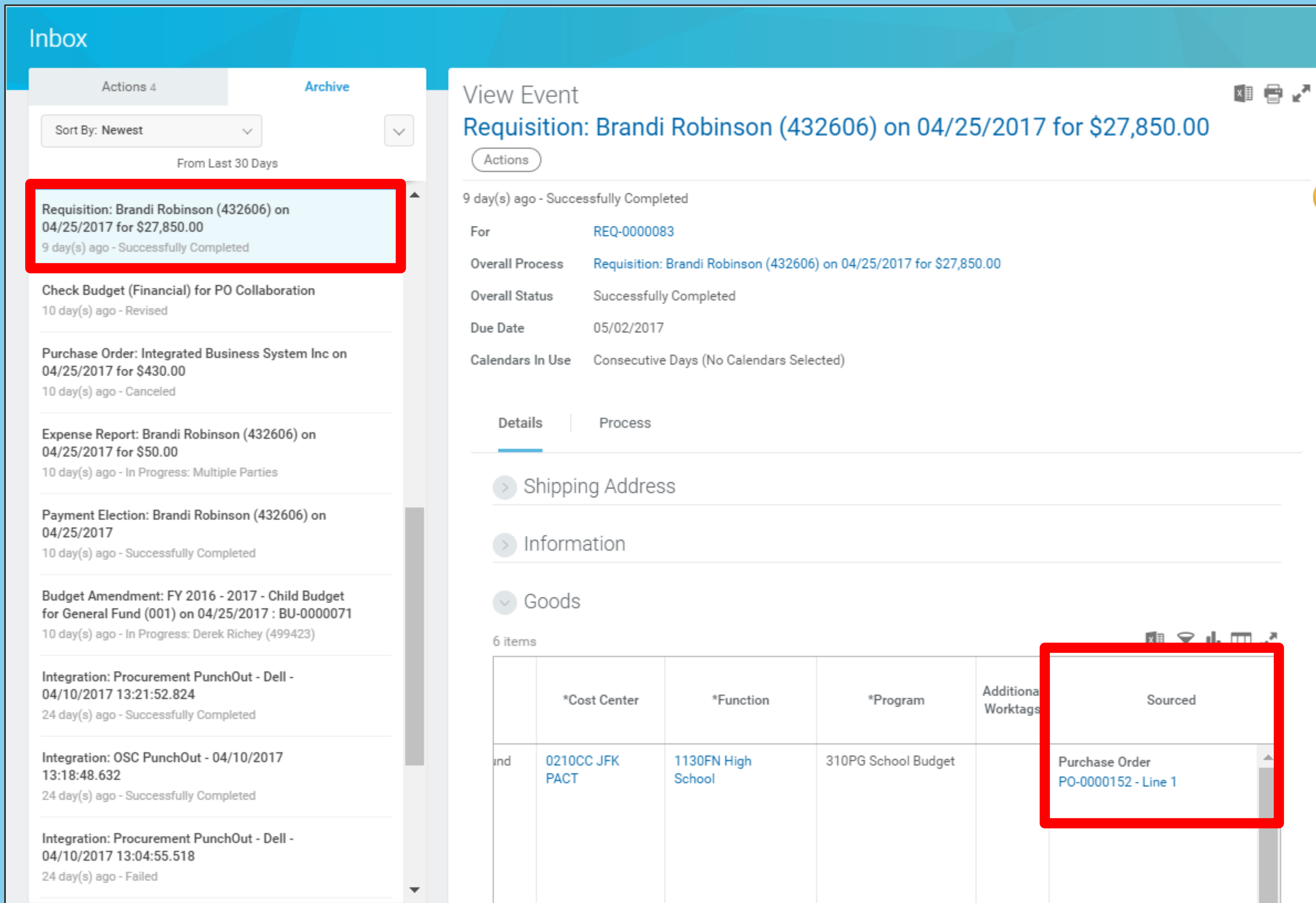
- 11_Sourcing Requisition

Note: Be sure to use the applicable job aid to complete the task.

Final Requisition Step

- After approving and sourcing (when required) the requisition, Workday executes a final Budget Check
- Options are the same for a failed budget check; Requisition processing paused until budget is available, Cancel the Requisition, or Request a Budget Amendment to move funds
- When the Budget Check passes, Workday generates a Notification to the initiator, as well as creates a Purchase Order from the Requisition
  - At this point, the requisition status changes to “Completed Successfully”

Purchase Order Generated



Lesson Summary

- Use the My Requisitions worklet to track the status of the requisitions you create
- Budget checking occurs after the submission and approval of the requisition
- When the Budget Check fails, update the requisition, cancel the requisition, or execute a Budget Amendment to move money
- Pass/fail of the Budget Check sends a notification/task to the initiator
- Use the Budget Status report to track your budget

Lesson Summary (cont.)

- To procure from a supplier, they must exist in Workday
  - Create a Supplier Request to begin the process of adding a supplier to Workday
  - Supplier Request must be approved, prior to them being available in Workday
- Only Non-Catalog requisitions require the Buyer to source the requisition
- Managers review their Workday Inbox to identify which requisitions require approval
  - Requisitions can be Approved or Denied

Lesson Objectives Summary

Now that you have completed this lesson, you are now able to:

- Describe how to access existing requisitions
- Explain the Budget Check process
- Explain how to create a Budget Amendment
- Describe how to add a supplier to Workday
- Describe the process to assign a source to a requisition
- Explain how to approve, send back, or deny requisitions

Lesson 3: Create Purchase Orders (POs)

Lesson Purpose

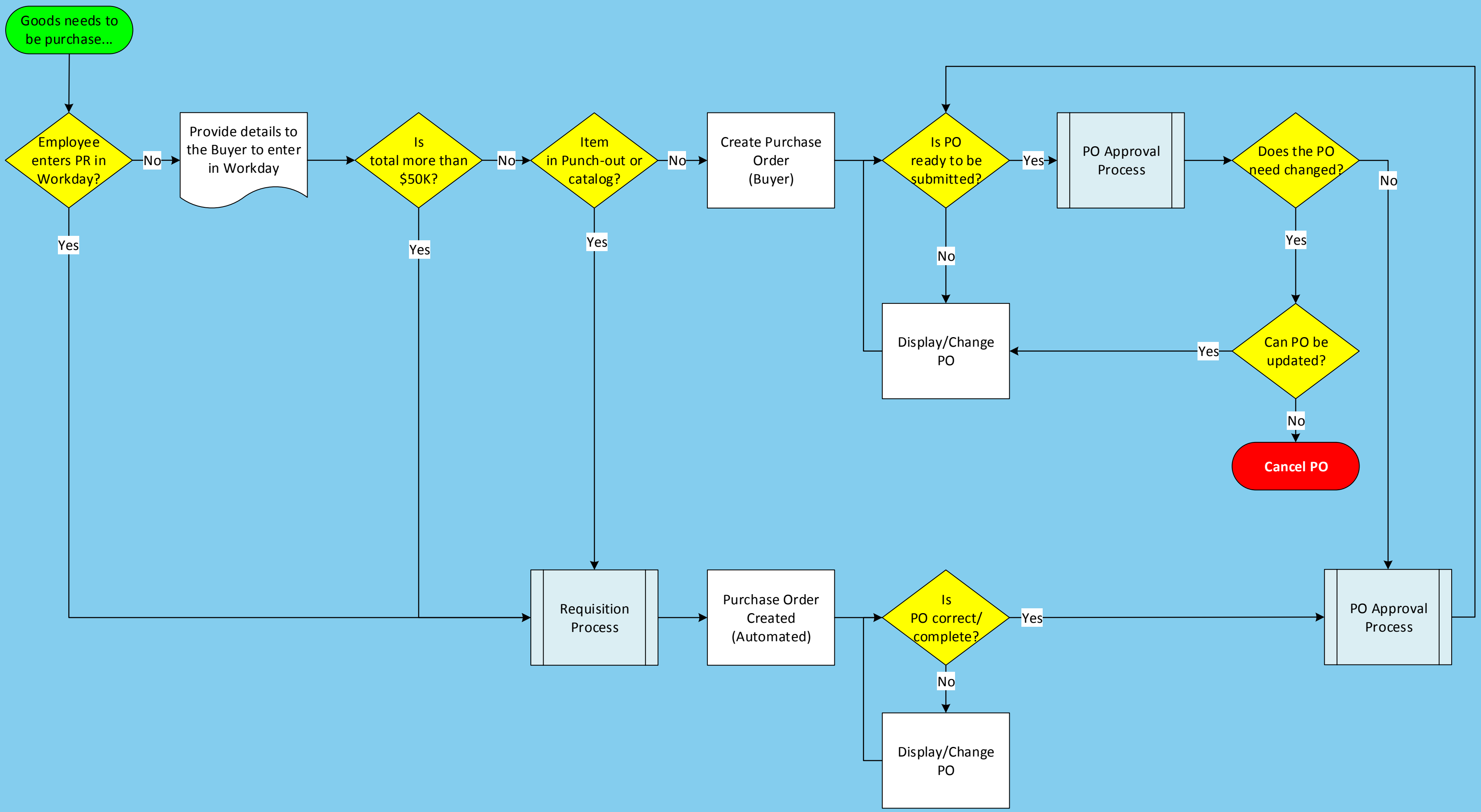
The purpose of this lesson is to cover creating POs, updating POs before submitting for approval, and the POs approval process.

Lesson Objectives

Upon completion of this lesson, you will be able to:

- Manually create a PO
- Locate recently created POs
- Know when it is possible to Edit a PO
- Edit a PO

Lesson Process



Purchase Orders

- Purchase orders are financial obligations between CMSD and a Supplier to deliver a certain amount of items by a certain day for an agreed amount of money
- Direct Purchase Orders are orders that begin with the PO not a requisition
- Only select users will have authorization to begin the Procurement process with the creation of a Direct PO
  - Direct POs follow the same approval process as a Requisitions
- Workday automatically generates a PO after approving and sourcing the requisition
  - The requisition status changes to Successfully Completed, which indicates that Workday has generate the PO

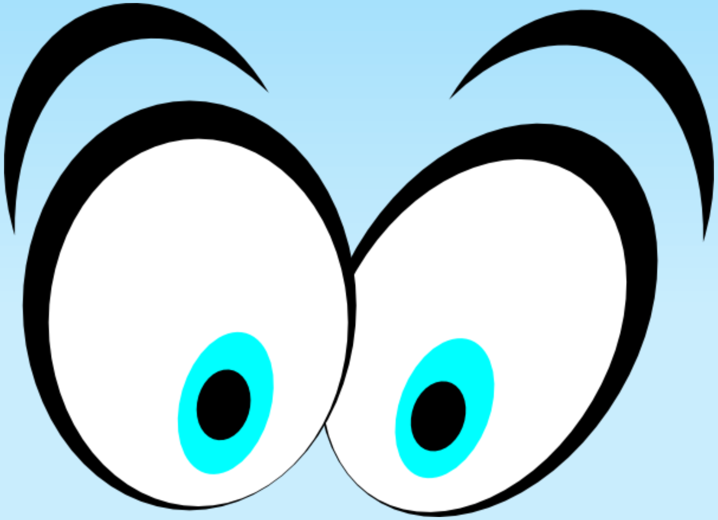
Create PO (Non-Catalog Items Only)

- Enter **Create Purchase Order** in the **Search** field to access the Create Purchase Order task in Workday
- You can only create POs in Workday for non-catalog items, with total order amount of less than $50,000, and you know the supplier
  - It is not possible to create a direct PO for catalog or supplier website items, you would need to create a requisition for those orders
- If the procurement requires Board approval, it **MUST** be created as a Board Awarding or Authorizing requisition

Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 12_Create Purchase Order



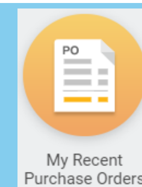
Exercise

Now it is your turn to complete the following task:

- 12_Create Purchase Order

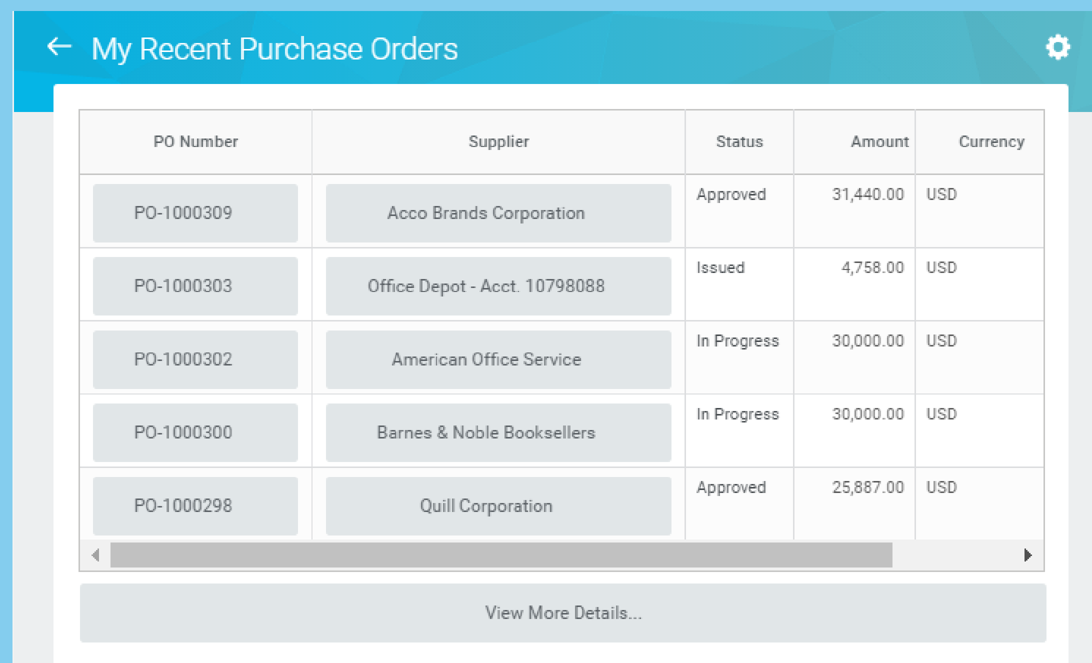
Note: Be sure to use the applicable job aid to complete the task.

My Recent Purchase Orders Worklet

- From your Workday Home screen, click 

to view the POs you have created, or the system generated POs that were sourced by you

- Access the purchase order by clicking the **Related Actions and Preview** button to the right of the **PO Number**



PO Number	Supplier	Status	Amount	Currency
PO-1000309	Acco Brands Corporation	Approved	31,440.00	USD
PO-1000303	Office Depot - Acct. 10798088	Issued	4,758.00	USD
PO-1000302	American Office Service	In Progress	30,000.00	USD
PO-1000300	Barnes & Noble Booksellers	In Progress	30,000.00	USD
PO-1000298	Quill Corporation	Approved	25,887.00	USD

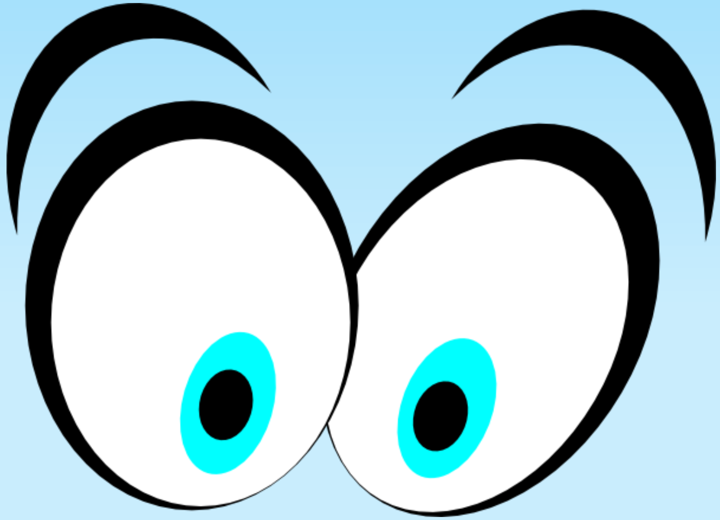
Editing a Purchase Order

- Edits to POs can only occur up to the point that the PO has been issued to the Supplier
- Editing the PO requires it to go back through the Approval process
- Primary changes include:
  - Ordered Items
  - Quantity
  - Costs
  - Worktags

Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 14_Edit Purchase Order



Lesson Summary

- Only Buyers and Principals will have authorization to manually create a Direct PO for non-catalog items
- Manually created POs will follow the Requisition Approval process
- It is not possible to manually create a PO requiring Board approval, they must be created as requisitions
- It is possible to make edits to a POs, up to the point that the PO has been Issued to the Supplier

Lesson Objectives Summary

Now that you have completed this lesson, you are now able to:

- Manually create a Direct PO
- Locate recently created POs
- Know when it is possible to Edit a PO
- Edit a PO

Lesson 4: Processing Purchase Orders

Lesson Purpose

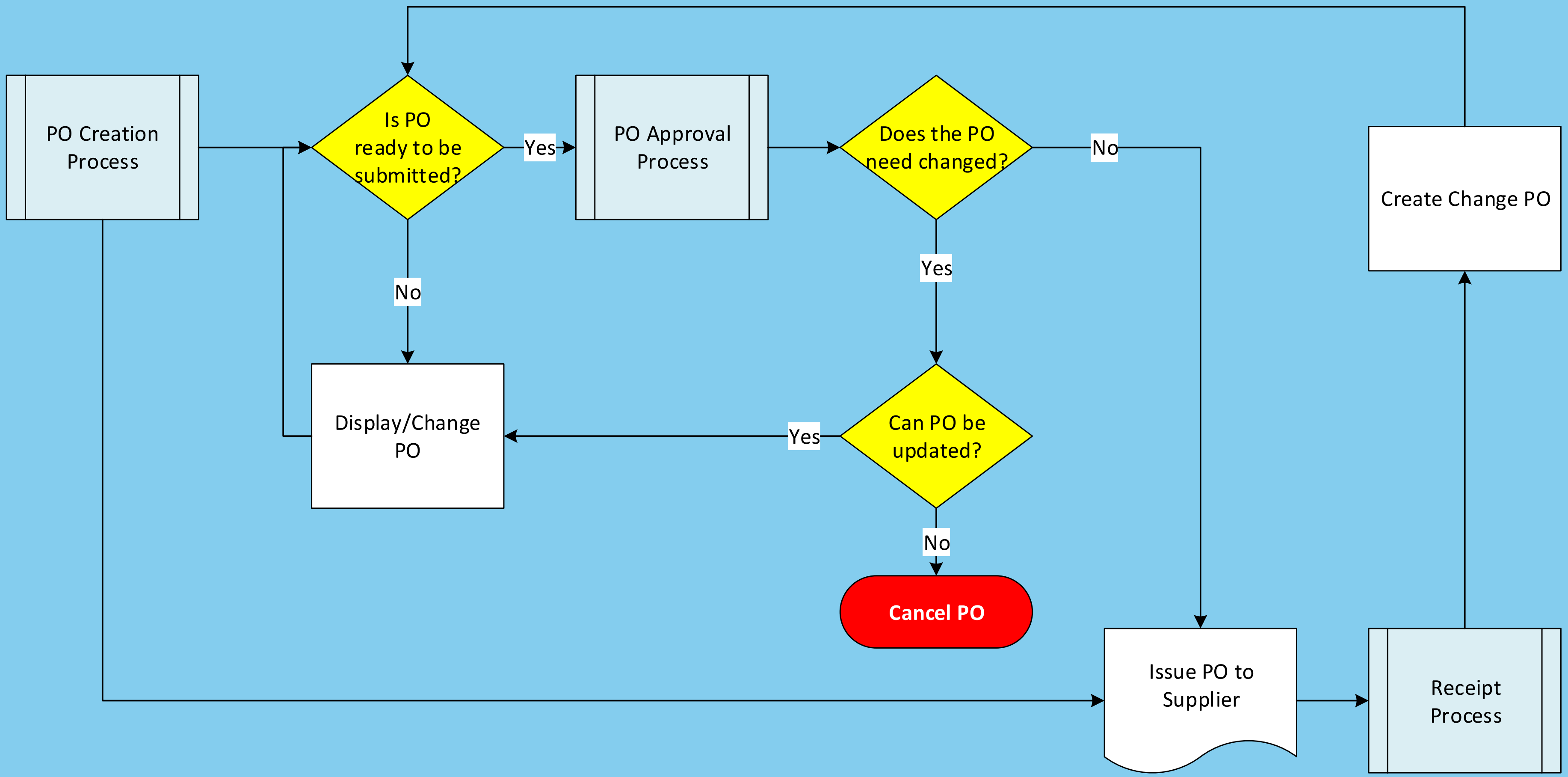
The purpose of this lesson is cover when and how to make updates to Purchase Orders, and which changes require the PO to go back through the approval process.

Lesson Objectives

Upon completion of this lesson, you will be able to:

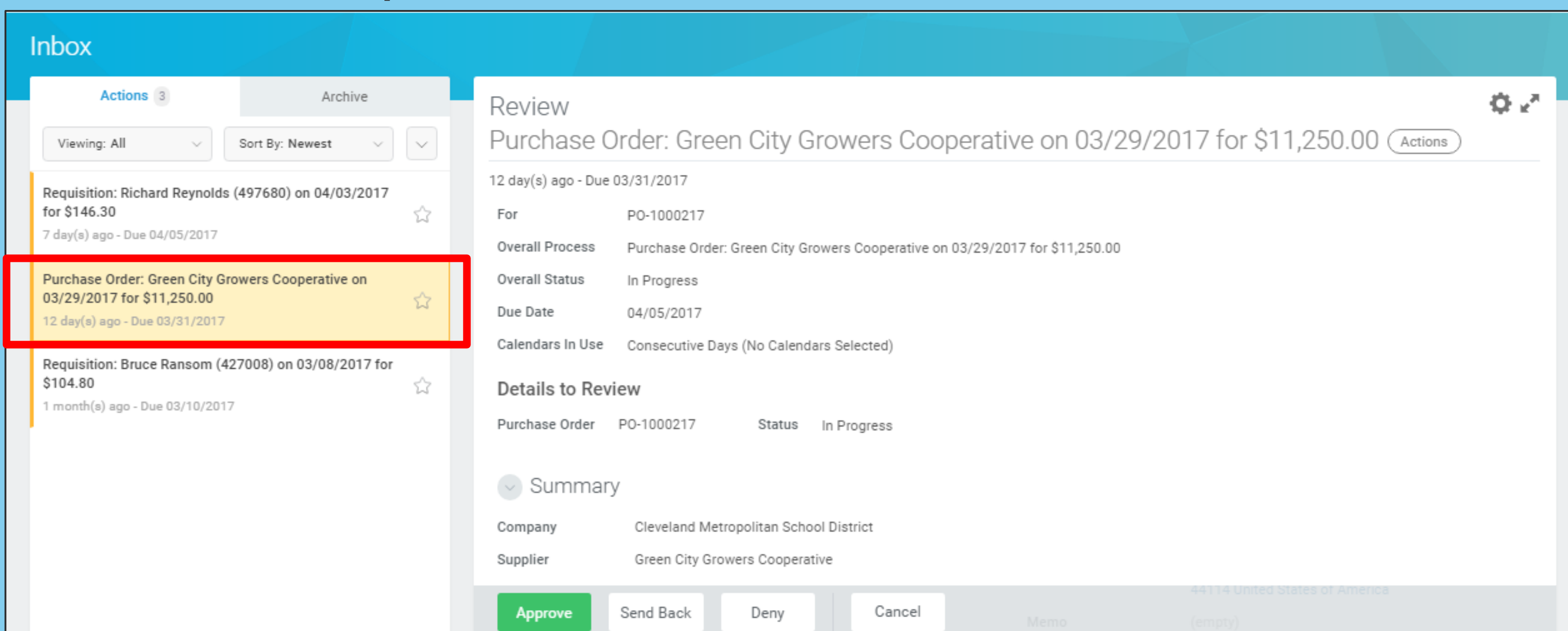
- Find POs in Workday, regardless of who initiated the procurement and see the PO Approval Status
- Explain why it is necessary to create a Change order when modifying a PO

Lesson Process



Approving Purchase Orders

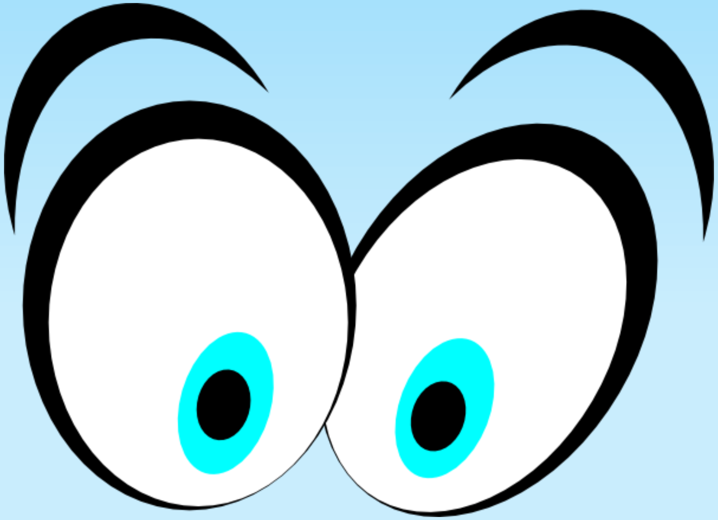
- Principals and Managers responsible for approving will receive a task in their Workday Inbox with a title of Purchase Order:
- Review the PO Details and Approve or Send Back to the initiator for updates



Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 15_Approve Purchase Order



Issuing the PO to Suppliers

- Purchasing department members are responsible for issues all POs to suppliers
- Issuing the POs to the suppliers updates the PO Status to “Issued”

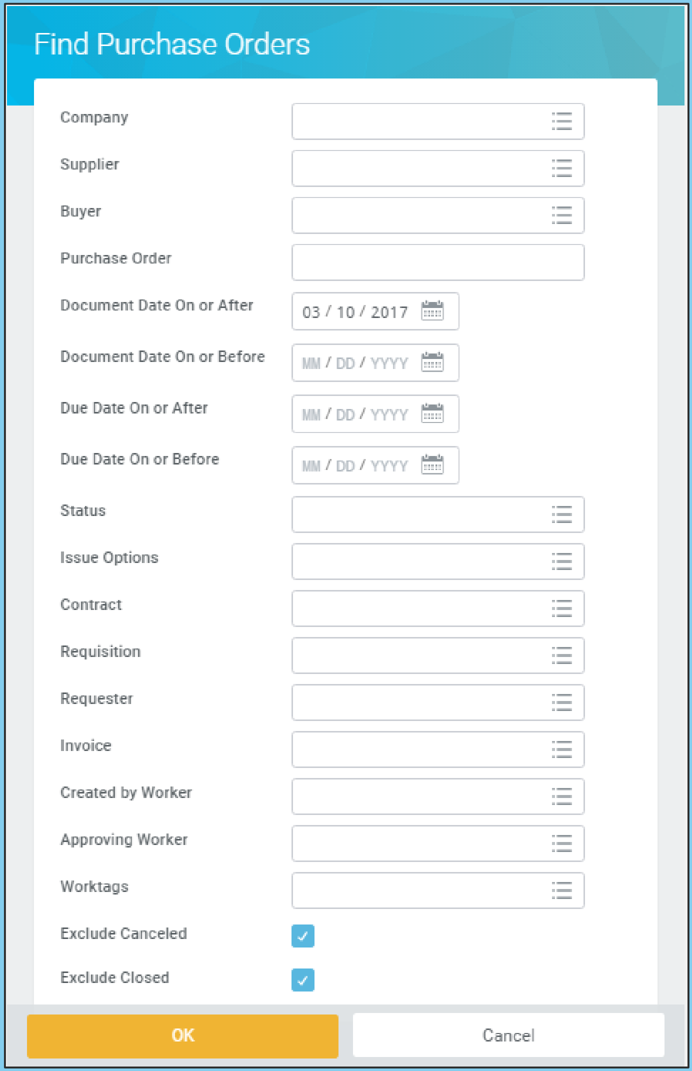
Note: Buyers and Approvers should never attempt to print out the PO and send it to a supplier.

Creating a Change Purchase Order

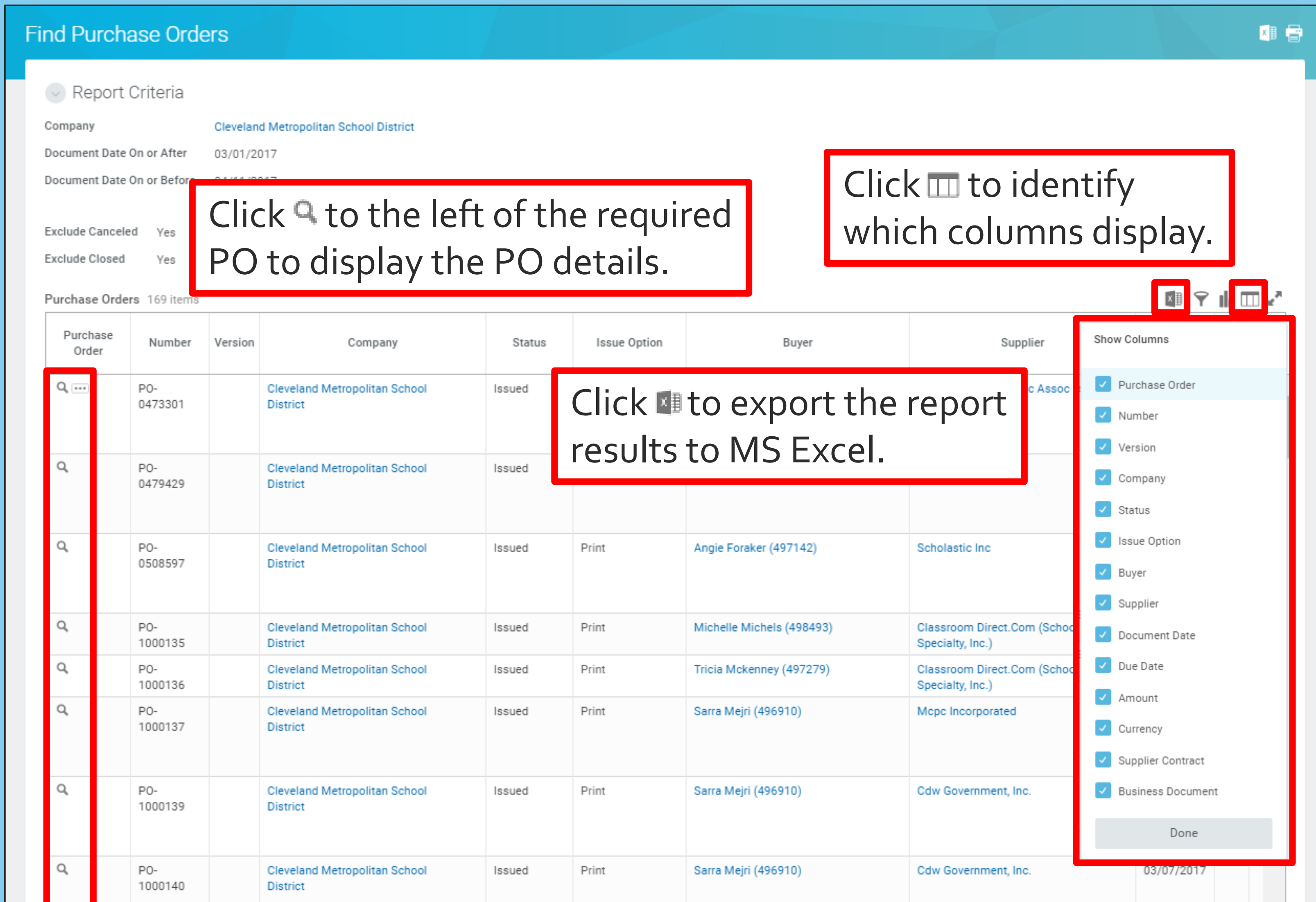
- When an update is required for an Issued order, you must Create a Change Order
  - If the PO has not been issued, simply edit the existing PO
- Create a Change PO for the following reasons:
  - You have to increase/decrease in the required quantity
  - Price changes on ordered items
  - Received quantity is different than what was ordered, and no additional deliveries are expected
- To be able to create a Change order, you must first locate the PO requiring the update

Find Purchase Orders (Optional Slide)

- Report available to search for Purchase Orders
- Enter as much information as possible to limit your search results
- Use the **Worktags** field to identify your Cost Center, which limits the results to your location
- Other key fields; **Supplier**, **Document Date On**, **Due Date On**, **Status**, and **Requester**

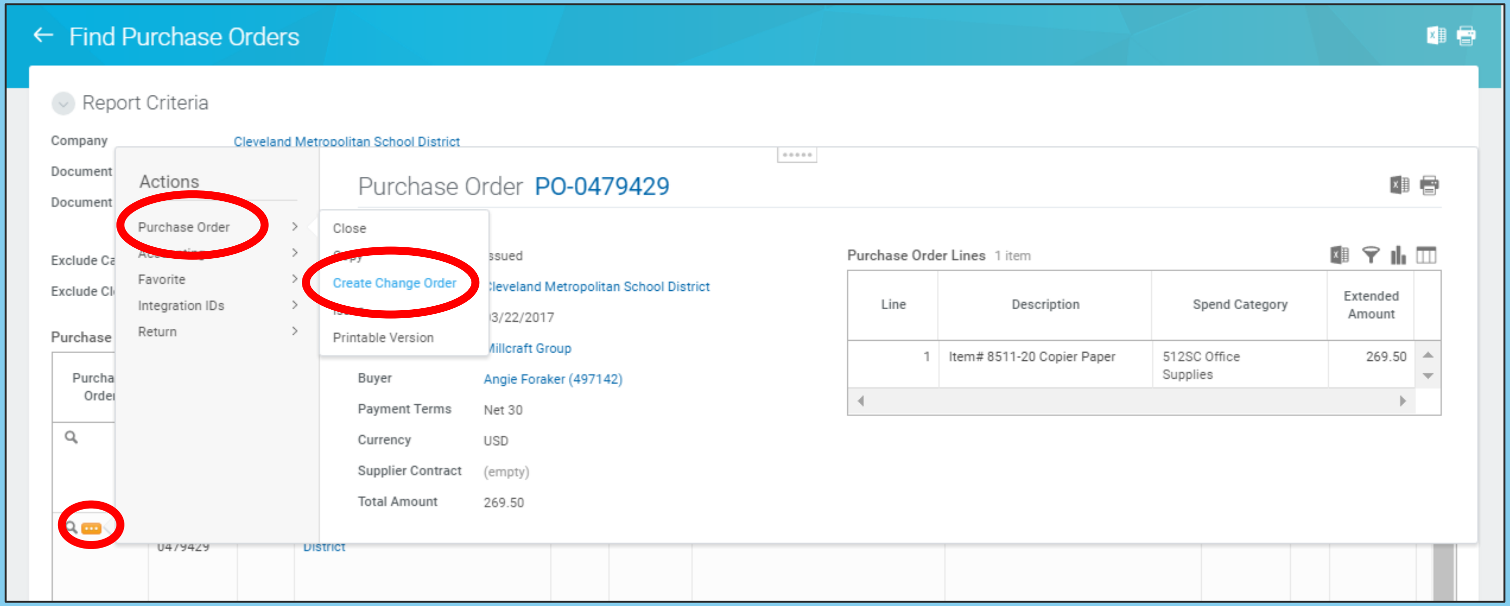


Report Results (Optional Slide)



Create Change Order

- After locating the required PO, click the Related Action button to create a Change Order

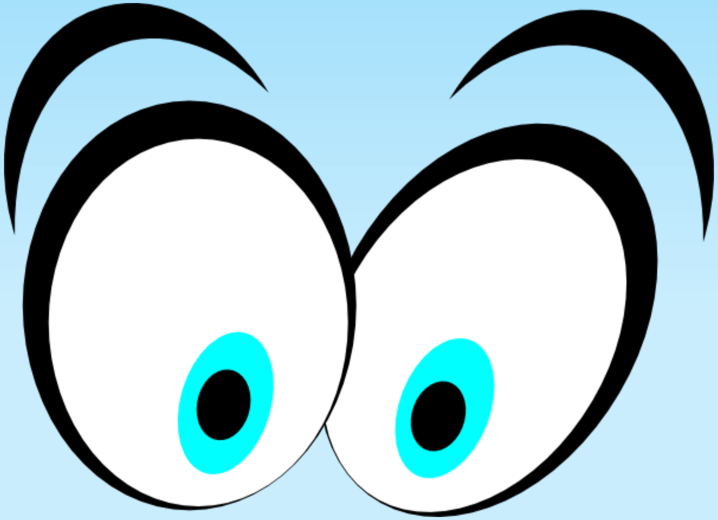


- POs with Change Orders display a Version field to indicate how many Change Orders have been created for the PO

Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 16_Create a Change Purchase Order



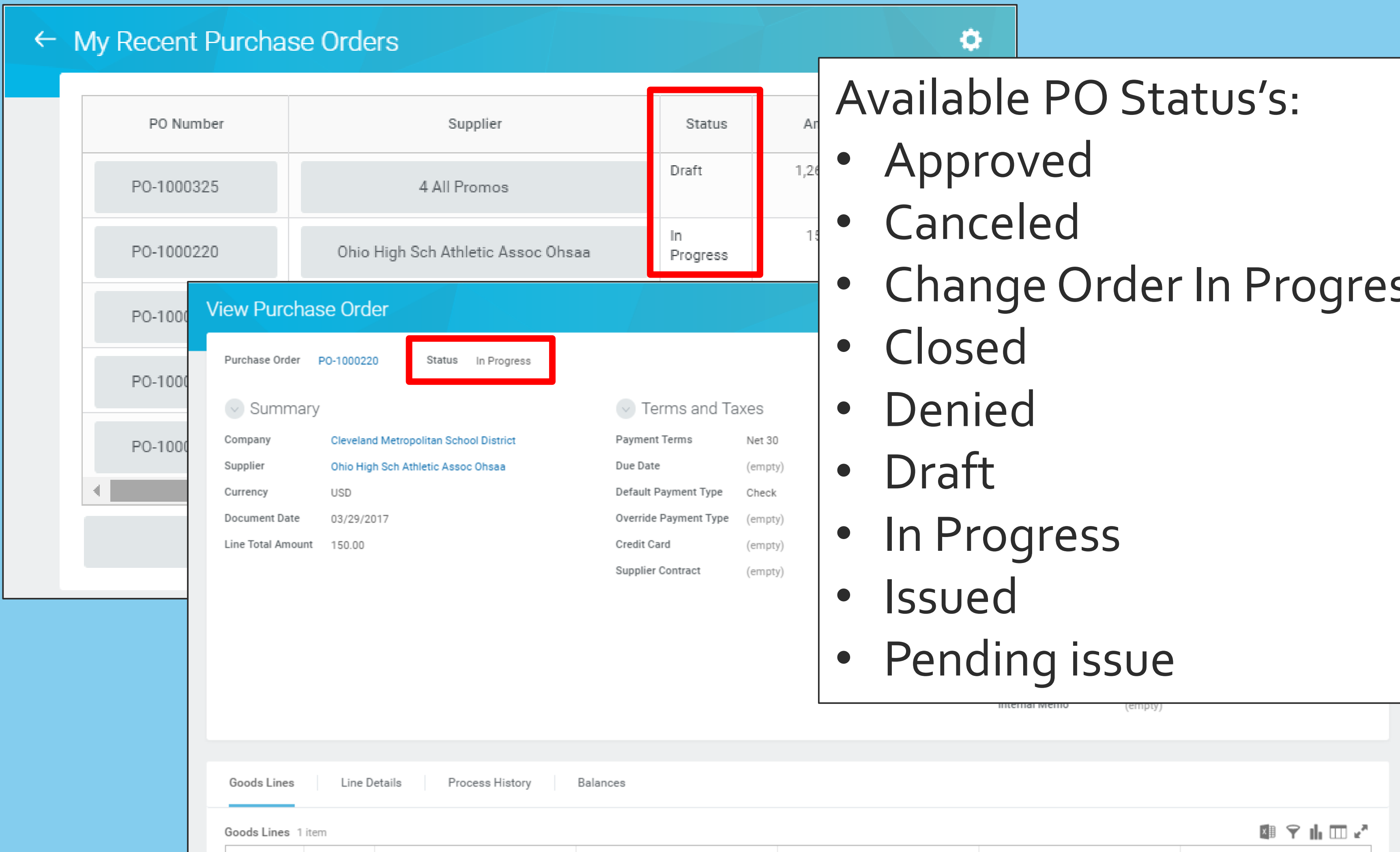
Exercise

Now it is your turn to complete the following task:

- 16_Create Change Purchase Order

<u>Note:</u> Be sure to use the applicable job aid to complete the task.

Available Transaction Statuses



Available PO Status's:

- Approved
- Canceled
- Change Order In Progress
- Closed
- Denied
- Draft
- In Progress
- Issued
- Pending issue

Lesson Summary

- Managers and Principals are responsible for approving POs
- Purchasing department is responsible for issuing all POs to suppliers
- If an issued PO requires an update, you must create a Change Purchase Order from the original PO
- Use the My Recent Purchase Order worklet to see POs you created or orders that you "Sourced"

Lesson Objectives Summary

Now that you have completed this lesson, you are now able to:

- Approve POs
- Find POs in Workday, regardless of who initiated the procurement
- Explain why it is necessary to create a Change order when modifying a PO

Lesson 5: Processing Supplier Contracts

Lesson Purpose

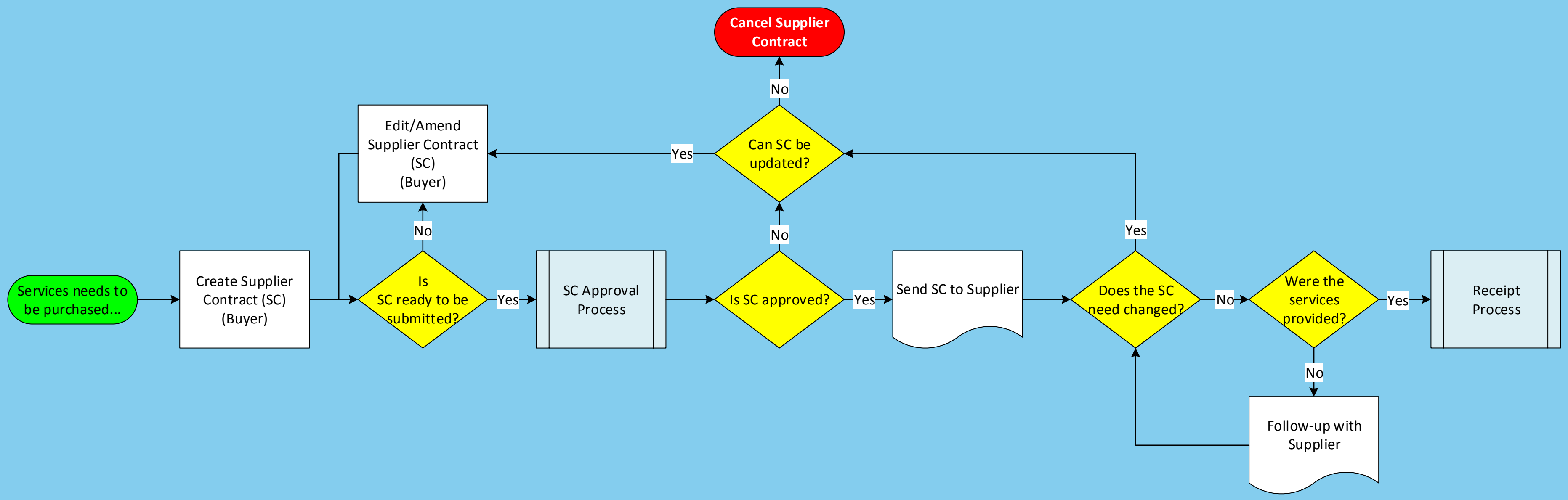
The purpose of this lesson is to explain the process of creating, maintaining, and approving Supplier Contract. This lesson will also include information on when to use a Supplier contract vs. a Requisition/Purchase Order.

Lesson Objectives

Upon completion of this lesson, you will be able to:

- Identify when to create a Supplier Contracts
- Describe the steps to process Supplier Contracts
- Create Supplier Contracts
- Amend Supplier Contracts
- Release/Deliver Supplier Contract to Suppliers

Lesson Process



Supplier Contracts

- Only the Buyer roles in Workday have access to create Supply Contracts
- Create a Supplier Contract to purchase all services
  - Examples; Professional Development, Construction Services, & Travel Agent services, & etc.
- Supplier invoices for the contract must fall within the date range of the contract to be valid, or create a Supplier Contract Amendment

Note: If you have a Paper Vendor Contract or Term Agreement, you will need to create a Supplier Contract in Workday

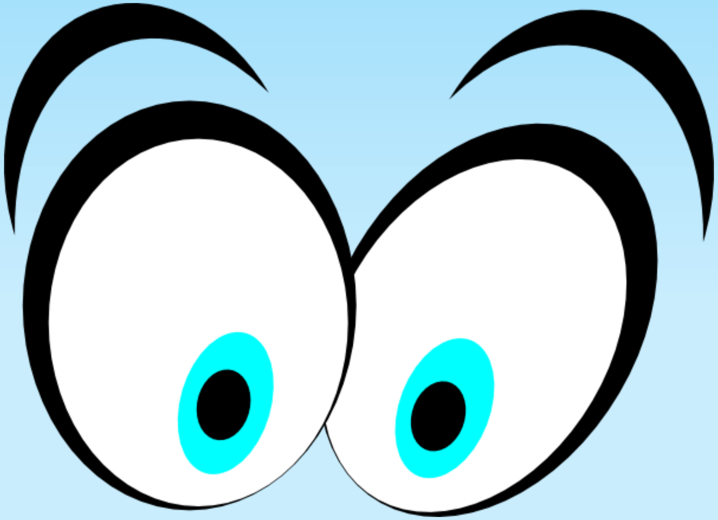
Create Supplier Contract

- To create a Supplier contract, the supplier must exist in Workday
  - If the supplier does not exist in Workday, complete the Create Supplier Request task to get them added
- Contract Types include:
  - Construction Contract – Retainage
  - Service Obligating Supplier Contract
  - Service Obligating Term Agreement
  - **Do Not Use** any of the Catalog or Punchout contract types
- All Supplier contracts require you to attach the Vender Contract or Term Agreement

Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 17_Create Supplier Contract



Exercise

Now it is your turn to complete the following task:

- 17_Create Supplier Contract

Note: Be sure to use the applicable job aid to complete the task.

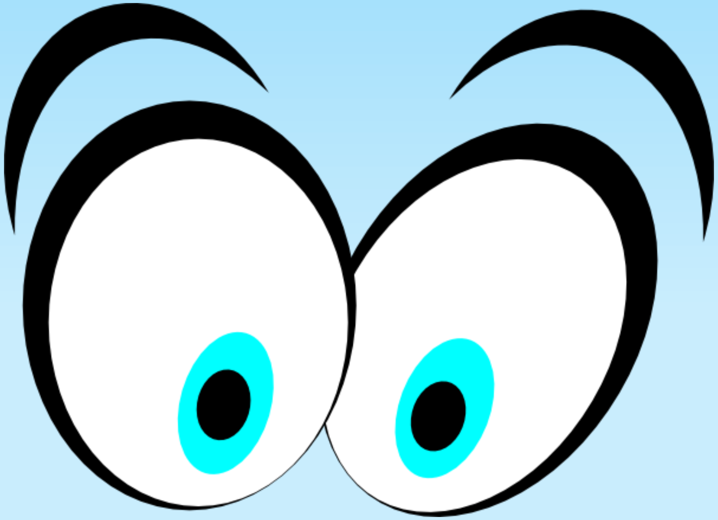
Approve Supplier Contract

- Supplier contracts requiring approval display in the Workday Inbox of the person responsible for the approval
- Approvers will be reviewing the following:
  - Supplier involved
  - Total amount
  - Worktags
  - Supporting documentation (Attachments)
- Approver will approve the Supplier contract or send it back to the initiator for updates

Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 18_Approve Supplier Contract



Delivering a Supplier Contract

- Workday generates a PDF template after approving the Supplier contract
- It is not required to send the PDF template to the Suppliers, but at a minimum, you must provide the Contract Number
  - Contract Numbers are included on the Supplier's invoices
  - Individual schools or departments decide if the Supplier contract PDF template is sent or just the Contract Number

Create Supplier Contract Amendment

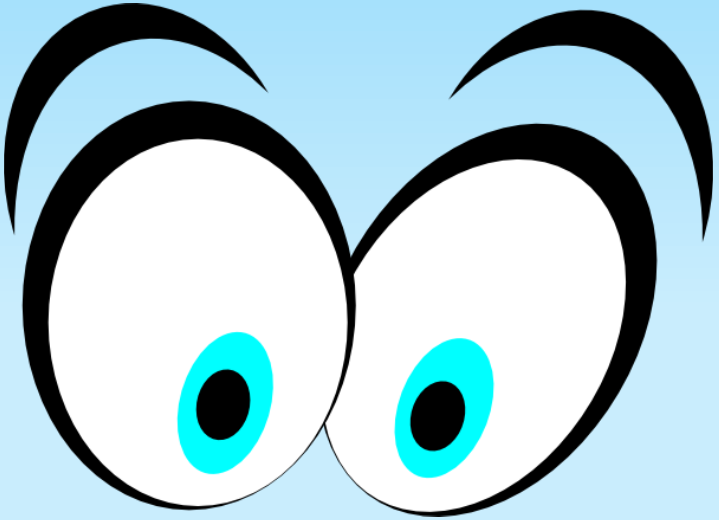
- All changes to an approved Supplier contract occur via the creation of a Supplier Contract Amendment
- The following can trigger a need for an amendment:
  - Extending contract dates
  - Increasing dollar values
  - Adding or removing line items (Change Scope of Work)

Business Rule: The person who creates the Supplier contract, should be the person creating the amendment

Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 19_Amend Supplier Contract



Lesson Summary

- If you need to purchase services, you must create a Supplier Contract
- Supplier invoices for the contract must fall within the date range of the contract to be paid
- 3 Types of Supplier Contracts
- Be sure to attach a Vender Contract or Term Agreement to your Supplier Contract
- Workday generates a PDF template after approving the Supplier contract, which includes the Contract Number
- The person who creates the Supplier contract, should be the person creating the amendment

Lesson Objectives Summary

Now that you have completed this lesson, you are now able to:

- Identify when to create a Supplier Contracts
- Describe the steps to process Supplier Contracts
- Create Supplier Contracts
- Amend Supplier Contracts
- Release/Deliver Supplier Contract to Suppliers

Lesson 6: Receiving & Payments

Lesson Purpose

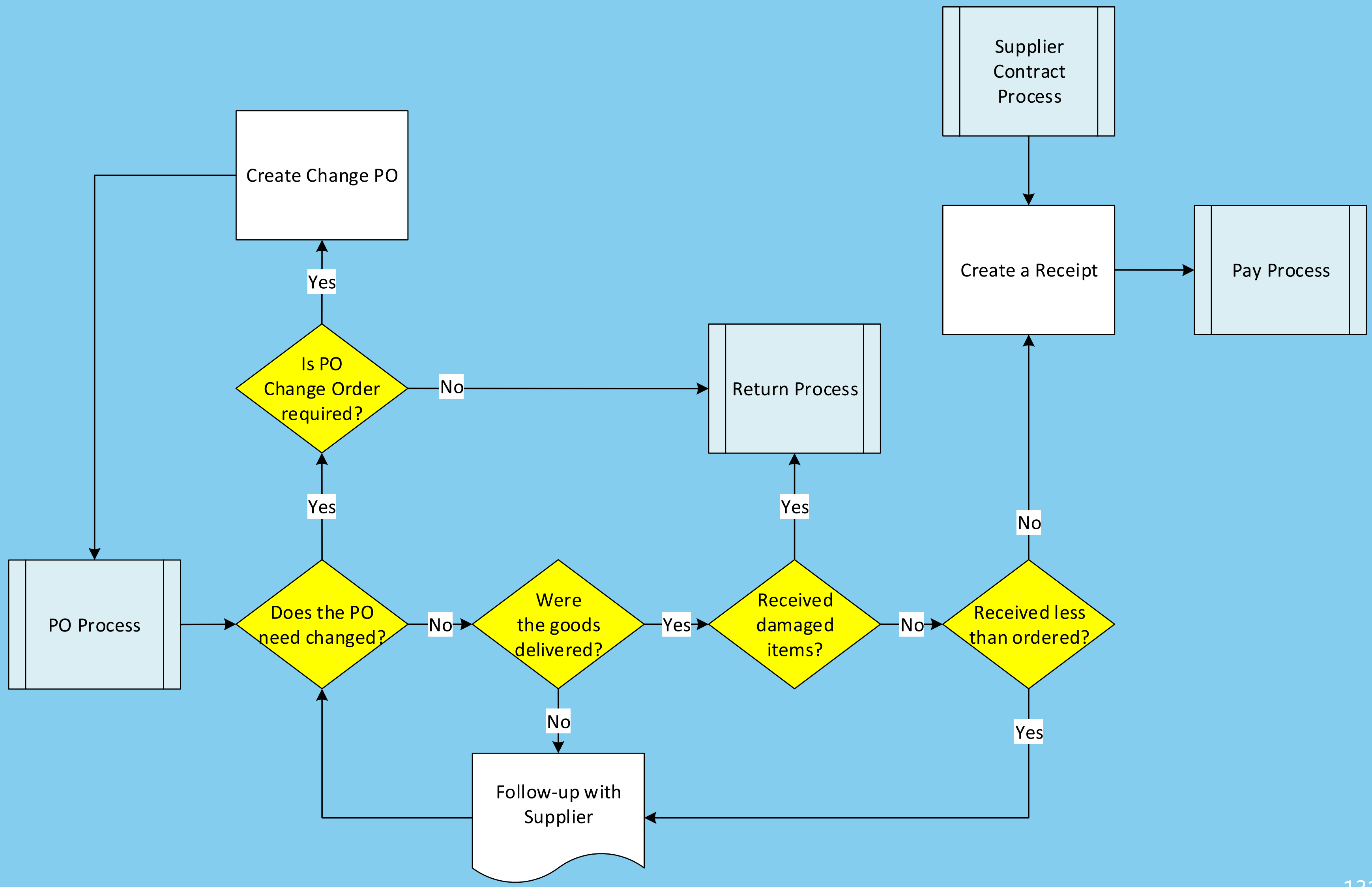
The purpose of this lesson is to cover the creation of receipts, how that information flows into the Pay process, and when to create a Return Order.

Lesson Objectives

Upon completion of this lesson, you will be able to:

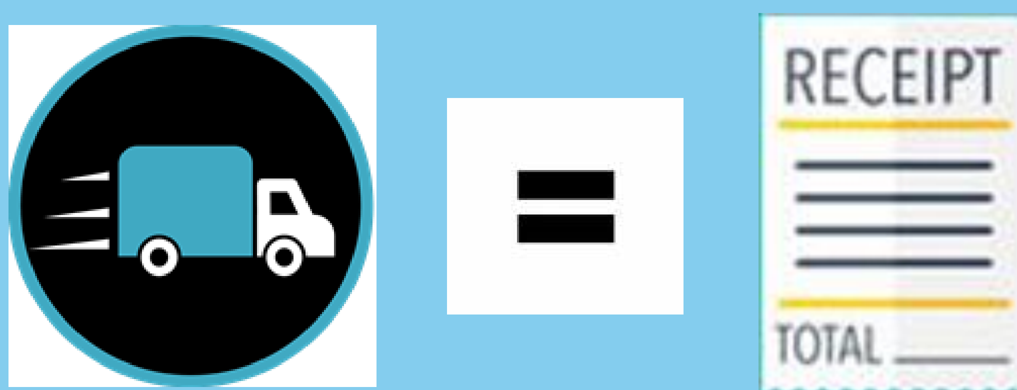
- Describe the steps involved in the Receiving process
- Create a Receipt (Partial or Full)
- Troubleshoot receiving issues
- Create a Return Order

Lesson Process



Create Receipt

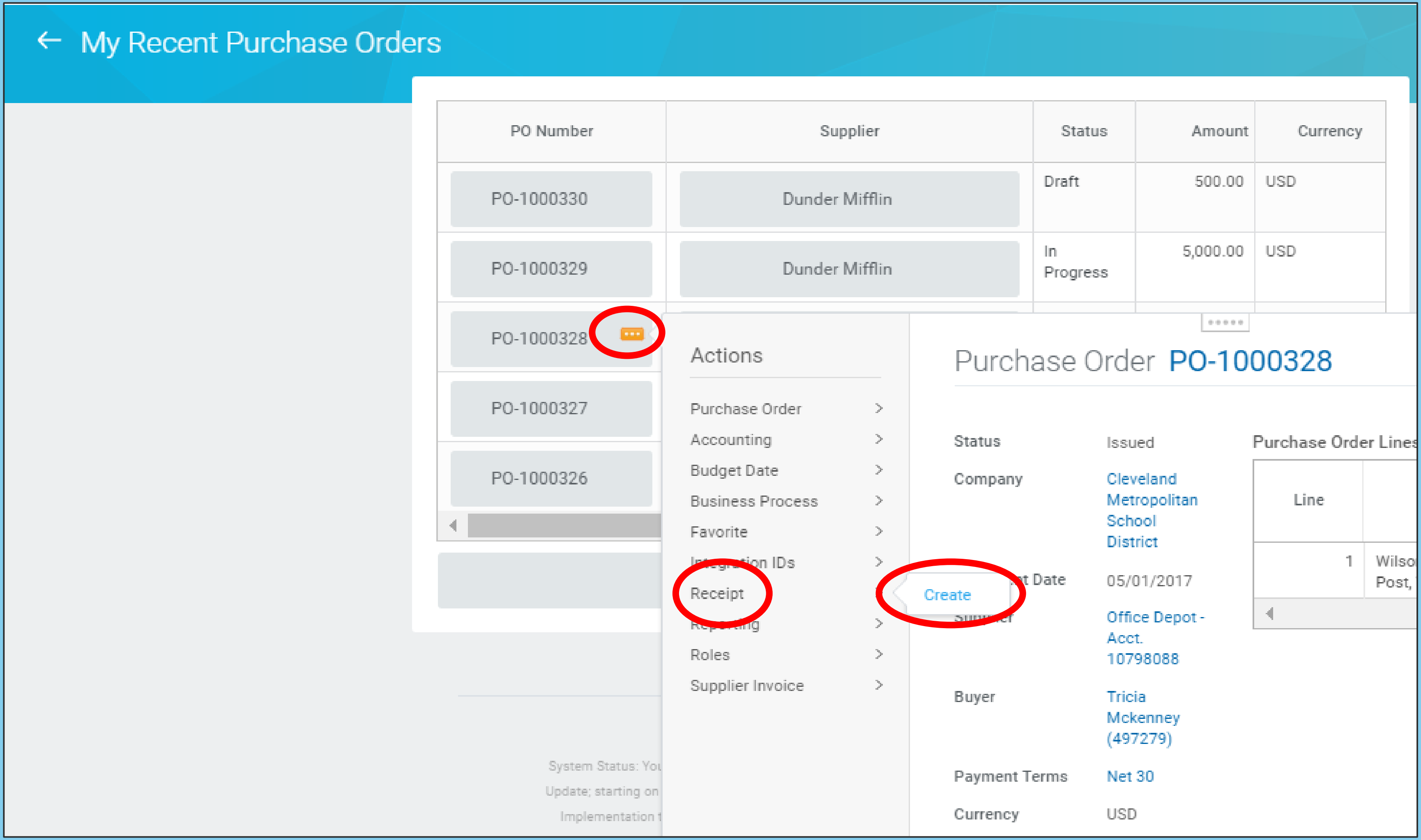
- When receiving a Supplier's delivery or service, it is necessary to create a Receipt in Workday to confirm what was in the shipment or the services provided
- At times, the Supplier may send partial or multiple shipments to fill an order, create a new Receipt for each delivery received



Create Receipt (cont.)

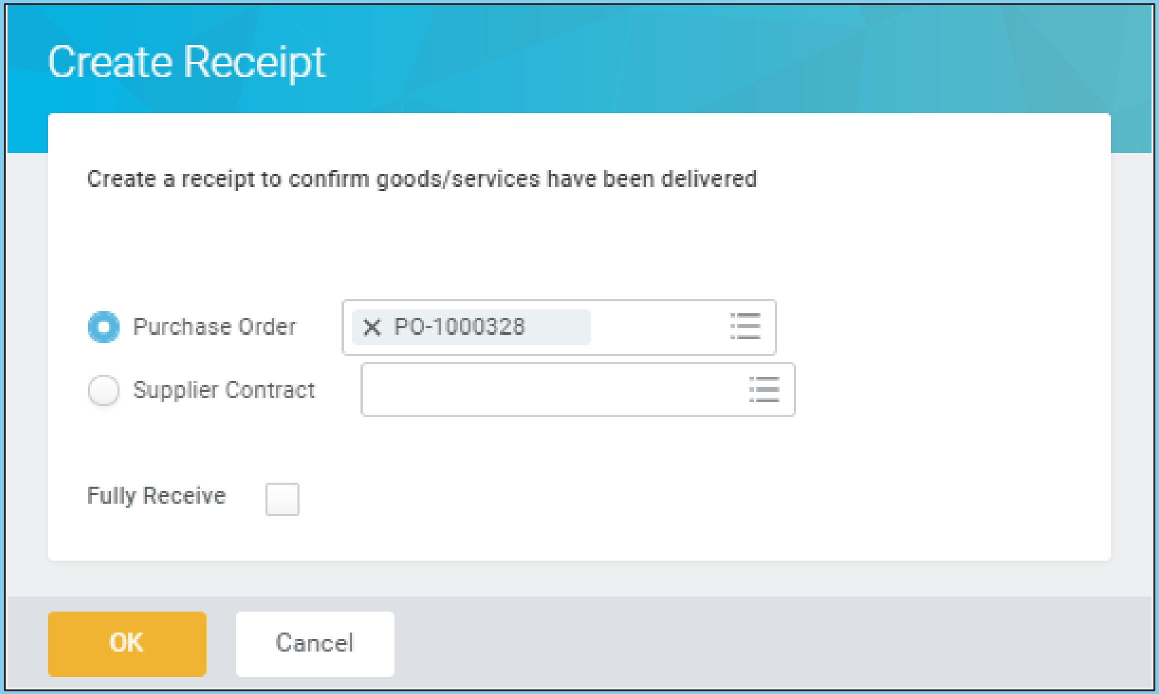
- Creating a Receipt for a Purchase Order or a Supplier Contract is basically the same process, with the following exceptions:
  - Reference a PO number or a Supplier Contract number when creating the receipt
  - Supplier Contracts for services do not have a Ship-To Address to review
  - POs receive by quantities
  - Supplier Contracts you receive by dollar amounts (Amount of service provided)

Access the Create Receipt Task



Create Receipt (Partial or Full)

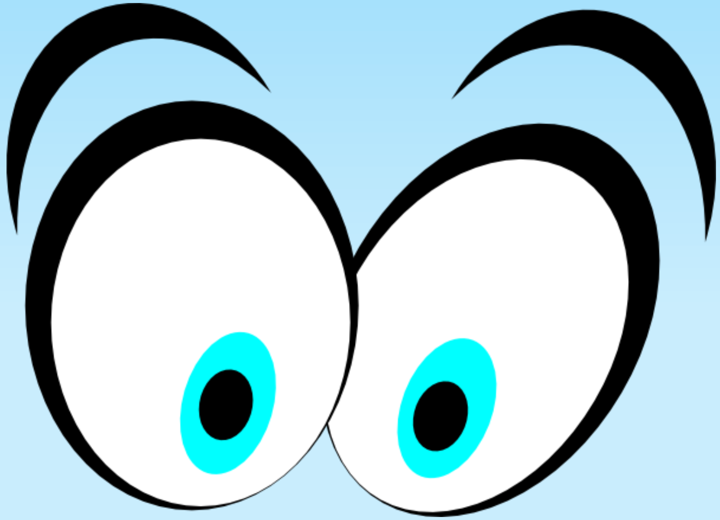
- All Receipts reference the PO or Supplier Contract numbers
- If receiving the entire order be sure to select the **Fully Received** checkbox



Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 20_Create Receipt



Exercise

Now it is your turn to complete the following task:

- 20_Create Receipt

<u>Note:</u> Be sure to use the applicable job aid to complete the task.

Receiving Issues

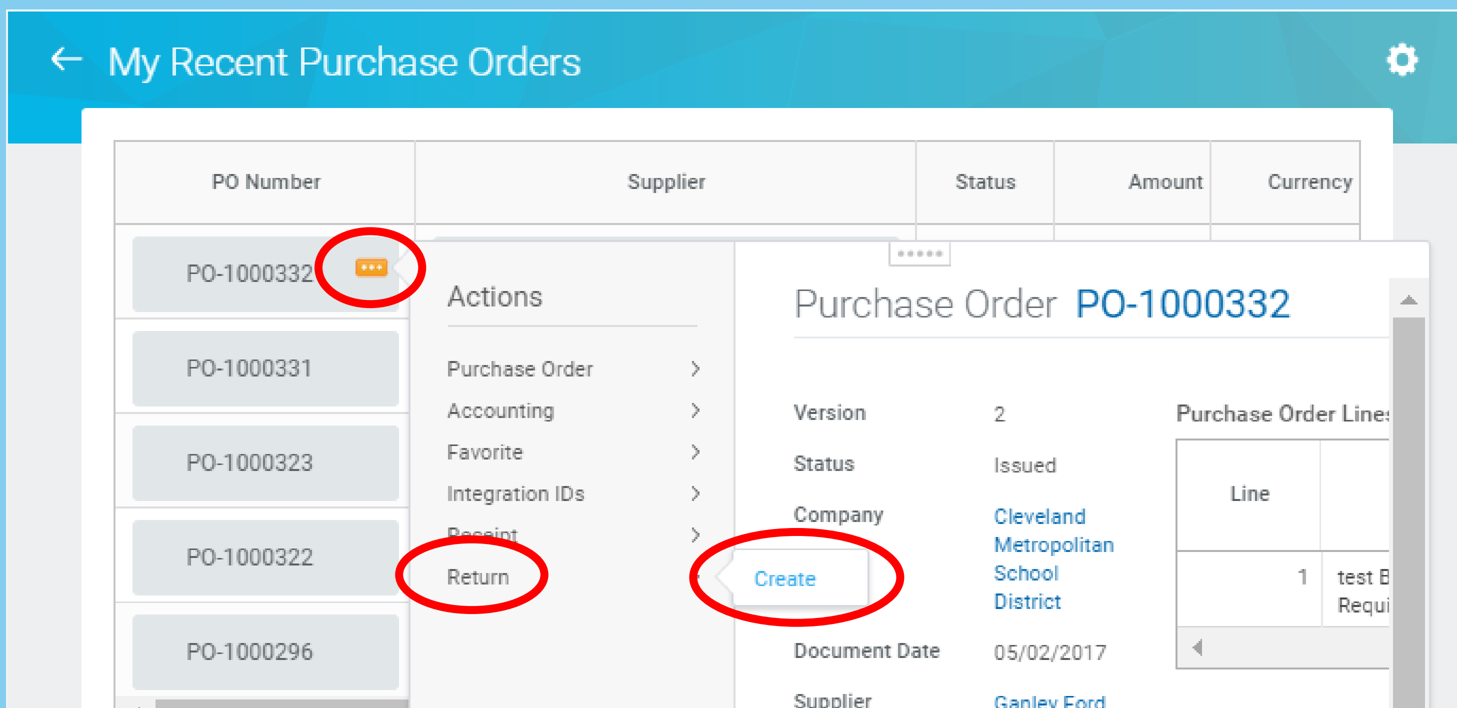
- Supplier sent more than what was ordered?
  - If keeping all items, then create a Change Purchase Order to increase the ordered quantity to what was received.
  - If sending the overage back to the supplier, contact the supplier to send the items back.
- Did not receive the correct items?
  - Do not receive the items into Workday, and contact the supplier to send the items back.

Receiving Issues (cont.)

- Supplier sent less than what was ordered?
  - Create the Receipt for what was delivered, and contact the supplier to see if additional deliveries will be sent.
    - If additional deliveries will be sent, when they arrive, create a new Receipt.
    - If no additional deliveries will be sent, then create a Return Order to reduce the ordered quantity and release the balance of encumbered funds.

Create Return

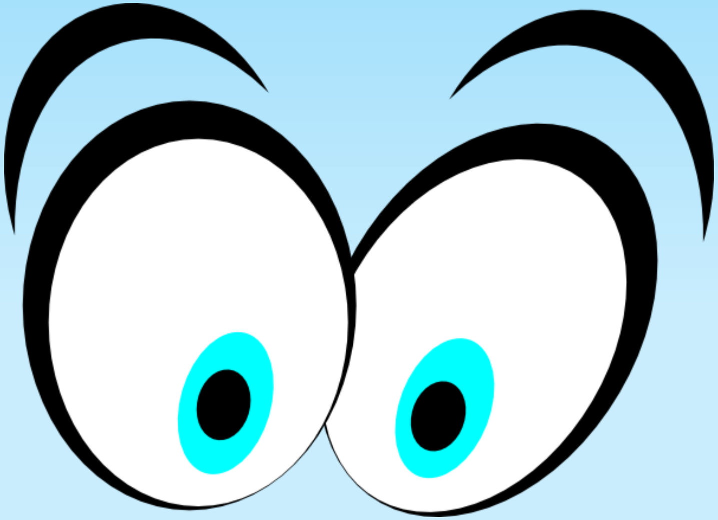
- Create a Return when…
  - Sending damaged items back to the supplier
  - Not receiving the full ordered quantity, and you need to reduce the PO quantity



Demonstration

At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- 21_Create Return Order



Accounts Payable

- Paying suppliers require a 3-way match between the Purchase Order/Supplier Contract, Invoice, and Receipt
  - Purchase Order Quantity must match all 3 documents
  - Supplier Contract Dollar Amount must match all 3 documents
- When the following types of Match Exception occurs…
  - Receipt Errors, the buyer will receive a Task in their Workday Inbox to Create a Receipt, to correct the issue
  - Quantity & Invoice Errors, the AP team will reach out to the required people to help resolve the issue

Lesson Summary

- Create a new Receipt for each delivery received
- Receive Quantities for Purchase Orders
- Receive Dollar Amounts for Supplier Contracts
- Work with your suppliers to resolve delivery issues
- Keep an eye on your Workday Inbox to know when to correct Receipt errors due to Match Exceptions
- Supplier Accounts/Accounts Payable department will be in contact, when they need your help to resolve issues

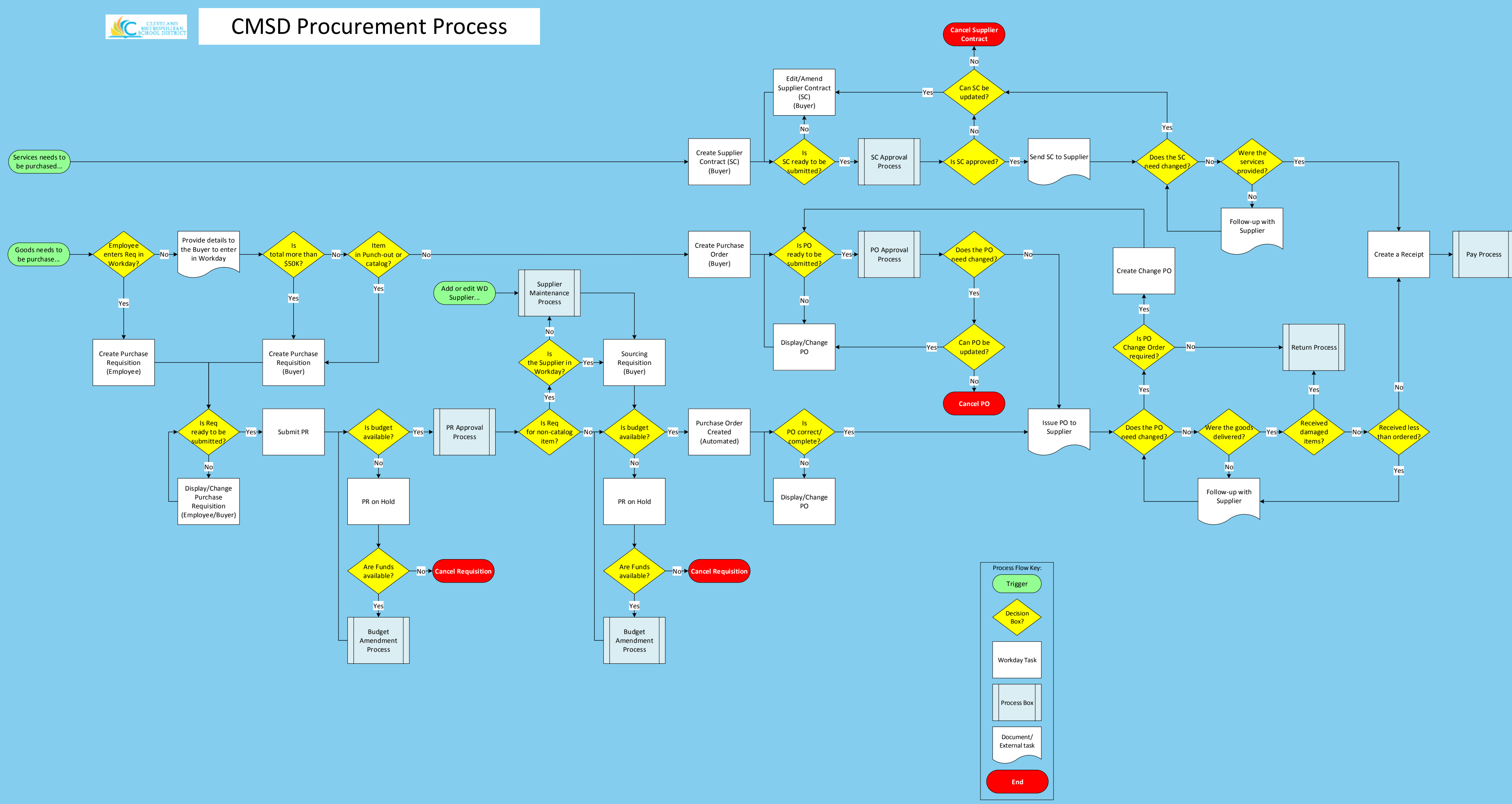
Lesson Objectives Summary

Now that you have completed this lesson, you are now able to:

- Describe the steps involved in the Receiving process
- Create a Receipt (Partial or Full)
- Troubleshoot receiving issues
- Create a Return

Lesson 7: Procurement Summary

Process Review



Create Requisition Summary

- Most employees can create Requisitions, but it will fall mainly to the secretaries and administrative personnel to create and maintain them
- Use the Purchases worklet to create the type of requisition you require, view open requisitions, and view items in your Cart
- There are multiple ways to create requisitions: Search Catalog, Non-Catalog Items, or Supplier Website
- Be sure to correct all errors, and get help when you need it…

Processing Requisitions Summary

- Use the My Requisitions worklet to track the status of the requisitions you create
- Budget checking occurs after the submission and approval of the requisition
- When the Budget Check fails, update the requisition, cancel the requisition, or execute a Budget Amendment to move money
- Pass/fail of the Budget Check sends a notification/task to the initiator
- Use the Budget Status report to track your budget

Processing Requisitions Summary (cont.)

- To procure from a supplier, they must exist in Workday
  - Create a Supplier Request to begin the process of adding a supplier to Workday
  - Supplier Request must be approved, prior to them being available in Workday
- Only Non-Catalog requisitions require the Buyer to source the requisition
- Managers review their Workday Inbox to identify which requisitions require approval
  - Requisitions can be Approved or Denied

Create Purchase Order Summary

- Only Buyers and Principals will have authorization to manually create a Direct PO for non-catalog items
- Manually created POs will follow the Requisition Approval process
- It is not possible to manually create a PO requiring Board approval, they must be created as requisitions
- It is possible to make edits to a PO, up to the point that the PO has been Issued to the Supplier

Processing POs Summary

- Managers and Principals are responsible for approving POs
- Purchasing department is responsible for issuing all POs to suppliers
- If an issued PO requires an update, you must create a Change Purchase Order from the original PO
- Use the My Recent Purchase Order worklet to see POs you created or orders that you “Sourced”

Processing Supplier Contracts Summary

- If you need to purchase services, you must create a Supplier Contract
- Supplier invoices for the contract must fall within the date range of the contract to be paid
- 3 Types of Supplier Contract you can use
- Be sure to attach a Vender Contract or Term Agreement to your Supplier Contract
- Workday generates a PDF template after approving the Supplier contract, which includes the Contract Number
- The person who creates the Supplier contract, should be the person creating the amendment

Receipts and Payment Summary

- Create a new Receipt for each delivery received
- Receive Quantities for Purchase Orders
- Receive Dollar Amounts for Supplier Contracts
- Work with your suppliers to resolve delivery issues
- Keep an eye on your Workday Inbox to know when to correct Receipt errors due to Match Exceptions
- Supplier Accounts/Accounts Payable department will be in contact, when they need your help to resolve issues

Questions Answered in Class

- What are Requisitions, and when are they required?
- What happens when the Budget Check fails?
- How do I move money from one budget to another?
- How do I create Purchase Orders (POs)?
- How long does it take to get a PO approved?
- What is the difference between editing a PO and creating a Change PO?
- When is it necessary to create a Supplier Contracts?
- Why would I create a partial receipt vs a full receipt?

Course Objectives Summary

Now that you have completed this course, you are able to:

- Describe at a high level the Procurement process
- Identify which Workday procurement tasks are completed by buyers or approvers
- Purchase goods or services through Workday

Next Steps

- Complete the Course Assessment: https://www.surveymonkey.com/r/WorkdayProcurementTrainingAssessment
- How to get Help:
  - Access job aids when you need help completing tasks in Workday
  - Call the Helpdesk: **(216) 838-0440** and Press **Option 2** for Workday support

Questions