Welcome Principals to the Workday training for the Procurement process.

As a Principal, in Workday you have been given the authority to Approve various purchasing documents, Create Budget Amendments, and Create Purchase & Change Orders

- Additionally, be aware that most CMSD employees will have the capability to kick-off the procurement process, but it is up to you to decide if they should, or if they should continue to work with the School Buyer to purchase what they need.
Training Materials

- All training materials are posted to the CMSD’s Workday Learning Library at the following URL: http://www.clevelandmetroschools.org/Page/9490
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.
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**

**CMSD Procurement Process**

1. **Goods need to be purchased**
   - Yes: Proceed to Step 2
   - No: End

2. **Provide details to the Buyer to enter in Workday**
   - Yes: Proceed to Step 3
   - No: End

3. **Employee enters Req in Workday**
   - Yes: Proceed to Step 4
   - No: End

4. **Create Purchase Requisition**
   - Sometimes Buy (Employee)
   - Yes: Proceed to Step 5
   - No: End

5. **Is budget available?**
   - Yes: Proceed to Step 6
   - No: End

6. **Create Purchase Order**
   - Sometimes Buy (Buyer)
   - Yes: Proceed to Step 7
   - No: End

7. **Display/Change PO**
   - Yes: Proceed to Step 8
   - No: End

8. **Is PO ready to be submitted?**
   - Yes: Proceed to Step 9
   - No: End

9. **Display/Change PO**
   - Yes: Proceed to Step 10
   - No: End

10. **Is PO correct/complete?**
    - Yes: Proceed to Step 11
    - No: Proceed to Step 12

11. **Issue PO to Supplier**
    - Yes: Proceed to Step 13
    - No: End

12. **Is PO ready to be submitted?**
    - Yes: Proceed to Step 14
    - No: End

13. **Display/Change PO**
    - Yes: Proceed to Step 15
    - No: End

14. **Does the PO need changed?**
    - Yes: Proceed to Step 16
    - No: Proceed to Step 17

15. **Create Change PO**
    - Yes: Proceed to Step 18
    - No: End

16. **Were the goods delivered?**
    - Yes: Proceed to Step 19
    - No: Proceed to Step 20

17. **Follow-up with Supplier**
    - Yes: Proceed to Step 21
    - No: End

18. **Create Receipt**
    - Yes: Proceed to Step 22
    - No: End

19. **Received damaged items?**
    - Yes: Proceed to Step 23
    - No: End

20. **Received less than ordered?**
    - Yes: Proceed to Step 24
    - No: Proceed to Step 25

21. **Send SC to Supplier**
    - Yes: Proceed to Step 26
    - No: End

22. **Is SC ready to be submitted?**
    - Yes: Proceed to Step 27
    - No: End

23. **SC Approval Process**
    - Yes: Proceed to Step 28
    - No: End

24. **Is SC approved?**
    - Yes: Proceed to Step 29
    - No: Proceed to Step 30

25. **Edit/Amend Supplier Contract**
    - Yes: Proceed to Step 31
    - No: End

26. **Pay Process**
    - Yes: Proceed to Step 32
    - No: End

27. **Follow-up with Supplier**
    - Yes: Proceed to Step 33
    - No: End

28. **Is total more than $50K?**
    - Yes: Proceed to Step 34
    - No: Proceed to Step 35

29. **Cancel Requisition**
    - Yes: Proceed to Step 36
    - No: End

30. **Cancel Supplier Contract**
    - Yes: Proceed to Step 37
    - No: End

31. **Cancel PO**
    - Yes: Proceed to Step 38
    - No: End

32. **Cancel PO**
    - Yes: Proceed to Step 39
    - No: End

33. **End**

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**Flowchart Details**

- **Trigger Decision Box**: Where the process starts or branches.
- **Workday Task Process Box**: Involves Workday tasks.
- **Document/External task Process Flow Key**: Indicates documents or external tasks.

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**Additional Notes**

- **Sourcing Requisition**: Proceed for non-catalog items.
- **Supplier Maintenance Process**: Add or edit Workday Supplier.
- **Is PO Change Order required?**: Yes/No.
- **Item in Punch-out or catalog?**: Yes/No.
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)

<table>
<thead>
<tr>
<th>Workday</th>
<th>Legacy System</th>
</tr>
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<tbody>
<tr>
<td>Spend Category</td>
<td>Object</td>
</tr>
<tr>
<td>Cost Center</td>
<td>OPU / School Code / Building Code</td>
</tr>
<tr>
<td>Program</td>
<td>Special Cost Center (SCC)</td>
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<tr>
<td>Supplier</td>
<td>Vendor</td>
</tr>
<tr>
<td>Worktags</td>
<td>Account String / Budget Code</td>
</tr>
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</table>
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

310PG School Budget

5110SC 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
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
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.
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
  - **Example:** 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 will be 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 after go-live on a case-by-case basis.
- 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.
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
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
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.

In addition to accessing individual supplier websites, a multi-supplier link is also available.

**Note:** It is NOT possible to create a Change Order for orders created from a supplier’s website.
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 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 Process

Create Requisition Process

Is budget available?

Yes -> PR Approval Process

No -> PR on Hold

Are Funds available?

Yes -> Budget Amendment Process

No -> Cancel Requisition

Supplier Maintenance Process

Are Funds available?

Yes -> Purchase Order Created (Automated)

No -> PR on Hold

Is the Supplier in Workday?

Yes -> Sourcing Requisition (Buyer)

No -> Add or edit WD Supplier...

Is Req for non-catalog item?

Yes -> PR on Hold

No -> Cancel Requisition

Budget Amendment Process
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.
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

<table>
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<th>Plan Structure</th>
<th>Child Budget for General Fund (001)</th>
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<tbody>
<tr>
<td>Period</td>
<td>FY 2016-2017 - May</td>
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<tr>
<td>Cost Center</td>
<td>2005CC Career and Technical Education</td>
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<td>Fund</td>
<td>001FD_L General Fund</td>
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<table>
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<th>Program</th>
<th>Function</th>
<th>Spend Category</th>
<th>Budget</th>
<th>Commitments</th>
<th>Obligations</th>
<th>Actual YTD Expenditures</th>
<th>Available Budget</th>
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<tr>
<td>001FD_L General Fund</td>
<td>2005CC Career and Technical Education</td>
<td>380PG Career &amp; Technical Education (CTE)</td>
<td>1100FN Regular Instruction</td>
<td>644SC Technical Equipment</td>
<td>1,066.75</td>
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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 **MUST** 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
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.

- Even though you have the option to Send the Requisition back to the initiator for updates, it is CMSD’s policy that you only Approve or Deny requisitions.

- You will know what requires your approval by frequently checking your Workday Inbox for Requisition tasks to complete.
At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:

- o8_Approve Requisition
Final Requisition Step

- After approving and sourcing (Sourcing is only required for Non-Catalog Requisitions) 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

View Event
Requisition: Brandi Robinson (432606) on 04/25/2017 for $27,850.00

Details
Shipping Address
Information
Goods

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Function</th>
<th>Program</th>
<th>Additional Worktags</th>
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<tr>
<td>0210CC JFK</td>
<td>PACT</td>
<td>1130FN High School</td>
<td>310PD School Budget</td>
<td>Purchase Order PO-0000152 - Line 1</td>
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</table>
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 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
Goods needs to be purchase...

- **Employee enters PR in Workday?**
  - Yes
  - Requisition Process
  - **Is total more than $50K?**
    - No
    - **Item in Punch-out or catalog?**
      - No
      - **Create Purchase Order (Buyer)**
      - **Is PO ready to be submitted?**
        - No
        - Display/Change PO
        - **Requisition Process**
        - **Is PO correct/complete?**
          - No
          - **Display/Change PO**
          - **PO Approval Process**
          - Yes
          - **PO Approval Process**
      - Yes
      - **PO Approval Process**
    - Yes
      - **Display/Change PO**
      - **PO Approval Process**
  - No
    - Provide details to the Buyer to enter in Workday
- **Is total more than $50K?**
  - No
  - **Item in Punch-out or catalog?**
    - No
    - **Create Purchase Order (Buyer)**
    - **Is PO ready to be submitted?**
      - No
      - Display/Change PO
      - **PO Approval Process**
      - Yes
      - **Po Approval Process**
    - Yes
      - **Display/Change PO**
      - **PO Approval Process**
  - Yes
    - **Display/Change PO**
    - **PO Approval Process**
- **Can PO be updated?**
  - Yes
    - **Display/Change PO**
    - **PO Approval Process**
  - No
    - **Cancel PO**

**Requisition Process**

- **Is total more than $50K?**
  - Yes
  - **Item in Punch-out or catalog?**
    - Yes
      - **Create Purchase Order (Buyer)**
      - **Is PO ready to be submitted?**
        - Yes
          - **PO Approval Process**
        - No
          - Display/Change PO
          - **PO Approval Process**
        - **Display/Change PO**
        - **PO Approval Process**
      - No
        - **Display/Change PO**
        - **PO Approval Process**
    - No
      - **Create Purchase Order (Buyer)**
      - **Is PO ready to be submitted?**
        - Yes
          - **PO Approval Process**
        - No
          - Display/Change PO
          - **PO Approval Process**
        - **Display/Change PO**
        - **PO Approval Process**
  - No
    - **Create Purchase Order (Buyer)**
    - **Is PO ready to be submitted?**
      - Yes
        - **PO Approval Process**
      - No
        - Display/Change PO
        - **PO Approval Process**
      - **Display/Change PO**
      - **PO Approval Process**

**PO Approval Process**

- **Does the PO need changed?**
  - Yes
    - **Display/Change PO**
    - **PO Approval Process**
  - No
    - **Cancel PO**

**Employee enters PR in Workday?**

- **Provide details to the Buyer to enter in Workday**
  - Yes
    - **Create Purchase Order (Buyer)**
    - **Is PO ready to be submitted?**
      - Yes
        - **PO Approval Process**
      - No
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      - No
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      - **PO Approval Process**
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    - **PO Approval Process**

**Is total more than $50K?**

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    - **PO Approval Process**

**Item in Punch-out or catalog?**

- Yes
  - **Create Purchase Order (Buyer)**
  - **Is PO ready to be submitted?**
    - Yes
      - **PO Approval Process**
    - No
      - Display/Change PO
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    - **Display/Change PO**
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  - **Display/Change PO**
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- No
  - **Create Purchase Order (Buyer)**
  - **Is PO ready to be submitted?**
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    - No
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      - **PO Approval Process**
    - **Display/Change PO**
    - **PO Approval Process**
  - **Display/Change PO**
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**Requisition Process**

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        - **PO Approval Process**
      - **Display/Change PO**
      - **PO Approval Process**
    - **Display/Change PO**
    - **PO Approval Process**

**Display/Change PO**

- **PO Approval Process**
- **Cancel PO**
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 (Buyers & Principals) 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.
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
My Recent Purchase Orders Worklet

- From your Workday Home screen, click to view the POs you have created.
- Access the purchase order by clicking the **Related Actions and Preview** button to the right of the **PO Number**.

![My Recent Purchase Orders Worklet](image-url)
Editing a Purchase Order

- It is possible to “Edit” POs that have a status of Draft, In-Progress, and Approved
- Editing the PO requires it to go back through the Approval process
- Primary changes include:
  - Ordered Items
  - Quantity
  - Costs
  - Worktags
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 4: Processing Purchase Orders
Lesson Purpose

The purpose of this lesson is to 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
- Review the PO Approval Process and Status
- Explain why it is necessary to create a Change order when modifying a PO
Lesson Process

PO Creation Process

Is PO ready to be submitted? [Yes/No]

Display/Change PO

PO Approval Process

Does the PO need changed? [Yes/No]

Can PO be updated? [Yes/No]

Create Change PO

Cancel PO

Issue PO to Supplier

Receipt 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, Send Back to the initiator for updates, or Deny
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 issuing all POs to suppliers
- Issuing the POs to the suppliers updates the PO Status to “Issued”
Creating a Change Purchase Order

- When a change 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 Order 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 school
- Other key fields; **Supplier**, **Document Date On**, **Due Date On**, **Status**, and **Requester**
Click to the left of the required PO to display the PO details.

Click to identify which columns display.

Click to export the report results to MS Excel.
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
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
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
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
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
- Approve Supplier contracts
- Release/Deliver Supplier Contract to Suppliers
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 Vendor Contract or Term Agreement
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.
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 Service Contract Types.
- Be sure to attach a Vendor Contract or Term Agreement to your Service 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 6: Receiving & Payments
Lesson Purpose

The purpose of this lesson is to cover the creation of receipts, and how that information flows into the Pay process.
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
Lesson Process

1. **PO Process**
   - **Create Change PO**
     - **Is PO Change Order required?**
       - Yes: Follow-up with Supplier
       - No: **Returns Process**
     - No: **Returned Process**

2. **Returned Process**
   - **Was the return authorized?**
     - Yes: **Return Process**
     - No: **Follow-up with Supplier**

3. **Return Process**
   - **Was the Goods delivered?**
     - Yes: **Follow-up with Supplier**
     - No: **Received damaged items?**
       - Yes: **Return Process**
       - No: **Follow-up with Supplier**

4. **Follow-up with Supplier**
   - **Did the PO need change?**
     - Yes: **Create Change PO**
     - No: **Follow-up with Supplier**

5. **Create a Receipt**
   - **Was the order received?**
     - Yes: **Create a Receipt**
     - No: **Follow-up with Supplier**

6. **Create a Receipt**
   - **Was the order paid?**
     - Yes: **Pay Process**
     - No: **Follow-up with Supplier**

7. **Pay Process**
   - **Did the PO need change?**
     - Yes: **Create Change PO**
     - No: **Follow-up with Supplier**

8. **Supplier Contract Process**
   - **Was the order received?**
     - Yes: **Create a Receipt**
     - No: **Follow-up with Supplier**

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**Process Diagram**

- **PO Process**
- **Create Change PO**
- **Is PO Change Order required?**
- **Follow-up with Supplier**
- **Returns Process**
- **Create a Receipt**
- **Pay Process**
- **Supplier Contract 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.
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
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.
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 Service 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 7: Procurement
Summary
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?
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
Verify Procurement Card Transactions

CMSD Workday Finance and Procurement
Verify Procurement Card Transactions

The job aid is posted in the Spend Authorization section online, which takes you through the process of clearing charges made to your CMSD P-Card

- After 2 days of “no action” on open transactions, you will receive a notification to process the transaction
- After 10 days of “no action” on open transactions, your P-Card will be deactivated

- What you will need to process open transactions:
  - You must know the Spend Category for the purchase
  - You must have the receipt of the purchase

- This is **not** a task that you can delegate
At this time, please take your hands off of your keyboard, and watch the facilitator complete the following task:
• 10_Verify Procurement Card Transactions
Next Steps

- Complete the Course Assessment

- 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