



Workday Procurement

For Principals

CMUSD Workday Finance and Procurement



Welcome



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>

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.

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



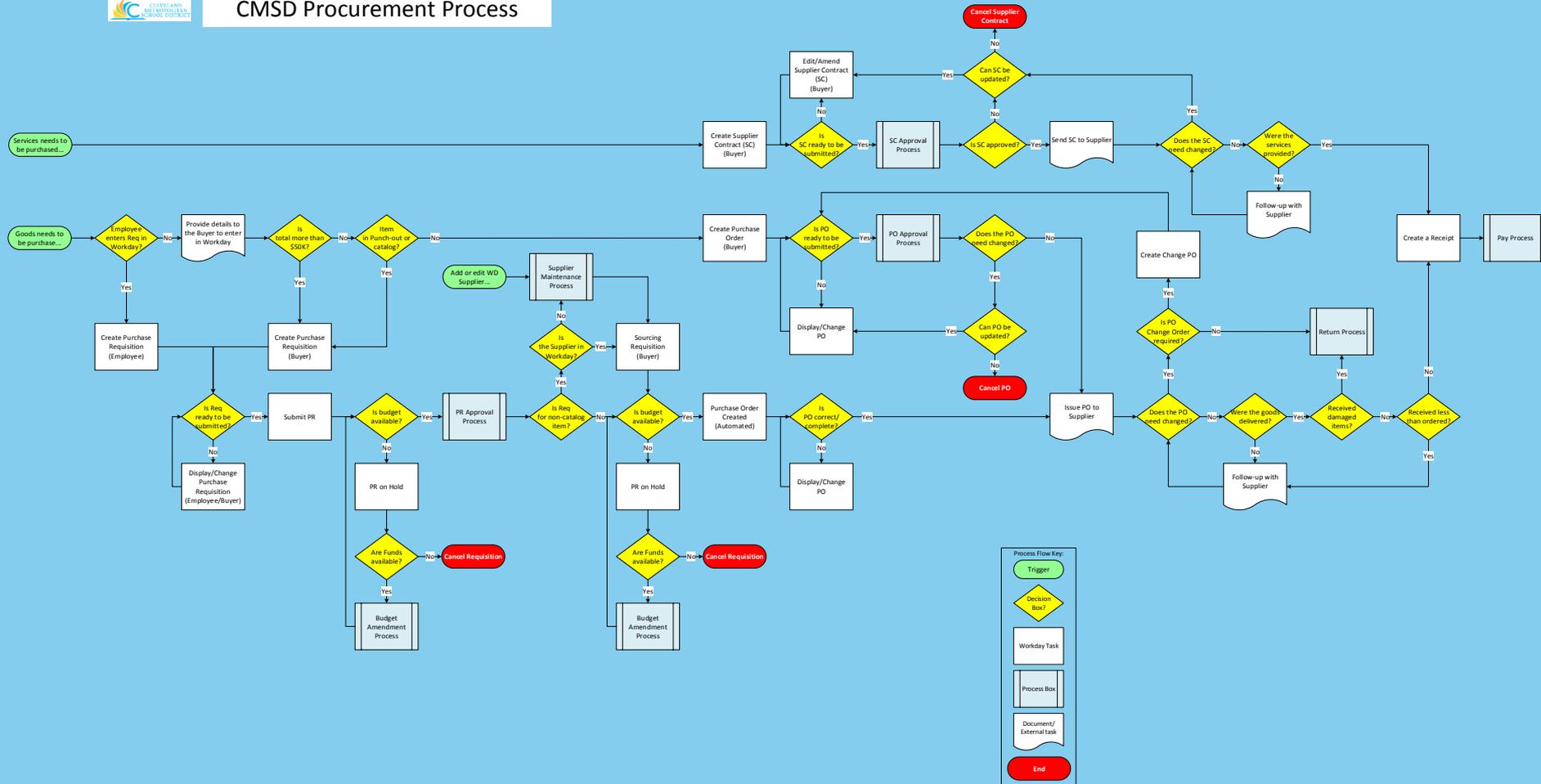
This course has the following lessons:

- 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





- 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)

Legacy System

Fund

Function

Object

OPU

SCC

Workday

Fund

Function

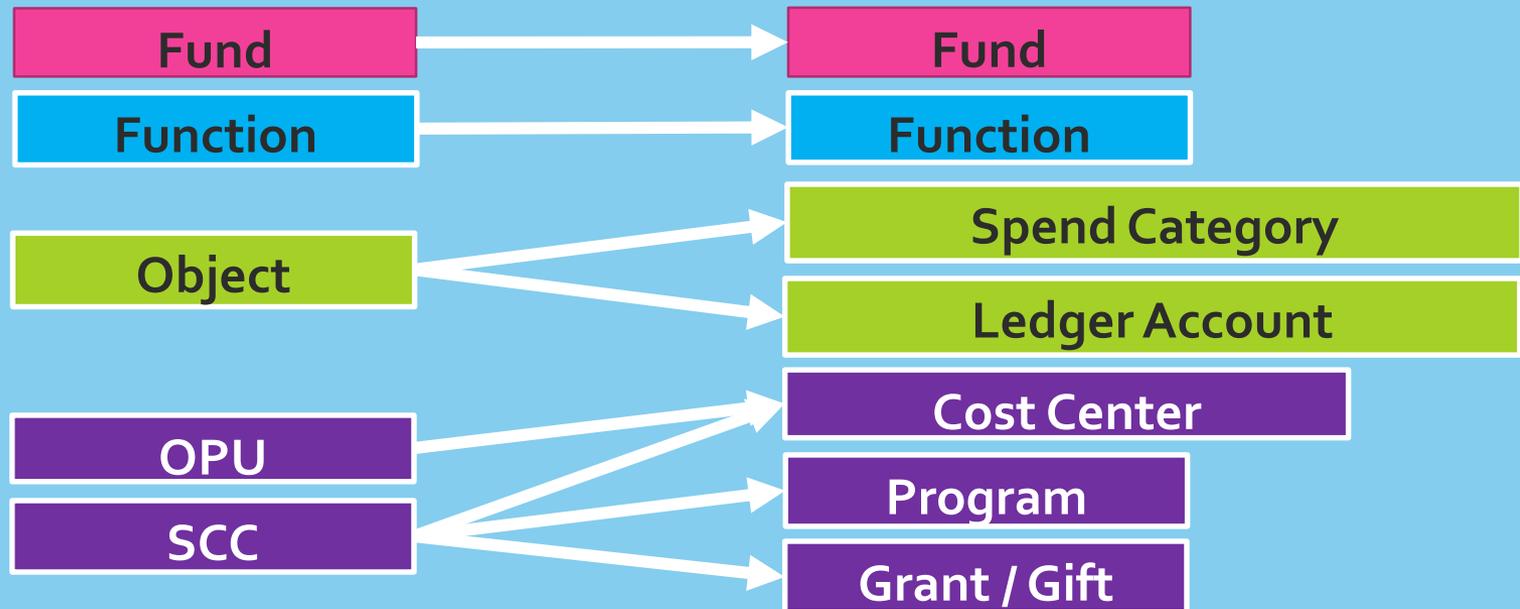
Spend Category

Ledger Account

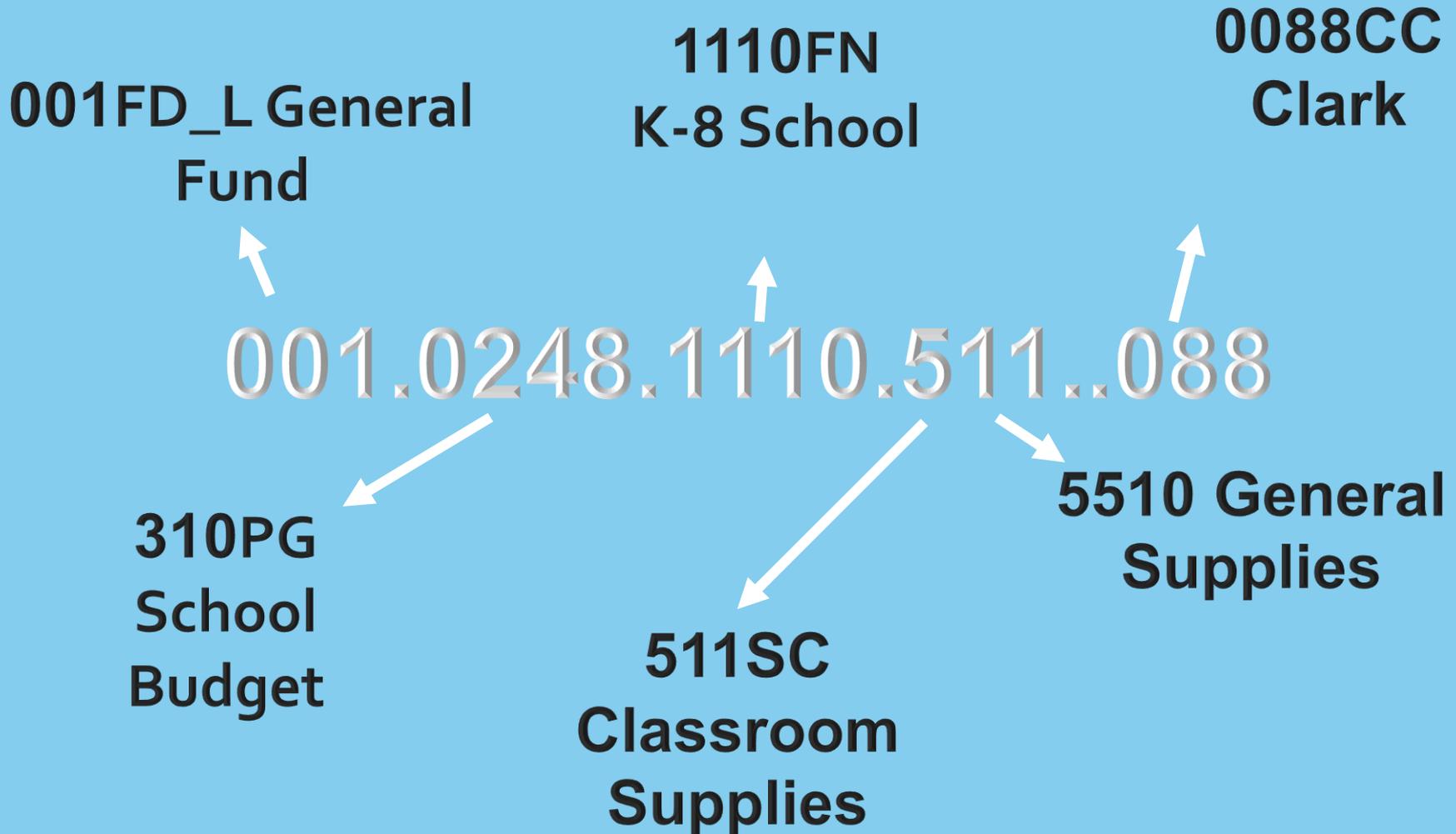
Cost Center

Program

Grant / Gift



Budget Structures Breakdown



New Cost Center Numbers



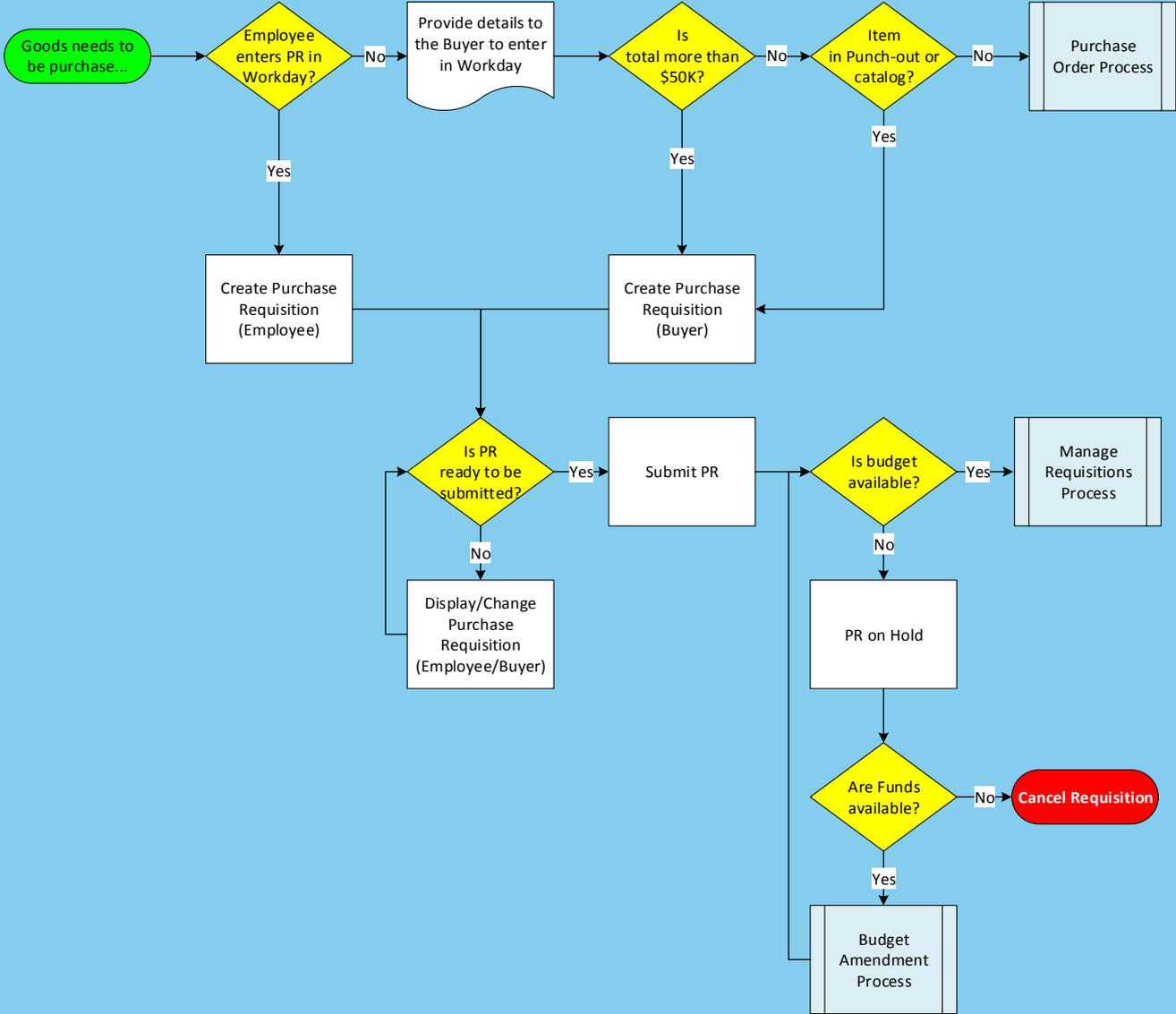
- In Workday, Cost Center numbers are XXXXCC
- School Cost Centers will be their existing OPU number with an extra "0" in front
 - Clark's OPU is 088; their Workday cost centers will be 0088CC

Cost Center & Program Combinations



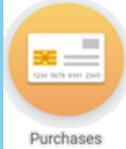
- Program worktags are required for all purchasing transactions
- The combination reflects who is the beneficiary of the expense (cost center) and (roughly) who controls the resource (program)
 - It is similar to the current SCC and OPU combinations
- For Examples:
 - 0188CC Garfield & 310PG School Budget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

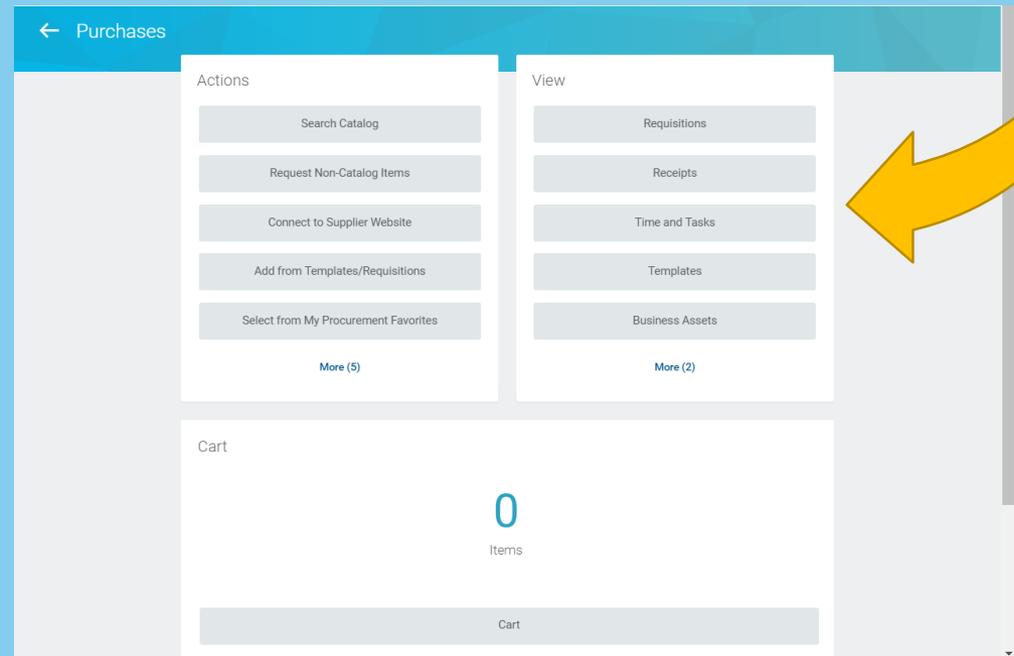
Create Requisition Process



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 cart display at the bottom of the 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
 - 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

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

Request Non-Catalog Items

Company * Cleveland Metropolitan School District

Requester Eric Miller (C00028)[C] Requisition Type Regular

Requisition Currency * X USD

Goods Request Details

Item Identifier

Item Description *

Spend Category *

Supplier

Supplier Contract (empty)

Quantity * 0

Unit Cost 0.00

Unit of Measure * select one

Extended Amount 0.00

Memo

Add to Cart Continue Shopping Cancel

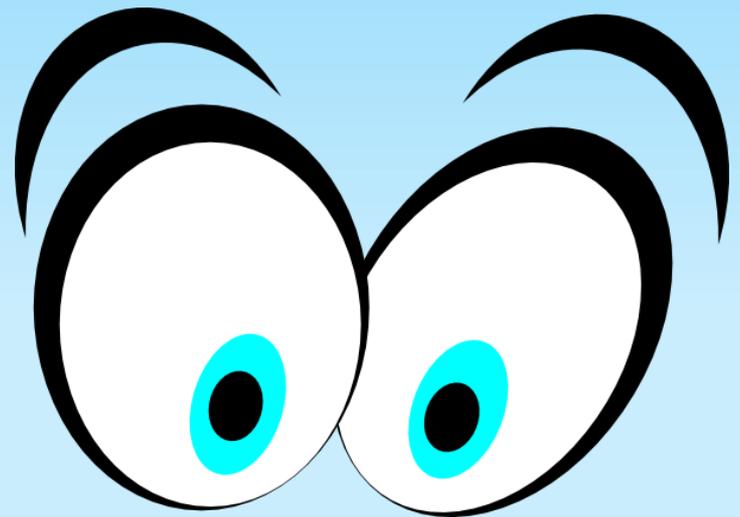
Demonstration



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

Request Non-Catalog Items



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
- 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...



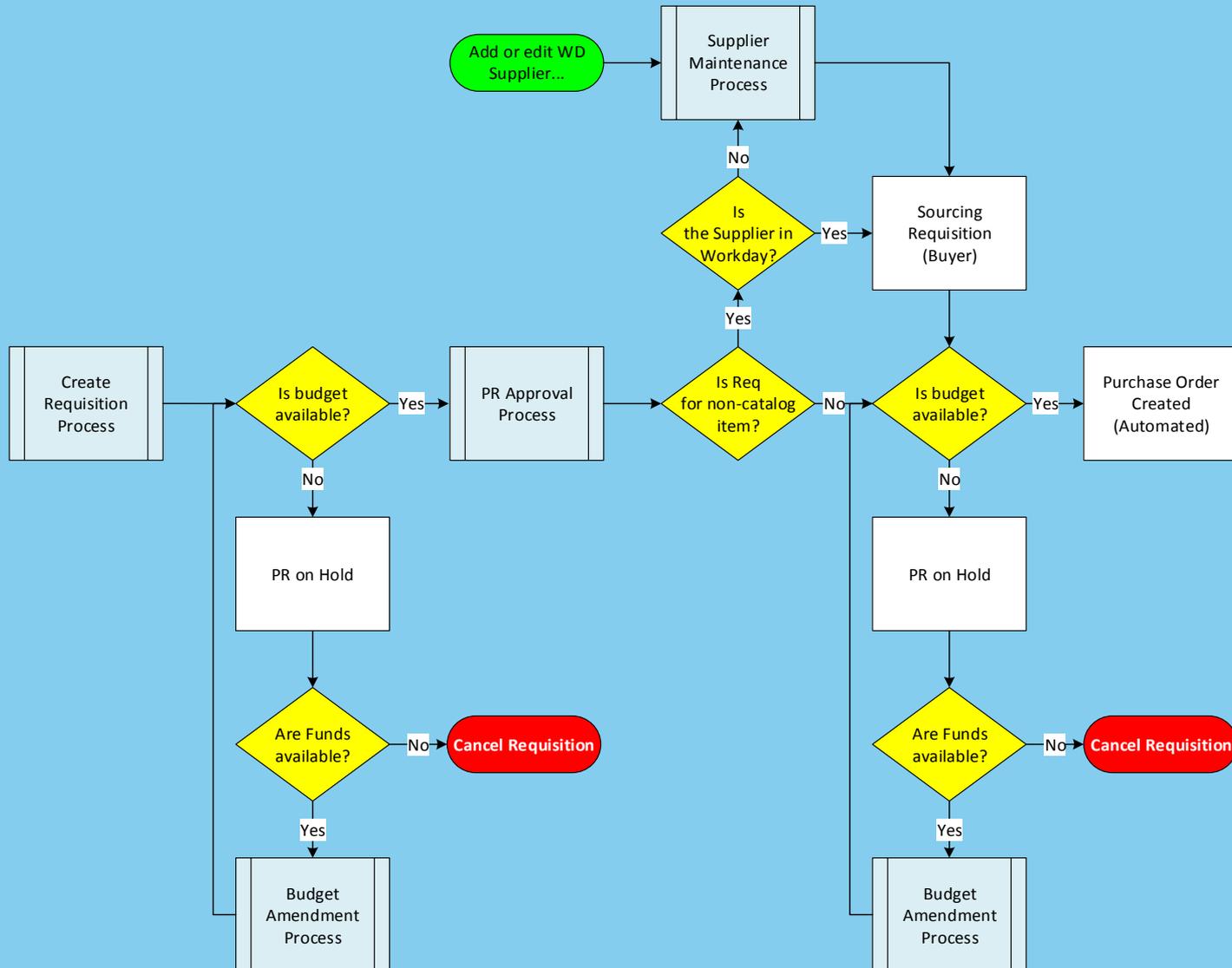
Lesson 2: Processing Requisitions

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



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
Fail (Insufficient Budget)

8 second(s) ago - Due 03/11/2017

For Transaction Supplier Contract: CON-000083 for Supplier The Achievement Network, Ltd.

Plan With Exceptions | Transactions

Plan With Exceptions 1 item

Company	Plan Structure	Year
Cleveland Metropolitan School District	Parent Budget for Fund 007	FY 2016-2017

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

Review Budget Check Check Budget (Spend) for Supplier Contract Event 

Budget Check Status
Fail (Insufficient Budget)

8 second(s) ago - Due 03/11/2017

For Transaction Supplier Contract: CON-000083 for Supplier: The Achievement Network,Ltd. starting on 02/06/2017

Plan With Exceptions **Transactions**

Transactions 1 item  

	Transaction	Modify
	CON-000083: Contract for SA.100.11a	Modify

- 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

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 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



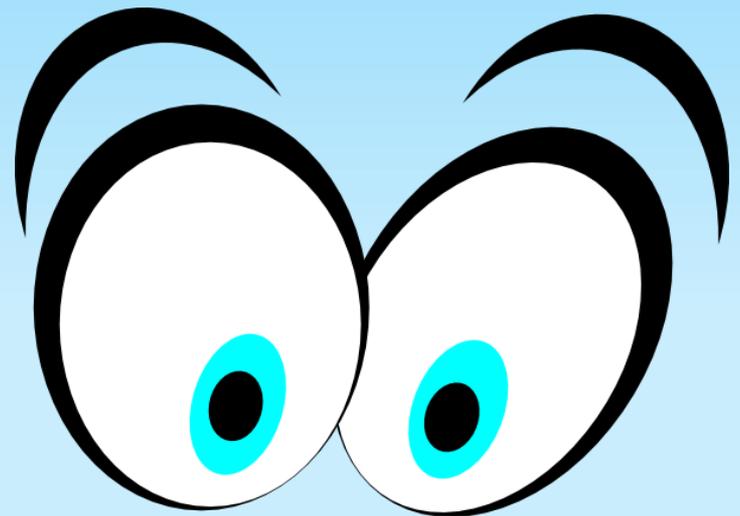
- It is up to the individual approvers on what they approve or deny, since at this point in the procurement process, it has already passed an initial Budget Check, and funds are available
- Even though you have the option to Send the Requisition back to the initiator for updates, it is CMSSD's policy 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

Demonstration



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



Inbox

Actions 4 Archive

Sort By: Newest ▼

From Last 30 Days

Requisition: Brandi Robinson (432606) on 04/25/2017 for \$27,850.00
9 day(s) ago - Successfully Completed

Check Budget (Financial) for PO Collaboration
10 day(s) ago - Revised

Purchase Order: Integrated Business System Inc on 04/25/2017 for \$430.00
10 day(s) ago - Canceled

Expense Report: Brandi Robinson (432606) on 04/25/2017 for \$50.00
10 day(s) ago - In Progress: Multiple Parties

Payment Election: Brandi Robinson (432606) on 04/25/2017
10 day(s) ago - Successfully Completed

Budget Amendment: FY 2016 - 2017 - Child Budget for General Fund (001) on 04/25/2017 : BU-0000071
10 day(s) ago - In Progress: Derek Richey (499423)

Integration: Procurement PunchOut - Dell - 04/10/2017 13:21:52.824
24 day(s) ago - Successfully Completed

Integration: OSC PunchOut - 04/10/2017 13:18:48.632
24 day(s) ago - Successfully Completed

Integration: Procurement PunchOut - Dell - 04/10/2017 13:04:55.518
24 day(s) ago - Failed

View Event

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

Actions

9 day(s) ago - Successfully Completed

For REQ-0000083

Overall Process Requisition: Brandi Robinson (432606) on 04/25/2017 for \$27,850.00

Overall Status Successfully Completed

Due Date 05/02/2017

Calendars In Use Consecutive Days (No Calendars Selected)

Details | Process

> Shipping Address

> Information

> Goods

6 items

	*Cost Center	*Function	*Program	Additional Worktags	Sourced
and	0210CC JFK PACT	1130FN High School	310PG School Budget		Purchase Order PO-0000152 - Line 1

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.

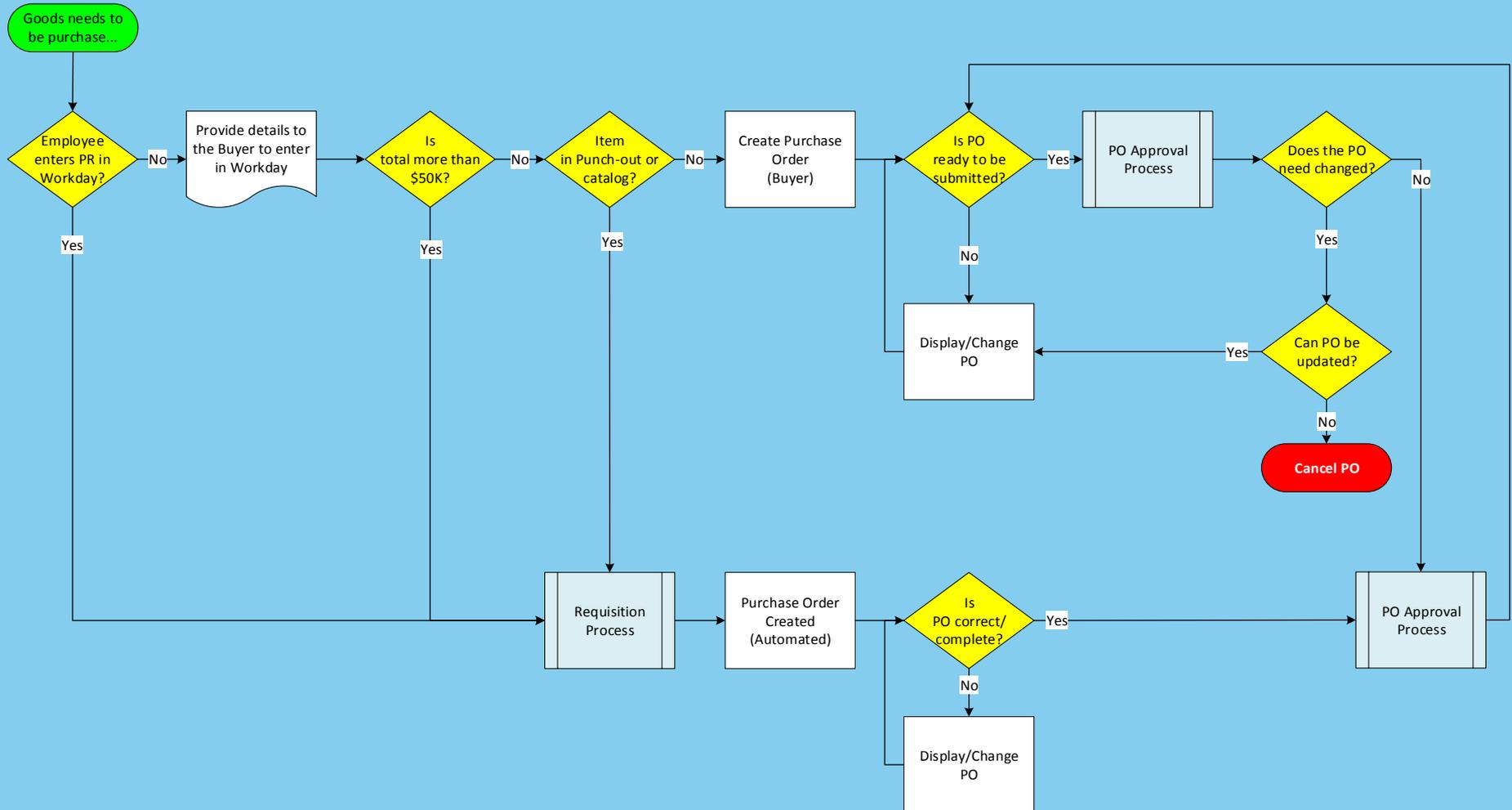
Lesson Objectives



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

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 (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:

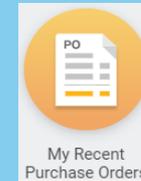
- 12_Create Purchase Order



My Recent Purchase Orders Worklet



- From your Workday Home screen, click



to view

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

← My Recent Purchase Orders ⚙️

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

View More Details...

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 cover when and how to make updates to Purchase Orders, and which changes require the PO to go back through the approval process.

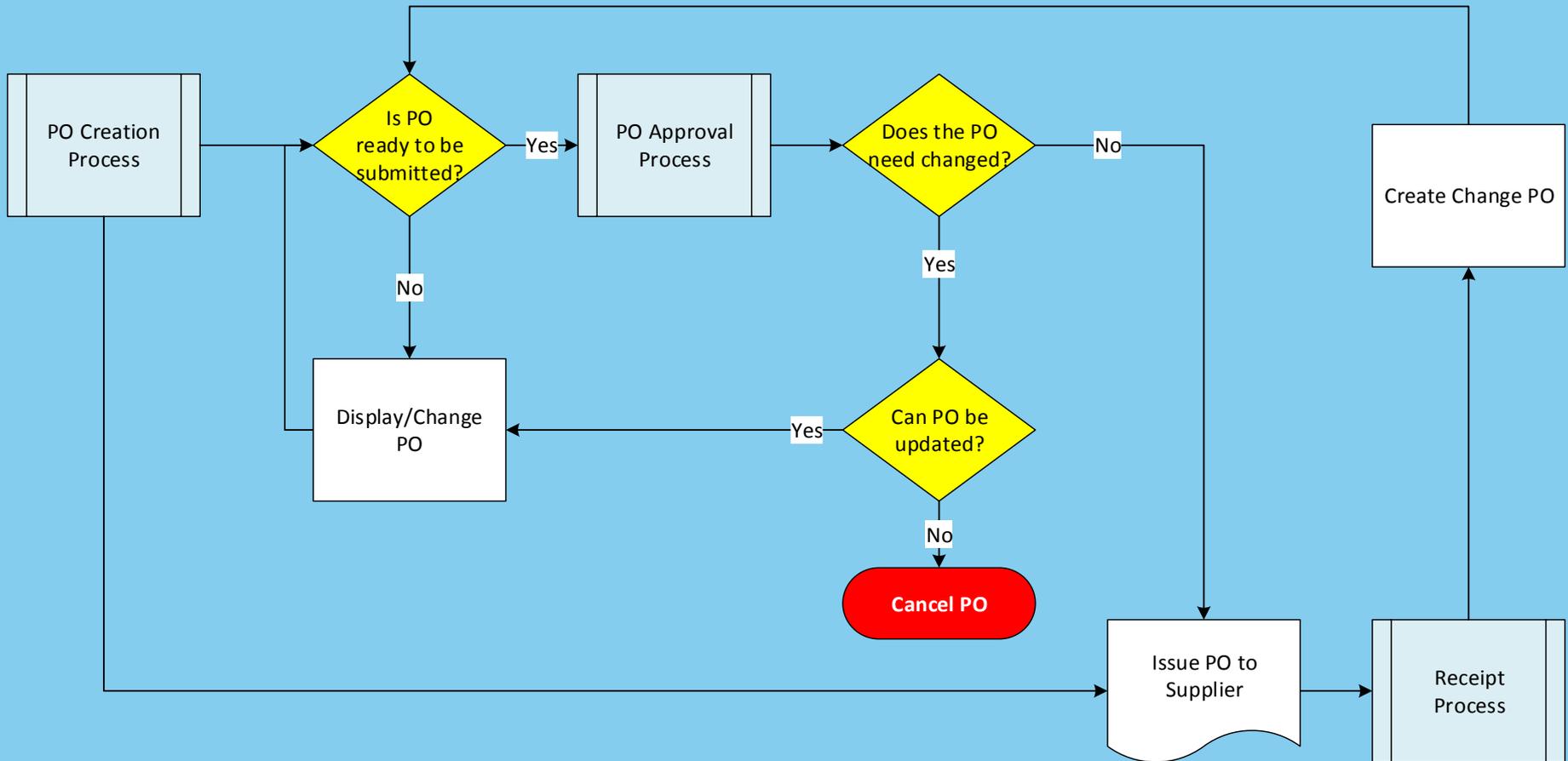
Lesson Objectives



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



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

The screenshot shows a Workday inbox interface. On the left, there is a list of tasks. One task is highlighted with a red box: "Purchase Order: Green City Growers Cooperative on 03/29/2017 for \$11,250.00". Below this task, there is a "Review" panel. The panel displays the following information:

- Review**
Purchase Order: Green City Growers Cooperative on 03/29/2017 for \$11,250.00 (Actions)
- 12 day(s) ago - Due 03/31/2017
- For: PO-1000217
- Overall Process: Purchase Order: Green City Growers Cooperative on 03/29/2017 for \$11,250.00
- Overall Status: In Progress
- Due Date: 04/05/2017
- Calendars In Use: Consecutive Days (No Calendars Selected)
- Details to Review**
Purchase Order: PO-1000217 Status: In Progress
- Summary**
Company: Cleveland Metropolitan School District
Supplier: Green City Growers Cooperative

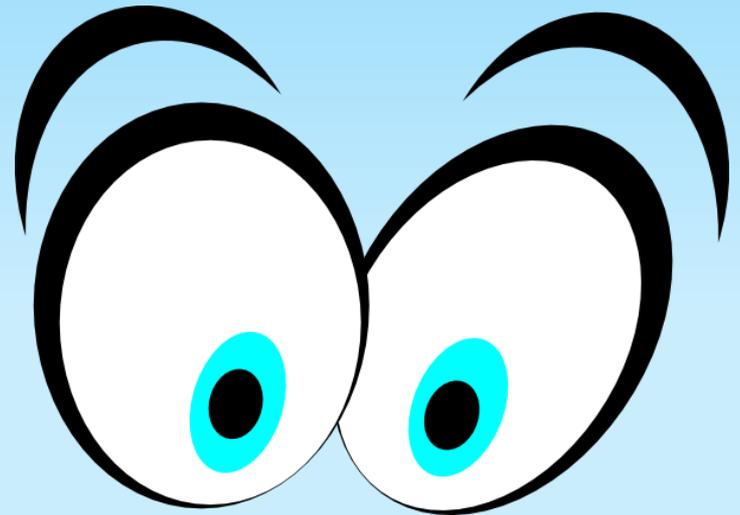
At the bottom of the review panel, there are four buttons: "Approve" (green), "Send Back", "Deny", and "Cancel".

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 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**

Find Purchase Orders

Company	<input type="text"/>
Supplier	<input type="text"/>
Buyer	<input type="text"/>
Purchase Order	<input type="text"/>
Document Date On or After	03 / 10 / 2017
Document Date On or Before	MM / DD / YYYY
Due Date On or After	MM / DD / YYYY
Due Date On or Before	MM / DD / YYYY
Status	<input type="text"/>
Issue Options	<input type="text"/>
Contract	<input type="text"/>
Requisition	<input type="text"/>
Requester	<input type="text"/>
Invoice	<input type="text"/>
Created by Worker	<input type="text"/>
Approving Worker	<input type="text"/>
Worktags	<input type="text"/>
Exclude Canceled	<input checked="" type="checkbox"/>
Exclude Closed	<input checked="" type="checkbox"/>

OK Cancel

Report Results (Optional Slide)



Find Purchase Orders

Report Criteria

Company: Cleveland Metropolitan School District

Document Date On or After: 03/01/2017

Document Date On or Before: 03/31/2017

Exclude Canceled: Yes

Exclude Closed: Yes

Purchase Orders: 169 items

Click  to the left of the required PO to display the PO details.

Click  to identify which columns display.

Purchase Order	Number	Version	Company	Status	Issue Option	Buyer	Supplier
	PO-0473301		Cleveland Metropolitan School District	Issued			
	PO-0479429		Cleveland Metropolitan School District	Issued			
	PO-0508597		Cleveland Metropolitan School District	Issued	Print	Angie Foraker (497142)	Scholastic Inc
	PO-1000135		Cleveland Metropolitan School District	Issued	Print	Michelle Michels (498493)	Classroom Direct.Com (School Specialty, Inc.)
	PO-1000136		Cleveland Metropolitan School District	Issued	Print	Tricia Mckenney (497279)	Classroom Direct.Com (School Specialty, Inc.)
	PO-1000137		Cleveland Metropolitan School District	Issued	Print	Sarra Mejri (496910)	Mcpcc Incorporated
	PO-1000139		Cleveland Metropolitan School District	Issued	Print	Sarra Mejri (496910)	Cdw Government, Inc.
	PO-1000140		Cleveland Metropolitan School District	Issued	Print	Sarra Mejri (496910)	Cdw Government, Inc.

Click  to export the report results to MS Excel.

Show Columns

- Purchase Order
- Number
- Version
- Company
- Status
- Issue Option
- Buyer
- Supplier
- Document Date
- Due Date
- Amount
- Currency
- Supplier Contract
- Business Document

Done

Create Change Order



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

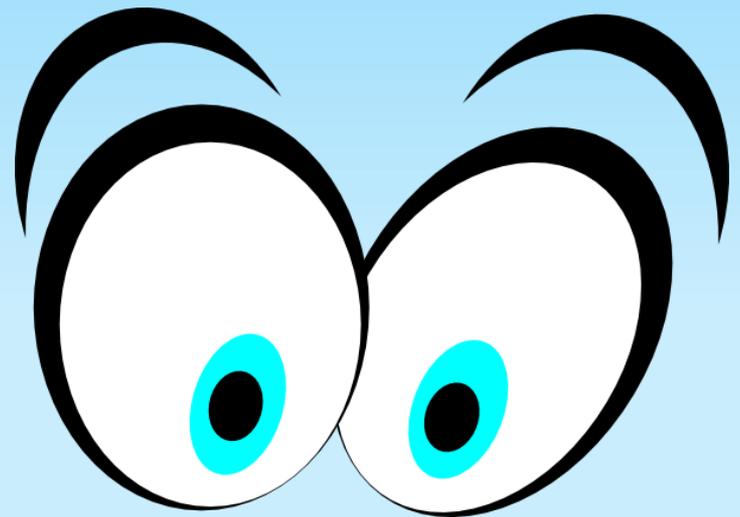
The screenshot shows the 'Find Purchase Orders' interface. The main view displays details for Purchase Order PO-0479429. A left-hand menu is open, showing an 'Actions' dropdown with 'Purchase Order' and 'Create Change Order' highlighted in red. The 'Purchase Order' details include: Company: Cleveland Metropolitan School District, Issued: 3/22/2017, Supplier: Millcraft Group, Buyer: Angie Foraker (497142), Payment Terms: Net 30, Currency: USD, Supplier Contract: (empty), and Total Amount: 269.50. A table titled 'Purchase Order Lines' shows 1 item: Line 1, Item# 8511-20 Copier Paper, Spend Category: 512SC Office Supplies, Extended Amount: 269.50. A red circle highlights a button in the bottom left corner of the interface.

- 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



← My Recent Purchase Orders

PO Number	Supplier	Status	Amount
PO-1000325	4 All Promos	Draft	1,26
PO-1000220	Ohio High Sch Athletic Assoc Ohsaa	In Progress	15

View Purchase Order

Purchase Order PO-1000220 Status In Progress

Summary

Company Cleveland Metropolitan School District
Supplier Ohio High Sch Athletic Assoc Ohsaa
Currency USD
Document Date 03/29/2017
Line Total Amount 150.00

Terms and Taxes

Payment Terms Net 30
Due Date (empty)
Default Payment Type Check
Override Payment Type (empty)
Credit Card (empty)
Supplier Contract (empty)

internal memo (empty)

Goods Lines | Line Details | Process History | Balances

Goods Lines 1 item

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

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.

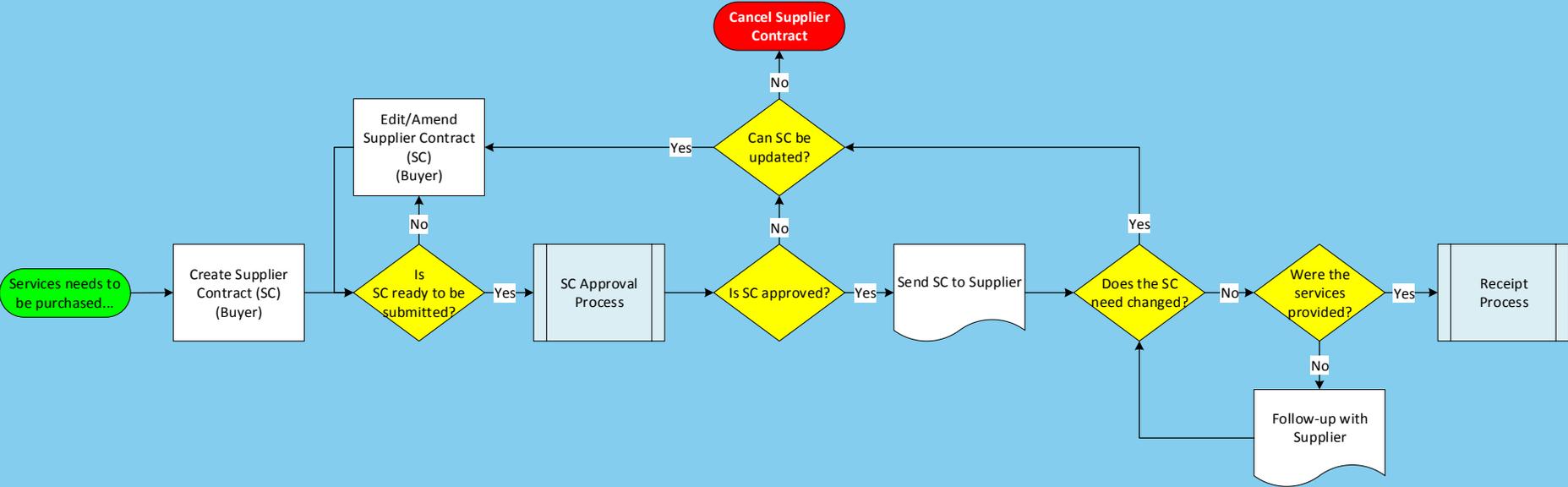
Lesson Objectives



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
- Approve 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 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



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.

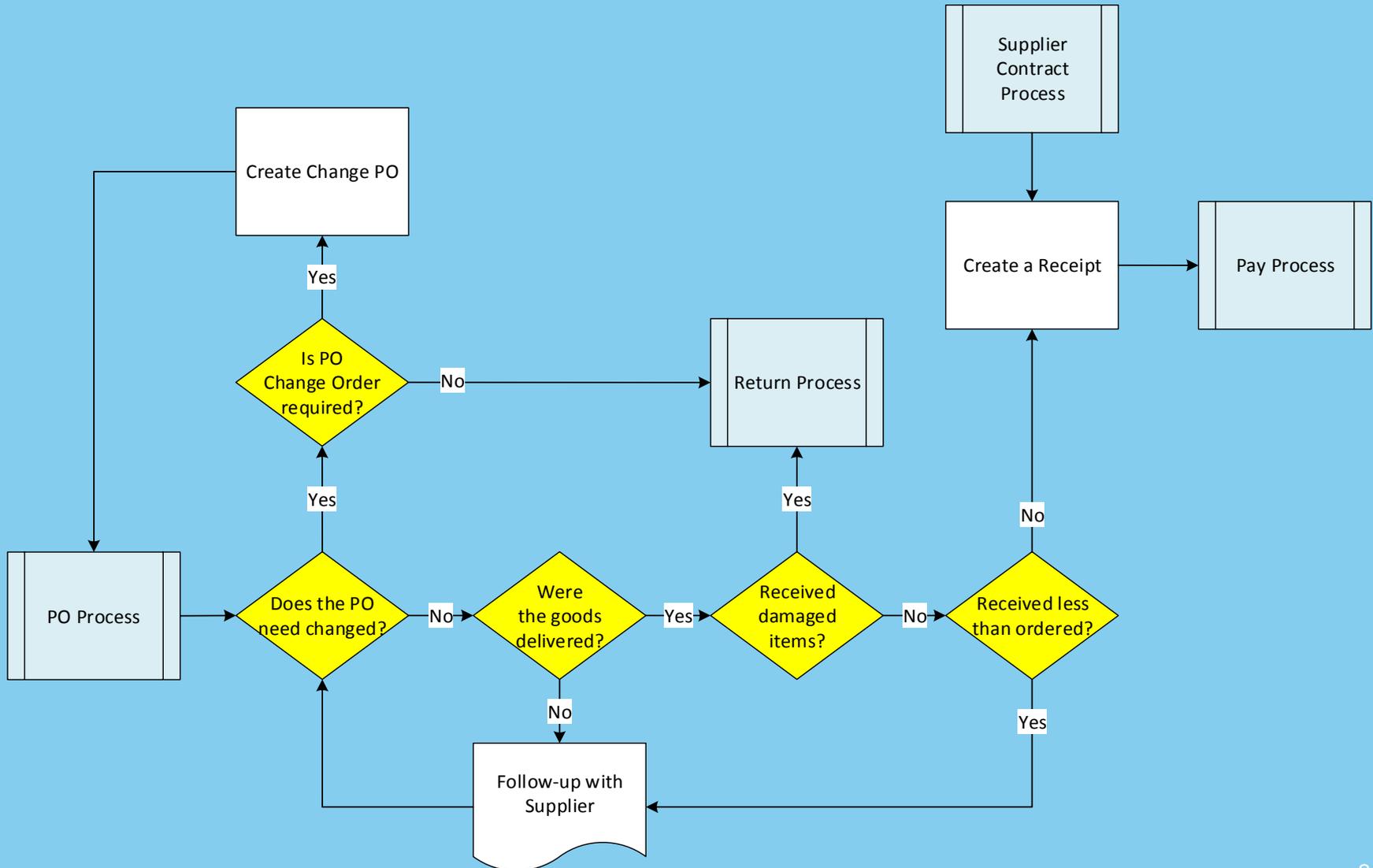
Lesson Objectives



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

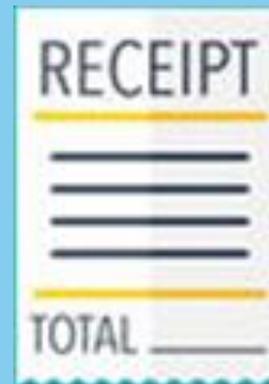
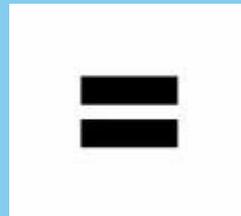
Lesson Process



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



← My Recent Purchase Orders

PO Number	Supplier	Status	Amount	Currency
PO-1000330	Dunder Mifflin	Draft	500.00	USD
PO-1000329	Dunder Mifflin	In Progress	5,000.00	USD
PO-1000328				
PO-1000327				
PO-1000326				

PO-1000328 

Actions

- Purchase Order >
- Accounting >
- Budget Date >
- Business Process >
- Favorite >
- Integration IDs >
- Receipt**
- Reporting >
- Roles >
- Supplier Invoice >

Purchase Order PO-1000328

Status: Issued
Company: Cleveland Metropolitan School District
Purchase Date: 05/01/2017
Buyer: Tricia Mckenney (497279)
Payment Terms: Net 30
Currency: USD

Purchase Order Lines

Line	
1	Wilson Post,

Create

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

Create Receipt

Create a receipt to confirm goods/services have been delivered

Purchase Order

Supplier Contract

Fully Receive

OK Cancel

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.

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 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?

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



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

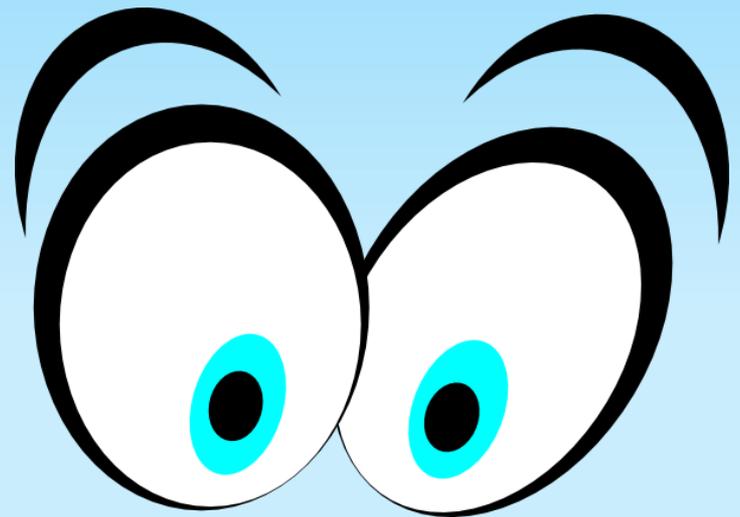
- After 2 days of “no action” on open transactions, you will receive a notification to process the transaction
- After 10 days of “no action” on open transactions, your P-Card will be deactivated
- What you will need to process open transactions:
 - You must know the Spend Category for the purchase
 - You must have the receipt of the purchase
- This is not a task that you can delegate

Demonstration



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

