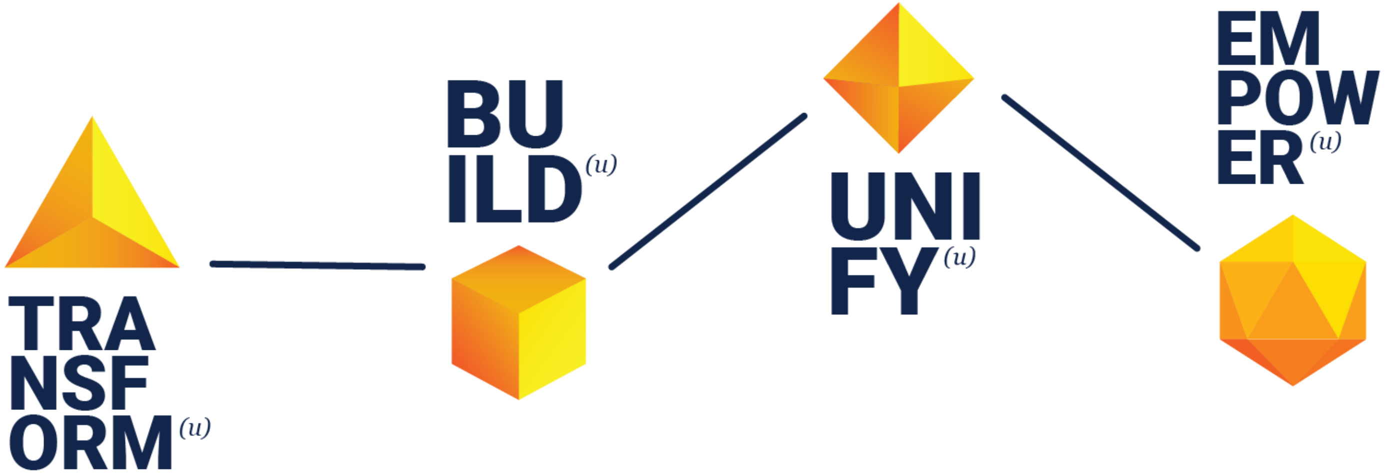
Georgia Tech

THE ENTERPRISE TRANSFORMATION | FINANCIALS

Procurement Processes in Workday Seminar



CREATING THE NEXT®

Welcome and Introductions

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"The significant problems we face today cannot be solved at the same level of thinking we were at when we created them."
– Albert Einstein

Seminar Goals

- This seminar is a lecture-style offering.
- The content in today's course is the same as the accompanying web-based training: *Procurement*.
- Please hold your questions. Time is allotted at the end for Q&A.

Agenda

- Course Objectives
- Security Roles
- Requisition Process
- Assign Cart from Catalog
- RQ Reviewer Approval
- Purchase Order
- Change Order
- Receipt and Return
- Course Review and Questions
- Next Steps

Safe Harbor

The information delivered within this presentation was originally published in May 2019.

This information, while accurate at the time, is subject to change.

Security Roles

What are the roles and what do they do?

- Security Roles, are defined as a subset of people with specific responsibilities and permissions within Workday.

Role Name	Business Description
Employee as Self	Create Requisitions, Receipts*, Returns*, Change Orders, and enters accounting information.
RQ Reviewer	Reviews the entirety of the request and updates any accounting for requisitions
Cost Center Manager	Provides financial approval on transactions and examines availability of funds and necessary documentation.
Driver Worktag Manager	Approves transactions, examines for appropriateness and allowability of spend.
Buyer	Sources and issues purchase orders

Requisition Process

Requisition Types

Procurement Requisition	Georgia Tech Athletic Association (GTAA)	Bill Only
Used for the majority of purchases that go through Purchasing.	Similar to the Procurement requisition, but will be used exclusively by GTAA.	Reserved for special situations where the purchase order will not be distributed to the supplier.

Requisition Approval Process

1. Create Requisition
2. Questionnaire — Initiator must complete
3. RQ Reviewer — This is the last approver that can edit details.
4. Additional Approvers — Environmental Health & Safety or Business Asset Accountant
5. Cost Center Manager
6. Driver Worktag Manager
7. Procurement Review — Upon completion, the Purchase Order is issued.

Options For Initiating A Requisition

Request Non-Catalog Items

- Most Common Form Type
- Quote will need to be attached

Connect to Supplier Website

- Punch-Out and Hosted Catalogs
- Can NOT add attachments or Memos to Supplier

Add from Templates and Requisitions

- Use Templates or Copy Past Requisitions
- Can NOT copy Catalog Requisitions

Select from My Procurement Favorites

- Use previously Favorite Items/Requisitions

Non-Catalog Purchase

- Non-catalog purchases are the most common form type.
- Used for goods, and services that are not in a Hosted or Punch-out Catalog.
- Goods and Services lines have slightly different fields.
- Quote needs to be attached.

Demo – Non-Catalog Purchase

Scenario:

- Buying Catering and Table Decorations for an event.
- Create a requisition and enter applicable information.
- Goods and Service Lines

With the **Employee as Self** role**,** perform the following steps:

1. Search Create Requisition.
2. Select Procurement Requisition for type.
3. Select Request Non-Catalog Item.
4. Fill in applicable details.
5. Submit.

Supplier Website

- Access to Punch-Out and Hosted Catalogs.
- Once all items are in a cart and you place the order, you will be brought back into Workday to complete the requisition.
- Workday will auto-populate several fields for Catalog orders.
- You will not be able to attach any documents or make comments to the Supplier on Catalog orders.

Assign Cart from Catalog

- Assign Cart from catalog allows you to assign the Cart to a RQ Reviewer, so that you do ***NOT*** have to enter the accounting information.
- RQ Reviewer will be assigned to a Cost Center.
- This can only be used when you are selecting the option Connect to Supplier Website for Punch-out and Hosted Catalog orders.

Demo – Connect to Supplier Website

Scenario:

- Tech employee would like to order more paper for their department.
- Create a requisition and connect to the supplier website.
- Assign Cart

With the **Employee as Self** role, perform the following steps:

1. Search Create Requisition.
2. Select Procurement Requisition for type.
3. Select Connect to Supplier Website.
4. Choose supplier and fill in applicable information.
5. Submit.

RQ Reviewer Approval

RQ Reviewer

- After the requisition is submitted it will go to the next approver within the process, which is the RQ Reviewer.
- The RQ Reviewer will check all lines and ***must*** check that the correct spend category and worktags were chosen.
- This role has the ability to edit the requisition before approving.
- If the requisition is sent back by an approver after the RQ reviewer the process will be restarted from the beginning.

Demo – Approve Requisition

Scenario:

- Approve a Requisition
- Access your inbox, locate the requisitions, check all lines, and once finished select approve.

With the **RQ Reviewer** role**,** perform the following steps:

1. Select your Inbox.
2. Find the requisition.
3. Check all applicable lines.
4. Approve.

View a Purchase Order or a Requisition

Purchase Order Overview

- Once a requisition has been fully approved in Workday, a purchase order is created. Then once the purchase order is fully approved, it is issued to the supplier.
- In Workday there are several different ways to view a requisition or purchase order and their respective status.
- **PO Issued** = Purchase Order is 100% approved and the Supplier can now start work.

Demo – Search by PO Number

Scenario:

- Find the status of the purchase order status by using the purchase order number.

With the **Employee as Self** role, perform the following steps:

1. Find Supplier.
2. Create Supplier Change.
3. Submit.

Receipt and Return

Receipt Overview

- Receipts can ***ONLY*** be created by the original initiator.
- A Receipt is created to confirm that the goods or services have been delivered.
- Required if purchase order amount is $3000 and greater.
- If purchase order is less than $3000, there is no way to require a receipt.
- Also, a receipt can ***ONLY*** be created from an issued purchase order.

Return Overview

- Returns are used for the goods line ***ONLY,*** on any purchase order type.

- Returns can ***ONLY*** be created by the original initiator.

- They are created for multiple reasons, some being:
    - Damaged Goods
    - Incorrectly Ordered
    - No Longer needed
    - Over-shipment
    - Return for Replacement

Demo – Create a Receipt

Scenario:

- The goods/services for a PO over $3,000 has been delivered by the supplier.
- Based on Tech's matching rules a receipt must be created.

The **Requisition Initiator** performs the following steps:

1. Search Create receipt.
2. Select the menu button, and choose correct purchase order.
3. Enter information.
4. Submit.

Change Order

Change Order Requisition Overview

- Use a Change Order Requisition to request a revision to a Purchase Order that has been issued.

- Needed before you start:
  - PO# that you want to change.
  - Requisition# if you were the initiator and want to save time by copying it .

Change Order Do’s and Don’ts

- Change orders are created from non-catalog items.

DO

- Adding a Line
- Increasing a Line
- Driver Worktag Change
- Decrease Line Amount
- Cancel Line
- Cancel PO
- Spend Category Change
- PO Close

DON'T

- Change a requisition that is still in the Requisition Approval Process
- Change a requisition from Supplier Website or Catalog
- Change Supplier

If You Want To…

Add Line	Enter the new line that you want added.
Increase Line Amount	Enter just the additional quantity or amount that you want added.
Change Driver Worktag	You will re-enter or copy the ENTIRE PO.
Decrease, Cancel, or Close	Enter a “zero dollar” Change Order Requisition.

Demo – Create Change Order

Scenario:

- Decrease Line: Catering was estimated to be $3,000 on PO, but invoice was only $2,750.

- Increase Line: Needed an extra 5 Table Decorations.

With the **Employee as Self** role, perform the following steps:

1. Search Create Requisition.
2. Select Change Order Requisition for type.
3. Select Request Non-Catalog Item.
4. Fill in applicable details.
5. Submit.

Questions?

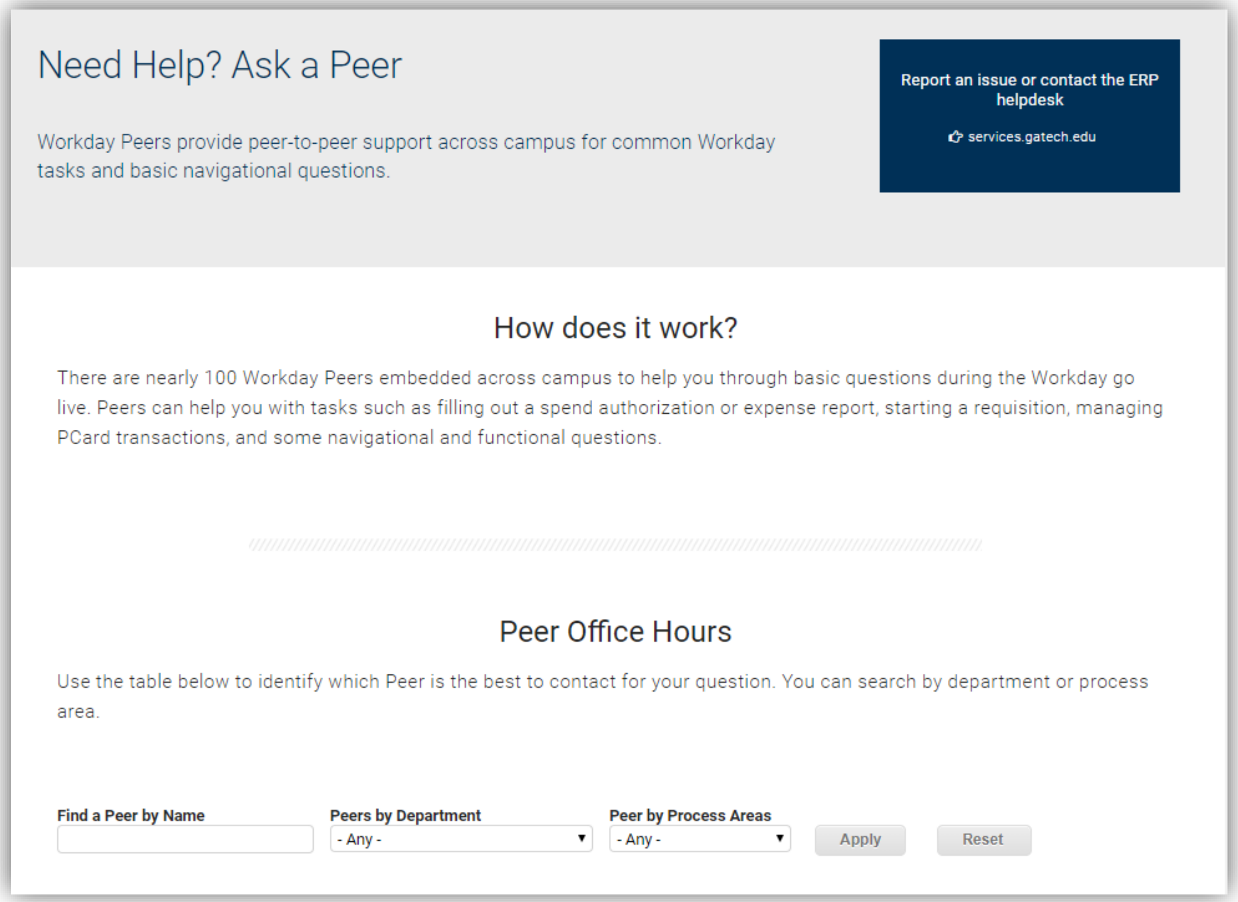
Next Steps & Resources

- Visit the **Services & Support Portal for Financials Administration** at services.gatech.edu/financials.
  - Submit the **Request Help** form to log a new ticket or contact the Financials Service Desk Monday-Friday from 8:00am-5:00pm at **404-385-5555** or erp.ask@gatech.edu.

  - Access Workday FAQs, Tips and Tricks, and job aids via the Portal search bar or the tiles organized by Business Service.

Next Steps & Resources

- **Ask a Peer**
  - Workday Peers provide peer-to-peer support across campus for common Workday tasks and basic navigational questions.
  - Find a Workday Peer by Department or Process Area at transformation.gatech.edu/ask-a-peer.




THANK
YOU