Purchase Requisitions, Purchase Orders, & Supplier Invoice Requests

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Introduction | Course Agenda

Agenda	
1	Purchase Requisitions
2	Purchase Orders
3	Supplier Invoice Approval
4	Supplier Invoice Requests
5	Reporting in Procurement

Introduction | Course Objectives

After completing this course, you will be able to:

- Understand how a requisition informs a purchase order and subsequently informs a supplier invoice
- Successfully create a requisition including a template requisition
- Successfully change a purchase order
- Successfully approve a supplier invoice
- Successfully create, cancel, copy, and edit a supplier invoice request
- Understand the reporting capabilities available for Procurement Shopper Requisition functionality

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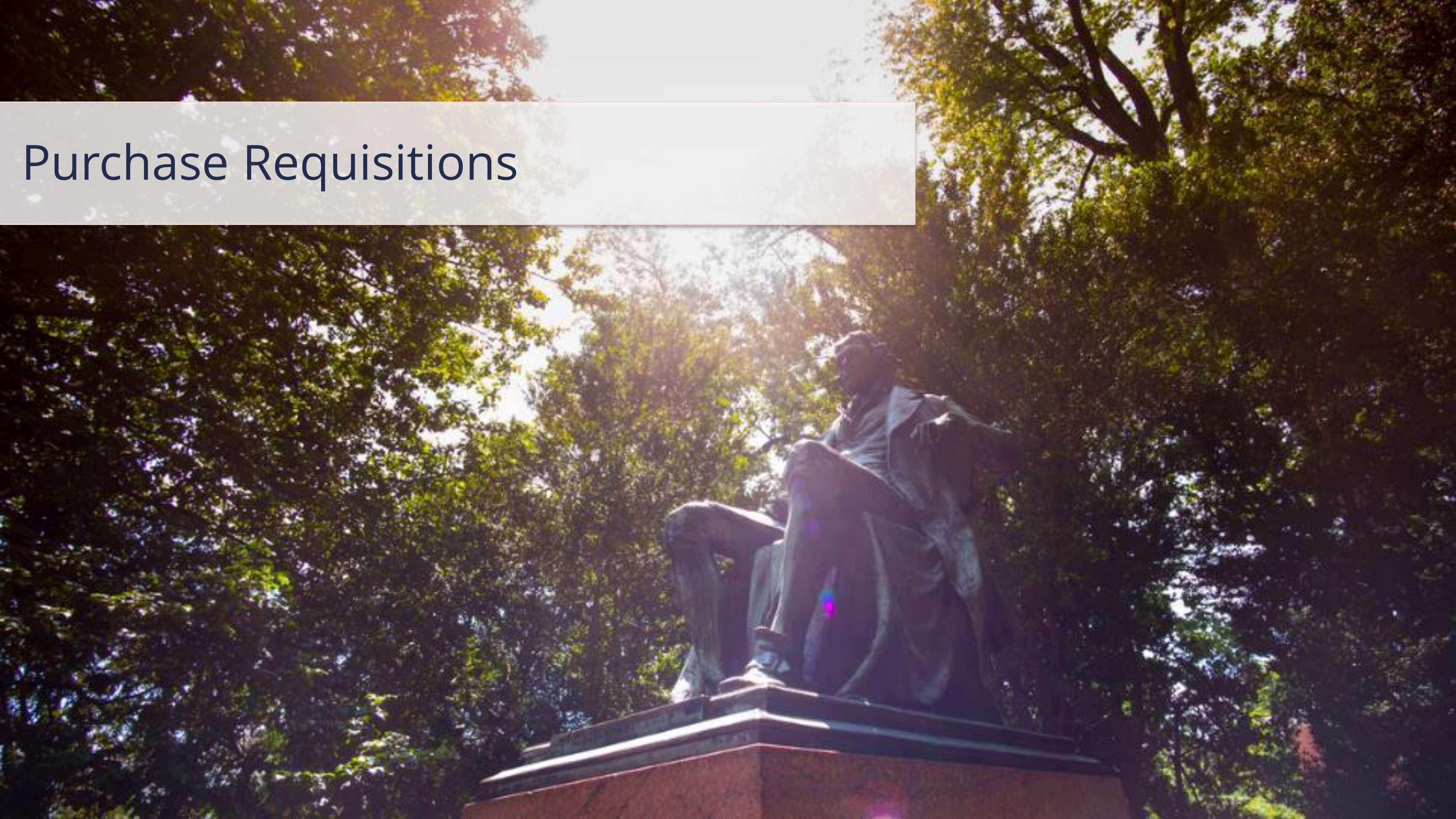
Purchase Requisitions



Create Requisition | What is a Purchase Requisition?

Procurement Shoppers use the **Requisition** functionality in Workday to **procure goods and services**.

There are **two scenarios** in which a Procurement Shopper can create a requisition. A Procurement Shopper can…

Scenario 1: **Check out and create a requisition for a cart assigned to you** by another employee. (Any employee can create and assign a cart to a Procurement Shopper.)

or

Scenario 2: **Create a cart, check out a cart, and create a requisition yourself.**

Create and Assign a Cart

Any employee can create a cart and assign it to a Procurement Shopper.

Create a Requisition

Only Procurement Shoppers can create a requisition, which occurs after the cart has been created.

Create a Requisition | Key Terms

Workday Term	Definition
Standard Requisition	A specific type of requisition. You should select this requisition type when you do not need a review from a Spend Category Buyer.
Contract Requisition	A specific type of requisition. You should select this requisition type when, regardless of the dollar amount, a Spend Category Buyer review is needed.
Requester	The person who requests for a requisition.
Requisitioner	The person who completes the requisition request.
Ship-to	The address to which suppliers will ship goods.
Deliver-to	The physical location of the worker who ordered goods/services (i.e., the building/floor/room).
Requisition Line Split	An individual line that captures the item(s) being requested, whose costs are distributed across various worktags (such as Cost Center).
Invoice Approval	An action taken by a Purchase Order (PO) requester to approve an invoice for payment.

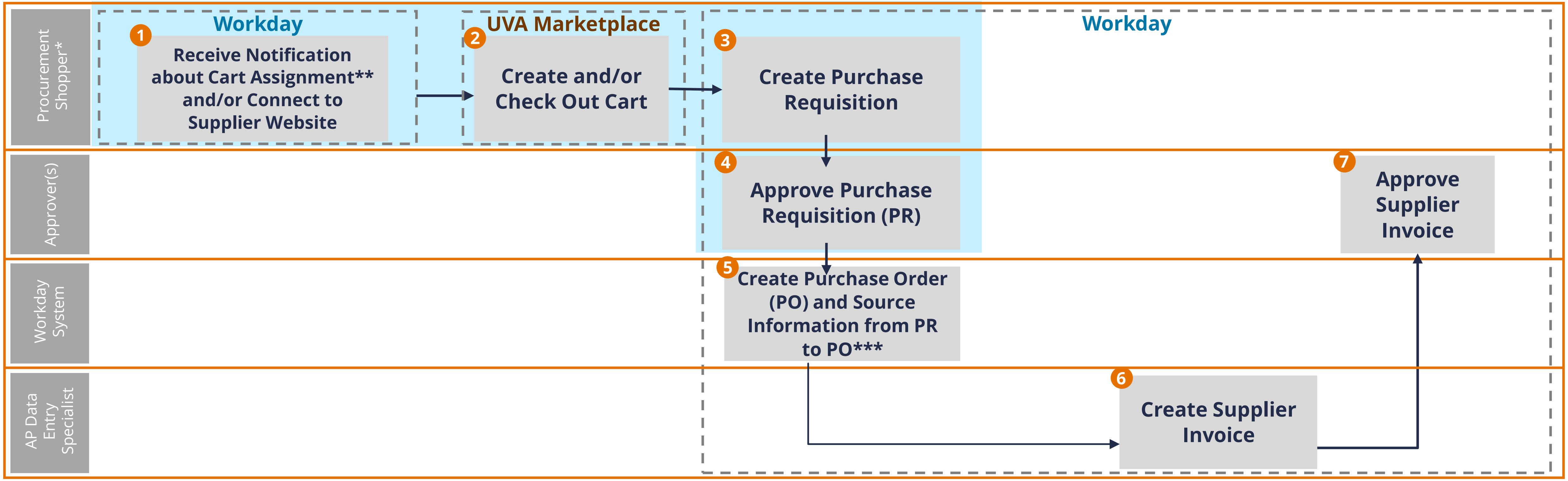
Create a Requisition | Key Process Changes

Requisition Area	Description
Assign Cart	Workday provides an opportunity for an employee to create a cart and assign it to the Procurement Shopper/Requisitioner, who will subsequently create a requisition. *Note: While an employee can assign a cart directly in Workday, they also have the option to send an email to the departmental buyers with their order request.*
Reporting	Expanded reporting capabilities allow users to track a requisition/purchase order/invoice as it moves through the various approval routings.

Create a Requisition | Process Overview

Below is the process flow outlining how a **requisition** informs a **purchase order** and subsequently informs a **supplier invoice,** from the point of view of the Procurement Shopper. The steps outlined in blue will be covered in this section.

Note: Steps 1 and 2 vary depending on whether the Procurement Shopper is assigned a cart or creates a cart themself.



Notes:

- *Approval(s) steps will be based on pre-defined conditions. Some processes may require multiple approvals.*
- **Procurement Shopper is also known as Requisitioner.*
- ***Notification lists the Procurement Shopper as Requisitioner and/or buyer on the transaction.*
- ****May be departmentally sourced or centrally sourced. See Purchase Order section for more details.*

Create a Requisition | Create a Requisition for a Cart Assigned to You (Scenario 1)

The scenario below shows the process flow for creating a requisition from the perspective of a Procurement Shopper who has been **assigned a cart** by another employee.

Steps

Workday

1. **Connect to Supplier Website**
2. **Fill in Header Information**

UVA Marketplace

3. **Check Out Cart**

Workday

4. **Create Purchase Requisition**
5. **Approve Purchase Requisition**

Role

1 – Procurement Shopper

*Initiator receives an **Outlook notification** alerting them that they have been assigned a cart.*

*Initiator will start the "**Connect to the Supplier Website**" task in **Workday**.*

2 – Procurement Shopper

*Initiator will **fill in the header information**,* paying special attention to the Requester field, in ***Workday***.

3 – Procurement Shopper

*Initiator will **find the cart** that has been assigned to them and will **check out the assigned cart** from **UVA Marketplace**.*

4 – Procurement Shopper

*Initiator will **create and submit the purchase requisition** in **Workday**.*

5 – Approver(s) (varies based on criteria)

*Once the purchase requisition is submitted, it will **route for approval** based on pre-defined conditions. For more information on the approval routing, refer to the **Create Purchase Requisition Approval Routing Matrix**.*

Workday Roles	
(dark icon)	Procurement Shopper
(orange icon)	Approver(s)

***Note: Initiator** refers to the **Procurement Shopper/Requisitioner**.*

Demonstration | Act on an Assigned Cart

- In this demonstration, you will see how to act on an assigned cart.

Create a Requisition | Create a Requisition for a Cart You Created (Scenario 2)

As a Procurement Shopper, you can also create a requisition for a cart created by yourself. The scenario below shows the process flow.

Steps

Workday

1. **Connect to Supplier Website**
2. **Fill in Header Information**

UVA Marketplace

3. **Check Out Cart**

Workday

4. **Create Purchase Requisition**
5. **Approve Purchase Requisition**

Role

1	Procurement Shopper	*Initiator will start the "**Connect to the Supplier Website**" task in **Workday**.*
2	Procurement Shopper	*Initiator will **fill in the header information** in **Workday**.*
3	Procurement Shopper	*Initiator will **create a cart and check it out** in **UVA Marketplace**.*
4	Procurement Shopper	*Initiator will **create** and **submit the purchase requisition** in **Workday**.*
5	Approver(s) (varies based on criteria)	*Once the purchase requisition is submitted, it will **route for approval** based on pre-defined conditions. For more information on the approval routing, refer to the **Create Purchase Requisition Approval Routing Matrix**.*

***Note: Initiator** refers to the **Procurement Shopper/Requisitioner**.*

Workday Roles	
(dark blue icon)	Procurement Shopper
(orange icon)	Approver(s)

Create a Requisition | Approval Routing Matrix

When the Procurement Shopper submits the Create Requisition task, the process routes to the appropriate approver based on the requisition criteria:

Criteria	Routes to
Requisition is **Grant** related	**Grant Manager** to approve
Requisition is **Project** related	**Project Budget Specialist** to approve
Requisition includes a Gift and **Gift is NOT any in the Central Gift Alternate Hierarchy**	**Unit Gift Manager** to approve
Requisition is **Designated or Gift** Related	**P2P Approver** to approve
Requisition is **greater than or equal to $100K**	**Senior Department Finance Approver** to approve
Requisition line spend category is **capital equipment or has ETF Funds**	**Business Asset Accountant** to approve
Requisition requires **Buyer Manual Sourcing**	**Spend Category Buyer** to review requisition
Requisition has **Goods or Services lines requiring manual sourcing**	**Appropriate Requisition Sourcing Buyer** to source Goods and Services requisition

Create a Requisition | Spend Authority

Spend authority is the maximum dollar amount granted to a **Requisitioner** that allows them to skip built-in system approval steps if the value of the purchase requisition is **less than their maximum authorized amount** (i.e., less than $0K, $5K or $10K).

Typically, when a purchase requisition is created and submitted, the first level of approval is **departmental approval.** However, **in certain instances**, the Requisitioner role, cost center, and requisition value are such that the requisition **does not require, and will not route for, departmental approval**. Review the scenarios below to understand when a requisition will and will not route for departmental approval:

Requisitioner $0K	Requisitioner $5K	Requisitioner $10K
When a Requisitioner who is assigned the **Requisitioner $0K** role submits a requisition with **any dollar value**, the requisition **will route for departmental approval**.	When a Requisitioner who is assigned the **Requisitioner $5K** role submits a requisition with a dollar value **less than $5K**, the requisition **will not route for departmental approval**.	When a Requisitioner who is assigned the **Requisitioner $10K** role submits a requisition with a dollar value **less than $10K**, the requisition **will not route for departmental approval**.

Note: *The $5K and $10K thresholds mentioned above only apply to the cost center the person is assigned to. If the requisition submitted is for another cost center, the requisition* ***will*** *route for departmental approval. See next slide for details.*

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Create a Requisition | Spend Authority (Contd.)

Depending on the Requisition Initiator’s spending authority, the requisition may or may not route to a Cost Center’s P2P $5K or $10K Requisitioner for approval:

Requisition Criteria	Routes to
Requisition Initiator is **P2P Approval $5K** and **Requisition Total is Less Than $5K** in the cost center that they have **spend authority** in	N/A – all approvals will be skipped
Requisition Initiator is **P2P Approval $5K** and **Requisition Total is Less Than $5K** in a cost center that they **don’t have spend authority** in	Cost Center’s P2P $5K Requisitioner for approval
Requisition Initiator is **P2P Approval $10K and Requisition Total is Less Than $10K** in the cost center that they have **spend authority** in	N/A – all approvals will be skipped
Requisition Initiator is **P2P Approval $10K** and **Requisition Total is Less Than $10K** in a cost center that they **don’t have spend authority** in	Cost Center’s P2P $10K Requisitioner for approval
All other requisition scenarios will not route to the P2P $5K or $10K; they will route through the normal approval flow (grant, gift, project, or P2P approver).	

Create a Requisition | Key Considerations

FDM Worktag Information – Before acting on a cart that is assigned to you, it is important to know **who the Requester is** and **what FDM worktags need to be assigned to the items**. Knowing the FDM worktag information prior to beginning the process will allow you to assign the worktags on the header level, which will save you from having to add them to each individual line item, in the case of a multiple line order.

Cart Items – In the UVA Marketplace, when creating your cart (i.e., selecting and adding items to your cart), you can select a **Hosted Catalog Item**, a **Supplier Punchout Catalog Item**, or a **Non-Catalog Item**.

1. **Hosted Catalog Item -** These are the items that are hosted directly in UVA Marketplace. You can access these items by performing a key work search using the UVA Marketplace search bar. You can access the hosted catalog by clicking on the catalog tile.

2. **Supplier Punchout Catalog Item -** These are items that are available on the supplier's site but are not available directly in UVA Marketplace. You can access these items by first searching for the supplier using the UVA Marketplace search bar or by clicking on the supplier catalog tile, then, once you are on the supplier site, searching for the item by performing a keyword search using the search bar.

3. **Non-Catalog Item -** These are the items for which the supplier does not have a catalog or has provided a custom quotation that is unavailable in their catalog. You can access these items by clicking on the tile/form named **Non-Catalog (Future State)** which displays on the UVA Marketplace home page.

Memo – When checking out your cart, on the Workday Checkout screen, under the Requisition Information section, there are two fields: Memo to Supplier and Internal Memo. Enter comments in these fields which will serve as unique identifiers for you to easily reference your purchase requisitions in the future.

Create a Requisition | Key Considerations (Contd.)

Regular Purchase Requisition vs. Intercompany Purchase Requisition – A regular purchase requisition is a requisition for your own home company whereas an intercompany purchase requisition is a requisition for a UVA company other than your own home company.

The processes of creating an intercompany requisition and creating a regular requisition are very similar. The only difference is that when creating an intercompany purchase requisition, in the **Workday Checkout** screen under the **Goods** section, you will have to:

1. Change the default value of **Company** and instead select the applicable company responsible for the requisition
2. Change the **Ship-To Address** as needed

Requisition Types – There are two main requisition types in Workday, and two subtypes. Once a cart is assigned to a Procurement Shopper, they will have to select the requisition type.

	Standard Requisition	Contract Requisition
Catalog	Used when you **do not need a contract signed**. Requisition is created using a **hosted or punchout catalog**.	Used when you need a contract **signed by central Procurement**. It is **rare** to submit a contract request requisition using a catalog subtype. The catalog subtype indicates that the supplier is already a contracted supplier and should not require additional documents to be signed.
Non-Catalog	Used when you **do not need a contract signed**. Requisition is created using the **non-catalog item form**.	A contract request requisition will almost always be a non-catalog subtype. Used when you need a contract **signed by central Procurement**. Requisition is created using the **non-catalog item form**.

Create a Requisition | Key Considerations (Contd.)

Attachments – When creating a purchase requisition, on the **Workday Checkout** screen under **Requisition Information,** you will see an **Attachments** section**.** Typically, adding an attachment is optional. However, you are required to add an attachment, in the following scenarios:

1. When the requisition type is **Contract Request**

2. If it's a non-catalog purchase **over $10,000**

Incorrect Details in Requisition – If you enter incorrect details in the purchase requisition and submit it for approval, the approver will send it back to you for modifications. Take the time to double check the requisition details that you entered before submitting it for approval.

Demonstration | Create a Purchase Requisition

- In this demonstration, you will see how to create a purchase requisition.

Change a Purchase Requisition | Process Overview

There may be instances where you need to make some changes to a purchase requisition that you are listed as the Requester. Below is the simplified process flow for change purchase requisition:

Access the My Requisitions Report	→	Select and Edit the Required Purchase Requisition	→	Submit the Revised Purchase Requisition	→	Route for Approval
*Requester will access the "**My Requisitions**" report. This report can be accessed using the Workday search bar or using the "My Requisitions" application.*		*Requester will **select and edit the required requisition**.*		*Requester will **submit the revised purchase requisition**.*		*Once the purchase requisition is submitted, it will restart the **approval** based on pre-defined criteria/conditions. For more information, refer to the **Create Purchase Requisition Approval Routing Matrix.***

Change a Purchase Requisition | Key Considerations

Company Field – To view a list of purchase requisitions, access the **My Requisitions** report**.** When using the fields to filter down the search results, if you select a company other than your home company in the **Company** field, the report will display all the intercompany purchase requisitions in your account. From here, you can click on the appropriate intercompany purchase requisition to open it and take actions as needed. For example, if you want to edit the requisition, you can make the desired changes and submit.

Demonstration | Change a Purchase Requisition

- In this demonstration, you will see how to change a purchase requisition.

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Create a Requisition Worktags Template | Process Overview

There may be instances where you need to procure goods and services using the **same worktags** repeatedly. To make the requisition process simpler, faster, and more manageable, you can create reusable requisition worktags templates, which are **combinations of worktags that can be inserted into a requisition as a string**, rather than applying worktags one by one. Below is the process flow for creating a requisition worktags template:

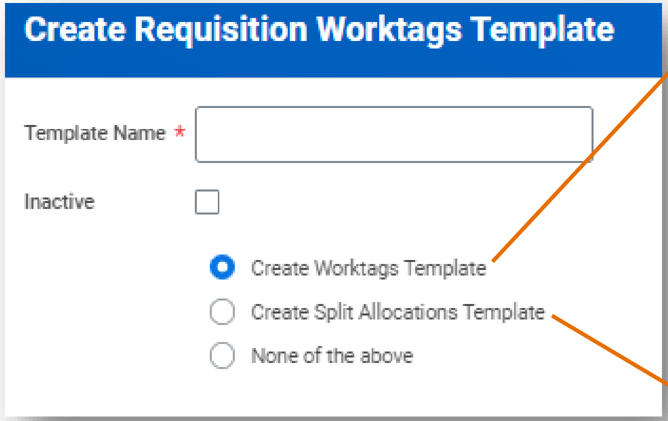
Create Requisition Worktags Template	→	Populate the Required Details	→	Submit Task
*Initiator will start the "**Create Requisition Worktags Template**" task.*		*Initiator will **name** the template and **fill in the worktags** they wish to be included in the template.*		*Initiator will **submit the template**. This task will not route for approval, as no approvals are needed.*

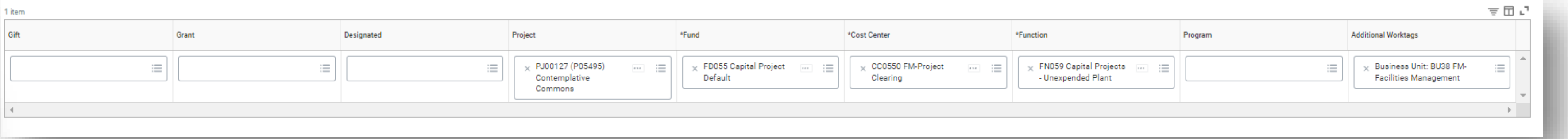
***Note: Initiator** refers to the **Procurement Shopper/Requisitioner**.*

Create a Requisition Worktags Template | Worktags and Split Allocations Templates

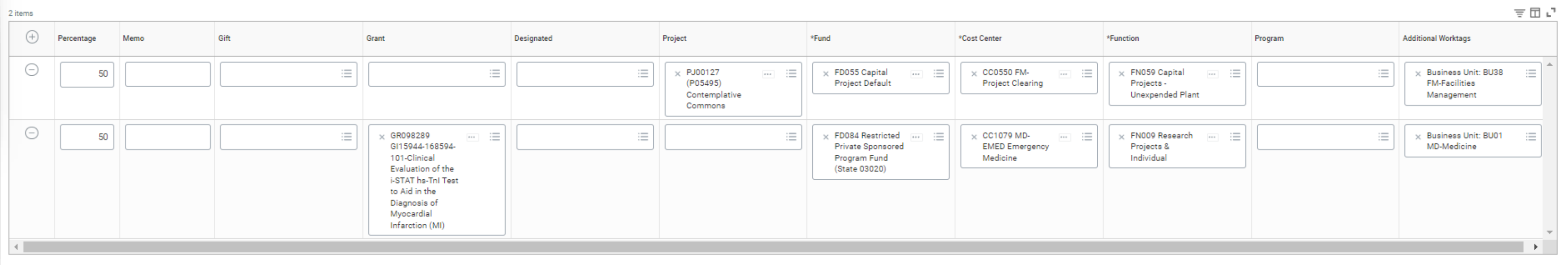
When creating a requisition worktags template, you can choose to create the following template types:

- A **worktags template**, composed of commonly used worktag combinations, or
- A **split allocations template**, composed of commonly used split allocation percentages and associated worktags





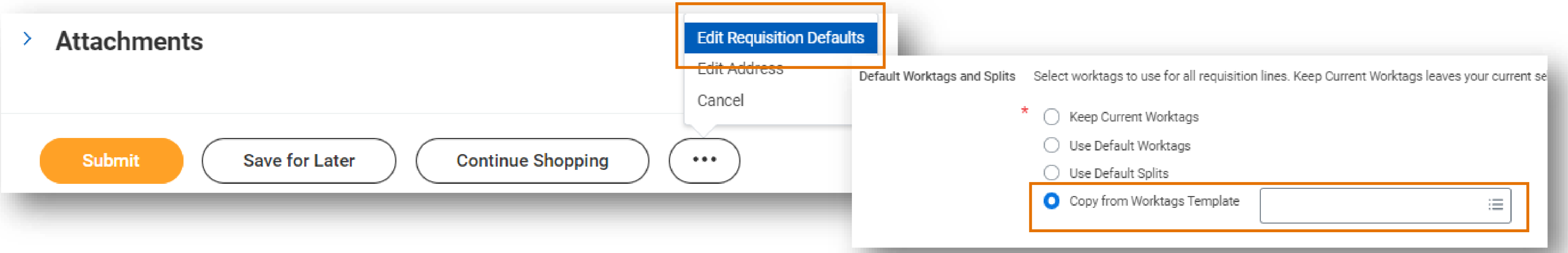
Worktags Template



Split Allocations Template

Requisition Worktags Template | Application

When applying a requisition worktags template to a new requisition or to an existing requisition you wish to edit, select the actions button **(...)** at the bottom of the requisition page, then select **Edit Requisition Defaults > Use Default Worktags > Copy from Worktags Template.** Select from the list of templates you have created to apply the template to **all lines of the requisition**. Keep in mind that requisition worktags templates cannot be shared; you can only utilize templates that you yourself have created.



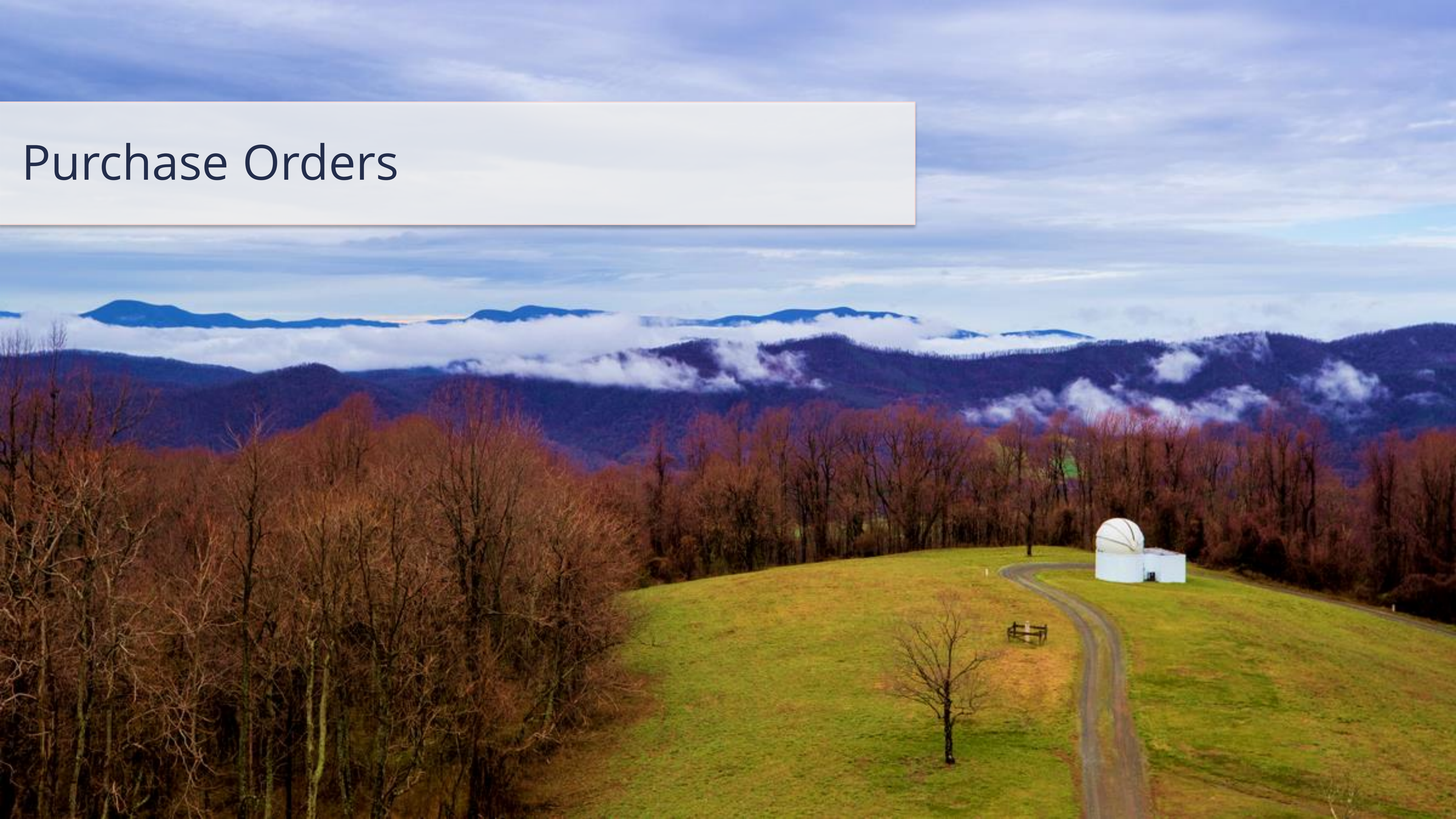
From the list of **Default Worktags and Splits**, you can also choose to:

1. Keep Current Worktags – Leave your current worktags selections unchanged.
2. Use Default Worktags – Select the worktags you wish to apply to the requisition, then select **Apply** to apply them to all lines of the requisition.
3. Use Default Splits – Add multiple lines and assign each line a percentage. Add the relevant worktags to each line and select **Apply** to apply the split to all lines of the requisition.

Demonstration | Create a Requisition Worktags Template

- In this demonstration, you will see how to create a requisition worktags template.

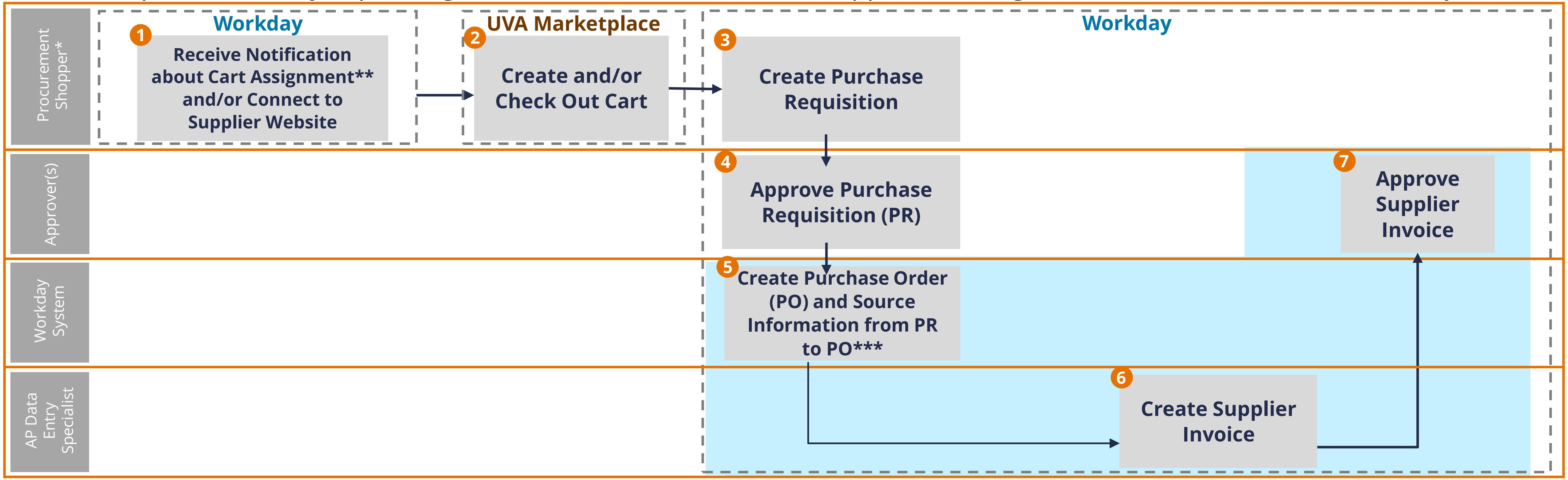
Purchase Orders



Purchase Order | Process Overview

Below is the process flow outlining how a **requisition** informs a **purchase order** and subsequently informs a **supplier invoice,** from the point of view of the Procurement Shopper.

Note: Steps 1 and 2 vary depending on whether the Procurement Shopper was assigned a cart or creates a cart themself.



Notes:

- *Approval(s) steps will be based on pre-defined conditions. Some processes may require multiple approvals.*
- **Procurement Shopper is also known as Requisitioner.*
- ***Notification lists the Procurement Shopper as Requisitioner and/or buyer on the transaction.*
- ****May be departmentally sourced or centrally sourced. See following slides for more details.*

Purchase Order | Overview

A purchase order is a contract between the buyer and the seller, and it gives specific information like product or services to be delivered, delivery date, and any other terms and conditions, including the price. A purchase order is also referred to as a PO.

Departmentally Sourced POs: Workday automatically creates purchase orders from purchase requisitions if:

- Requisition is less than or equal to $10,000
- Requisition is less than or equal to $100,000 to a contract supplier
- Requisition does not include a restricted spend category

When a purchase order is departmentally sourced, the **Requestor of the requisition becomes to PO buyer.**

Centrally Sourced POs: If a purchase requisition does not meet the above criteria, the requisition will route to the Central Procurement team for manual PO creation. If the PO is manually sourced by Central Procurement, the **Central Procurement Buyer becomes the PO buyer**. This does not affect where the goods will be delivered, as **goods are always delivered to the Requestor of the requisition.**

Change a Purchase Order | Process Overview

There may be instances where you need to make changes to an existing purchase order that has already been placed with the supplier. Below is the simplified process flow for changing a purchase order:

Initiate Create Change Order Task	Make the Required Changes	Submit Task	Route for Approval
*Initiator will start the "**Create Change Order**" task.*	*Initiator will **make the required changes** to the purchase order.*	*Initiator will **submit the revised purchase order**.*	*Once the revised purchase order is submitted it will **restart the approval** based on pre-defined conditions. See the next slide for the **Change Purchase Order Approval Routing Matrix**.*

***Note: Initiator** refers to the **Procurement Shopper/Requisitioner**.*

Change a Purchase Order | Approval Routing Matrix

Below is the approval routing process once the initiator submits the changed (i.e., revised) purchase order:

Criteria	Routes to
If **Change Order Initiator** is **not a Buyer Role**	**Purchase Order Buyer** to review change order
If the PO is **grant related**	**Grant Manager** to approve
If the PO is **project related**	**Project Budget Specialist** to approve
If a **gift is on transaction** AND **gift is not any in the Central Gift Alternate Hierarchy**	**Unit Gift Manager** to approve
If **designated** or **gift related**	**P2P Approver** to approve
Change Order Initiator is **not a Buyer Role**, Purchase Order now requires Buyer review due to competition rules	**Spend Category Buyer** to review change order
Any **Purchase Order Line Amount Exceeded**, **PO Buyer is CC&R** or **Spend Category is Services, Architectural & Engineering**	**CC&R Manager** to approve
Changed PO **increased and is greater than 200K** and **less than 350K** and to a **non-contract supplier,** AND PO Buyer is **not Buyer Manager, Director or Buyer CC&R**	**Buyer Manager** to review change order
Changed PO **increased and is greater than $350K** PO Buyer is **not Procurement Director**	**Sourcing Director** to review change order
Changed PO is **increased and greater than $500K** and to a **non-contract supplier**	**Procurement Director** to review change order

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Change a Purchase Order | Key Considerations

Reason for Change & Comments – When changing a purchase order, select the reason for changing the purchase order in the **Reason** field from the list of available options. This will help the approvers know why the change was made and what was changed. Type your comments in the **Comments** field. This will help the approvers have additional information and perspective about the reasons for the change.

Submit Your Change Purchase Order – Once you have made the desired changes to a purchase order, be sure to submit it; you will not be able to return to any drafts of purchase order changes if you navigate away.

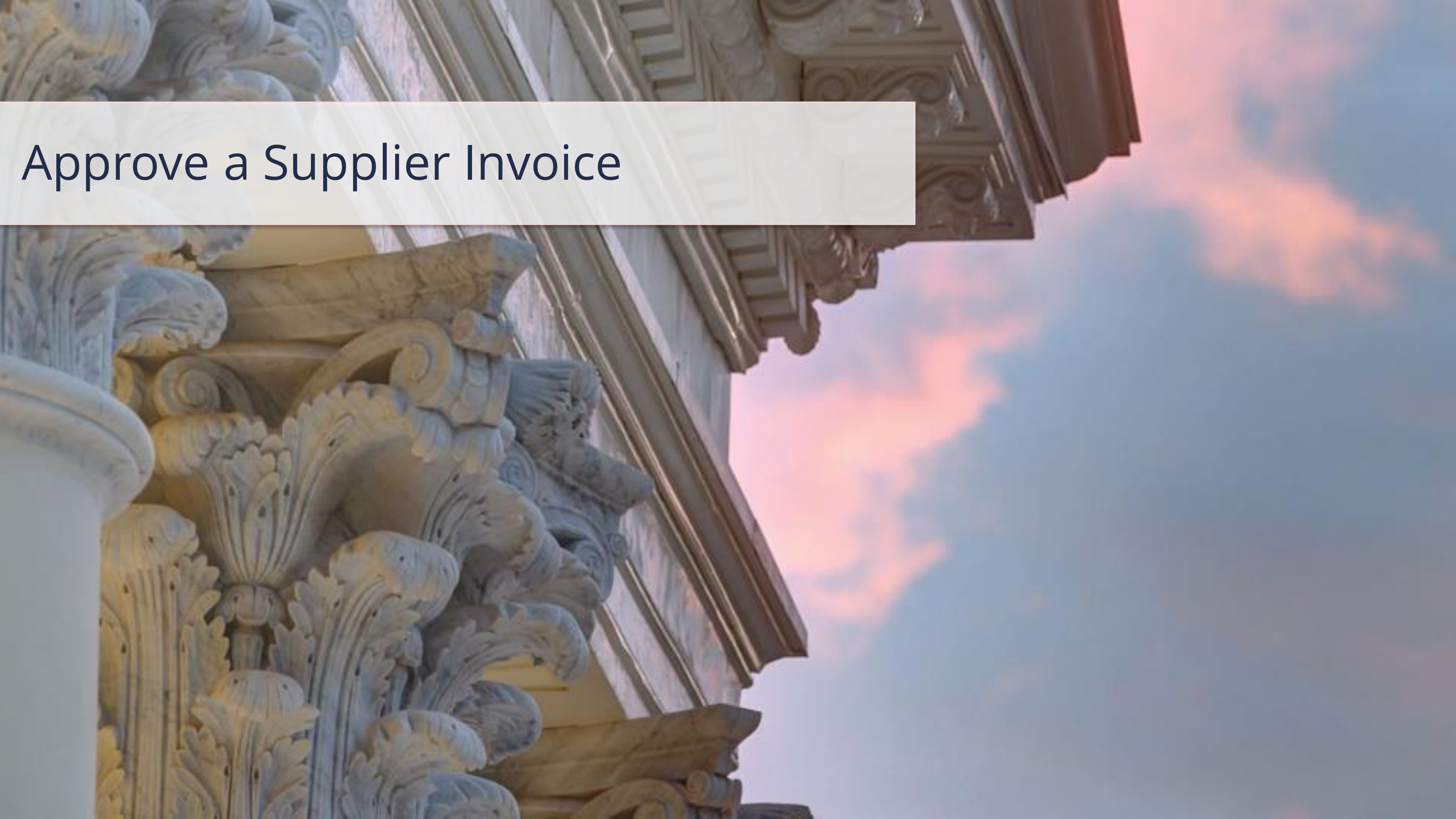
Approval Timelines – Changes made to departmentally sourced purchase orders will be approved more quickly than changes made to centrally sourced purchase orders.

Notify Supplier – Change orders are not redistributed to the supplier. If the change is such that the supplier needs to be informed, the revised purchase order must be manually sent to the supplier.

Demonstration | Change a Purchase Order

- In this demonstration, you will see how to change a purchase order.

Approve a Supplier Invoice



Supplier Invoice Overview | High-Level Process Overview

The following represents a **high-level look** into what happens once a purchase requisition is created:

Steps

1. Create Purchase Requisition → 2. Approve Requisition → 3. Create Purchase Order → 4. Create Supplier Invoice → **Focus:** 5. Approve Supplier Invoice

Role

1. Procurement Shopper
2. Approval Roles
3. Workday System
4. Accounts Payable Data Entry Specialist
5. Approval Roles (required if the invoice value is greater than $10K)

Workday Roles
Employee as Self
Procurement Shopper
Approval Roles
Workday System
Accounts Payable Data Entry Specialist

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Supplier Invoice Overview | Procurement Shopper Role

The following outlines the steps an employee will take to **approve a Supplier Invoice,** the final step in the requisition process. If the invoice value is **greater than $10K** the Requester of the purchase requisition will receive the supplier invoice for approval.

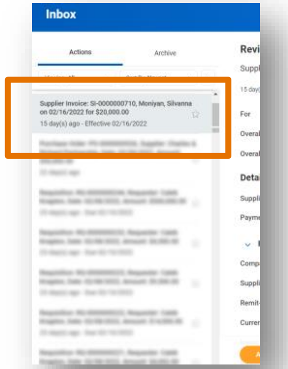
Steps

1. **Workday** — **Access the Relevant Supplier Invoice Task from your Inbox** → Role: Procurement Shopper
2. **Workday** — **Review the Details** → Role: Procurement Shopper
3. **Workday** — **Approve the Supplier Invoice** → Role: Procurement Shopper

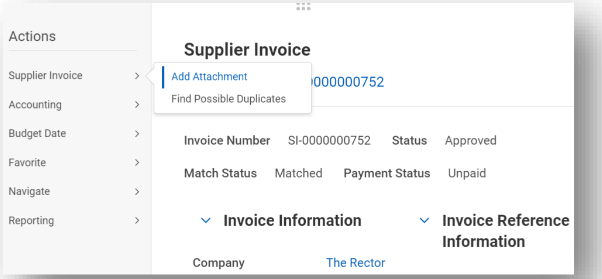
Role

Approve Supplier Invoice Overview | What are the Key Steps?

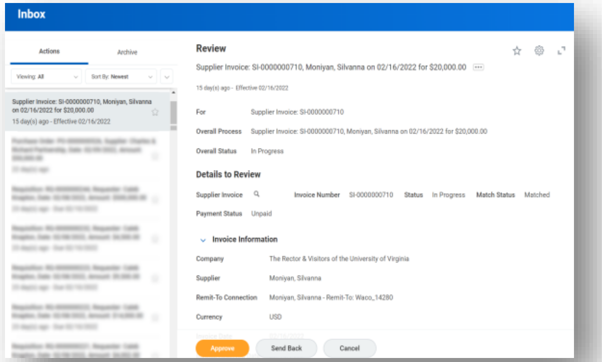
Access Supplier Invoice Task



Review and Add Attachments



Approve the Invoice



OVERVIEW

Employee will select the relevant Supplier Invoice task under the **Actions tab**.

Employee will review the details of the supplier invoice on the screen and add attachments/packing slips if they wish.

Employee will return to the inbox to approve the invoice.

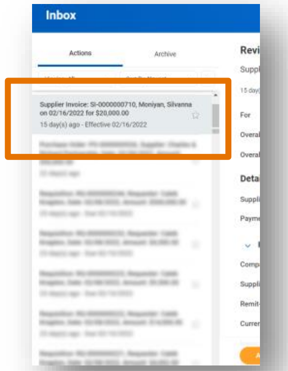
ACCESS

REVIEW

APPROVE

Approve Supplier Invoice Overview | Access Supplier Invoice Task

Access Supplier Invoice Task



OVERVIEW

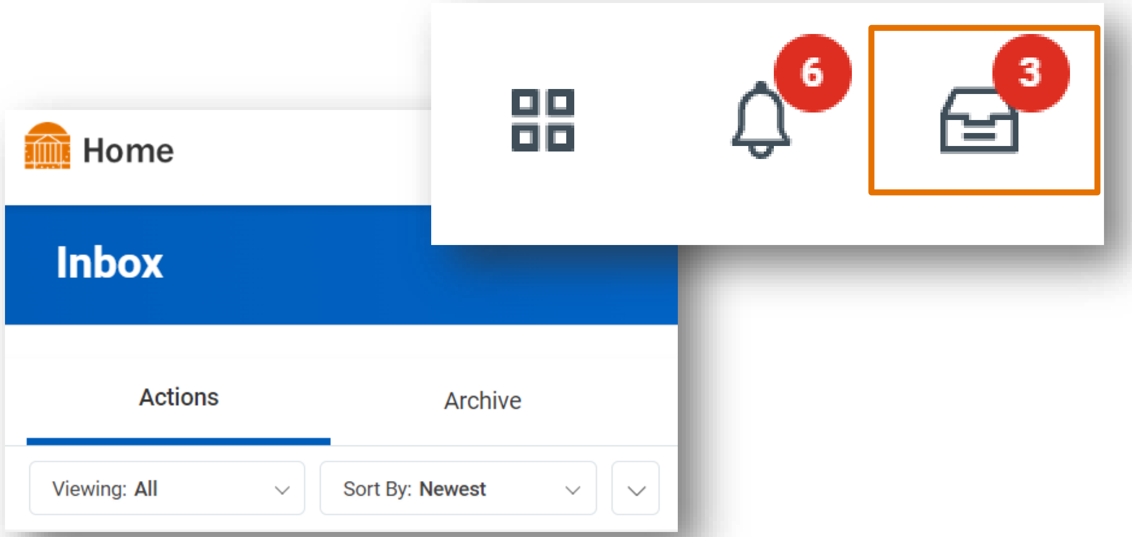
Employee will select the relevant Supplier Invoice task under the **Actions tab**.

ACCESS

The **Supplier Invoice task** can be accessed from your Workday inbox. From the Inbox screen, employees can select the relevant Supplier Invoice task under the Actions tab.

- A Supplier Invoice task begins with **Supplier Invoice:** and is followed by the invoice number

Note: You will receive an Outlook email informing you of the needed Workday action



Supplier Invoices that require your approval will be sent directly to your Workday inbox, which can be accessed in the upper right corner of the Workday Home screen.

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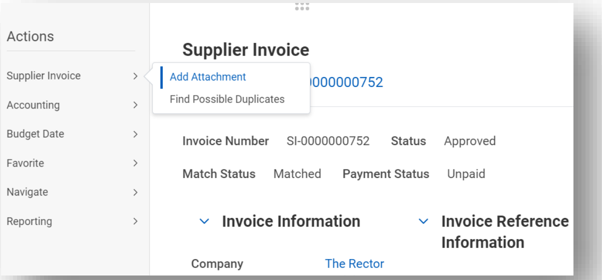
Approve Supplier Invoice Overview | Review & Add Attachments

Review and Add Attachments



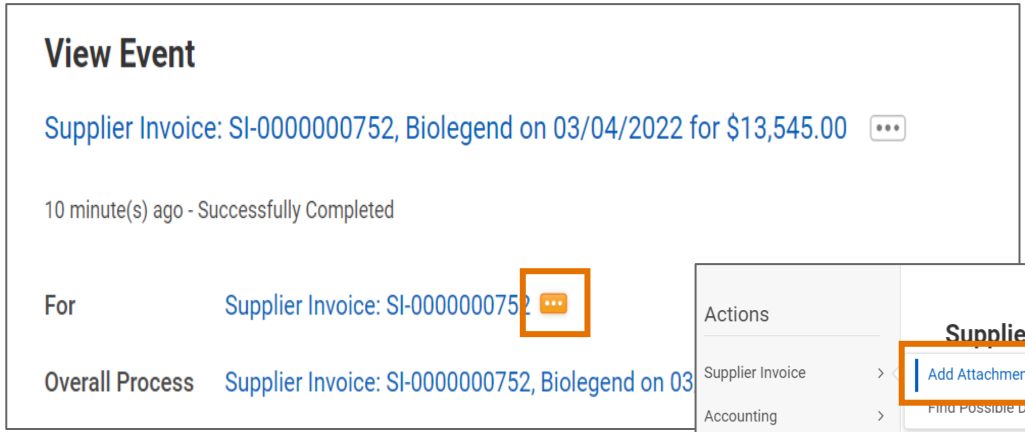
OVERVIEW

Employee will review the details of the supplier invoice on the screen and add attachments/packing slips if they wish.

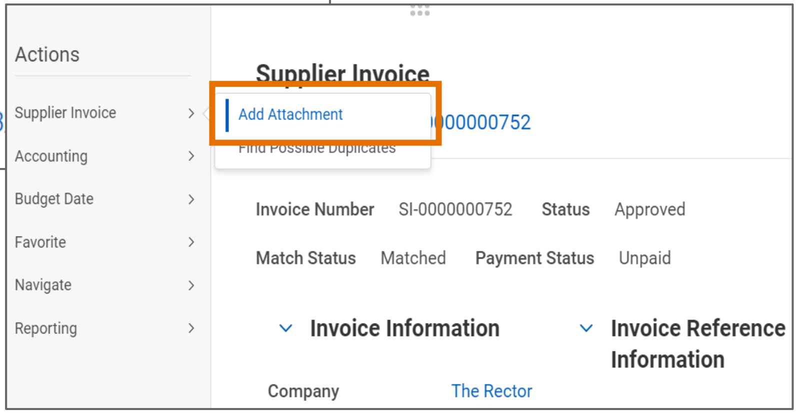
REVIEW

In the Review section of the Supplier Invoice task, employees can view the details of the supplier invoice on the screen.

- Employees can add attachments/packing slips by selecting the **Task Actions** icon at the top right and then selecting **View Details**.



Select **(...) related actions** on the invoice.



Select **Supplier Invoice** and then **Add Attachment.**

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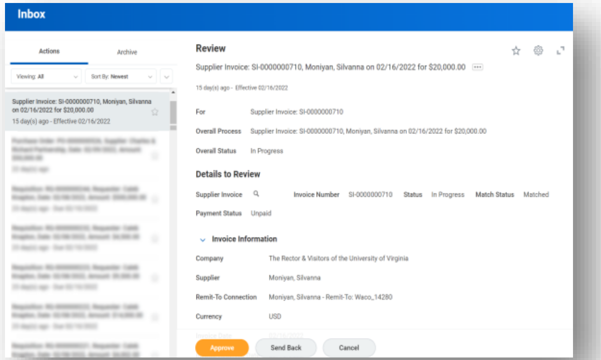
Approve Supplier Invoice Overview | Approve the Invoice

Approve the Invoice



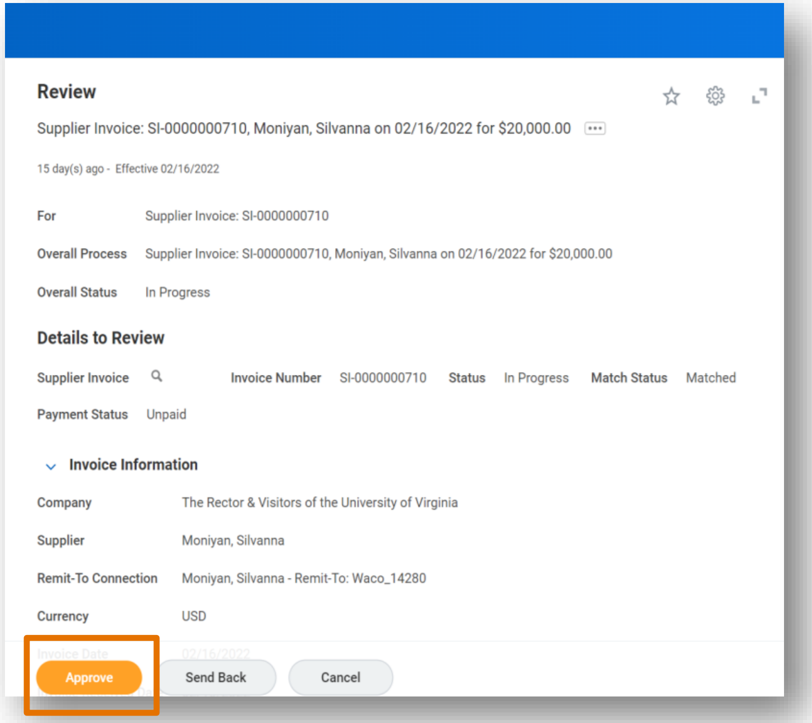
OVERVIEW

Employee will return to the inbox to approve the invoice.

APPROVE

Once the employee has reviewed the details of the Supplier Invoice and has added relevant attachments, they will return to the inbox to approve the invoice.

Approving the invoice is your **acknowledgment** that you have **received the goods/services in the quantity shown on the invoice**.



Select the **Approve** button to approve the request.

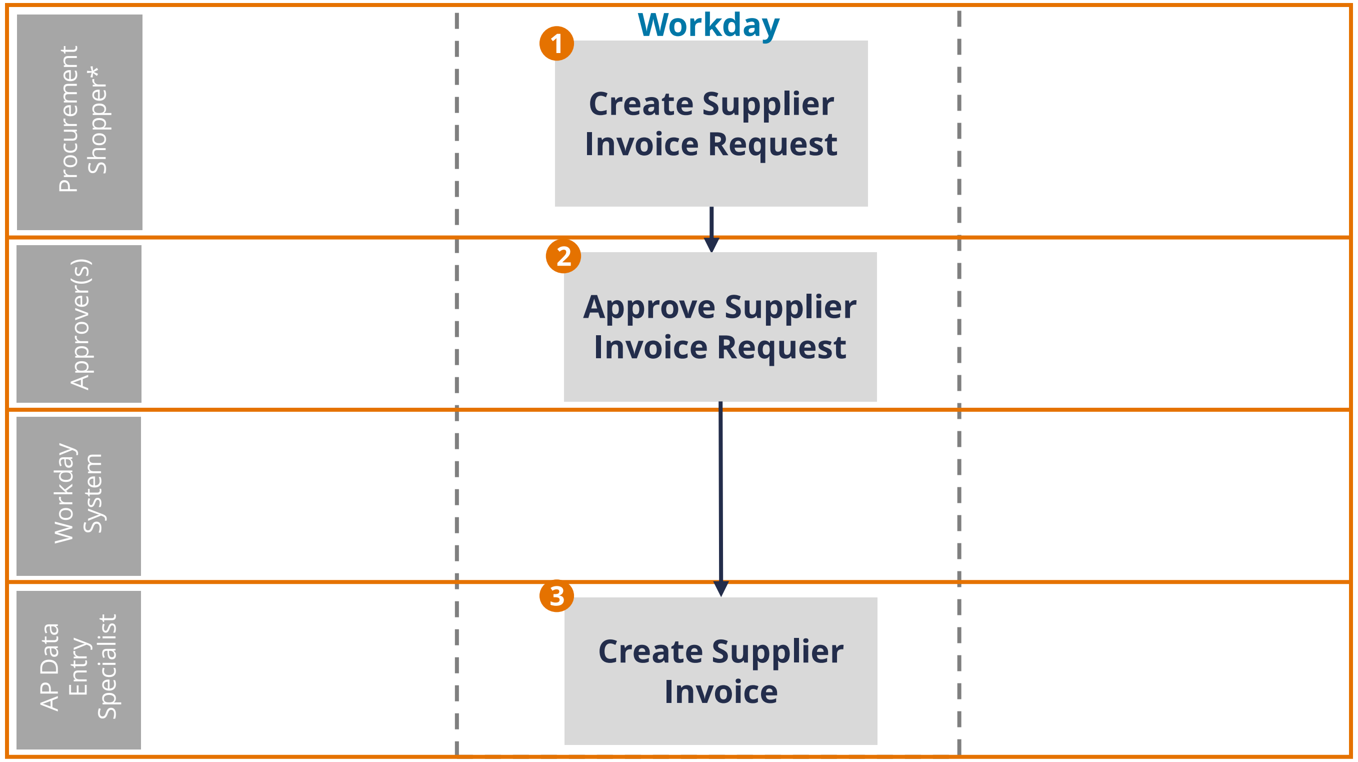
Demonstration | Approve a Supplier Invoice

- In this demonstration, you will see how to approve a supplier invoice.

Supplier Invoice Requests

Supplier Invoice Request Overview| Process Overview

Below is the process flow outlining how a **supplier invoice request** informs a **supplier invoice**.



Create a Supplier Invoice Request | Key Terms

Workday Term	Definition
Driver Worktags	These worktags, which include gift, grant, designated, and project worktags, will auto-populate other worktags when entered.
Company	The primary organization type used by Workday Finance. Represents the legal and non-legal entities at UVA.
Cost Center	Area that owns a subset of revenues and/or expenses to support management decision making or accountability; reports funds available and area where cross-funding is identified/delivered; manages multiple sources of funds.
Spend Category	A more granular view of expenses incurred at the University; end-user entry point on operational transactions.
Supplier's Invoice Number	The number assigned to your supplier invoice request by you for tracking and audit purposes. This must be a unique number for that particular supplier.
Individual Payee	Individuals receiving payment from the University for non-procurement related transactions.
Handling Code	Only should be used with check payment types. There are two handling codes, one to indicate the check requires an attachment to mail, the other to indicate hold for pickup.
Control Total Amount	Enter the amount here that the invoice lines all together should equal. Workday will not let you submit an invoice request if the control total amount does not match the extended amount.

Create a Supplier Invoice Request | Approval Routing Matrix

Below is the approval routing process once the initiator creates and submits a supplier invoice request:

Criteria	Routes to
Expense is **Travel related**	**Expense Support Specialist** to approve
Expense is **Travel related**	**Expense Partner** to approve
Expense is **Grant related**	**Grant Manager** to approve
Expense is **Project related**	**Project Budget Specialist** to approve
If a **Gift** is on transaction AND **Gift is not any in the Central Gift Alternate Hierarchy**	**Unit Gift Manager** to approve
If **Designated or Gift Related**	**P2P Approver** to approve
If Supplier Invoice Request **Total Amount > $25K** OR **Honoraria Spend Category and line amount > $2K**	**Senior Department Finance Approver** to approve
If **Honoraria Spend Category included and line amount > $2K**	**Accounts Payable Manager** to approve
All **necessary approvals completed**	**Accounts Payable Data Entry Specialist** to Create Supplier Invoice from Supplier Invoice Request

Create a Supplier Invoice Request | Key Considerations

Payment for Multiple Items – You can request payment for multiple goods/services by adding multiple **Goods Lines** or **Service Lines** under the Lines tab.

Default Due Date – The **Default Due Date** field will auto-populate based on the **Payment Terms** and **Invoice Date**. For example, if the **Payment Terms** is **Net 30**, then the Due Date field will auto-populate a date which is 30 days after the Invoice Date. You will not be able to edit the **Default Due Date**.

Invoice Received Date – The **Invoice Received Date** should never be earlier than the **Invoice Date**.

Checks - If you plan to execute payment to the supplier by check and would like the check to be held for pickup, when creating the supplier invoice request, you should select **PMT_HNDL_HOLD FOR PICKUP** in the **Handling Code** drop-down and add the name of the person who will pick up the check in the **Additional Fields** tab.

Item Description – While not required, it is best practice to add a brief description about the goods/items in the **Item Description** field. This will be reflected in the supplier invoice and will help suppliers identify specific items.

Splits – If you need to add different worktags to a part of the cost of an item or to a part of an order, you can click on the **(+) Splits** button to split the good/services either by **Amount** or **Quantity** into multiple lines. Then you can add different worktags to the different lines that you just split.

Demonstration | Create a Supplier Invoice Request

- In this demonstration, you will see how to create a supplier invoice request.

Cancel, Copy, Edit a Supplier Invoice Request | Process Overview

Below is the simplified process flow to either cancel, copy, or edit a supplier invoice request:

Access My Supplier Invoice Requests Report	Select Cancel/Copy/Edit	Submit task	Route for Approval
*Initiator will search for and access the "**My Supplier Invoice Requests**" report.*	*Initiator will **select the related actions menu** and then **select the required action** i.e., either "Cancel", "Copy" or "Edit".*	*Initiator will **submit the task**.*	*Once the task is submitted it will **restart the approval** based on pre-defined conditions (except when the invoice is cancelled, in which case no approvals are required). For more information on the approval routing, refer to the **Create Supplier Invoice Request Approval Routing Matrix**.*

***Note: Initiator** refers to the **Procurement Shopper/Requisitioner**.*

Cancel, Copy, Edit a Supplier Invoice Request | Key Considerations

Auto-populating fields – When you copy a supplier invoice request, the fields in the supplier invoice request will auto-populate i.e., will get copied over from the copied supplier invoice request. You **can make changes to the supplier invoice request**, if needed.

Demonstration | Cancel, Copy, Edit a Supplier Invoice Request

- In this demonstration, you will see how to cancel, copy, edit a supplier invoice request.

Reporting in Procurement

Reporting in Procurement | Key Terms

Term	Definition
Standard Report	Standard reports are reports that are **readily available in Workday**.
Custom Report	Custom reports are **not readily available** reports. They are **built by Reporting Administrators** to **address the unique needs** of the business.

Reporting in Procurement | Useful Reports for Procurement Shoppers

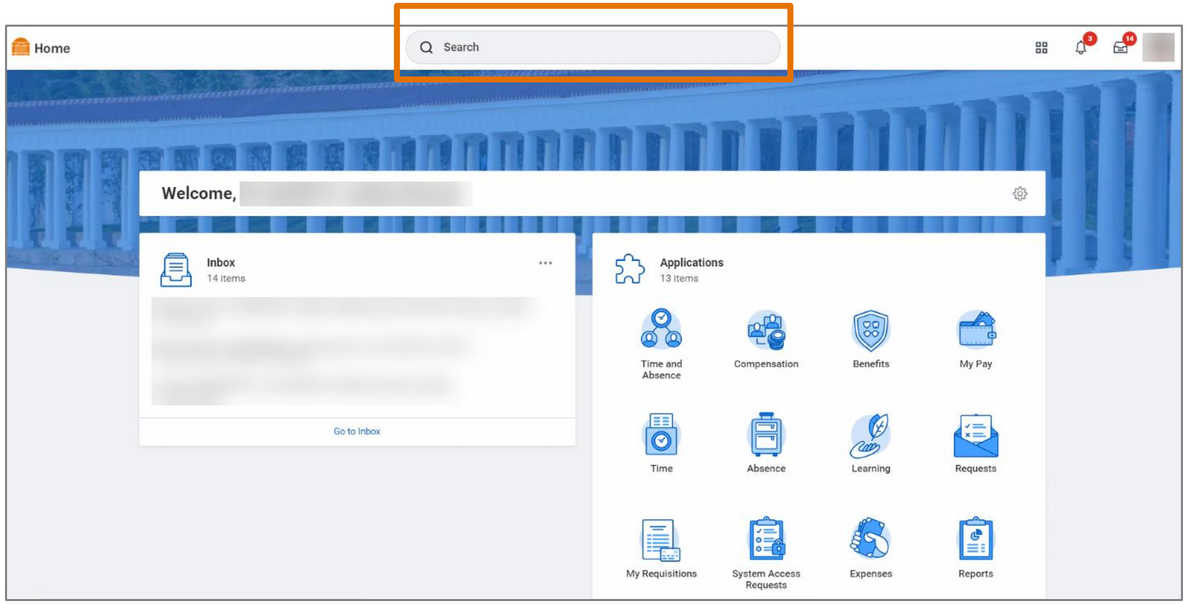
Below is a list of key reports related to requisitions that a Procurement Shopper may find useful to run in Workday.

Report	Purpose
Find Purchase Orders	Using the Find Purchase Orders report, search criteria can be entered to narrow down a listing of all purchase orders. The report shows such information as the **purchase order number, the buyer, the supplier, the date, and the amount**. From the report, individual purchase orders can be viewed. If a purchase order has **not yet been issued**, it can be **edited, canceled, or copied**. If it has **already been issued**, it can be **closed, copied, or have a Create Change Order issued on it**.
Find Supplier Invoices	Using the Find Supplier Invoices report, search criteria can be entered to narrow down a listing of supplier invoices. The report shows such information as the **invoice number, the status, the supplier, the supplier invoice number, the invoice date, the due date, and the amount**. From the report, individual supplier invoices can be viewed. Attachments, such as packing slips, can also be added to an invoice from this report.
My Requisitions	Using the My Requisitions report, search criteria can be entered to narrow down a listing of all requisitions for which you are listed as the requester. The report shows such information as the **requisition number, date, amount, supplier, purchase order number (if already processed), and status**. From the report, individual requisitions can be viewed. A requisition can also be **edited or canceled if it has not yet been converted into a purchase order**.
Find Suppliers	Using the Find Suppliers report, search criteria can be entered to narrow down a listing of suppliers. The report shows such information as **supplier name, supplier ID, supplier status, supplier category, and remit to address**. More detailed supplier information can be seen through the magnifying glass functionality.
My Supplier Invoice Requests	Using the My Supplier Invoice Requests report, search criteria can be entered to narrow down a listing of your supplier invoice requests. The report shows such information as **the request number, the request status, the supplier's name, the supplier invoice number, the invoice date, the due date, and the request amount**. If a supplier invoice request has **not yet been approved**, the request can be **edited, canceled, or copied**.
Find Payments	Using the Find Payments report, search criteria can be entered to narrow down a listing of payments. The report shows such information as **supplier, payment category, payment status, payee, transaction date, payment type, and amount.** More detailed information can be found through the magnifying glass functionality.

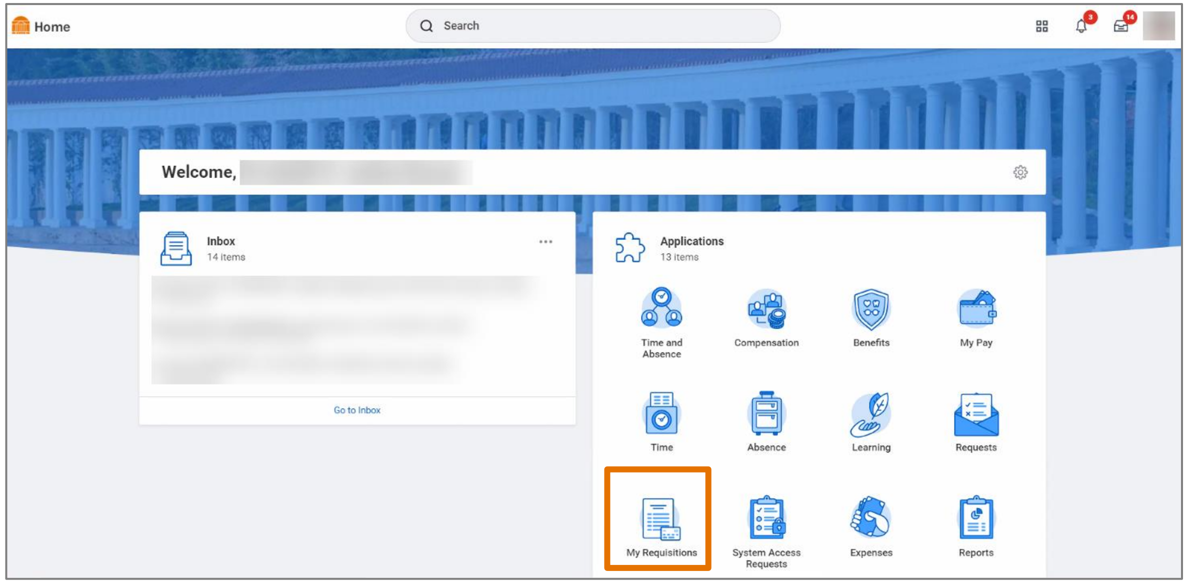
Reporting in Procurement | Running Reports in Workday

Reports in Workday are used to retrieve and analyze information that you may require for various purposes such as, decision making, leadership reporting, etc.

There are primarily two ways in which you can find and run reports in Workday:



1. Using the **Workday Search Bar**



2. Using the **Workday Application icon**, if available. The example above shows the My Requisitions icon.

*Note: Reference the **Reports QRG** for more details on how to navigate Workday's Reports functionality.*

Reporting in Procurement | Report Functionalities

Report Prompts – When you access the My Requisitions report in Workday, you will be navigated to a screen with multiple prompts. These **prompts are fields that allow you to select the filter criteria to be used when running your report**. The filter criteria that you select is used by Workday **to narrow down your search** and display specific information of your choice in the report. Utilize these prompts to customize your report to match your specific need.

Save Report Prompt Filter Criteria – If you use the same filter criteria to run the My Requisitions report frequently, instead of manually selecting your filter criteria each time you run this report, Workday allows you to **save your prompt values to reduce the effort of selecting filter criteria each time you run the report**.

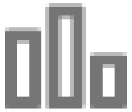
Reporting in Procurement | Report Functionalities

Below are the key report functionalities in Workday:

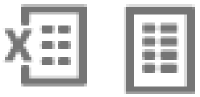
Sort - Sorting is a process of arranging data in a meaningful order (i.e., in Ascending or Descending order) to analyze information more effectively.

Filter - Filters can be used to narrow down data and view only required information in the report.

Prompt - Prompt is the filter criteria that displays when you run a report. It allows you to choose the filter criteria by which you would like to narrow down the information.



Charts - Charts icon can be used to convert a data from a table format to a chart format or vice-versa. You can reset the data displayed as per your requirements.



Download/Print - Download a report in a PDF or an Excel format. Once you export a report in a PDF, you can print it easily using the print command.

Reset - Use the Reset icon to customize your charts. The options will vary depending on the type of data and the type of chart. You can also use the Reset icon to reset the prompt settings of the report.

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Reporting in Procurement | Report Notification

- **Report Notification –** When your report includes a huge volume of data, it might take a while for Workday to generate the report.
  - You will see a **pop-up notification** asking you if you would like to be notified when the report is ready for you to view or if you would prefer to stay on the page and wait for the report results.
  - You can choose the **Notify me Later** option and continue with other work. Once the report is ready, you will receive a notification in Workday to view the report.

Course Evaluation

Your feedback is important to us!

Please take a moment to complete a brief survey on today's training session.

<Qualtrics link>

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Thank you!