FST FRIDAYS Information Session
Procurement Shopper

April 2022

Finance Strategic Transformation

University of Virginia

Introduction | Welcome to FST Fridays!

What are FST Fridays?

- **FST Fridays** are role-based day-in-the-life previews of high-level and specific Workday topics. They are hosted for 90 minutes every Friday from April 1 – April 29

FST FRIDAYS TOPICS		
Foundational Data Model	Procurement Shopper	Employee As Self

How does this differ from training?

- **FST Fridays** are information sessions that build **foundational understanding** of a topic. They serve as a **precursor to training**, led by the Organizational Change Management team, that involve an introduction to relevant Workday topics and processes
- **Training offers an in-depth look** at relevant roles, processes, and policies, and helps end-users prepare for doing transactional and operational work in Workday.

Introduction | Engagement, Training & Support

ENGAGEMENT, TRAINING & SUPPORT

Go Live!

APR

FST Fridays

MAY

Training begins

JUL+

Training continues; Office Hours; Solution Center*

*Solution center launched in March to prepare for July Go Live.

FST Overview | Vision & Goals

FST Strategic Vision

The FST at UVA will create a strong foundation of financial systems, processes, and human expertise dedicated to advancing the University's academic mission through its strategic plan.

Itself a critical component of the 2030 Plan, FST will deliver exceptional services and systems to help faculty, staff and students do their best work.

At every turn, we will seek to answer the key question: *How can FST make UVA a better university?*

- More preeminent in research and teaching
- More deeply engaged in service
- More accessible and affordable

FST Goals

Promote a culture that values strategic thinking, transparency, entrepreneurism and continuous improvement

Broadly strengthen our financial acumen and promote a proactive, forward-looking, multi-year approach to financial planning and management

Align decision-making authority with responsibilities across schools, departments and central units

Provide meaningful and easy to navigate dashboards and reporting tools to meet the needs of leaders, faculty and staff

Improve our data architecture to make it easier to extract information and generate the reports needed for planning, decision-making and supporting day-to-day operations

Establish a governance model for defining data, designing and maintaining the Chart of Accounts to maintain its integrity, and for maintaining alignment of the platform with business needs

Provide a fully integrated, real-time Workday platform that supports efficient and effective business operations supported by common processes to the greatest extent

FST Overview | The Four Parts of FST

1

Workday Financials

Cloud-based financial enterprise system

2

Adaptive Planning

Workday's budgeting and planning tool

3

Enhanced Reporting & Analytics

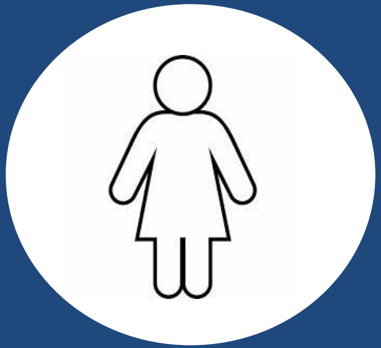
Improved insight and informed decision-making

4

Continuous Improvement

Tools, techniques, and mindset for improving business processes

Role Overview: Procurement Shopper



Procurement Shopper

I am a Procurement Shopper. I can submit requisitions, create a change order, and view various procurement reports.

In today's current state (Oracle), my role is PO Shopper.

I Need to Attend these Training Courses:

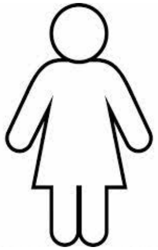
1. Introduction to Workday Financials – prerequisite
2. Requisitions, Purchase Orders & Supplier Invoice Requests

Security Role: Procurement Shopper

Tasks I complete in Workday:

- I can **create**
  - Requisition Template
  - Requisition
  - Supplier Invoice Request
  - Shopping Cart
- I can **act on**
  - Assigned Shopping Cart
- I can **change**
  - Purchase Requisition
  - Purchase Order
- I can **approve**
  - Supplier Invoice
- I can **cancel, copy, edit**
  - Supplier Invoice Request

"My staff members come to me for help when they need supplier invoices approved."



Create Requisition

Create Requisition | Overview & Purpose

A Procurement Shopper creates requisitions in Workday to **procure goods and services.**

While any employee can create and assign a cart in UVA Marketplace, only a Procurement Shopper **can check out the cart assigned to them and submit requisitions.**

All requisitions submitted by a Procurement Shopper route for departmental approval unless the requisition is under your spending authority threshold.

Although the Procurement Shopper can create a cart, check out a cart, and create a requisition, they may also be assigned a cart to check out and create a requisition. In this information session, we will cover the latter of these two potential process flows, reviewing how a Procurement Shopper acts on an assigned cart and creates a requisition.

- To learn more about the process to **create and assign a cart** review the **Create and Assign a Cart QRG** or attend the **Employee as Self FST Friday Session**!

Create Requisition | Key Terminology

Workday Terminology	Definition	Legacy Terminology
Foundation Data Model (FDM)	The basis for accounting and financial reporting in Workday; provides the structure to support financial and managerial reporting.	Chart of Accounts (CoA)
Spend Category	A more granular view of expenses incurred at the University; end-user entry point on operational transactions.	Expenditure Type
Ship-to	The address where suppliers will **ship goods**.	Delivery Location Code (DLC)
Deliver-to	The **location of the worker** who ordered goods/services (**building name**).	Delivery Location Code (DLC)
Sourcing a Requisition	Creating/editing requisition lines to reflect new purchase orders or existing purchase orders.	Processing a Requisition
Department-sourced / Auto-Sourced	A requisition that is **sourced by the department;** does not route to Central Procurement for sourcing.	Auto-create
Centrally-sourced	A requisition that is **routed to a central department for approval and/or sourcing**.	N/A

Create Requisition | Key Terminology (Contd.)

Workday Word	Definition	Legacy Term
Spend Category Buyer	A buyer in Procurement & Supplier Diversity Services that sources requisitions from departments.	Central Buyer
Standard Requisition	A requisition type that **does not require review** from a Spend Category Buyer.	Requisition
Contract Request Requisition	A requisition type that **requires Spend Category Buyer review**, regardless of dollar amount.	Buyer Assist
Requisition Line Splits	An individual line item that is "split" so that its **costs are distributed across various Worktags** (such as Cost Center).	Distribution Lines
Requester	The person who **requests a requisition to be made.**	N/A
Requisitioner	The person who **completes the requisition request.**	N/A
Invoice Approval	An action taken by a PO requester to **approve an invoice for payment**.	Receiving

Create Requisition | What's Changing?

Current State **Processing a Requisition**	Future State **Sourcing a Requisition**
No Assign Cart functionality	Assign Cart functionality allows all employees to “window shop” and assign their cart to a Procurement Shopper/Requisitioner
Some error messages sent to user prior to requisition submission	Increased upfront validations and error messages that appear prior to requisition submission to ensure that key fields are populated
High-level reporting capabilities available to select users	Expanded reporting capabilities allow users to track a requisition/purchase order/invoice as it moves through the approval process

Create Requisition | High-Level Process Overview

Although the Procurement Shopper has the ability to create a cart, check out a cart, and create a requisition from start to finish.
The process flow below is **specific to the scenario in which the Procurement Shopper creates a requisition for a cart that has been assigned by another employee.**

Today's Focus

Steps

			Role
1	Workday	Connect to UVA Marketplace	Employee as Self
2	UVA Marketplace	Create & Assign a Cart	Employee as Self
3	UVA Marketplace	Check Out Cart	Procurement Shopper
4	Workday	Create Purchase Requisition	Procurement Shopper
5	Workday	Routes to Required Approvals/Reviews	Approval Roles (varies based on criteria)

Role

Approval Roles (varies based on criteria)

- If Requisition requires Buyer Manual Sourcing, the process will be routed to Spend Category Buyer to review requisition.
- If Requisition has Goods or Services lines to source, the process will be routed to Requisition Sourcing Buyer to source Goods and Services requisition.

Workday Roles	
Orange icon	Employee as Self
Navy icon	Procurement Shopper
Green icon	Approval Roles

Create Requisition | Approval Required

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 is 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 **Supplies, Lab, Radioactive**	**Environmental Health and Safety** 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 to source**	**Requisition Sourcing Buyer** to source Goods and Services requisition

Create Requisition | Understanding Spending Authority

When the Requisition is initiated by a Procurement Shopper role who is P2P $5K or P2P $10K , approval can be bypassed.*

Role	Cost Center	Ext. Amount	Approver
P2P $5K	Within authority	$0 - $5,000	No Approver
P2P $10K	Within authority	$0 - $10,000	No Approver

*When P2P $5K or P2P $10K is purchasing for a cost center **outside their authority**, several scenarios exist requiring varied approval routings. These scenarios will be covered in depth during training, so stay tuned!

Create a Purchase Requisition | Key Considerations

- **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 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 **non-catalog 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 **non-catalog form**.

- **Reference -** It is advisable to type a Memo to Supplier and Internal Memo to be able to reference your purchase requisitions easily in the future.

- **Attachments -** Adding attachments to your requisition is optional, unless the requisition type is “Contract Request” or if it’s a non-catalog purchase over $10,000. In these cases, an attachment is required.

Create Requisition | Demonstration 1

15 minutes

We will demonstrate how to perform the *Create Requisition* process as a Procurement Shopper in Workday

Create Supplier Invoice Request

Create Supplier Invoice Request | Overview & Purpose

Procurement Shoppers use the Create Supplier Invoice Request **to create a payment request in Workday.**

In this information session, we will focus on creating a Supplier Invoice Request without Splits.

- To learn more about creating Supplier Invoice Requests with Splits, review the **Create Supplier Invoice Request QRG.**

Create Supplier Invoice Request | Key Terminology

Workday Word	Definition	Legacy Term
Supplier Accounts	A **Workday functional area** that includes functions related to accounts payable, suppliers, supplier payments and supplier contracts.	Accounts Payable
Foundational Data Model (FDM)	The basis for accounting and financial reporting in Workday; provides the structure to support financial and managerial reporting.	Chart of Accounts (CoA)
Company	The primary organization type used by Workday Finance; represents the legal and non-legal entities at UVA.	Entity
Cost Center	An 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.	Organization
Spend Category	A more granular view of expenses incurred at the University; end-user entry point on operational transactions.	Expenditure Type
Supplier ID	A **unique identifier for suppliers**.	Supplier Number
Invoice Number	An auto-generated **unique identifier for supplier invoices**.	Voucher Number
Non-PO Invoice	An **invoice** that is created **without an original purchase order**.	Payment Voucher

Create Supplier Invoice Request | Key Terminology

Workday Word	Definition	Legacy Term
Settlement Run	The **business process** by which Workday **runs and settles payments**. You can create, edit, preview, and process settlement runs to settle unpaid open items and pending payments.	Payment Run
Supplier's Invoice Number	The number assigned to your supplier invoice request by you for **tracking and audit purposes**.	Invoice number
Invoice Received Date	The **date the supplier invoice was received** by UVA. This date should never be before the invoice date. The invoice received date determines if we made payment "on time" according to prompt pay guidelines. For Supplier Invoice Requests the Invoice Received Date should be today's date.	Invoice Received Date
Invoice Date	The date on the supplier's invoice or the **date the supplier invoice request is created**. This date determines the payment due date in Workday if the supplier has defined payment terms. For Supplier Invoice Requests the Invoice Date auto-populates to today's date	Invoice Date
Control Total Amount	The **sum of all invoice lines**. Workday will not let you submit an invoice or invoice request if the control total amount doesn't match the extended amount.	N/A
Driver Worktags	Worktags, which include **gift, grant, designated, and project Worktags**, that will **auto-populate other Worktags** when entered to save time.	N/A

Create Supplier Invoice Request | What's Changing?

Current State **Oracle Supplier Invoice Request**	Future State **Workday Supplier Invoice Request**
No Spend Category limitations/validations	Validations in place to prevent users from using incorrect/irrelevant Spend Categories
Inefficient approval workflow	More robust approval workflow to decrease the need for post-transaction reconciliation efforts
High-level reporting capabilities available to select users	Expanded reporting capabilities embedded within the ERP allow users to track a requisition/purchase order/invoice as it moves through the approval process

Create Supplier Invoice Request | High-Level Process Overview

Procurement Shopper

Approval Roles

Steps

1. **Workday** — **Initiate Create Supplier Invoice Request Task**
2. **Workday** — **Complete Primary Information& Additional Information Fields**
3. **Workday** — **Add Service Line Items**
4. **Workday** — **Submit Request**
5. **Workday** — **Routes to Required Approvals**

Role

1. Procurement Shopper
2. Procurement Shopper
3. Procurement Shopper
4. Procurement Shopper
5. Approval Roles (varies based on criteria)

- If all necessary approvals are completed, the process routes to Accounts Payable Data Entry Specialist to create Supplier Invoice from Supplier Invoice Request.

Workday Roles	
	Procurement Shopper
	Approval Roles

Create Suppler Invoice Request | Approval Required

Below is the approval routing process once the Create Suppler Invoice Request task is submitted:

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

Create Supplier Invoice Request | Key Considerations

- **Handling Code -** If the check should be held for pickup, click on PMT_HNDL_HOLD FOR PICKUP. Otherwise, leave this field blank.

- **Item Description -** It is best practice to populate the Item Description help suppliers identify specific items.

Create a Supplier Invoice Request | Demonstration 2

15 minutes

We will demonstrate how to Create a Supplier Invoice Request as a Procurement Shopper in Workday

Closing | Want to Learn More?

We have a variety of resources to best serve your appetite!

- WFST Radio
- Five Things to Know about FST

- FST Update Summary in the blog digest
- One Pagers

- Blog articles on work areas
- Website tracking on work areas

- The online community

Closing | FST Fridays Schedule

MARK YOUR CALENDAR!

FST Fridays will continue throughout the month of April and are open to all Workday end users.

No invitations will be sent; instead, links to join each session are posted on the UVAFinance website.

APRIL

Upcoming FST Friday Sessions

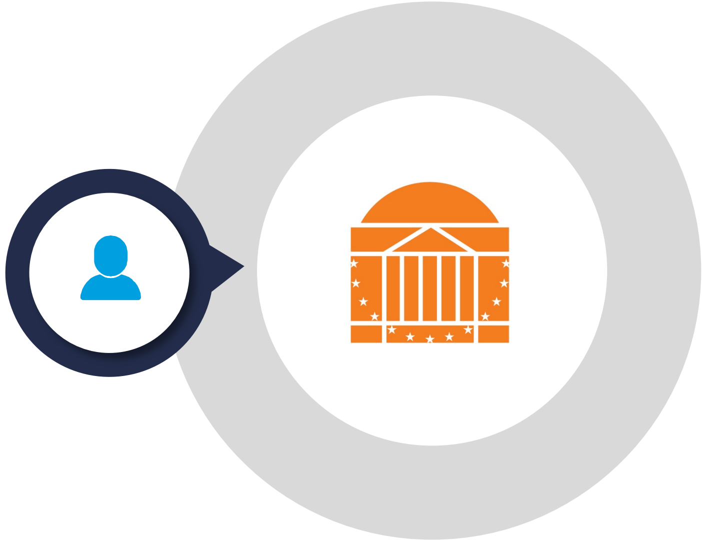
- **Foundation Data Model**
  Friday, April 22nd 8:30 – 10:00 AM
- **Employee As Self**
  Friday, April 22nd 10:30 – 12:00 PM
- **A Day in the Life: Procurement Shopper**
  Friday, April 29th 9:00 – 10:30 AM

Closing | Training Is Coming!

Training is coming in May! Keep an eye out for details on how to sign up and attend instructor-led or complete web-based courses. Prior to attending, all must complete the web-based course **Introduction to Workday Financials.**

Important to Note:

Understanding your role(s) is imperative for attending training. Training is **role-based** and **required** to have that role post go-live!*



**Role access will be given in production (after go-live) with a 30-day, one-time grace period to complete the training.*

Closing | Share Your Feedback

WE WANT TO HEAR FROM YOU!

Please complete this **brief survey** to share your feedback about the FST Friday session(s) you have attended and about UVAFST in general as we approach go-live. Your feedback on this survey will help us understand how we can best support you as we prepare for upcoming changes leading up to Workday go-live.

Thank you!