LYNN

UNIVERSITY

End User Training Workday Procurement

Instructor

Maria Piret

Director of Information Systems

Email: mpiret@lynn.edu
workday@lynn.edu

Phone: 561-237-7355

Agenda

- Welcome and introductions
- Go Live dates
- Applications and forms replaced
- Important Concepts
- Workday Procurement Self-Service
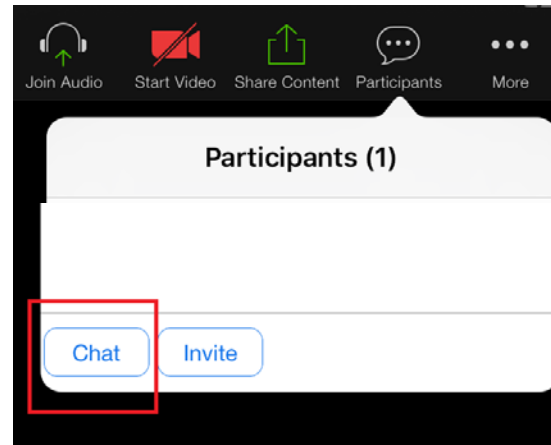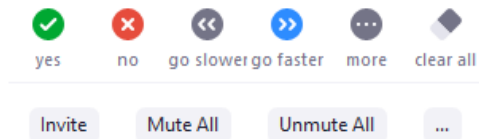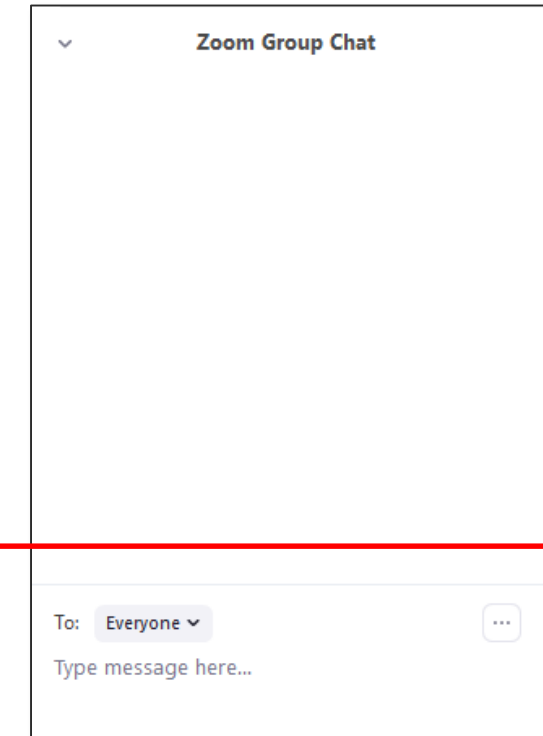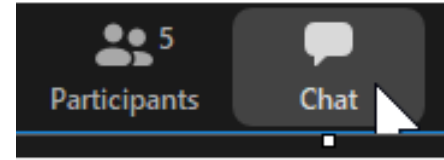- Questions

Welcome and Introductions

- Training prerequisites: Workday Employee Basics
- Attendees: All Lynn University department buyers and budget (cost center) managers

Housekeeping and Classroom etiquette

- Training length: 1 hour
- Mute your connection
- Refrain from e-mail and web surfing

Welcome and Introductions

- ## Zoom meeting:
  - – Video not required
  - – Everyone muted by default during training
  - – Use chat to ask questions during the training

LYNN UNIVERSITY

workday®

Learning Objectives

Upon completion of this training, employees should be able to:

1. Identify important "Go Live" dates

2. Understand the procurement process in Workday

3. Recall how to initiate Requisitions, Supplier Requests and Supplier Invoice request

4. Locate navigation tools within Workday to initiate procurement tasks

5. Identify proper use of requisitions, expense reports, verify P-card transactions

6. Substitute older procurement forms with new Workday interface

What is Workday replacing?

- Jenzabar (AP and Purchasing)
- Expenditure Request Form
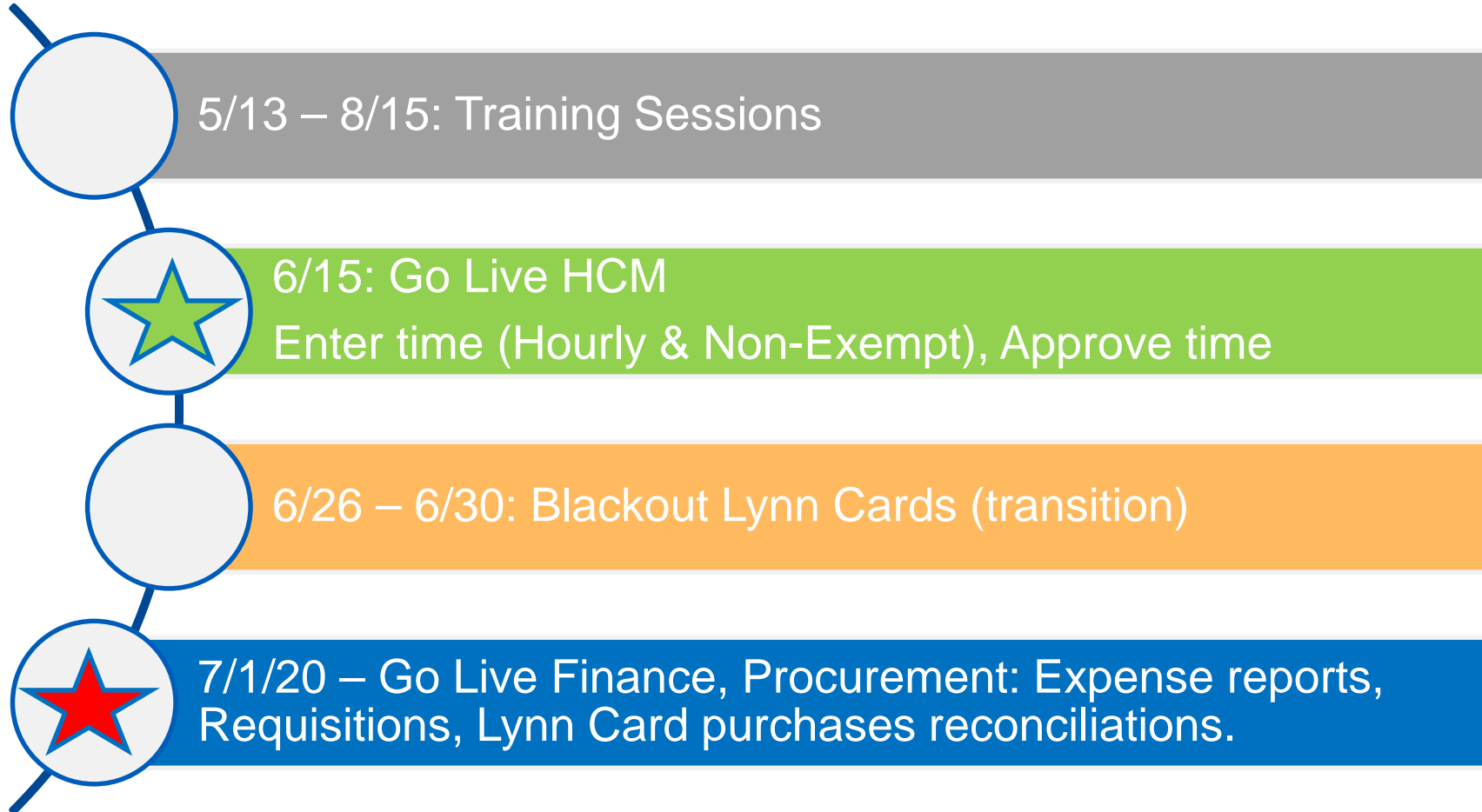- Perceptive Content
- Payment Net (Lynn Card)

JPM Visa Card

Important Dates

5/13 – 8/15: Training Sessions

6/15: Go Live HCM
Enter time (Hourly & Non-Exempt), Approve time

6/26 – 6/30: Blackout Lynn Cards (transition)

7/1/20 – Go Live Finance, Procurement: Expense reports, Requisitions, Lynn Card purchases reconciliations.

LYNN UNIVERSITY

workday.

Processes Available to Acquisitioners

- Create Requisitions

- Create Supplier Request

- Create Supplier Invoice Request

- Verify Procurement Card Transactions (Lynn P-Card holder)

*Note: Expense reports and other procurement functionality will not be available to users in the production tenant until July 1st, 2020.

LYNN
UNIVERSITY

workday.

Important

- ## Lynn JPM Card Holders
  - Lynn is updating the card program. There will be 2 cards:
    - Travel and entertainment expense card "T EXP" (brown travel card)– will follow Expense Report process
    - Procurement Card "P Card" (black purchasing card): Non travel expenses, only for goods and services – will follow Verify Procurement Card Transaction process
  - There is a blackout period for using the Lynn Card for travel and hospitality between 6/26 and 6/30 to help transitioning to Workday.

Important

- With Workday you don't need to know GL accounts to report your expenses. The system will add your cost center to the report by default. Cost centers are the letters CC plus your department code. Delegates must select the appropriate cost center if different to the one defaulted.
- Expense items (or expend categories) are the equivalent to the object codes on the old GL account. No need to memorize, pick the one that best describe your expense.

* Check the video The Foundation Data Model if you want learn more about how cost centers and worktags work in Workday.

LYNN
UNIVERSITY

workday®

Procurement Matrix

- **Office supplies, misc. supplies.**
  - WB Mason Website
  - Amazon Lynn Business account

- **Goods and services**
  - Create Requisition (Non-Catalog Item)
  - Requisition types: Blanket (open to a fiscal period), Goods, Services.

- **Invoices without PO (postage, honorariums, etc)**
  - If new supplier, submit Supplier Creation Request (include W9)
  - Submit a Supplier Invoice Request
  - Do not use with P-card purchases.

Procurement Process

- A requisition is a formal request for procuring a product or service for the university, typically initiated by a departmental acquisitioners.

- Once approved, and if needed, the procurement department research and look for vendors to fulfill the request for goods and services.

- The procurement department formalizes the commitment to the supplier by creating a Purchase Order.

How to Purchase an Item or Service

- Plan ahead. Allow for processing times.
- Is the supplier in Workday? If not create a Supplier Request.
- Get quote/estimate (links ok) from supplier and include in your requisition.
- When creating a requisition remember to click "Save for Later" if not ready to submit.
- Requisition will follow an approval path according to amounts and Cost Center approval hierarchy.
- Approved requisitions are routed to procurement.

How to Purchase Goods or Services

- Procurement approve requisitions and convert them to Purchase Orders (POs).
- Procurement issues official PO to supplier and order is officially placed.
- Departments receive goods or services.
- Invoices paid with Lynn P-Card (with or without PO) follow **verify P-card transaction process**.
- Invoices without PO, not eligible to pay on Visa, please create a **supplier invoice request** (Do not send to the email address).
- Send non Lynn P-card Invoices with issued PO (include PO number on email) to apinvoices@lynn.edu.
- If possible, use P-Card to pay invoices. Create a requisition for purchase order to preapprove the expenditure.
- If no credit card is accepted by supplier, Procurement will issue payment via ACH or check.
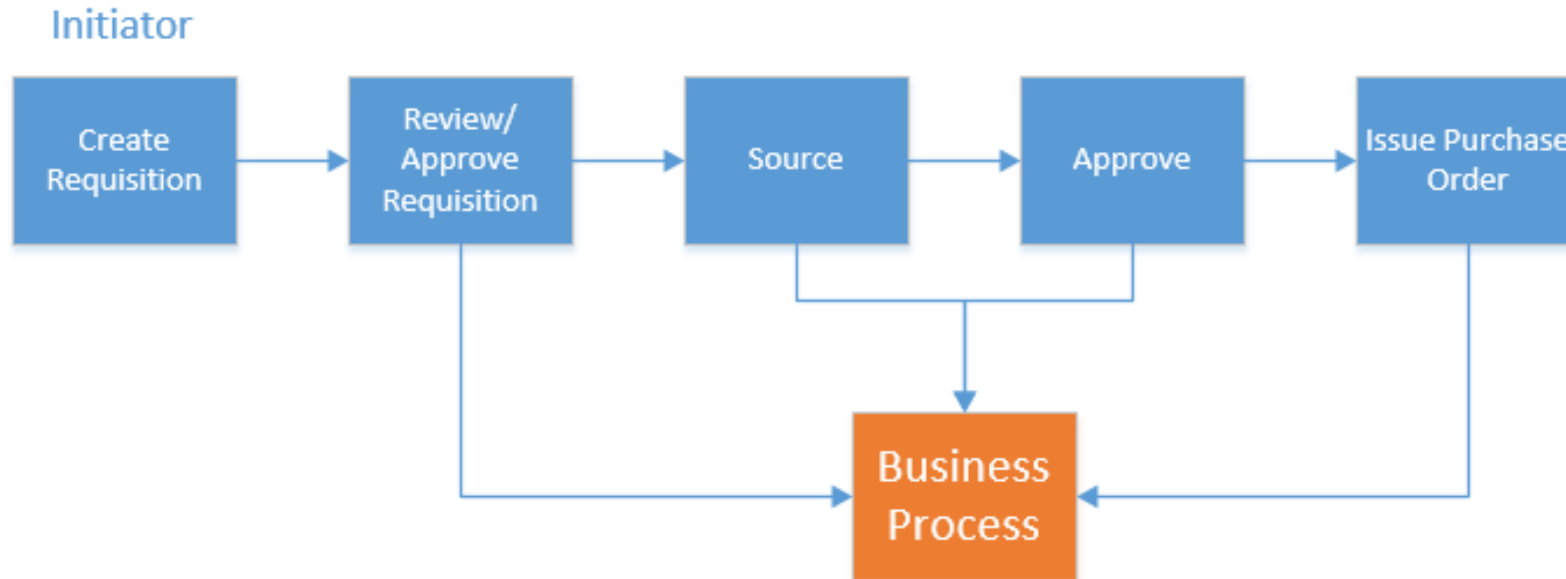
Invoices

Invoices	Process
Procurement card purchases	Pay with procurement card and submit receipt with procurement card verification process.
Purchases with issued PO (no Lynn P-Card)	Send to apinvoices@lynn.edu include PO number
All other invoices to pay	Create Supplier Invoice Request Create Supplier Request if supplier not on Workday (will need W9)

Cost Center Approval
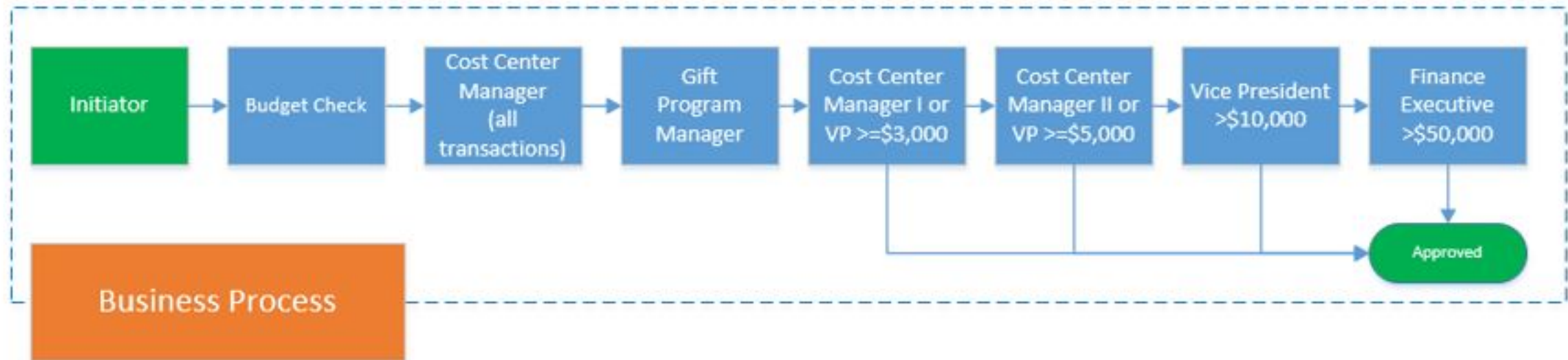
Job Aids

- ## All Department buyers and Lynn JPM P-Card Holders:

  - [Verify Procurement Card Transactions](#)
  - [Create Requisitions](#)
  - [Create Supplier Request](#)
  - [Create Supplier Invoice Request](#)

- ## Cost Center Managers

  - [Review and Approve Expenses](#)
  - [Foundation Data Model](#)

Next

Follow up email:

     Quick survey

     Link to documentation site

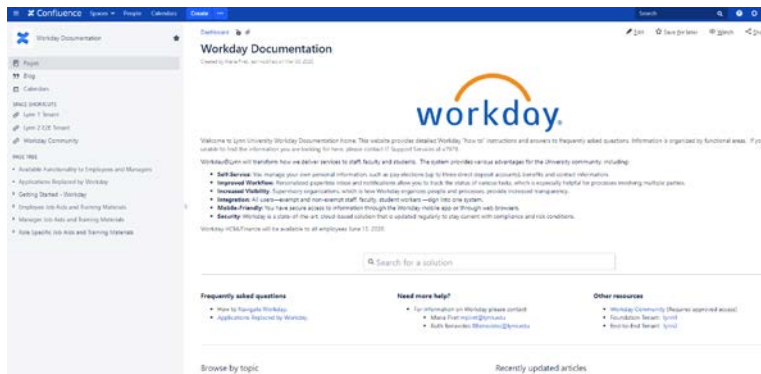   Link to test tenant

     Copy PowerPoint

Please visit our Workday new website for more info
lynn.edu/workday

Next

Documentation site

- Training Sessions
  - **Employee (basics)**
  - **Time and Absences**
  - **Manager (basics)**
  - **Expense Reports**
  - **Cost Center Managers part 1**
  - Cost Center Managers part 2
  - Procurement (Requisitions, Invoices)
  - Hiring Managers

Thank you for attending Workday Procurement

Email your questions to: workday@lynn.edu

LYNN
UNIVERSITY

workday®