

Finance: Procurement Lifecycle



Procurement

Requisitions are used to request goods and services for Montclair State University. This guide details the entire purchasing process, from creating a requisition through the purchase order process to receiving, and returns. It is important to note the Requester is responsible for managing the lifecycle of each request and following through to ensure all requests are completely closed.

The requesting and managing functionalities are available to Administrative Assistants. The approval functionality is available to Cost Center Managers.

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Procurement Guidelines

The first step in purchasing goods or services, is to ensure the proper procurement process is followed and adhered to prior to entering a requisition into Workday. While this Procurement Lifecycle Job Aid will not speak to that process in detail, the below chart is a high-level overview of the procurement thresholds.

Contract/ Purchase Value	Requirements
\$0 -\$7,799	One (1) written proposal of services or goods is required from University departments making purchases. Competition is not required, but is recommended.
\$7,800 – \$39,399	Minimum of three (3) written quotes are required, except in the case of a sole source (in which the sole source form must be completed) or a cooperative contract in accordance with the methodology listed on the Cooperative Contracts website page.
\$39,400 and Above	Must be procured in one of the following three methods: 1) A Public Bid issued by Procurement Services; 2) An RFP Waiver of Advertising (if an exception exists) issued by Procurement Services or delegated to the University Department; 3) A Cooperative Contract in accordance with the methodology listed on the Cooperative Contracts website page.
\$500,000 and Above	University Board of Trustees Approval is required for all procurements whether or not they were publicly bid, considered an RFP Waiver of Advertising, or purchased through a Cooperative Contract.

In addition to the procurement thresholds, the following is required for all individual or cumulative purchases within a fiscal year or the aggregate contract value totaling the below thresholds. The “Confirm Supplier in Workday” provides additional information regarding how compliance with these forms can be checked in Workday:

Contract/ Purchase Value	Requirements
\$5,910	Business Registration Certificate (BRC) issued by NJ Division of Revenue
\$17,500	Chapter 51 Approval
\$39,400	Affirmative Action / Equal Employment Opportunity Compliance

More detailed information is located on Procurement Services website but the above is a starting point for navigating the procurement process.

Requisitions

The two types of requisitions within Workday are Punch-Out Catalog Requests and Special Requests (Non-Catalog Items). Punch-Out Catalog Requests incorporate specific supplier websites with whom we have contracts for specific products. Requesters will be able to navigate to the appropriate website, select the items needed, and assign MSU information to the request in order to place their order.

Special Requests (Non-Catalog Items) constitute those requisitions for goods and/or services that are not part of the pre-set Punch-Out collection. These will be the majority of most requesters' requisitions.

Workday Procurement Process

The Workday Procurement process is a set order of steps to ensure appropriate buying procedures have been followed.

Confirm Available Budget

Before a purchase request is entered into the system, the available budget should be confirmed so that the request does not get delayed by any budget review issues.

Confirm Supplier in the System

The Requester should confirm in the system that the supplier information has been set up and is complete. All Software as a Service (SaaS), otherwise referred to as "Cloud," solutions must have their cybersecurity practices and accessibility reviewed and approved by Information Technology. If the purchase is of any SaaS software where the Supplier does not have a valid, HECVAT, HECVAT Review Form, and a VPAT Form in Workday, the Requisitioner must obtain and submit the required documents for approval. For more information, please click on the link below for HECVAT <https://www.montclair.edu/information-technology/security/hecvat/>. For VPAT <https://www.montclair.edu/digital-accessibility-initiative/information-for-vendors/>

Enter Requisition

Enter the requisition details into the system and include any attachments as needed.

Approvals

Once the requisition has been submitted, it will be routed the Cost Center Manager, and any specialty Approvers as needed. Any of these approvers can send the request back for changes or approve the request and have it continued through the process.

Procurement Buyer

The Procurement Buyer will then review the request and any related attachments to confirm all information is complete and then approve the request and have a purchase order issued.

PO Change Request

Any allowable changes to a purchase order need to be made by the requester and sent through the approval cycle, once the budget has been confirmed as available for the modifications.

Receiving

When goods are in hand, or services have been delivered, the Requester will need to confirm receipt in the system and attach the related documentation - packing slip for goods, and the completed Certification of Receipt of Services form for services.

Returns

Returns can be initiated in the system after the Requester contacts the supplier to receive a Return Merchandise Authorization (RMA) number. When completing the Return information in the system, the original packing slip must also be attached to show proof of receipt.

Invoice to Accounts Payable

The Supplier should be sending their invoice to invoices@montclair.edu, and it must include the PO number. When sent directly to Accounts Payable at this email address, the turnaround time for payment can be optimized. Should a requester get an invoice, they must ensure that it has

the purchase order number on it and then include the receipt number along with their name and extension before sending it to invoices@montclair.edu.

Payment to Supplier

Accounts Payable will match the purchase order with the receipt and the invoice so that a payment can be generated from the system and sent to the supplier.

Check Budget

The first step in creating a requisition is to check the available budget for your organization (Cost Center, Gift, or Project) by running the R002 Report. For Grants, run the R134 Report. If the Requester does not have access to these reports, they should speak with their Cost Center Manager to confirm the budget information.

- In the *Search* field, enter **R002** to find and run the **Budget Report**.

R002 Operating Budget Variance for Organization

Organization: search [icon highlighted]

Period: * All Cost Center Hierarchies >

Worktags: Division >

Ledger Account/Summary: All Gifts >

Active Cost Centers >

Active Cost Centers by Cost Center Hierarchy >

Filter Name: All Gift Hierarchies >

Manage Filters: 0 Saved Filters

- In the *Search* field, enter **R134** to find and run the **Grant Summary by Ledger Account** report.

R134 Grant Summary by Ledger Account

Organization: * [icon highlighted]

Period: * x FY 2020 - 04 Oct [icon highlighted]

Award: [icon highlighted]

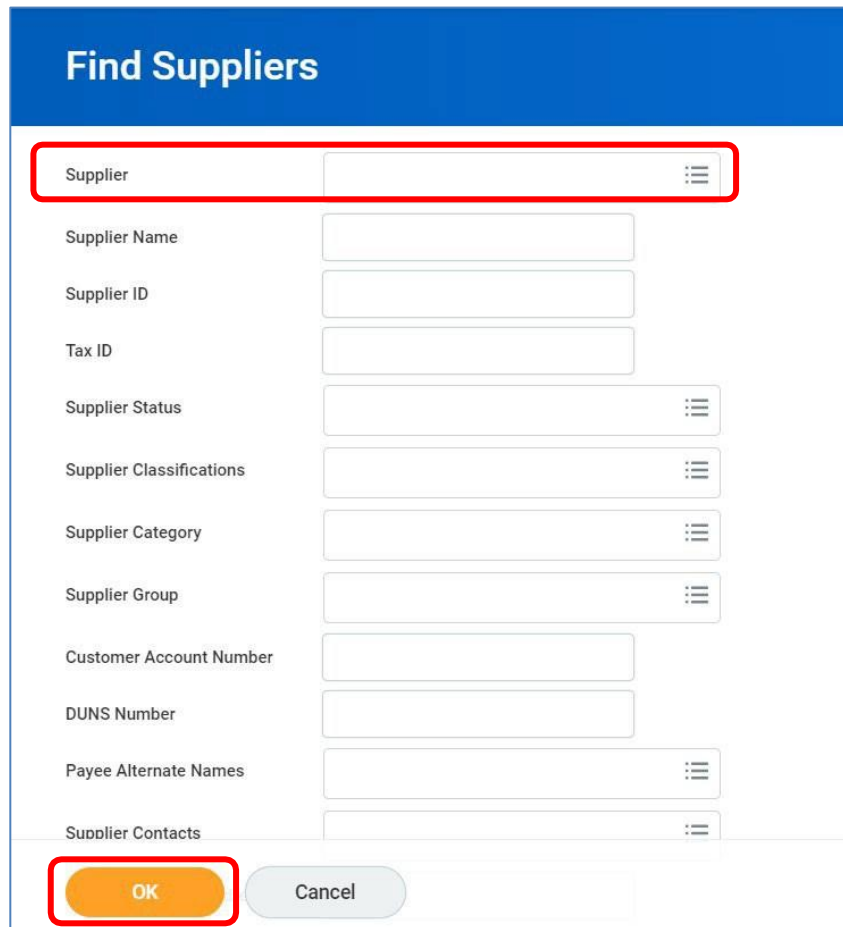
Worktags: [icon highlighted]

Ledger Account/Summary: [icon highlighted]

Spend Category as Worktag: [icon highlighted]

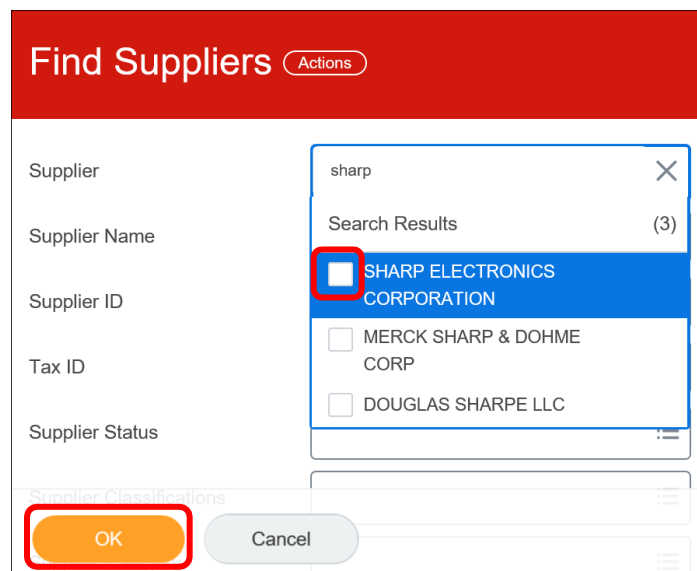
- 1) In the **Organization** field of the R002, select the **Prompt** icon and search for the organization you wish to view. To view a list of all Cost Centers or Gifts to which you have access, select **Active Cost Centers** or **All Gifts**.
- 2) In the **Organization** field of the R134, select the **Prompt** icon and search for the project you wish to view.
- 3) Click the **OK** button.

- 2) On the *Find Suppliers* screen, enter the name of the supplier on the **Supplier** field.
- 3) Click **Enter** to process the search.



The screenshot shows the 'Find Suppliers' interface. At the top is a blue header with the text 'Find Suppliers'. Below the header is a search form. The first field, labeled 'Supplier', is highlighted with a red rectangle. Below it are several other input fields: 'Supplier Name', 'Supplier ID', 'Tax ID', 'Supplier Status', 'Supplier Classifications', 'Supplier Category', 'Supplier Group', 'Customer Account Number', 'DUNS Number', 'Payee Alternate Names', and 'Supplier Contacts'. At the bottom of the form are two buttons: 'OK' (highlighted with a red rectangle) and 'Cancel'.

- 4) From the list of search results, click the **selection box** next to the appropriate supplier for the request.
- 5) Click the **OK** button.



The screenshot shows the 'Find Suppliers' interface with search results. The header is red and contains the text 'Find Suppliers' and an 'Actions' button. The search field 'Supplier' contains the text 'sharp'. Below it, a dropdown menu shows 'Search Results (3)'. The first result, 'SHARP ELECTRONICS CORPORATION', is highlighted with a blue background and has a selection box (a small square) next to it, which is highlighted with a red rectangle. Below it are two other results: 'MERCK SHARP & DOHME CORP' and 'DOUGLAS SHARPE LLC'. At the bottom of the form are two buttons: 'OK' (highlighted with a red rectangle) and 'Cancel'.

In the supplier report:

- A status of “Active”, in the *Supplier Status* column, indicates the supplier is available to use. Other statuses include “Inactive” (supplier has not been used in a specific period of time), “Hold” (temporarily unavailable if there is an issue with this supplier file), and “Draft” (the file is being created or updated).
- The *Supplier Contacts* column lists the name(s) of the connection(s) within the supplier that works with Montclair State University.
- The *Primary Remit-To Address* shows the default location of where payments are sent for this supplier.
- The *Remit-To Connections* displays the alternate addresses on file for where payments can be sent.
- The *Order-From Connections* lists the associated addresses for where the purchase orders should be sent for this supplier. When checking the status of the supplier, make note of the preferred address of where your specific purchase order should be sent, as you will need to indicate this on the corresponding requisition.
- The *Affirmative Action*, *Business Registration Certificate*, and *Chapter 51* columns indicate which documents are on hand, the ID numbers, issue and expiration dates for the specific supplier.
- Software as a Service (SaaS) (a/k/a “Cloud”) Suppliers must have approved HECVAT (HACVAT and HECVAT Review Form) and VPAT documents in Workday with a valid date. Please check the “Find Suppliers” report for the valid date. If the field is blank or has an expired date, the requesting department must submit a completed HECVAT in **.xlsx** format. HECVAT Review request in **.docx** format and PVAT form when creating the requisition. The detailed guidance is available here: for HECVAT <https://www.montclair.edu/information-technology/security/hecvat/>. For VPAT <https://www.montclair.edu/digital-accessibility-initiative/information-for-vendors/>

Find Suppliers  				
Supplier Name	cayuse	IRS 1099 Supplier	No	
1 item				
Does Supplier have approved HECVAT	HECVAT Expiration Date	HECVAT Review Form Expiration Data	Does Supplier Have Approved VPAT	VPAT Expiration Date
Yes	10/25/2022	10/25/2025	Yes	

If the supplier does not exist in the system or the supplier's contact information is incomplete or needs updating, please have the supplier complete the Supplier Create/Maintain Form. Once you have received the completed form from the supplier, along with their W9 or W8, fill out the header section of the form with your information so that you will be notified once it is done. The form and W9 or W8 must be sent to suppliercreate@montclair.edu.

The Supplier Create/Maintain form can be found on the Procurement Services website under [Forms](#).

A supplier can be used in a transaction, ONLY if their status is “Active”, and there is data in both the “Primary Remit-To Address” and “Order-From Connections” fields.

Find Suppliers Actions											
Supplier Name sharp IRS 1099 Supplier No											
1 of 3 items											
Supplier	Supplier Name	Supplier ID	Tax ID	Supplier Status	Supplier Category	Supplier Group	Alternate Name	Supplier Contacts	Parent Supplier	Default PO Issue Email	Primary Email Address
Q	SHARP ELECTRONICS CORPORATION	S-00001832	131968872	Active	Suppliers S-Z		SHARP BUSINESS SYSTEMS	BETTJUEAN CONTE O MICHAEL CRUZ			terrya@sharpsec.com

Find Suppliers Actions							
Supplier SHARP ELECTRONICS CORPORATION IRS 1099 Supplier No							
1 item							
Primary Remit-To Address	Remit-To Connections	Order-From Connections	02 Affirmative Action Certificate Number	02 Affirmative Action Certificate Issue	02 Affirmative Action Certificate Expiration	03 Business Registration Certificate Number	03 Business Registration Certificate Date
DEPT CH 14272 PALATINE, IL 60055-4272 United States of America	SHARP ELECTRONICS CORPORATION - Remit-To: BOX 757535 PHILADELPHIA PA USA 19175-7535 SHARP ELECTRONICS CORPORATION - Remit-To: BOX 757535 PHILADELPHIA PA USA 19175-7535-1 (Inactive) SHARP ELECTRONICS CORPORATION - Remit-To: DEPT CH 14272 PALATINE IL USA 60055-4272-3	SHARP ELECTRONICS CORPORATION - Order-From: 100 PARAGON DRIVE MONTVALE NJ USA 07845-3 SHARP ELECTRONICS CORPORATION - Order-From: ONE SHARP PLAZA MAHWAH NJ USA 07495-1 SHARP ELECTRONICS CORPORATION - Order-From: ONE SHARP PLAZA MAHWAH NJ USA 07495-2	0000001013		05/15/2023	0058410	11/08/1965

To the right of the Supplier, is where you would locate the State required certificates and their expiration dates.

Dollar Threshold: \$5,910 and above Requirements: Business Registration Certificate (BRC) Policy & Regulations: State of NJ Requirement Cumulative across the University

Dollar Threshold: \$17,500 and above Requirements: Chapter 51 (Political

Contributions Disclosure Form) Policy & Regulations: State of NJ Requirement
 Dollar Threshold: \$39,400 and above Requirements: Affirmative Action Certificate.

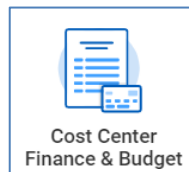
<div> <div>← Find Suppliers</div> <div>Actions</div> </div>						
<div> <div>Supplier</div> <div>SHARP ELECTRONICS CORPORATION</div> <div>IRS 1099 Supplier</div> <div>No</div> </div>						
1 item						
02 Affirmative Action Certificate Number	02 Affirmative Action Certificate Issue	02 Affirmative Action Certificate Expiration	03 Business Registration Certificate Number	03 Business Registration Certificate Date	Chapter 51 Start Date	Chapter 51 Expiration Date
0000001013		05/15/2023	0058410	11/08/1965	10/03/2018	10/03/2020

Enter a Requisition

- 1) Enter **Create Requisition** into the *Search* bar and click **Create Requisition – Task**.



Alternately, click the **Cost Center Finance & Budget** icon in the *Application window* on the Home page and select **Create Requisition** from the *Tasks* pane on the *Requisitioning* tab.



The Create Requisition screen displays and defaults data in the following fields:

- Company
- Requester
- Currency
- Deliver-To
- Ship-To
- Cost Center
- Division
- Additional Worktags – Fund, Location, Program

Create Requisition

Company *

Requester *

Currency *

Deliver-To

Ship-To *

Requisition Type

Cost Center

Division

Additional Worktags

OK Cancel

2) Click the **prompt** icon to select the **Requisition Type** (previously called the Purchasing Methodology) and is a required field. Requesters must choose from the following:

- 1 Quote – Under \$7,800
- 3 Quotes
- University Contracts (UNC#)
- BOT Waiver of Advertising
- State of New Jersey Cooperative Contract
- Federal GSA Cooperative Contract
- Local Cooperative Contract
- Nationally Recognized Cooperative Contract
- Sole Source
- Emergency Procurements
- Punch-Out Catalogs

If the Requisition Type contains an identifying number (contract ID number, BOT Waiver number, etc.), the system will prompt you for the number AFTER you click the Submit button at the end of the requisition. Once the questionnaire is launched, complete the field with the corresponding number and submit the questionnaire to the system.

Please refer to the “Requisition Type Methodologies” document posted on Procurement Services website for additional detail on these requisition type and the requirements for each.

- 3) If this requisition is for a cost center other than the one defaulted, or for a gift, grant, or project, change the worktags on this screen by clicking the **X** in the corresponding field to remove the default fields and search for the appropriate worktag via the **prompt** icon. The updated worktags will then be updated on each line of the requisition.

Note - If a requisition is created for another Cost Center, Grant, Gift, or Project that the requester does NOT have access to view, the system will display the following soft warning:



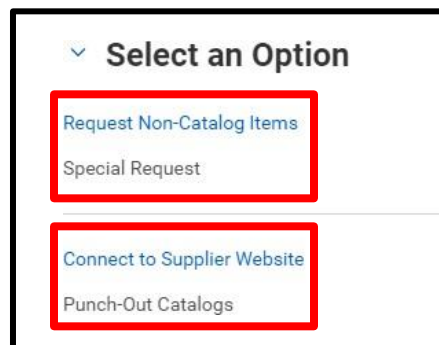
Alert

1. Page Alert

- You have used a cost center(s) that you are not listed as a requisitioner for. This will prevent you from being able to run financial reports and see payment detail. If you need this access, please request access to the following Cost Center(s):
Impacted Cost Centers:
CC10249 VP Facilities (Requisition)

This soft warning will not prevent the request from being submitted in the system.

- 4) Click the **OK** button.
- 5) On the *Create Requisition* screen, under the **Select an Option** section, select the type of request to create:
 - a. **Request Non-Catalog Items** –All purchases that are not within a Punch-Out catalog. Click the **Request Non-Catalog Items** link to begin a Special Request requisition and display the Request Non-Catalog Items request screen.
 - b. **Connect to Supplier Website** – All purchases related to Punch-Out catalogs from which to create requests. Click the **Connect to Supplier Website** to select from a list of Punch-Out Catalogs. See the Create a Punch-Out Requisition section of this guide for more details.



No Charge Goods Line

Zero value line items should be added into requisitions to better track and receive free, sample, and replacement items.

Line item 2, below, is an example of a zero-line item added to a requisition from a quote.

Goods Lines 2 items							
Goods Order Line	Line	Item and Category	Tax	Tax Recoverability	Tax Option	Quantity	Cost
Q	1	Item	Tax Applicability			Ordered 1	Unit of Measure Case
		Item Description	Tax Code			Received 0	Unit Cost 51.50
		Montclair State Memo Pads 5.5 x 8.5				Invoiced 0	Extended Amount 51.50
		Spend Category SC0172 Office Supplies					
Q	2	Item	Tax Applicability			Ordered 1	Unit of Measure Each
		Item Description	Tax Code			Received 0	Unit Cost 0.00
		Sample Notepad				Invoiced 0	Extended Amount 0.00
		Spend Category SC0172 Office Supplies					

Discounts and Credit Memos

Please note the following parameters when dealing with discounts and credit memos in requisitions:

- Workday does allow for discounts to be taken as a separate line item entered as a negative number. If the discount is \$5,000 or more, please enter this information on the header, in Other Charges field.
- If a quote has been received from the supplier with a discount, use the original price and the discount figures because the discount will automatically be deducted from the total price in Workday.
- Any credits memos should be sent to Accounts Payable directly, and NOT attached to a requisition.

Non-Catalog Items – REQUEST GOODS VS. SERVICES

Goods vs. Service Type: Goods should be selected when requesting physical objects or in the case of services that need to capture the breakdown of hours and hourly rates (such as Consulting Services). For services that do not require the breakdown of a Unit of Measure (UOM) and are task-oriented orders based on dollar amounts, Services should be selected. A requisition can have both Goods & Services lines, if applicable.

Non-Catalog Items – REQUEST GOODS

Complete the required fields as listed below:

NOTE: If the supporting quote has fifteen or fewer line items, the requisition must have all lines. If more than fifteen lines on the supporting document, one line is acceptable.

- Non-Catalog Request Type:** Select Goods when requesting physical objects or, **in the case of services that need to capture the breakdown of a unit of measure (UOM) such as hours and hourly rates (Consulting Services is an example).** Any items requested will need to be received in Workday by the requester once delivered.
- Item Description:** As this information will print on the purchase order for the supplier, enter all details for the item, including the quote number, manufacturer or part number, and specific description of the item/service being requested.
- Spend Category:** Represents the commodity being requested (previously called the Account/Category Code). Click in the field and enter the number, and name of the category, or use the dropdown list provided to locate and select the appropriate spend category.

Note – Select the spend category based on what is being purchased, not based on the related child account in the budget.

Note- Once the spend category has been selected, click the related actions **twinkie** to confirm the parent pool name for the spend category.

- Supplier** – Leave this field blank as it should be completed at the end of this process unless instructed to complete by the Procurement Department.

- Supplier Contract** – Leave this field blank unless instructed to complete by the

Procurement Department.

- f) **Quantity** – Enter the number of items for goods, or hours for services, being ordered. **Note** – Workday does not support fractions within the quantity field.
- g) **Unit Cost** – Enter the cost of one unit of the line item.
- h) **Unit of Measure** – Select the appropriate unit of measure from the dropdown list.
- i) **Extended Amount** – This field auto-calculates based on the quantity and cost fields.
- j) **Memo** – Enter information in this field for the approver and buyers. This is an internal memo line and does not print on the purchase order.

Request Non-Catalog Items

Actions

Requisition Currency * x USD

Non-Catalog Request Type

☒ Request Goods

☐ Request Service

Goods Request Details

Item Description *

Supplier Item Identifier

Spend Category *

x SC0106 Lighting Supplies ...

Supplier

Supplier Contract (empty)

Quantity *

0

Unit Cost

0.00

Unit of Measure *

select one

Extended Amount

0.00

Memo

Spend Category

SC0106 Lighting Supplies

Spend Category Name

SC0106 Lighting Supplies

Parent

Maintenance Supplies

Description

Budget Pool - General Operating

Currency

USD

Allocate Freight

Yes

Allocate Other Charges

Yes

Spend Category In Use

Yes

Add to Cart

Continue Shopping ▾

Cancel

Non-Catalog Items – REQUEST SERVICES

Request Non-Catalog Items

Requisition Currency * x USD

Non-Catalog Request Type

☐ Request Goods

☒ Request Service

Service Request Details

Description *

Spend Category *

Supplier

Supplier Contract (empty)

Start Date MM / DD / YYYY

End Date MM / DD / YYYY

Extended Amount 0.00

Memo

Add to Cart Continue Shopping Cancel

Complete the required fields as listed below:

- Non-Catalog Request Type:** Indicate Services for task-oriented orders based on dollar amounts rather than quantity. These items will need to be received in Workday based on dollars due rather than quantity. **Note:** Select Goods in the case of services that need to capture the breakdown of a unit of measure (UOM) such as hours and hourly rates (Consulting Services is an example).
- Item Description:** As this information will print on the purchase order for the supplier, enter all details for the service being requested.
- Spend Category:** Represents the type of service being requested (previously called the Account/Category Code). Click in the field and enter the number, name of the category, or use the dropdown list provided to select the appropriate category. **Note** – Select the spend category based on what is being purchased, not based on the related child account in the budget.
Note - Once the spend category has been selected, click the related actions **twinkie** to confirm the parent pool name for the spend category.
- Supplier** –Leave this field blank as it should be completed at the end of this process unless instructed to complete by the Procurement Department.
- Supplier Contract** – Leave this field blank unless instructed to complete by the Procurement Department.
- Start Date/End Date** – If the service begins and ends on specific dates, enter them here. This information will print on the purchase order, and is used only as reference within the system.
- Extended Amount** – Enter the total cost of the service here.
- Memo** – Enter information in this field for the approver and buyers. This is an internal memo line and does not print on the purchase order.

Once the “Request Goods” or “Request Services” have been filled in:

- 1) Click the **Add to Cart** button in the lower left corner of the screen to include the line information in the request.

The *Add to Cart* confirmation pop-up message displays on the top banner of the screen.

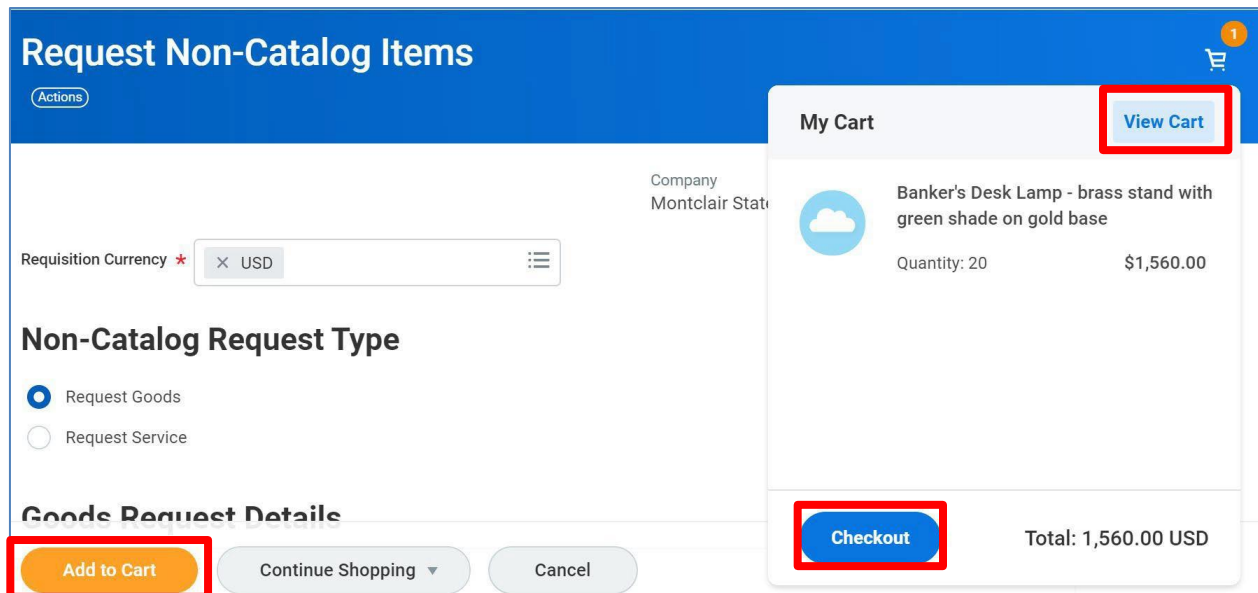


- 2) Fill in the blank form with the next line item of your order, and click the **Add to Cart** button until all lines have been added to the requisition.
- 3) Click the **shopping cart icon** in the upper right corner of the screen to review line items in the cart.



The Cart pop-up window displays the goods and/or services that have been added to the cart, on the upper right corner of the screen.

- 4) To review the details of the line items within the cart, click the **View Cart** button, within the pop-up window. If you do not need to adjust any of the line items, click the **Checkout** button in the lower left corner of the pop-up window.



- 5) Review each item's information in the cart and click the **Checkout** button to proceed with the request when done. **Note** - The only fields which can be edited on this screen are: Description, Quantity, and Memo. Should any line need to be deleted, click the trash can on the corresponding line.

Cart

Company: Montclair State University | Requester: Becky Pataki | Requisition Type: Other | Total Amount: \$1,560.00 | Currency: USD

1 Item

Item	Quantity	Unit Cost	Extended Amount
Banker's Desk Lamp - brass stand ...	20	\$78.00	\$1,560.00

Edit

Description: Banker's Desk Lamp - brass stand with green shade on gold base

Spend Category: SC0106 Lighting Supplies

Supplier: (empty)

Supplier Contract: (empty)

Quantity: 20

Unit of Measure: Each

Unit Cost: 78.00

Extended Amount: \$1,560.00

Checkout | Continue Shopping

- 6) If additional items need to be added to the cart, click the **Continue Shopping** button then select the **Request Non-Catalog Items** option.
- 7) Click the **Checkout** button to continue.

Request Non-Catalog Items

Connect to Supplier Website

Add from Templates and Requisitions

Select from My Procurement Favorites

Checkout | Continue Shopping

Create a Punch-Out Requisition

- 1) On the *Create Requisition* screen, under the *Select an Option* section, select **Connect to Supplier Website** to open the list of Punch-Out catalogs available.

Select an Option

Request Non-Catalog Items

Special Request

Connect to Supplier Website

Punch-Out Catalogs

- 2) Click the **Connect** button on the far right of the appropriate catalog name to be brought to the associated website.

Connect to Supplier Website







Requester
Robin Walker

Currency
USD

Requisition
Univers

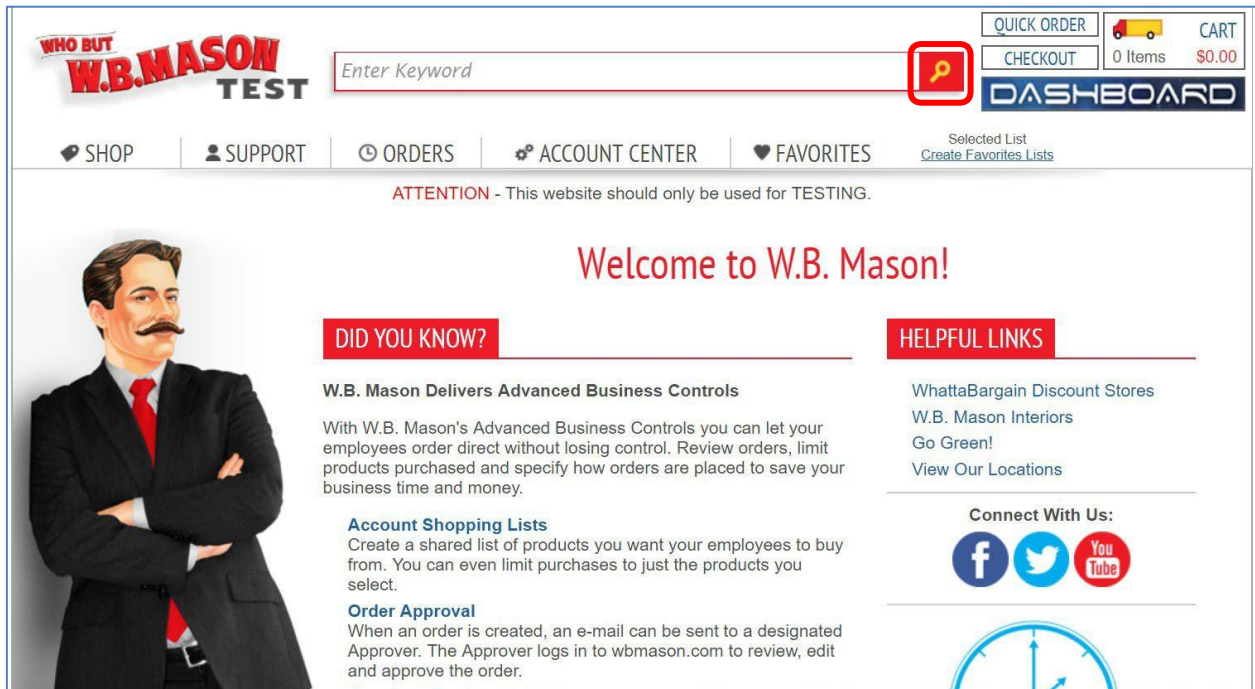
Company Montclair State University

Supplier Websites 7 items

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	W W GRAINGER INC		W W GRAINGER INC (PUNCH OUT)		Connect
	Dell		DELL COMPUTERS (PUNCH OUT)		Connect
	W B Mason		W B MASON (PUNCH OUT)		Connect
	HD Supply		HD SUPPLY FACILITIES MAINTENANCE LTD (PUNCH OUT)		Connect
	Drew & Rogers		DREW & ROGERS (PUNCH OUT)		Connect
	Fisher Scientific		FISHER SCIENTIFIC (PUNCH OUT)		Connect

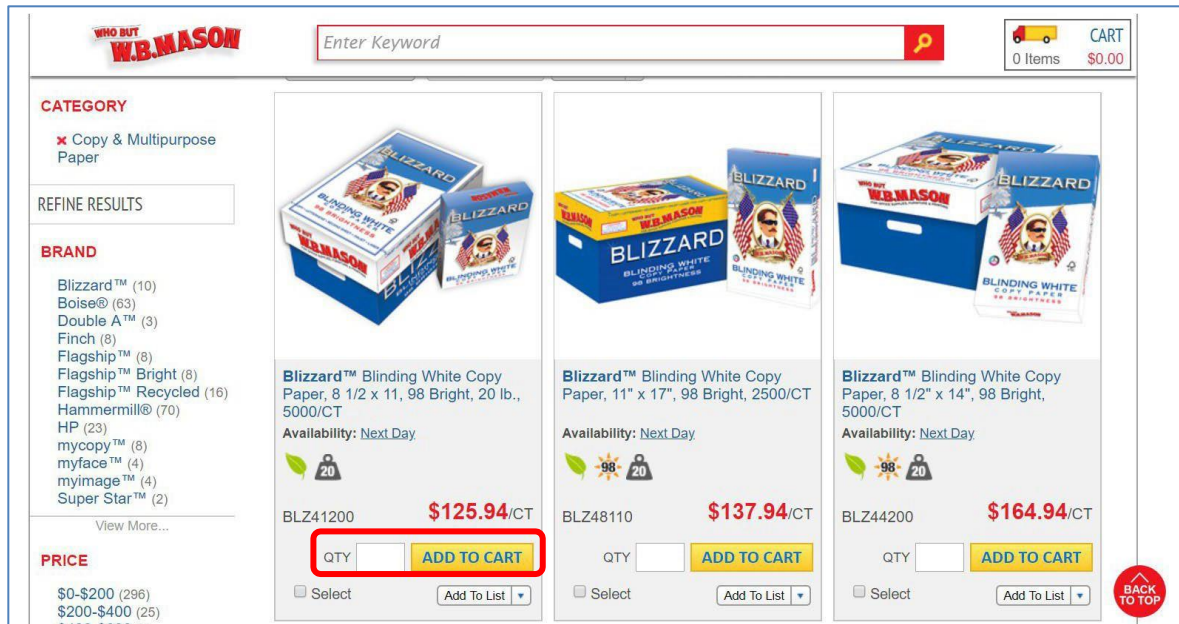
The selected website displays.

- 3) In the *Search* field, enter a keyword to locate the item(s) you are purchasing, and click the **magnifying glass** to run the search.



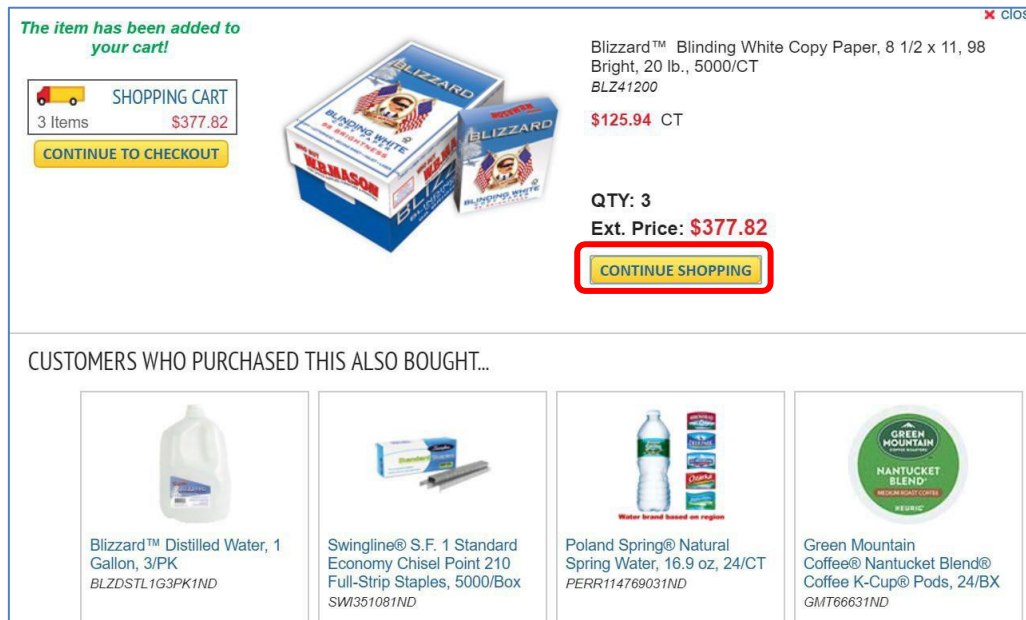
The screenshot shows the W.B. Mason website interface. At the top, there is a navigation bar with links for SHOP, SUPPORT, ORDERS, ACCOUNT CENTER, and FAVORITES. A search bar is prominently displayed with a magnifying glass icon highlighted by a red box. To the right of the search bar are buttons for QUICK ORDER, CHECKOUT, and a CART icon showing 0 items and \$0.00. Below the navigation bar, a red banner reads "ATTENTION - This website should only be used for TESTING." The main content area features a large image of a man in a suit with a mustache. To the right of the image, there is a "WELCOME TO W.B. MASON!" message. Below this, there are two sections: "DID YOU KNOW?" and "HELPFUL LINKS". The "DID YOU KNOW?" section includes links for "W.B. Mason Delivers Advanced Business Controls", "Account Shopping Lists", and "Order Approval". The "HELPFUL LINKS" section includes links for "WhattaBargain Discount Stores", "W.B. Mason Interiors", "Go Green!", and "View Our Locations". At the bottom right, there is a "Connect With Us:" section with icons for Facebook, Twitter, and YouTube.

- 4) When the results display, indicate the **quantity** of the item, and click the **Add to Cart** button to confirm the item for purchase. **Note** – Workday does not support fractions within the quantity field.



The system confirms the item has been added to your cart and provides options to Continue to Checkout or Continue Shopping.

- 5) Select **Continue Shopping** to add more items to your request. Otherwise, click the **Continue to Checkout** button.



The Workday *View Cart* screen displays and lists the items selected for the request.

Note-As this is a punch-out request, no changes can be made.

6) Click the **Checkout** button.

Note - Punch-out requests, once submitted, cannot be edited or canceled. Requesters will need to receive all goods and return them if an inaccurate quantity or item was ordered from the supplier. Please see the [Returns](#) section in this document for details on this process.

Checkout Process for a Requisition

Once the Checkout button has been selected, the system displays the Checkout screen.

Note – When the Checkout screen displays, an Error bar will appear. This is to indicate that the Supplier field must be completed. DO NOT complete the supplier field at the beginning of the form as it will then need to be manually added into each following line. Instead, the supplier should be selected at the end of the request on the **Edit Requisition Defaults** screen in order to be automatically completed on each line.

The requisition is broken down into five separate sections. Review the information within each section and complete those which are required to process the request.

- 1) The *Shipping Address* information defaults in based on the user, and cannot be changed. **Note:** The information in the **Ship-To Address** field prints on the purchase order for delivery.
- 2) Scroll down to the *Requisition Information* section.

Checkout?

Company

Montclair State University

Requester

Becky Pataki

Requisition

- new -

Status

Draft

Total Amount

1,560.00 USD

- Please do not use the Alternate address. It will prevent the requisition from being processed into PO.
- Requisition Type is required.
- Please do not enter the Sourcing Buyer information.
- Memo to Supplier-Please enter your building name and room number for desktop delivery.
- Order from Connection must be selected for the Supplier.

1 Error

Shipping Address

Deliver-To

Main Campus > University Hall

Ship-To Address

1 Normal Avenue

Montclair, NJ 07043

United States of America

Requisition Information

Request Date

02 / 12 / 2020

Currency

USD

Submit

Save for Later

Continue Shopping

...

- 3) In the *Requisition Information* section, review and complete the following fields:
- The **Request Date** field defaults in as the current date.
 - The **Currency** field populates as USD (U.S. Dollars).
 - Leave the **High Priority** check box blank as it is not being used by MSU.
 - Leave the **Sourcing Buyer** field blank.
 - The **Requisition Type** field populates based on the previous selection.
 - Leave the **Sourcing Buyer** blank as the system will populate after approval.
 - The **Other Charges** field should be completed in the header of the requisition for any specific additional charges, such as shipping and handling or hazardous materials surcharge. If there are no other charges, then leave this field blank. Please do not add freight as an additional line item.
 - In the **Memo to Suppliers** field, enter **“Attn: your full name, building code, room number”** on the first line of the field. Enter any other comments to the supplier below your “Attn to” details.
 - Enter any additional comments regarding the order for the approver or buyer in the **Internal Memo** field. For example, Grant ID#, Project #, Gift #, etc.

Requisition Information

Request Date

02 / 12 / 2020

Currency

USD

Requisition Type

Other

High Priority

☐

Sourcing Buyer

Submitted by

Becky Pataki

Freight Amount

0.00

Other Charges

0.00

Memo to Suppliers

Internal Memo

1 Error

Submit

Save for Later

Continue Shopping

...

- j) **Freight Amount**, if provided by the supplier, can be completed by entering the amount in the header of the requisition or by adding an extra line in “Services.”

Option 1: Freight on the Header of the requisition

Consolidate Requisitions on Purchase Orders	<input type="checkbox"/>
Exclude Ship-To Address when Consolidating Requisition Lines	<input type="checkbox"/>
Freight Amount	<input type="text" value="0.00"/>
Other Charges	<input type="text" value="0.00"/>
Memo to Suppliers	<input type="text"/>

Note – If this option for freight is utilized, the freight amount is distributed equally among any lines (and in turn, spend categories) on the requisition. Alternatively, freight can be added as an extra line to the requisition if freight is to be paid separately and not partially against each line item on the requisition. The process for adding freight as a separate line is outlined below.

Option 2: Freight adding an extra line to the requisition

If adding an extra line, the line **must be created as a service line** so that it can be received multiple times if needed. Click in the “+” sign under Services.

✓ Goods

1 item

Order	Image	Item	Fulfillment Source	Item Description	*Spend Category	Inventory Site Location
+		<div>Item</div> <div>Purchase Item</div>	Purchase Order	Printing of transcript paper.	<div>SC0181 Print (Non Marketing) Items</div>	

✓ Services

0 items

Order	Image	Item	Fulfillment Source	Description	*Spend Category	Extended Amount	Date
No Data							

Enter freight in the description area of the newly added line, the extended amount, and any other required information.

Services

1 item

Description	*Spend Category	Extended Amount	Date	Deliver-To	*Ship-To Address	S
Freight		125.00	Start Date MM/DD/YYYY End Date MM/DD/YYYY		1 Normal Avenue Montclair, NJ 07043 United States of America	

Attachments

Last but not least, enter the same spend category being used to procure the goods/services (if multiple spend categories are being used, choose one).

DO NOT select a separate spend category for shipping or freight as the freight is related to the spend category for the requisition.

Goods

1 item

Order	Image	Item	Fulfillment Source	Item Description	*Spend Category	Inventory Site Location
		Purchase Item	Purchase Order	Printing of transcript paper.	SC0181 Print (Non Marketing) Items	

Services

1 item


Order	Image	Item	Fulfillment Source	Description	*Spend Category	Extended Amount	Date
			Purchase Order	Freight	SC0181 Print (Non Marketing) Items	125.00	Start Date MM/DD/YYYY End Date

- 4) Scroll down to the Goods section.
- 5) In the *Goods* or *Services* sections of the requisition, use the scroll bar to review each field within the specific line and verify the following fields are complete and correct:
 - Spend Category** – confirm this is the appropriate code for the line item.
 - Supplier** – DO NOT complete the Supplier field on the line item. Use the **Edit Requisition Defaults** function at the very end of the request process.
- 6) Scroll to the far right on the line details to review the Worktag fields.
 - Cost Center** – The department number of the requester. Can be a driver field used as the basis to populate Additional Worktags.
 - Division** – Represents the section within the University for the Cost Center and defaults in based on the driver worktag selected.
 - Additional Worktags** – A collection of other identifying data. Requester can complete their Project, Gift, or Grant to populate other fields (such as Cost Center and Division) on the line.

Note: When any driver worktags are selected, the Fund, Division, Program, and Cost Center will auto populate. These defaulted values should not be changed.

****For *Facilities orders*, please select and complete the **Location** option from the *Additional Worktags* field to indicate to which building the purchase is assigned.**

Goods
1 item

	Image	Item	Item Description	*Spend Category	*Quantity	Unit Cost	Extend Amot
		Item Purchase Item	Banker's Desk Lamp - brass stand with green shade on gold base	SC0106 Lighting Supplies	Quantity * 20 Unit of Measure * Each		

1 Error

Services
0 items

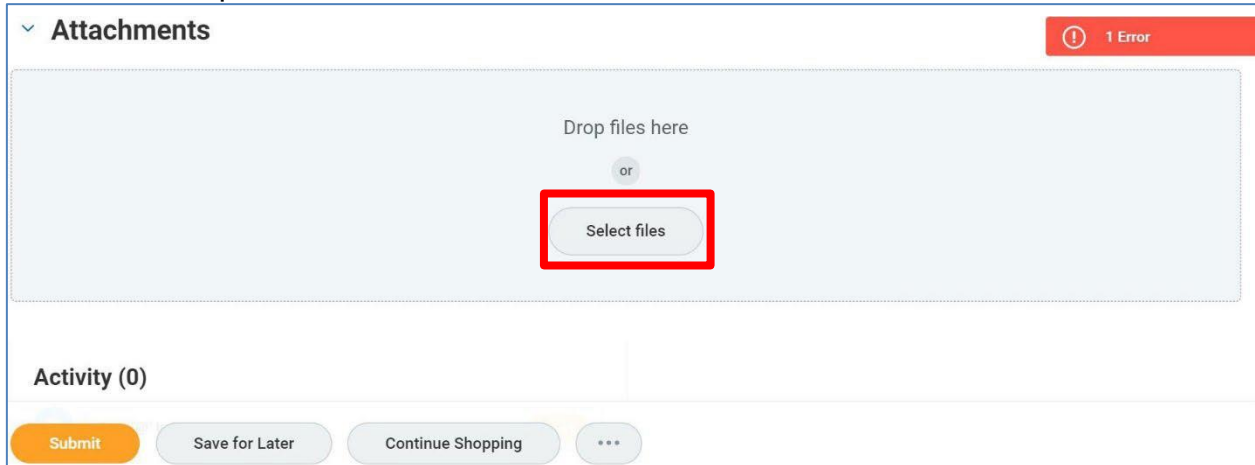
	Image	Item	Description	*Spend Category	Extended Amount	Date	Deliver-To
No Data							

7) Scroll down to the *Attachments* section.

Attach back up documentation on all requests, which can include quotes, proposals, rate sheets, contracts, sole source justifications, etc. **Note** - Each attachment should be added as a **separate file** into the system.

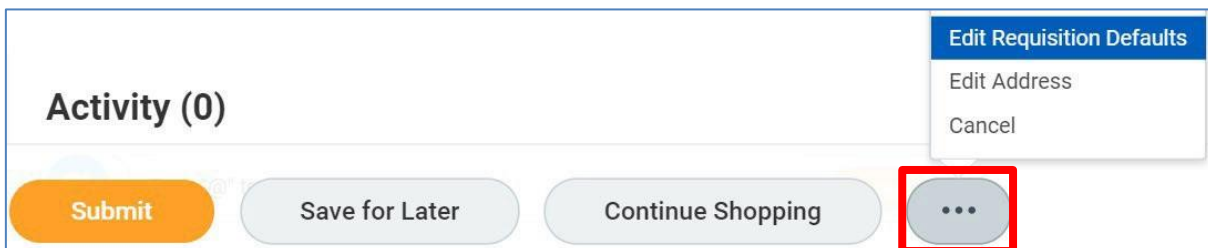
8) In the *Attachments* section, click **Select files** to attach any required/relevant, documents - such as quotes, logo files, etc., to this request.

9) Select the **External** checkbox to have the specific attachment sent to the supplier with the purchase order.



The screenshot shows the 'Attachments' section of a web application. At the top left, there is a dropdown arrow and the text 'Attachments'. At the top right, there is a red error banner with a white exclamation mark icon and the text '1 Error'. The main area is a light blue box with the text 'Drop files here' and 'or' below it. A red rectangle highlights a button labeled 'Select files'. Below this box, there is a section titled 'Activity (0)'. At the bottom of the page, there are four buttons: 'Submit' (orange), 'Save for Later' (light blue), 'Continue Shopping' (light blue), and a grey button with three dots (ellipsis).

10) At the bottom of the screen, click the grey button with the ellipse on it, and select **Edit Requisition Defaults**, to open the option to set the Requisition Defaults.



The screenshot shows the bottom of the screen. On the left, there is a section titled 'Activity (0)'. Below it, there are four buttons: 'Submit' (orange), 'Save for Later' (light blue), 'Continue Shopping' (light blue), and a grey button with three dots (ellipsis). A red rectangle highlights the ellipsis button. A dropdown menu is open from this button, showing three options: 'Edit Requisition Defaults' (highlighted in blue), 'Edit Address', and 'Cancel'.

The *Edit Requisitions Defaults* page displays.

The information entered in the *Edit Requisition Defaults* screen is where the supplier and corresponding order-from connection for the request, and any line splits for the entire request, should be entered.

- 11) In the **Supplier** field, click the **prompt** icon to add the specific supplier for this request. **Note:** only one supplier can be listed on a requisition.
- 12) In the **Order from Connection** field, click the prompt icon and select the appropriate address for the purchase order. It is required to select a Supplier and an Order From Connection.
- 13) If worktags other than those which default in with the Requisitioner need to be assigned to this request, select the **Use Default Worktags** option under the *Default Worktags and Splits* section to assign the new worktags all lines within the request. Worktags, along with cost breakdown, can be set at this field for the requisition.
- 14) If line items need to be split among different entities (cost centers, grants, gifts, and/or projects), select the **Use Default Splits** option under the *Default Worktags and Splits* section and assign the breakdown of the splits for each entity to be assigned to each line item within the requisition. If only one or some of the line items need to be split, that should be done on the specific line item(s) within the requisition and not on this screen.

- 15) Click the **Apply** button to apply this information and return to the requisition.

Split the Cost of a Line Item*

- 1) To split the cost of a line, scroll to the far right of the line and click the zero in the **Splits** column.
- 2) On the pop-up, click the drop-down to select if the split will be based on dollar amount or quantity.

*** Please note, that lines cannot be split between Bloomfield College and Montclair State University.**

- 3) On the displayed line, enter the percent or amount of the first portion of the split.
- 4) Enter the appropriate driver worktag in either the **Cost Center** field or the **Additional Worktags** field.
- 5) Click the **plus sign** immediately under the Item counter, and complete the split information on the inserted line.
- 6) Continue to add lines until 100% of the total line amount has been allocated.
- 7) Click **Done** to return to the requisition.
- 8) Click the **Submit** button to submit the request to the approver.
- 9) If the **Complete Questionnaire** button displays, click the button and complete the questionnaire to list the corresponding number for the specific purchase (i.e., contract number, board of trustees' waiver number, Co-Op number, etc.). At the end of the questionnaire (if required), click the **Submit** button to submit the request to the approver.

Review Budget Check

If the system finds an issue with the budget versus your request, a “Review Budget Check” action and Review button displays on the screen, once the request is submitted. An item will also be sent to your Inbox, Actions tab. **NOTE-This request will NOT be sent to the approver for review if there is an issue with the budget.**

You have submitted

Supplier Invoice: SI-0000000063, LENOVO US INC on 11/10/2019 for \$5,000,000.00 Actions

Up Next

U

Your

Review Budget Check

Due Date 11/11/2019

Review

> **Details and Process**

1) Click the **Review** button to drill into the request in order to find the issue.

In the upper right corner, the budget status displays.

2) Click the **View** button on the line to see the specific details of the request.

Review Budget Check

Check Budget (Financial) for Supplier Invoice Actions

Budget Check Status
Fail (Insufficient Budget)

Transaction exceeds available budget remaining in the budget pool. Correct any inaccurate worktags or create a Budget Amendment to transfer budget from another budget pool.

For Transaction: Supplier Invoice: SI-0000000063, LENOVO US INC on 11/10/2019 for: \$5,000,000.00

Request Override ☐

Budget With Exceptions

Transactions

Budget With Exceptions 1 item

Company	Budget Structure	Year	Control Periods	Budget Check Option	Budget to Date	
Montclair State University	Control Budget Structure - Parent	FY 2020	Annual	Control	<input checked="" type="checkbox"/>	<div style="border: 2px solid red; padding: 2px 5px; display: inline-block;">View</div>

Submit
Send Back
Save for Later
Cancel

3) Review the columns of the report, and pay special attention to the Budget Amount versus the Current Transaction columns.

Budget Check Exceptions

Budget Structure

Control Budget Structure - Parent

Budget

FY20 Control Budget

Budget to Date

Yes

Include Reserved Journal Lines

Yes

Evaluation Date Option

Accounting Date

Transaction: Parent Event

Supplier Invoice: SI-0000000063, LENOVO US INC on 11/10/2019 for \$5,000,000.00

1 item

Company

Ledger Account/Summary

Dimensions on Journal Lines

Budget Structure Dimensions Subject to Budget Check

Budget Amount

Spend

Current Transaction

Available Budget

Line-Level Status

Montclair State University

60525 Membership & Subscriptions

CC10293 University Controller
D53 Finance and Treasury
F10 Unrestricted Operating Fund
LENOVO US INC
N15 Institutional Support
SC0123 Memberships/Dues

CC10293 University Controller
D53 Finance and Treasury
F10 Unrestricted Operating Fund
N15 Institutional Support

52,900.00

2,067.20

5,000,000.00

(4,949,167.20)

Fail (Insufficient Budget)

- 4) Based on the information provided, decide if a Budget amendment needs to be completed, or if the request should be edited to adjust the Worktags.

Name a Non-Catalog Requisition

In order to easily identify specific requisitions when in the receiving process, each requisition should be given a unique, easily recognizable name. Once the requisition has been submitted for approval, the Requester must add a name onto the Additional Data of a request.

- 1) From the *My Requisitions* report, click the **related actions** button of the appropriate requisition.
- 2) In the *Actions* pop up menu, select **Additional Data** and **View All**.

My Requisitions

Create Requisition

Selection Criteria

Company

Document Date

Exclude Cancelled

Exclude Closed

Procurement

7 Items

Requisition

RQ-0000000234

Actions

Requisition

Accounting

Additional Data

Favorite

Procurement

Supplier Link

View All

Edit

Worker

Shipping Address

Date

Currency

Total Amount

Requisition Type

Sourcing Buyer

Submitted by

High Priority

Summary

In Progress

Montclair State University

Robin Walker

1 Normal Avenue Montclair, NJ 07043 United States of America

08/30/2019

USD

377.82

University Contracts (UNC#)

(empty)

Robin Walker

No

(UNC#)	Date	Amount	Currency	Supplier	Status	Notes
RQ-0000000178	08/20/2019	125.00	USD	COMPASS GROUP USA INC	In Progress	
RQ-0000000146	08/14/2019	150.00	USD	COMPASS GROUP USA INC	Successfully Completed	PO-0000000127
RQ-0000000141	08/13/2019	1,860.00	USD	MAACBA	Draft	Attn: Robin Walker, UNIV 5100, x 5449

- 3) On the *View All Additional Data* screen, click the **Edit** button to add the requisition name for this request.

View All Additional Data
RQ-00002279 [Actions](#)

View As Of 02/19/2020

Requisition Name

Requisition Name (empty)

Edit

- 4) On the *Edit Additional Data* screen, type the unique name in the **Requisition Name** field and click **OK**.

Edit Additional Data
RQ-00002279 [Actions](#)

Custom Object Requisition Name

Requisition Name

Requisition Name * paper for workday training delivery

OK **Cancel**

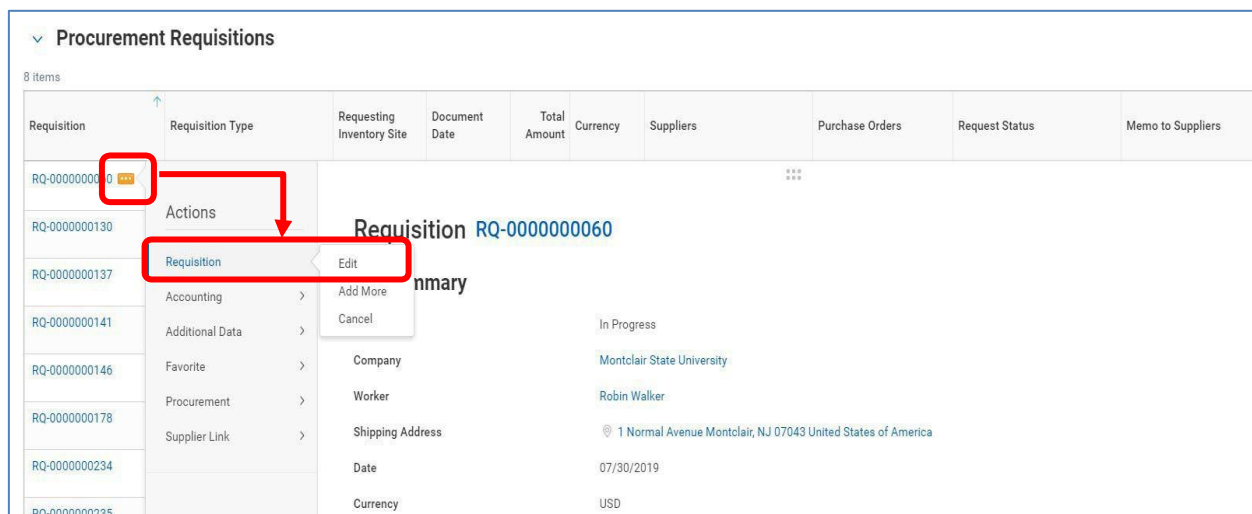
- 5) When the system confirms the name of the request, click the **Done** button.

The name of the requisition will be included on the Lifecycle Report, under the Requisition Name column, to help identify the appropriate request when receiving goods and services.

Edit a Non-Catalog Requests

Once a request has been submitted and before the Approver has processed the request, the Requester can edit a non-catalog requisition.

- 1) From the *My Requisitions* report, click the **related actions button** of the appropriate requisition.
- 2) In the *Actions* pop up menu, select **Requisition** and **Edit**.



- 3) On the *Edit Requisitions* screen, navigate to the field(s) to change and make your edits.
- 4) When all changes are made, click the **Submit** button to send the revised request back through the approval flow.

Edit Requisition

- Please do not use the Alternate address. It will prevent the requisition from being processed into PO.
- Requisition Type is required.
- Please do not enter the Sourcing Buyer information.
- Memo to Supplier-Please enter your building name and room number for desktop delivery.
- Order from Connection must be selected for the Supplier.

Shipping Address

Deliver-To
Main Campus > University Hall

Ship-To Address
1 Normal Avenue
Montclair, NJ 07043
United States of America

Requisition Information

Request Date
02 / 19 / 2020

Currency
USD

Requisition Type

High Priority
☐

Sourcing Buyer

Submitted by
Becky Pataki

Freight Amount
0.00

Other Charges
0.00

Submit

Save for Later

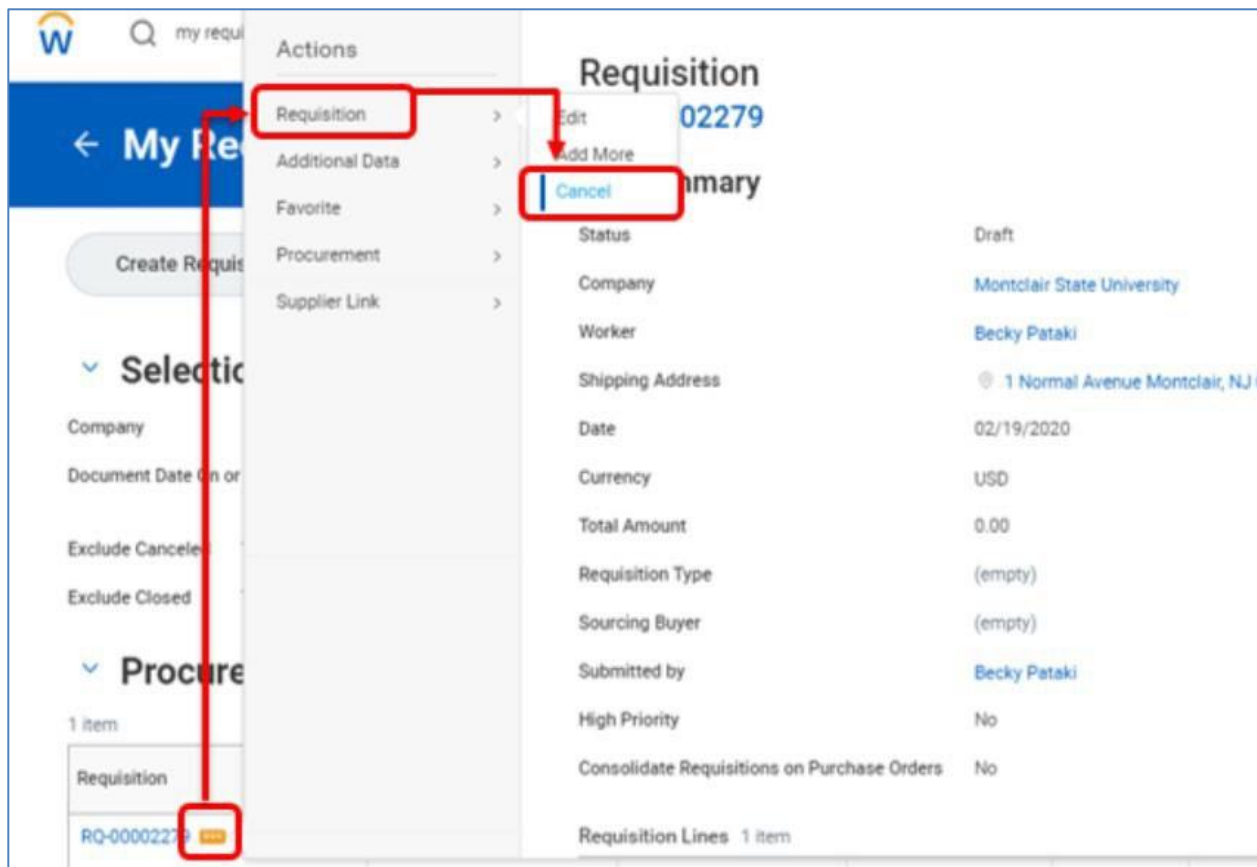
Continue Shopping

...

Cancel a Non-Catalog Requests

Once a request has been submitted and before the Approver has processed the request, the Requester can cancel a non-catalog requisition.

- 1) From the *My Requisitions* report, click the **related actions button** of the appropriate requisition.
- 2) In the *Actions* pop up menu, select **Requisition** and **Cancel**.



- 3) On the *Confirm Requisition Cancel* screen, you can type in the **Comments** area why the requisition is being canceled. Once done, review all information to ensure the correct requisition has been selected, and click the **OK** button to cancel the requisition and stop the approval flow.

Confirm Requisition Cancel RQ-00003118 ...

Company Montclair State University	Requester Employee:	Status Draft	Total Amount 0.00 USD
---------------------------------------	------------------------	-----------------	--------------------------

Please confirm you wish to cancel the Requisition below

Comments

✓ **Shipping Address**

Deliver-To Main Campus > Center For Environmental & Life Science > Room 406A

Ship-To Address 1 Normal Avenue Montclair, NJ 07043 United States of America

OK

Cancel

Confirm Requisition Cancel

RQ-00002266

Actions

Budget Check Status

Pass on 02/18/2020

Please confirm you wish to cancel the Requisition below

Shipping Address

Deliver-To

Main Campus > University Hall

Ship-To Address

1 Normal Avenue Montclair, NJ 07043 United States of America

Requisition Information

Request Date

02/18/2020

Currency

USD

Requisition Type

BOT Waiver of Advertising

High Priority

☐

Sourcing Buyer

(empty)

Submitted by

Meredith Cohen

Consolidate Requisitions on Purchase Orders

OK

Cancel

The status of the request will be listed as Canceled on the *View Requisition* screen.

View Requisition

RQ-00002266

Actions

Budget Check Status

Pass on 02/18/2020

Company

Montclair State University

Requester

Employee:

Status

Canceled

Shipping Address

Deliver-To

Main Campus > University Hall

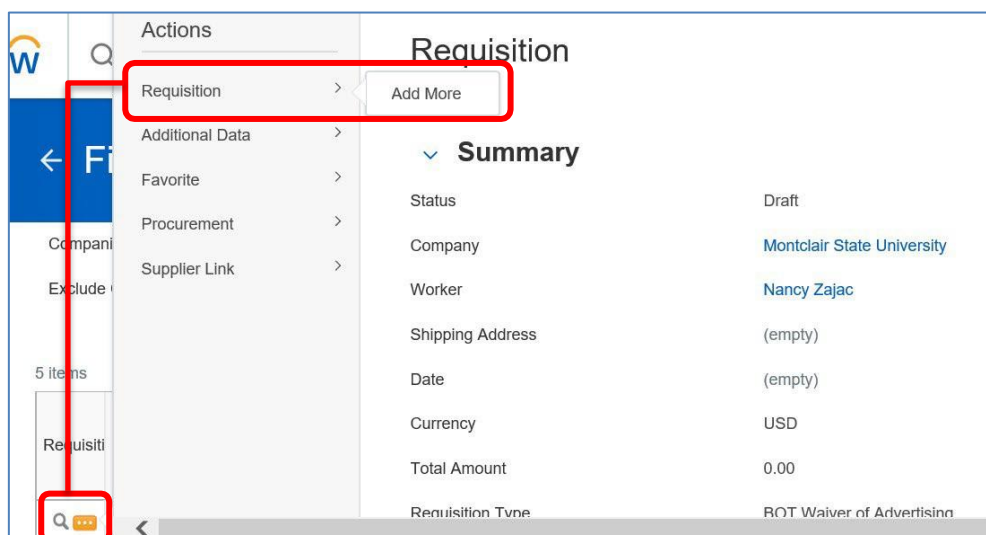
Ship-To Address

1 Normal Avenue Montclair, NJ 07043 United States of America

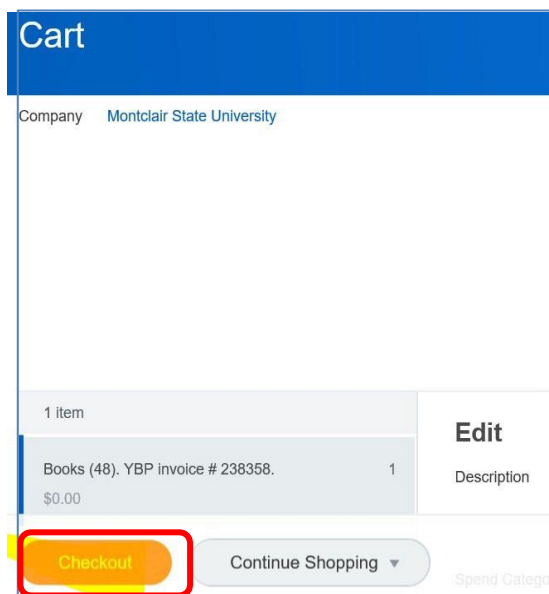
System Drafts - Requisitions

If a requester is in the process of entering a requisition and does not select Checkout or Save for Later in Workday, the system will retain the in-progress requisition with no number associated to it. Additionally, there is no encumbrance held against this type of system draft. The requester should go into the system, and periodically clean any of these requests so as to reduce the number of unnecessary requests in the system.

- 1) To locate these requests, type **Find Requisitions** in the *Search* bar, and select the same task from the results list.
- 2) Locate the line(s) within the displayed list that has no assigned requisition number(s).
- 3) Click the **twinkie** next to the magnifying glass to the far left of the targeted line.
- 4) In the **Actions** column of the pop-up window, hover over the **Requisition** option and click **Add More**.

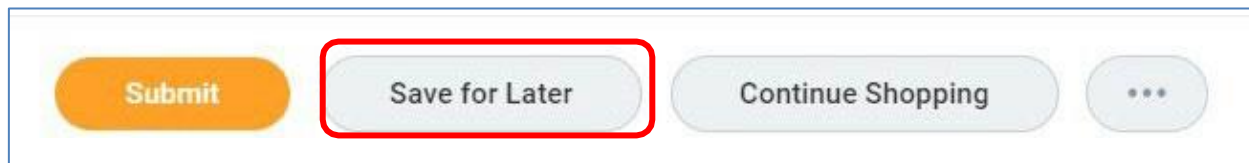


- 5) When the *Cart* screen opens, click the **Checkout** button in the lower left corner of the screen.



Note – Any errors in the request must be resolved before the request can move forward and be canceled.

- 6) On the *Checkout* screen, click the **Save for Later** button in the lower left corner.

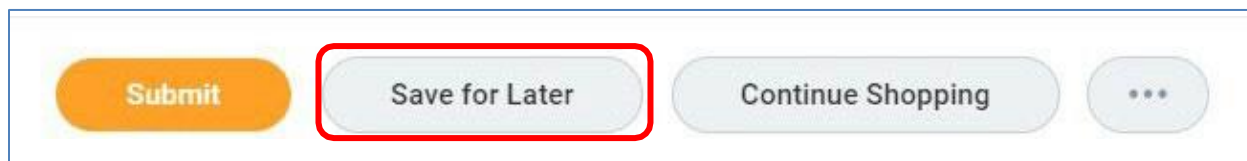


The requisition will now have a number associated to it.

- 7) Click the **Actions** button on the banner, next to the requisition number, then hover over the **Requisition** link and click on the **Cancel** option.
- 8) When the page refreshes, click the **OK** button in the lower-left corner of the screen to confirm to cancel this request.

Save for Later

- 1) When the **Save for Later** button is selected, your request has been saved in the system and can be returned later.



- 2) Type **My Requisitions** in the *Search* bar in the upper left corner of the screen and select the same option from the search results to view a list of your requisitions.



The *My Requisitions* screen displays.

My Requisitions

Company	<div>X Montclair State University ...</div>
Requisition	<div></div>
Status	<div></div>
Requisition Type	<div></div>
Requesting Inventory Site	<div></div>
Document Date On or After	<div>01 / 19 / 2020</div>
Document Date On or Before	<div>MM / DD / YYYY</div>
Supplier	<div></div>
Spend Category	<div></div>
Item	<div></div>
Project	<div></div>
Purchase Order	<div></div>
Exclude Canceled	<div><input checked="" type="checkbox"/></div>

Exclude Canceled

☒

OK

Cancel

- 3) Click the **OK** button in the bottom left corner to display a list of all related requisitions.

← My Requisitions

Create Requisition

Selection Criteria

Company

Montclair State University

Document Date On or After

07/15/2019

Exclude Canceled

Yes

Exclude Closed

Yes

Procurement Requisitions

5 items

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo
RQ-0000000146	University Contracts (UNC#)		08/14/2019	150.00	USD	COMPASS GROUP USA INC	PO-0000000127	Successfully Completed		
RQ-0000000141	Other		08/13/2019	1,860.00	USD	MAACBA		Draft	Attn: Robin Walker, UNIV 5100, x 5449	
RQ-0000000137	University Contracts (UNC#)		08/12/2019	120.00	USD	COMPASS GROUP USA INC		In Progress		

The report displays the list of your requisitions listing the requisition number, type, date, amount, supplier, corresponding purchase order number (if any), status, memo to supplier, and internal memo.

To review the specific requisition details, click the requisition number in the list.

Approval Process

Once submitted, the request moves forward for reviews and approvals. The specific approver will receive a notification in their Workday Inbox.

Note: all chemical requisitions (hazardous or non-hazardous) will route to a Specialty Manager in Environmental Health and Safety for approval.

- 1) To access the item for review, click the **Inbox** icon in the top right corner of the Workday homepage.
- 2) Click the **Actions** tab, and click on the corresponding item to display the requisition.

Inbox

Actions (2)

Archive

Viewing: All

Sort By: Newest

Requisition: RQ-0000000331, Requester: Lisa Baker, Date: 06/05/2019, Amount: \$1,990.00

1 minute(s) ago - Due 06/08/2019

Manager Self Evaluation: Melissa Faulkner

1 month(s) ago - Effective 06/30/2019

Review

Requisition: RQ-0000000331, Requester: Lisa Baker, Date: 06/05/2019, Amount: \$1,990.00

Actions

1 minute(s) ago - Due 06/08/2019

For

RQ-0000000331

Overall Process

Requisition: RQ-0000000331, Requester: Lisa Baker, Date: 06/05/2019, Amount: \$1,990.00

Overall Status

In Progress

Due Date

06/12/2019

Details to Review

> Shipping Address

Approve

Send Back

Add Approvers

...

- 3) Expand and verify the following areas within the requisition before selecting to approve or send back a request.

Shipping – The 'deliver to' information.

Information – Header information of the request.


Goods/Services – Select the corresponding expansion arrow at the section to review and display the line item details. Review all details and verify the appropriate goods/services have been listed with anticipated related costs and quantities. At the far right of each line, the selected worktags display as well as any cost splitting information.

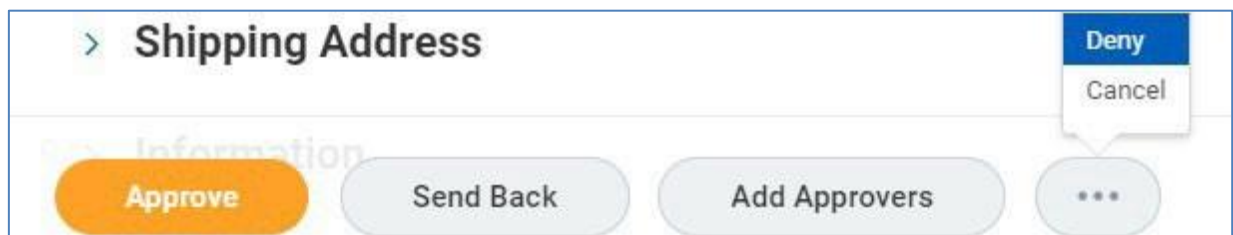
Attachment – If active, click the arrow next to Attachments to identify what has been associated to the request. Click the corresponding file name to open and review the file.

Questionnaire – If active, review and confirm the answer provided.


- 4) When all information has been reviewed and confirmed, click the **Approve** button at the bottom of the screen to approve the requisition and send it to the next approver in the workflow.

If there are changes needed, click the **Send Back** button and enter comments as to what needs to be changed. The Requester will receive a notification of the status, view the comments and edit the request.


Additional processing options are located behind the ellipse button . **Deny** terminates the request in the system. The **Cancel** option will close the screen being viewed and retain the item in the Inbox until an action is selected by the approver on the request.



Note: any comments and actions relating to this request will be captured and displayed at the bottom of the request in the *Process History* section of the screen.



Process History



Lisa Baker
Requisition Event – Step Completed

– Due 06/12/2019

The process moves forward for additional reviews and approvals to the list below.

Note: any of the approvers can Approve, Send Back the request to the Initiator with a comment on any changes to be made, or Deny which terminates the request.

- Cost Center Manager or Grant Manager (PI)
- Special Approver (if required) – Grants Accounting, Project Manager, Gift Manager, Spend Category Approver
- Buyer
- Additional Procurement Approver (if required)

When all approvals have been completed, the requisition is processed and a purchase order is created and issued to the selected supplier.

The Requester receives a notification and an email when a requisition becomes an issued purchase order.

Inbox

Actions (2)
Archive

Sort By: Newest
From Last 30 Days

RC-0000000069 for PO-0000000116
19 day(s) ago - Successfully Completed

Requisition: RQ-0000000128, Requester: Jennifer Steuber, Date: 08/08/2019, Amount: \$100.00
20 day(s) ago - Successfully Completed

Requisition: RQ-0000000127, Requester: Jennifer Steuber, Date: 08/08/2019, Amount: \$100.00
20 day(s) ago - Successfully Completed

Requisition: RQ-0000000106, Requester: Jennifer Steuber, Date: 08/05/2019, Amount: \$269.90
22 day(s) ago - In Progress: Erskine Shoulars

Check Budget (Financial) for Requisition
23 day(s) ago - Canceled

Requisition: RQ-0000000086, Requester: Jennifer Steuber, Date: 08/01/2019, Amount: \$269.90

View Event RC-0000000069 for PO-0000000116

19 day(s) ago - Successfully Completed

For RC-0000000069 for PO-0000000116
Overall Process RC-0000000069 for PO-0000000116
Overall Status Successfully Completed
Due Date 08/15/2019
Calendars In Use Consecutive Days (No Calendars Selected)

Details

Process

Receipt Receipt Number RC-0000000069 Status Approved

Summary

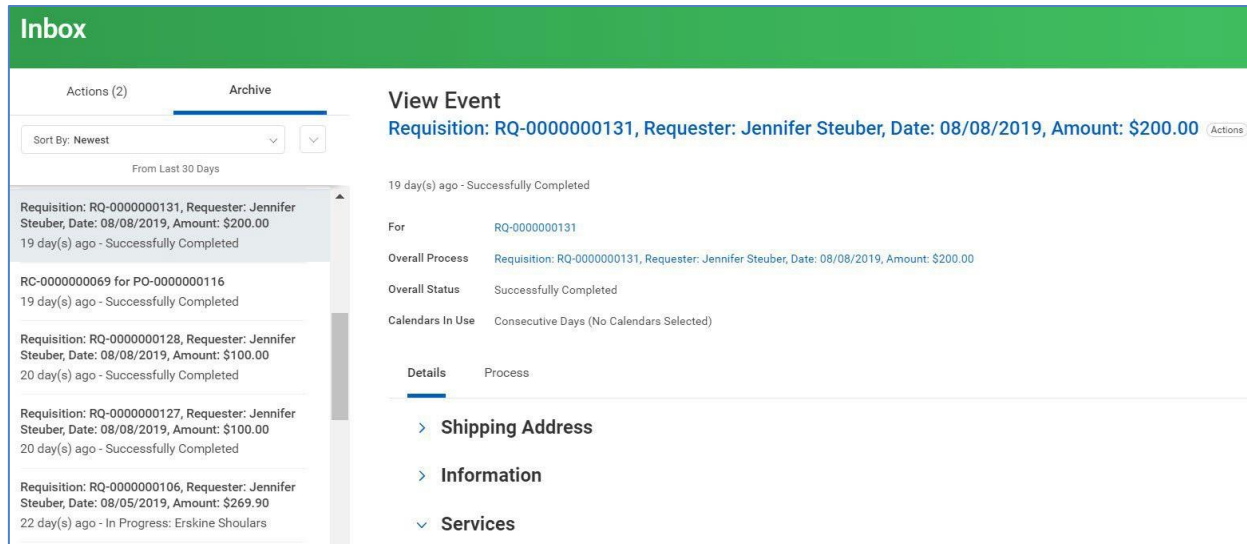
Additional Information

Company Montclair State University
Supplier COMPASS GROUP USA INC

Requester Jennifer Steuber
Requisition RQ-0000000128

Check the Status of a Requisition

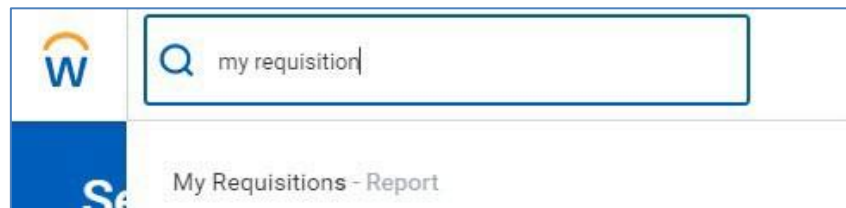
- 1) Navigate to your **Inbox** and click on **Archive** to view your submitted requests in the system.
- 2) Click on the appropriate notification to view the details of the requisition.



- 3) In the **View Event** section of the screen, the **Details** tab displays the details of the requisition, and the **Process** tab shows the process history of the request.

To view all of your requisitions:

- 4) Type **My Requisitions** in the *Search* bar in the upper left corner of the screen and select the same option from the search results.



The *My Requisitions* screen displays.

- 5) The system is set up to display all of your requisitions. To filter your results to see specific requisitions, enter data in the displayed fields of the *My Requisitions* screen. With the Exclude Canceled and/or Exclude Closed boxes selected, the result will display requisitions meeting those classifications.

My Requisitions

Company

X

Montclair State University

...

Requisition

Status

Requisition Type

Requesting Inventory Site

Document Date On or After

01 / 19 / 2020

Document Date On or Before

MM / DD / YYYY

Supplier

Spend Category

Item

Project

Purchase Order

Exclude Canceled

☒

Exclude Closed

☐

OK

Cancel

- 6) Click the **OK** button in the bottom left corner to display a list of all related requisitions.

← My Requisitions

Create Requisition

Selection Criteria

Company

Montclair State University

Document Date On or After

07/15/2019

Exclude Canceled

Yes

Exclude Closed

Yes

Procurement Requisitions

5 items

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo
RQ-0000000146	University Contracts (UNC#)		08/14/2019	150.00	USD	COMPASS GROUP USA INC	PO-0000000127	Successfully Completed		
RQ-0000000141	Other		08/13/2019	1,860.00	USD	MAACBA		Draft	Attn: Robin Walker, UNIV 5100, x 5449	
RQ-0000000137	University Contracts (UNC#)		08/12/2019	120.00	USD	COMPASS GROUP USA INC		In Progress		

The report displays the list of your requisitions listing the requisition number, type, date, amount, supplier, corresponding purchase order number (if any), status, memo to supplier, and internal memo.

To review the specific requisition details, click the requisition number in the list.

Purchase Orders


When a requisition has been completely approved and issued as a purchase order, the Requester will receive a notification and an email. If the requester needs a copy of the issued PO, please contact the buyer.

Requesters can identify statuses on purchase orders and purchase order lines. PO headers display statuses to help requesters quickly identify purchase orders that are:

- Fully invoiced or paid.
- Fully shipped or received.
- Partially invoiced or paid.
- Partially shipped or received.

View Purchase Order										
Purchase Order		PO-00000009545			Status		Issued	Receiving Status	Partially Received	Budget Check Status
										Pass

Purchase Order lines display the detail status of receipt for each line.

Goods Lines 1 item				
Goods Order Line	Line	Item and Category	Supplier Item Identifier	Business Document Status
	1	Item Item Description TK1162780T Paint Brush Brush Style Flat Sash Basic Coating Type All Paint Coatings Brush Size 2 In. Basic Bristle Material Synthetic Bristle Material Polyester Basic Handle Material Wood Bristle Stiffness Firm Paint Base Type Water Brush Thickness 916 In Spend Category SC0040 Painting Equipment	1XRL6	Receiving Status Partially Received

If changes need to be made to the request, the Requester will need to create a Change Order. Changes to purchase orders can only be:

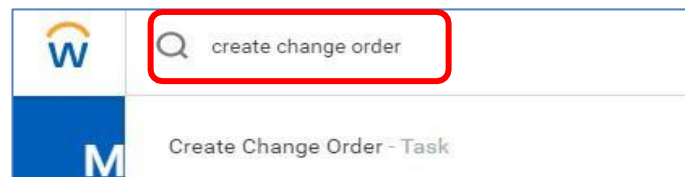
- Made up to the point of a purchase order being completely received.
- Completed on the price, description, and quantity/amount fields.
- New lines on the original request. (Entire line must be completed)

Any changes to a purchase order will re-initiate the approval flow. The complete change process is as follows:

- Purchase Order is issued.
- Requester initiates a Change Order, after verifying appropriate funding is available.
- Approver(s)/buyer processes change request.
- Requester gets approval notification and must again confirm funding is available for the change.
- Requester approves the Change Order.
- Changes are sent to Supplier via purchase order version.

Create a Change Order – (This does not apply to Punch-Outs)

1) Enter **Create Change Order** into the *Search* bar and click **Create Change Order – Task**.



2) On the *Create Change Order* screen, enter the number of the purchase order that needs to be changed, and click the **OK** button.

W create change order

Create Change Order

Purchase Order to Change

OK Cancel

- 3) A Comment Box has now been added to enter in a detailed reason as to what is being changed within your PO (For example, change order #1: changing price on line 2 from \$100 to \$80, etc.) and this comment is for the buyer's review. Your reason should also be entered in the Memo to Supplier area in order for the supplier to know what has been changed.

Create Change Order

Purchase Order PO-0000015028

Change Order Reason

Comments

- 4) If you're only changing your Worktags and do not want the PO to be sent to the supplier, select the Issue Option and change it from Email to Print.

W create change order

Create Change Order

Purchase Order PO-0000015028

Change Order Reason

Comments

Contact Information

Issue Option

Email

Print

- 5) On the header section of the *Create Change Order* screen, the **Memo** field **MUST** be completed with the details of what fields are changing. This information will be sent to the Supplier on the purchase order version.

← Create Change Order

Purchase Order PO-000000219

Summary

Company: Montclair State University

Supplier: XYZ Corp

Currency: USD

Document Date: 08/30/2019

Change Order Creation Date: 09/05/2019

Change Order Total: 60,000.00

Tax Amount: 0.00

Freight Amount: 0.00

Other Charges: 0.00

Requisition Type: Co-Op

Terms and Taxes

Payment Terms: X Net 30

Due Date: MM/DD/YYYY

Default Payment Type: Check

Override Payment Type:

Credit Card: (empty)

Shipping Terms: X FOB Destination

Shipping Method: X Standard

Shipping Instructions: Standard

Supplier Contract: (empty)

Default Tax Option: select one

Default Tax Code:

Contact Information

Issue Option: X Print

Buyer: X Halyna Hotsko

Bill-To Contact: X Cheri Jefferson

Bill-To Contact Detail: Cheri Jefferson

Bill-To Address: X 1 Normal Avenue Montclair, NJ 07043 United States of America

Ship-To Contact: X Erick Fernandez

Ship-To Contact Detail: Erick Fernandez

Ship-To Address: X 150 Clove Road Little Falls, NJ 07424 United States of America

Memo:

Internal Memo:

Submit Save for Later Cancel

- 6) Scroll down and leave the “Apply Header Changes to all lines on Save or Submit” checkbox as blank.
- 7) Select either the **Goods** or **Services** tab per your change.
- 8) On the corresponding line to be changed, scroll to the appropriate field, and enter your changes. Change additional lines as needed and add or remove lines. Everything on a PO can be changed, except the **Supplier** and **Order-From Connection**.
- 9) When all changes are completed, click the **Submit** button to re-initiate the approval process.

Apply header changes to all lines on Save or Submit ☐

Goods Lines **Service Lines** Tax Retention Terms Prepaid Details **Attachments**

Service Lines 1 Item

*Item and Category	Tax	Tax Recoverability	Tax Option	Amount
Item	Tax Applicability			Ordered 60,000.00
Description test professional services change order	Tax Code			Received 20,000.00
Spend Category * SC0129 Construction - Print Documents				Invoiced 50,000.00

Submit Save for Later Cancel

Note: If this change caused the total to be \$7,800 or greater, an attachment is now required as the Requisition Type is now 3 Quotes.

The Requester receives a notification in their Inbox when all approvers have processed this change.

Inbox

Actions (13) Archive

Viewing: All Sort By: Newest

Change Order: XYZ Corp on 09/05/2019 for \$55,000.00
35 second(s) ago - Due 09/07/2019

Return: STOCK TRAK INC on 08/30/2019 for \$300.00
5 day(s) ago - Due 09/01/2019

Return: XYZ Corp on 08/28/2019 for \$4,000.00
8 day(s) ago - Due 08/30/2019

Check Budget (Financial) for Requisition
14 day(s) ago - Due 08/23/2019

Check Budget (Financial) for Requisition
14 day(s) ago - Due 08/23/2019

Review
Change Order: XYZ Corp on 09/05/2019 for \$55,000.00 Actions

35 second(s) ago - Due 09/07/2019

For Change Order: XYZ Corp on 09/05/2019 for \$55,000.00

Overall Process Change Order: XYZ Corp on 09/05/2019 for \$55,000.00

Overall Status In Progress

Due Date 09/12/2019

Details to Review

Purchase Order PO-0000000219 Version 2 Change Order Status In Progress

Approve Send Back Add Approvers ...

- 10) The Requester will need to confirm the funds needed for the change order are available, from the R002 or the R134 (for Grants).
- 11) Once funding is confirmed, the Requester can click the **Approve** button to indicate the purchase order version can be issued.

Note: Once this step is complete, the Change Order cannot be adjusted until the purchase order version has been issued.

Check the Status of a Change Order

Note: Once entered into the system, Change Orders cannot be edited. Should any adjustments need to be made, another Change Order will need to be created and processed.

- 1) Enter the purchase order number into the *Search* field and click **Enter**.
- 2) On the *Search Results* screen, scroll down and select **All of Workday** at the bottom of the list on the left to locate the purchase order in the system.

Search Results

Categories	Search Results 1 items
Common	All of Workday
Assets	PO-0000003989 Purchase Order
Banking	
Expenses	Tip: try selecting another category from the left to see other results
Financial Accounting	
Grants	
Organizations	
People	

- 3) Click the **purchase order number** to open it.

View Purchase Order

Purchase Order

PO-0000003989

Status

Change Order In Progress

Budget Check Status

Pass on 05/04/2020

Summary

Company

Montclair State University

Purchase Order Type

(empty)

Supplier

MJA PROMOTIONS LLC

Order-From Connection

12 OAK PLACE HAWTHORNE NJ USA 07506-1

Currency

USD

Document Date

05/04/2020

- 4) To view where in the approval process the change is sitting, scroll down and select the **Version History** tab and click the **magnifying glass** on the appropriate line of the **Pending Changes** section.

Credit Card	(empty)	Bill-To Contact Detail	Cheri Jefferson
Shipping Terms	FOB Destination	Bill-To Address	1 Normal Avenue Montclair, NJ 07043 United States of America
Shipping Method	Standard	Ship-To Contact	Sonia Rios
Shipping Instructions	Standard	Ship-To Contact Detail	Sonia Rios
Supplier Contract	(empty)	Ship-To Address	1 Normal Avenue Montclair, NJ 07043 United States of America
		Memo	(empty)
		Internal Memo	(empty)

Goods Lines	Version History	Process History	Printing Runs	Balances
-------------	------------------------	-----------------	---------------	----------

Prior Versions 0 items			Pending Changes 1 item		
Purchase Order	Change Date	Total Amount	Change Order	Version	Created On
No Data				1	05/05/2020
					In Progress
					2,112.00

5) Next, when the *View Purchase Order* screen opens, scroll down and click the **Process History** tab to see who is next in the business process.



Goods Lines	Retention Terms	Prepaid Details	Process History
-------------	-----------------	-----------------	------------------------

Process History 18 items						
Process	Step	Status	Completed On	Due Date	Person	Comment
Change Order	Change Order	Step Completed	05/05/2020 02:21:02 PM	05/12/2020	Sonia Rios	
Change Order	Approval by Supplier Contract Specialist for Supplier Contract	Not Required		05/12/2020		
Change Order	Approval by Gift Manager (All)	Not Required		05/12/2020		
Change Order	Approval by Grant Manager (All)	Not Required		05/12/2020		
Change Order	Approval by Project Manager (All)	Not Required		05/12/2020		
Change Order	Approval by Cost Center Manager (All)	Approved	05/05/2020 02:21:47 PM	05/07/2020	Melissa Ginotti (Cost Center Manager)	

Create Receipt

Once the purchase order has been fulfilled by the supplier, the Requester will need to enter the receipt information into the system.

1) Enter **Create Receipt** into the *Search* bar and click **Create Receipt – Task**.

	<input type="text" value="create receipt"/>
	Create Receipt - Task

2) On the *Create Receipt* screen, enter the purchase order in the **Purchase Order** field, if known. Otherwise, click the **prompt** icon to filter on the supplier.

Alternately, go to the **My Requisitions** report, click the twinkie of the corresponding PO number to hover over the *Receipt* option, in the Related Actions area, and click

Create in order to enter the PO number into the initial *Create Receipt* screen. If Create receipt is not an option, please check the PO detail business document lines for any draft receipt before continuing.

Business Document Lines
RC-0000000101 for PO-0000000332 - Line 1 - Draft
RC-0000000703 for PO-0000000332 - Line 1 - Approved
RQ-00000363
Supplier Invoice: SI-0000004654 - 375

Note: The system will not allow multiple drafts. Only one receipt draft per PO is allowed.

- 3) ONLY if all items or hours have been received for the PO, click the **Fully Receive** checkbox.
- 4) Click the **OK** button.

Create Receipt

Attachment is required for all receipts.

☐ Purchase Order

☐ Supplier Contract

☐ Alternate Supplier Contract

Fully Receive ☐

OK

Cancel

The *Create Receipt* screen displays.

Create Receipt

RC-0000007604 for PO-0000005793 Actions

Information
Attachments
Lines

1 item

Goods Lines

Computer supplies	0/2 Case
-------------------	-------------

Line Information

Item Description Computer supplies

PO Line PO-0000005793 - Line 1

Quantity to Receive

0

Unit of Measure Case

Fully Receive ☐

Quantity Ordered 2

Ordered Quantity Invoiced 0

Total Quantity Already Received 0

Memo

Submit
Save for Later
Cancel

- 5) Scroll down and click on the **Lines** tab to enter the actual receipt for goods or services.

When receiving goods, click in the **Quantity to Receive** field on the corresponding item line and enter the **actual amount** of items received.

When receiving services, click in the **Amount to Receive** field on the corresponding service line and enter the **actual amount** of units received.

Note – When receiving within a multi-line purchase order, **all** lines must have a quantity entered. For those lines that do not have a current receipt associated with them, confirm a “0” is in the Quantity to Receive or Amount to Receive field.

You will not be able to over-receive good items; a change order must be created in order to adjust the amount for receiving.

- 6) Scroll up and click the **Attachments** tab to add your receiving document to the header of the request.
- 7) Click the **Edit** button on the Attachments screen.

- 8) Click the **Select files** button to add supporting documentation to the receipt and click **Save**. **Note:** Attachments are required for **ALL** receipts.

- 9) Scroll up and click the **Information** tab to change any information, such as the receipt date, add the tracking number and/or comments in the memo box.
 10) Click the **Edit** button on the *Information* screen.

Create Receipt

RC-0000007604 for PO-0000005793 Autosave

Purchase Order

PO-0000005793

Supplier

DELL MA

Information

Attachments

Lines

Summary

Company

Montclair State University

Supplier

DELL MARKETING LP

Receipt Date

09/11/2020

Memo

(empty)

Instructions

Attachment is required for all receipts.

Additional Information

Requester

Hilal Tabakci

Requisition

RQ-00006223

Requisition Type

Hunterdon County Educational Services Commission Coop

Purchase Order

PO-0000005793

Currency

USD

Created by

Hilal Tabakci

Tracking Number

(empty)

Edit

- 11) Add and update the information, such as the receipt date, the tracking number and/or comments in the memo box as needed, and click **Save**.

Create Receipt

RC-0000007604 for PO-0000005793 Autosave

Purchase Order

PO-0000005793

Supplier

DELL MA

Information

Attachments

Lines

Summary

Company

Montclair State University

Supplier

DELL MARKETING LP

Receipt Date *

09/11/2020

Memo

Instructions

Attachment is required for all receipts.

Additional Information

Requester

Hilal Tabakci

Requisition

RQ-00006223

Requisition Type

Hunterdon County Educational Services Commission Coop

Purchase Order

PO-0000005793

Currency

USD

Created by

Hilal Tabakci

Tracking Number

4597htlk99w23wLP

Save

Cancel

enter your comment

Submit

Save for Later

Cancel

- 12) Click the **Submit** button to process the receipt.

The system displays the confirmation banner that the receipt was successfully submitted.

You have submitted

RC-0000007604 for PO-0000005793 [Actions](#)



Process Successfully Completed

Do Another

[Create Receipt](#)

[Details and Process](#)

View Receipts

- 1) To view all of your receipts within the system, type **My Receipts** in the *Search* field and select the corresponding search result.
- 2) When the *My Receipts* page displays, click the **OK** button in the bottom left corner to display all receipts related to your sign on. Otherwise, enter criteria in the appropriate fields to filter your search results.

My Receipts

Company	<input type="text"/>
Receipt	<input type="text"/>
Receipt Status	<input type="text"/>
Receipt Date On or After	<input type="text" value="MM / DD / YYYY"/>
Receipt Date On or Before	<input type="text" value="MM / DD / YYYY"/>
Supplier	<input type="text"/>
Purchase Order	<input type="text"/>
Supplier Contract	<input type="text"/>
Spend Category	<input type="text"/>
Item	<input type="text"/>

[Manage Filters](#)
0 Saved Filters

[Save](#)

[OK](#) [Cancel](#)

A list of your related receipts displays.

← My Receipts Actions								
15 items								
Receipt	Receipt Date	Receipt Status	Purchase Orders	Company	Supplier	Contingent Worker	Total Amount	Currency
RC-0000000141 for PO-0000000193	08/29/2019	Approved	PO-0000000193	Montclair State University	STOCK TRAK INC		340.00	USD
RC-0000000142 for PO-0000000112	08/29/2019	Approved	PO-0000000112	Montclair State University	HD SUPPLY FACILITIES MAINTENANCE LTD		5,000.00	USD
RC-0000000143 for PO-0000000112	08/29/2019	Approved	PO-0000000112	Montclair State University	HD SUPPLY FACILITIES MAINTENANCE LTD		5,000.00	USD
RC-0000000127 for PO-0000000193	08/28/2019	Canceled	PO-0000000193	Montclair State University	STOCK TRAK INC		900.00	USD
RC-0000000092 for PO-0000000147	08/20/2019	Approved	PO-0000000147	Montclair State University	ARENSON FURNISHINGS INC		250.00	USD
RC-0000000094 for PO-0000000148	08/20/2019	Approved	PO-0000000148	Montclair State University	ARENSON FURNISHINGS INC		50.00	USD
RC-0000000095 for PO-0000000149	08/20/2019	Approved	PO-0000000149	Montclair State University	ARENSON FURNISHINGS INC		200.00	USD
RC-0000000096 for PO-0000000147	08/20/2019	Approved	PO-0000000147	Montclair State University	ARENSON FURNISHINGS INC		250.00	USD
RC-0000000097 for PO-0000000149	08/20/2019	Approved	PO-0000000149	Montclair State University	ARENSON FURNISHINGS INC		300.00	USD
RC-0000000098 for PO-0000000110	08/08/2019	Approved	PO-0000000110	Montclair State University	HD SUPPLY FACILITIES MAINTENANCE		30,000.00	USD

- 3) Click on any column header to access and select a sort filter for the data.
- 4) To view the details of a specific receipt, click on the appropriate receipt name in the **Receipt** field.
- 5) Click the **Goods Lines** or **Service Lines** tab to view the receipt information.

View Receipt

Receipt

Q

Receipt Number

RC-0000000141

Status

Approved

Summary

Company

Montclair State University

Supplier

STOCK TRAK INC

Document Date

08/29/2019

Memo

(empty)

Requisition Type

Other

Additional Information

Requester

Ana Pinto

Requisition

RQ-0000000213

Purchase Order

PO-0000000193

Currency

USD

Created by

Ana Pinto

Goods Lines

Service Lines

Process History

Attachments

Goods Lines

1 item

Goods Line

Item and Category

Quantity

Unit of Measure

Unit Cost

Extended Amount

Business Document Lines

Purchase Order Line Details

Delivery Type

Deliver-To

Ship-To

Q

Item

Item Description
This is for a flight

Spend Category
SC0289 Airfare

1

Each

300.00

300.00

Purchase Order Line

PO-0000000193 - Line 2

Quantity Ordered

1

Quantity Received

1

150 Clove Road > Overlook Building

NJ 074 Amenc

Cancel Receipts

- 1) To cancel a receipt, click the magnifying glass in the upper left corner of the *View Receipt* screen to display the related actions.
- 2) In the *Related Actions* window, click the **Receipt** option and select **Cancel** to remove the receipt from this purchase order.

View Receipt

Receipt RC-0000000141 for PO-0000000193

Actions

Cancel

Receipt

Business Process >

Favorite >

Return >

Goods Lines

1 item

Goods Line	Item and Category	Quantity	Unit of Measure	Unit Cost	Extended Amount	Business Document Lines	Purchase Order Line Details	Delivery Type	Deliver-To	Ship-To
1	Item	1	Each	300.00	300.00	Purchase Order Line PO-0000000193 - Line 2	Quantity Ordered 1		150 Clove Road > Overlook Building	150 NJ 074 Amertco

Cancel Draft Receipt When Only Edit is an Option

- 1) From within the *Edit Receipt* screen of the purchase order, click the **Actions** buttons and select **Edit** from the *Receipt* option.

Edit Receipt

RC-0000004563 for PO-0000002159

Actions

Receipt

Audits >

Business Process >

Favorite >

Integration IDs >

Reporting >

Edit

View Receipt

RC-0000004563 for PO-0000002159

Status Draft

Company Montclair State University

Supplier W B MASON (PUNCH OUT)

Receipt Lines 4 items

Receipt Line or Return Line Description	Extended Amount
Premium Copy Paper, 92 Bright, 20 lb., 8 1/2 x 11, White, 5000/CT	\$
Permanent Durable ID Laser Labels, 2 x 2-5/8, White,	\$

- 2) Delete the unwanted receiving lines by clicking the **trash can** on the corresponding line in the right side of the screen.

PO-0000002159 W B MASON (PUNCH OUT) Draft \$0.00 USD

Information **Attachments** **Lines**

4 items Sort By: ▾

Goods Lines

Premium Copy Paper, 92 Bright, 20 L...	9/9 Carton
Permanent Durable ID Laser Labels,...	10/10

Line Information

Item Description Premium Copy Paper, 92 Bright, 20 lb., 8 1/2 x 11, White, 5000/CT

PO Line [PO-0000002159 - Line 1](#)

Quantity to Receive 0

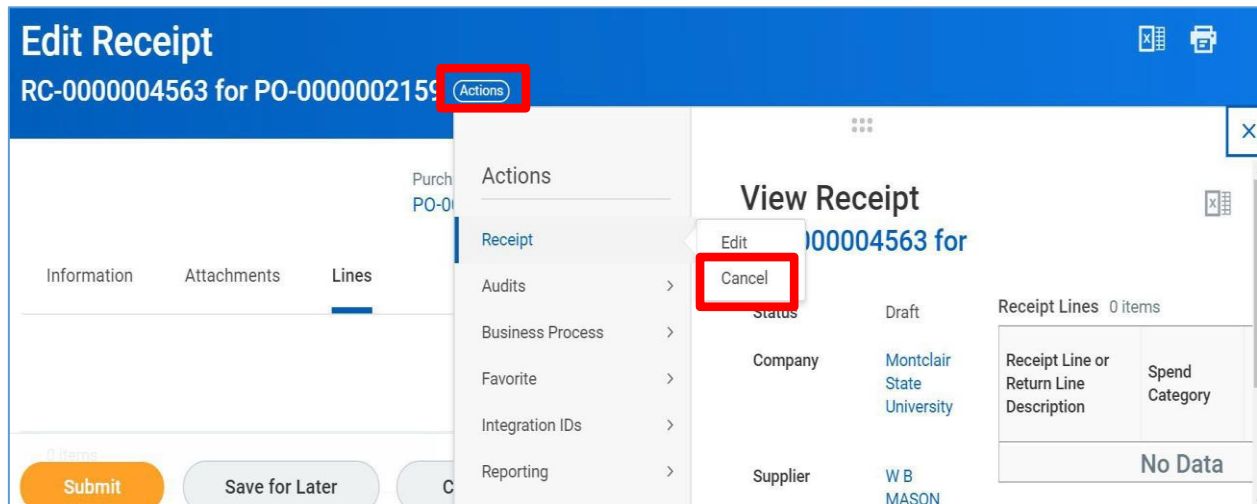
Unit of Measure Carton

Full Receive ☐

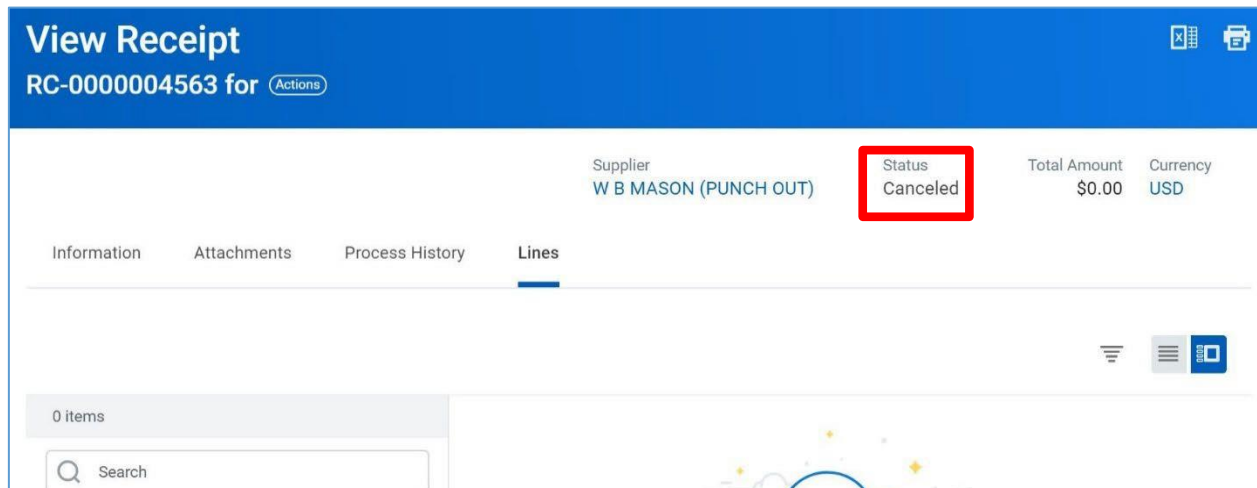
Delete

Submit **Save for Later** **Cancel**

- 3) From within the *Edit Receipt* screen of the purchase order, click the **Actions** buttons and select **Cancel** from the *Receipt* option, to cancel the draft receipt.



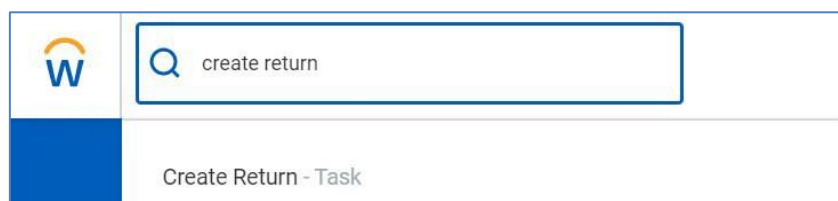
The draft receipt status now displays as canceled in the system.



Returns

When goods need to be returned to the supplier, either from over ordering or damage, the Return process needs to be completed in the system. Only items which have been received in the system can be returned.

- 1) Enter **Create Return** into the *Search* bar and click **Create Return – Task**.

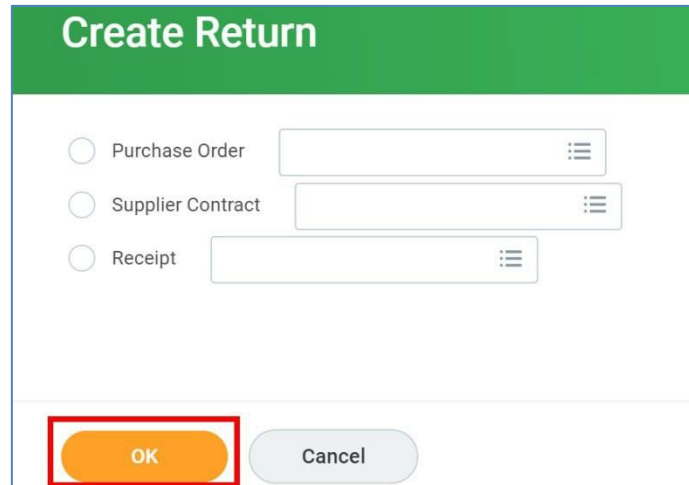


- 2) On the *Create Return* screen, enter the number of the purchase order from which

the goods were ordered.

Alternately, go to the **My Requisitions** report, click on the twinkie of the corresponding PO number to hover over the *Return* option and click **Create** in order to enter the purchase order number into the initial *Create Return* screen.

- 3) Click the **OK** button to continue.



The *Create Return* screen displays.

- 4) The Requester must complete the **Return Reason** by clicking the **prompt** icon and selecting the appropriate reason for the return.
- 5) In the **Supplier RMA** field, enter the code received from the supplier when they were notified that returns were on the way.

← Create Return

Goods Lines 5 items

Ordered	Quantity			Unit Cost	Unit of Measure	Extended Amount	Location
	Approved Receipts	Already Returned	To Return				
1	1	0	<input style="width: 50px;" type="text" value="0"/>	450.00	Each	0.00	
1	1	0	<input style="width: 50px;" type="text" value="0"/>	3,301.01	Each	0.00	
1	1	0	<input style="width: 50px;" type="text" value="0"/>	2,669.00	Each	0.00	

Return for Replacement

- 6) Scroll down to the **Goods** tab and on the appropriate line, enter the quantity of the item to be returned in the **To Return** column.
- 7) Attachments are required for each return, and should be a copy of the corresponding packing slip or any written confirmation from the supplier regarding the return.
- 8) Click the **Submit** button to confirm the return within the system.

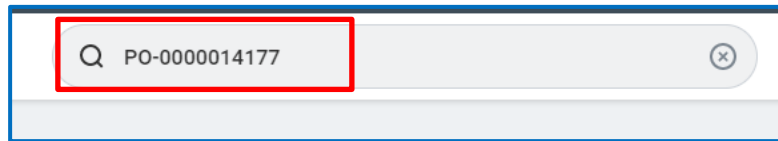
Close Purchase Order or Line

First Scenario (Notify the Supplier/Vendor before closing the PO for the item(s) or service(s)):

- If there is a purchase order with no receipt or payment, the requester can close the PO.
- If there is a PO with a receipt and no payment, the requester must cancel the receipt first, then close the PO.
- If the item has been shipped, after speaking with the supplier, please do not close the PO. Once the item is received, receive in Workday and create a return to send the item(s) back to the supplier.

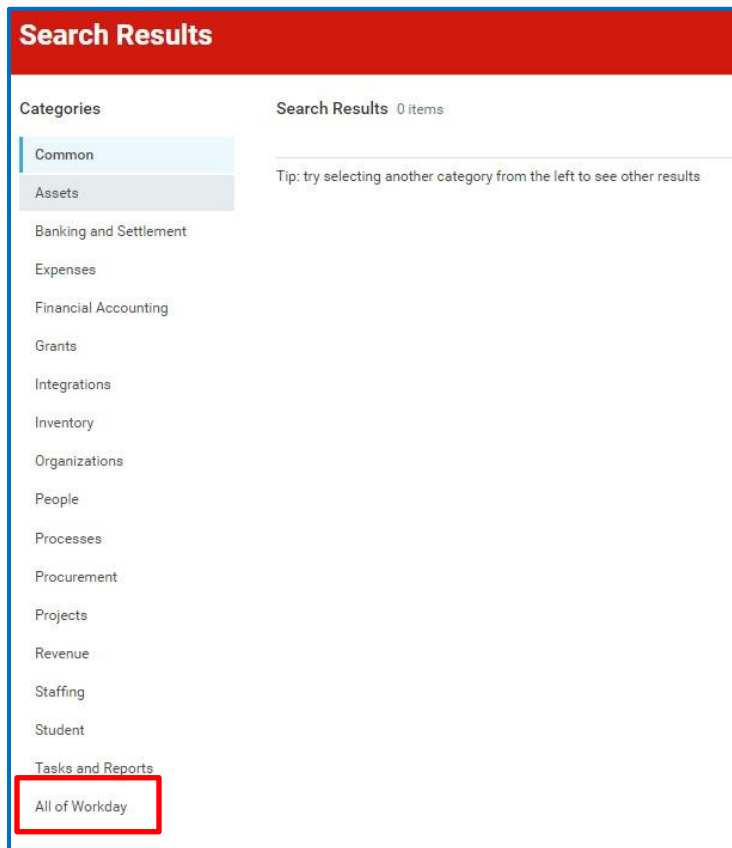
If any of these scenarios applies, then follow the below steps.

1. In the search bar of Workday, type in the PO number that needs to be closed.
2. If the PO number doesn't appear click 'All of Workday' then click on the PO to

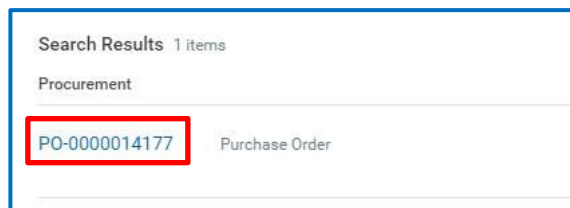


A screenshot of the Workday search bar. The text 'PO-0000014177' is entered into the search field. A red rectangle highlights the search input area. A magnifying glass icon is on the left, and a clear (X) icon is on the right.

open it



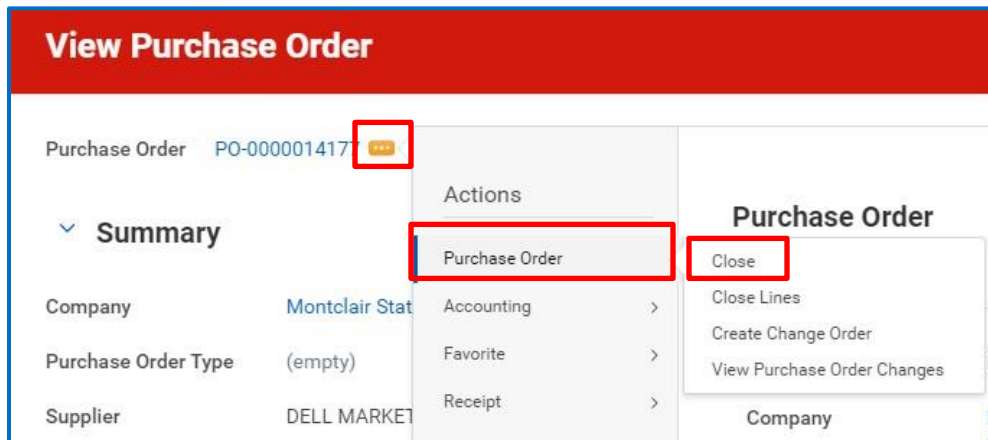
A screenshot of the 'Search Results' page in Workday. The page has a red header with the text 'Search Results'. Below the header, there are two columns. The left column is titled 'Categories' and lists various categories: Common, Assets, Banking and Settlement, Expenses, Financial Accounting, Grants, Integrations, Inventory, Organizations, People, Processes, Procurement, Projects, Revenue, Staffing, Student, Tasks and Reports, and All of Workday. The 'All of Workday' category is highlighted with a red rectangle. The right column is titled 'Search Results 0 items' and contains a tip: 'Tip: try selecting another category from the left to see other results'.



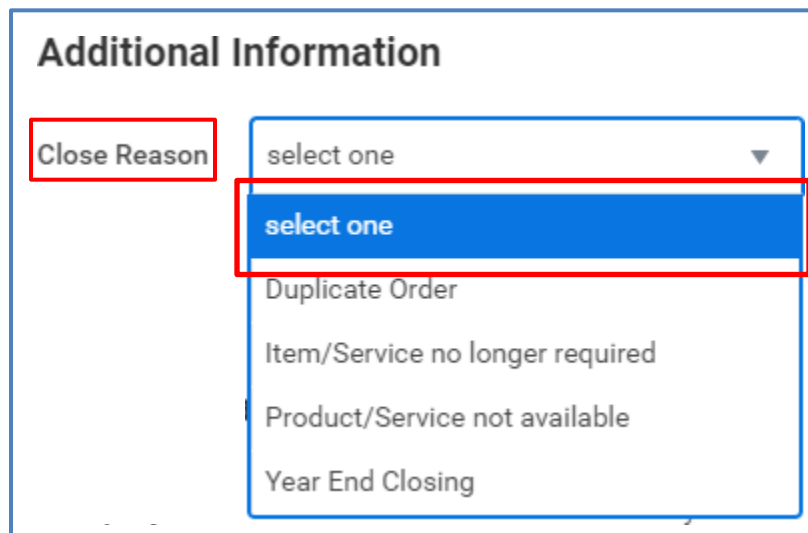
A screenshot of the 'Search Results' page in Workday, showing the results for the 'All of Workday' category. The page has a red header with the text 'Search Results 1 items'. Below the header, there is a table with one row. The first column of the table is 'Procurement' and the second column is 'PO-0000014177 Purchase Order'. The 'PO-0000014177' text is highlighted with a red rectangle.

3. Click the **related action (three dot twinkie)** next to the PO number

4. When the Related Actions pop-up displays, select **Purchase Order** and **Close**.



5. A reason must be selected when closing a purchase order. Below are the **Close Reasons**



6. On the *Close Purchase Order* screen, click **OK** to close the PO.

Close Purchase Order

Are you sure you want to close this Purchase Order?

Purchase Order

PO-0000000207

Status

Issued

Budget Check Status

Pass on 01/09/2020

Summary

Company

Montclair State University

Purchase Order Type

(empty)

Supplier

COMPASS GROUP USA INC

Order-From Connection

PO BOX 417632 BOSTON MA USA 02241-1

Currency

USD

OK

Cancel

NOTE - If **Close** is not listed as an option, there may be a **DRAFT RECEIPT** which must be canceled first before the purchase order can be closed. Please refer to the **Cancel Receipt and/or Cancel Draft Receipt When Only Edit is an Option** section of this job aid.

Ship-To Contact	Memo	Location	Business Document Lines
Russell Juzdan	265 Long Hill Rd (stone House) Gutter Cleaning - Inv 1630		<div>RC-0000000587 for PO-0000000646 - Line 1 - Draft</div> <div>RC-0000000589 for PO-0000000646 - Line 1 - Canceled</div> <div>RC-0000000602 for PO-0000000646 -</div>

7. Select **Done** to complete the Close Purchase Order process.

Second Scenario: Closing a Line on a PO (Notify the Supplier/Vendor before closing a line on the PO for an item(s) or service(s)):

1. When a receipt and/or payment is on a PO, but you are closing specific line(s) follow the below steps.

- Steps 1-3 in the first scenario. Click on **Close Lines**.
- Select the line number that should be closed by clicking on the box to the left of

View Purchase Order

Purchase Order PO-0000013372

Summary

Company Montclair Stat

Purchase Order Type (empty)

Actions

Purchase Order

Accounting >

Favorite >

Purchase Order

Edit Without Change Order

Close

Close Lines

Copy

the PO number. Select a reason for closing the line.

Goods/Service Lines 8 items | 1 selected

Line	Item	Additional Information	Spend Category	Quantity
<input checked="" type="checkbox"/>	PO-0000013372 - Line 2	<p>Goods</p> <p>Close Reason</p> <p>select</p> <p>select</p> <p>Duplicate</p> <p>Item/Service</p> <p>Product</p> <p>Year End</p>	SC0473 TV/Film/Photo Supplies	<p>Ordered</p> <p>6</p> <p>Received</p> <p>0</p> <p>Invoiced</p> <p>0</p>
<input type="checkbox"/>	PO-0000013372 - Line 3		SC0473 TV/Film/Photo Supplies	Ordered

Close Reason

Closed

Close Reason

Duplicate Order

Closed on

11/12/2021 12:19:29.424 PM

Closed by

Erick Fernandez

- Click **OK** to confirm your actions. The **Status** of the line will be changed to **Closed**, and the close reason will appear on the line.

Third Scenario: Change Order (The Change Order will be sent to the Supplier notifying of the change(s)).

When a payment has been made on a PO, a Change Order can be created. Please follow the Create a Change Order section of this Job Aid for this scenario.

Forth Scenario: Closing line on Punchout PO (Follow the second scenario steps 1-3).

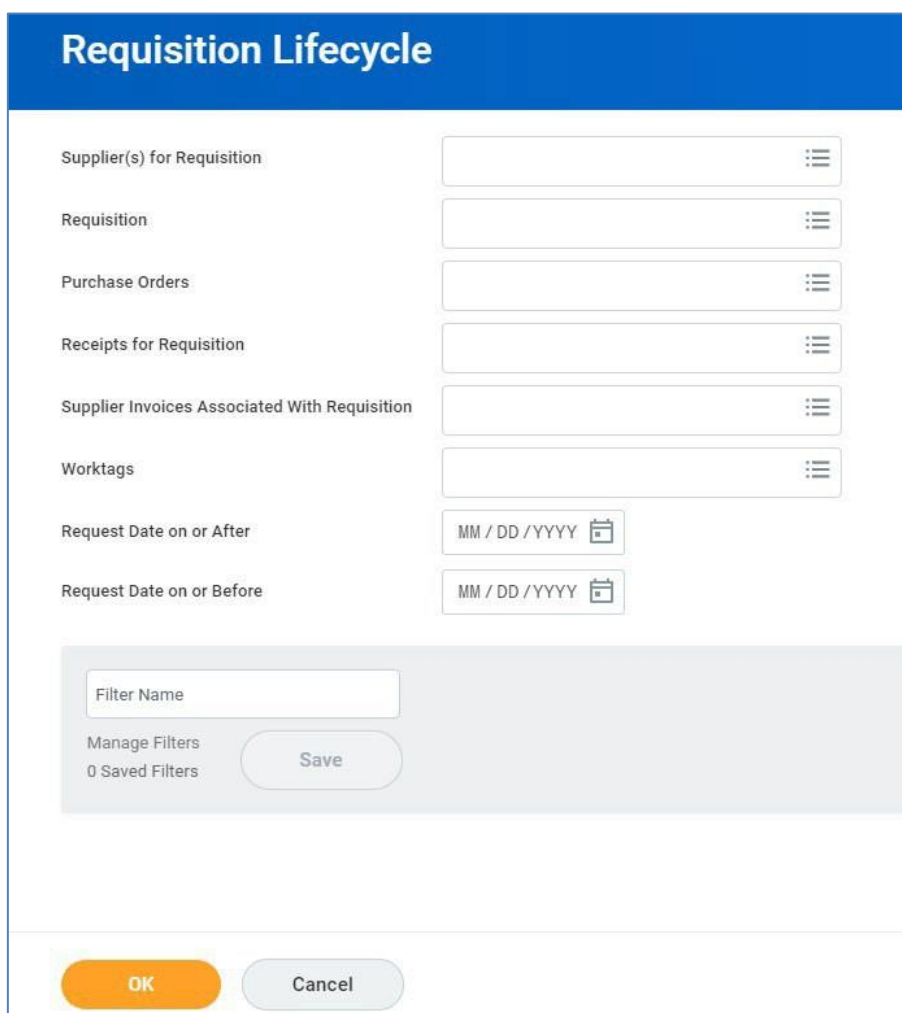
If the item has been invoiced, but not received, please contact Workday Customer Care at wccsupport@montclair.edu to notify Accounts Payable. You must also provide documentation or email from Supplier as backup in order for A/P to cancel the invoice.

Requisition Lifecycle Report

The Requisition Lifecycle Report displays all requisitions for a Cost Center, Grant, Gift, or Project, along with the related purchase orders, receipts, returns, and any payments and invoices. The report is organized by transaction type, and can be filtered on any of the requisition columns.

- 1) Enter **Lifecycle** into the search field and select **Requisition Lifecycle**.

Alternately, go to the Requisition Dashboard by selecting the **Cost Center Finance** application, and click the **Requisition Lifecycle** option in the *Reports* window.



The screenshot shows a web form titled "Requisition Lifecycle" with a blue header. Below the header, there are seven input fields, each with a label and a dropdown menu icon (three horizontal lines). The labels are: "Supplier(s) for Requisition", "Requisition", "Purchase Orders", "Receipts for Requisition", "Supplier Invoices Associated With Requisition", "Worktags", and "Request Date on or After". The "Request Date on or After" field has a date picker icon (calendar) and a placeholder "MM / DD / YYYY". Below these fields, there is a section for filters. It includes a "Filter Name" input field, a "Manage Filters" button, and a "Save" button. Below the "Save" button, it says "0 Saved Filters". At the bottom of the form, there are two buttons: "OK" (orange) and "Cancel" (gray).

- 2) Click **OK** to see the full list of all of the requisitions for which you have been granted access. This includes all transactions for the cost centers you have access to, as well as any grant purchases entered into the system.

Requisition Lifecycle Actions																
Request Date on or After 08/11/2020																
803 Items																
Purchase Orders										Supplier Invoices Associated With Requisition						
Supplier	Issue Option	Issued Date	Total Quantity Ordered	Total Quantity Received (Excl Returns)	Total Returned Quantity	Quantity Invoiced	Amount Ordered	Amount Received	Amount Invoiced	Supplier Invoice Document	Invoice Number	Supplier's Invoice Number	Invoice Amount	Invoice Status	Document Payment Status	Payment Date
Baseline Productions Llc	Email	08/18/2020	4	4	0	0	1,060.00	1,060.00	0.00							
W W Grainger Inc (Punch Out)	XML Auto	08/14/2020	1	1	0	1	23.35	23.35	23.35	Q	SI-0000010664	9620519406	23.35	Approved	Paid	08/20/2020

←

Requisition Lifecycle

Actions

Request Date on or After

08/11/2020

803 Items

Requisition	Requisition Name	Requested By	Requisition Amount	Freight Amount (Included in Requisition Amount)	Other Charges (Included in Requisition Amount)	Requisition Status	Requisition Awaiting Persons	Purchase Order	PO Number & Version	Purchase Order Status
Q	RQ-00006339	Linda Johns	651.61	28.10	0.00	Closed		Q	PO-0000005905-0	<div>Closed</div>
Q	RQ-00006341	Linda Johns	936.65	38.59	0.00	Closed		Q	PO-0000005906-0	<div>Closed</div>

The Requisition Lifecycle displays the following columns:

Requisition section

- **Requisition** – provides access to the related actions for the requisition, including view accounting, view/edit additional data, and create requisition.
- **Requisition Name** – displays the name the requester assigned to the request.
- **Requested By** – identifies the requester.
- **Requisition Amount** – shows the total amount of the request.
- **Freight Amount (Included in Requisition Amount)** - displays the freight cost for the request.
- **Other Charges (Included in Requisition Amount)** – displays any other charges related to the request.
- **Requisition Status** – displays the current status of the request.
- **Requisition Awaiting Persons** – lists any people who still need to perform an action on the request in order to move to the next step of the business process.

Purchase Order section

- **Purchase Order** - provides access to the related actions for the requisition, including closing POs, viewing accounting, and creating returns.
- **PO Number and Version** – displays the purchase order number with the current version number after the dash.
- **Purchase Order Status** – displays the current status of the PO.
- **Supplier** – indicates the purchase order vendor and if it is a punch-out order.
- **Issue Option** – displays how the PO was sent to the supplier.
- **Issued Date** – the date the purchase order was sent to the supplier.

- **Total Quantity Ordered** – shows the overall order quantity for the entire purchase order. For Service line items, the quantity will display as “0”.
- **Total Quantity Received** – shows the overall received quantity for the entire purchase order. For Service line items, the quantity will display as “0”.
- **Total Returned Received** – shows the overall returned quantity for the entire purchase order. For Service line items, the quantity will display as “0”.
- **Quantity Invoiced** – displays the total dollar amount of the invoices for the order.
- **Amount Ordered** – shows the total dollar amount of the order.
- **Amount Received** – shows the total dollar amount of goods/services received against the order.
- **Amount Invoiced** – total amount in dollars, that has been submitted via invoice(s) by the supplier, for the specific purchase order.

Supplier Invoice section

- **Supplier Invoice Document** – the original invoice(s) submitted by the supplier.
- **Invoice Number** – invoice number(s) submitted by the supplier.
- **Invoice Amount** – total amount of invoices, in dollars, submitted by the supplier.
- **Invoice Status** – current status of the invoice(s) submitted by the supplier.
- **Document Payment Status** – current pay status of invoice(s) submitted by the supplier.

Supplier Invoice Payments section

- **Payment Date** – the date the payment(s) was sent to the supplier.
- **Payment Amount** – the amount sent to the supplier.
- **Payment Type** – the mode of payment to the supplier – check or ACH.
- **Transaction Reference** – the reference number associated with the payment type.

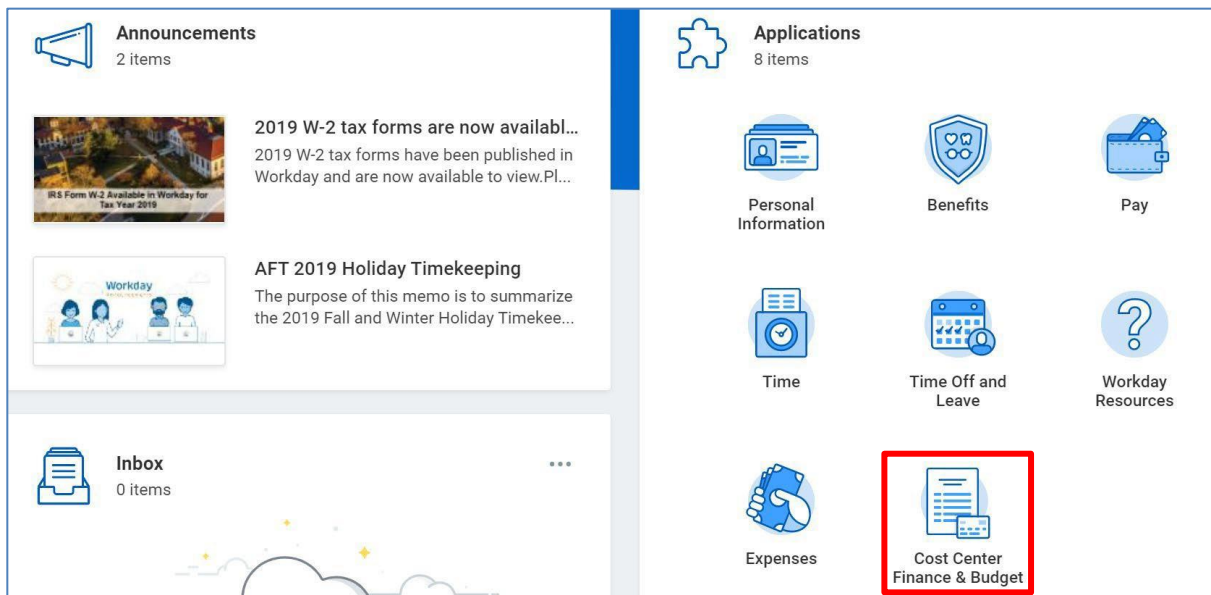
NOTES

- ✓ In order to better manage this data, each column can be filtered or sorted by clicking into the column header and selecting the appropriate action from the menu.
- ✓ Click on a **blue requisition number** to view the details of the requisition data.
- ✓ Click on the **Twinkie** (related actions) next to a requisition number to see the summary information of the request.

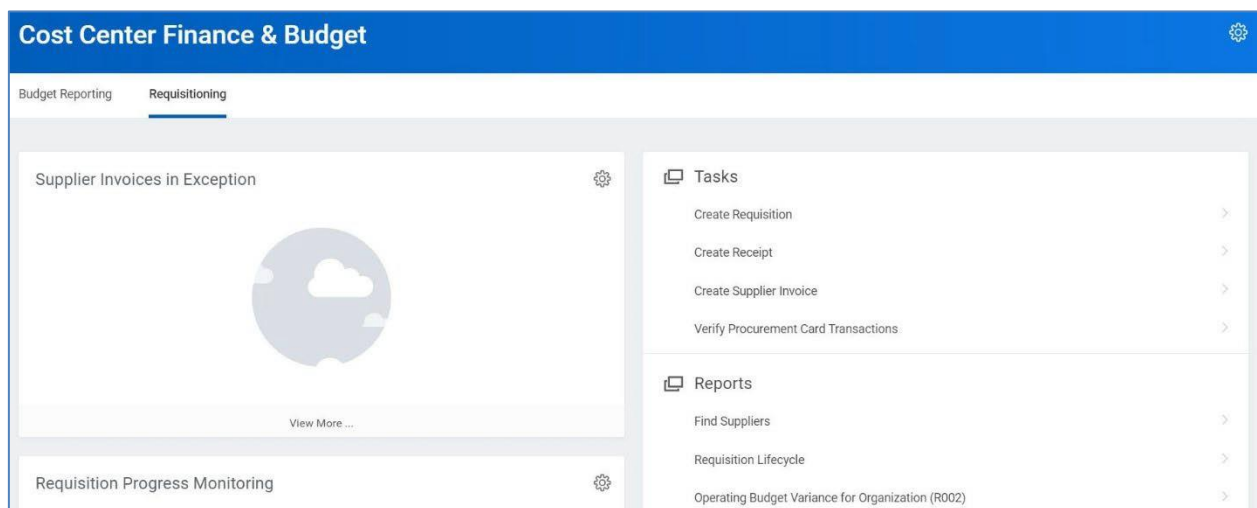
Requisition Dashboard

Dashboards are pre-configured pages related to functional areas within Workday. They are populated with related charts and data. Some may also include related tasks, menus, and announcements. In Workday, data can be entered using “tasks” and viewed using “reports.” The Workday Home page displays *Applications* that provide access to tasks and reports.

An easy way to see all of your requisitions and related transactions is to utilize your Cost Center Finance Dashboard. On your *Home* screen, click the **Cost Center Finance application icon** to launch the related dashboard for your cost center.



There are various windows on the Requisitioning tab within the dashboard, each reflecting related data for the requisitioner. Some examples of the information available are Requisition Summary by Spend Category, Requisition Summary by Supplier, Requisition Progress Monitoring, and Supplier Invoices in Exception. Additionally, there are Tasks, Reports, and Links sections that reflect the most frequently used items for requisitioners.



To see more detailed data on any of the windows, click on a data point, blue text, or the corresponding View More... bar in any window