Create a Catering Requisition

In order to automate processing invoices and payments for catered events, a purchase requisition, purchase order and a receiving must be created for each event.

Requisitioners will place an order with Chartwells, either through Catertrax system, or via an email or phone call to their office.

Chartwells will email a confirmation of the order to the Requisitioner with a 20% overage included in the Requisition Amount field of the Catering Order Form. The Requisition Amount will need to be entered into Workday as the total quantity of the request.

Check Budget

The first step in creating a Catering Requisition is to check the available budget. For cost center transactions, run the R002 Report. If the transaction is for a grant, then the R134 Report should be run.

- In the Search field, enter R002 to find and run the Budget Report.
- In the Search field, enter R134 to find and run the Grant Summary by Ledger Account report.

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.
The R002 Budget Variance Report.

Review the appropriate Parent level Available Budget column to ensure that there is money available for the proposed purchase.

If there is not enough budget in the correct parent account, a budget amendment will need to be completed and approved. Please go to the Workday 2020 website to access the Budget Amendment Reference Guide.

The R134 Grant Summary by Ledger Account report.

Once confirmed that there is enough budget to proceed, begin to build the request.

Create Requisition

1) Enter Create Requisition into the Search bar and click Create Requisition – Task.
2) Click the **prompt icon** for **Requisition Type** and choose **University Contract**.

3) Click **OK**.

4) Under the **Select an Option** section, click **Request Non-Catalog Items**.
5) Under **Non-Catalog Request Type**, select **Request Service**.

6) Enter a description under **Description** starting with the Catering Order # and name of the request (for example, **CTR# 1234 Lunch for Annual Kick-Off Meeting**).

7) Enter **SC0002** in the **Spend Category** field.

8) Leave **Supplier** field blank. This is filled in later.

9) Leave **Supplier Contract** field blank. This is filled in later.

10) Leave **Start Date** and **End Date** blank.

11) In the **Extended Amount** field, enter the amount shown on the Catering Order Form under **Requisition Amount**. (Note- this amount includes a 20% overage.)

12) Click **Add to Cart**.
13) Click **OK** to confirm item has been added to the cart.

![](image)

14) Click the shopping cart icon in top right corner to go to the **Cart**.

15) Click **Checkout**.
16) Verify **Shipping Address** is correct.
17) Click **Next**.
18) Under **Information**, confirm defaulted information is correct. Enter any comments for Catering under **Memo to Suppliers** and/or enter any additional comments regarding the order in the **Internal Memo** field, if needed.

19) Click **Next**.
20) Under **Attachments**, click **Select files** and attach the Catering Order Form that was emailed from Catering. Note- The attachment is required in the system.

21) Select **External** to ensure the Catering Order Form is sent to Catering.

22) Click **Next**.

23) Under **Line Defaults**, enter **COMPASS GROUP USA INC.** in the **Supplier** field.
24) In the **Order from Connection** field, click the prompt icon and select the appropriate address for the purchase order. This should be the Boston address for Compass Group. It is **required** to select an Order From Connection.

![Order from Connection field](image)

25) Click **Next**.

26) Under **Review and Submit** note the following fields defaulted in under **Services**:
- Deliver-To
- Ship-To Address
- Ship-To Contact
- Cost Center
- Division
- Fund

If different worktags need to be indicated, click the **X** in the corresponding field to remove the default and search for the appropriate worktag via the prompt icon.

To Split the Cost of a Line Item:

27) To split the cost of a line, scroll to the far right of the line and click the zero in the **Splits** column.

28) On the pop-up, click the drop-down to select if the split will be based on dollar amount or quantity.

![Split cost pop-up](image)

29) On the displayed line, enter the percent or amount of the first portion of the split.

30) Enter the appropriate driver worktag in either the **Cost Center** field or the **Additional Worktags** field.
31) Click the **plus sign** immediately under the Item counter, and complete the split information on the inserted line.
32) Continue to add lines until 100% of the total line amount has been allocated.
33) Click **Done**.

34) Click **Submit**.
35) Click the **Complete Questionnaire** button.

36) Enter the University Contract Number (**1072**) in the field **What is the Contract/Waiver Number?** (Required).
37) Click the **Submit** button to save this request and send it to the approver for review and processing.

**Save for Later**

1) Click the **Save for Later** button to save your request and return to it 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.

The **My Requisitions** screen displays.
3) Click the **OK** button in the bottom left corner to display a list of all related requisitions.

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.

**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.**

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.

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

Receiving a Catering Event

All goods and services must be formally received within Workday in order to allow for processing of payment to the supplier. It is important to receive accurate, actual quantities within the system.

Once a catering event has occurred, the Requisitioner will receive an email from “Montclair State Dining” containing a survey invitation and the Updated Catering Order Form.

The Requisitioner will need to click the “Print Updated Catering Order Form” link to open and view the Updated Catering Order Form and the actual expense of the event (Balance Due field).
Once opened, the Requisitioner should save the updated form as a PDF in order to attach it to the receiving screen in Workday.

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

2) Enter Purchase Order # in the **Purchase Order** field. (Once the PO# has been generated, you will receive a Notification with the PO#.)

3) **DO NOT** check Fully Receive. This would include the 20% encumbrance.

4) Click **OK**.

5) Enter the invoice amount in the **Amount to Receive** field, located on the final line of the Updated Catering Order Form as the **Balance Due** field.

6) Click **Attachments** and attach the Final Catering Order Form.

7) Click **Submit**.

**View All Requisitions**
1) Enter **My Requisitions** in the *Search* bar and select **My Requisitions – Report**.

![My Requisitions - Report](image)

2) Click **OK** to locate all of your requisitions.

![My Requisitions](image)