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, 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 functionality is available to Administrative Assistants. The approval functionality is available to Cost Center Managers.

Table of Contents

Procurement..................................................................................................................... 1
Requisitions..................................................................................................................... 2
Check Budget.................................................................................................................. 2
Confirm Supplier in Workday........................................................................................... 3
Enter a Requisition.......................................................................................................... 5
Non-Catalog Items – REQUEST GOODS....................................................................... 8
Non-Catalog Items – REQUEST SERVICES.................................................................. 10
Checkout Process for Non-Catalog Item Requests....................................................... 13
Split the Cost of a Line Item ........................................................................................ 18
Review Budget Check................................................................................................... 19
Name a Non-Catalog Requisition.................................................................................. 21
Edit a Non-Catalog Requests....................................................................................... 23
Cancel a Non-Catalog Requests.................................................................................... 24
Create a Punch-Out Requisition.................................................................................... 25
Checkout Process for Punch-Out Catalog Requests.................................................... 29
Split the Cost of a Line Item ........................................................................................ 33
Review Budget Check................................................................................................... 34
Name a Punch-Out Catalog Requisition........................................................................ 35
Save for Later.................................................................................................................. 37
Approval Process.......................................................................................................... 39
Check the Status of a Requisition.................................................................................. 41
Requisitions

The two types of requisitions within Workday are Punch-Out Catalog Requests and Special Requests. 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 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.

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.
- 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 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.

**Confirm Supplier in Workday**

**BEFORE** beginning the Requisition process, confirm the supplier exists in Workday.
1) Type **Find Suppliers for Requester** in the **Search** field in the upper left corner of the screen, and click **R081 Find Suppliers for Requester – Report**.

2) On the **Find Suppliers for Requesters** screen, enter the name of the supplier on the **Supplier** field.

3) Click **Enter** to process the search.

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

5) Click the **OK** button.
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 Classifications column indicates which documents are on hand based on the thresholds for year to date spend.

If the supplier is does not exist in the system, a Supplier Create/Maintain Form should be sent to the targeted supplier for completion and submission to the Supplier Create team.

Enter a Requisition

1) Enter Create Requisition into the Search bar and click Create Requisition – Task.
2) The Create Requisition screen displays and defaults the following fields:
   Company – Montclair State University
   Requester – based on the sign in
   Currency - USD
3) 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:
   • 2 Quotes (Delegated Purchasing)
   • 3 Quotes (Delegated Purchasing)
   • BOT Waiver of Advertising
   • Co-Op Choice Partners
   • Co-Op Educ Svc Comm Coop of NJ
   • Co-Op Hunterdon County Edu Svc
   • Co-Op NASPO Cooperative
   • Co-Op National IPA
   • Co-Op Natl Joint Power Alliance
   • Co-Op PACE
   • Co-Op PEPPM
   • Co-Op Purchasing Assoc Coop Ent
   • Co-Op Sourcewell
   • Co-Op TIPS
   • Co-Op US Comm Govt Purch
   • Emergency Procurements
   • GSA Contracts
   • New Jersey State Contracts
   • Other
   • Renewals
   • Sole Source
   • University Contracts (UNC#)
For definitions of the Requisition Types, or further information on the different Co-Ops, please check the Procurement website.

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. **Non-Catalog Items** – represents Special Request purchases for goods and services including anything that is not within a Punch-Out catalog.

   b. **Connect to Supplier Website** – opens the list of Punch-Out catalogs from which to create requests.
6) Click the **Request Non-Catalog Items** link to begin a Special Request requisition and display the Request Non-Catalog Items request screen.

Click the **Connect to Supplier Website** to select from a list of Punch-Out Catalogs.

### Non-Catalog Items – REQUEST GOODS

Complete the required fields as listed below:

a) **Non-Catalog Request Type:** Indicate if this is a request for goods or services.  
   **Note:** Select **Goods** when requesting physical objects or Consulting Services. Any items requested will need to be received in Workday by the requester once delivered.

b) **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 on the item/service being requested.

c) **Spend Category:** Represents the commodity 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 locate and select the appropriate spend category.

   **NOTE**- Once the spend category has been selected, click the related actions **twinkie** to confirm the parent pool name for the spend category.
d) **Supplier** – Leave this field blank as it should be completed at the end of this process, unless instructed to complete by the Procurement Department.

e) **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.

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.
Non-Catalog Items – REQUEST SERVICES

Complete the required fields as listed below:

a) **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.

b) **Item Description**: As this information will print on the purchase order for the supplier, enter all details for the service being requested.

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

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

e) **Supplier Contract** – Leave this field blank unless instructed to complete by the Procurement Department.

f) **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.

g) **Extended Amount** – Enter the total cost of the service here.

h) **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.

7) 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 window displays.
8) Click the OK button to confirm this item in the cart and return to a blank Request Non-Catalog Items request screen and continue shopping.

9) Continue to fill in the blank form with the next line item of your order, click the Add to Cart button, and click the OK button from the Add to Cart pop-up window until all lines have been added to the requisition.

10) Click the shopping cart icon in the upper right corner of the screen to review line items in the cart.

The Cart screen displays the goods and/or services that have been added to the cart, on the left side of the screen.

11) 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.
12) If additional items need to be added to the cart, click the Continue Shopping button then select the Request Non-Catalog Items option. Otherwise, click the Checkout button to continue.

Checkout Process for Non-Catalog Item Requests

The Checkout process consists of several steps. Each step is listed on the left side of the screen.

1) Verify Shipping Address defaults in based on the user. Review the data and confirm it is correct. Note: The information in the Default Ship-To Address field will show on the purchase order for delivery.

2) Click the Next button.

3) On the Information screen, confirm the defaulted information is correct.
   a) The Company field defaults in as Montclair State University.
   b) The Requester name populates from the system sign in.
c) Leave the Credit Card field blank as it is not being used by MSU.
d) The Requisition Type field populates based on the previous selection.
e) Leave the Sourcing Buyer blank as the system will populate after approval.
f) MSU is not using the High Priority box, leave it blank.
g) 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.
h) Enter any additional comments regarding the order for the approver or buyer in the Internal Memo field. For example; Grant ID#, Project #, Gift #, etc.
i) The Freight Amount should be completed if it is provided by the supplier, otherwise it should be left blank.
j) The Other Charges field should be completed for any specific additional charges, such as hazardous materials surcharge. If there are no other charges, then leave this field blank.

4) Click the Next button.

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.
5) On the Attachments screen, click Select files to attach any required/relevant, documents - such as quotes, logo files, etc., to this request.

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

7) Click the Next button.
The information entered on the Line Defaults screen acts as the override data for the order. This is where the supplier for the request, and any line splits for the entire request, should be entered.

8) On the Line Defaults screen, 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.

9) In the Order from Connection field, click the prompt icon and select the appropriate address for the purchase order. It is required to select an Order From Connection.

10) The Default Worktags and Splits field allows defaults to be set up for all lines within the request. Worktags, along with cost breakdown, can be set at this field for the requisition.
11) Click the **Next** button.

The final step is **Review and Submit**, where you can review, edit, and confirm various fields within the request. For each line item entered on the request, review and adjust the fields for accuracy and completion.

12) To expand line item details, click the expansion **arrow** to the left of the **Goods or Services** section.

13) 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** – the selected supplier’s name should be populated in the **Supplier** field.

14) 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.

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

---

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

---

**Split the Cost of a Line Item**

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

16) On the pop-up, click the drop-down to select if the split will be based on dollar amount or quantity.
17) On the displayed line, enter the percent or amount of the first portion of the split.
18) Enter the appropriate driver worktag in either the Cost Center field or the Additional Worktags field.
19) Click the plus sign immediately under the Item counter, and complete the split information on the inserted line.
20) Continue to add lines until 100% of the total line amount has been allocated.
21) Click Done.

22) Click the Submit button to submit the request to the approver.
23) 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.**
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.

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.

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

4) On the Edit Additional Data screen, type the unique name in the Requisition Name field and click OK.
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.
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, review all information to ensure the correct requisition has been selected, and click the **OK** button to cancel the request and stop the approval flow.
The status of the request will be listed as Canceled on the View Requisition screen.

Create a Punch-Out Requisition

1) 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.

2) Enter Create Requisition into the Search bar and click Create Requisition – Task.

3) The Create Requisition screen displays and defaults the following fields: Company – Montclair State University
Requester – based on the sign in
Currency – USD

4) 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:

- Board of Trustees Waiver
- Co-Op Educ Svc Comm Coop of NJ
- Co-Op Hunterdon County Edu Svc
- Co-Op NASPO Cooperative
- Co-Op Natl Joint Power Alliance
- Co-Op PEPPM
- Co-Op Purchasing Assoc Coop Ent
- Co-Op US Comm Govt Purch
- GSA Contracts
- New Jersey State Contracts
- University Contracts (UNC#)

For further information on the different Co-Ops, please check the Procurement website.

5) Click the OK button.
6) 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.

[Image of Create Requisition screen with highlighted Requisition Type field]
8) Click the **Connect** button on the far right of the appropriate catalog name to be brought to the associated website.

The selected website displays.

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

10) When the results display, indicate the **quantity** of the item, and click the **Add to Cart** button to confirm the item for purchase.
The system confirms the item has been added to your cart and provides options to Continue to Checkout or Continue Shopping.

11) 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.
12) Click the Checkout button.

Checkout Process for Punch-Out Catalog Requests

The Checkout process consists of several steps. Each step is listed on the left side of the screen.

1) Verify Shipping Address defaults in based on the user. Review the data and confirm it is correct. Note: The information in the Default Ship-To Address field will show on the purchase order for delivery.

2) Click the Next button.
3) On the **Information** screen, confirm the defaulted information is correct.
   a) The **Company** field defaults in as Montclair State University.
   b) The **Requester** name populates from the system sign in.
   c) Leave the **Credit Card** field blank as it is not being used by MSU.
   d) The **Requisition Type** field populates based on the previous selection.
   e) Leave the **Sourcing Buyer** blank as the system will populate after approval.
   f) MSU is not using the **High Priority** box, leave it blank.
   g) 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.
   h) Enter any additional comments regarding the order for the approver or buyer in the **Internal Memo** field. For example; Grant ID#, Project #, Gift #, etc.
   i) The **Freight Amount** should be completed if it is provided by the supplier, otherwise it should be left blank.
   j) The **Other Charges** field should be completed for any specific additional charges such as hazardous materials surcharge. If there are no other charges, then leave this field blank.

4) Click the **Next** button.
5) Attachments are not needed for punch-out requests. On the *Attachments* screen, click the **Next** button.

The information entered on the *Line Defaults* screen acts as the override data for the order. This is where the supplier for the request, and any line splits for the entire request, should be entered.

6) On the *Line Defaults* screen, the **Supplier** field should not be completed as it will default based on the Punch-Out catalog selected.

7) The **Default Worktags and Splits** field allows defaults to be set up for all lines within the request. Worktags, along with cost breakdown, can be set at this field for the requisition.
8) Click the **Next** button.

The final step is **Review and Submit**, where you can review, edit, and confirm various fields within the request. For each line item entered on the request, review and adjust the fields for accuracy and completion.

9) To expand line item details, click the expansion **arrow** to the left of the line.
10) Scroll to the far right on the line details to review the Worktag fields.

**Cost Center** – The department number of the requester.

**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.

**Split the Cost of a Line Item**

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

13) On the displayed line, enter the percent or amount of the first portion of the split.
14) Enter the appropriate driver worktag in either the **Cost Center** field or the **Additional Worktags** field.
15) Click the **plus sign** immediately under the Item counter, and complete the split information on the inserted line.
16) Continue to add lines until 100% of the total line amount has been allocated.
17) Click **Done**.

18) Click the **Submit** button to continue.
19) The **Complete Questionnaire** button displays, click the button and complete the questionnaire. At the end of the questionnaire (if required) click the **Submit** button to submit the request to the approver.

**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.

**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.

Name a Punch-Out 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.

3) On the View All Additional Data screen, click the Edit button to add the requisition name for this request.
4) On the *Edit Additional Data* screen, type the unique name in the **Requisition Name** field and click *OK*.

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.

**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.
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.

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.

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.
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) 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.

**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 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**

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.
3) 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.

4) Scroll down and leave the “Apply Header Changes to all lines on Save or Submit” checkbox as blank.

5) Select either the **Goods** or **Services** tab per your change.

6) On the corresponding line to be changed, scroll to the appropriate field, and enter your changes. Change additional lines as needed.

7) When all changes are completed, click the **Submit** button to re-initiate the approval process.
Note: if this change caused the total to be $6,880 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.

8) The Requester will need to confirm the funds needed for the change are available, from the R002 or the R134 (for Grants).

9) 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 can not 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.

3) Click the **purchase order number** to open and view the status.

4) To view where in the approval process the change is sitting, scroll down and select the **Process History** tab to review all activity on the change to date.
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**.

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.

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

4) Click the **OK** button.
The Create Receipt screen displays.

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.

6) Scroll down to add your attachment, and click the Select files button to add supporting documentation to the receipt. Note: Attachments are required for all receipts.
7) Click the **Submit** button to process the receipt.

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

---

**You have submitted**

RC-0000000052 for PO-000000047 (Actions)

Do Another
Create Receipt

Process Successfully Completed

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
Receipt
Receipt Status
Receipt Date On or After
Receipt Date On or Before
Supplier
Purchase Order
Supplier Contract
Spend Category
Item

Filter Name
Manage Filters
0 Saved Filters
Save

OK Cancel
A list of your related receipts displays.

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.

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.
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.

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.

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.

**R204 Procurement Lifecycle Report**

1) Enter R204 into the search field and select Requisition Lifecycle.

Alternately, go to the Requisition Dashboard by selecting the Cost Center Finance application, and click the R204 Requisition Lifecycle option in the Reports window.

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.
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.
- **Requisition Status** – displays the current status of the request.
- **Requisition Awaiting Persons** – lists any people that 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 close PO, view accounting, and create return.
- **PO Number and Version** – displays the purchase order number with the current version number after the dash.
- **Supplier** – indicates the purchase order vendor and if it is a punch out order.
- **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.
- **Total Quantity Received** – shows the overall received quantity for the entire purchase order.
- **Total Returned Received** – shows the overall returned quantity for the entire purchase order.
- **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 to 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 onto a data point, blue text, or the corresponding View More… bar in any window.

Additionally, a requisitioner can configure their Budget Reporting tab and Optional Reports tab by clicking the gear icon in the upper right corner of the screen and adding their targeted items onto the corresponding tab.