

# Spend

## Course Manual and Activity Guide

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## OVERVIEW FOR SPEND

### DESCRIPTION

Workday Procurement supports the acquisition of goods, services, and contingent labor – all from a single, comprehensive indirect spend management system. And with multi-dimensional reporting and analytics, you gain real-time visibility into spending trends across your organization. Upon completion of this training, participants will be able to execute the major Procurement events (transactions), perform administrative activities, and perform setup of the core system functionality.

Covered Topics:

- Supplier Contracts
- Requisitions
- Purchase Orders
- Contingent Worker Procurement
- Request for Quote
- Supplier Invoice Matching
- Invoicing
- Procurement Card
- Banking and Settlement
- Business Assets
- Custom Reports

### GOALS & OBJECTIVES

This course is intended to give you an understanding of the set up and concepts of Workday's Procurement functionality. The goal is to make you familiar with transactions to assist you in making decisions for your Procurement implementation.

### ACTIVITY OVERVIEW

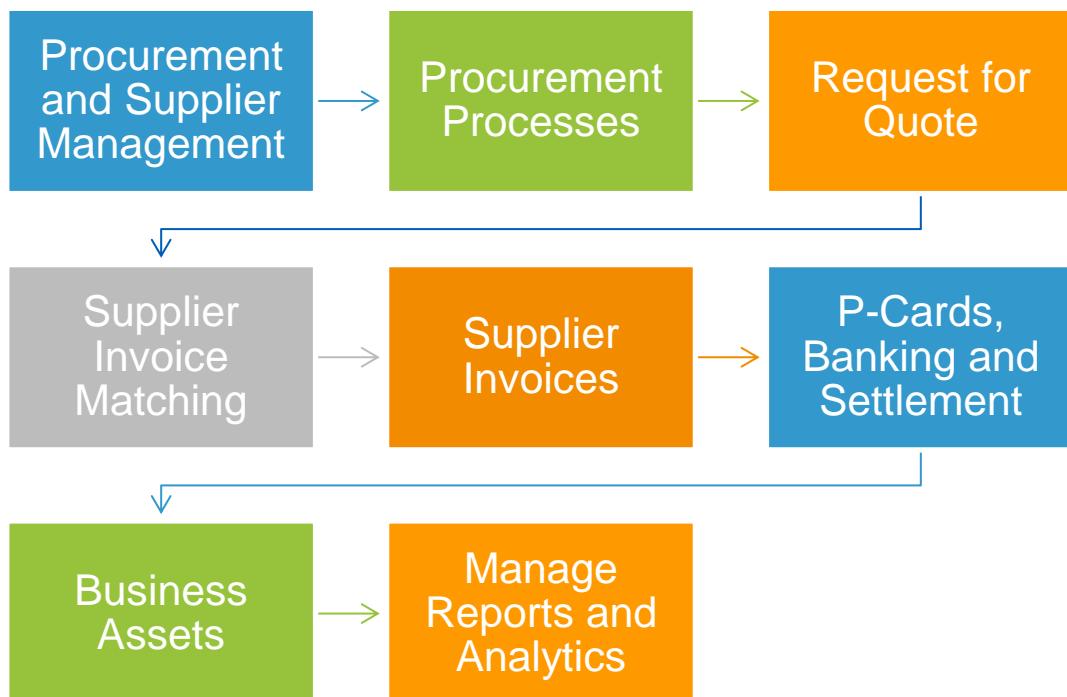
This course includes various activities, demonstrations, and videos in a Workday training tenant to provide practice configuring Spend processes and reports.



Note: Completing these activities is required to ensure a successful learning experience.

## COURSE STRUCTURE

In this course, we're going to begin with an overview of Procurement and Supplier Management and the types of data that it contains. We will discuss how supplier configuration is set up and then demonstrate how to create supplier contracts. Next, we will highlight Procurement Processes including requisitions, sourcing, purchase orders, and contingent worker procurement. In Request for Quote, we will look at the bid process used to acquire goods or services, supplier responses to the request, through awarding the request to a supplier. Next, we will explain how to use Supplier Invoice Matching, and then in Supplier Invoices, how to create supplier invoices, make invoice adjustments, and create prepaid invoices. Procurement Cards, Banking and Settlement of Payments introduces P-card functionality, and reviews banking and settlement of payments. Business Assets is used to maintain accounting rules and you will begin processing intangible assets from supplier contracts. Finally, we will discuss considerations for Managing Reports and using analytics to identify spend patterns. We will review custom reports, Report Writer, and processing forms. Let's get started!



# CHAPTER 1 – PROCUREMENT AND SUPPLIER MANAGEMENT

## OVERVIEW

This chapter will introduce procure-to-pay functionality which addresses spend for goods, contingent workers, and deliverable services. You can manage supplier contracts, place requisitions, purchase and change orders, verify receipts, and source goods and services. Additionally, you can maintain purchase items, catalogs, supplier links, and a supplier portal. You can configure requisition access to spend categories, catalogs and supplier links. And, you can create receipt accruals for approved un-invoiced receipts.

## OBJECTIVES

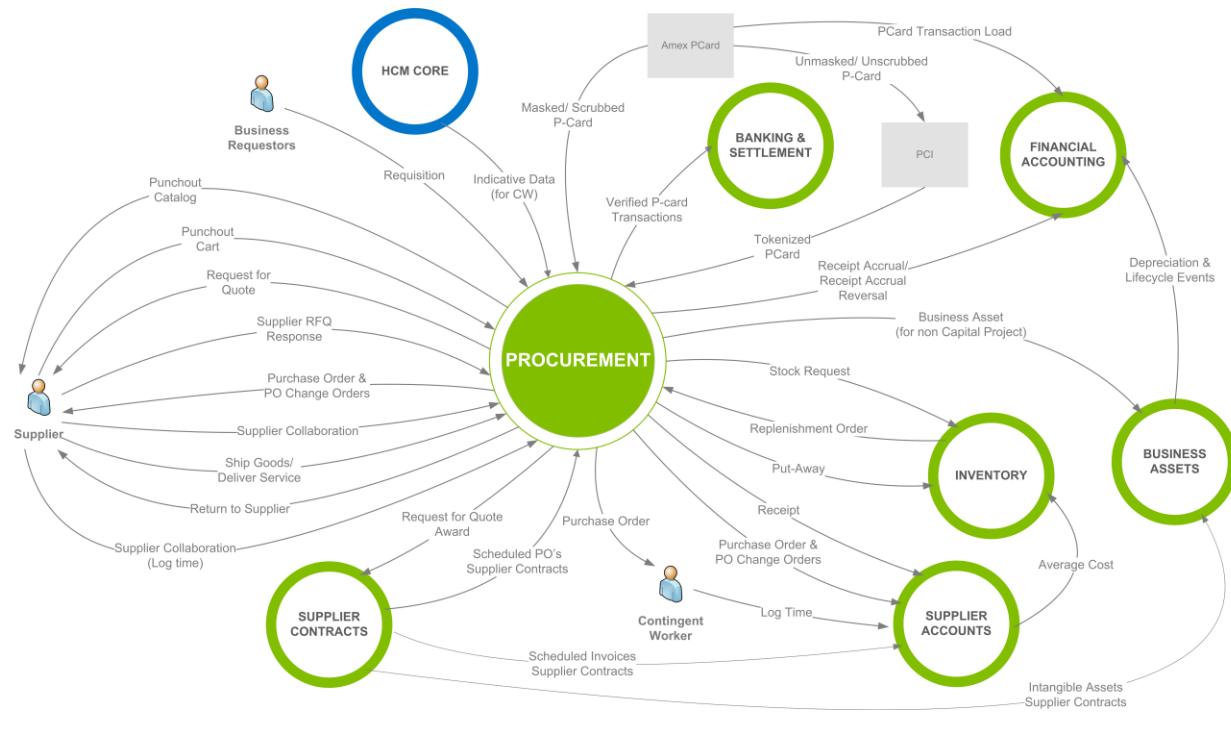
By the end of this chapter, you will be able to:

- Identify the procurement process.
- Identify the key features of Spend.
- Describe the types of Spend.
- Identify the attributes needed to setup suppliers.
- Describe how worktags can be associated with suppliers.
- Explain supplier event business processes.
- Identify key differences between domains and business processes.
- Identify ways to configure supplier contract types.
- Explore various supplier contract type setup options.
- Explain the supplier catalog work area.
- Identify the process to use catalog load request task.

## PROCUREMENT TOUCHPOINT DIAGRAM

Because Workday is a unified solution, you must consider the cross functional impact of certain configuration decisions.

This touchpoints diagram provides insight into how one area of the product impacts another. There are configuration decisions that need to be made with current and possibly future phases of implementation in mind. Your consultants will work with you to identify and plan for these touchpoints.



LEGEND			
	Functional area for which the context diagram is being created.		Flow of data between functional area under consideration and other functional areas or external entities.
	Functional area having an interaction with the functional area that is under consideration and for which the context diagram is created.		External entity, such as an organization or users that have an interaction with the functional area under consideration.

This diagram represents the touchpoints for the current Workday release.

## TERMS AND DEFINITIONS

The following terms appear frequently in the activities, handouts, and videos created for this spend class.

Term	Definition
<b>Supplier</b>	Vendor that provides goods or services includes contingent workers and companies that provide contingent labor.
<b>Requisition</b>	Internal transaction to request goods or services: Catalog – Goods or services from an internal or external (Punchout) catalog Deliverable Service – request for service associated to a project where milestone payments are made (e.g. landscaping, new construction, marketing campaign) Ad Hoc Request – request for a good that is needed for a specific, non-continuing purpose, and is not a known item
<b>Purchase Order (Po)</b>	External transaction to request goods or services from suppliers.
<b>PO Issue</b>	Dispatch/send the purchase order to the supplier.
<b>Supplier Invoice</b>	Transaction in Workday that accrues liability and generates a payment to the supplier.
<b>Requester</b>	Worker requesting the good or service.
<b>Buyer</b>	Worker who sources the requisition to a PO and “owns” the PO from the supplier’s perspective.
<b>Punchout</b>	The electronic catalog of items for a supplier. Enables buyers to click a link that goes to a supplier’s catalog, search for items on the supplier’s site, and return those items directly to the buyer’s shopping cart.
<b>Item Catalog</b>	The catalog of items for a supplier.
<b>Sourcing</b>	Determining how the requisition will be fulfilled. E.g. a requisition can be sourced by creating a PO or by sourcing the item from storage.
<b>Recurring Supplier Invoice</b>	Framework to create fixed and variable amount recurring invoices.
<b>Supplier Contract</b>	The framework used to support the supplier’s item catalog. Purchase orders and invoices can be tracked against a Supplier Contract.



## VIDEO 1.1 – PROCUREMENT OVERVIEW (FREE)

Introduction: Check out the video presentation.

### NOTES

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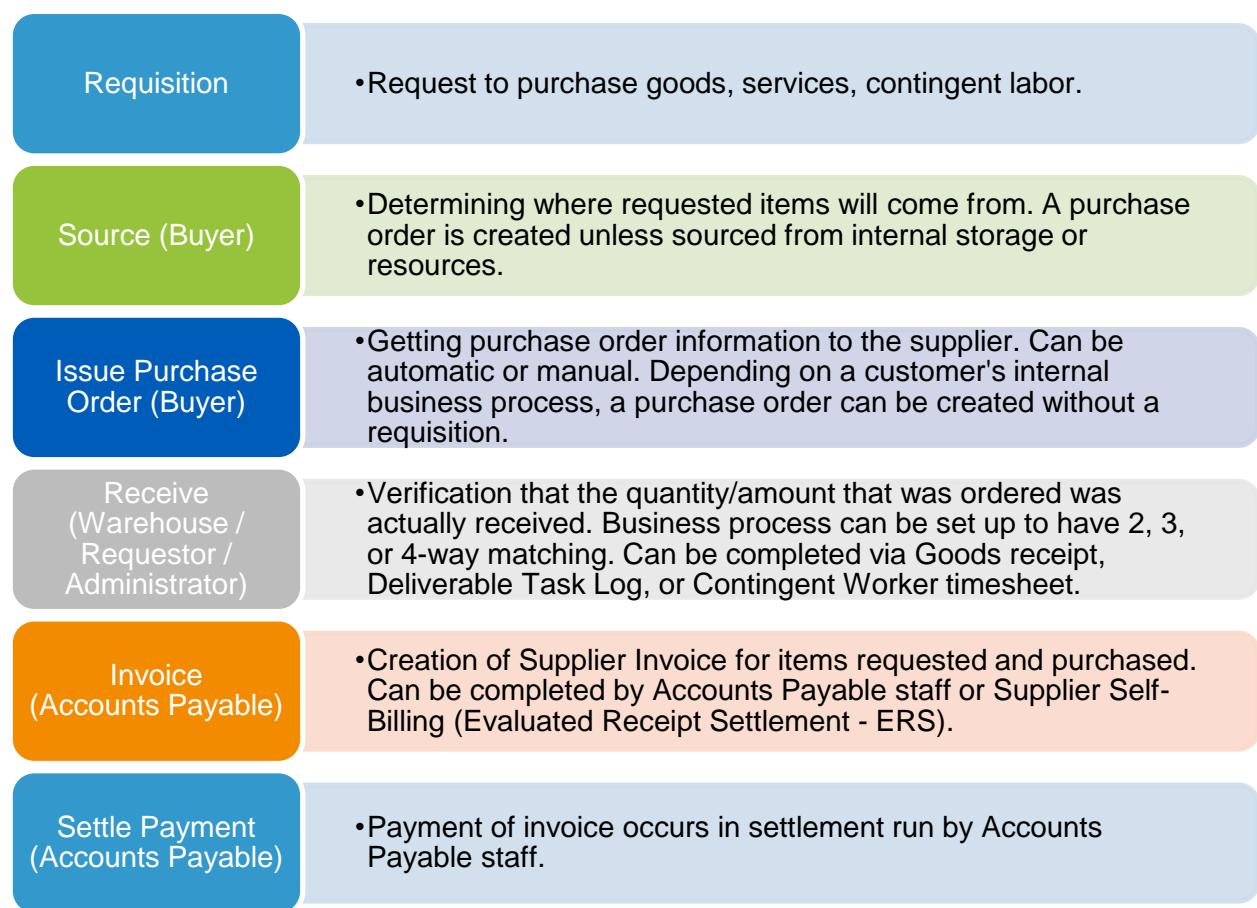


Note: You will have a series of required videos and demonstrations to watch throughout this course. When you are ready to watch a video, please log into the Workday Learning Center, find the video in the Spend curriculum and click the Launch link.

Watch the videos and/or demonstrations until the conclusion or click the Complete button at video end (if provided).

## PROCUREMENT STEPS

Generally, the procurement process involves six broad stages; the process flows from creating a requisition through the final payment for the goods or services. This process is common to all categories of procurement. Spend is designed to provide organizations with control and visibility over the entire lifecycle of a transaction. The organization identifies how an item is ordered, and how it is sourced. Once a supplier is identified, typically a purchase order will be sent to the buyer indicating what product or service is needed, and where it is to be received. The buyer receives an invoice from the supplier, and once matched, the final invoice is paid. This provides full insight into a company's cash flow, identifies spend transactions, and highlights financial commitments.



## OPTIONAL FEATURES

Procurement has several optional features that add to its basic ability to create requisitions and generate purchase orders. When the goods arrive or it's time to pay for services, you can generate a receipt, prepare an invoice, and send it to the settlement engine for payment. You can record supplier-delivered goods, timesheets, and tasks against the purchase order to match what you ordered with what you received.

You can also:

- Create a Workday account for suppliers, which enables them to load their own catalog items, approve purchase orders, log time and tasks, and submit invoices.
- Create supplier contracts with specified items, payment terms, and other details. Then you can order goods and services against the contract and the terms follow the order from requisition to payment.
- Use Punchout configuration to order from a catalog on a supplier's website.
- Contract contingent workers, independently or through a supplier, or contract for deliverables services.
- Load purchase items into the catalog with no specified supplier.
- Create requisition templates for ordering common goods and services.
- Create change orders for issued purchase orders.



## ACTIVITY 1.1 – CREATE A REORGANIZATION

Business Case: Create a reorganization to use when creating organizational changes.

### TASK #1: CREATE REORGANIZATION:

1. Sign in as Organization Administrator Teresa Serrano (*tserrano*).
2. Enter *cr reorg* in the search box.
3. Select the **Create Reorganization** task.
4. Enter Reorganization Name, *GMS Procurement Implementation*.
5. Enter Reorganization Date, *01/01/2017*
6. Enter Description, “*To track all organizational changes associated with the implementation of Workday Procurement*.”
7. Click **OK** to continue.
8. Click **Done**.





## ACTIVITY 1.2 – CREATE A COST CENTER

**Business Case:** This new cost center will be used in later transactions for both security purposes and as a worktag to track the spend against it.

### TASK #1: CREATE A COST CENTER

1. Sign in as Costing Administrator Teresa Serrano (*tserrano*).
2. Enter *cr cos cen* in the search box.
3. Select the **Create Cost Center** task.
4. Select Reorganization, *GMS Procurement Implementation*.
5. Click **OK** to continue.
6. Enter the following information:

Field Name	Entry Value
Availability Date	01/01/2017
Name	Office Catering
Code	34100
Include Code in Name	(Checked)
Subtype	Cost Center
Visibility	Everyone

7. Select the **Assign Roles** tab.
8. Click the **Add Row** icon to assign the following Organization Role:

Field Name	Entry Value
Role	Cost Center Financial Analyst
Assigned To	Controller - Teresa Serrano

9. Click the **Add Row** icon to assign the following Organization Role:

Field Name	Entry Value
Role	Cost Center Manager

Assigned To

Controller - Teresa Serrano

10. Click **OK**.





## ACTIVITY 1.3 – ASSIGN COST CENTER TO A COST CENTER HIERARCHY

Business Case: Associate the new cost center with an existing hierarchy to facilitate reporting.

### TASK #1: ASSIGN COST CENTER TO A COST CENTER HIERARCHY

1. Sign in as Costing Administrator Teresa Serrano (*tserrano*).
2. Enter *org: facilities* in the search box.
3. Click the **Facilities (Cost Center Hierarchy)** link.
4. Click the **Related Action** icon.
5. Select **Reorganization > Assign Included Organizations**.
6. Select **Reorganization > GMS Procurement Implementation**.
7. Click **OK**.
8. Select **Includes Organizations > Add 34100 Office Catering**.
9. Click **OK**.
10. Click the **Related Action** icon off Facilities, and click the **Org Chart** button to view the updated Facility cost center hierarchy.

Note: After assigning cost centers to a cost center hierarchy the roles from that hierarchy will be automatically inherited by the assigned cost centers, if these roles were not already assigned at the cost center level.





## ACTIVITY 1.4 – MAINTAIN WORKTAG USAGE

**Business Case:** Define the Cost Center worktag as the Primary Worktag for procurement transaction types of Purchase Order, Supplier Invoice and Request for Quote.

### TASK #1: PURCHASE ORDER WORKTAG USAGE

1. Sign in as Finance Administrator Teresa Serrano (*tserrano*).
2. Enter *main work usa* in the search box.
3. Click the **Maintain Worktag Usage** report.
4. In the left column, select the **Purchase Order** transaction type.
5. Click the **Edit Worktag Usage** button.
6. In the Primary Worktag Types section, mark the **Required** checkbox for **Cost Center**.
7. Click **OK**.

### TASK #2: SUPPLIER INVOICE WORKTAG USAGE

1. In the left column select the Transaction Type, **Supplier Invoice**.
2. Click the **Edit Worktag Usage** button.
3. In the Primary Worktag Types section, to make the **Cost Center** required, select the **Required** checkbox.
4. Click **OK**.

### TASK #3: REQUEST FOR QUOTE WORKTAG USAGE

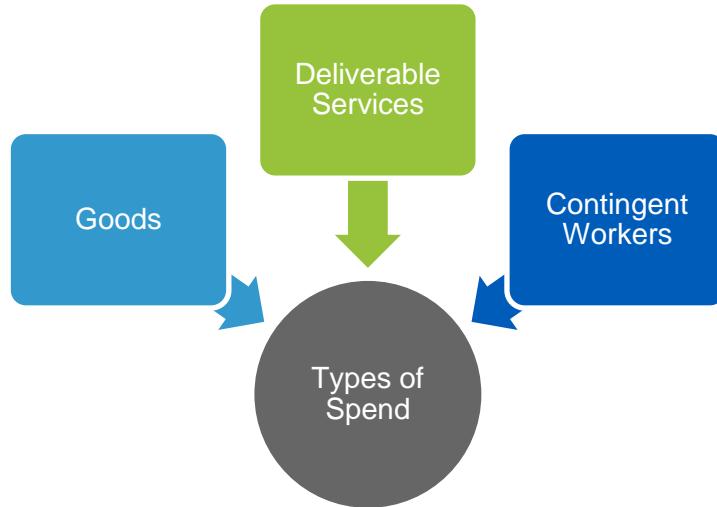
1. In the left column, select the Transaction Type, **Request for Quote**.
2. Click the **Edit Worktag Usage** button.
3. In the Primary Worktag Types section, verify that **Cost Center** is listed and mark the **Required** checkbox, if it is not already included.
4. In the Additional Worktag Types section, if they are not already included, select **Location** and **Region** from the list (and neither will be required).
5. Click **OK**.

6. Click **Done**.



## TYPES OF SPEND

Spend types provide an understanding of what a company spends on goods and deliverable services, with whom, and for what.



### GOODS

Goods procurement tracks spend for physical objects, which can be expensed or capitalized, as well as issued to a worker.

Examples of goods:

- Office supplies
- New worker configuration

Purchase orders for goods will display information related to a purchase item including item description, unit of measurement, and unit price.

### DELIVERABLE SERVICES

Deliverable Services procurement tracks spend for a project or task oriented endeavors.

Examples of deliverable services:

- Marketing campaign
- Landscaping project

Purchase orders for deliverable services will display information related to a project including tasks and phases.

## CONTINGENT WORKERS

Contingent Workers spend tracks contract labor expenses.

Examples of contingent labor:

- Consultants
- Independent contractors
- Freelancers

Purchase orders for contingent workers will display information related to a worker including job profile, job description, and start and end dates.



## VIDEO 1.2 – SUPPLIER

Introduction: Check out the next video presentation.

### NOTES

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## SUPPLIER CONFIGURATION AND SETUP

### INTRODUCTION

Workday Supplier Management supports the processes and information necessary to effectively manage your vendors while providing comprehensive supplier information to people across your organization. Supplier Management uses web-based business communication, transaction processing and settlement options to:

- Efficiently process supplier invoices
- Manage payables and settlement
- Provide cash optimization
- Maintain strong internal controls with insight into all aspects of enterprise spend

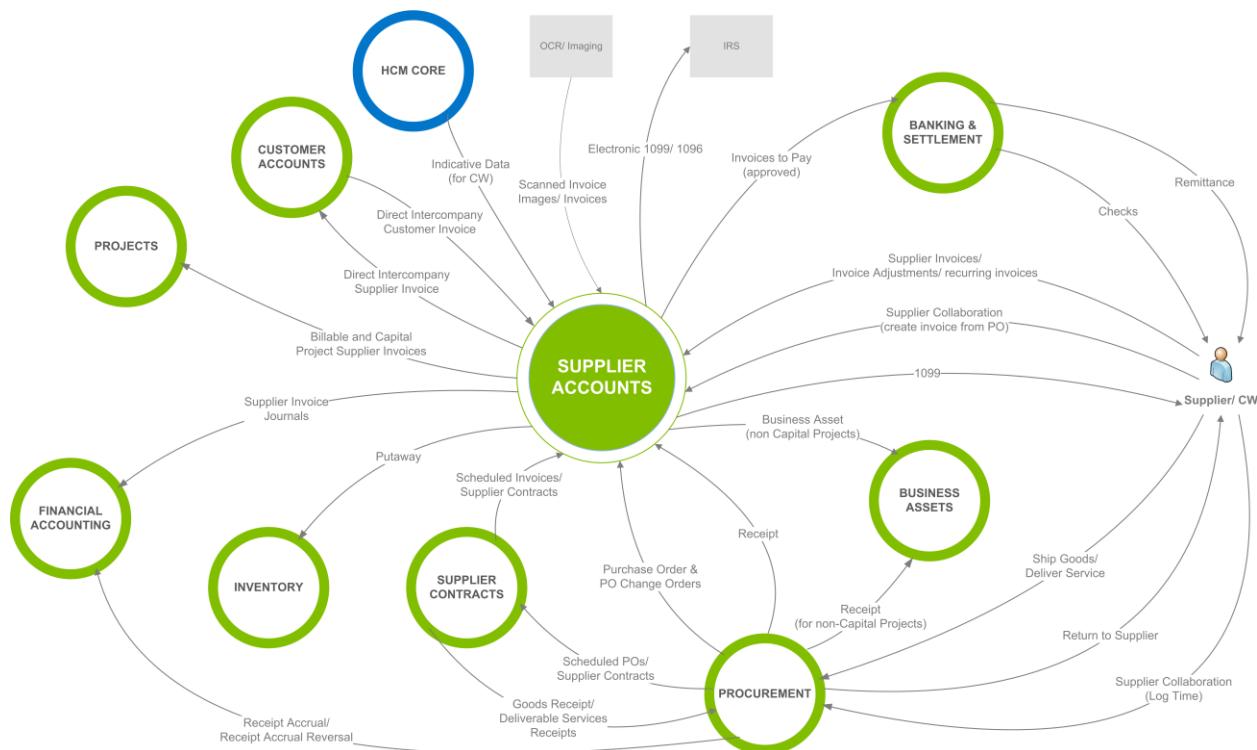
### SUPPLIERS

A supplier is a business entity from whom you purchase goods or services. Workday's Supplier Management allows you to setup and maintain your entire set of vendors. Supplier Requests streamline the Supplier creation process providing necessary segregation of duties. There are different ways to set-up your suppliers depending on what they provide, and how they provide the goods or services you purchase. Supplier-related setup tasks vary, depending on the type of supplier.

## SUPPLIER ACCOUNTS TOUCHPOINT DIAGRAM

Because Workday is a unified solution, you must consider the cross functional impact of certain configuration decisions.

This touchpoints diagram provides insight into how one area of the product impacts another. There are configuration decisions that need to be made with current and possibly future phases of implementation in mind. Your consultants will work with you to identify and plan for these touchpoints. Below is the touchpoint diagram representing all the touchpoints between Supplier Accounts and other Workday functional areas.



### LEGEND

<p>Functional area for which the context diagram is being created.</p>	<p>Functional area having an interaction with the functional area that is under consideration and for which the context diagram is created.</p>	<p>Business document or transaction that has an interaction with the functional area under consideration.</p>	<p>Flow of data between functional area under consideration and other functional areas or external entities.</p>
<p>External entity, such as an organization or users that have an interaction with the functional area under consideration.</p>		<p>Flow of data for an alternate implementation.</p>	

This diagram represents the touchpoints for the current Workday release.

## SUPPLIER SETUP

### SUPPLIER PREREQUISITES

Prior to creating a supplier, the following attributes need to be established:



### SUPPLIER CATEGORY

Suppliers can be assigned to a supplier category to facilitate organizing them, searching for them, and reporting on them. For example, supplier categories may include: IT Distributors, Office Supply Distributer, Food and Beverage Distributor, etc. This is especially useful if you have many suppliers.

All suppliers can have only one supplier category. You will also use supplier categories when selecting or searching for suppliers and while editing posting rules.

### SUPPLIER GROUP

Supplier groups are a way to organize suppliers of different goods and services into any groups that you find useful. A supplier can be part of multiple supplier groups. Supplier groups are used primarily for reporting and selection. An example of suppliers' groups would be:

- Suppliers A-L
- Suppliers M-Z

### PAYMENT TYPE

A valid form of payment is required to pay invoices, payment elections, and other payments.

Payment types are: Cash, Check, Credit Card, Debit Card, Direct Debit, Direct Deposit, EFT, Manual, and Wire. These are user configured, and each payment type is mapped to a payment method, whose values are delivered by Workday. For example, a credit card payment method could be mapped to the payment types, such as Visa, MasterCard, and American Express.

### PAYMENT TERMS

Payment terms are used to specify a payment due date and, optionally, a discount percent and discount due date. Standard payment terms enable you to specify payments, such as Immediate or Net 30. Advanced payment terms vary discount percentages based on the due

date. For example, you might grant a 5% discount to suppliers who pay within 10 days, and a 2% discount to suppliers who pay between 11 and 30 days. Payment terms include: Discount Percent, Discount Days, Grace Days, and Usage Count.

## SUPPLIER OPTIONS

### 1099 SUPPLIER

A 1099 supplier is any supplier with whom you have done business, and to whom you must issue a U.S. IRS form 1099 at year end to summarize payments for the year. Workday includes these suppliers and their applicable payments in your 1099 reporting. An applicable payment is one paid to a 1099 supplier from a supplier invoice, ad hoc payment, or ad hoc bank transaction that includes lines with spend categories mapped to 1099 categories. Ad hoc bank transactions must be withdrawals flagged for inclusion in IRS 1099.

### SUPPLIER REQUEST

There is a supplier request business process available to authorized users, which requires the initiators to enter minimal information about the suppliers they wish to add, such as name and contact information. Requests will route to the supplier administrator for approval/completion. You can request a supplier through the Create Supplier Request task.

### SUPPLIER HIERARCHIES

Workday enables you to define parent/child relationships between suppliers. For example, you may have a primary supplier to whom you want to assign a dependent, local subsidiary. By defining these relationships, Workday can provide reporting based on parent/child relationships. For example, child activity can roll up to a report on totals for a parent. Workday can also support application of a payment from a parent to the invoices of a child, and vice versa.

### SUPPLIER STATUS CHANGE

You can classify each of your suppliers as having one of the following statuses: Active, Hold, and Inactive. You can select a reason for placing a supplier on hold or inactive status (Duplicate, Merged, Not Used, or Out of Business), and optionally enter a description. Changes to the supplier status takes effect immediately.

Setting a supplier status to Hold or Inactive affects supplier behavior in other places. Refer to the table below for details.

- YES – means you can perform this task (or the report shows) suppliers with this status.

- NO – means you cannot perform this task (or the report does not show) suppliers with this status.

Task or Report	Hold Status	Inactive Status
Create Purchase Order	Yes	Does not appear in prompt and not returned in a search
Edit Purchase Order	Yes	Can cancel, but not edit
Contract Contingent Worker	Yes	Appears in prompt as inactive. You cannot create a PO on an inactive supplier.
Create/Edit Change Order	Yes	Yes
Create/Edit Receipt	Yes	Yes
My Receipts	Show receipts for these suppliers	Show receipts for these suppliers
Create Requisition, Requisition Template, or Requisition Shared Template	Yes	No; neither supplier nor its catalog items appear
Edit Requisition	Yes	Yes; edit and submit, but no auto sourcing
Checkout	Yes	Checkout allowed, but cannot save and submit or save for later once in requisition
Search Catalog or Create Ad Hoc Requisition	Yes	No; neither supplier nor its catalog items appear
Request Contingent Worker	Yes	No
Copy from Templates and Requisitions	Yes	Copies all lines, but does not allow lines with inactive suppliers to be submitted or saved for later when doing a checkout
Request Deliverable Service	Yes	No
Sourcing	Yes	No
Punchout to Supplier Catalog	Yes	No

Task or Report	Hold Status	Inactive Status
<b>PO Console, Find Purchase Orders</b>	Yes	Yes
<b>Requisition Console, Requisition Summary</b>	Yes	Yes
<b>Create Order Contract</b>	Yes	No
<b>Edit Order Contract</b>	Yes	Yes
<b>Create Recurring Supplier Invoice</b>	Yes	No
<b>Edit Recurring Supplier Invoice</b>	Yes	Yes
<b>Schedule Supplier Invoice Auto-Create</b>	Yes	No
<b>Create Ad Hoc Payment</b>	Yes	Can create an ad hoc payment for seasonal suppliers

## SUPPLIER BUSINESS PROCESSES

The supplier business processes enable you to manage suppliers and facilitates the supplier audits and compliance reviews. The Supplier Event business process allows control over and approval of the suppliers prior to processing transactions. Additionally, there are two other business processes, Supplier Change Event, to formally approve changes to an existing supplier and allow all revisions and history to be monitored, and Supplier Request, to create requests for suppliers not currently set up in Workday.

Suppliers are available for procurement documents and transactions after the supplier has been approved through the business process.

Setup Process	Description
<b>Create Suppliers</b>	Use the Create Supplier task to set up new suppliers.
<b>Maintain Payment Terms</b>	Establish the payment terms for your suppliers.
<b>Create a Supplier Contract</b>	Manage the agreements you make with suppliers, define purchase order and invoice schedules, and generate installments.

Setup Process	Description
<b>Automatic Sourcing</b>	A goods requisition for catalog and Punchout line items can be automatically sourced if you choose a supplier that has a contract with your company.
<b>Maintain Supplier Categories</b>	Assign suppliers to a supplier category to organize them for searching and reporting purposes.
<b>Create Supplier Catalogs and Load Catalog Items</b>	Load catalog items and connect them to a supplier contract with the Catalog Load Request task.
<b>Prepaid Supplier Invoices</b>	Prepay and amortize supplier spend to generate accounting for goods and services you pay for in an accounting period prior to the period you use them.
<b>Update Supplier Logo</b>	Include a supplier logo to display for supplier goods and services.
<b>Supplier Group</b>	Organize suppliers into groups to help workers select the suppliers they need and for reporting purposes. You create supplier groups with the Maintain Supplier Groups task.
<b>Independent Contingent Worker</b>	If you have contingent workers who are not working through an agency, the independent contingent worker (ICW) acts as a supplier. You hire them as contingent workers. ICWs appear in many reports and selection lists.
<b>Contingent Worker</b>	If you have contingent (contract) workers who are working through an agency or other third-party business that pays the worker, setup is a two-step process: Create the agency as a supplier, then contract the worker as a contingent worker.
<b>Supplier Change Event</b>	Configure the Supplier Change Event business process and security policy to require approvals for changes to existing suppliers.



## DEMO 1.1 – MAINTAIN A SUPPLIER INVENTORY AND CREATE SUPPLIERS

Introduction: Check out the demonstration.



## ACTIVITY 1.5 – MAINTAIN SUPPLIER CATEGORY

Business Case: This supplier category will be used to classify one of our new suppliers.

### TASK #1: MAINTAIN SUPPLIER CATEGORY

1. Sign in as Finance Administrator Teresa Serrano (*tserrano*).
2. Enter *main sup cat* into the search box.
3. Choose the **Maintain Supplier Categories** task.
4. Add a row by clicking on the **Add Row**  icon.
5. Enter Supplier Category Name, *Corporate Swag*.
6. Click **OK** to save.
7. Click **Done**.





## ACTIVITY 1.6 – CREATE A SUPPLIER

**Business Case:** Create two new suppliers. The first supplier will be tied to a catalog for specific goods, and the second is for use in a non-catalog item requisition.

### TASK #1: CREATE SUPPLIER

1. Sign in as Supplier Administrator Teresa Serrano (*tserrano*).
2. Enter *create supplier* into the search box.
3. Select the **Create Supplier** task.
4. Enter the following information:

Field Name	Entry Value
Supplier Name	CorporateCloud.com
Supplier Category	Corporate Swag
Supplier Group	Suppliers A-L
Default Payment Terms	Immediate
Payment Type	Check; and EFT
Default Payment Type	Check
Accept All Currencies	(checked)
Default Currency	USD

5. Click **OK** to continue.
6. Click the **Add Address** button.
7. Enter the following information:

Field Name	Entry Value
Effective Date	Today's Date
Address 1	3500 Franklin
City	New York
State	New York
Postal Code	10035
Primary Usage	(Checked)

8. Click the **Add Email** button.

<b>Field Name</b>	<b>Entry Value</b>
Email Address	joejones@corporatecloud.com
Primary Box	(Checked)

9. Click the **Settlement Bank Account** tab.

10. Click the **Add Row**  icon to add the Account Information and Details.

11. Enter the following information:

<b>Field Name</b>	<b>Entry Value</b>
Account Nickname	CorporateCloud.com Payment Account
Account Type	Checking
Country	United States of America
Bank Name	Bank of America
Bank Code	263181384
Account Number	87654321

12. Click **Submit**.

13. Expand the **Details and Process** section to review your entry.

## TASK #2: CREATE A SECOND SUPPLIER

1. At the top of the completion page click **Create Supplier** in the Do Another section.
2. Enter the following information:

<b>Field Name</b>	<b>Entry Value</b>
Supplier Name	Tri Valley Vending
Supplier Category	Services
Supplier Group	Suppliers M-Z
Default Payment Terms	Immediate
Payment Type	Check
Default Payment Type	Check

Accept All Currencies	(Checked)
Default Currency	USD

3. Click **OK** to continue.
4. Click the **Add Address** button.
5. Enter the following information:

Field Name	Entry Value
Effective Date	Today's Date
Address Line 1	100 Santa Rita Road
City	Pleasanton
State	California
Postal Code	94588
Primary Usage	(Checked)

6. Click the **Add Email** button

Field Name	Entry Value
Email Address	sam@trivalleyvending.com
Primary Box	(Checked)

7. Click the **Procurement Options** tab.
8. Enter *Email* in the **Issue Option** field.
9. Click **Submit** to save.
10. Expand the **Details and Process** section to review your supplier.
11. Click **Done** on the confirmation page.
12. Sign out.

### TASK #3: APPROVAL OF SUPPLIERS

1. Sign in as Supplier Administrator Ava Gonzalez (*agonzalez*).
2. Open Ava's Inbox.

3. From the **Actions** tab, approve both suppliers: **CorporateCloud.com** and **Tri Valley Vending**.
4. Click **Approve**.
5. Click **Done** on the confirmation page.
6. Sign out.





## ACTIVITY 1.7 – CREATE A SUPPLIER CHANGE & SUPPLIER CONNECTION

**Business Case:** The Corporate Express supplier will be updated with a second address. To add the second address, we will create a supplier contact change. Supplier connections will be setup for use with the supplier invoice.

### TASK #1: CREATE A SUPPLIER CHANGE & SUPPLIER CONNECTION

1. Sign in as Supplier Administrator Teresa Serrano (*tserrano*).
2. Enter *Corporate Express* into the search box.
3. Access the **Related Actions and Preview**.

Hint: Click the **ellipsis** next to Corporate Express.

4. From the Corporate Express supplier **related action** choose **Supplier > Change Supplier Contact Information** task.
5. Click **OK**.
6. Click the **Add** button in the Address region.

<b>Field Name</b>	<b>Entry Value</b>
Effective Date	Today's Date
Address Line 1	550 Broadway Avenue
City	Oakland
State	California
Postal Code	94610
Primary Usage	(Unchecked)

7. Click **Submit**.
8. Click **Done**.

### TASK #2: CREATE SUPPLIER CONNECTIONS:

1. Enter *Corporate Express* in the search box.

2. From the Corporate Express **related action** choose **Supplier Connections > Edit Supplier Connections** task
3. For the 1st Supplier Connection – add the following information:

<b>Field Name</b>	<b>Entry Value</b>
Supplier Connection Name	Corporate Express Colorado
Remit To Supplier	Corporate Express
Default	Check On
Accepted Payment Types	Check
Default Payment Types	Check
Remit-To Address	1 Environmental Way, Broomfield

4. Click the **Add Row** sign  to add a new row
5. For the 2nd Supplier Connection – add the following information:

<b>Field Name</b>	<b>Entry Value</b>
Supplier Connection Name	Corporate Express California
Remit To Supplier	Corporate Express
Default	unchecked
Accepted Payment Types	Check
Default Payment Types	Check
Remit-To Address	550 Broadway Avenue, Oakland

6. Click **Submit** to save.
7. Click **Done**.





## ACTIVITY 1.8 – CREATE SUPPLIER REQUEST

Business Case: Create a request for a supplier not currently set up in Workday.

### TASK #1: CREATE SUPPLIER REQUEST

1. Sign in as Supplier Administrator Teresa Serrano (*tserrano*).
2. Enter *cr sup req* into the search box.
3. Select **Create Supplier Request** task.

<b>Field Name</b>	<b>Entry Value</b>
Supplier Name	CorporatePromo.com
DUNS Number	001119999
Supplier Category	Professional Services
Tax Authority Form Type	1099 MISC
TIN Type	2 – SSN or ITIN
Tax ID	987654321
Justification	Discount Designs

4. Click the **Add Address** button.

<b>Field Name</b>	<b>Entry Value</b>
Effective On	Today's Date
Country	USA
Address (Multiple Lines)	111 Main Street, New York, New York 10018
Type	Business
Primary Box	(Checked)

5. Click the **Add Email** button.

<b>Field Name</b>	<b>Entry Value</b>
Address	jane.smith@corporatepromo.com
Type	Business
Primary Box	(Checked)

6. Click **OK** to continue.

7. Expand the **Details and Process** section to review your supplier request. Select the **Process** tab.

Note: Was the status of your supplier request successful or did it fail? What is the OFAC? How might you resolve this configuration issue?



## SPEND CATEGORIES

### SPEND CATEGORIES

All items that you can track must have a spend category. It is likely that the business asset or purchase item you want to track is already associated with a spend category. Spend categories are a prerequisite for capitalizing business assets and tracking custodianship. For capitalized business assets, make sure that the spend category has a depreciation profile associated with it.

Spend category is also used to derive the correct ledger account that should be used for the operational journal. You can specify this in the posting rules for spend and business assets.

Spend categories define the financial characteristics of business assets and purchase items. This includes:

- Whether it can be selected during procurement
- Whether it can be listed in an expense report
- Whether it can be used on an ad hoc payment
- Whether it can be used on a supplier invoice
- Whether it is tracked
- Commodity Code, (UNSPSC or NIGP code), if applicable

### SPEND CATEGORY HIERARCHY

Spend categories can be grouped into hierarchies. Hierarchies can be used to roll up spend categories for purposes of:

- Searching
- Reporting
- Security
- Account Posting Rules

### ACCOUNT POSTING RULE SET

Account posting rules designate the ledger accounts that will be used for posting journals originating from operational transactions. These rules allow you to specify the conditions and the ledger accounts to use. These rules eliminate the need to specify a ledger account each time a journal is entered.

You can assign posting rules to a default ledger account, or create conditions for posting to a specified account. For each condition, you select from a predefined list of dimensions for the transaction type. For certain dimensions, such as various types of groups and accounting categories, you can select from a list of values that you have predefined. For example, in the SPEND posting rule you can create a rule condition that requires any transaction with spend

category of OFFICE EQUIPMENT to post to the FURNITURE, FIXTURES, AND EQUIPMENT account.

Place posting rule conditions in order from most to least restrictive by using the Evaluation Order. Workday evaluates conditions from the top down, posting transactions to the ledger account associated with the first matching condition that it finds. For example, let's say you post transactions to Account A based on company and cost center and Account B based on the same company, the same cost center, and a region. You must place the latter, more restrictive condition first. Otherwise, Workday will post matching transactions to Account A because that's the first match it finds.

If no conditions match, then Workday posts the transaction to the rule's Default Ledger Account or, if no default exists, flags the transaction as having an error.

Workday limits the allowable dimensions for any posting rule to ones that make sense for each specific type of transaction. The available values depend on the selected dimension. Many of the dimensions display values that you have defined, such as values for companies, types of groups, and accounting categories.

You may add as many dimensions as necessary to establish the posting rule condition.



Note: If you prefer that Workday flag transactions that do not match any account posting rule conditions then leave the default ledger account blank. You might do this; for instance, if you are anticipating that the non-matching transactions indicate an invoice or rule error. If such is the case, it is easier to find and fix such errors (using the View Operational Journals with Errors report) than it is to discover and reverse journal entries in the default account.

## CUSTOM VALIDATIONS

Custom validations allow you to define validation logic to control data quality on your financial transactions. For example, one custom validation might ensure that a Supplier Invoice transaction includes both a cost center worktag and region worktag. Another custom validation might issue a warning when a Customer Invoice transaction doesn't have a Course Number worktag associated with it.

A rule defines a failed condition. If the transactional event does not meet the condition, it will pass. The custom validation is built on the concept of a negative condition.

Custom validations can be configured as either Critical or Warning severity type. Both types are executed when the transaction is submitted, not during data entry.

- Critical: An error is triggered and must be resolved before the user can continue.
- Warning: An alert message is triggered, but the transaction may continue.

Using the existing Maintain Custom Validations task, you can create or edit critical errors and warning messages for transactions based on rule conditions that you establish. When your users perform these transactions, Workday validates them against the current custom validation conditions.

- New Validation: You can create a new custom validation. It can generate a Critical Error or a Warning Alert.
- Maintain Validations button: You can change or delete existing custom validations. This will not affect existing transactions; it will only affect new transactions.



**Tip:** Approvers also see any warnings in the transaction they receive for review.

## IMPORTANCE OF CUSTOM VALIDATIONS

Custom validations help users catch transaction issues up front. You can configure logic to require or prevent field population, enforce specific Worktag combinations, and allow or disallow specific values based on the value of another field based on the transaction type i.e. supplier invoice, customer invoice, customer payment.

The financial accounting and reporting is driven by what appears on a transaction. For example, if you know that you will run period close reports by Cost Center you will need a cost center on every transaction that might affect period close. If you know that expense accounting is determined by a project number, you need to make sure that a project number is included on each supplier invoice and supplier invoice adjustment. You cannot make a field required, only Workday can do that, but you can write a custom validation indicating to the user what must be entered before they can complete a transaction.

You build custom validations around what you need on an account posting rule and/or what you will need for a specific report.



## ACTIVITY 1.9 – MAINTAIN SPEND CATEGORY

**Business Case:** We will define two new spend categories for use in the accounting rules and as additional reporting dimensions.

### TASK #1: MAINTAIN SPEND CATEGORY

1. Sign in as Procurement Administrator or Finance Administrator Teresa Serrano (*tserrano*).
2. Enter *main spe cat* into the search box.
3. Choose the **Maintain Spend Categories** task.
4. Select the **Maintain Spend Categories without Hierarchy** option.
5. Click **OK**.
6. Add a row by clicking the **Add**

Hint: Look at the upper left corner.

<b>Field Name</b>	<b>Entry Value</b>
Spend Category Name	Company Logo Gear
Spend Category Usage	Ad hoc Payment
	Expense
	Procurement
	Supplier Invoice

7. Click the **Add**

<b>Field Name</b>	<b>Entry Value</b>
Spend Category Name	Vending Machines
Spend Category Usage	Procurement
	Supplier Invoice
Allocate Freight	(Checked)
Allocate Other Charges	(Checked)
Track Items	(Checked)

8. Click **OK**.

9. Click **Done**.





## ACTIVITY 1.10 – EDIT POSTING RULE

**Business Case:** We are adding the two new spend categories to accounting rules so that the supplier invoice operational journal will be recorded to the correct expense account.

### TASK #1: EDIT POSTING RULE

1. Sign in as Finance Administrator Teresa Serrano (tserrano)
2. Enter *view post* into the search box.
3. Choose **View Account Posting Rule Set** report.
4. Select the **Corporate Account Posting Rule**.
5. Click **OK**.
6. Select the **Spend** Posting Rule (left column).
7. Click the **Edit Posting Rule** button.
8. Locate the 6850 Employee Relations row and add the value of **Company Logo Gear** to the already existing Spend Category list of values.
9. Locate the 1550 Furniture, Fixtures, and Equipment row and add the value of **Vending Machines** to the already existing Spend Category list of values.
10. Click **OK** to save.
11. Click **Done**.



## SUPPLIER CONTRACTS CONFIGURATION

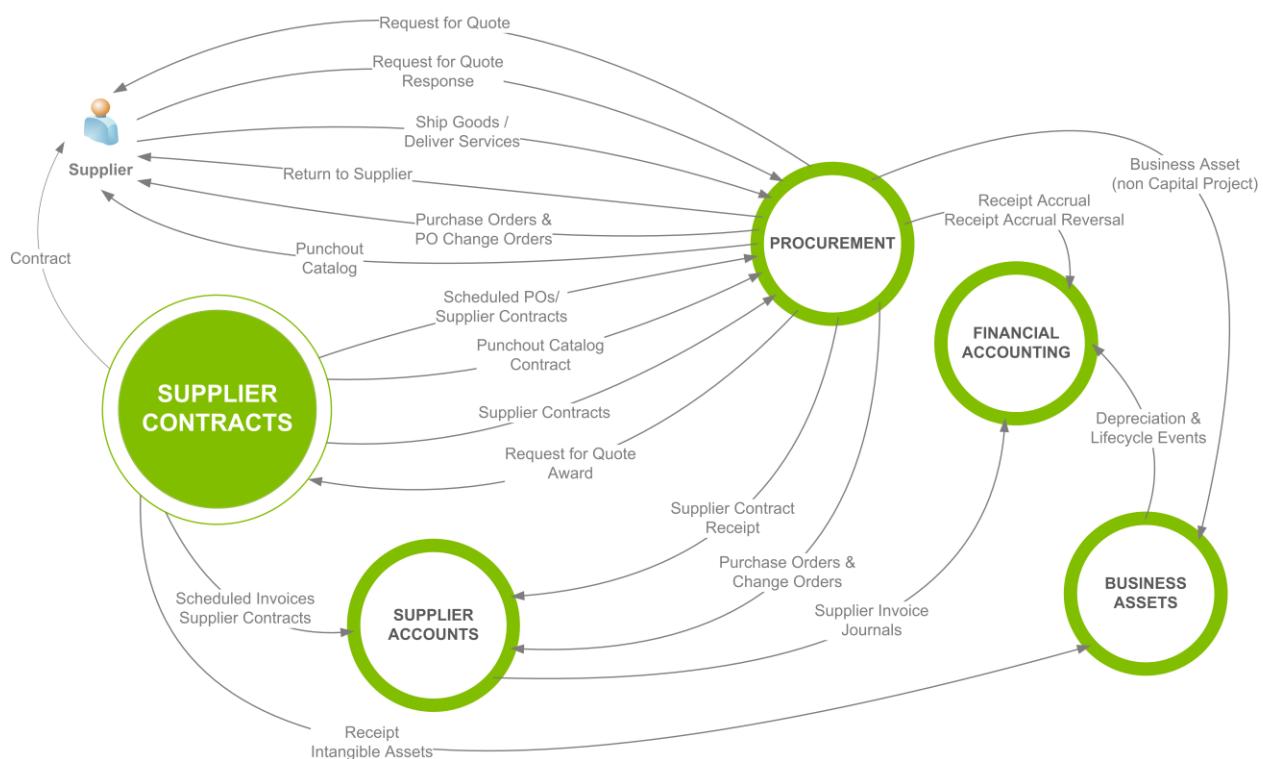
### INTRODUCTION

You use supplier contracts to implement and leverage your company's procurement practices. You can define preferred suppliers, implement contractual spend, negotiate and enforce discounts and other supplier terms, and analyze spend for better control and standardization. When you set up supplier contract types you can define business documents, catalogs, and receiving requirements you need for supplier contracts.

## SUPPLIER CONTRACTS TOUCHPOINT DIAGRAM

Because Workday is a unified solution, you must consider the cross functional impact of certain configuration decisions.

This touchpoints diagram provides insight into how one area of the product impacts another. There are configuration decisions that need to be made with current and possibly future phases of implementation in mind. Your consultants will work with you to identify and plan for these touchpoints. Below is the touchpoint diagram representing all the touchpoints between Supplier Contracts and other Workday functional areas.



### LEGEND

	Functional area for which the context diagram is being created.		Business document or transaction that has an interaction with the functional area under consideration.		Flow of data between functional area under consideration and other functional areas or external entities.
	Functional area having an interaction with the functional area that is under consideration and for which the context diagram is created.				Flow of data for an alternate implementation.

This diagram represents the touchpoints for the current Workday release.

## CREATE SUPPLIER CONTRACT TYPES

You define your security in the Supplier Contract functional area when you navigate to Set Up: Supplier Contracts domain.

You can configure supplier contract types to:

- Automatically generate invoices or purchase orders based on an installment schedule you define.
- Allow manual invoices or purchase orders to be applied against the contract balance.
- Receive directly against contract lines and generate invoices from contracts instead of issuing a purchase order for the invoice.
- Create obligations for supplier invoices that apply to contracts.
- Define multi-supplier contracts.

Once you access the Maintain Supplier Contract Types task, you can add rows for each supplier contract type you need and select the required options.

Maintain Supplier Contract Types															
8 items															
	Contract Type	*Name	Description	Scheduled Invoices	Scheduled Purchase Orders	Manual Invoices	Manual Purchase Orders	Allow Catalogs	Receive Contract Lines	Create Obligations	Multi-Supplier	Renewal Terms	Financial Lease	Operating Lease	Usage Count
<input type="checkbox"/>	Blanket PO	Blanket Purchase Order		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
<input type="checkbox"/>	Building Lease	Building Lease		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Catalog Contract	Contracts with Catalogs		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Multi Supplier	Multi Supplier Contract		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Prepads	Prepaid Contracts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Purchase Contract	Purchase Contract		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Rights	Rights		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Software Subscriptions	Software Subscriptions		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Reminder: You must select either Manual Invoices or Scheduled Invoices for each supplier contract type.

Option	Description
<b>Name</b>	Specify a name that identifies the type of contract, such as Multi-Supplier Manufacturer Contract or Multi-Supplier Conference Event.
<b>Scheduled Invoice</b>	Create invoices based on scheduled installments. You cannot select scheduled invoices for supplier contract types with Manual Invoices or Scheduled Purchase Orders.
<b>Scheduled Purchase Order</b>	Create purchase orders based on scheduled installments. Note: You cannot select this with Manual Purchase Orders or Scheduled Invoices.
<b>Manual Invoices</b>	Allow manual invoices to be applied against the supplier contract. The Manual Invoices option allows you to generate both purchase order and non-purchase order invoices. Note: You cannot select this with Scheduled Invoices.
<b>Manual Purchase Orders</b>	Allow manual purchase orders to be applied against the supplier contract. Note: You cannot select this with Scheduled Purchase Orders or Receive Contract Lines.
<b>Allow Catalogs</b>	Allow a link to one or more supplier catalogs to the contract.
<b>Receive Contract Lines</b>	Allow receipts against contract lines. Note: You cannot select contract types with Manual Purchase Orders or Scheduled Purchase Orders.
<b>Create Obligations</b>	Enables the creation of obligations used in commitment accounting for supplier invoices that apply to supplier contracts.

Option	Description
Multi-Supplier	<p><b>Enables you to define a list of suppliers to service the contract, or you can open the supplier contract to any supplier that meets your criteria.</b></p> <p><b>Note:</b> The Receive Contract Lines, Scheduled Purchase Orders, and Scheduled Supplier Invoices options aren't available for multi-supplier contract types.</p>



**Note:** If supplier contract lines include spend categories with the Intangible asset tracking option, you must select Scheduled Invoices and Receive Contract Lines in the supplier contract type.

## SUPPLIER CONTRACT TYPES EXAMPLE

Workday validates the compatibility of the options before you use contract types in supplier contracts. Supplier contract types are available to select in supplier contracts.

Supplier Contract Types sample setup:

Name	Scheduled Invoices	Scheduled Purchase Orders	Manual Invoices	Manual Purchase Orders	Has Catalog	Receive Contract Lines	Create Obligations	Multi-Supplier
Lease - Real Estate	X							
Lease - Equipment	X					X		
Rights	X					X		
Construction			X			X		
Annual Hardware Purchase		X	X					
Supplies		X	X		X			
Services - Facilities	X					X		
Manual Invoice with Obligations	X			X			X	
Manufacturer Contract			X	X	X			X



## VIDEO 1.3 – SUPPLIER CONTRACTS

Introduction: Check out the next video presentation.

### NOTES

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## SUPPLIER CATALOG

### INTRODUCTION

Supplier contracts help you to implement and leverage your company's procurement practices. You can define preferred suppliers, implement contractual spend, negotiate and enforce discounts and other supplier terms, and analyze spend for better control and standardization. When you set up supplier contract types you can define the business documents, catalogs, and receiving requirements you need for supplier contracts.

### CATALOG ITEMS

Catalog items are associated with a supplier contract. You can search the catalog for them from the View Cart task. When you select these items in a requisition, Workday automatically issues the PO to the supplier and the Buyer requisition review is bypassed.

### CATALOG LOAD

Catalog items are loaded using the Catalog Load Request task, which associates the items you load with a supplier contract.

### CREATE SUPPLIER CATALOG

You can access the Supplier Catalog Work Area to manage supplier catalogs and catalog items. To create new supplier catalogs, a supplier must be set up in Workday.

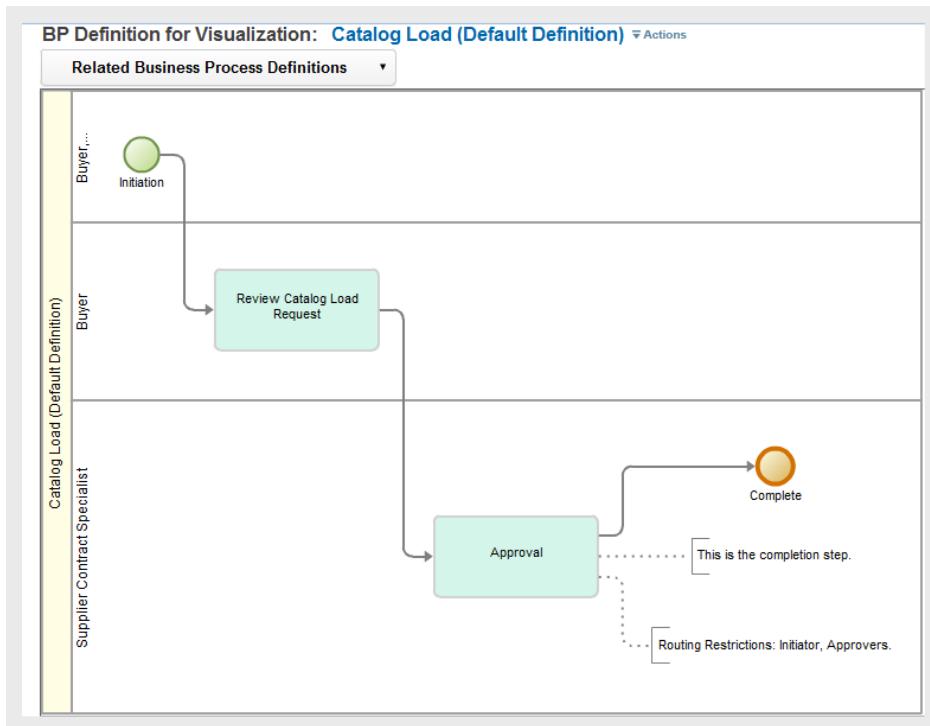
Supplier Catalog Work Area						
Catalogs						
Supplier Catalog	Catalog Name	Supplier	Currency	Catalog Items	Supplier Contracts	Load Items
Q	Lands End Logo Wear	Lands End	USD	4	1	Load Items
Q	FY10 Pricing	Dell	USD	1	1	Load Items
Q	Dell 2010 GMS USA	Dell	USD	5	1	Load Items
Q	UK Computers	Dell	GBP	1	1	Load Items
Q	IBM Storage	IBM	USD	1	1	Load Items
Q	Lands End US Contract	Lands End	USD	4	1	Load Items
Q	2013-14 Office Supplies, Ltd	Office Supplies Ltd	GBP	8	1	Load Items
Q	HP Multi-Supplier Printers & Supplies	Hewlett Packard	USD	6	1	Load Items

1. For each supplier catalog, you can see:
  - A. The Catalog Name and associated Supplier.

- B. The Currency used for the catalog and line items.
  - C. The number of Catalog Items currently in the catalog.
  - D. The number of Supplier Contracts using the catalog.
2. To create a new catalog, click the Create New Catalog button.
  3. From the Create New Catalog option, you can click Load Items to access the Catalog Load Request task.
  4. Click Load Items to update, add, or remove catalog items.

## CREATE SUPPLIER CATALOGS AND LOAD CATALOG ITEMS

You must initially configure the Catalog Load business process and Self-Service: Supplier Contract - Catalogs and Process: Supplier Catalog security policies.



## CATALOG LOAD REQUEST STEPS

1. Access the Create Supplier Catalog task and specify header information including, the Catalog Name, Supplier, and Currency.

## Create Supplier Catalog

Supplier Catalog (empty)

Catalog Name \* Corporate Swag - Holiday Edition

Supplier \* CorporateCloud.com

Currency \* USD

2. Click OK.
3. Click Load Items, or access the Catalog Load Request task.

You can use the Catalog Load Request task to manually enter items into the catalog and associate them with a supplier contract.

Items loaded are in the catalog. You can search the catalog for them from your workcart, or you can search for them from the Search window.

When you select these items in a requisition, Workday automatically issues the PO to the supplier and bypasses the buyer requisition review.

The screenshot shows the 'Catalog Load Request' screen. At the top, there are fields for 'Supplier Catalog' (Internal Company Marketing), 'Effective Date' (10/12/2015), 'Currency' (USD), and 'Default Lead Time in Days' (0). Below these are 'Memo' and 'Catalog Items' sections. The 'Catalog Items' section shows a table with one item: 'GMS Logo Backpack' (Supplier Item Identifier: GMS-BPAK, Item Name: GMS Logo Backpack, Item Description: Black Backpack with Orange and Blue L, Spend Category: Company Logo Gear). At the bottom, there are buttons for 'Submit', 'Save for Later', and 'Cancel'.

1. Select the Effective Date for the catalog items you are creating, updating, or inactivating.
2. In the Default Lead Time in Days field, specify the number of days between the date the purchase order is issued and the date the items are expected for delivery. Workday uses the lead time you specify to calculate due dates on purchase orders.
3. Add new items, change items, and load existing items into the catalog.

- A. To add a catalog item, enter an Item Identifier in the Catalog Items grid.
- B. To change an existing catalog item, select a Catalog Item from the prompt.

Workday defaults update in the Action field, which you can override:

Action	Description
<b>Inactive</b>	The catalog item is inactive as of the effective date of the catalog load request and cannot be selected in new requisitions or purchase orders.
<b>No Change</b>	The catalog item has not changed since the last catalog load and no further processing is required on the effective date.

Complete the following:

Option	Description
<b>Item Identifier</b>	Defaults from the catalog item unless it is New.
<b>Item Name / Item Description</b>	Enter the Item Name and provide an Item Description.
<b>Unit Price</b>	Include the price for a quantity of 1 unit as specified in the Unit of Measure field.
<b>Unit of Measure</b>	Select the unit of measure, such as Each or Case.
<b>Lead Time</b>	Enter the lead time for this catalog item if it varies from the Default Lead Time in Days in the catalog load request header.
<b>Item URL</b>	(Optional) Enter a URL when the supplier has a website to access more details about the catalog item.
<b>Spend Category</b>	Select the spend category for this item.

After the catalog load request is approved, the catalog load displays:

- Whether items are new, updated, inactive, or no change was made.
- The Price Variance Percent, if applicable.

You may then:

- Route catalog load requests for approval.
- Link the catalog to supplier contracts.



## ACTIVITY 1.11 – CREATE SUPPLIER CATALOG

**Business Case:** The Supplier Catalog ties the catalog items to the Supplier. Our catalog load will add three products to our new catalog.

### TASK #1: CREATE SUPPLIER CATALOG

1. Sign in as Procurement Administrator Teresa Serrano (*tserrano*).
2. Enter *suppl cat* into the search box.
3. Choose the **Create Supplier Catalog** task and enter the following information:

<b>Field Name</b>	<b>Entry Value</b>
Catalog Name	Internal Company Marketing
Supplier	CorporateCloud.com
Currency	USD

4. Click **OK** to continue.
5. Click the **Load Items** button.
6. Click **OK**.

### TASK #2: CATALOG LOAD REQUEST

1. Verify the Default Lead Time in Days is 0. Click **OK** to continue.
2. Complete the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Supplier Item Identifier	GMS-MUG-WT
Item Name	GMS Logo Mug White
Item Description	20 oz. logo mug
Spend Category	Company Logo Gear
Unit Price	16.00
Unit of Measure	Each

3. Click the **Add Row** icon  to add a row.

4. Complete the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Item Identifier	GMS-GSH-BL
Item Name	GMS Logo Golf Shirt
Item Description	Large Blue Golf Shirt
Spend Category	Company Logo Gear
Unit Price	28.00
Unit of Measure	Each

5. Click the **Add Row** icon  to add a row.

6. Complete the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Item Identifier	GMS-BPAK
Item Name	GMS Logo Backpack
Item Description	Black Backpack with Orange and Blue Logo
Spend Category	Company Logo Gear
Unit Price	45.00
Unit of Measure	Each

7. Click **Submit**.

8. Click **Done** on the confirmation page.





## DEMO 1.2 – CREATE SUPPLIER CONTRACT

Introduction: Check out the next demonstration.



## ACTIVITY 1.12 – CREATE SUPPLIER CONTRACT

**Business Case:** A new contract will be created for one of our new suppliers and supplier catalogs. The supplier contract will be used by employees to purchase our company's logo products from the catalog.

### TASK #1: CREATE SUPPLIER CONTRACT

1. Sign in as Buyer / Supplier Contract Specialist Teresa Serrano (*tserrano*).
2. Enter *Create Supplier Contract* into the search box.
3. Select **Create Supplier Contract** task.
4. Complete the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Company	Global Modern Services, Inc. (USA)
Supplier	CorporateCloud.com
Contract Type	Catalog Contract
Create Blank Supplier Contract	(selected)

5. Click **OK** to continue.
6. Complete the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Contract Name	CorporateCloud.com Contract
Contract Reference	GMS Logo Store
Start Date	January 1 <sup>st</sup> of current year
Contract Signed Date	January 1 <sup>st</sup> of current year
End Date	December 31 <sup>st</sup> of current year
Currency	USD

7. In the **Catalog Item Pricing** section select the **Catalogs for Supplier > Internal Company Marketing**
8. Click **Submit**.

9. Click **Done** on the confirmation page.
10. Sign out.

## TASK #2: APPROVAL OF SUPPLIER CONTRACT

1. Sign in as Supplier Contract Specialist Arjun Bhat (*abhat*).
2. Open Arjun's Inbox.
3. Select the **Supplier Contract**.
4. Click **Approve**.
5. Click **Done** on the confirmation page.
6. Sign out.



## SUPPLIER CONTRACTS FOR PROCUREMENT

Supplier contracts provide a framework for defining agreements between buying organizations and their suppliers. Supplier contracts are the counterpart of a customer contract.

The agreements with the supplier contract govern the terms of the procurement of goods and services.

Agreement types may include:

- Leases
- Maintenance Agreements
- Purchasing Contracts
- Blanket Purchase Orders
- Licensing Rights

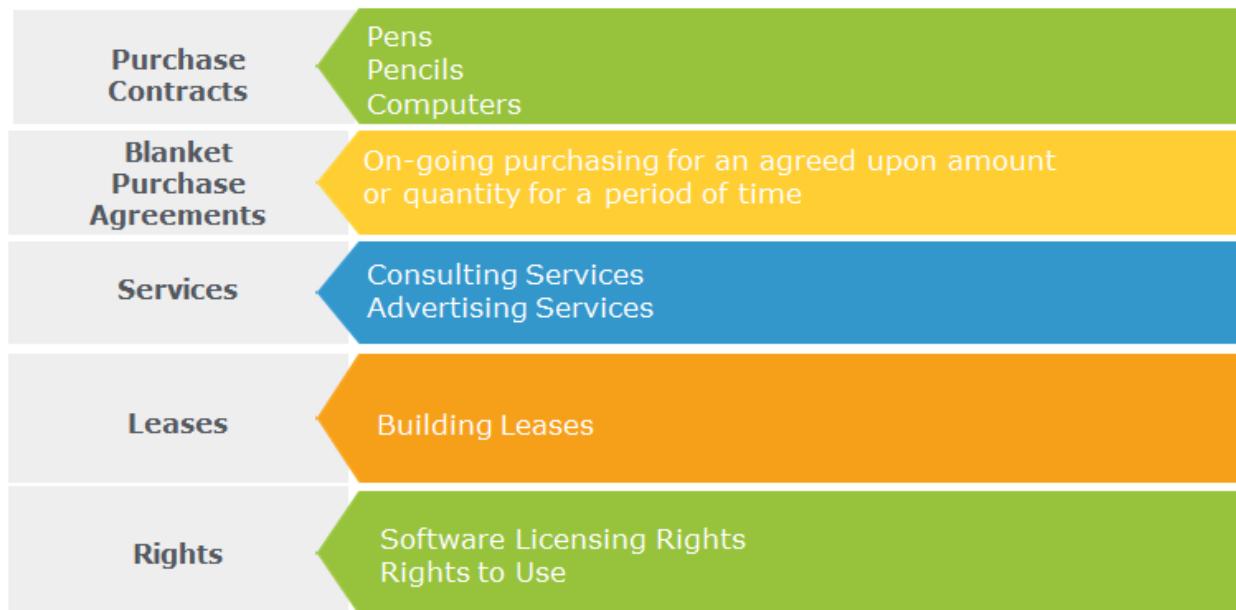
When contract terms change, customers can enter amendments and can optionally route them for approval and review. Spend against Supplier Contracts is tracked, and analysis is available through drill-downs when viewing contracts.

You can create supplier contracts with specified items, payment terms, and other details. Then you can order goods and services against the contract and the terms follow the order from requisition to payment.

Supplier contracts document the operational details of supplier agreements such as procurement items or deliverable services, contract start and end dates, invoice and purchasing schedules. The solution also manages each step of the contract lifecycle from draft to completion. Contracts can be routed for approval for optimal control.

## CONTRACT TYPES

The contract types allow you to manage your contracts in accordance to your contract terms, such as scheduled invoicing, scheduled purchasing, and renewal terms.



You can configure contract types that best suit your needs. Options include:

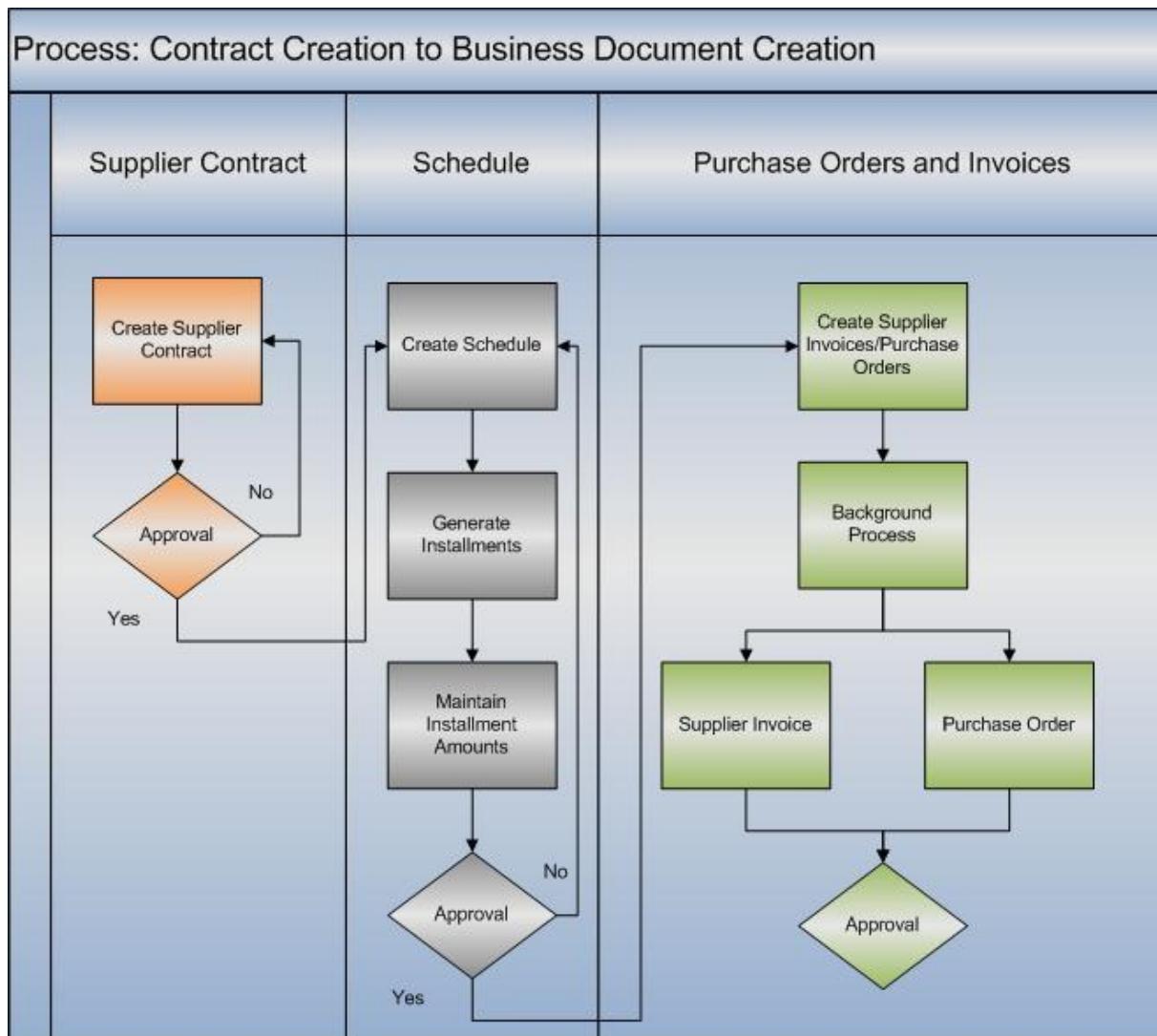
- Generating supplier invoices or purchase orders based on a schedule.
- Allowing manually created invoices or purchase orders against a contract.
- Linking supplier contracts to catalogs.
- Receiving directly against a contract without purchase order.
- Creating obligations related to commitment accounting.
- Multi-supplier for consortium procurement.
- Renewal terms for automatic supplier contract renewals.

#### RELATED BUSINESS DOCUMENTS

Business Document	Uses
<b>Requisition</b>	A written order or formal demand created by users and directed to a company's purchasing department. It generally includes items, brands or models, descriptions, and quantities.
<b>Purchase Order</b>	A buyer-generated document that authorizes a purchase transaction. When accepted by the seller, it becomes a contract binding both parties.
<b>Supplier Invoice</b>	A commercial document issued by a supplier to a buyer, relating to a sales transaction and indicating the products, quantities, and agreed prices for goods or services the seller has provided the buyer.

Business Document	Uses
Receipt	Formal, written acknowledgment that something of value has been received.
Catalog	The list of items you can buy from a certain supplier; includes the cost of the item.
Return	Numbered authorization provided by a (usually distant) seller to permit the buyer to return an item for refund. Creates Supplier Invoice Adjustment if already paid for.

## SUPPLIER CONTRACT WITH SCHEDULED PURCHASE ORDERS OR INVOICES



The chart above is a beginning-to-end process flow that illustrates creating a supplier contract and creating a purchase order or invoice based on a schedule.

## SUPPLIER CONTRACT

First, you create a supplier contract. Then, there is a business process for the approval of the supplier contract. Once the supplier contract is approved, you can then create schedules.

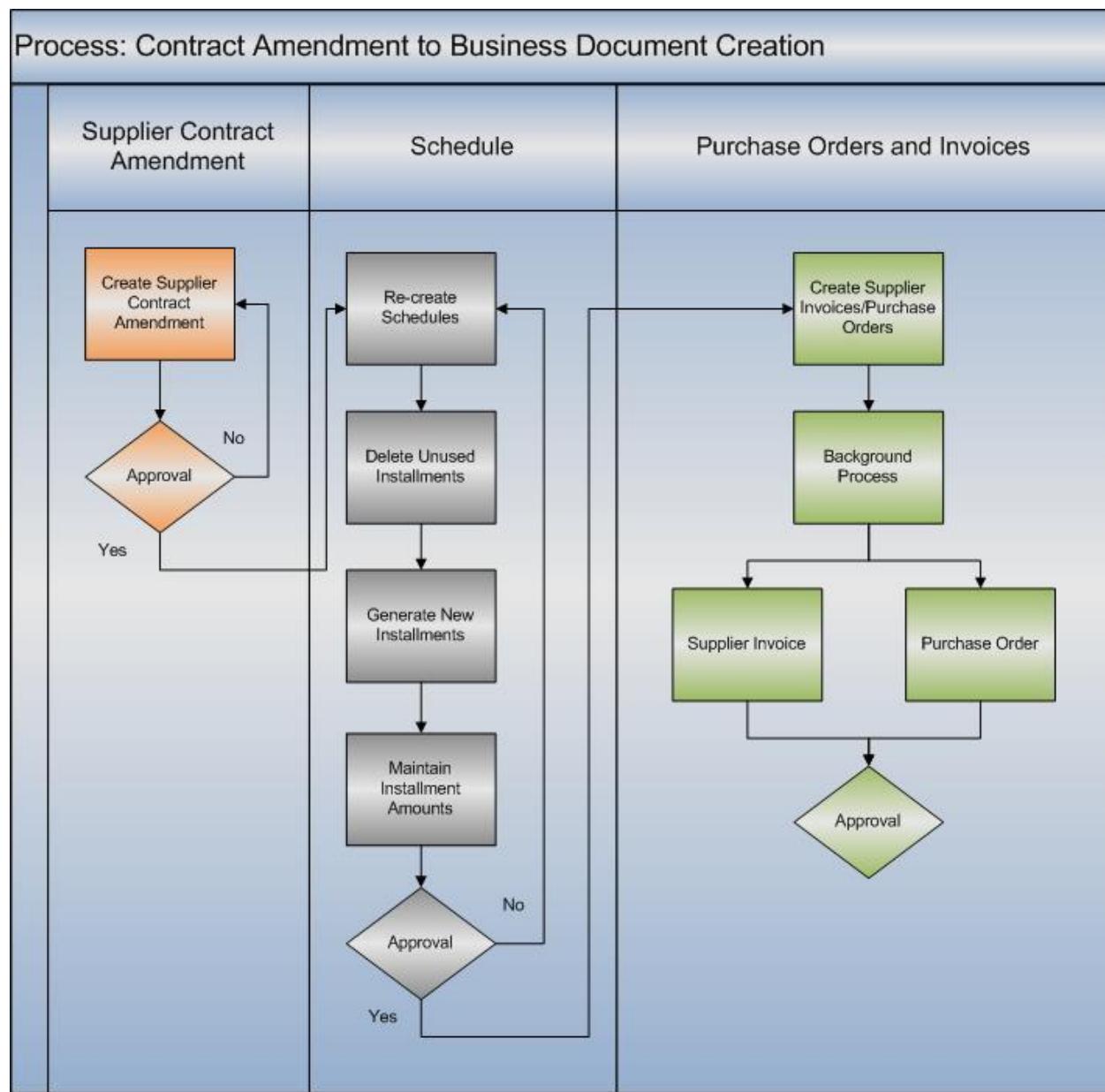
## SCHEDULE

From the schedules, you can generate installments for your supplier contract. For example, you may have a twelve-month lease and the schedule has terms where you pay monthly on the 15th. There are twelve installments through the end of a calendar year. You can spread even the amount for each of the monthly installments. If you have custom installments, you can maintain installment amounts. There is a business process for approving the schedule, including the installments for further review and approval.

## PURCHASE ORDERS AND INVOICES

Once you have an approved schedule, you can then generate the business documents from the installments. These documents are either purchase orders or supplier invoices. You can schedule them to be created on a regular basis.

## SUPPLIER CONTRACT AMENDMENT WITH SCHEDULES



The chart above is a beginning-to-end process flow that illustrates creating a supplier contract amendment and updating the corresponding purchase order or invoice schedule.

## SUPPLIER CONTRACT AMENDMENT

If you create a supplier contract amendment there is business process in place for approval. Once the amendment is approved a new version of the contract is created.

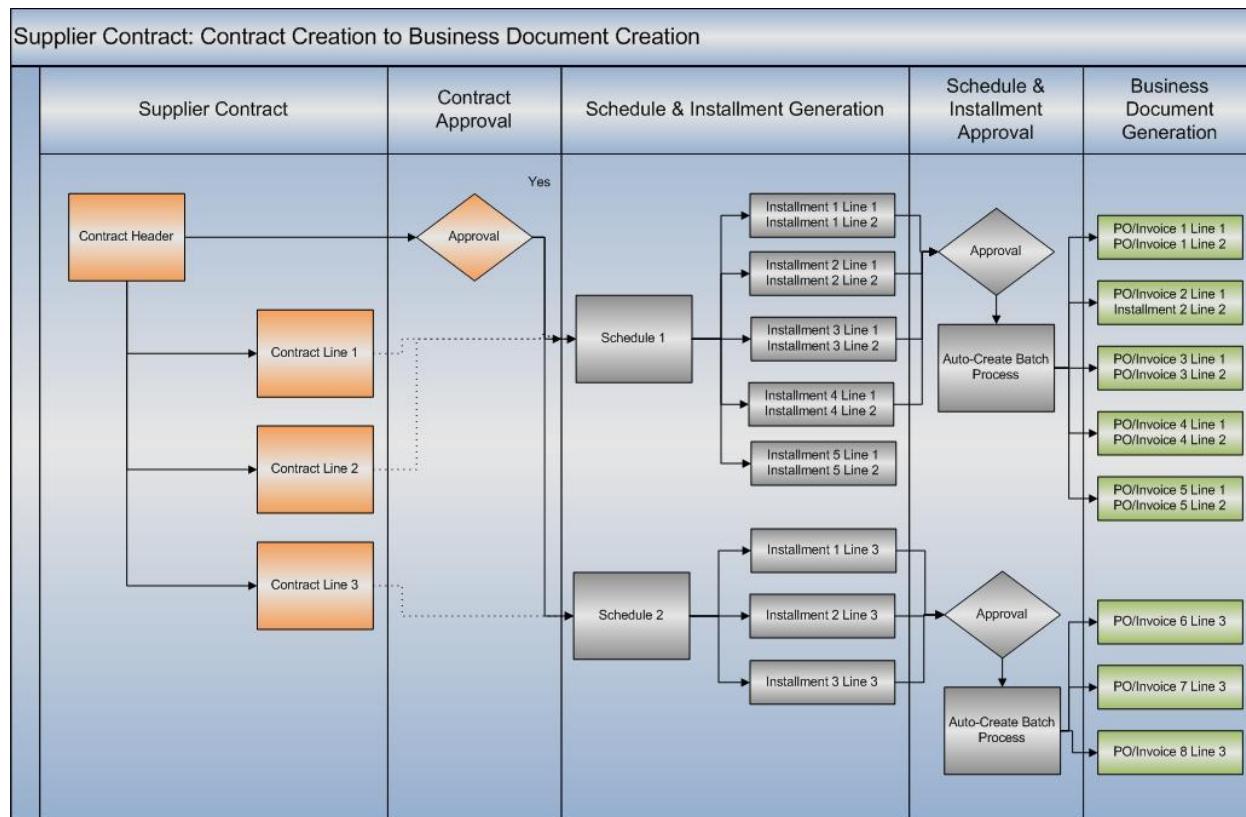
## SCHEDULE

You then can regenerate installments, because the amounts may have changed when the amendment was created. You may also have to delete some unused installments and create new ones.

## PURCHASE ORDERS AND INVOICES

Once you have an approved schedule, the process then flows all the way to the creation of the business documents.

## SUPPLIER CONTRACT LINE RELATIONSHIPS



The chart above shows the relationships of all the parts of a supplier contract line and how they fit together; it shows a supplier contract that has three different contract lines.

## MULTIPLE SCHEDULES FOR A SUPPLIER CONTRACT

Once the contract is approved, you can create multiple schedules for the same contract. For example, Contract Line 1 and Contract Line 2 will get applied to Schedule 1. However, Contract Line 3 gets applied only to Schedule 2. In this example, perhaps Contract Line 1 and Contract

Line 2 require purchase orders to be generated weekly, whereas Contract Line 3 is for goods that are only ordered once a month.

You can have a single installment line or use multiple lines depending on the schedule.

## BUSINESS DOCUMENT GENERATION

When you create your purchase order or invoice, it will have the same number of lines reflected in whatever was defined in the installment line generation.

## BUSINESS PROCESSES

### **Supplier Contract**

- Supplier Contract Event Business Process
- Supplier Contract Amendment Business Process

### **Supplier Invoice/Purchase Order Schedules**

- Supplier Contract Invoice Schedule Business Process
- Supplier Contract Purchase Order Schedule Business Process



## ACTIVITY 1.13 – CREATE SUPPLIER CONTRACT AMENDMENT

**Business Case:** An existing contract with Dell will be amended for use with Punchout. The supplier contract will be used by employees to purchase a computer peripheral through the Dell Punchout. The Amendment is necessary to extend the contract date to 12/31/15.

### TASK #1: CREATE SUPPLIER CONTRACT AMENDMENT

1. Sign in as Buyer / Supplier Contract Specialist Teresa Serrano (*tserrano*).
2. Enter *suppl contr am* into the search box.
3. Select the **Create Supplier Contract Amendment** task.
4. Select **CON-1009: Dell Master GMS USA**.
5. Click **OK**.
6. Complete the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Amendment Type	Extension
Amendment Date	Today
Contract Reference	Dell Amendment 2017-19
End Date	December 31, 2019

7. Click **Submit** to save.

### TASK #2: DO ANOTHER: CREATE A SECOND SUPPLIER CONTRACT AMENDMENT

1. Select the **Create Supplier Contract Amendment** task.
2. Select the **CorporateCloud.com Contract**.
3. Click **OK**.
4. Complete the information as follows:

Field Name	Entry Value
Amendment Type	Change
Amendment Date	Today's Date
Contract Reference	CorporateCloud.com Amendment 2017-18
End Date	December 31, 2018

5. Click **Submit** to save.
6. Expand the **Details and Process** section to review your work.
7. Click **Done** on the confirmation page.
8. Sign out.

### TASK #3: APPROVAL OF SUPPLIER CONTRACTS BY CONTRACT SPECIALIST

1. Sign in as Supplier Contract Specialist Arjun Bhat (*abhat*).
2. Open Arjun's Inbox.
3. Review the action for the two contracts.
4. Click **Approve** for each contract.
5. Click **Done** on the confirmation pages.
6. Sign out.





## ACTIVITY 1.14 – VIEW SUPPLIER CONTRACT

**Business Case:** An existing contract with Staples is used with Punchout. The supplier contract is used by employees to purchase goods through Punchout.

### TASK #1: FIND SUPPLIER CONTRACTS

1. Sign in as a Buyer / Supplier Contract Specialist (*tserrano*).
2. Enter *fi suppl contr* into the search box.
3. Choose the **Find Supplier Contracts** report.
4. Complete the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Supplier	Staples
Status	Approved

5. Click **OK**.
6. Click the **magnifying glass** for the CON-1056: Staples purchase contract.
7. Review the contract information.



## ACTIVITY 1.15 – CREATE A PURCHASE ITEM

**Business Case:** GMS has determined that all executives will receive a 64 GB Tablet. Since this item will be used often, we will be creating a new independent purchase item.

We will be creating a purchase item that is a service item for HVAC Yearly Maintenance.

We will create generic purchase items that will be tied to specific catalog items.

### TASK #1: CREATE A PURCHASE ITEM

1. Sign in as Procurement Administrator or Finance Administrator Teresa Serrano (*tserrano*).
2. Enter *cr purch item* into the search box.
3. Choose the **Create Purchase Item** task.
4. Enter details as follows:

Field Name	Entry Value
Item Name	Tablet 64 GB
Spend Category	Mobile Office Assets
Default Ordering Unit of Measure	Each
Unit Price	500.00
Currency	USD

5. Click **OK**.
6. Click the Tablet 64 GB **Related Actions** icon, and Click **Item > Update Image**.
7. Select **tablet.jpg** in the Image field.
8. Click **OK** to save.
9. Click **Done**.

TASK #2: CREATE A SECOND PURCHASE ITEM

1. Enter *cr purch item* into the search box.
2. Choose the **Create Purchase Item** task.
3. Enter details as follows:

<b>Field Name</b>	<b>Entry Value</b>
Item Name	HVAC Maintenance
Spend Category	Equipment Repair
Item Description	Annual HVAC Maintenance
Default Ordering Unit of Measure	Each
Unit Price	3000.00
Currency	USD
Default as Service Request	(Checked)

4. Click **OK** and **Done**.

TASK #3: CREATE THREE GENERIC PURCHASE ITEMS

1. Enter *cr purch item* into the search box.
2. Choose the **Create Purchase Item** task and enter details as follows:

<b>Field Name</b>	<b>Entry Value</b>
Item Name	Mug
Spend Category	Company Logo Gear

3. Click **OK** and **Done**.
4. Repeat to add the following purchase item.

<b>Field Name</b>	<b>Entry Value</b>
Item Name	Golf Shirt
Spend Category	Company Logo Gear

5. Click **OK** and **Done**.

6. Repeat to add the following purchase item.

<b>Field Name</b>	<b>Entry Value</b>
Item Name	Backpack
Spend Category	Company Logo Gear

7. Click **OK**.



## SCHEDULES AND INSTALLMENTS FOR SUPPLIER CONTRACTS

You can create supplier contract schedules and set up installments to generate purchase orders or supplier invoices on a scheduled basis.



**Tip:** You can create multiple schedules for each supplier contract. For example, you can associate different lines with different schedules and group multiple lines for another schedule.

### SUPPLIER CONTRACTS WITH CONTRACT TYPES THAT ALLOW FOR SCHEDULED INVOICES

If you choose a contract where the schedule invoice is checked, you see a group box where you can define Supplier Invoice Defaults that you create on a schedule; they can be overwritten later if necessary.

### SUPPLIER CONTRACTS WITH CONTRACT TYPES THAT ALLOW FOR SCHEDULED PURCHASE ORDERS

If you choose a contract type that allows for purchase order schedules, you can specify PO defaults. You can identify the Bill-To or Ship-To address information that defaults onto the purchase order.

### SUPPLIER CONTRACT SCHEDULES AND INSTALLMENTS

The system supports supplier contract schedules for Purchase Order or Supplier Invoice schedules.

## SCHEDULE METHODS: CUSTOM, SPREAD EVEN, DEFINED INSTALLMENTS

Select a Method for the contract installments:

Option	Description
<b>Custom</b>	Select to custom define your own installments.
<b>Defined Installment</b>	Select to specify the First and Last installments amounts and subtract those from the total of the lines you include in the schedule. Divide the remaining balance of the contract lines total included in this schedule by the remaining installments and enter that amount in the Regular field.
<b>Spread Even</b>	Workday divides the total amount or quantity by the number of installments and equally distributes the total to each installment. Select Spread Even to enable automatic processing of supplier contract schedules and installments after supplier contract amendments are approved.

## DISTRIBUTED BY QUANTITY OR AMOUNT

For purchase orders, you can distribute by quantity only (amount based schedules are not supported). For supplier invoices, you can distribute by quantity or amount.



Note: Supplier Invoice Lines generated for amount-based schedules will not have a Quantity or Unit Cost.

## DEFINE FREQUENCY, SCHEDULE FROM DATE, AND NUMBER OF INSTALLMENTS

Select a Frequency for generating installments, such as Quarterly or Monthly. You can identify at what intervals you want to generate the installments. You can specify a From and To date, or just a From Date and the number of installments to generate. They do not need to be done all at once.

In the From Date field, select a date to start generating installments. Select one of the following:

Option	Description
<b>Number of Installments</b>	Specify the total number of installments for this contract schedule. Once the total number of installments is reached, no further installments can be generated.
<b>To Date</b>	Enter the date when installments are to be completed for this schedule. Additional installments cannot be generated after this date.

## DEFINE DATE OPTIONS

Define the date on the document that you want use for scheduling the purchase order or invoice. You can specify, for example, the 15th of each month. This does not need to coincide with the installment date, so you can pick a document date for the resulting business documents.

Option	Description
<b>Defined Date</b>	<ul style="list-style-type: none"><li>• Contract Line Start Date</li></ul> <p>If multiple contract lines are in the schedule, Workday uses the earliest start date from the contract lines.</p> <ul style="list-style-type: none"><li>• Contract Signed Date</li><li>• Contract Start Date</li><li>• Receipt Date</li></ul> <p>If multiple receipts are applied to supplier contract lines, Workday uses the earliest receipt date.</p> <ul style="list-style-type: none"><li>• Schedule From Date</li><li>• Schedule To Date</li></ul>
<b>Day of Month</b>	Select a day to generate installments each month. For example, select 10 to generate installments on the tenth of each month.

## OVERRIDE DEFAULTS FOR SUPPLIER INVOICES OR PURCHASE ORDERS

When you create a schedule, you have an opportunity to create or override defaults for the resulting supplier invoices or purchase orders. For example, there may be a subset of purchase orders or invoices where you want something to change that may not have been defined in the contract. This provides additional flexibility.

## DEFINE AUTO-SUBMIT OPTION FOR POS/INVOICE

You can specify on the schedule whether you want to send the invoice or PO into the business process depending on whether you mark the checkbox. If it is not checked, the documents will get generated in draft mode. Typically, you do not want to have to touch all the resulting documents and then submit them, so using auto-submit expedites the process for you.

## ADD CONTRACT LINES

You can also add specific contract lines to your schedule by marking the Add Contract Lines checkbox.

Warning Schedules can have up to 1000 lines. If you are adding more, only the first 1000 will be added.

Add Contract Lines 4 items (Selected: 1)					
<input type="checkbox"/>	Contract Line	Supplier Contract	Spend Category	Quantity	Extended Amount
<input checked="" type="checkbox"/>	CON-1042 (Line 1)	CON-1042: GMS Federal Realty	Rent	12	16,272.00
<input type="checkbox"/>	CON-1042 (Line 2)	CON-1042: GMS Federal Realty	Rent	12	38,160.00
<input type="checkbox"/>	CON-1042 (Line 3)	CON-1042: GMS Federal Realty	Rent	12	50,304.00
<input type="checkbox"/>	CON-1042 (Line 4)	CON-1042: GMS Federal Realty	Rent	12	61,860.00

**Save and Continue** **Cancel**

You can create multiple schedules for supplier contracts and include different lines on each schedule.



## INSTALLMENTS

You can generate installments and re-generate them if edits are required.

- Use the Define Installments button for the Defined Installments schedule method.
- Use the Generate Installments button for Spread Even schedule method.
- Use the Customize Installments button for Custom schedule method.
- Click Submit to send the schedule with installments for approval.
  - Schedules can be edited and installments can be regenerated if related POs or Invoices have not yet been created.
  - Canceled POs and Invoices will not prevent regeneration of installments.

## INSTALLMENTS – SPREAD EVEN EXAMPLE

If you use the spread even method to generate installments, the system does everything for you.

- Review generated installments for Spread Even.
- For Defined Installments, define Regular, First and Last Installment.
- For Custom, define all installments.

## Spend for Workday 28

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				Installments by Line			
Installment Number	Installment Date	From Date	To Date	Line	Amount	Line From Date	Line To Date
1	06/15/2014	07/08/2014	08/07/2014	CON-1042 (Line 1)	1,356.00	07/08/2014	08/07/2014
2	07/15/2014	08/08/2014	09/07/2014	CON-1042 (Line 1)	1,356.00	08/08/2014	09/07/2014
3	08/15/2014	09/08/2014	10/07/2014	CON-1042 (Line 1)	1,356.00	09/08/2014	10/07/2014
4	09/15/2014	10/08/2014	11/07/2014	CON-1042 (Line 1)	1,356.00	10/08/2014	11/07/2014
5	10/15/2014	11/08/2014	12/07/2014	CON-1042 (Line 1) 	1,356.00	11/08/2014	12/07/2014
6	11/15/2014	12/08/2014	01/07/2015	CON-1042 (Line 1)	1,356.00	12/08/2014	01/07/2015
7	12/15/2014	01/08/2015	02/07/2015	CON-1042 (Line 1)	1,356.00	01/08/2015	02/07/2015
8	01/15/2015	02/08/2015	03/07/2015	CON-1042 (Line 1)	1,356.00	02/08/2015	03/07/2015
9	02/15/2015	03/08/2015	04/07/2015	CON-1042 (Line 1)	1,356.00	03/08/2015	04/07/2015
10	03/15/2015	04/08/2015	05/07/2015	CON-1042 (Line 1)	1,356.00	04/08/2015	05/07/2015

## ADDITIONAL NOTES

- After the supplier contract schedule is approved, installments are available to create supplier invoices or purchase orders.
- If you selected Schedule on Hold, your invoices or purchase orders are scheduled but not available to process.
- When supplier invoices are generated from contract installments, Workday extends tax details from supplier contact lines to the invoice lines.



## CHAPTER 1 KNOWLEDGE CHECK

Please complete the Procurement and Supplier Management quiz in the Workday Learning Center.

## CHAPTER 2 – PROCESS PROCUREMENT

### OVERVIEW

Currently, companies are more service oriented and therefore ‘people’ based. Workday has responded to that shift by providing a ‘shopping’ look and feel to entering a requisition, which can then be automatically routed for management review and approval. Workday’s Procurement solution provides the ability to procure deliverable services and contingent labor in addition to goods. These types of spend have unique aspects, therefore each type of spend has a unique document layout, as well as unique matching. A receipt for goods is the equivalent of a task log for deliverable services or a timesheet for contingent labor.

Workday Procurement delivers built-in spend analytics that give you full visibility into your organization's spend.

### OBJECTIVES

By the end of this chapter, you will be able to:

- Identify the requisition process.
- Define unions between requisitions and workcart concepts.
- Describe the differences of requisitioning based on deliverable services versus goods.
- Explain requisition template options.
- Identify the steps in sourcing a requisition from storage.
- Explain configuration considerations for storage.
- Describe the purchase order issue event process.
- Explain an evaluated receipt settlement.
- Explain limits and constraints of returning goods to suppliers.
- Describe the agreements types that govern the terms of a supplier contract.
- Identify ways that supplier contracts can be configured.
- Explain various process flows that illustrate supplier contract creation to business document creation.
- Identify ways that Workday Procurement supports the end to end business process for contingent labor spend.
- Explain how to create a job requisition for a contingent worker.

## OVERVIEW

### Requisition

- Workcart
- Punchout
- Search Catalog
- Ad Hoc Requests
- Copy Template or Existing Requisition

### Purchase Order and Issue

- Source from Requisition
- Internally Source
- Create Purchase Order

### Receive

- Receive Goods

### Invoice

- Copy from Purchase Order
- Copy from Receipt
- Self Billing

## SECURITY GROUPS

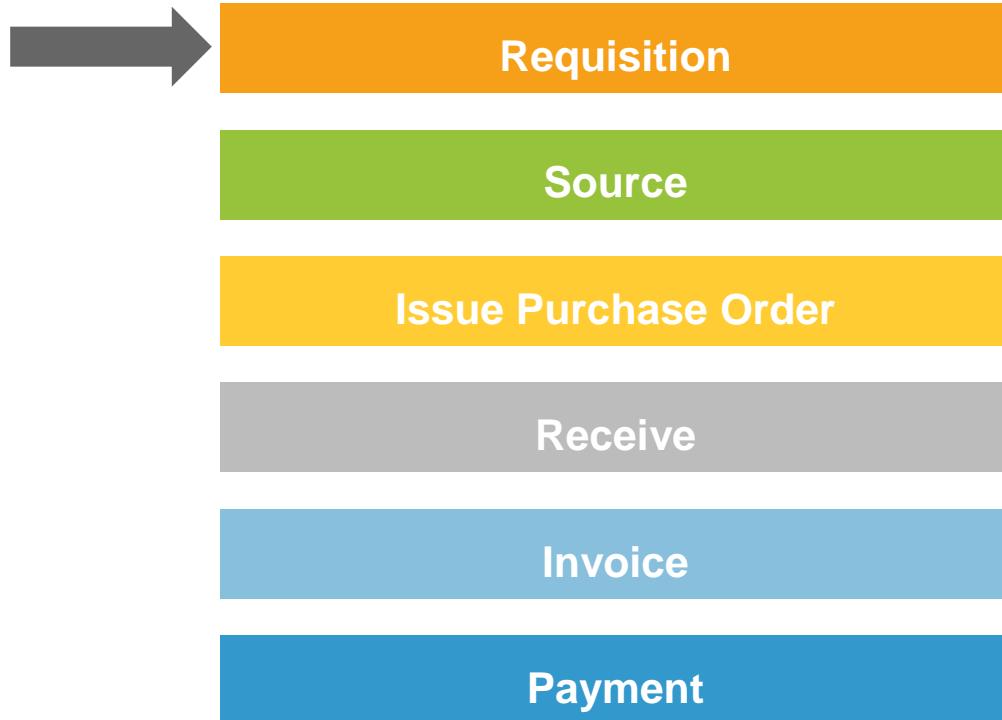
A requisition can be created by anyone in the company unless otherwise restricted.

The worker's manager and the cost center manager can review and approve the requisition. Other forms of approval can be configured based on amount or category of spend. For example, IT Equipment may require approval from an IT Specialist while services may require approval from the project manager.

## BUSINESS PROCESSES

- Requisition Event
- Source from Storage Event
- Receipt
- Receipt Accrual Event

## REQUISITIONING GOODS OVERVIEW



### REQUISITION AND WORKCART CONCEPTS

Creating a requisition for goods or deliverable services starts with your workcart. As you select goods and services from various places, they are listed in the workcart. You can request physical goods (such as a chair), contingent workers (contract workers), or deliverables services (such as a new website) for yourself or on behalf of another worker.

When all the items you want to request are in your workcart, you can "check out" to generate the requisition. You can remove items from your workcart or close it at any time without creating a requisition, and return to it later. When you click the Checkout button, all the items in your workcart are moved into a new requisition. You can edit, save, or process the requisition.

To request contingent worker services, use the Job Requisitions option.

### CHECKOUT

The Checkout button creates a requisition from the entries in your workcart and empties your workcart.

## SEARCH CATALOG

Use this option to search your own organization's catalog of available goods as well as supplier catalog items.

## PUNCHOUT

Supplier Punchout connects you to a supplier's website so that you can browse the supplier's catalog, select items to purchase, and bring the items back into your workcart without leaving Workday. When you click the Punchout link from your workcart, Workday opens the supplier website and displays the catalog items that are applicable to your company. After you make your selections and complete your order, Workday adds the items to your workcart. When you have returned to the workcart, you can either connect to another supplier catalog or check out of the workcart. After you create a requisition from the Punchout session and generate a purchase order, Workday sends a cXML (commerce eXtensible Markup Language) version of it directly to the supplier.

Two integration systems facilitate end-to-end procurement for each Punchout supplier. A single integration establishes a connection from Workday to the Punchout catalog on the supplier's website, and the other integration submits purchase orders to the supplier based on your requisitions.

You can select from Workday's preconfigured Punchout suppliers or create Punchout integrations with the suppliers of your choice. Suppliers in the Workday list include: CDW, Dell, Guest Supply, and Staples.

Generic integration templates are available for you to create integrations to other suppliers who support the Punchout standard.

## CONNECT TO SUPPLIER WEBSITE

If you have set up connections to supplier websites, you can select this option to access one of their catalogs, select items to purchase, and return them to your workcart.

## AD HOC REQUISITION

The Ad Hoc option is used when the item requested is not a standard item found in a catalog. If you do not know all the details, the buyer can fill them in later when processing the requisition.

## TEMPLATE AND COPY

Requisition templates make the process for requisitioning goods and services simpler, faster, and more manageable.

## REQUISITIONING DELIVERABLE SERVICES

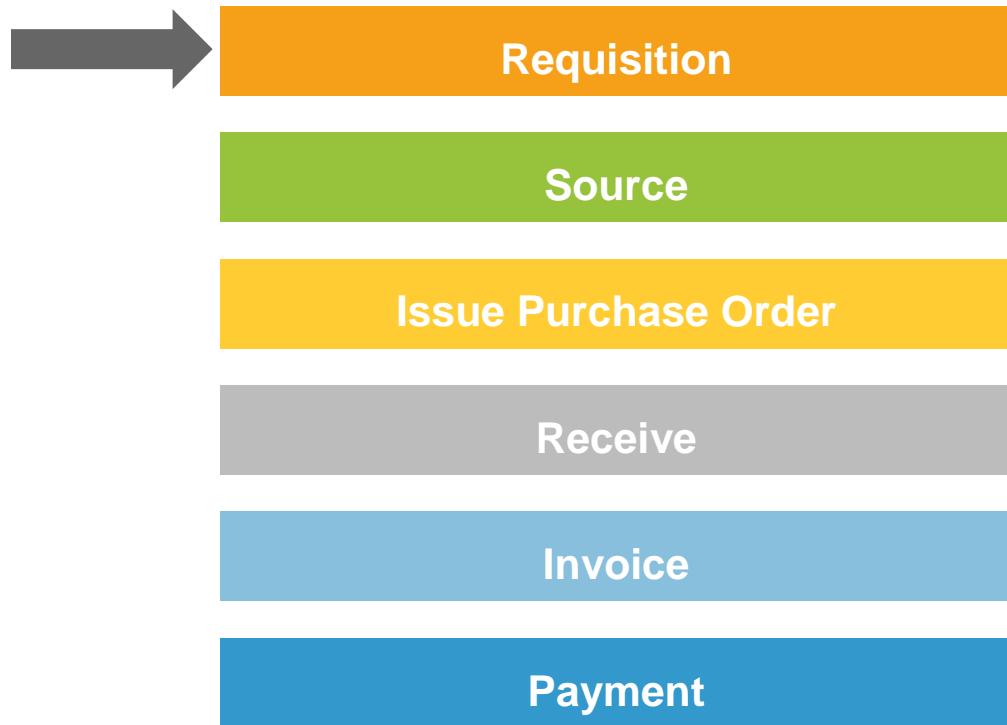
Services spend visibility is often lost in the details of Accounts Payable. Workday Procurement supports the end-to-end business process for Services Spend providing far more visibility into how your organization acquires and consumes services.

Deliverable services are based on projects. Typically, they would be used in situations where you want to track service projects based on tasks completed.

The requisition, purchase order, and invoice will have a layout that is geared toward project information rather than goods.



## REQUISITION DELIVERABLE SERVICES PROCESS FLOW



A deliverable services requisition can begin with the workcart, or by navigating directly to the Request Deliverable Services task. All requisitions and purchase orders are associated with projects.

### SECURITY ROLES

- Services Coordinator - Perform services sourcing functions for assigned organizations. Examples include requisitions, purchase orders, and receipts. Has approval authority for procurement business processes.
- Supplier as Self - Perform self-service supplier tasks such as load catalog, approve purchase orders, and log time and tasks.

## REVIEW REQUISITION BUSINESS PROCESS

1. Enter *bp: requisition* into the search box.
2. Choose the **Requisition Event for Global Modern Services, Inc. (USA)** task.
3. Review steps.
4. Click the **View Diagram** button to view the steps in a flowchart.



## ACTIVITY 2.1 – REQUISITION GOODS VIA PUNCHOUT

**Business Case:** Using an existing supplier, we will order an item via punch-out, allowing us to browse their online catalog for items we can purchase from Staples while displaying our corporate pricing.

### TASK #1: REQUISITION GOODS VIA PUNCHOUT

1. Sign in as Employee Jared Ellis (*jellis*).
2. Enter *vie car* into the search box.
3. Choose the **View Cart** task.
4. Click **OK**.
  
5. Click the **Connect to Supplier Website** link.
  
6. Click the **Connect** button for Staples.
7. Enter *Wireless Desktop Keyboard* into the Staples search box.
8. Select any Wireless Desktop Keyboard and Mouse Combo.
9. Click the **Add** button.
10. Click the **Checkout** button.
11. Click the **Submit Order** button.
12. The Workday View Cart appears. Click **Checkout**.
13. Review the line item and details. Click the **Next** button to advance through the **Shipping Address, Information, Attachments, and Line Defaults** tabs.
14. On the **Review and Submit** tab, note the Spend Category in the Goods region is empty. Enter *Computer Accessories* in the field.
15. Click **Submit**.
16. Expand the **Details and Process** section. Review the **Details** and **Process** tabs.

17. Click **Done**.

18. Sign out.

#### TASK #2: APPROVAL OF GOODS REQUISITION

1. Sign in as Manager Anthony Rizzo (*arizzo*).
2. Open Anthony's Inbox.
3. Select the Requisition.
4. Click **Approve**.
5. Click **Done**.
6. Sign out.

#### TASK #3: APPROVAL OF GOODS REQUISITION

1. Sign in as Buyer Sherry Voigt (*svoigt*).
2. Open Sherry's Inbox.
3. Select the Requisition.
4. Click **Approve**.
5. Click **Done**.
6. Sign out. Note: The requisition can be sourced later.





## ACTIVITY 2.2 – ADD NEW SPEND CATEGORIES

**Business Case:** We need to add the new spend categories to segmented security to request them.

### TASK #1: SEGMENT SECURITY - SPEND CATEGORY

1. Sign in as Procurement Administrator Teresa Serrano (*tserrano*).
2. Enter *ed sec seg* into the search box.
3. Choose the **Edit Requisition Spend Category Security Segment** task.
4. Select **Requisition Spend Category Security Segment > Unrestricted Spend Category Segment**.
5. Click **OK**.
6. Add the following Spend Categories to the list: **Company Logo Gear; Vending Machines**.
7. Click **OK** to save.
8. Click **Done** on the confirmation page.
9. Sign out.





## ACTIVITY 2.3 – REQUISITION PURCHASE ITEMS

Business Case: The IT department is purchasing new tablets for executives.

### TASK #1: REQUISITION PURCHASE ITEMS

1. Sign in as employee Jared Ellis (*jellis*).

2. Enter *vie car* into the search box.

3. Select the **View Cart** task.

4. Click **OK**.

Note: If the **OK** button is not visible, select **Continue Shopping > Search Catalog** from the dropdown list.

5. Click **Search Catalog**.

6. Enter **tablet** in the **Filter By** field and click the **magnifying glass** .

7. Select the **Tablet 64 GB** to add the item to the Cart.

8. Click **Add to Cart** and **OK**.

9. Click the **Cart**  icon.

10. Click **Checkout**.

11. Change Ship To Address to the *San Francisco address* (from the **Shipping Address** tab).

12. Click the **Review and Submit** tab to: Change Quantity to **5** and change the **Deliver To: San Francisco** and **Location: San Francisco**.

13. Click **Submit**.

14. Expand the **Details and Process** section.

15. Click **Done**.

16. Sign out.

## TASK #2: APPROVAL OF GOODS REQUISITION

1. Sign in as Manager Anthony Rizzo (*arizzo*).
2. Open Anthony's inbox.
3. Review Jared's requisition.
4. Click **Approve**.
5. Click **Done** on the confirmation page.
6. Sign out.

## TASK #3: APPROVAL OF GOODS REQUISITION

1. Sign in as Buyer Sherry Voigt (*svoigt*).
2. Open Sherry's inbox.
3. Review Jared's requisition.
4. In the Goods Line region, enter **Purchase Order** as the **Fulfillment Source**. Enter **Corporate Express** as the Supplier.
5. Click **OK**.
6. Click **Done** on the confirmation page.
7. Sign out. Note: The requisition can be sourced later.





## DEMO 2.1 – REQUISITION GOODS VIA PUNCHOUT

Introduction: Check out the next demonstration.



## ACTIVITY 2.4 – REQUISITION NON-CATALOG ITEM

**Business Case:** The non-catalog option is used when the item being requested is not a standard item found in a catalog. Facilities will be making a one-time request for a snack machine.

### TASK #1: REQUISITION NON-CATALOG ITEM

1. Sign in as Employee James Mason (*jmason*).
2. Enter *vie car* into the search box.
3. Select the **View Cart** task.
4. Click **OK**.
5. Click the **Request Non-Catalog Items** link.
6. Complete the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Item Description	Snack Machine with Credit Card Swipe
Spend Category	Vending Machines
Supplier	Tri Valley Vending
Quantity	1
Unit Cost	5000.00
Unit of Measure	Each

7. Click **Add to Cart**. Click **OK**.
8. Click the **Cart** icon. Click **Checkout**.
9. On the **Review and Submit** tab, change Cost Center Worktag to **34100 Office Catering**.
10. Verify Additional Worktags:
  - A. **Location: San Francisco**
  - B. **Region: US - West**
11. Click **Submit**.

12. Click **Done** on the confirmation page.
13. Sign out.

#### TASK #2: APPROVAL OF GOODS REQUISITION

1. Sign in as Manager Catherine Gibson (*cgibson*).
2. Open Catherine's Inbox.
3. Review the requisition.
4. Click **Approve**.
5. Click **Done**.
6. Sign out.

#### TASK #3: APPROVAL OF GOODS REQUISITION

1. Sign in as Buyer Sherry Voigt (*svoigt*).
2. Open Sherry's inbox.
3. Review the requisition from James.
4. Click **OK**.
5. Click **Done** on the confirmation page.
6. Sign out. Note: The requisition can be sourced later.





## ACTIVITY 2.5 – CREATE REQUISITION WORKTAGS TEMPLATE

**Business Case:** Create a requisition worktag template to use on requisitions for default worktags.

### TASK #1: CREATE A REQUISITION WORKTAGS TEMPLATE

1. Sign in as a Buyer (*tserrano*).
2. Enter *cr req work templ* into the search box.
3. Choose the **Create Requisition Worktags Template** task.
4. Enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Template Name	Facilities
Create Worktags Template	(Checked)
Cost Center	34000 Facilities
Additional Worktags	Location: San Francisco Region: Headquarters - Corporate

5. Click **OK** to save.
6. Click **Done**.
7. Sign out.





## ACTIVITY 2.6 – REQUISITION GOODS FROM A CATALOG

**Business Case:** Rachel Knight's Administrative Assistant will purchase company logo gear from the new catalog.

### TASK #1: REQUISITIONING CATALOG ITEMS

1. Sign in as Employee Aidan Mitzner (*amitzner*).
2. Enter *cr req* into the search box.
3. Choose the **Create Requisition** task.
4. Click **OK**.
5. Click the **Search Catalog** link.
6. Select the **Internal Company Marketing** catalog.
7. Select the checkboxes for all three items: **GMS Logo Mug White**; **GMS Logo Golf Shirt Blue**; **GMS Logo Backpack**. (May use the Select All checkbox).
8. Click the **Add to Cart** button. Click **OK**.
9. Click the **Cart** icon. Click **Checkout**.
10. On the **Review and Submit** tab, in the Goods region change Quantity of all three rows to **10**.
11. Verify Location and Region Worktags:  
Location = New York  
Region = Headquarters - Corporate
12. Click **Submit**.
13. Expand the **Details and Process** section.
14. Click **Done**.
15. Sign out.

## TASK #2: APPROVAL OF GOODS REQUISITION

1. Sign in as Rachel Knight (*rknight*).
2. Open Rachel's Inbox.
3. Select the Requisition.
4. Click **Approve**.
5. Click **Done**.
6. Sign out.



## REQUISITION TEMPLATE

### CREATE A REQUISITION TEMPLATE

You can create requisition templates when you plan to requisition the same goods repeatedly.

Use the Requisition Templates report to see a list of available templates. This report lists all the templates that you created, plus any shared templates that can be seen by your user account or security groups you are in, along with templates that are visible to everyone.

### CREATE A REQUISITION TEMPLATE TASK

By default, this task is available to all employees so they can each create their own templates for their own repeat requisitions. Only the creator can see a requisition template created with this task.



**Tip:** Punchout items cannot be included in templates or copies of requisitions. Users must add Punchout items to their final requisitions manually to get the most up-to-date items and prices.

**Access the Create Requisition Templates task.**

**Provide a suitable Requisition Template Name.**

**Choose the currency in which the items in this requisition are priced.**

**On the Goods Line tab, use the plus icon to add a line.**

Column	Description
<b>Item</b>	Specify (or create) the item for this line.
<b>Item Description</b>	Specify the item description if the line is for an ad hoc item.
<b>Spend Category</b>	Specify a spend category if the purchase item does not fill one in automatically.
<b>Supplier</b>	Specify the supplier. If you choose a supplier with whom your company has a contract, your request bypasses the buyer and goes straight to the supplier after the requisition is approved. All goods requests with a non-contract supplier go through a buyer before being issued to a supplier. If you do not choose a supplier on a requisition, the buyer will.
<b>Quantity</b>	Specify the quantity.
<b>Unit of Measure</b>	Specify the units of measure. For items that are individual units, use Each.
<b>Unit Cost</b>	Specify the cost per unit of measure.
<b>Extended Amount</b>	The extended amount is automatically calculated from the quantity and unit cost.
<b>Memo</b>	You can optionally add a memo for each line item.
<b>Worktags</b>	Specify appropriate worktags.
<b>Splits</b>	Specify appropriate split information.

## CREATE SHARED REQUISITION TEMPLATE TASK

By default, this task is restricted to select users to control the proliferation of public templates. These templates enable you to set who has access, but the creator can always see a requisition created with this task.

One difference for this task is the option to specify a job profile in the New Hire Template for Job Profile field. You can specify one or more job profiles and use this template whenever you are creating a requisition for a worker with that job profile.

The other difference is a set of Template Access options, which are not available on the other task. The options are:

## Public

- The template is available to everyone.

## Security Group

- You can select one or more security groups whose members have access to this template.

## User

- You can select one or more users who have access to this template.

## Not Shared

- The template is only available to the creator.  
This creates a template like those created with the Create Requisition Template task.



Tip: Keep in mind when creating templates and copies of requisitions that the prices in the original requisition are not dynamically updated to match supplier price changes. As the template or copy ages, its prices might become inaccurate. You should remind users to check and update prices before using requisitions made from templates or copied from older requisitions.



## ACTIVITY 2.7 – CREATE A REQUISITION TEMPLATE

**Business Case:** Typically building access cards and VPN Tokens are purchased together and provided to new employees and contract workers. A template will ensure all items are included while simplifying requisitioning.

### TASK #1: CREATE A REQUISITION TEMPLATE

1. Sign in as Buyer Teresa Serrano (*tserrano*).
2. Enter *cr sh templ* into the search box.
3. Select the **Create Shared Requisition Template** task.
4. Verify that the Company is Global Modern Services, Inc. (USA).
5. Enter *Access Cards* in the Requisition Template Name field.
6. Verify that the Registered Currency is USD.
7. Select the **Public** radio button.
8. Click the **Add Row** icon in the Goods Lines section and enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Item	Secure Building Access Card
Quantity	1

9. Click the **Add Row** icon and enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Item	VPN Token
Quantity	1

10. Click **OK**.

11. Click **Done**.

12. Sign out.



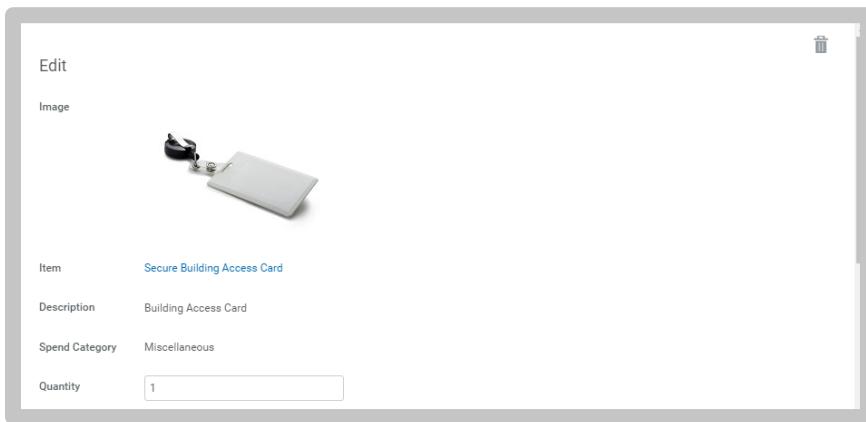


## ACTIVITY 2.8 – CREATE A REQUISITION FROM A REQUISITION TEMPLATE

Business Case: Enter a requisition for a newly hired employee using the requisition template.

### TASK #1: CREATE A REQUISITION FROM A REQUISITION TEMPLATE

1. Sign in as Employee Christine Nguyen (*cnguyen*).
2. Enter *view cart* into the search box.
3. Choose the **View Cart** task.
4. Click **OK**.
5. Click the **Add From Templates and Requisitions** link.
6. Select the **New Hire Requisition Templates**.
7. Click **Add to Cart**.
8. Click the **Trash Can** icon associated with the Secure Building Access Card.



9. Click **Checkout**.
10. Click **Line Defaults** link.
11. Select the **Use Default Worktags** option.
12. Verify the following:

<b>Field Name</b>	<b>Entry Value</b>
Cost Center	34000 Facilities
Additional Worktags	Location: San Francisco Region: Headquarters - Corporate

13. Click **Next**.
14. Click **Submit**.
15. Expand the **Details and Process** section.
16. Click **Done**.
17. Sign out.

#### TASK #2: APPROVAL OF GOODS REQUISITION

1. Sign in as Manager Maximilian Schneider (*mschneider*).
2. Open Maximilian's Inbox.
3. Review the requisition.
4. Click **Approve**.
5. Click **Done** on the confirmation page.
6. Sign out.

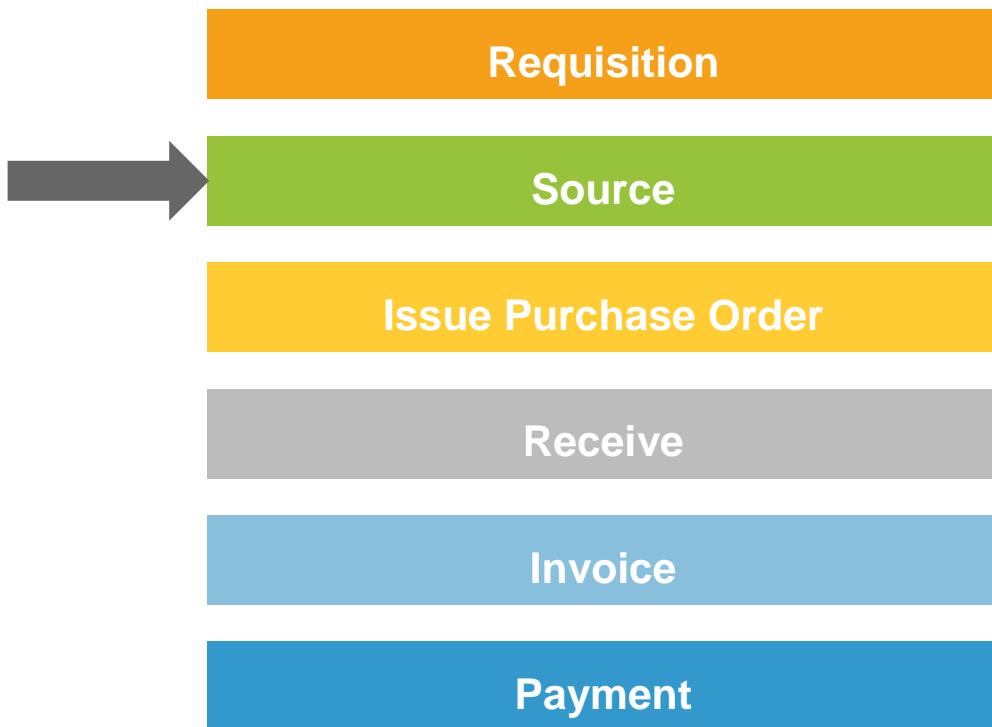
#### TASK #3: APPROVAL OF GOODS REQUISITION

1. Sign in as Buyer Sherry Voigt (*svoigt*).
2. Open Sherry's inbox.
3. Review Jared's requisition.

4. In the Goods Line region, enter **Purchase Order** as the **Fulfillment Source** for each line.
5. Click **OK**.
6. Click **Done** on the confirmation page. Note: The requisition can be sourced later.



## SOURCING GOODS AND SERVICES



Purchase orders are issued to suppliers for goods and services for fulfillment.

A purchase order is created by either:

- Sourcing a requisition.
- Independently creating a standalone Purchase Order without a requisition.

A goods requisition is automatically sourced if you use a catalog item or Punchout item, because these items are associated with a supplier that has a contract with your company. When sourcing a requisition, buyers and service coordinators can choose to source only some of the lines in the requisition, leaving the others to be completed later.

### SOURCING REQUISITIONS FOR GOODS

Approved requisitions can be automatically sourced if all the goods are being purchased through a supplier contract.

Generally, buyers review requests for goods that are not automatically sourced and services coordinators review requests for services.

The reviewer must:

- Specify a supplier, if there isn't one.
- Specify a fulfillment source (whether the goods will be provided via a purchase order or internally). If you fulfill the requisition internally, the process ends here; otherwise, you must issue a purchase order to the supplier.

## SOURCING A REQUISITION FROM STORAGE

Requisition using the Workcart Checkout

1. Search for and select Create Requisition.
2. Verify that the Company and Requester fields are correct, and then click OK.
3. Click Search Catalog.
4. Enter the appropriate search criteria for the requisition you are searching for. You can search for multiple items if you wish.
5. Click Search. Your search results appear.
6. Mark the Add checkbox next to the item.
7. Click the Checkout button when done. Upon checkout, the items in the workcart display on the requisition.
8. Enter appropriate information in the Supplier and Quantity fields.
9. Change the Ship-To Address field to the storage location that was selected in the purchase order. This identifies sourcing from storage.
10. Click Submit. Depending on your business process, you may have an approval step. The approval of the requisition leads to the next task, the sourcing of goods.

## SOURCING GOODS REQUISITIONS

After receiving manager approval, an approval step is required by the buyer that has been designated through your system setup. The buyer will receive an alert in her inbox and then can view the Source Goods Requisition page.

## SOURCING SERVICES

Generally, a services coordinator reviews and sources requests for deliverable services. Then, the reviewer must check the service requisition lines for each line that you want to source. You can choose to source only some of the lines in this requisition, leaving the rest to be completed later. If the service request is to be internally sourced, the process stops here, otherwise you must manually source services requests.



## ACTIVITY 2.9 – CREATE PURCHASE ORDER

**Business Case:** Purchase IT equipment and supplies on a purchase order without a supporting requisition.

### TASK #1: CREATE PURCHASE ORDER

1. Sign in as Buyer Sherry Voigt (*svoigt*).
2. Enter *cr purch ord* into the search box.
3. Choose **Create Purchase Order** task and enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Company	Global Modern Services, Inc. (USA)
Supplier	Hewlett Packard

4. Select the **Create Blank Purchase Order** radio button.
5. Click **OK**.
6. Change Ship To Address to the **Chicago** address.
7. Change Default Tax Code to **Chicago (9.25%)**.
8. Click the **Add Row** icon to add a row to the Goods Lines.
9. Enter the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Item	HP Pro Liant DL500 Rack Mount Server
Quantity	2
Location	Chicago
Cost Center	61100 IT Services Mgmt

10. Click the **Add Row** icon to add a row to the Goods Lines.
11. Enter the information as follows:

Field Name	Entry Value
Item	Printer Toner
Quantity	3
Location	Chicago
Cost Center	61100 IT Services Mgmt

12. Click **Submit**.

13. Click **Done**.

14. Sign out.



## CONFIGURATION CONSIDERATIONS FOR SOURCING

You should consider the following when configuring for sourcing goods from storage.

### LOCATION AND LOCATION HIERARCHY

#### Edit Location

Sourcing goods from storage requires locations. You can create locations and location hierarchies to fit your business needs. For each location, select Business Asset and Business Site in the Location Usage field. The two fields are required for sourcing goods from storage.

### STORAGE LOCATION HIERARCHY

If you have configured location hierarchies, you can use the Storage Location Hierarchy task to view the entire hierarchy.

### SOURCE FROM BUSINESS PROCESS

Consider configuring the Source from Storage business process. The process is required. A default business process is delivered.

### BUSINESS PROCESS SECURITY: SOURCE FROM STORAGE EVENT

Also, consider configuring the Source from Storage business process security. It is required to identify who can perform actions and edits.

To access this security:

1. Search for and select the Business Process Security Policies for Functional Area report.
2. Enter Business Asset Tracking in the Functional Area field.
3. Click OK.
4. Select Source from Storage Event.



## ACTIVITY 2.10 – REVIEW PURCHASE ORDERS

Business Case: View purchase orders that were automatically sourced.

### TASK #1: FIND PURCHASE ORDERS

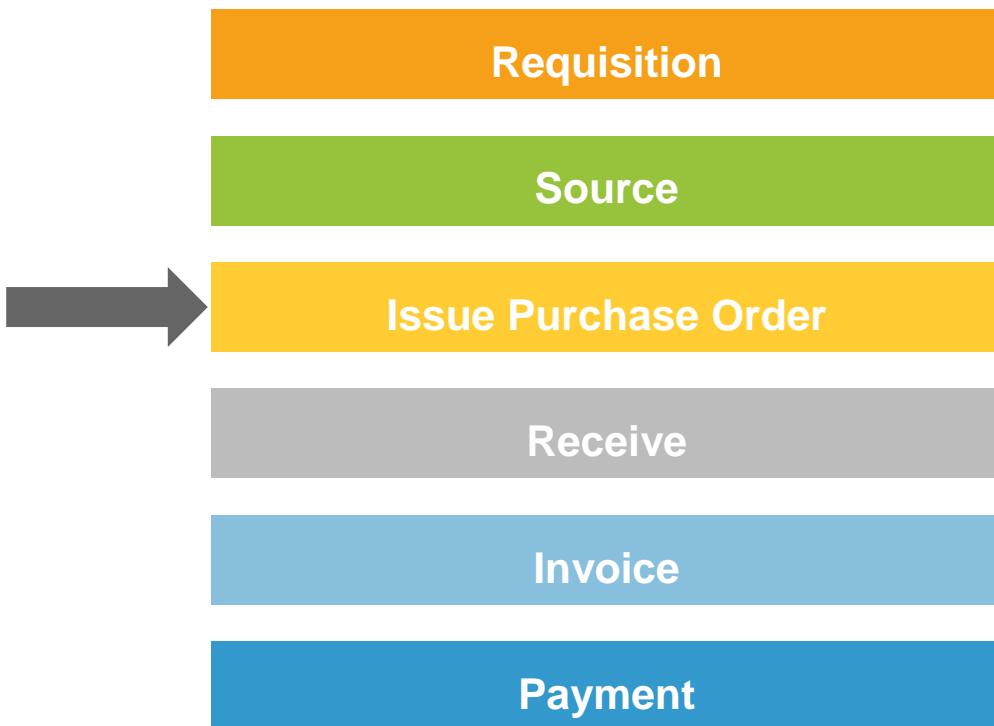
1. Sign in as Buyer Teresa Serrano (*tserrano*).
2. Enter *find purch ord* into the search box.
3. Choose the **Find Purchase Orders** report and enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Company	Global Modern Services, Inc. (USA)
Document Date On or After	Today's date

4. Click **OK**.
5. Review the purchase orders. Have the requisitions that were created already been sourced to a PO?



## PURCHASE ORDERS



Purchase orders must be issued to receive the goods or create an invoice.

Workday initiates the Purchase Order Issue Event business process to route purchase orders using the issue option you specified.

When purchase order issue events are approved, Workday sends email notifications to suppliers with printable purchase order versions (PDF) for the email issue type.

After purchase orders are issued, Workday updates the Approved status to Issued.

When you submit XML Auto purchase orders, the Purchase Order XML Issue business process automatically issues purchase orders, which eliminates issuing them through Workday.



## DEMO 2.2 – ISSUE A PURCHASE ORDER

Introduction: Check out the next demonstration.



## ACTIVITY 2.11 – ISSUE A PURCHASE ORDER

**Business Case:** Our purchase orders must be issued to the suppliers to receive and invoice the items.

### TASK #1: ISSUE A PURCHASE ORDER

1. Sign in as Buyer Teresa Serrano (*tserrano*).
2. Enter *issue purch ord* into the search box.
3. Choose the **Issue Purchase Orders** task and enter the following:

Field Name	Entry Value
Company	Global Modern Services, Inc. (USA)
Document Date On or After	Today's Date

4. Click **OK**.
5. Select the **Select All** checkbox.
6. Click **OK**.
7. Click the **Issue Orders and Refresh** button (Wait until “Printing Run Percent Complete” is 100% and the “Issue Event Status” is Successfully Completed).
8. Click **Finish**.
9. Click **Done**.

### TASK #2: VIEW PRINTABLE PURCHASE ORDER

1. Open Teresa’s **W: drive**.
2. Click the PDF for the Purchase Orders.
3. Review goods purchase order.
4. Sign out.

### TASK #3: FIND PURCHASE ORDERS

1. Search for and select the **Find Purchase Orders** report and enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Company	Global Modern Services, Inc. (USA)
Document Date On or After	Today

2. Click **OK** and review the report criteria. What is the status of the purchase orders?
3. Sign out.



## CREATE CHANGE ORDER

You can create change orders for issued purchase orders. You can also control a supplier's ability to accept change orders in the PO Options tab in the Create Supplier and Create Supplier Change tasks.

1. Access the Create Change Order task.
2. Update Summary, Terms and Taxes, and Contact Information as necessary. For example, change the ship-to address, buyer, or payment terms.
3. Modify information in lines tabs:
  - A. Goods Lines
  - B. Contingent Worker Lines
4. Access the Goods Line tab to Cancel PO Line, change line information, and add new purchase order lines. You also can change information on existing lines such as amounts or prices.
5. You can access the Prepaid Details tab to create or modify supplier prepaid criteria.
6. Click Submit.

## CREATE CHANGE ORDER RESULTS

Workday processes the change order per the definition in the Change Order business process. An appended version number is processed so you and your supplier can track change orders separately from related purchase orders.

For example, if your original purchase order number is PO-3005, the first change order number is 3005-1.

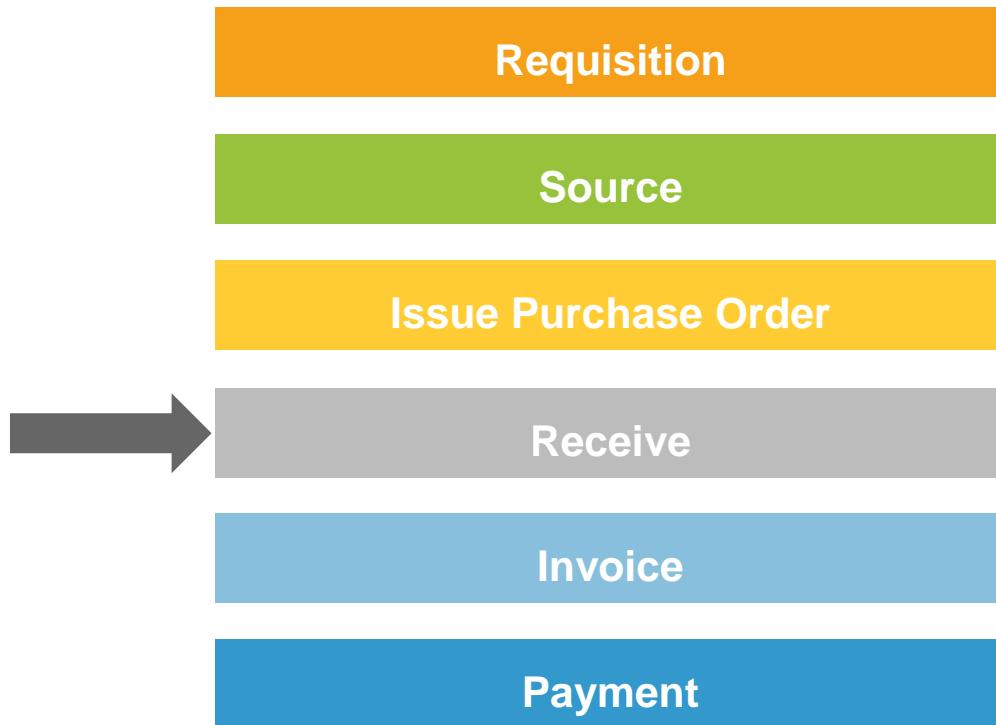
If you canceled line items, they are crossed out and display with zero values for Quantity and Price in the Goods Line section.

Once you issue the change order, you can access the View Purchase Order task and select the Version History tab to see the original purchase order and the change order.



**Tip:** If you are matching change orders to supplier invoices, you must configure the Supplier Accounts Match Event business process.

## RECEIVING GOODS OVERVIEW



Workday Receiving allows you to track receipt activity against your Purchase Orders. Receipts can encompass standard goods receiving (which can flow to business asset tracking), contingent worker timesheets and deliverables activity logs. These traditionally different types of consumption leverage a common business process that provides configurable steps as well as support for Evaluated Receipt Settlements (ERS).

ERS is a process of paying for goods and services from a receipt, or a packing slip rather than from a separate invoice document. The payee uses data in the packing slip to apply the payments. The supplier ships goods, and the purchaser, upon receipt, confirms the existence of a corresponding purchase order or contract, verifies the identity and quantity of the goods, and then pays the supplier.

You can automate the process of creating an invoice based on the receipt of goods or services (whether the receipt is created internally or through the self-service time and deliverables logs). Then, when a receipt is created, the role you specify in the business process receives an Inbox notification to create a supplier invoice via the Create Supplier Invoice from Receipt task. This invoice is automatically populated with information from the receipt, thereby making it simpler and faster to create the invoice.

Routing receipts of goods and services for approval is useful in cases where the completion of services or the receipt of goods is time recorded. The Receipt business process definition applies to both receipts created internally and receipts based on contingent worker self-service time and deliverables logs.



## ACTIVITY 2.12 – RECEIVE GOODS IN FULL

**Business Case:** One vending machine was ordered and only one was received. We will be receiving the purchase order in full.

### TASK #1: RECEIVE GOODS IN FULL (TRI VALLEY VENDING)

1. Sign in as Buyer Sherry Voigt (*svoigt*).
2. Enter *cr rec* in the search box.
3. Choose the **Create Receipt** task.
4. Select **Purchase Order** radio button.
5. Click the prompt icon and select **Goods PO's**.
6. Select **Tri Valley Vending** supplier.
7. Select the purchase order.
8. Click the **Fully Receive** checkbox.
9. Click **OK**.

Note: The Quantity to Receive is 1.

10. Click **Submit** to save.
11. Expand the **Details and Process** section.
12. Click **Done**.

### TASK #2: RECEIVE GOODS IN FULL (HEWLETT PACKARD)

1. Enter *cr rec* in the search box.
2. Choose the **Create Receipt** task.
3. Select **Purchase Order** radio button.
4. Click the prompt icon and select **Goods PO's**.
5. Select **Hewlett Packard** supplier.

6. Select the purchase order.
7. Click the **Fully Receive** checkbox.
8. Click **OK**.
9. Click **Submit** to save.
10. Expand the **Details and Process** section.
11. Click **Done** and sign out.

Next step is to review trackable receipt lines.

#### TASK #3: REVIEW TRACKABLE RECEIPT LINES

1. Sign in as Business Asset Accountant Andrew Walton (*awalton*).
2. Open Andrew's Inbox.
3. Click the **Review Trackable Lines** task for Tri Valley Vending.
4. Verify the **Trackable** checkbox is checked for the line to add as an asset.
5. Change the Accounting Treatment to **Depreciable Capital Asset**.
6. Click **Approve**.
7. Click **Done**.
8. Click the **Review Trackable Lines** task for Hewlett Packard.
9. Verify the **Trackable** checkbox is checked for the line to add as an asset.
10. Note the Accounting Treatment to **Depreciable Capital Asset**.
11. Click **Approve**.
12. Click **Done**.
13. Sign out.





## ACTIVITY 2.13 – UNDER RECEIVE GOODS

**Business Case:** We will partially receive the company logo products. Out of the 5 tablets ordered only 2 were received.

### TASK #1: UNDER RECEIVE GOODS (CORPORATECLOUD.COM)

1. Sign in as Employee Aidan Mitzner (*amitzner*).
2. Enter *cr receipt* into the search box.
3. Choose the **Create Receipt** task.
4. Select the **Purchase Order** radio button.
5. Click the prompt and select Goods PO's > **CorporateCloud.com**
6. Select the PO.
7. Click **OK**.
8. Enter the following quantities to receive:

<b>Field Name</b>	<b>Entry Value</b>
Logo Mug Quantity	2
Logo Shirt Quantity	2
Logo Backpack Quantity	2

9. Click **Submit**.
10. Click **Done**.
11. Sign out.

### TASK #2: UNDER RECEIVE GOODS (CORPORATE EXPRESS)

1. Sign in as Employee Jared Ellis (*jellis*).
2. Enter *cr receipt* into the search box.
3. Choose the **Create Receipt** task.

4. Select the **Purchase Order** radio button.
5. Click the prompt and select **Goods PO's > Corporate Express**.
6. Select the PO.
7. Click **OK**.
8. Enter **2** as the Quantity to Receive.
9. Click **Submit**.
10. Click **Done**.
11. Sign out.

Next step is to review trackable receipt lines.

#### TASK #3: REVIEW TRACKABLE RECEIPT LINES

1. Sign in as Business Asset Accountant Andrew Walton (*awalton*).
2. Open Andrew's Inbox.
3. Click the **Review Trackable Lines** task.
4. Verify the **Trackable** checkbox is checked for the line to add as an asset.
5. Click **Approve**.
6. Click **Done**.
7. Sign out.



## RETURN GOODS TO SUPPLIER

You can return goods to suppliers after you approve receipts for purchase orders or supplier contract lines, and optionally process supplier invoice adjustments for returned goods. You need to configure the Return to Supplier Event business process and security policy.

- Goods may be damaged, incorrect items may have been shipped, too many items may have been shipped, items may no longer be needed, etc.
- You may need to record the return of goods to suppliers to accurately reflect quantities of items that you must pay a supplier for, and will generate receipt accruals for.
- Reasons why goods are returned need to be tracked to determine if there are issues with the suppliers providing the items.
- Often, a Return Material Authorization (RMA) is needed from the supplier to return items.
- You can create a return to suppliers for goods that have been ordered against a supplier contract, if the contract allows for receipts and has approved receipts.

## MAINTAIN RETURN REASONS

You can create reasons for returning goods to suppliers and specify which return reasons should create a supplier invoice adjustment.

- Only Returns that have a reason with the Create Invoice Adjustment checked will create Supplier Invoice Adjustments.
- Invoice Adjustment Reason will default on the resulting Supplier Invoice Adjustment.
- Invoice Adjustment Reasons must have the Payables Use checked.

Maintain Return Reasons					
3 Items					
	Return Reason	*Return Reason	Create Invoice Adjustment	Invoice Adjustment Reason	In Use
+	Damaged		<input checked="" type="checkbox"/>	Damaged Goods	<input checked="" type="checkbox"/>
-	Overshipment		<input checked="" type="checkbox"/>	Quantity Shipped	<input type="checkbox"/>
-	Return for Replacement		<input type="checkbox"/>		<input checked="" type="checkbox"/>

1. Access the Maintain Return Reasons task.
2. Specify a return reason, such as damage, wrong item, or exchange.
3. If a return with the associated return reason should initiate an invoice adjustment, check Create Invoice Adjustment.

For example, returns with the Damaged Goods return reason create a supplier invoice adjustment.

For return reasons with invoice adjustments, optionally select an Invoice Adjustment Reason.

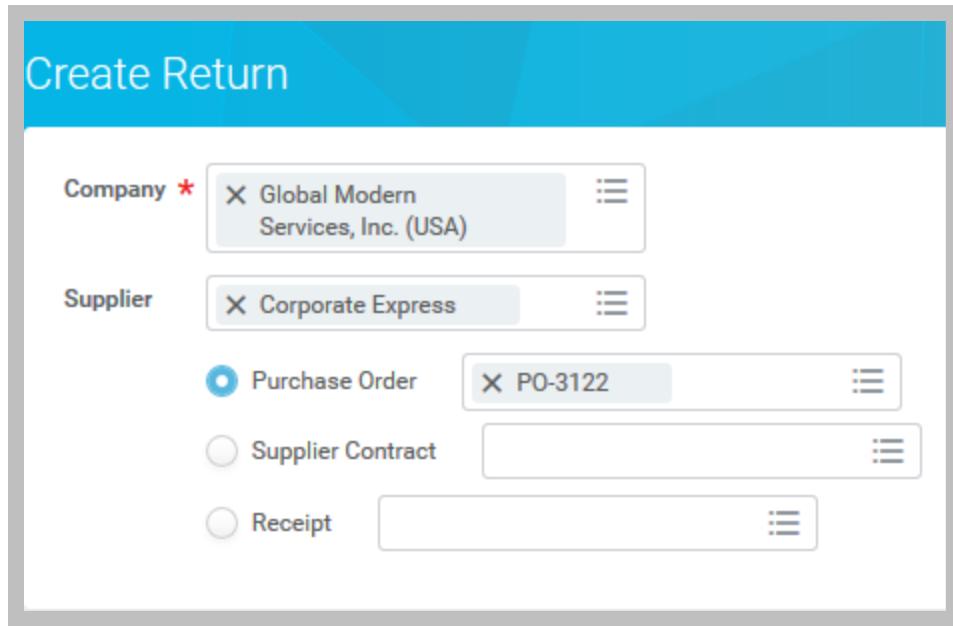
This results in return reasons displaying on the View Return report.

## CREATE RETURNS

You can create returns to return goods to suppliers from a purchase order, supplier contract, or receipt lines.

Purchase orders, supplier contracts, and receipts:

- Must have goods lines.
- Must have approved receipts.
- Must not be cancelled or closed.
- Must have a return reason.
- Will have a supplier invoice reference showing existing supplier invoices (not cancelled/denied) for purchase order/supplier contract.
- Optionally, will have a supplier return merchandise authorization (RMA).  
Note: Suppliers provide this, Workday does not generate RMAs.
- Will have default goods lines for purchase orders or supplier contracts that have approved receipts.
- Will have a Quantity Already Returned that includes all Returns that have not been cancelled or denied.
- Must have Quantity To Return that is less than or equal to the Approve Receipts Quantity.



1. Access the Create Return task.
2. Specify the Company for returning goods and optionally specify the Supplier.
3. Select the business document that includes the goods you are returning:
  - A. Purchase Order
  - B. Supplier Contract
  - C. Receipt

**Create Return**

Return Number - new -

**Summary**

Company	Global Modern Services, Inc. (USA)
Supplier	Corporate Express
Return Reason	* Damaged
Return Date	* 03 / 24 / 2016
Supplier Invoice Reference	
Supplier RMA	

Memo

**Additional Information**

Purchase Order	PO-3122
Currency	USD

**Goods Lines** | **Attachments**

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



**Tip:** Purchase orders or supplier contracts must have at least one approved receipt before you can process a return.

1. Select the return reason and return date.
2. If an invoice was generated, select the Supplier Invoice Reference.
3. If the supplier requires a return material authorization, enter the Supplier RMA.
4. Specify the quantity to return in the To Return field for each document line with returned goods.
5. Provide supporting information in the Attachments tab.



**Tip:** You can attach documents with the file types listed in the Edit Tenant Setup - System task.

The return, the Quantity Received and Quantity Returned amounts are recalculated to subtract returns.

## PROCESS INVOICE ADJUSTMENTS FOR RETURNED GOODS

Optionally, you can initiate supplier invoice adjustments for returned goods.



**Tip:** You need to update the return reason if the Payables Use is unchecked on the associated invoice adjustment reason.

Maintain Inventory Adjustment Reasons

4 items								
	Inventory Adjustment Reason	*Name	Description	*Type	Allow on Returns	Dispose on Receipt	Inactive	Usage Count
(-)	Q	Damaged	Damaged Item	Decrease	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
(-)	Q	Physical Count	Physical Count	Decrease Increase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
(-)	Q	Restock	Inventory Restock	Increase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
(-)	Q	Incorrect Order	Ordered wrong item	Decrease	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0

1. Complete invoice adjustment information.
2. The Reference Return field displays the return document and related purchase order or supplier invoice.
3. After you submit the invoice adjustment, it routes for processing.

## VIEW RETURN

Quantity Returned includes all returns for the purchase order/supplier contract that have not been cancelled or denied.

**Summary**

Company	Global Modern Services, Inc. (USA)	Purchase Order	PO-3122
Supplier	Corporate Express	Currency	USD
Return Reason	Return for Replacement	Created by	Teresa Serrano
Return Date	03/24/2016		
Supplier Invoice Reference	(empty)		
Supplier RMA	(empty)		
Memo	(empty)		

**Return Lines 1 items**

Return Line	Item and Category	Quantity	Unit Cost	Unit of Measure	Extended Amount	Business Document Line	Business Document Line Details	Location	Memo	*Cost Center	Additional Worktags
Q	Item Item Description: Smart Boards for collaboration during development process. Spend Category	1	3,500.00	Each	3,500.00	PO-3122 - Line 1	Quantity Ordered: 2 Approved Receipt Quantity: 2 Quantity Invoiced: 2	📍 San Francisco		32000 Research & Development	Project: X6000 Region: Headquarters - Corporate

## RETURNS FOR SUPPLIER CONTRACTS

You can only return against supplier contracts that have approved receipts.

## REVIEW REPORTS

Your return reasons display on the View Return report.

You can access the following reports to review returns to suppliers and related business documents:

- View Returns
- Find Returns
- My Returns (for self-service workers)

## PROCURING PROJECT-BASED SERVICES

Services spend visibility is often lost in the details of Accounts Payable. Workday Procurement supports the end to end business process for Services Spend providing far more visibility into how your organization acquires and consumes services.

Project-Based services are based on projects. Typically, this would be used in situations where you want to track service projects based on tasks completed.

The requisition, purchase order, and invoice will have a layout that is geared toward project information rather than goods which are items.

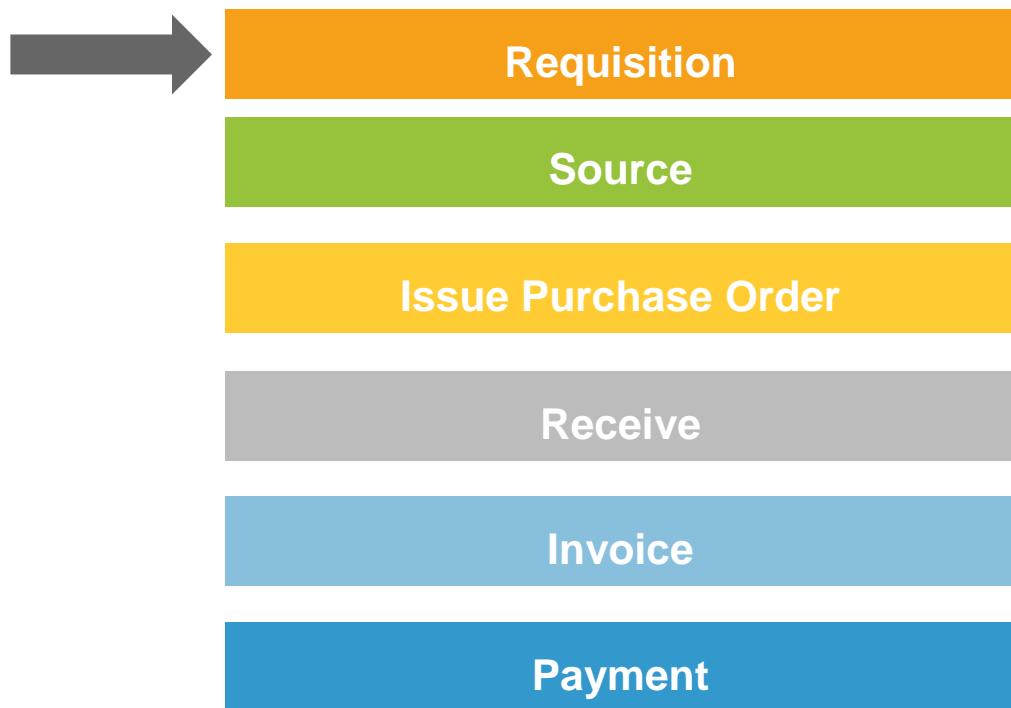


## SECURITY ROLES

- Services Coordinator - Perform services sourcing functions for assigned organizations. Examples include requisitions, purchase orders, and receipts. Approval authority for procurement business processes.
- Supplier as Self - Perform Self-Service supplier tasks such as load catalog, approve purchase orders, and log time and tasks.

**BUSINESS PROCESSES (REFRESHER)**

- Requisition Event
- Source from Storage Event
- Receipt
- Receipt Accrual Event

**REQUISITIONING PROJECT-BASED SERVICES**

A project-based services requisition can begin with the workcart or by navigating directly to the Request Project-Based Services task. All requisitions and purchase orders are associated with a project.



## ACTIVITY 2.14 – VIEW PROJECT

**Business Case:** Projects are required for requisitioning project-based services. Job Fairs is a project that will be billed to us based on tasks performed.

### TASK #1: VIEW PROJECT

1. Sign in as a Project Administrator (*tserrano*).
2. Enter *view proj* into the search box.
3. Choose the **View Project** report.
4. Select the **Job Fairs** Project.
5. Click **OK**.
6. Review Project.
7. Sign out.





## ACTIVITY 2.15 – REQUISITION PROJECT-BASED SERVICES

**Business Case:** The IT department is requisitioning the first task of the Job Fairs.

### TASK #1: REQUISITION PROJECT-BASED SERVICES

1. Sign in as Employee Jared Ellis (*jellis*).
2. Enter *vie car* into the search box.
3. Choose the **View Cart** task.
4. Click **OK**.
5. Select the **Request Project-Based Services** link.
6. Enter the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
<b>Project Based Service Detail</b>	
Spend Category	Trade Show & Events
Project	Projects > Job Fairs
Location	<b>Remove Location:</b> Dallas
<b>Phases and Tasks for Project</b>	
Phase	1 - Plan and Strategize
Task	Define Budget
Subtask Description	Preparation for steering committee meeting
Amount	8,000.00

7. Click **Add to Cart**.
8. Click **Checkout**.
9. Click the **Review and Submit** tab.
10. Review data.

11. Click **Submit**.

12. Click **Done**.

13. Sign out.

#### TASK #2: APPROVAL OF PROJECT-BASED SERVICES REQUISITION

1. Sign in as Manager Anthony Rizzo (*arizzo*).

2. Open Anthony's Inbox.

3. Select the Requisition.

4. Click **Approve**.

5. Click **Done**.

6. Sign out.

#### TASK #3: APPROVAL BY PROJECT MANAGER

1. Sign in as Project Manager Robin Sanders (*rsanders*).

2. Open Robin's Inbox.

3. Select the Requisition.

4. Click **Approve**.

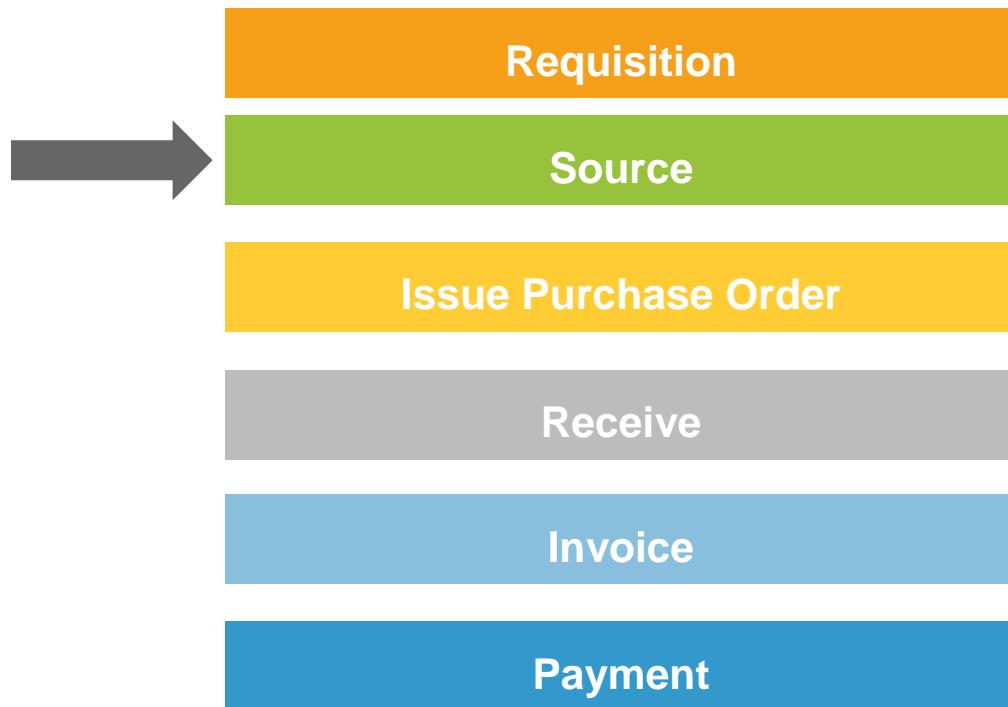
5. Click **Done**.

6. Sign out.

We will source this requisition in the next step.



## SOURCING SERVICES



Generally, Services Coordinators review and source requests for project-based services. The reviewer must:

Check the service requisition lines for each line that you want to source. You can choose to source only some of the lines in this requisition, leaving the rest to be completed later. If the service request is to be internally sourced, the process stops here, otherwise you must manually source services requests.



## ACTIVITY 2.16 – SOURCE PROJECT-BASED SERVICES

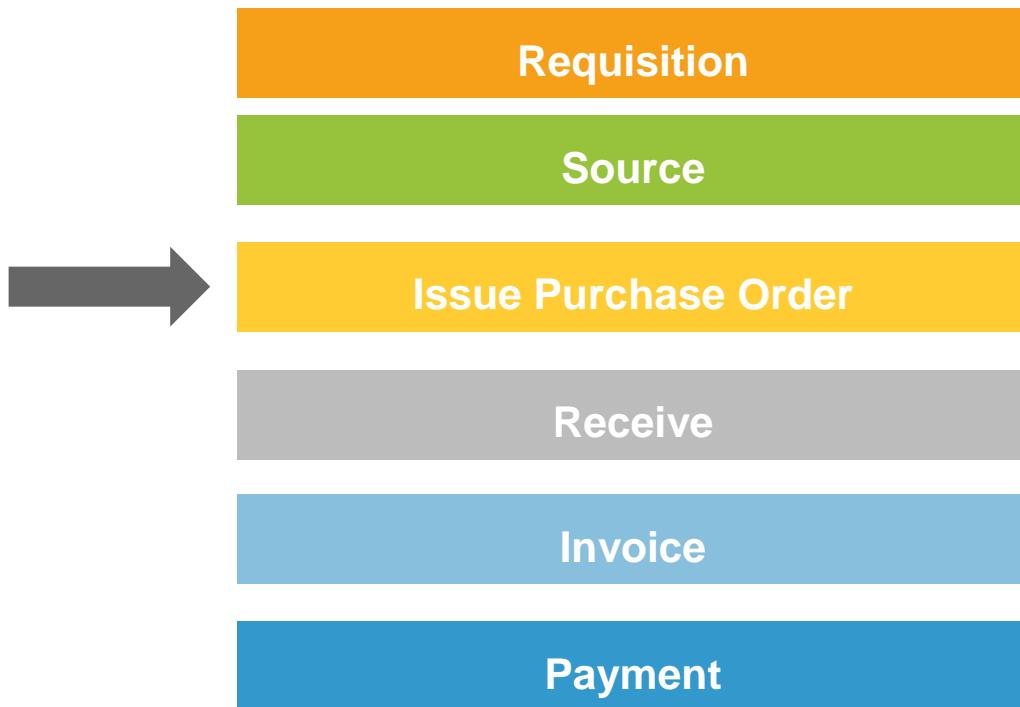
**Business Case:** The Services Coordinator will review the requisition and include a supplier to result in the creation of a purchase order.

### TASK #1: SOURCE PROJECT-BASED SERVICES

1. Sign in as Services Coordinator Michael Choi (*mchoi*).
2. Open Michael's Inbox.
3. Select the Project-Based Services requisition for Jared Ellis (\$8000).
4. Update the Supplier to **RF Consulting**.
5. Click **OK**.
6. Click **Done**.



## ISSUING A SERVICES PURCHASE ORDER





## ACTIVITY 2.17 – ISSUE A PURCHASE ORDER

**Business Case:** The services coordinator will issue the purchase order to the vendor which will enable us to receive and invoice the services.

### TASK #1: ISSUE A PURCHASE ORDER

1. Sign in as Services Coordinator Michael Choi (*mchoi*).
2. Enter *iss purch ord* into the search box.
3. Select the **Issue Purchase Orders** task and enter the following:

Field Name	Entry Value
Company	Global Modern Services, Inc. (USA)
Supplier	RF Consulting

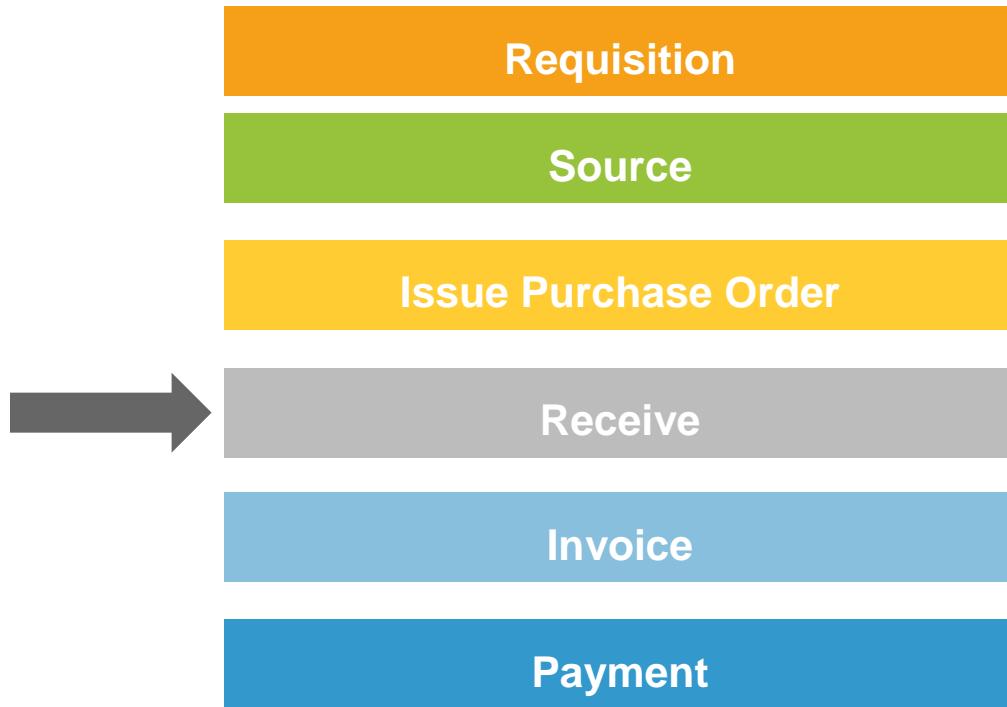
4. Click **OK**.
5. Select the RF Consulting purchase order.
6. Click **OK**.
7. Click the **Issue Orders and Refresh** button (Wait until “Printing Run Percent Complete” is 100% and the “Issue Event Status” is *Successfully Completed*).
8. Click the **Finish** button.
9. Click **Done**.

### TASK #2: VIEW PRINTABLE PURCHASE ORDER

1. Open Michael’s W: drive.
2. Click the PDF for the Purchase Order.
3. Review project-based services purchase order.



## LOG TASKS (RECEIVE)





## ACTIVITY 2.18 – LOG TASKS (RECEIVE) SERVICES

**Business Case:** The Services Coordinator has been notified that work has been completed on the 1st task of the website. Sherry will create a receipt for the task.

### TASK #1: CREATE RECEIPT

1. Sign in as Services Coordinator Michael Choi (*mchoi*).
2. Search for and select the **Find Purchase Orders** report.

<b>Field Name</b>	<b>Entry Value</b>
Company	Global Modern Services, Inc. (USA)
Supplier	RF Consulting

3. Click **OK**.
4. Click the **Related Actions** of the \$8000 PO and choose **Receipt > Create**
5. Click **OK**.
6. Enter an Amount to receive of **7,000**.
7. Click **Submit**.
8. Expand the **Details and Process** section.
9. Click **Done** and sign out.

### TASK #2: APPROVAL OF RECEIPTS

1. Sign in as Teresa Serrano (*tserrano*).
2. Open Teresa's Inbox.
3. Click the Receipt in the Inbox to approve.
4. Click **Approve**.
5. Click **Done**.





## ACTIVITY 2.19 – RECEIPT ACCRUAL

**Business Case:** Receipt accruals are created for those goods, services and project-based services that have been received however, are not invoiced. Therefore, we will look at the receipt accruals for the company and create the receipt accrual entry.

### TASK #1: RECEIPT ACCRUAL BY COMPANY AND LEDGER PERIOD

1. Sign in as a Company Financial Analyst (tserrano)
2. Search for and select the **Receipt Accrual by Company** report and enter the following:

Field Name	Entry Value
Company	Global Modern Services, Inc. (USA)
Open Ledger Periods	Current Period

3. Click **OK**.

### TASK #2: CREATE RECEIPT ACCRUAL

1. Search for and select the **Create Receipt Accrual** task and enter the following:

Field Name	Entry Value
Company	Global Modern Services, Inc. (USA)
Open Ledger Periods	Current Period

2. Click **OK**.
3. Click **Submit** to create the receipt accrual.
4. Expand the **Details and Process** section to review.
5. Click **Done**.

### TASK #3: RECEIPT ACCRUAL JOURNAL

1. Search for and select the **Find Journals** report and enter the following:

Field Name	Entry Value
Company	Global Modern Services, Inc. (USA)

Year  
Period  
Journal Sources

Current Year  
Current Period and next period  
Receipt Accrual

2. Click **OK**.

3. Sign out.



## CONTINGENT WORKER PROCUREMENT

In legacy systems, contingent labor spend visibility is often disconnected between HCM and Financials. Workday Procurement supports the end-to-end business process for contingent labor spend.

Job requisitions can be used to contract contingent workers and automatically generate purchase orders, log time against purchase orders, and issue supplier invoices.

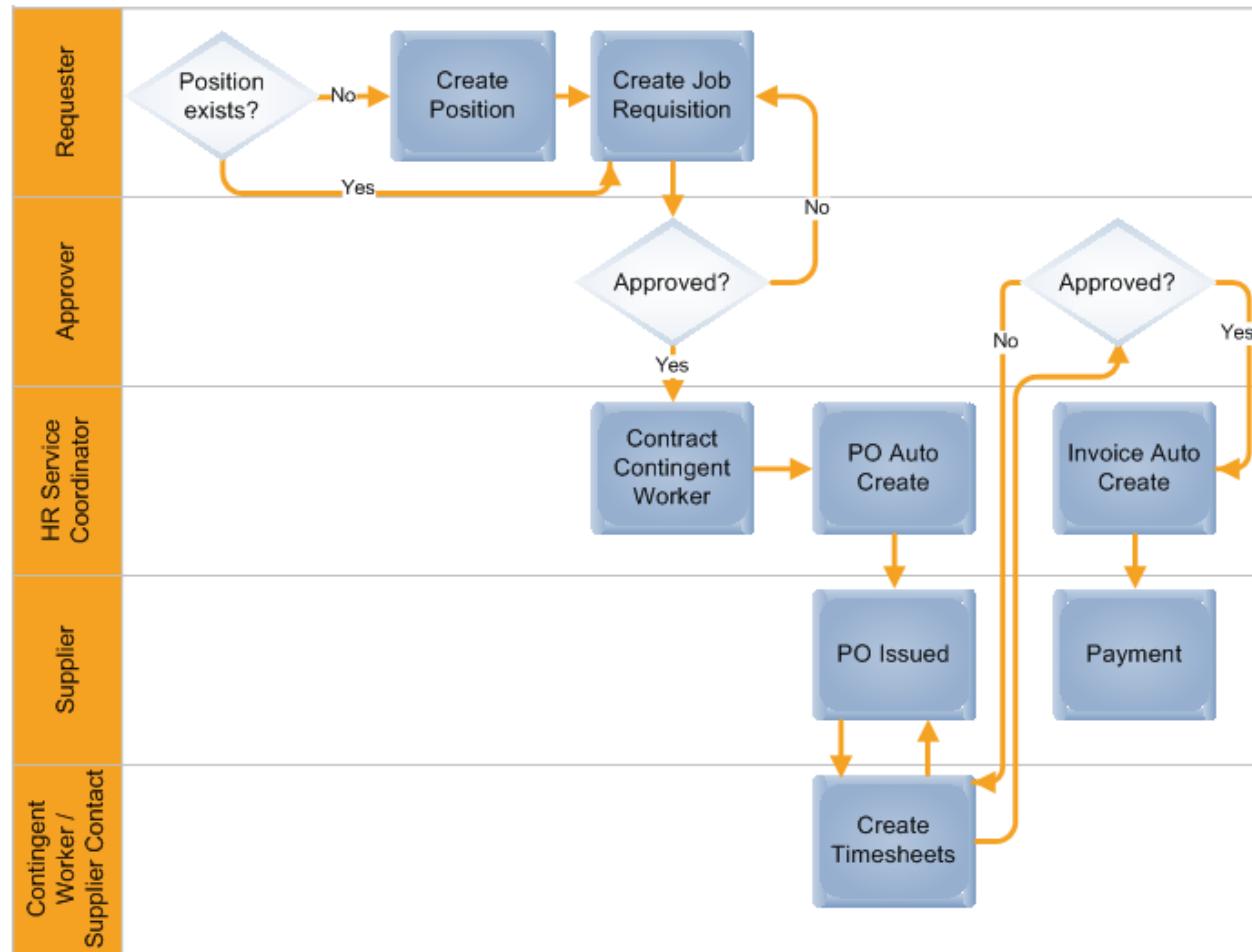
If your staffing model is position management, create a contingent worker job requisition and specify the Cost Information.

In the Contract Contingent Worker task, verify the Create Purchase Order option is checked. Review contract details and make modifications as needed.



The workflow you use to enable contingent worker staffing and procurement starts by creating contingent worker job requisitions in HCM and routing them for approval, and then continues once a contingent worker is selected for the position. From there, you can automate the creation of purchase orders when contracting contingent workers, track time against purchase orders, and automatically create invoices from approved timesheets. In addition to your internal users, contingent workers or suppliers can enter timesheets which can be tracked against purchase

orders, and initiate invoices based on the contingent worker's time and pay rate. You can use staffing suppliers for contracting contingent workers, or contract them directly as 1099 workers.



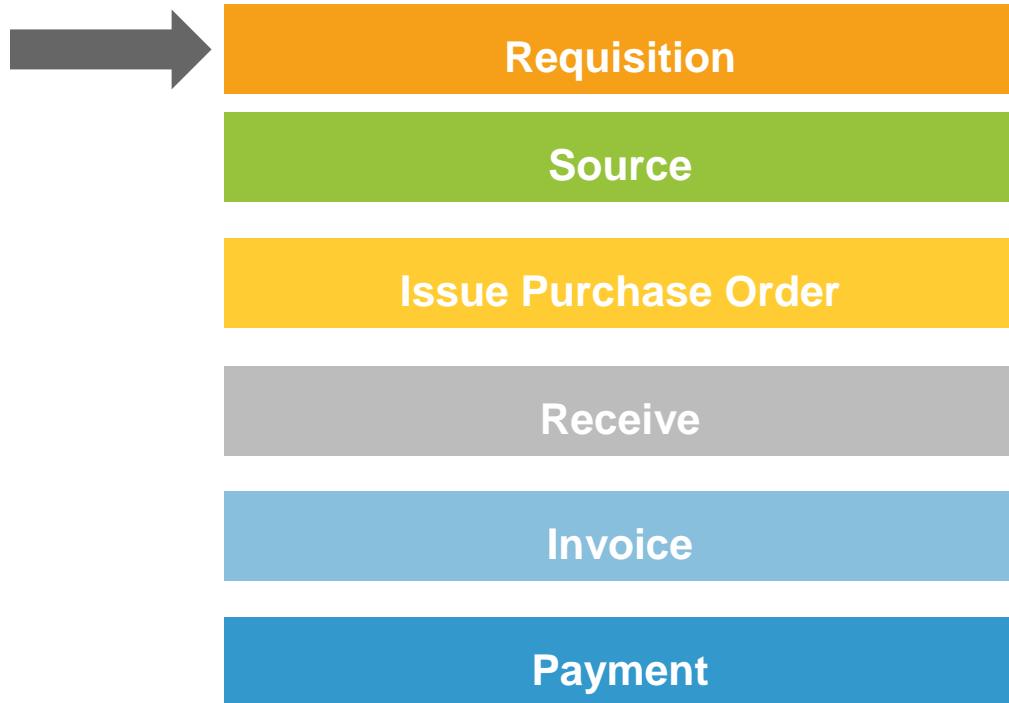
## SECURITY ROLES

- Manager - Requisition's manager, typically used for approvals.
- Services Coordinator - Performs services sourcing functions for assigned organizations, such as requisitions, purchase orders, and receipts. Has approval authority for procurement business processes.
- Contingent Worker as Self - Performs self-service worker tasks.
- Supplier as Self - Performs self-service supplier tasks such as load catalog, approve purchase orders, and log time and tasks.

## BUSINESS PROCESSES

- Job Requisition Event
- Contract Contingent Worker Event
- Receipt Event

## REQUISITIONING CONTINGENT LABOR



Before you can hire, transfer, promote, or demote workers into a supervisory organization, you must open jobs or positions and apply hiring restrictions to job profiles to control which jobs and positions can be filled, the worker types who can fill them, the location of jobs and positions, and other conditions of employment.

If you are using job requisitions, you must have an open and approved job requisition before you fill a vacant position in a supervisory organization that uses position management as the staffing model. You can either create a new position or associate an existing position when you create a job requisition.

You can create classification types for contingent workers, such as contractors or consultants.



When you create a job requisition for a contingent worker, you will navigate from tab to tab to provide the needed information for the position.

1. On the Recruiting Information tab, provide general information for the requisition.

Option	Description
<b>Replacement For</b>	If you're creating a requisition in a job management organization or creating a new position in a position management organization, you can select an active or terminated worker. This field defaults to the position's current or previous incumbent, if the position is currently or was previously occupied.
<b>Recruiting Start Date</b>	For open positions with a previous job requisition, the date must be later than the previous job requisition. For filled positions, the recruiting start date must be after the fill date of the current incumbent.
<b>Target Hire Date</b>	This date must be on or after the recruiting start date.
<b>Target End Date</b>	The employment end date applies to fixed-term employees and contingent workers.

1. Complete the fields in the Job and Qualifications tabs as necessary. If the job requisition is for an existing position, most of this information is automatically populated.
2. Optionally, add any supporting documents as Attachments.
3. If the job requisition is for a contingent worker and you plan to create a purchase order, complete the Cost Information tab.



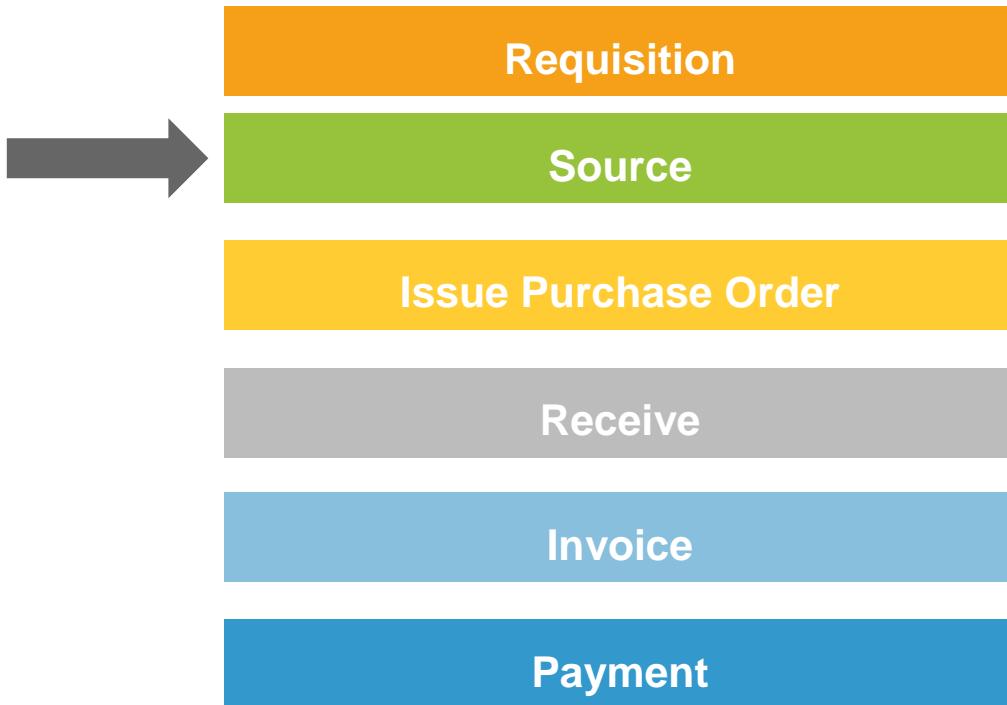
**Tip:** If you create purchase orders for this contingent worker type, all fields except Supplier and Worktags are required.

Workday automatically transfers this cost information to the contingent worker's contract and purchase order.

## MAINTAIN CONTINGENT WORKER TYPES

In the Maintain Contingent Worker Types task, check Require Cost Information on Job Requisition for each contingent worker type to use in the procurement process. This option indicates you require additional procurement-related information on contingent worker job requisitions.

## SOURCING CONTINGENT LABOR



### STEPS

1. Access the Contract Contingent Worker business process and specify approval routing steps and other company requirements.
2. Add the Create Purchase Order from Contingent Worker Contract sub-process step to the Contract Contingent Worker business process.
3. Access the Create Time Code task to set up time codes for contingent worker timesheets.
4. Optionally, add the Create Supplier Invoice from Receipt sub-process step to the Receipt business process. This automatically creates supplier invoices from approved timesheets against purchase orders.

## BASIC SUPPLIER WORKTAG

A supplier is a business entity from whom you purchase goods or services.

Supplier Management allows you to setup and maintain your entire set of vendors. Workday's unique approach to contingent worker management precludes the need to create a supplier record for each independent contractor. Purchase orders, invoices, and payments can interact directly with independent contingent workers.

Basic supplier worktags provide a quick and easy way to create basic definitions for customers, projects, sales items, and suppliers when you want to use them as worktags in HCM, payroll, financial management, and spend but don't need the complexity of their full-featured definitions. For example, you might want to tag a contingent worker contract with a supplier name without having to fully define the supplier.

Setup is simplified because you don't need to create detailed definitions or enable numerous financial-specific domains. You can convert from basic to full-featured versions any time. The Maintain Basic Suppliers task requires a unique name for each basic worktag so that they are distinguishable in prompts.

You can select basic supplier worktags for:

- All financial transactions
- Requisitions
- Spend authorizations
- Expense reports
- Contingent worker contracts



## DEMO 2.3 – CREATE JOB REQUISITION

Introduction: Check out the next demonstration.



## ACTIVITY 2.20 – CREATE A JOB REQUISITION FOR A CONTRACT CONTINGENT WORKER

**Business Case:** A new job is to be created for a contract position in the IT department.

### TASK #1: CREATE A JOB REQUISITION FOR A CONTRACT CONTINGENT WORKER

1. Sign in as HCM Administrator Logan McNeil (*lmcneil*).
2. Enter *cr job req* into the search box.
3. Select the **Create Job Requisition** task.
4. Select **Supervisory Organization > Supervisory Organizations > IT HelpDesk Department**.
5. Select the **Create New Position** radio button.
6. Select Worker Type > **Contingent Worker**.
7. Click **OK**.



8. Click the **Edit** icon .
9. On the **Recruiting Information** tab enter the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Reason	Administrative > Non-competitive fill
Recruiting Start Date	Today's Date
Target Hire Date	Today's Date

10. Click **Next**.
11. Click the **Edit** icon.
12. On the **Job** tab enter the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Job Posting Title	Contract IT Help Desk Specialist

Job Profile  
Worker Sub-Type  
Time Type  
Primary Location  
Scheduled Weekly Hours

IT HelpDesk Specialist
Contractor
Full Time
Dallas
40

13. Click **Next**.
14. On the **Qualifications** tab review the Competencies information.
15. Click **Next**.
16. Click the **Edit** icon.
17. On the **Organizations** tab, verify that **61120 IT HelpDesk** is the Cost Center.
18. Click **Next**.
19. On the **Attachments** tab, you can add supporting documenting to your requisition, such as IT certification or degree transcripts.
20. Click **Next**.
21. Click the **Edit** icon.
22. On the **Cost Information** tab enter the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Supplier	Manpower
Currency	USD
Pay Rate	46.00

23. Click **Next** until you reach the **Summary** page.
24. The Summary page is a preview page, where you can review information prior to submitting the job requisition. We will add information in Cost Information.
25. Scroll down to the Cost Information region, click the **Edit** icon.
26. In the Frequency field enter **Hourly**.

27. Click **Submit**.
28. Expand the **Details and Process** section.
29. Click the **Process** tab and review the information.
30. Click **Done** on the confirmation page.

## TASK #2: CREATE A CONTRACT CONTINGENT WORKER

1. Enter *contract contingent worker* into the search box.
2. Select the **Contract Contingent Worker** task.
3. Select Supervisory Organization > **My Organizations** > **IT HelpDesk Department**.
4. Select the **Create a New Pre-Hire** radio button.
5. Click **OK**.
6. Select **Source** > **Advertising** > **Broadcast**
7. On the **Legal Name Information** tab enter the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
First Name	Samantha
Last Name	Green

8. Click the **Contact Information** tab.
9. Click the **Add Email** button.
10. Enter *sgreen@workday.net*.
11. Select **Type** > **Work**.
12. Click **OK**.
13. Enter the Job Details information as follows:

Field Name	Entry Value
Contract Start Date	Today's Date
Reason	New Contingent Worker > New Position
Position	Contract IT Help Desk Specialist
Contingent Worker Type	Contractor
Job Profile	IT HelpDesk Specialist
Time Type	Full Time
Location	Dallas

14. In the Contract Details region select the **Create Purchase Order** checkbox.

15. Enter the information as follows:

Field Name	Entry Value
Supplier	Manpower
Default Payment Terms	Net 30
Spend Category	Contract Labor
Contract End Date	December 31, 2017
Contract Pay Rate	46.00
Currency	USD
Frequency	Hourly
Contract Amount	(Verify amount populates)
Worktag	Projects > Project: IT Help Desk

16. Click **Submit**.

17. Expand the **Details and Process** section to review your work.

18. Click the **Open** button.

**Up Next**



Logan McNeil

Create Purchase Order from Contract Contingent Worker  
Due Date 10/09/2015

**Open**

**Details and Process**

For	Contract IT Help Desk Specialist
Overall Process	Contract: Samantha Green [C]
Overall Status	Successfully Completed
Due Date	10/15/2015

19. On the Create Purchase Order from Contract Contingent Worker page enter **Global Modern Services, Inc. (USA)** in the Company field.
20. In the **Contact Information** region change the Buyer, Bill-To Contact, Bill-To Contact Detail, Ship-To Contact, and Ship-To Contact Detail to **Sherry Voigt**.
21. In the Time Code region select the **Regular Billable Time (billable)** prompt.
22. Click **Submit**.
23. Expand the **Details and Process** section. Note your PO number: \_\_\_\_\_
24. Click **Done**.
25. Sign out.

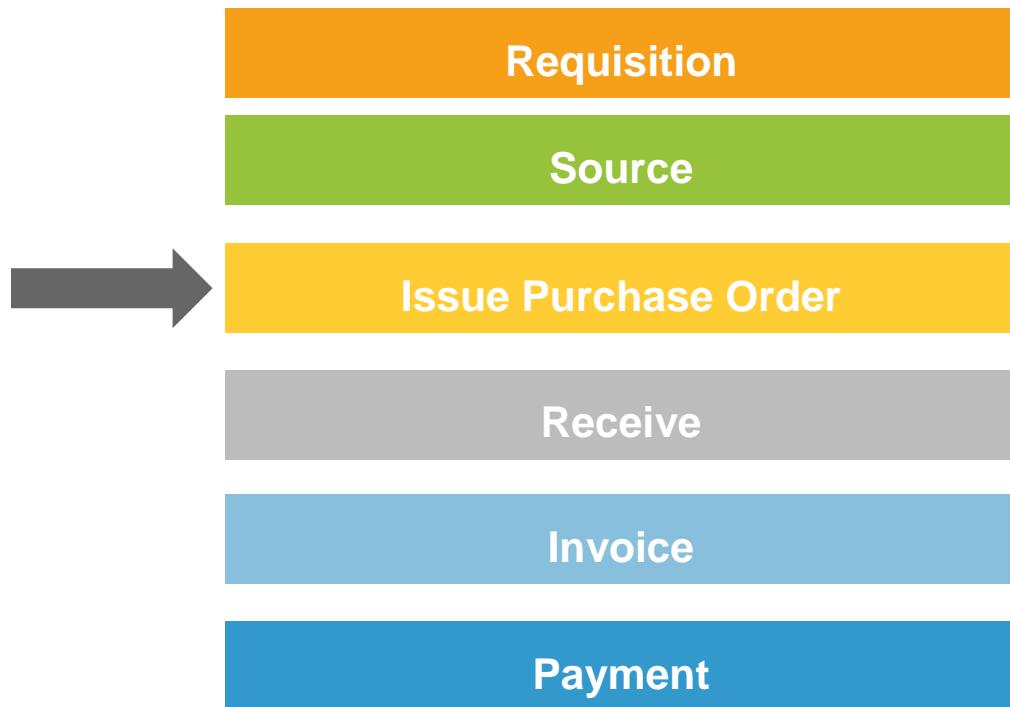
#### TASK #3: REVIEW AND ISSUE CONTRACT CONTINGENT WORKER PURCHASE ORDER

1. Sign in as Sherry Voigt (*svoigt*).
2. Enter *issue purch* in the search box.

3. Select the **Issue Purchase Orders** task.
4. Company > **Global Modern Services Inc. (USA)**.
5. Document Date On or After > **Today**.
6. Click **OK**.
7. If it's not already selected, click the **Select** checkbox on the Purchase Order row.
8. Click **OK**.
9. Click **Issue Orders and Refresh** (Wait until "Printing Run Percent Complete" is **100%** and the "Issue Event Status" is **Successfully Completed**).
10. Click **Finish**.
11. Click **Done**.
12. Sign out.



## ISSUING A CONTINGENT LABOR PURCHASE ORDER

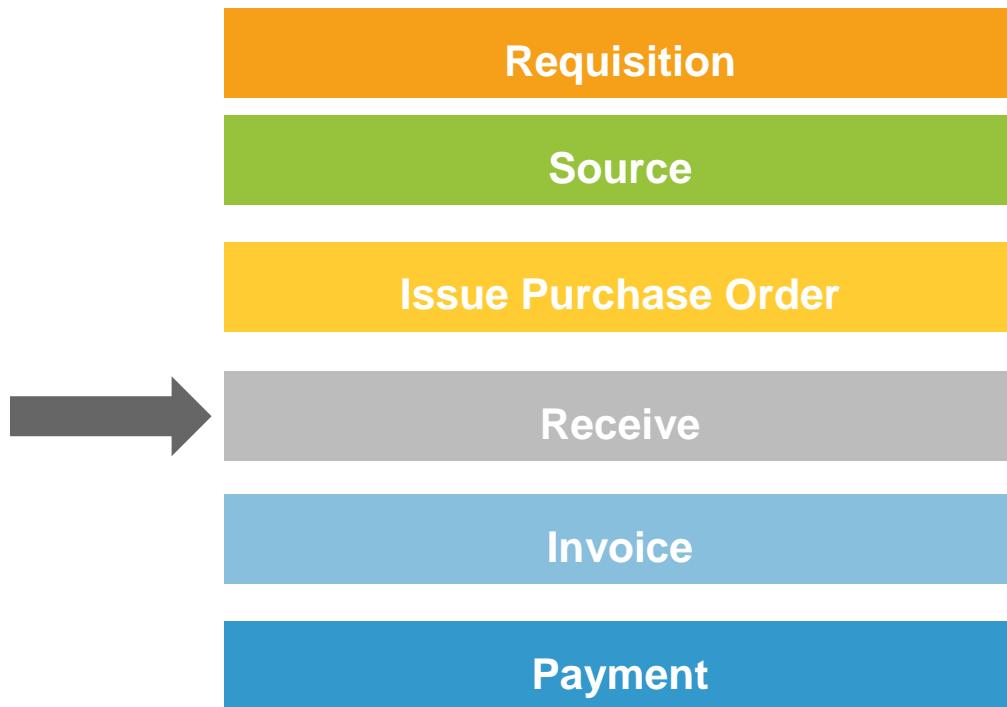


Contingent worker purchase orders will be issued either to the suppliers or to the contingent workers if they are independent contingent workers.

The body of the purchase order does not display items, quantity, and unit of measurement like the goods purchase order.

The contingent labor purchase order layout displays worker- and job-related information.

## LOG TIME FOR CONTINGENT LABOR (RECEIVE)



A purchase order for a supplier or contingent worker must be issued and have a balance available to log time and invoice against it.

Optionally, add the Create Supplier Invoice from Receipt step to the Receipt business process to automatically generate invoices from approved timesheets.

Receiving for contingent labor is based on a timesheet.

You can log time against issued purchase orders on behalf of contingent workers, and suppliers and contingent workers with Workday access can also log time.

You can also log time for contingent workers using the Receipts task.

Suppliers or contingent workers will use the Log Time and Tasks task.



## ACTIVITY 2.21 – LOG TIME FOR CONTINGENT WORKER

Business Case: Logan will enter the time Samantha Green worked.

### TASK #1: LOG TIME FOR CONTINGENT WORKER

1. Sign in as Services Coordinator Logan McNeil (*lmcneil*).
2. Enter *cr receipt* in the search box.
3. Click the **Create Receipt** task.
4. Select the **Purchase Order** radio button.
5. Click the **prompt icon** and select **Purchase Orders by Suppliers > Manpower > Select PO**.
6. Click **OK**.
7. In the Contingent Worker Lines region enter the following information:

<b>Field Name</b>	<b>Entry Value</b>
Period Start Date	Today's Date
Period End Date	1 Week from today
Hours Worked	40
Additional Amount	60.00



Tip: You can enter an amount to be paid in the Additional Amount field, for example, a charge for a one-time travel expense.

8. Click **Submit**.



Tip: Note that there is an *Approval by Services Coordinator* required.

9. Expand the **Details and Process** section.

10. Click the **Process** tab.
11. In the Process History region, you can see the Services Coordinators listed. We will use Sherry Voigt.
12. Click **Done** on the confirmation page.
13. Sign out.

#### TASK #2: APPROVE TIME FOR CONTINGENT WORKER

1. Sign in as Sherry Voigt (*svoigt*).
2. Open Sherry's Inbox.
3. Review the receipt for Samantha's invoice.
4. Click **Approve**.
5. Expand the **Details and Process** section.
6. On the **Process** tab, you can ensure that the receipt is Approved by the Services Coordinator.
7. Click **Done** on the confirmation page.
8. Sign out.





## CHAPTER 2 KNOWLEDGE CHECK

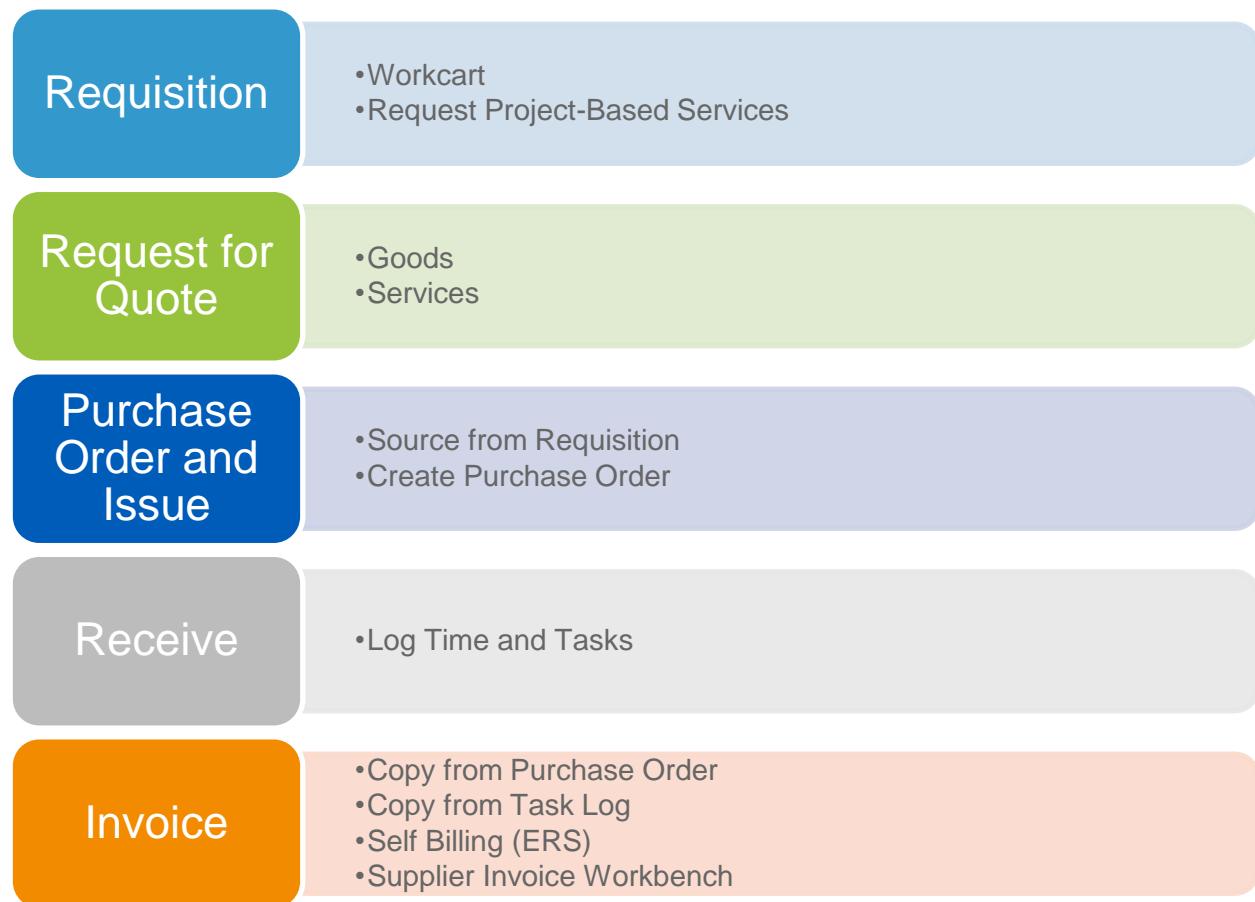
Please complete the Process Procurement quiz in the Workday Learning Center.

## CHAPTER 3 – REQUEST FOR QUOTE

### OVERVIEW

The ability to manage sourcing activities is necessary for many customers. Workday Procurement supports the end to end business process for a simple request for quote (RFQ) process for the procurement of either goods or services. The RFQ process provides visibility into how your organization manages the bid process and acquires goods or services.

The Request for Quote is a standard business process and document that invites suppliers to bid on specific goods and services through the procurement process.



### SECURITY ROLES

- Buyer
- Services Coordinator
- Supplier Contract Specialist

## BUSINESS PROCESSES (REFRESHER)

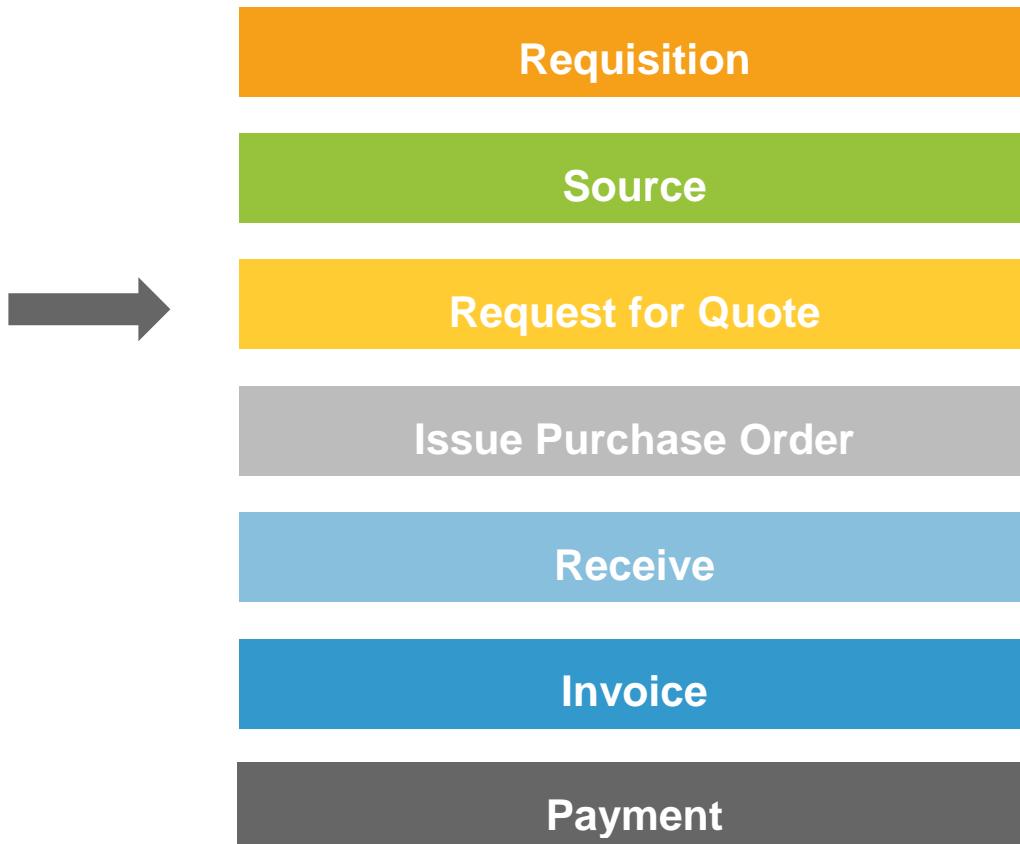
- Request for Quote Event
- Request for Quote Response Event
- Request for Quote Award Event
- Requisition Event

## OBJECTIVES

By the end of this chapter, you will:

- Maintain Request for Quote Types
- Create and Post a Request for Quote
- Create Request for Quote Responses
- Create a Request for Quote Award
- Issue Purchase Order

## REQUEST FOR QUOTE



The Request for Quote (RFQ) process includes the ability to:

- Define Request for Quote Types
- Define the Request for Quote print layouts for the printable RFQ document
- Creation and management of RFQ sourcing activities
- Creation of a Request for Quote from an existing RFQ, requisition, purchase order or supplier contract or create an ad hoc RFQ
- Generate a printable version of the Request for Quote
- Record the supplier responses
- Award the Request for Quote to one or more suppliers with either a purchase order or supplier contract



## ACTIVITY 3.1 – MAINTAIN REQUEST FOR QUOTE (RFQ) TYPES

**Business Case:** View the Request for Quote (RFQ) Type setup. May have different RFQ types for a Public RFQ and another for Invitation for Bid where the specific suppliers are invited to bid on the RFQ.

### TASK #1: MAINTAIN REQUEST FOR QUOTE TYPES

1. Sign in as Procurement Administrator Teresa Serrano (*tserrano*).
2. Enter *main req type* into the search box.
3. Choose the **Maintain Request for Quote (RFQ) Types** task.
4. Review the request for quote type(s).
5. Click **OK**.
6. Click **Done**.
7. Sign out.





## ACTIVITY 3.2 – CREATE REQUEST FOR QUOTE

**Business Case:** Create a Request for Quote from an existing requisition for yearly HVAC maintenance. After the Request for Quote is approved, it must be Posted for the RFQ document to be open for bidding from the suppliers.

### TASK #1: CREATE REQUEST FOR QUOTE

1. Sign in as a Buyer (*svoigt*).
2. Enter *cr req quo* into the search box.
3. Choose the **Create Request for Quote (RFQ)** task.
4. Enter the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Company	Global Modern Services, Inc. (USA)
RFQ Type	Directed Request for Quote
RFQ Title	Annual HVAC Maintenance

5. Select the **Create Ad Hoc RFQ** option.
6. Click **OK**.
7. Enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Document Date	Today's Date
Start Date	Today's Date
End Date	Week from today

8. Verify the **Exclude Target Price** checkbox is selected.
9. On the **Lines** tab, enter the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Service Line	(selected)
Item	HVAC Maintenance

Amount	3,000.00
Price Required	(checked)
Cost Center	34000 Facilities

10. Click the **Proposed Suppliers** tab to enter suppliers to bid on the maintenance.

11. Click the **Add Row** icon twice to enter in the following suppliers:

- A. CenterCal Property Management (Issue Option = Print)
- B. Federal Realty (Issue Option = Print)

12. Click **Submit**.

13. Expand the **Details and Process** section and note the status of “In Progress.”

14. Click **Done**.

#### TASK #2: APPROVAL BY SUPPLIER CONTRACT SPECIALIST

1. Sign in as a Supplier Contract Specialist (*abhat*).
2. Open Arjun’s Inbox.
3. Select the Request for Quote.
4. Click **Approve**.
5. Click **Done**.
6. Sign out.

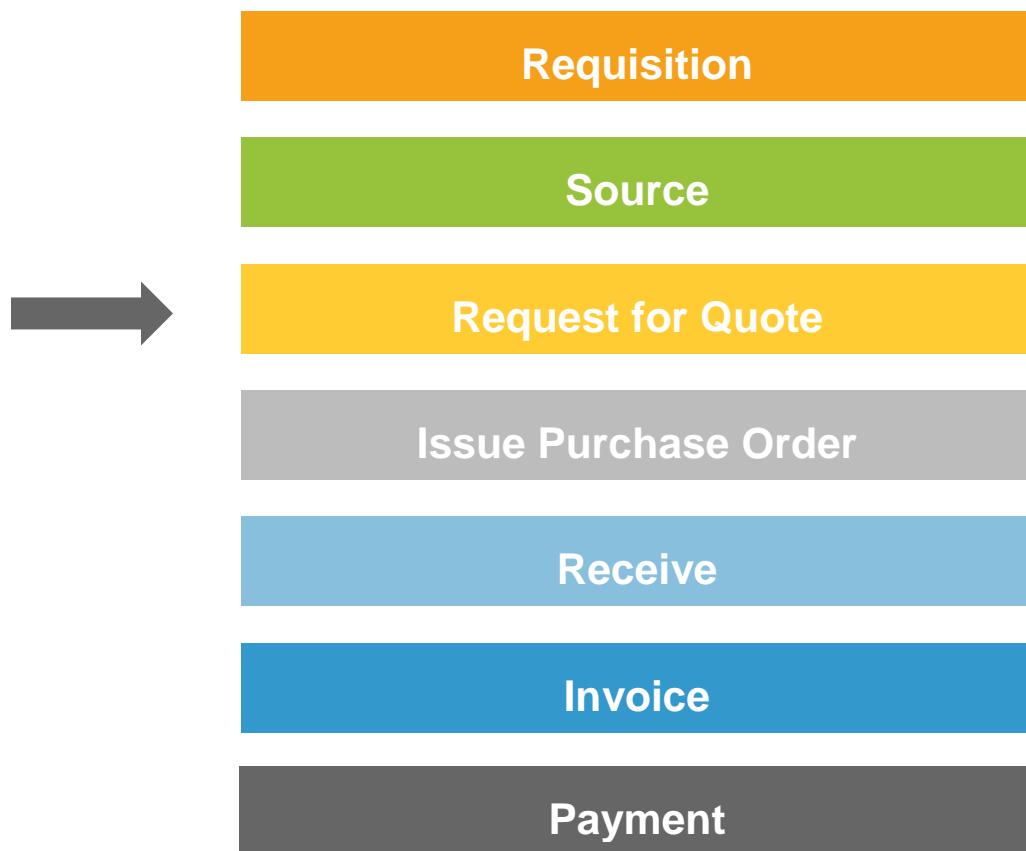
#### TASK #3: POST THE REQUEST FOR QUOTE (RFQ)

1. Sign in as Procurement Administrator / Buyer (*svoigt*).
2. Enter *fin req quo* into the search box.
3. Choose the **Find Request for Quotes (RFQ)** report.
4. Select the **Global Modern Services, Inc. (USA)** Company.
5. Enter **HVAC** in the RFQ Title field.

6. Click **OK**.
7. Review the RFQ information and note the status of “Approved.”
8. Click the magnifying glass’s **Related Actions** icon > **Request for Quote** > **Post**.
9. Keep the default Posted Date and enter *HVAC RFQ* in the Posting Memo field.
10. Click **OK**.



## REQUEST FOR QUOTE (RFQ) RESPONSES



The supplier responses can be recorded once the Request for Quote is in a Posted status as this opens the RFQ document for bids to be received.

A supplier response may be for all or individual lines on the RFQ. The response may include:

- Response Price
- Lead Time
- Response Memo
- Bid Response (Header and/or Line)
- Response Attachments (Header and/or Line)



## ACTIVITY 3.3 – REQUEST FOR QUOTE (RFQ) RESPONSE

**Business Case:** The suppliers will submit their responses to be reviewed for the award of the Purchase Order or a Supplier Contract.

### TASK #1: CREATE REQUEST FOR QUOTE RESPONSE

1. Sign in as a Buyer / Procurement Administrator (svoigt).
2. Enter *cr req quo* into the search box.
3. Choose the **Create Request for Quote (RFQ) Response** task.
4. Enter the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Company	Global Modern Services, Inc. (USA)
Request for Quote	Annual HVAC Maintenance
Supplier	CenterCal Property Management
Response Date	Tomorrow's date
Recorded by	Sherry Voigt

5. Click **OK**.
6. From the Lines tab, enter in the Response Price of **2950.00**.
7. Click **Submit**.

### TASK #2: CREATE A SECOND REQUEST FOR QUOTE RESPONSE

1. At the top of the completion page click **Create Request for Quote (RFQ) Response** in the **Do Another** section.
2. Enter the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Company	Global Modern Services, Inc. (USA)

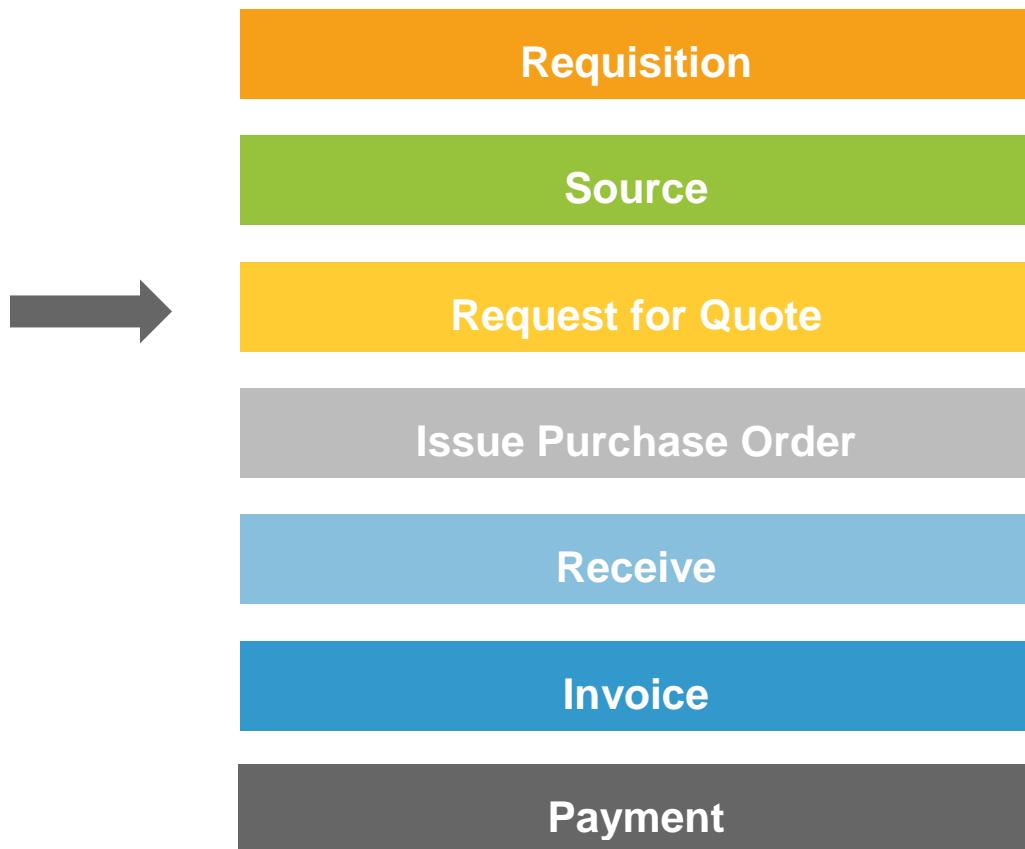
Request for Quote  
Supplier  
Response Date  
Recorded by

Annual HVAC Maintenance  
Federal Realty  
Tomorrow's date  
Sherry Voigt

3. Click **OK**.
4. From the Lines tab, enter in the Response Price of **3100.00**.
5. Click **Submit**.
6. Click **Done**.



## REQUEST FOR QUOTE AWARD



After the bidding process is complete, the Request for Quote (RFQ) will be awarded to a supplier using either a purchase order or a supplier contract. When the RFQ is awarded to a supplier all lines or some individual lines from the RFQ may be placed on the procurement document.

A Request for Quote line can be partially awarded to multiple suppliers or a split award when creating a purchase order. The RFQ attachments may be included on the purchase order if chosen.

A Request for Quote may be awarded to a supplier by creating a Supplier Contract. A Supplier Contract will be created in a “draft” status and the RFQ line may not be partially awarded when creating a Supplier Contract.



## ACTIVITY 3.4 – REQUEST FOR QUOTE (RFQ) COMPARISON

**Business Case:** The RFQ responses will be reviewed and compared prior to the award of the Request for Quote to a supplier.

### TASK #1: COMPARE RFQ RESPONSES

1. Sign in as a Buyer (svoigt)
2. Enter *fin req quo* into the search box.
3. Select the **Find Request for Quote (RFQ)** report.
4. Select Global Modern Services, Inc. (USA) as the Company.
5. Click **OK**.
6. Click the **Related Actions** icon for the Request for Quote to be reviewed, select **Request for Quote > Compare RFQ Responses**.
7. Select the **Select All** checkbox and click **OK**.
8. Review the response information by the following three tabs: Comparison Summary, Line Responses, and Lowest Quote per Line.





## ACTIVITY 3.5 – REQUEST FOR QUOTE (RFQ) AWARD

**Business Case:** The Request for Quote is awarded to a supplier using a purchase order or a supplier contract. This activity will award the RFQ to CenterCal Property Management using a Purchase Order.

### TASK #1: CREATE RFQ AWARD

1. Sign in as a Buyer (*svoigt*).
2. Enter *cr req award* into the search box.
3. Select the **Create Request for Quote (RFQ) Award** task.
4. Enter the information as follows:

Field Name	Entry Value
Company	Global Modern Services, Inc. (USA)
Request for Quote	Annual HVAC Maintenance
Supplier	CenterCal Property Management
Award Date	A week from tomorrow's date
Award Type	Purchase Order

5. Click **OK**.
6. Select the Request for Quote Line to be awarded to the supplier.
7. Click **OK**.
8. Review the Award Information and the Purchase Order Defaults.
9. Select the **Auto-submit Award Outcome for Approval** checkbox.
10. Click **Submit**.

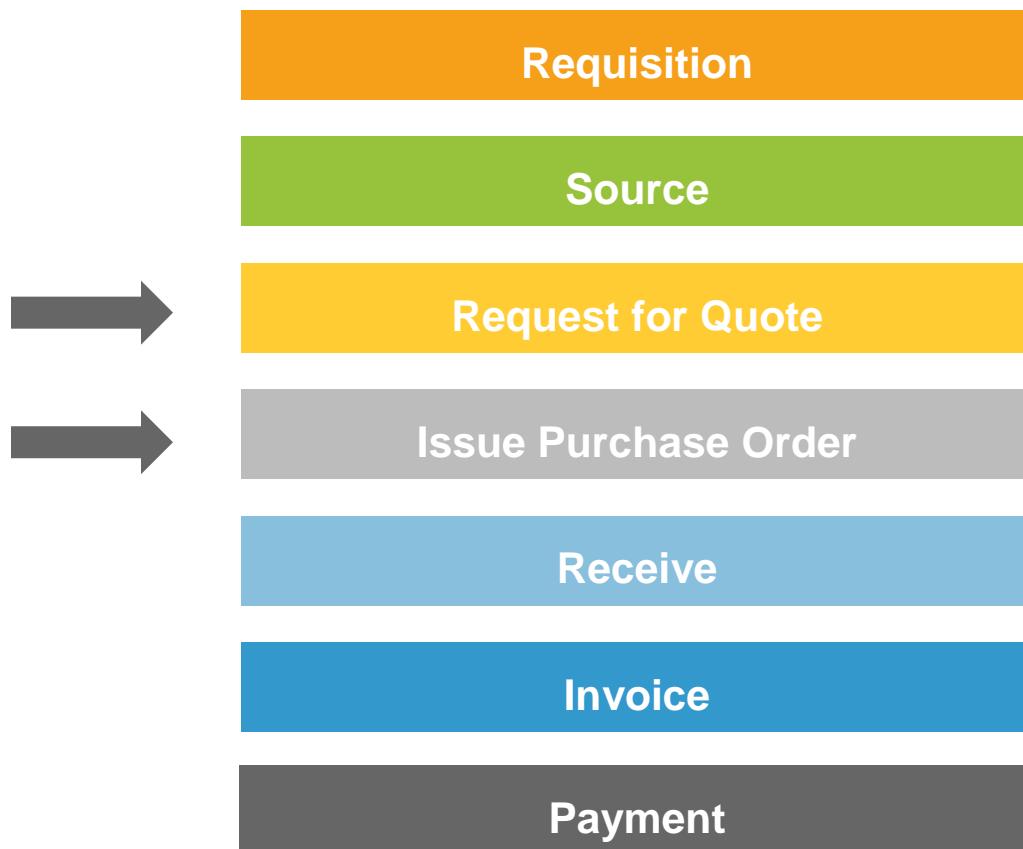
### TASK #2: APPROVAL BY SUPPLIER CONTRACT SPECIALIST

1. Sign in as a Supplier Contract Specialist (*abhat*).
2. Open Arjun's Inbox.

3. Select the Request for Quote.
4. Click **Approve**.
5. Click **Done**.
6. Sign out.



REQUEST FOR QUOTE TO PURCHASE ORDER





## ACTIVITY 3.6 – APPROVE & ISSUE PURCHASE ORDER

**Business Case:** The Purchase Order generated from the RFQ Award will go through the Purchase Order approval process and the Purchase Order will be issued to the supplier.

### TASK #1: ISSUE PURCHASE ORDER

1. Sign in as a Buyer (*svoigt*).
2. Enter *find purch ord* in the search box.
3. Select the **Find Purchase Orders** report and enter the following:

Field Name	Entry Value
Company	Global Modern Services, Inc. (USA)
Supplier	CenterCal Property Management

4. Click **OK**.
5. Click the **Related Actions** icon of the Purchase Order and select **Purchase Order > Issue**.
6. Click **OK**.
7. Click the **Issue Orders and Refresh** button (Wait until “Printing Run Percent Complete” is 100% and the “Issue Event Status” is Successfully Completed).
8. Click **Finish**.
9. Click **Done**.





## ACTIVITY 3.7 – RECEIPT OF SERVICES

Business Case: The HVAC Maintenance is received after the service is completed.

### TASK #1: RECEIVE SERVICES IN FULL

1. Sign in as a Buyer (*svoigt*).
2. Enter *fin pur ord* in the search box.
3. Choose the **Find Purchase Orders** report and enter the following:

Field Name	Entry Value
Company	Global Modern Services, Inc. (USA)
Supplier	CenterCal Property Management

4. Click **OK**.
5. Click the **Related Actions** icon by the Purchase Order and select **Receipt > Create**.
6. Select the **Fully Receive** checkbox.
7. Click **OK**.
8. Set the Receipt Date to a week from tomorrow.
- Note:** The Amount to Receive is 2950.00.
9. Click **Submit**.
10. Expand the **Details and Process** section.
11. Click **Done**.





## CHAPTER 3 KNOWLEDGE CHECK

Please complete the Request for Quote quiz in the Workday Learning Center.

## CHAPTER 4 – MATCHING OVERVIEW AND SETUP

### OVERVIEW

The term "matching" is used to describe how documents used in the procurement process are matched against each other to ensure accuracy of prices negotiated and quantities received. Many companies will not consider an invoice to be payable until the invoice matches the related PO and receipt. In Workday, a receipt document can be created for goods, for acknowledgement of services performed or for time worked.

### OBJECTIVES

By the end of this chapter, you will:

- Identify various ways to use supplier invoice matching.
- Determine which match conditions to use.
- Associate match condition rules with exception reasons.
- Verify a supplier accounts match rule set.
- Add a supplier accounts match override reason.

## SUPPLIER INVOICE MATCHING

The following are ways in which supplier invoice matching can occur:

**2-Way Matching**

**3-Way Matching**

**4-Way Matching**

**Matching by Amount**

**Matching by Quantity**

**Matching by Tolerances**

**Routing of Match Exceptions**

The most common method of matching is the 3-Way match; this compares the PO, Receipt and Invoice. The 3-Way match is often the method companies use to recognize a valid financial obligation. It relies on the receipt of goods, though in some cases a receipt of goods is not needed, e.g. smaller dollar amount purchases such as office supplies. In these cases, only the PO and invoice documents are matched; this is called a 2-Way match. In the case of high value items, an inspection of the goods may be required before they can be considered received. Matching of the PO, receipt, inspection and invoice is known as a 4-Way match. The 2-, 3- and 4-Way match comparisons in Workday can be made at the document line split, line, or header levels, or a combination of all three.

Some companies may be willing to pay a Supplier Invoice without having an exact match on price or quantity if the price or quantity differences fall within a pre-defined tolerance. Matching can be defined with a +/- tolerance, the tolerance being a percentage or a dollar amount.

To have complete matching, in addition to defining match rules and tolerances, users can override these match exceptions. This document describes how to establish match rules, routing and overriding match exceptions in Workday.

## WORKDAY BUSINESS DOCUMENTS NEEDED TO FACILITATE MATCHING

Prior to being able to perform matching, a supplier invoice, a purchase order and possibly a receipt need to be created. A receipt is not needed for a 2-Way match, but is needed for a 3-Way and 4-Way matching.

4-Way matching involves an additional inspection step after receiving goods. Invoices cannot be paid until items have passed inspection. This can be achieved in Workday by including the inspection step as an additional step in the Receiving BP so that the receipt cannot be completed until the inspection is completed. Where inspection has not been completed but an invoice is processed, a match error will occur due to an exception.

### PURCHASE ORDER

In Workday, a purchase order can be created directly or can be generated from a requisition. Purchase orders can be created for goods, services, or project-based services. In Workday, services and project based services are amount-based only, whereas goods can be quantity- or amount-based.

Prior to receiving or invoicing, the purchase order must be issued via the Issue Purchase Order task or from the related action of the PO. Once a PO has been issued, any changes will generate a PO change order. The change order is not a different document from the original PO, but rather the most current version of the PO on which changes/edits were made. During matching, the most current version of the PO is used to compare against the supplier invoice.

### RECEIPT

A receipt is required to facilitate a 3-Way or 4-Way match. Receiving of goods is performed by receiving a quantity of goods. Receiving of services, when using deliverable services, is achieved by receiving milestone amounts (no quantities). Receiving of services that have not been created using deliverable services orders are received by receiving a quantity, the same way goods are received.

When a PO for contingent labor is created, contingent worker time is "received" when the contingent worker records their time for each period by using the Log Time and Tasks task. As time is logged against the PO, the available amount on the PO is reduced by the time logged, multiplied by the contingent worker's rate. Log Time and Tasks works in a very similar way to

the project-based services PO, where no quantity or unit price is recorded. This is important when matching these types of invoices.

For contingent worker time, rather than matching the time logged to a supplier invoice provided by the supplier, the receiving business process can be set up (to use the "Create Invoice from Receipt" Action) so that once the time logged by a contingent worker is approved a supplier invoice is generated in Workday, meaning that an invoice from the supplier is not needed and matching does not need to be performed. Payment is based on the approved time logged. The "Create Invoice from Receipt" Action is not limited to contingent worker time logged and can also be used for all other receipts.

## SUPPLIER INVOICE

The final document needed for matching is the supplier invoice. Typically, as a best practice, a supplier invoice that has a match exception is held up, and does not move along unless the exception is cleared. In Workday, this kind of supplier invoice is given 'in progress' status and is waiting in match exception to be reviewed by someone defined in the Supplier Invoice BP. Once required action is taken to either clear or override the exception, the matching process is run again and the system allows the invoice to complete the additional steps in the process you defined for the Supplier Invoice BP.

## OVER RECEIVING

Over-receiving can occur when there is a supplier shipping error and the same order is shipped twice, or when the requestor contacts the supplier requesting additional quantities after the order has been placed.

## CONFIGURING MATCH RULES IN WORKDAY

Workday uses the business process condition rule framework for implementing matching so match rules are defined and applied in either custom validations or in the Supplier Invoice business process. Because of this, matching in Workday is performed in real time and not in batch. Real time match processing allows each invoice document to be analyzed for matching as it is created.

Workday utilizes the BPF condition rule framework process or setup for matching. For matching to happen, you need to create a condition rule by specifying the CRFs and creating a rule set for using those CRFs. After you have your rules created, you can associate them with an actual match rule, which then allows you to tie it to an exception code. Then you can assign those rules to steps in a business process.

You can create a condition rule using any CRF in the system that is in the context of the Supplier Invoice, Supplier Invoice Line, Supplier Invoice Line Distribution, and Supplier Invoice Line Splits. Then you can create a match rule set for using these CRFs, tie them to an exception code, and assign these rules to business process steps in a company. You can create simple or complex condition rules.

Keep in mind that rule sets are company-specific, so if matching is configured in the Supplier Invoice BP for a company, when the matching job is initiated, it retrieves all the active rule sets and executes the condition rules for that invoice. The rule sets can be associated with more than one company, but you must associate at least one rule set with a company.

Workday delivers several match rule CRFs, all prefixed with "MR" that can be used in customer defined condition rules.

#### WORKDAY MATCH RULE DELIVERED CRFS:

Workday delivers several matching specific CRFs which can be used in condition rules. To find all the Matching CRF's that Workday delivers, search by 'Field: MR' (prefix with MR). In addition to finding the list of delivered matching CRF's you can also look at the logic behind the CRF's. Workday continues to update and deliver new match rule CRFs.

Workday MR CRFs	Workday CRF Description	Sample Use of MR
<b>MR Any Supplier Invoice Lines with Item that does not match PO Line Item</b>	<p>Can be used in a match rule to detect supplier invoices having any line item that does not match its associated Purchase Order Line item.</p> <p>It only finds Invoice Lines where both the item is defined and an associated PO Line Item is defined.</p>	Used to determine if item substitution occurred.

Workday MR CRFs	Workday CRF Description	Sample Use of MR
<b>MR Any Supplier Invoice Lines with Item where PO Line does not include an Item</b>	<p>Can be used in a match rule to detect invoices with lines having an item but its associated Purchase Order Line is missing an item.</p> <p>If the Supplier Invoice line does not have an item, but its Purchase Order Line does, the same line is automatically added to the Supplier Invoice Line.</p> <p>Existing Supplier Invoice Line's item will not be overridden with the Purchase Order Line's Item.</p>	Used to determine where a specific item has been provided for an ad hoc request.
<b>MR Any Supplier Invoice Lines with Spend Category that does not match PO Line Spend Category</b>	Can be used in a match rule to detect invoices with lines that do not match their PO line item's spend category.	Used to determine if item substitution occurred (at the spend category level).
<b>MR Invoice has Lines that exceed Amount or Quantity Received</b>	Use to detect if an invoice has lines that exceed amounts or quantities received.	Used to determine that no receipts exist or that the quantity invoiced is greater than the quantity received.

Workday MR CRFs	Workday CRF Description	Sample Use of MR
<b>MR Max Invoice to PO Line Unit Cost Variance</b>	<p>This field compares for each line on the invoice the Unit Cost for each purchase order and invoice line and returns the maximum.</p> <p>Use to set an amount threshold or tolerance for invoice lines where the unit cost does not match the purchase order line unit cost.</p>	Used to determine unit price tolerance as an amount.
<b>MR Max Inv to PO Line Unit Cost Percentage Variance</b>	<p>This field compares the Unit Cost for each purchase order and invoice line for each line on the invoice and returns the maximum % variance.</p> <p>Use to set a percent threshold or tolerance for invoice lines where the unit cost does not match the purchase order line unit cost.</p>	Used to determine unit price tolerance as a percentage.
<b>MR Total Invoice to PO Line Unit Cost Variance</b>	<p>This field compares the Unit Cost for each purchase order and invoice line. It then sums the differences as a total.</p> <p>Use to set a maximum amount threshold or tolerance for a unit cost variance for the entire invoice.</p>	<p>Can be used in the case where each line is within tolerance but the total of the invoice is outside tolerance. E.g. Tolerance on each line is \$5 and total header tolerance is \$10.</p> <p>Supplier submits a 6-line invoice where each line is outside of tolerance by \$3 (no exceptions on any of the lines). However, because the tolerance on all lines is \$18, this invoice is in exception.</p>

Workday MR CRFs	Workday CRF Description	Sample Use of MR
<b>MR Total of Non-PO Supplier Invoice Lines</b>	<p>This field sums up the amount of all invoice lines that were not referenced on the purchase order from which the invoice was created.</p> <p>Use to set an amount threshold or tolerance for invoice lines that were not referenced on the purchase order.</p>	The supplier is charging for items that were not on the PO.
<b>MR Total Non-PO Invoice Amount Percentage</b>	<p>This field adds up all invoice lines that were not included on the purchase order from which the invoice was created. It then divides by the total of all lines and multiplies by 100 to calculate a percentage.</p> <p>Use to set a tolerance percentage for invoice lines that were not included on the purchase order.</p>	The supplier is charging for items that were not on the PO. Value is a percentage.

## APPLYING MATCHING RULES

As Workday matching relies on condition rules, the conditions can be applied as a custom validation (warnings or errors) on the supplier invoice; or they can be applied as condition rules on a business process.

All PO related invoices in Workday are created by copying a PO or receipt, thereby reducing the need to key data and hence reducing data entry errors. Obviously, copied prices and quantities may need to be updated to reflect the values on the supplier's invoice, thereby introducing the potential of data entry errors, but these can be mitigated by enforcing invoice control totals. In addition, Workday has some built-in controls. When creating a supplier invoice, for example, when copying from a receipt it is not possible to invoice for greater than the quantity received, thereby aiding in reducing data entry errors.

The best way to resolve match exceptions/errors is to quickly get the invoice to the correct person who was involved in the price negotiations, ordering of the goods/ services and receiving, so that they can assist in resolving the exception. This can best be accomplished by setting up match rules as condition rules on the Invoice Event BP. More detail about routing match exceptions is provided below. The advantage of Workday's real time matching means invoices are matched and routed as soon as they are created rather than waiting for a matching batch process to be run, something which often occurs at the end of the day once invoices are entered.

### View Business Process Definition

#### Supplier Invoice Event for Global Modern Services Companies [...](#)

Effective Date: 07/30/2014 [Edit](#) [Delete](#)

Business Object: Global Modern Services Companies [Edit](#) [Delete](#)

Most Recent Used Date: 04/11/2014 [Edit](#) [Delete](#)

Due Date: 4 Days [Edit](#) [Delete](#)

[View Diagram](#)

[Business Process Steps](#) [Notifications](#) [Allowed Actions by Role](#) [Security Group Restrictions](#) [Related Links](#) [Available](#) [More](#)

Allowed Actions by Role <small>6 items</small>			
Action	Mandatory Entry Condition	Can be performed by	Business Process
		Accounts Payable Data Entry Specialist Accounts Payable Settlement Specialist Business Asset Accountant Purchase Order Buyer Requisition Requester Supplier Contract Specialist for Supplier Contract	Supplier Invoice Event for Global Modern Services, Ltd (Canada) Supplier Invoice Event for Global Modern Services Companies
Review Trackable Invoice Lines	Invoice has at least one trackable line, is not tagged by capital project/plan phase/task, is not an Adjustment, has not been reviewed, and has no associated Receipt event in progress.? (Workday Owned)	Accountant Business Asset Accountant Implementers	Supplier Invoice Event (Default Definition) Supplier Invoice Event for Global Modern Services, Ltd (Canada) Supplier Invoice Event for Global Modern Services Companies
Supplier Accounts Match Process	Only initiate Supplier Accounts Match Process if Invoice is Procurement related and does not have Match Status of Override.? (Workday Owned)	Initiator	Supplier Accounts Match Event (Default Definition)

## ADDITIONAL INFORMATION



**Tip:** For more details on how to configure the Supplier Accounts Match Process, please refer to Community.



## VIDEO 4.1 – SUPPLIER CONTRACTS: MATCHING

Introduction: Check out the next video presentation.

### NOTES

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## ACTIVITY 4.1 – SUPPLIER ACCOUNTS MATCH CONDITION RULES

**Business Case:** The supplier accounts match condition rules are set up to determine the match conditions that apply for supplier invoice and procurement business documents. Let's review a condition rule that defines the unit price difference between a Purchase Order and the Supplier Invoice.

### TASK #1: REVIEW CONDITION RULES

1. Sign in as a Finance Administrator (*tserrano*).
2. Enter *sup mat con* into the search box.
3. Select **View Supplier Accounts Match Condition Rule**.
4. Select the **Price Difference PO/Supplier Invoice** Condition Rule.
5. Click **OK**.
6. Review Condition Rule.





## ACTIVITY 4.2 – SUPPLIER ACCOUNTS MATCH EXCEPTION REASONS

**Business Case:** The supplier accounts match exception reasons are set up to help determine why the supplier invoices are in a match exception. Let's review the match exception reasons defined and used in the match rules.

### TASK #1: REVIEW EXCEPTION REASONS

1. Sign in as a Finance Administrator (*tserrano*).
2. Enter *sup mat exc* into the search box.
3. Select **View Supplier Accounts Match Exception Reasons**.
4. Click **OK**.
5. Review Exception Reasons.





## ACTIVITY 4.3 – SUPPLIER ACCOUNTS MATCH RULES

**Business Case:** The Supplier Accounts Match Rules associates the match condition rules with the exception reasons that apply for each match rule. Let's review the match rule where the unit price variance is greater than or equal to 5% or the total price variance is greater than or equal to 10%.

### TASK #1: REVIEW MATCH RULES

1. Sign in as a Finance Administrator (*tserrano*).
2. Enter *sup mat rul* into the search box.
3. Select **View Supplier Accounts Match Rule**.
4. Select the **Price Difference PO/Supplier Invoice** Supplier Accounts Match Rule.
5. Click **OK**.
6. Review Match Rule.





## ACTIVITY 4.4 – SUPPLIER ACCOUNTS MATCH RULE SET

**Business Case:** The Supplier Accounts Match Rule Set links the Companies or company hierarchies to the match rules and defines the processing order for the match rules. Let's review the GMS Match Rules set which contains five match rules.

### TASK #1: REVIEW MATCH RULE SET

1. Sign in as a Finance Administrator (*tserrano*).
2. Enter *sup mat rul* into the search box.
3. Select **View Supplier Accounts Match Rule Set**.
4. Select the **GMS Match Rules** Supplier Accounts Match Rule Set.
5. Click **OK**.
6. Review Match Rule Set.





## ACTIVITY 4.5 – SUPPLIER ACCOUNTS MATCH OVERRIDE REASONS

**Business Case:** The supplier accounts match override reasons define the reasons to override the supplier invoices that are in a match exception. Let's review the match override reasons defined and add one new override reason to use in the match exceptions.

### TASK #1: ADD MATCH OVERRIDE REASONS

1. Sign in as a Finance Administrator (*tserrano*).
2. Enter *sup mat over* into the search box.
3. Select **Maintain Supplier Accounts Match Override Reasons**.
4. Click the **Add Row** icon and enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Match Override Reason Name	Invoice Cost Approved
Match Override Reason Description	Higher invoice cost approved.

5. Click **OK** and **Done**.





## ACTIVITY 4.6 – REVIEW SUPPLIER ACCOUNTS MATCH BUSINESS PROCESS

Business Case: Review the Supplier Accounts Match Event.

### TASK #1: REVIEW THE BUSINESS PROCESS

1. Sign in as a Finance Administrator (*tserrano*).
2. Enter *bp: sup acc mat* into the search box.
3. Select **Supplier Accounts Match Event for GMS Company Hierarchy** business process.
4. Review the business process.



## ACTIVITY 4.7 – REVIEW SUPPLIER ACCOUNTS MATCH EXCEPTION OVERRIDE BUSINESS PROCESS

Business Case: Review the Supplier Invoice Event and discuss applicable match rules.

### TASK #1: REVIEW BUSINESS PROCESS

1. Sign in as a Finance Administrator (*tserrano*).
2. Enter *bp: sup acc mat* into the search box.
3. Select **Supplier Accounts Match Exception Override Event** business process.
4. Review the business process.





## CHAPTER 4 KNOWLEDGE CHECK

Please complete the Matching Overview and Setup quiz in the Workday Learning Center.

## CHAPTER 5 – SUPPLIER INVOICING

### OVERVIEW

Workday uses the Supplier Invoice Workbench to create invoices that record purchase events and create the ensuing liability. Supplier invoices use information you enter directly or from a purchase order, receipt, timesheet, or task log that reflects the receipt of physical goods or acknowledgement of services provided. You can also create a supplier invoice manually or copy an existing supplier invoice. Editing a supplier invoice uses essentially the same page as creating one manually regardless of how the invoice was originally created.

In this chapter, we will investigate the key elements of supplier invoices and practice creating and reviewing invoices to meet various business needs.

### OBJECTIVES

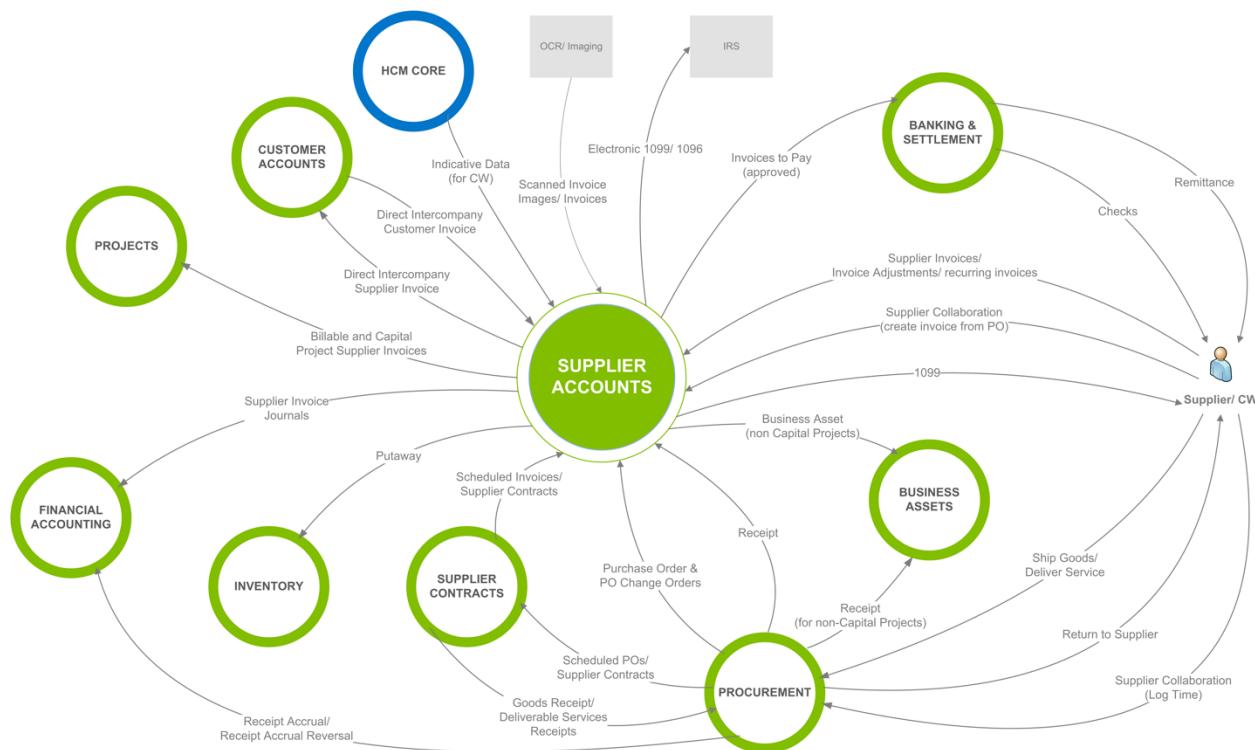
By the end of this chapter, you will be able to:

- Create invoices from a purchase order
- Create invoices from receipts
- Create invoices from task logs
- Create a manual invoice
- Create a supplier invoice request

## SUPPLIER ACCOUNTS TOUCHPOINTS

Because Workday is a unified solution, you must consider the cross functional impact of certain configuration decisions.

This touchpoints diagram provides insight into how one area of the product impacts another. There are configuration decisions that need to be made with current and possibly future phases of implementation in mind. Your consultants will work with you to identify and plan for these touchpoints.



### LEGEND

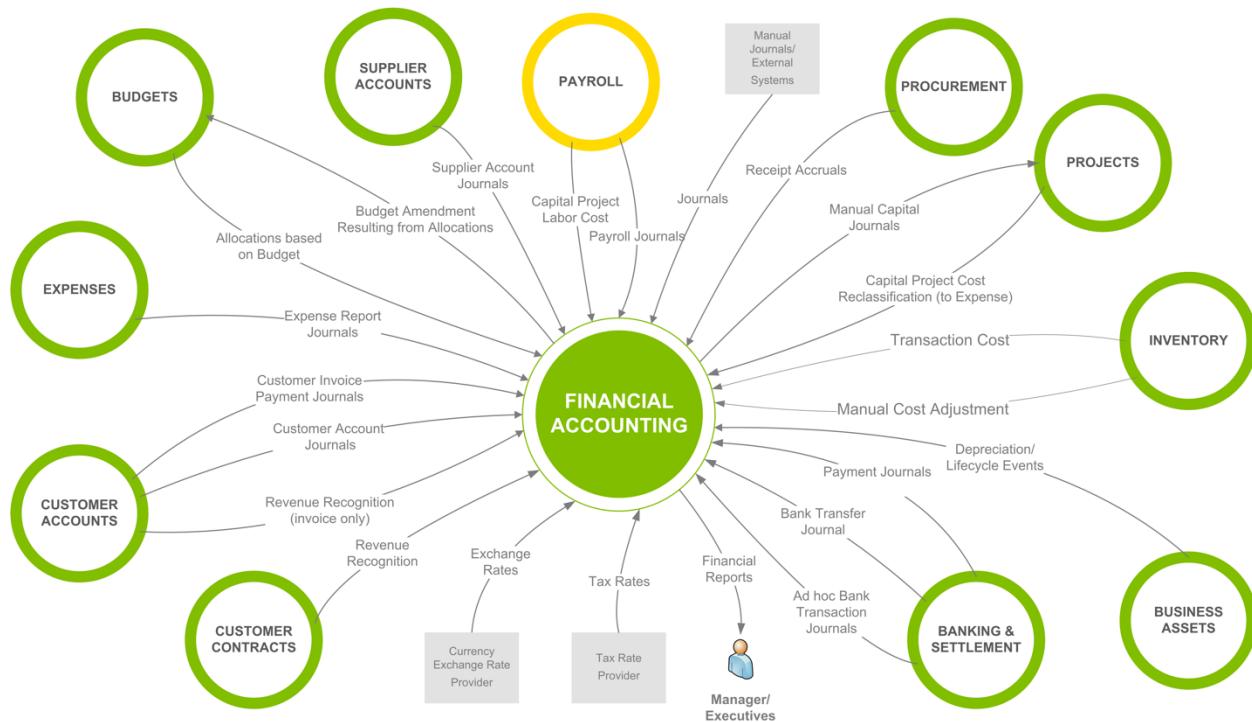
	Functional area for which the context diagram is being created.		Functional area having an interaction with the functional area that is under consideration and for which the context diagram is created.		Business document or transaction that has an interaction with the functional area under consideration.		Flow of data between functional area under consideration and other functional areas or external entities.
	External entity, such as an organization or users that have an interaction with the functional area under consideration.						Flow of data for an alternate implementation.

This diagram represents the touchpoints for the current Workday release.

## FINANCIAL ACCOUNTING TOUCHPOINTS

Because Workday is a unified solution, you must consider the cross functional impact of certain configuration decisions.

This touchpoints diagram provides insight into how one area of the product impacts another. There are configuration decisions that need to be made with current and possibly future phases of implementation in mind. Your consultants will work with you to identify and plan for these touchpoints.



LEGEND			
	Functional area for which the context diagram is being created.		Business document or transaction that has an interaction with the functional area under consideration.
	Functional area having an interaction with the functional area that is under consideration and for which the context diagram is created.		External entity, such as an organization or users that have an interaction with the functional area under consideration.

This diagram represents the touchpoints for the current Workday release.

## SUPPLIER INVOICES AND ADJUSTMENTS

Workday is optimized for paperless operation from receipt of supplier invoices through electronic payments to maximize processing efficiency.

Supplier Invoice is a business process. As such your requirements regarding segregation of duty, approval, or review tasks can generally be configured within Workday.

Invoicing works seamlessly with procurement to support standard two and three way matching as well as with financial accounting for appropriate accruals and accounting.

## SECURITY ROLES

- **Accounts Payable Data Entry Specialist:** This role can perform most the transactions performed within Supplier Management, including creating supplier invoices and supplier adjustments. This role is assigned at the company or company hierarchy level.
- **Accounts Payable Analyst:** This role is used to view reports and transactions related to supplier accounts for analysis and reporting. It is assigned at the company or company hierarchy level.
- **Accounts Payable Settlement Specialist:** This role can perform transactions related to the payment of supplier accounts.

## BUSINESS PROCESS

- Supplier Invoice Event
- Supplier Accounts Match Event
- Supplier Accounts Match Exception Override Event

The following are ways in which supplier invoices can be created:

Without Purchase Order

From Purchase Order

From Receipts

From Timesheets

From Task Logs

From Supplier Contracts

From Supplier Contract Invoice Schedules

From Supplier Invoice Request

Supplier invoices can be managed after the invoice has been submitted.

#### SUPPLIER INVOICE WORKBENCH

The Supplier Invoice Workbench allows you to create a single supplier invoice from multiple business documents. You can use the supplier invoice workbench to create a single supplier invoice from purchase orders, supplier contracts, receipts, time sheets, or task logs. You can also add additional invoice lines that were not included in the original business documents.

Supplier invoices can be created automatically or manually.

Automatically created invoices are handled, by adding the Create Supplier Invoice from Receipt step to the Receipt business process and routing the draft invoice for review.

Manually created invoices are done, by using the Supplier Invoice Workbench to copy purchase order or timesheet data into an invoice.

## TASKS FOR MANAGING SUPPLIER INVOICE WORKFLOW:

Task	Description
<b>Cancel</b>	Cancel invoices and invoice adjustments that have not been paid.
<b>Change</b>	Change an invoice or adjustment that has already been submitted, but has not been paid.
<b>Correct</b>	Finance administrators can correct the supplier invoice after it has been submitted.
<b>Approve, Enrich, Revise</b>	Route the supplier invoice for approval by adding an approval step to the <u>Supplier Invoice Event</u> business process. Allow the supplier invoice to be changed during the approval step.
<b>Hold</b>	Make the invoice unavailable for payment.
<b>Rescind</b>	Restore all Workday data to the state it was in before you created the invoice.

## SUPPLIER INVOICE REQUEST

The Supplier Invoice Request is a payment request for goods or service by a user outside of accounts payable. This allows the user to add the supplier invoice information along with the line details to the request. After the payment request is approved, Workday converts it into a supplier invoice.

## SUPPLIER INVOICE ADJUSTMENT

You can create a supplier invoice adjustment, which is commonly known as a credit memo that decreases your liability to the supplier. You can also create one that increases your liability. You do not need to reference an existing supplier invoice.

## RECURRING SUPPLIER INVOICES

Recurring Supplier Invoices allow you to model recurring payments for things like rental agreements, leases and utility bills. Intervals are fully configurable and consumption amounts are tracked and reportable.



Note: This is a two-part process. Setting up a recurring supplier invoice template on its own will not generate an invoice. Once you've setup a recurring supplier invoice you must then create an invoice referencing the template. This can be done manually or automatically using a scheduler.



## DEMO 5.1 – CREATE SUPPLIER INVOICE AND INVOICE ADJUSTMENT

Introduction: Check out the next demonstration.



## ACTIVITY 5.1 – CREATE SUPPLIER INVOICE FOR GOODS FROM PURCHASE ORDER

**Business Case:** The Accounts Payable clerk will create a supplier invoice by copying the purchase order line for the HVAC Yearly Maintenance from CenterCal Property Management.

### TASK #1: CREATE SUPPLIER INVOICE FOR GOODS FROM PURCHASE ORDER

1. Sign in as an Accounts Payable Data Entry Specialist (*nmoore*).
2. Enter *workbench* into the search box.
3. Choose the **Supplier Invoice Workbench** task.
4. Enter the following:

Field Name	Entry Value
Company Name	Global Modern Services, Inc. (USA)
Supplier Name	CenterCal Property Management

5. Click **OK**.
6. Select **Purchase Orders** button.
7. For the Document Date on or After field, select Monday of this week.
8. Click **Search**.
9. Select the Purchase Order Line to include on invoice.
10. Click **OK**.
11. Click the **Complete Supplier Invoice** button.
12. Click **Submit**.
13. Expand the **Details and Process** to review.
14. Use the **Related Action** on the invoice and select **Accounting > View Accounting**.





## ACTIVITY 5.2 – CREATE SUPPLIER INVOICE FOR GOODS FROM RECEIPT

**Business Case:** The Accounts Payable clerk will create a supplier invoice by copying receipt lines for two of the Tablets received from Corporate Express. The unit cost of the tablets increased from \$500 to \$550. A Match Exception override will be done.

### TASK #1: CREATE SUPPLIER INVOICE FOR GOODS FROM RECEIPT

1. Sign in as Accounts Payable Data Entry Specialist Nathan Moore (*nmoore*).
2. Enter *workbench* into the search box.
3. Choose the **Supplier Invoice Workbench** task.
4. Enter the following:

Field Name	Entry Value
Company Name	Global Modern Services, Inc. (USA)
Supplier Name	Corporate Express

5. Click **OK**.
6. Select **Receipts** button.
7. For the Receipt Date on or After field, select Monday of this week.
8. Click **Search**.
9. Select the Receipt to include on invoice.
10. Change Unit Cost to 550.
11. Click **OK**.
12. Click the **Complete Supplier Invoice** button. Notice the match warning.
13. Click **Submit**.
14. Click **Done**.
15. Sign out.

**TASK #2: REVIEW SUPPLIER ACCOUNTS MATCH EXCEPTIONS**

1. Sign in as a Buyer (*tserrano*).
2. Open Teresa's Inbox.
3. Click the **Supplier Accounts Match Event** for the Supplier Invoice and note the match exceptions.
4. Click the **Request Match Exception Override** button.
5. Select the **Invoice Cost Approved** Match Exception Override Reason.
6. Click **OK** and **Done**.
7. Sign out.

**TASK #3: APPROVAL BY ACCOUNTING MANAGER - MATCH EXCEPTION OVERRIDE**

1. Sign in as an Accounting Manager (*sgoldstein*).
2. Open Sara's Inbox.
3. Click the **Supplier Accounts Match Event** for the Supplier Invoice and note the match exceptions.
4. Click **Approve** and **Done**.
5. Sign out.

**TASK #4: APPROVAL BY REQUESTOR - MATCH EVENT**

1. Sign in as a Requestor (*jellis*).
2. Open Jared's Inbox.
3. Click the Supplier Invoice. Notice the match warning.
4. Click **Approve** and **Done**.
5. Sign out.

## TASK #5: APPROVAL BY BUYER - MATCH EVENT

1. Sign in as a Buyer (*svoigt*).
2. Open Sherry's Inbox.
3. Click the Supplier Invoice.
4. Click **Approve**.
5. Expand the **Details and Process** to review.
6. Note the Statuses on the invoice. Status (Invoice) is **Approved**; Match Status is **Override** and Payment Status is **Unpaid**.
7. Click **Done**.
8. Sign out.





## ACTIVITY 5.3 – CREATE SUPPLIER INVOICE FOR GOODS FROM RECEIPT

**Business Case:** The Accounts Payable specialist will create two supplier invoices by copying receipt lines for the company logo products purchased from CorporateCloud.com and the Vending Machine from Tri Valley Vending.

### TASK #1: CREATE SUPPLIER INVOICE

1. Sign in as an Accounts Payable Data Entry Specialist (*nmoore*).
2. Enter *workbench* into the search box.
3. Select the **Supplier Invoice Workbench** task and enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Company Name	Global Modern Services, Inc. (USA)
Supplier Name	CorporateCloud.com

4. Click **OK**.
5. Click **Receipts**.
6. Click **Search**.
7. Select the **Select All** checkbox.
8. Click **OK**.
9. Click the **Complete Supplier Invoice** button.
10. Click **Submit**.
11. Expand the **Details and Process** to review.
12. Use the **Related Action** on the invoice and select **Accounting > View Accounting**.

### TASK #2: CREATE A SECOND SUPPLIER INVOICE

1. Enter *workbench* into the search box.

2. Select the **Supplier Invoice Workbench** task and enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Company Name	Global Modern Services, Inc. (USA)
Supplier Name	Tri Valley Vending

3. Click **OK**.
4. Click **Receipts**.
5. For the Receipt Date On or After field, select Monday's Date.
6. Click **Search**.
7. Select the Receipt to include on the invoice.
8. Click **OK**.
9. Click the **Complete Supplier Invoice** button.
10. Click **Submit**.
11. Expand the **Details and Process** to review.
12. Use the **Related Action** on the invoice and select **Accounting > View Accounting**.
13. Sign out.





## ACTIVITY 5.4 – CREATE SUPPLIER INVOICE FOR PROJECT-BASED SERVICES FROM TASK LOG

**Business Case:** The Accounts Payable Data Entry Specialist will create a supplier invoice by copying task log lines for the project tasks completed.

### TASK #1: CREATE SUPPLIER INVOICE FOR PROJECT-BASED SERVICES FROM TASK LOG

1. Sign in as Accounts Payable Data Entry Specialist (*tserrano*).
2. Enter *rf consulting* into the search box and Click the **RF Consulting** link.
3. Select the **Contracts and Purchase Orders** tab.
4. Select the **Purchase Orders** sub tab.
5. Click the **Related Actions** icon of the **Receipt** (\$8000 PO line) in the **Business Document** column, select **Supplier Invoice > Create**.
6. Review the invoice information.
7. Click **Submit**.
8. Expand the **Details and Process** to review.
9. Use the **Related Action** on the invoice and select **Accounting > View Accounting**.
10. Sign out.





## ACTIVITY 5.5 – CREATE SUPPLIER INVOICE FOR CONTINGENT LABOR FROM TIMESHEET

**Business Case:** The Accounts Payable clerk will create a supplier invoice by copying timesheet lines for Samantha Green.

### TASK #1: CREATE SUPPLIER INVOICE FOR CONTINGENT LABOR FROM TIMESHEET

1. Sign in as Accounts Payable Data Entry Specialist Nathan Moore (*nmoore*).
2. Enter *workbench* into the search box.
3. Choose the **Supplier Invoice Workbench** task.
4. Select Company Name > **Global Modern Services, Inc. (USA)**.
5. Select Supplier Name > **Manpower**.
6. Click **OK**.
7. Click **Timesheets**.
8. Click **Search**.
9. Select Timesheet Line to include on invoice.
10. Click **OK**.
11. Click the **Complete Supplier Invoice** button.
12. Click **Submit**.
13. Click **Done**.
14. Sign out.





## ACTIVITY 5.6 – CREATE SUPPLIER INVOICE SPLIT

**Business Case:** Create a manual supplier invoice without a supporting procurement document, then split the invoice line quantity and select specific worktags for each line split.

### TASK #1: CREATE SUPPLIER INVOICE

1. Sign in as Buyer Teresa Serrano (*tserrano*).
2. Enter *cr sup inv* into the search box.
3. Select the **Create Supplier Invoice** task.
4. Enter the following information:

<b>Field Name</b>	<b>Entry Value</b>
Company Name	Global Modern Services, Inc. USA
Supplier Name	Office Depot
Supplier Reference Number	OD456

5. Enter the following Invoice Line:

<b>Field Name</b>	<b>Entry Value</b>
Item	Printer Toner
Quantity	16

6. Click the **Splits** button. Hint: Scroll to the last column.
7. Split by **Quantity**.
8. Enter the following split information:

<b>Field Name</b>	<b>Entry Value</b>
Quantity	10
Cost Center	36000 Consulting Services

9. Click the **Add Row**

10. Enter the following split information:

<b>Field Name</b>	<b>Entry Value</b>
Quantity	6
Cost Center	33100 Global Support – North America

11. Click **Done**.

12. Click **Submit**.

13. Expand the **Details and Process** to review.

14. Verify your Supplier Invoice Number. Supplier Invoice:\_\_\_\_\_

15. Select the **Process** tab. We need to have the Cost Center Manager approve the Supplier Invoice. Note who the Cost Center Managers are that can approve your invoice.

16. Click **Done**.

17. Sign out.

## TASK #2: APPROVAL OF SUPPLIER INVOICE

1. Sign in as Manager Darryl Parker (*darker*).
2. Open Darryl's Inbox
3. Click the **Supplier Invoice** notification.
4. Click **Approve**. The process successfully completed.
5. Click **Done**.
6. Sign out.

TASK #3: VIEW ACCOUNTING

1. Sign in as Accounts Payable Specialist (*nmoore*).
2. Use the **Find Supplier Invoices** report to find supplier invoices for GMS and Office Depot.
3. Use the **Related Action** on the invoice and select **Accounting > View Accounting**.
4. Sign out.





## ACTIVITY 5.7 – CREATE A SUPPLIER INVOICE REQUEST

**Business Case:** Create a payment request for an invoice received by a cost center.

### TASK #1: CREATE SUPPLIER INVOICE REQUEST

1. Sign in as Boris Müller (bmuller).
2. Enter *cr sup inv req* into the search box.
3. Select the **Create Supplier Invoice Request** task.
4. Enter the following information:

<b>Field Name</b>	<b>Entry Value</b>
Company Name	Global Modern Services SA (France)
Supplier Name	Bruneau
Supplier Reference Number	B2653

5. Enter the following Invoice Line:

<b>Field Name</b>	<b>Entry Value</b>
Item	Desk Lamp
Quantity	10
Cost Center	36300 Consulting Services - EMEA

5. Click **Submit**.
6. Click **Done**.
7. Sign out.

### TASK 2: CREATE SUPPLIER INVOICE FROM REQUEST

1. Sign in as Gwen Carlisle (gcarlisle).
2. Enter *find sup inv req* into the search box.
3. Select the **Find Supplier Invoice Request** report.

4. Click **OK**.
5. Use the **Related Action** from the magnifying glass and select **Supplier Invoice > Create**.
6. Click **Submit**.
7. Click **Done**.
8. Sign out.

#### TASK #3: APPROVE SUPPLIER INVOICE

1. Sign in as Boris Müller (bmuller).
2. Open Boris's Inbox.
3. Click the Supplier Invoice.
4. Click **Approve**.
5. Expand the **Details and Process** to review.
6. Click **Done**.
7. Sign out.

#### TASK 4: VIEW ACCOUNTING

1. Sign in as Gwen Carlisle (gcarlisle).
2. Enter *find sup inv* into the search box.
3. Select the **Find Supplier Invoice** report to find supplier invoices for GMS France.
4. Click **OK**.
5. Use the **Related Action** from the invoice and select **Accounting > View Accounting**.
6. Sign out.





## ACTIVITY 5.8 – CREATE A SUPPLIER INVOICE ADJUSTMENT

Business Case: Create an adjustment to decrease the amount owed to Office Depot by \$25.

### TASK #1: CREATE A SUPPLIER INVOICE ADJUSTMENT

1. Sign in as Buyer Teresa Serrano (*tserrano*).
2. Enter *cr sup inv* into the search box.
3. Select the **Create Supplier Invoice Adjustment** task.
4. Enter the following information:

<b>Field Name</b>	<b>Entry Value</b>
Company Name	Global Modern Services, Inc. USA
Supplier Name	Office Depot
Decrease Liability	(Checked)
Adjustment Reason	Damaged Goods
Adjustment Date	Today's Date
Reference Invoice	(Select the Invoice from the Prompt)
Supplier Reference Number	OD456A

5. Enter the following Adjustment Line:

<b>Field Name</b>	<b>Entry Value</b>
Spend Category	Office Supplies
Extended Amount	25.00
Cost Center	36000 Consulting Services

6. Click **Submit**.
7. Expand the **Details and Process** to review the adjustment.
8. Click **Done**.

9. Sign out.

## TASK #2: APPROVE SUPPLIER INVOICE ADJUSTMENT

1. Sign in as Manager Darryl Parker (*dparker*).
2. Open Darryl's Inbox.
3. Click the Supplier Invoice Adjustment notification for the supplier invoice.
4. Click **Approve**.
5. Click **Done**.
6. Sign out.





## ACTIVITY 5.9 – CREATE RECURRING SUPPLIER INVOICE TEMPLATE

**Business Case:** Create a recurring supplier invoice to automatically create and record invoices on a frequency.

### TASK #1: CREATE RECURRING SUPPLIER INVOICE TEMPLATE

1. Sign in as Accounts Payable Data Entry Specialist Nathan Moore (*nmoore*).
2. Enter *cr sup inv* in the search box.
3. Select the **Create Recurring Supplier Invoice** task.
4. Enter the following information:

Field Name	Entry Value
Company	Global Modern Services, Inc. USA
Supplier	Flower Power
Name	Daily Carnations
Reference	FP10
Fixed/Variable	Fixed
Frequency Type	Monthly
Effective Date	Tomorrow's Date
First Invoice Date	Tomorrow's Date
End Date	One year from today

5. Add the following Recurring Invoice Line:

Field Name	Entry Value
Spend Category	Flowers
Extended Amount	100
Cost Center	34000 Facilities

6. Click **Submit**.

7. Expand the **Details and Process** to review.
8. Click **Done**.
9. Sign out.

## TASK #2: APPROVE RECURRING SUPPLIER INVOICE

1. Sign in as Manager Christine Nguyen (*cnguyen*).
2. Open Christine's Inbox.
3. Click the Recurring Supplier Invoice notification for the recurring supplier invoice.
4. Click **Approve**.
5. Click **Done**.
6. Sign out.





## ACTIVITY 5.10 – SCHEDULE SUPPLIER INVOICE AUTO-CREATE

Business Case: Run the auto-create invoice generation process.

### TASK #1: SCHEDULE SUPPLIER INVOICE AUTO-CREATE

1. Sign in as Accounts Payable Data Entry Specialist Nathan Moore (*nmoore*).
2. Enter *sup inv aut* into the search box.
3. Select the **Schedule Supplier Invoice Auto-Create** task.
4. Select **Run Now**.
5. Click **OK**.
6. Enter *1* in the Calendar Days Prior to Scheduled Date field.
7. Click **OK**.
8. Click **Refresh**.
9. Click the Supplier Invoice number to review the invoice that you just created.
10. Expand the **Related Actions and Preview** link.
11. Click the **Related Actions** icon next to Supplier Invoice.
12. On the Supplier Invoice popup, from the Available Actions list, select **Accounting > View Accounting**.
13. You can now review the View Accounting for Supplier Invoice page.
14. Sign out.



## PREPAID SUPPLIER INVOICES

### Create Prepaid Invoice

### Select Amortization Type / Parameters

### Pay Supplier Invoice

### Reconcile Prepaid Spend Accounts

### Amortize Spend

Prepayment is a setting on the supplier invoice. If you opt for prepayment, Workday then facilitates appropriate spend, payables, and amortization accounting.

## SAMPLE BUSINESS CASES

1. Company receives a discount for prepaying insurance expense for 2 years in one upfront payment and wants to expense it monthly for 24 months.
2. Company is planning large customer conference in nine months but will be paying invoices throughout the months leading up to the event. Invoices will be expensed the month of the conference.
3. Company will prepay for services but wants to expense them as services are rendered or milestones reached.

## BUSINESS PROCESSES AND SECURITY POLICIES

Configure the following business processes and security policies for each prepaid invoice type your organization uses:

- Prepaid Spend Amortization Event
- Prepaid Spend Amortization Schedule Event for the Schedule prepaid amortization type
- Receipt to include the Create Supplier Invoice from Receipt action step for the Receipt prepaid amortization type

Set up the Prepaid Spend account posting rule for your organization.

To configure commitment accounting for prepaid supplier invoices, define journal sources and transactions, account posting rules, and other setup requirements needed for commitment accounting.

## PREPAID SUPPLIER SPEND SETUP

### Configure Prepaid Spend Account Posting Rule

**View Account Posting Rule Set Standard Account Posting Rule**

Account Posting Rule Set Name: Standard Account Posting Rule

Account Set: Corporate

Used by Companies: 79

**Edit Default Ledger Accounts** **Edit Account Posting Rule Set Name**

Payroll Earnings	Prepaid Spend
Payroll Expense	1400 Prepaid Expenses
Payroll Forward Accrual	
Payroll Net Pay	
Payroll Obligation	
Pool Holding	
Prepaid Spend	
Realized Currency Gain	
Realized Currency Loss	
Receipt Accrual	
Receivables	
Receivable Writeoff	
Retained Earnings	

Description: The Prepaid posting rule identifies the account used to record the any expense prepaid to the supplier for an item. Typically an asset account.

Enable Control Account Warning

**Edit Posting Rule** **Test Posting Rule**

**Posting Rule Conditions**

Resulting Ledger Account	Dimension	Condition	Values
No Data			

## PREPAID AMORTIZATION TYPES

You specify prepaid invoice details for procuring goods and services during accounting periods that occur before the periods when you will amortize the expenses.

## PREPAID TYPES AND ADDITIONAL DETAILS

Prepaid Types	Supplier Contract	Purchase Order	Receipt	Invoice	Expense Amortization	Additional Details
<b>Manual</b>	Optional	Optional	Optional	Required	Amortized when you select the Create Prepaid Spend Amortization related action from the supplier invoice and specify the accounting date. Manual prepaid payments must be settled and paid before spend can be amortized.	Accounts Payable Data Entry Specialist uses a related action off the Supplier Invoice to amortize the Spend.

Prepaid Types	Supplier Contract	Purchase Order	Receipt	Invoice	Expense Amortization	Additional Details
<b>Schedule</b>	Optional	Optional	Optional	Required	Amortized on a separate prepaid spend amortization schedule.	<p>Accounts Payable Data Entry Specialist creates a Schedule using a related action off the Supplier Invoice. This schedule has its own business process so you can have a separate approval process than the Supplier Invoice. For example, you may want the Cost Center Manager to approve the Schedule.</p> <p>There is a Job Definition that can be scheduled to run to process these schedules on a specified frequency.</p>

Prepaid Types	Supplier Contract	Purchase Order	Receipt	Invoice	Expense Amortization	Additional Details
<b>Receipt</b>	Either a supplier contract or a purchase order is required.	Either a purchase order or a supplier contract is required.	Required	Required	Amortize when receipts are created and finished the completion step in the Receipt business process.	The business process to amortize the spend will be initiated as soon as the Receipt has reached its completion step.

## STEPS

Create a supplier contract (optional).



**Tip:** You must include receipts and scheduled invoices in the supplier contract type for the supplier contract.

Create a supplier invoice schedule for the supplier contract and select Prepaid (optional).

Prepaid Invoice Defaults can be put on the Contract Invoice Schedule by the Supplier Contract Specialist and will then flow down to the generated invoices.

Create a purchase order and complete information in the Prepaid Details tab (optional).



**Tip:** When you define prepaid details in purchase orders, you can update them later in supplier invoices and receipts.

A buyer can detail the prepaid invoice defaults on the Prepaid tab of the purchase order. They are fully editable on the supplier invoice.

Create a supplier invoice.

Prepaid invoices can be created via the PO, contract, receipt, Supplier Invoice Workbench, or Create Supplier Invoice task.

The parameters controlling the Prepaid functionality are all on the Prepaid tab.

- To set up prepaid supplier invoices, select the Prepaid Details tab and check Prepaid.
- Select a Prepaid Amortization Type:

Option	Description / Action
<b>Manual</b>	Select to manually amortize the prepaid spend amortization on a future date. Optionally enter the Expected Amortization Date for tracking and reporting purposes.
<b>Receipt</b>	Select to amortize prepaid spend after the Receipt business process completes for: Purchase orders Supplier invoices generated from POs or supplier contracts
<b>Schedule</b>	Define a schedule for prepaid amortization installments. Specify: Frequency Number of installments Prepaid amortization date Invoice date - The schedule begins with the invoice start date. Specified date - Amortize spend beginning on the date you specify. For example, specify July 1 to amortize the first installment 7/1 and subsequent installments on the first of the next scheduled installment period.



**Tip:** If supplier invoices are based on a purchase order with prepaid details, use the related action from the purchase order to create the invoice.

Amortize prepaid spend:

- Using the schedule, you specified in the purchase order or supplier invoice.
- Manually, on a future date.
- After you submit receipts and they complete the Receipt business process.



**Tip:** You must settle and pay supplier invoices before spend can be amortized from receipts.

Create receipts for prepaid supplier invoices.



**Tip:** If you create receipts from supplier contracts or purchase orders before you create a supplier invoice, prepaid amortization types must be Schedule or Manual.

## PREPAID SPEND AMORTIZATION SCHEDULE

### Step 1

- Create schedule using related action off of the prepaid supplier invoice.

### Step 2

- Generate Installments.
- By default they will be created as spread even.

### Step 3

- [Optional] You may customize the installments by changing the accounting date or amount of the installments.
- Validations exist to ensure that both invoice lines and invoice totals balance with the invoice.

### Step 4

- Submit schedule to the business process. After the schedule is approved, the installments are ready to be processed according to accounting date.

### Step 5

- Schedule job to process prepaid amortization schedule installments.

## Step 1

**View Supplier Invoice**

Supplier Invoice: 11452

Available Actions		Supplier Invoice Supplier Invoice: 11452	
Supplier Invoice	Workbench	Payment Status	Unpaid
Accounting	Add Attachment	Payment Terms	Net 30
Audits	Cancel	Discount Date	(empty)
Budget Date	Change	Supplier Document Received	No
Favorite	Copy	Supplier Reference Number	(empty)
Integration IDs	Create Adjustment		
Navigate	Create Prepaid Spend Amortization Schedule		
Reporting	Find Possible Duplicates		
	Hold from Payment		
	Pay Invoice		
	Total Invoice Amount: 12,000.00		
	Amount Due: 12,000.00	On Hold	No
		Supplier Document Received	No
		External PO Number	(empty)

**Invoice Information:**

- Company: Global Modern Services, Inc. (USA)
- Supplier: Hewlett Packard
- Currency: USD
- Invoice Date: 08/13/2014
- Total Invoice Amount: 12,000.00
- Amount Due: 12,000.00

**Terms and Taxes:**

- Payment Terms: Net 30
- Discount Date: (empty)
- Due Date: 09/12/2014
- Default Payment Type: Check

**Create Prepaid Spend Amortization Schedule**

Supplier Invoice: 11452

Invoice Information		Generate Installment Information	
Company: Global Modern Services, Inc. (USA)	Supplier: Hewlett Packard	Frequency: * Monthly	Number of Installments: * 12
Invoice Date: 08/13/2014	Due Date: 09/12/2014	Schedule On Hold: <input type="checkbox"/>	
Total Invoice Amount: 12,000.00	Amount Due: 12,000.00	Prepaid Amortization Date	
Currency: USD		<input checked="" type="radio"/> Use Invoice Date	<input type="radio"/> From Date: / /

Warning: Schedules can have up to 1000 lines. If you are adding more, only the first 1000 will be added.

**Add Lines**

Prepaid Line or Line Split	Company	Spend Category	Quantity	Extended Amount	Currency	Worktags
Supplier Invoice: 11452 - 12000	Global Modern Services, Inc. (USA)	Prepaid Software	0	12,000.00	USD	61100 IT Services Mgmt

**Save and Continue** **Cancel**



## Step 2

**View Prepaid Spend Amortization Schedule**

Prepaid Spend Amortization Schedule | Schedule for Supplier Invoice: 11452 (Monthly 12 installments) | Schedule Status: Draft | Supplier Invoice: Supplier Invoice: 11452

**Invoice Information**

Company	Global Modern Services, Inc. (USA)
Supplier	Hewlett Packard
Invoice Date	08/13/2014
Due Date	09/12/2014
Total Invoice Amount	12,000.00
Amount Due	12,000.00
Currency	USD

**Generate Installment Information**

Frequency	Monthly
Number of Installments	12
Schedule On Hold	No

**Prepaid Amortization Date**

Use Invoice Date  
 From Date

**Installments** 12 items

Installment	Status	Accounting Date	Total Amount	Currency	Spend By Line				Amount
					Line	Spend Category	Item	Worktags	
Q	Available	08/13/2014	1,000.00	USD	Q	Prepaid Software		Cost Center: 61100 IT Services Mgmt Spend Category: Prepaid Software Supplier: Hewlett Packard Tax Applicability: Non-taxable Sales Tax Code: New York City (8.875%)	1,000.00
Q	Available	09/13/2014	1,000.00	USD	Q	Prepaid Software		Cost Center: 61100 IT Services Mgmt Spend Category: Prepaid Software Supplier: Hewlett Packard Tax Applicability: Non-taxable Sales Tax Code: New York City (8.875%)	1,000.00



## Step 3

**Customize Prepaid Spend Amortization Installments**

Schedule Schedule for Supplier Invoice: 11452 (Monthly 12 installments) Schedule Status Draft Supplier Invoice  Supplier Invoice Number 11452

<b>Invoice Information</b>		<b>Generate Installment Information</b>	
Company	Global Modern Services, Inc. (USA)	Frequency	Monthly
Supplier	Hewlett Packard	Number of Installments	12
Invoice Date	08/13/2014	<b>Prepaid Amortization Date</b>	
Due Date	09/12/2014	<input checked="" type="radio"/> Invoice Date	<input type="radio"/> Specified Date
Total Invoice Amount	12,000.00		
Amount Due	12,000.00		
Currency	USD		

12 items

	Accounting Date	Total Amount	Currency	Spend By Line			
				Spend Category	Item	Worktags	Amount
(-)	08/13/2014	1,000.00	USD	(-) Prepaid Software		Cost Center: 61100 IT Services Mgmt Spend Category: Prepaid Software Supplier: Hewlett Packard Tax Applicability: Non-taxable Sales Tax Code: New York City (8.875%)	1,000.00
(-)	09/13/2014	1,000.00	USD	(-) Prepaid Software		Cost Center: 61100 IT Services Mgmt Spend Category: Prepaid Software Supplier: Hewlett Packard	1,000.00

## Step 4

**Submit Prepaid Spend Amortization Schedule**

Are you sure you would like to proceed with this operation? If yes, select 'OK', otherwise select 'Cancel'.

Schedule   Schedule for Supplier Invoice: 11452 (Monthly 12 installments)   Schedule Status   Draft   Supplier Invoice      Supplier Invoice Number   11452

**Invoice Information**

Company	Global Modern Services, Inc. (USA)
Supplier	Hewlett Packard
Invoice Date	08/13/2014
Due Date	09/12/2014
Total Invoice Amount	12,000.00
Amount Due	12,000.00
Currency	USD

**Generate Installment Information**

Frequency	Monthly
Number of Installments	12

**Prepaid Amortization Date**

<input checked="" type="radio"/> Invoice Date
<input type="radio"/> Specified Date

**Installments** 12 items

Q	Available	01/13/2015	1,000.00	USD	<input type="button" value="Search"/>	Prepaid Software	Tax Code: New York City (8.875%)	Cost Center: 61100 IT Services Mgmt	1,000.00
Q	Available	02/13/2015	1,000.00	USD	<input type="button" value="Search"/>	Prepaid Software	Tax Code: New York City (8.875%)	Cost Center: 61100 IT Services Mgmt	1,000.00
Q	Available	03/13/2015	1,000.00	USD	<input type="button" value="Search"/>	Prepaid Software	Tax Code: New York City (8.875%)	Cost Center: 61100 IT Services Mgmt	1,000.00

## Step 5

Schedule Prepaid Spend Amortization Installments

Run Frequency \*

Schedule Prepaid Spend Amortization Installments | 

Request Name \*

Run Frequency Run Now

**Prepaid Spend Amortization**

Accounting Date Days Ahead

Company  

Frequency  

Preview Installments for Criteria

## ACCOUNTING OVERVIEW

### PREPAID SUPPLIER INVOICE ACCOUNTING JOURNALS

#### Accounting by Business Document

Supplier Invoice →

Account	Debit	Credit
Prepaid	5,000	
AP		5,000

Supplier Payment →

Account	Debit	Credit
AP	5,000	
Cash		5,000

Spend Amortization →

Account	Debit	Credit
Prepaid		5,000
Spend	5,000	

### CANCEL

- If a supplier invoice is cancelled, all the accounting related to both the invoice and associated amortizations will be cancelled or reversed depending upon the periods that are open at the time.
- If a receipt is cancelled, the amortization processed will be reversed or cancelled.



## ACTIVITY 5.11 – PREPAID SUPPLIER INVOICE

Business Case: Create a prepaid supplier invoice.

### TASK #1: PREPAID SUPPLIER INVOICE

1. Sign in as Buyer Teresa Serrano (*tserrano*).
2. Enter *cr sup inv* into the search box.
3. Select the **Create Supplier Invoice** task.
4. Enter the following information:

<b>Field Name</b>	<b>Entry Value</b>
Company Name	Global Modern Services, Inc. (USA)
Supplier Name	Flower Power

5. Enter the following on the Invoice Lines tab:

<b>Field Name</b>	<b>Entry Value</b>
Spend Category	Flowers
Tax Applicability	Taxable Sales
Quantity	1
Extended Amount	\$5000.00
Prepaid	Checked
Cost Center	34000 Facilities

6. Enter the following on the Prepaid Details tab:

<b>Field Name</b>	<b>Entry Value</b>
Prepaid Amortization Type	Manual

7. Click **Submit**.
8. Expand the **Details and Process** to review.

9. Verify your Supplier Invoice Number.
10. Select the **Process tab**. We need to have the Cost Center Manager approve the Supplier Invoice. Note who the Cost Center Managers are that can approve your invoice.
11. Click **Done**.
12. Sign out.

#### TASK #2: APPROVAL OF SUPPLIER INVOICE

1. Sign in as Christine Nguyen (*cnguyen*).
2. Open Christine's Inbox.
3. Click the **Supplier Invoice** notification.
4. Click **Approve**.
5. The process successfully completed. Click **Done**.
6. Sign out.



## ROUTING OF MATCH EXCEPTIONS/ERRORS

The advantage of using matching condition rules in the Supplier Invoice business process is so the match error can get to the person who can best assist in resolving the issue. Workday's business process engine allows the configuration of routing rules such that a particular match error is routed to the correct person who can take action.

When including matching condition rules in the BP, it is recommended that Help Text be included on each matching step, this will aid the approver in knowing which match rule was invoked and what action they need to perform to resolve the error. To assist further in resolving the match error, it is recommended that embedded analytics be included so that the approver can see all information related to the match error and make an informed decision.

When using match condition rules as part of the Supplier Event BP, it is the invoice document that is routed to the requestor, buyer, or other role that is responsible for resolving the match error. Unlike other business processes, where the approver only needs to take action on the current document, when routing the supplier invoice for matching errors, the approver may need to take action outside of the invoice document to resolve the match error. This additional action could be to receive the goods to resolve quantity issues or to request a PO change order to resolve pricing issues. Once this action is taken, the worker will need to return to the invoice and approve the invoice document so that the invoice can progress to the next match rule or become available for payment. It is the action of approving the invoice that confirms the user has performed the action to resolve the match error. It is possible that the user can approve the invoice without taking any action to resolve the match error. As such, it is recommended that each matching step in the BP be followed by another step with the exact same condition rules, but routed to a different approver. This is needed so that the invoice is not approved without any action taken to resolve the match error.

In the situation when an invoice is stuck in exception and was routed to a reviewer, the reviewer can choose to override the exception as part of his review, which means that he is not clearing the exception but only reviewing it. The invoice cannot be paid even though it is approved. Then, this invoice will not show up in any settlement logic. To clear an invoice that is in exception and move it along, the reviewer must enter a reason when he choose to override match exception. This will trigger a job which in turn kicks off a separate event which could have more reviews. However, if the review is denied, the invoice stays in exception.

Another option to clear an exception without requiring any intervention is when the requester, buyer, or other role that is responsible for creating the business document themselves creates the related document that is required to clear the exception. For example, if there is an issued PO for which a requester/buyer has tried to create a supplier invoice and the status of the invoice is 'In Progress' and 'Match Status = Exception' and turns out that the invoice needs a receipt and that is what is holding up this invoice, the user can go back to the PO and via the related actions create a receipt.

The receipt BP then initiates the match and clears the match exception and this invoice no longer requires a review as the receipt is cleared out and revoked the review. The status of the

## Spend for Workday 28

invoice is changed to approved and 'Match Status = Matched'. This example shows how a related document can clear up an exception without requiring intervention from a reviewer.

The screenshot shows the 'View Supplier Invoice' page. At the top, there are tabs for 'Status Approved' and 'Match Status Matched'. The main content area displays 'Invoice Information' and 'Terms and Taxes' sections. On the right, 'Invoice Reference Information' is shown. Below this, a 'Process History' section lists several events, with one specific event highlighted: 'Supplier Accounts Match Event' with step 'Review Supplier Accounts Match Exceptions+TG' set to 'Withdrawn'.

## MATCHING CONDITION RULES WITH TOLERANCES

Several of the delivered match rule CRFs allow for an amount or percentage comparison. The value entered in the "Comparison Value" of the condition rule is the tolerance. Below is an example of a 10% tolerance on unit price for items other than Freight and Sales Tax. Given the flexibility of condition rules it is possible to set up tolerances by spend category, spend category hierarchy or item; so, that tolerances can be defined system wide or down to a granular level depending on the business need. In defining how granular tolerances should be, consideration should be given to maintenance of spend categories, items and tolerances.

The screenshot shows the 'Rule Conditions' configuration screen. It displays a table of rules with columns for 'And/Or', 'Source External Field or Condition Rule', 'Relational Operator', 'Comparison Type', and 'Comparison Value'. One specific row is highlighted, showing a condition for 'Spend Category' with a relational operator of 'not in the selection list' and a comparison type of 'Value specified in this filter' with a value of 'Freight' and 'Sales Tax'.

## Spend for Workday 28

## REVIEW CUSTOM VALIDATIONS

You can review custom validations related to matching when you navigate to the Maintain Custom Validations report in Workday. You click Supplier Invoice from the list of values, and then you can review the validations.

Severity	Validations	
Critical	Cost center is required on business document 2-Way Matching - A valid purchase order should exist for this invoice 3-Way Match - Receipt Quantity Variance Marketing costs not charged to marketing cost center Supplier Invoice Line does not match amount Received	New Validation
Warning	2-Way Matching - A valid purchase order should exist for this invoice 3-Way Match - Receipt Quantity Variance Marketing costs not charged to marketing cost center Supplier Invoice Line does not match amount Received	New Validation

## REVIEW SUPPLIER INVOICE BUSINESS PROCESS

In Workday, in this scenario, when you select Supplier Invoice Event for Global Modern Services Companies business process, you can review the supplier invoice event and see the applicable match rules.

You enter bp: supplier in the search box in Workday.



## CHAPTER 5 KNOWLEDGE CHECK

Please complete the Supplier Invoicing quiz in the Workday Learning Center.

## CHAPTER 6 – PROCUREMENT CARDS, BANKING AND SETTLEMENT OF PAYMENTS

### OVERVIEW

In Workday Procurement, using a procurement card can help your company and suppliers benefit from a streamlined procure-to-pay process. The procurement card (P-Card) is a corporate liability card issued to an individual. The card is a fast, convenient way for departments to spend money directly from their designated budgets. With a P-Card, employees purchase items directly from suppliers using a worker credit card. For example, a worker can order and pay for office supplies via a supplier's website. Then the credit card issuer sends credit card transaction files directly to your company for payment processing.

Workday Cash Management automates administrative and control activities, such as bank statement reconciliation, while providing embedded business intelligence. Using Workday Banking and Settlement, companies can automate the coordination and control of cash-flow activity.

### OBJECTIVES

By the end of this chapter, you will:

- View Procurement Card Accounts
- Create a Settlement Run
- Edit Bank Routing Rules
- Print Checks
- Review Banking Accounts



## VIDEO 6.1 – PROCUREMENT CARDS

**Introduction:** Check out the next video presentation.

## NOTES

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## PROCUREMENT CARD PROCESS



### LOAD CREDIT CARD TRANSACTION FILES

The credit card transaction file gets loaded through a secured environment and the credit card number is replaced with a token in the file. Then, the file is loaded into the Workday tenant. This is like the process used with expenses.

Once the file is imported into the Workday tenant, you can have an administrator review the transaction and make limited error corrections. This allows you to connect the transaction to a credit card; for example, if for some reason the credit card or employee ID that was sent in the file is not found in the system, it can be corrected.

### VERIFY PROCUREMENT CARD TRANSACTIONS

A Procurement Data Entry Specialist can review the credit card transaction and enrich the data. You can assign a spend category, create splits, and add worktags.

### SUBMIT / APPROVALS

If necessary, you can go through an approval process for those verified transactions.

## SETTLEMENTS

A settlement run can be started where you can generate payment for the credit card transactions.



**Tip:** P-Card transactions are always corporate liability. There is no personal liability or shared liability, and funds are never reimbursed to a worker. They are always paid directly by the company.

## SECURITY GROUPS

### Procurement Data Entry Specialist

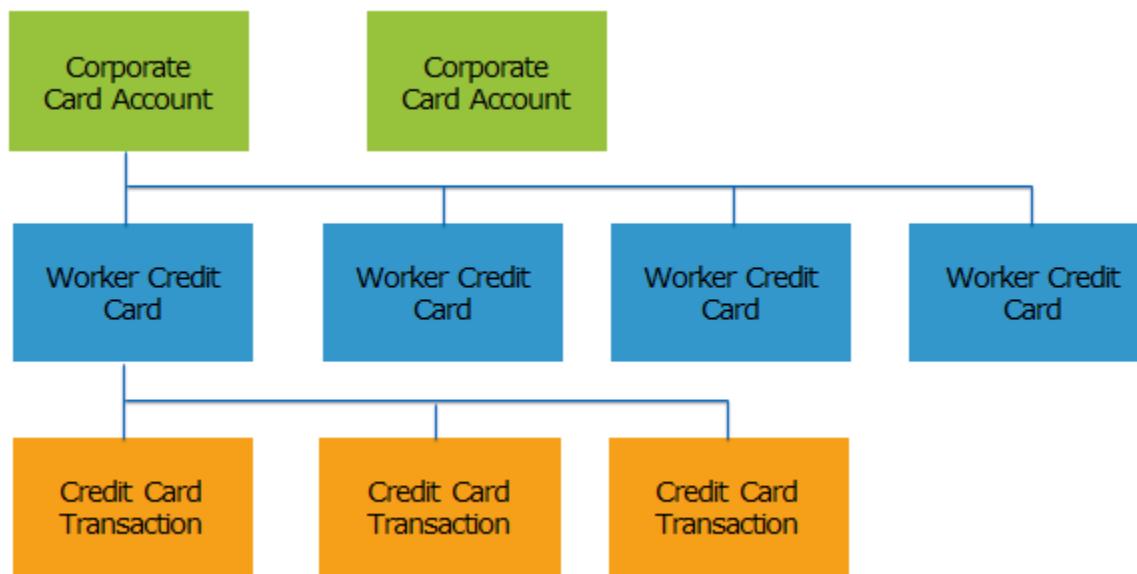
- Perform procurement data entry functions for assigned organizations
- Has approval authority for P-Card verification only

### Procurement Settlement Specialist

- Performs procurement settlement functions for assigned organizations
- Examples include generating procurement card transaction payments
- Has approval authority for settlement business processes

## PROCUREMENT CARD CONFIGURATION

### CREDIT CARD AND SUPPLIER SETUP



When your company has a relationship with a credit card company, the card company may have issued your company multiple credit card accounts, which are called corporate accounts or corporate card accounts within Workday.

Each corporate card account behaves in a certain way, and all the issued credit cards associated with that account behave per the corporate card account definition.

Worker credit cards are issued to individual named employees to be used for procurement purchases.

For every worker credit card, there may be multiple individual transactions that relate to the card.

## Corporate Credit Card Account

## Worker Credit Card

## DUNS Number for Supplier

## Credit Card for Supplier

### CORPORATE CREDIT CARD ACCOUNT

The P-Card is not personal liability it is always corporate liability. In the Account Details region of the View Corporate Credit Card Account task, you can identify whether the usage of your company's credit card is for expenses or for procurement.

When you select Procurement as the credit card usage, you are required to enter a company and a default spend category.

Typically, a company using procurement may pay for a transaction before it is verified by a worker. For P-Card transactions, often a company pays a statement in full, or may pay down the statement weekly. Later, the credit card transaction can be verified to generate the appropriate accounting.

### View Corporate Credit Card Account

Corporate Credit Card Account  Account Name GMS USA P-Card (Corp)

Account Details		Processing Options	
Account Number	3713X000000X792	Electronic Load Only	Yes
Financial Institution	American Express	Pay Unapproved Procurement Card Transactions Yes	
Credit Card Type	American Express		
Usage	Procurement		
Payment Responsibility	Corporate		
Company	Global Modern Services, Inc. (USA)		
Spend Category	Office Supplies		
Balancing Worktag	(empty)		

## WORKER CREDIT CARD

The worker credit card can be used for multiple purposes. You can see in the Account Status region that this card's usage is for procurement. The displayed usage type is inherited from the corporate credit card that the worker credit card is attached to.

### View Worker Credit Card

Account Information		Account Status	
Credit Card	American Express - James Mason - GMS USA P-Card (Corp) - 1008	Account Status	Active
Description	James Mason P-Card	Expiration Date	10/31/2015
Corporate Card Account	GMS USA P-Card (Corp)	Cancel Date	(empty)
Credit Card Type	American Express	Monthly Limit	0.00
Last 4 Digits of Credit Card Number	1008	Transaction Limit	0.00
Employee	James Mason	Billing Currency	USD
Supplier	Flower Power	Cash Access Allowed	No
Cardholder Embossed Name	James Mason	Usage	Procurement
Credit Card Token	(empty)		
Has Transactions	Yes		

## DUNS NUMBER FOR SUPPLIER

If the DUNS Number is sent in the transaction file for the P-Card, and the DUNS Number is populated on the supplier details, Workday will automatically look up the instance of the supplier during transaction load.

<b>Supplier Status</b>	
Supplier Status	Active
Last Status Change On	07/29/2014 02:55:26 PM
Last Status Change By	Noah Pierce
Reason	(empty)
Reason Description	(empty)
<b>Supplier and Tax Details</b>	
DUNS Number	009999111
Supplier Category	Services
Supplier Group	Suppliers M - Z
Tax Authority Form Type	(empty)
TIN Type	(empty)
Tax ID	(empty)
Tax Document Date	(empty)
Default Tax Code	(empty)
Customer Account Number	(empty)
Certificate of Insurance Date	(empty)
<b>Payment Details</b>	
Default Payment Terms	Immediate
Accepted Payment Types	Check Credit Card EFT
Default Payment Type	Check
Credit Card	American Express - James Mason - GMS USA P-Card (Corp) - 1008
Always Separate Payments	No
Do not pay during Bank Account updates	No
Default Currency	USD
<input checked="" type="radio"/> Accept All Currencies <input type="radio"/> Accepted Currencies	
Remittance Integration System	(empty)

## CREDIT CARD FOR SUPPLIER

You can store a credit card on file for a specific supplier. The credit card that is stored on file for a supplier is still owned by a worker. Every time a purchase is made from that supplier, it is charged against the credit card on file for that supplier. Your company has the option to pay P-Card charges before the transactions have been verified.

Available Actions

**Worker Credit Card**  
American Express - James Mason - GMS USA P-Card (Corp) - 1008

Worker Credit Card	Description	James Mason P-Card
Audits	Corporate Card Account	GMS USA P-Card (Corp)
Favorite	Credit Card Type	American Express
Integration IDs	Last 4 Digits of Credit Card Number	1008
Reporting	Expiration Date	10/31/2015
	Employee	James Mason
	Supplier	Flower Power Wreath Power
Payment Details		
Default Payment Terms	Immediate	
Accepted Payment Types	Check Credit Card EFT	
Default Payment Type	Check	
Credit Card	American Express 1008	
Always Separate Payments	No	
Do not pay during Bank Account updates	No	
Default Currency	USD	<input checked="" type="radio"/> Accept All Currencies <input type="radio"/> Accepted Currencies
Remittance Integration System	(empty)	

## INTERCOMPANY FOR PROCUREMENT CARD



### CREDIT CARD PURCHASES ON BEHALF OF OTHER COMPANIES

You have the ability as a buyer to use credit cards to purchase goods or services on behalf of other companies. When a buyer is reconciling a transaction on a credit card, she may need to charge a portion of the transaction or perhaps the entire transaction to a different company than the one holding the credit card.

A transaction is charged on the credit card owned by Company A, in the illustration above. You can take that credit card transaction and you can split it with another company, like Company B.

In this example, you could either split the transaction with the same company that owns the credit card, or you can charge it to a completely different company.

### PROCUREMENT CARD PROCESS - LOADED CREDIT CARD TRANSACTION FILES

Your company receives a file from the credit card company with all the transactions that were charged to your credit card.

In Workday, when you navigate to the Find Credit Card Transaction File task, you can search for all your credit card transactions. You can view credit card transactions for one or more employees. You can set audit transactions by the specified filter prompt and identify which transactions have not been verified.

You can search for procurement card transactions using one of more of the following filters:

1. File Date On or After [MM/DD/YYYY]

2. File Date On or Before [MM/DD/YYYY]
3. Corporate Credit Card Accounts
4. Usage [Procurement or Expenses]

When you enter the corporate credit card account that is used for procurement, you will get a result that lists all the files that have been created for that particular credit card procurement account.

When you drilldown into a specific file, you can see the total number of transactions within that file. Any credit card transaction file that is identified in Transactions in New Status has not been paid nor verified by the buyer.

Find Credit Card Transaction Files										
64 items										
Credit Card Transaction File	File Name	File Date	Corporate Credit Card Account	Usage	Total Transactions	Transactions in New Status	Transactions in Error	Transactions Missing Merchants	Transactions Missing Cities	Transactions Missing Suppliers
Q	AMEX_PCARD_FILE_57.xml	03/31/2014	GMS USA P-Card (Corp)	Procurement	9	9	0	0	0	0
Q	AMEX_PCARD_FILE_65.xml	03/28/2014	GMS USA P-Card (Corp)	Procurement	1	1	0	0	0	0
Q	AMEX_PCARD_FILE_64.xml	03/14/2014	GMS USA P-Card (Corp)	Procurement	1	0	0	0	0	0

## VERIFYING PROCUREMENT CARD TRANSACTIONS

If you are a worker who has been issued a corporate credit card for procurement usage, you will need to verify the credit card transactions that you charged. In Workday, when you navigate to the Verify Procurement Card Transactions task, you can select the file you want to view.

**Verify Procurement Card Transactions**

For James Mason  
 Company \* Global Modern Services, Inc...   
 Document Date \* 08/04/2014

Select All

3 items

Select	Transaction	Transaction Date	Corporate Credit Card Account	Company	Charge Description	Expense Item	Extended Transaction Amount	Transaction Currency	Billing Currency
<input checked="" type="checkbox"/>	Q	03/17/2014	GMS USA P-Card (Corp)	Global Modern Services, Inc. (USA)	Office Supplies		325.00	USD	USD
<input type="checkbox"/>	Q	03/20/2014	GMS USA P-Card (Corp)	Global Modern Services, Inc. (USA)	Printer Toner		130.00	USD	USD
<input type="checkbox"/>	Q	03/28/2014	GMS USA P-Card (Corp)	Global Modern Services, Inc. (USA)	Flowers		500.00	USD	USD

You will see a list of all credit card transactions that have not been verified. For each transaction, you will see the transaction date, the company that owns the corporate credit card, the corporate card account company, a description of the charge, the amount of the purchase, and the currency used. Then, you can click the OK button to see your result prior to verification.

**Verify Procurement Card Transactions [Sample of Full Screen View]**

Verify Procurement Card Transactions  
 - EHWB -  
 For: James Mason

Summary  
 Company: Global Modern Services, Inc. (USA)  
 Document Date: 08/04/2014   
 Currency: USD

**Procurement Card Transactions**

Transaction  
 Credit Card Transaction: 03/17/2014 Office Supplies 00   
 Transaction Date: 03/17/2014  
 Charge Description: Office Supplies  
 Supplier: #4 Office Depot   
 Purchase Order:   
 Supplier Contract:

Amount  
 Remaining Transaction Amount to Verify: 0.00  
 Credit Card Transaction Amount: 325.00  
 Transaction Currency: USD  
 Sales Tax Collected:

**Attachments**  
 Business Document Attachment  
 Comment:

**Transaction Details**

Company	Business Document Line	Item and Category	Quantity	Transaction Amount	Items	Variance	Split
Global Modern Services, Inc. (USA)		Item: <input type="text" value="Search..."/> <input data-bbox="789 1586 811 1613" type="button" value="..."/> Item Description: <input type="text"/> Spend Category: <input type="text"/>	0	Unit of Measure: <input type="text"/> Unit Cost: \$1.00 Extended Amount: 325.00 Currency: USD			

In the Transaction region, if there was a purchase order or a supplier contract linked to your credit card that information will be populated in the corresponding field. You can link either a purchase order or a supplier contract to this page if you wish to do so.

## Spend for Workday 28

In the Amount region, you can see the credit card transaction amount.

The screenshot shows the 'Verify Procurement Card Transactions' page. At the top right, it displays '325.00 USD' as the 'Total Verification Amount'. In the center, there's a summary section with fields for Company (Global Modern Services, Inc. (USA)), Document Date (08/04/2014), and Currency (USD). Below this is a table titled 'Procurement Card Transactions' with a single row. The 'Transaction' column contains details like Credit Card Transaction (03/17/2014 Office Supplies ...), Transaction Date (03/17/2014), Charge Description (Office Supplies), Supplier (Office Depot), Purchase Order (search), and Supplier Contract (search). The 'Amount' column shows Remaining Transaction Amount to Verify (0.00), Credit Card Transaction Amount (325.00), Transaction Currency (USD), and Sales Tax Collected (checkbox checked).

The screenshot shows the 'Transaction Details' screen. It features a table with columns for Company, Business Document Line, Item and Category, Quantity, and Transaction Amount. A single row is present, representing the transaction from the previous screen. The Company is Global Modern Services, Inc. (USA). The Business Document Line is empty. The Item and Category section includes fields for Item (search), Item Description, Spend Category (search), and Unit of Measure (set to 'ea'). The Quantity is 0, and the Transaction Amount is 325.00. The Unit Cost is 0.00, and the Extended Amount is 325.00. The Currency is USD. At the bottom, there are buttons for 'Submit', 'Save for Later', and 'Cancel'.

In the Transaction Details region, you can add more lines to your transaction verification if needed. For example, you may want to split a portion of this \$325.00 transaction to a different company. If you want to split \$200.00 to Global Modern Services, Inc. (USA) and the remaining \$125.00 to Global Modern Services, Ltd (Canada), you will add a line for GMS Canada. You are required to assign a spend category. Once submitted for verification, the transaction goes through the business process, which includes approval steps.

## SETTLEMENT OF CREDIT CARD TRANSACTIONS

Once your credit card transaction has been verified and approved, you need to settle the transaction. In Workday, the settlement run facilitates the payment to the credit card issuer.

On the Create Settlement Run task, you are required to enter a company name which in this case is the corporate credit card account holder, the currency used for the transaction, and a settlement run date.

**Create Settlement Run**

Company	* Global Modern Services, Inc....
Currency	* USD
Settlement Run Name	
Settlement Run Date	* 08/05/2014
Auto Select Filters	search
Include payments on behalf of other companies	<input type="checkbox"/>

**OK**   **Cancel**

After you click the OK button, the View Settlement Run task opens.

**View Settlement Run**

<input checked="" type="radio"/> Settlement Run Information	<input checked="" type="radio"/> Selected Item Information
Settlement Run Number	SR-3979
Settlement Run Name	(empty)
Settlement Run Status	Draft
Settlement Run Date	08/05/2014
Company	Global Modern Services, Inc. (USA)
Currency	USD
Include payments on behalf of other companies	No

Settlement Run

**Selection Options**

**Credit Cards** (highlighted)

- Expense Credit ...
- Procurement Car...

## Spend for Workday 28

From the View Settlement Run task, in the Selection Options region, you will select Credit Cards and choose Procurement Card from the dropdown menu. The Select Procurement Card Transactions for Settlement Run task opens.

The screenshot shows the 'Select Procurement Card Transactions for Settlement Run' dialog box. At the top, it says 'Select Procurement Card Transactions for Settlement Run'. Below that, a note states: 'Changing the filter criteria will remove any changes that were made and refresh the grid. Items that were initially part of the settlement run will be checked.' The 'Settlement Run Information' section includes fields for Name (empty), Status (Draft), Date (08/05/2014), Company (Global Modern Services, Inc. (USA)), Currency (USD), and 'Include payments on behalf of other companies' (unchecked). The 'Selection Criteria' section contains fields for Credit Card Transaction Currency (USD), Loaded Date On or After (MM/DD/YY), Loaded Date On or Before (MM/DD/YY), Billing Date On or After (MM/DD/YY), Billing Date On or Before (MM/DD/YY), Corporate Credit Card Account (search), and Financial Institution (search). A yellow box highlights the 'Search' button. To the right, the 'Selected Item Information' section shows 'Procurement Card Transaction Count: 0' and 'Procurement Card Transaction Sum: 0.00'. The 'Procurement Card Transactions' grid is empty, showing 'No Data'. At the bottom are 'OK' and 'Cancel' buttons.

You have several Selection Criteria available to narrow your search, such as Loaded Date, Billing Date, Corporate Credit Card Account, and Financial Institution. You can also leave these fields blank and click the Search button.

The screenshot shows the 'Procurement Card Transactions' grid. It has columns for Company, Corporate Credit Card Account, Financial Institution, Payment Amount, and Payment Currency. There are two rows of data:

Company	Corporate Credit Card Account	Financial Institution	Payment Amount	Payment Currency
Global Modern Services, Inc. (USA)	GMS USA P-Card (Corp)	American Express	\$0.055.00	USD

The Procurement Card Transaction region has been populated with a Company, a Corporate Credit Card Account, a Financial Institution, Payment Amount and Currency.

When you Click the Payment Amount link, you can review all the transactions that will be paid.

Credit Card Transaction	Transaction Date	Charge Description	Payment Amount	Currency	Employee
	03/14/2014	Flowers	500.00	USD	James Mason
	03/14/2014	Printer Toner	260.00	USD	Gary Pineda
	03/17/2014	Office Supplies	325.00	USD	James Mason
	03/17/2014	Printer Toner	130.00	USD	Jessica Crawford
	03/18/2014	Office Lamps	162.50	USD	Maria Hernandez
	03/18/2014	Printer Toner	130.00	USD	Maria Hernandez
	03/20/2014	Catering	125.00	USD	Victor Sabbatini
	03/20/2014	Office Lamps	162.50	USD	Victor Sabbatini
	03/20/2014	Printer Toner	130.00	USD	Victor Sabbatini
	03/20/2014	Printer Toner	130.00	USD	James Mason
	03/28/2014	Flowers	500.00	USD	James Mason

After you close the popup window, mark the checkbox and click OK.

Procurement Card Transactions					
<input type="checkbox"/> Company	Corporate Credit Card Account	Financial Institution	Payment Amount	Payment Currency	
<input checked="" type="checkbox"/> Global Modern Services, Inc. (USA)	GMS USA P-Card (Corp)	American Express	5,055.00	USD	

**OK**   **Cancel**

The screenshot shows the 'View Settlement Run' page. On the left, under 'Settlement Run Information', details are listed: Settlement Run Number (SR-3981), Settlement Run Name (empty), Settlement Run Status (Draft), Settlement Run Date (08/05/2014), Company (Global Modern Services, Inc. (USA)), Currency (USD), and Include payments on behalf of other companies (No). On the right, under 'Selected Item Information', summary statistics are shown: Settlement Run Outbound Total (\$5,055.00), Settlement Run Inbound Total (0.00), Procurement Card Transaction Count (17), and Procurement Card Transaction Sum (\$5,055.00). Below these sections is a 'Selection Options' bar with tabs for Expenses, Payroll, Customer, Supplier, Ad Hoc, Intercompany, and Credit Cards. The 'Process Payments' button is highlighted with a yellow box. At the bottom, a table titled 'Procurement Card Transactions' lists one entry: Company (Global Modern Services, Inc. (USA)), Payee (GMS USA P-Card (Corp)), Financial Institution (American Express), Payment Amount (\$5,055.00), and Currency (USD).

From the View Settlement Run page, you will click the Process Payment button. When this payment is processed, Global Modern Services, Inc. (USA) will pay the entire amount for the \$325.00 charge that was split with Global Modern Services, Ltd (Canada).

Now, Global Modern Services, Ltd (Canada) needs to pay \$125.00 to Global Modern Services, Inc. (USA) for its share of the split payment.

The screenshot shows the 'Create Settlement Run' dialog box. It contains fields for Company (Modern Services, Ltd (Canada)), Currency (USD), Settlement Run Name (empty), Settlement Run Date (08/05/2014), Auto Select Filters (search), and Include payments on behalf of other companies (unchecked). At the bottom are 'OK' and 'Cancel' buttons.

You can create a settlement run for this transaction.

**View Settlement Run**

**Settlement Run Information**

Settlement Run Number	SR-3982
Settlement Run Name	(empty)
Settlement Run Status	Draft
Settlement Run Date	08/05/2014
Company	Global Modern Services, Ltd (Canada)
Currency	USD
Include payments on behalf of other companies	No

Settlement Run

**Selection Options**

Expenses    Payroll    Customer    Supplier    Ad Hoc    **Intercompany**    Credit Cards

From the View Settlement Run page, you will select the Intercompany button.

On the Select Intercompany Items for Settlement Run page, you can search for intercompany transactions that need to be paid. You can target your search by selecting additional filters in the Selection Criteria region. In this example, in the Originating Transaction Type field, Procurement Card Transaction Verification was selected. You can then click the Search button.

**Select Intercompany Items for Settlement Run**

Changing the filter criteria will remove any changes that were made and refresh the grid. Items that were initially part of the settlement run will be checked.

**Settlement Run Information**

Settlement Run <input type="text"/>	Name <input type="text"/>	Status <input type="text"/>	Date <input type="text"/>	Company <input type="text"/>	Currency <input type="text"/>	Include payments on behalf of other companies <input type="checkbox"/>
-------------------------------------	---------------------------	-----------------------------	---------------------------	------------------------------	-------------------------------	--

**Selection Criteria**

Intercompany Item Currency	USD
Item Date On or After	<input type="text"/>
Item Date On or Before	<input type="text"/>
Intercompany Affiliates	<input type="text"/>
Originating Transaction Type	<input type="text"/> <input checked="" type="checkbox"/> Procurement Card Transaction Verification

**Selected Item Information**

Intercompany Item Count	0
Intercompany Item Sum	\$0.00

**Search**

**Intercompany Items**

Company Making Payment	Intercompany Transaction	Company Receiving Payment	Originating Transaction Type	Originating Transaction	Item Unmatched on Affiliate	Intercompany Date	Amount Due
No Data							

This search returned one intercompany item to be settled for \$125.00. You can mark the checkbox and click OK.

## Spend for Workday 28

The screenshot shows the 'View Settlement Run' page. On the left, there's a table titled 'Intercompany Items' with one row. The row contains columns for Company Making Payment (Global Modern Services, Ltd (Canada)), Intercompany Transaction (2014 08 05 - Global Modern Services, Inc. (USA) : 125), Company Receiving Payment (Global Modern Services, Inc. (USA)), Originating Transaction Type (Procurement Card Transaction Verification), Originating Transaction (10000074), Item Unmatched on Affiliate (checkbox), Intercompany Date (08/05/2014), and Amount Due (125.00). Below the table are 'OK' and 'Cancel' buttons. A yellow box highlights the 'OK' button.

**View Settlement Run**

Settlement Run Information       Selected Item Information

Settlement Run Number	SR-3962	Settlement Run Outbound Total	125.00
Settlement Run Name	(empty)	Settlement Run Inbound Total	0.00
Settlement Run Status	Draft	Intercompany Item Count	1
Settlement Run Date	08/05/2014	Intercompany Item Sum	125.00
Company	Global Modern Services, Ltd (Canada)		
Currency	USD		
Include payments on behalf of other companies	No		

Settlement Run QL

**Selection Options**

Expenses Payroll Customer Supplier Ad Hoc Intercompany Credit Cards

**Preview Payments** **Process Payments** Process Payments

**Intercompany Items**

Transaction	Company Making Payment	Transaction Date	Company Receiving Payment	Originating Transaction Type	Originating Transaction	Amount of Intercompany Transaction	Currency
...	Global Modern Services, Ltd (Canada)	08/05/2014	Global Modern Services, Inc. (USA)	Procurement Card Transaction Verification	10000074	125.00	USD

To complete the intercompany payment, you will verify the information and click the Process Payments button.



## DEMO 6.1 – CREATE A CORPORATE CREDIT CARD ACCOUNT AND WORKER CREDIT CARD

Introduction: Check out the next demonstration.

## CASH MANAGEMENT

Workday Cash Management consists of banking, settlements, and bank reconciliation tools that enable you to actively manage and optimize the cash inflows and outflows for your organization on a daily, weekly, and monthly basis.

### SECURITY ROLES

- **Settlement Specialist** – Perform settlement runs and payment processing.
- **Cash Manager** – Perform ad hoc bank transaction, bank transfers, and bank reconciliation.
- **Cash Analyst** – Perform reporting for bank transactions.

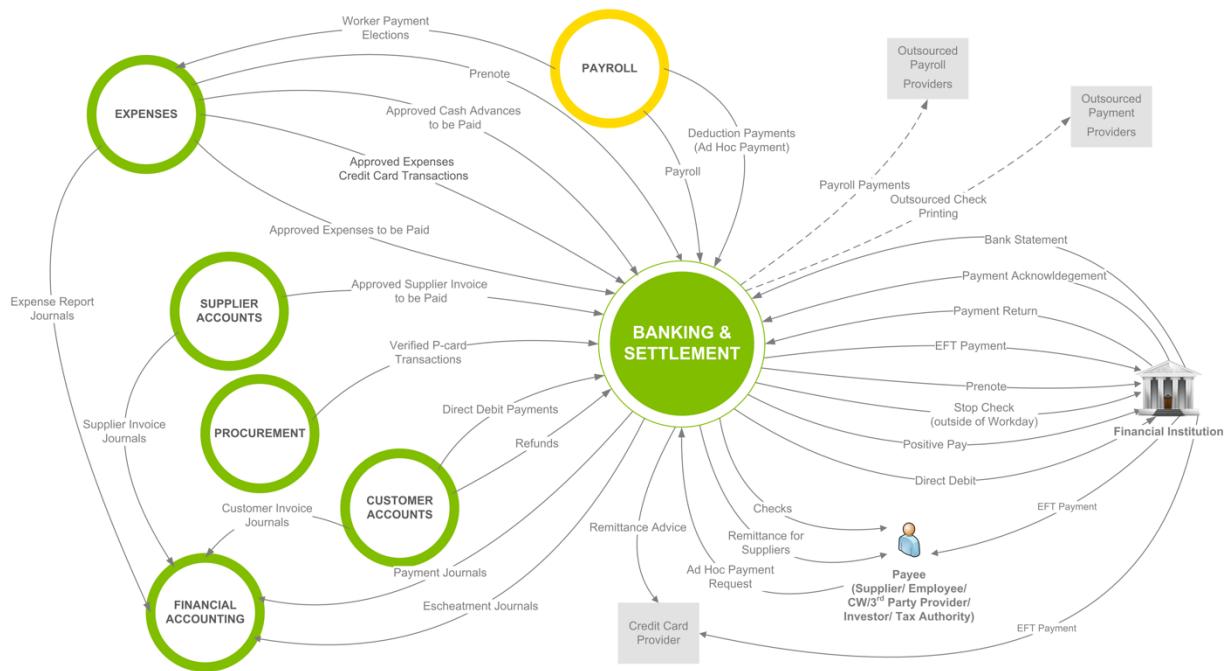
### BUSINESS PROCESSES

- [Settlement Run Event](#)
- [Payment Release Event](#)
- [Payment Printing Event](#)
- [Print Checks Event](#)

## BANKING AND SETTLEMENT TOUCHPOINTS

Because Workday is a unified solution, you must consider the cross functional impact of certain configuration decisions.

This touchpoints diagram provides insight into how one area of the product impacts another. There are configuration decisions that need to be made with current and possibly future phases of implementation in mind. Your consultants will work with you to identify and plan for these touchpoints.



### LEGEND

	Functional area for which the context diagram is being created.		Business document or transaction that has an interaction with the functional area under consideration.		Flow of data between functional area under consideration and other functional areas or external entities.
	Functional area having an interaction with the functional area that is under consideration and for which the context diagram is created.		External entity, such as an organization or users that have an interaction with the functional area under consideration.		Flow of data for an alternate implementation.

This diagram represents the touchpoints for the current Workday release

## BANKING

With Workday's banking tools, you create financial institutions, define branches for those institutions, and the bank accounts that your company holds at each institution. You can create both depository and source bank accounts. Account transfers, voided check recordings, and reporting give you further control of your cash.

Before setting up banks and other financial institutions, you must define:

- Companies and company hierarchies
- Payment types

It is also a best practice to define the following and associate with bank accounts:

- Preferred currencies
- Check printing layout

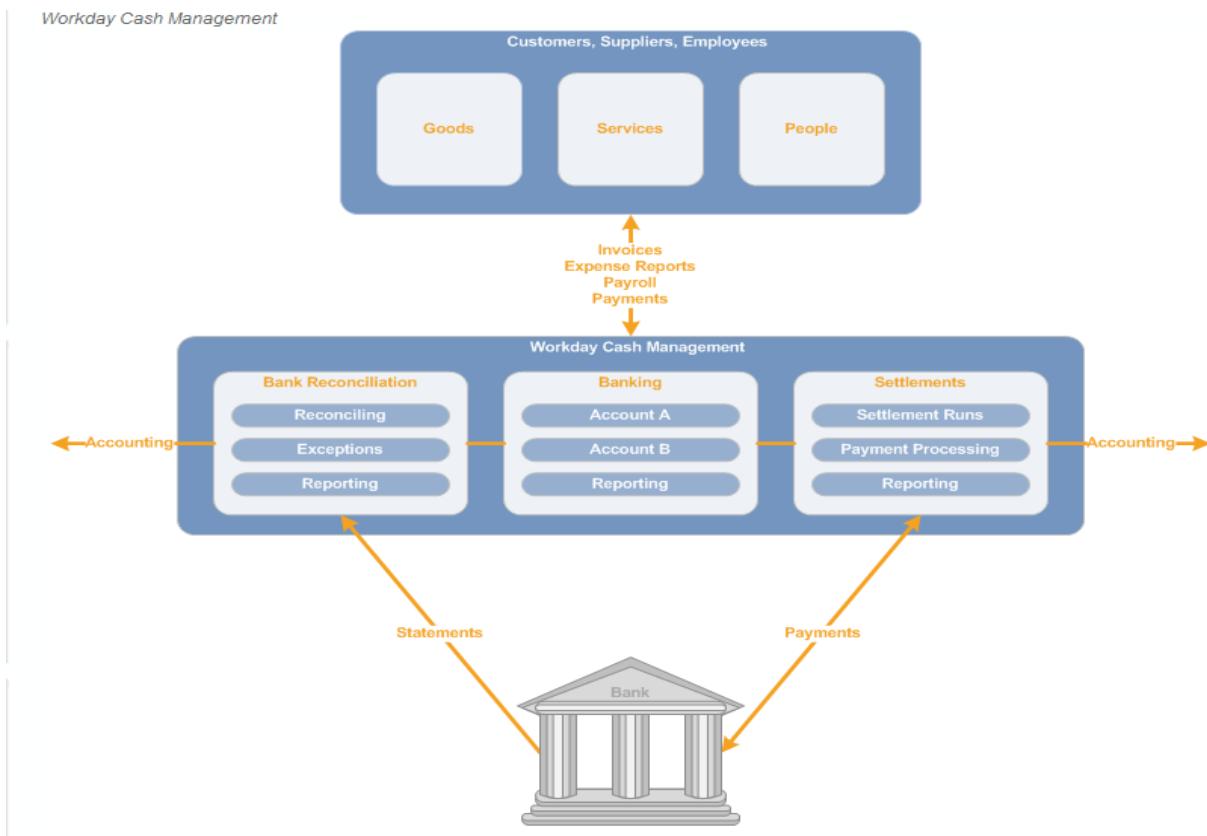
Financial Institution - Define the business entities holding the bank accounts your company uses to receive and make payments. (e.g. Bank of America)

Bank Account - Create or update an account to capture the attributes of a financial account with which you bank. These accounts enable you to perform various financial activities in Workday.

- Create, make, and receive payments
- Reconcile bank statements
- Manage cash

You can create accounts in Workday for all external operational accounts against which you perform operational transactions. For non-operational accounts, create an account only if you need the ability to reconcile.

This diagram illustrates the flow of cash in and out of Workday:



## KEY FEATURES AND FUNCTIONALITY OF WORKDAY BANKING AND SETTLEMENT INCLUDE:

- Invoices, expense reports, payroll data, and payments flow in and out of Workday Banking and Settlement for transactions involving goods, services, and people. You receive supplier invoices, expense reports, payroll data, and customer payments. You send out customer invoices, expense report reimbursements, payroll payments, and supplier payments. These transactions post to the bank accounts in your Workday banking system of record.
- Through settlement processing you settle payments for these transactions. Payments flow between the bank accounts at the financial institution and Workday's settlement processing. For money owed, you can run check print processing to make payments, or you can use electronic or other forms of payment.
- Through bank reconciliation processing you reconcile bank statement lines against account transactions. You can manually enter or upload (recommended) these bank statements into Workday for reconciliation.
- Both settlements and bank reconciliation produce accounting data, which Workday Banking and Settlement passes to Workday Financial Accounting.
- You can perform reporting within and across these banking, settlements, and bank reconciliation tools at any time to view and analyze your cash data.



## ACTIVITY 6.1 – VIEW FINANCIAL INSTITUTION

Business Case: Review an existing financial institution.

### TASK #1: VIEW FINANCIAL INSTITUTION

1. Sign in as Finance Administrator Teresa Serrano (*tserrano*).
2. Enter *fin ins* into the search box.
3. Select **View Financial Institution** report.
4. Financial Institution > **Bank of America**.
5. Click **OK**.





## ACTIVITY 6.2 – CREATE BANK ACCOUNT

**Business Case:** Create a new bank account for Global Modern Services, Inc. (USA) that will be used to pay supplier invoices.

### TASK #1: CREATE BANK ACCOUNT

1. Sign in as Finance Administrator Teresa Serrano (*tserrano*).
2. Enter *cr bank acc* into the search box.
3. Select **Create Bank Account** task.
4. Enter Account Name > **GMS Bank of America Accounts Payable Checking**.
5. Select Bank Account Type > **Bank Account**.
6. Select Country > **United States of America**.
7. Click **OK**.
8. Enter the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Organization	Global Modern Services, Inc. (USA)
Account Currency	USD
Accept All Currencies	(selected)
Allowed Payment Types	(select all from prompt)
Financial Institution	Bank of America
Routing Transit Number	263181384
Account Number	12345678
Bank Statement Format	BAI2
Primary Account Usage	(select all from prompt)

9. Click **OK**. and **Done**.





## ACTIVITY 6.3 – EDIT BANK ROUTING RULE

Business Case: Add the new bank account as the default bank routing rule.

### TASK #1: EDIT BANK ROUTING RULE

1. Sign in as Finance Administrator Teresa Serrano (*tserrano*).
2. Enter *bank rout* into the search box.
3. Choose the **Edit Bank Routing Rule** task.
4. Select Bank Routing Rule > **Bank Routing Rule for Global Modern Services, Inc. (USA)**.
5. Click **OK**.
6. Change Default Bank Account > **GMS Bank of America Accounts Payable Checking**.
7. Click **OK**.
8. Click **Done** on the confirmation page.
9. Sign out.



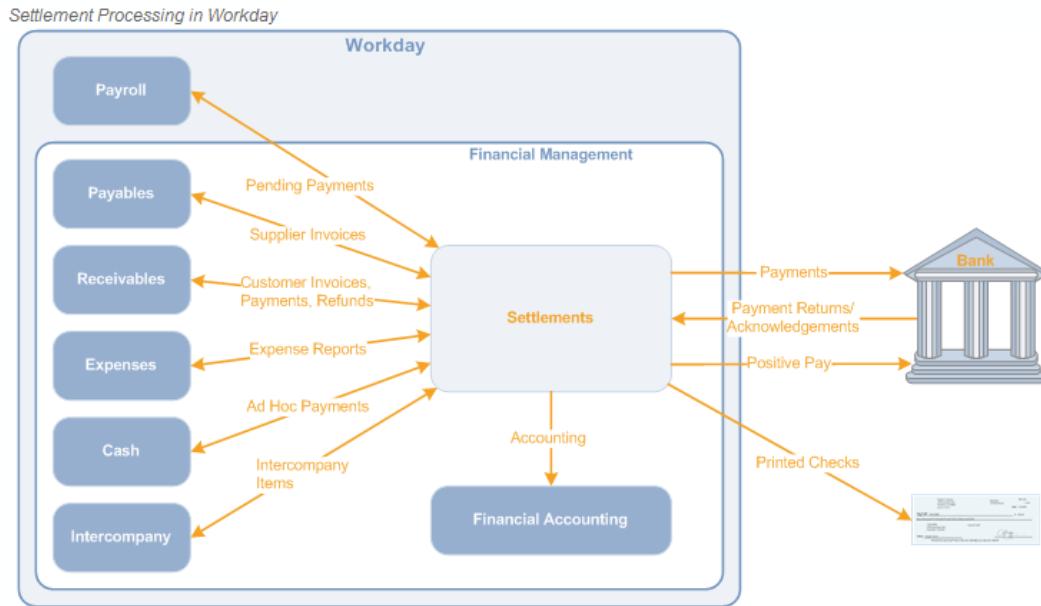
## SETTLEMENT OVERVIEW

### SETTLEMENT

Workday delivers a single settlement engine to manage all payments generated across your organization's entire business for any purpose. The result is a rationalized approach to cash visibility and management that improves upon traditional approaches which are isolated in unconnected silos.

- Single settlement engine. Workday provides a single settlement engine to cover all disbursements—including payroll, payables, direct debits, refunds, customer credit card and expense reimbursement—making the settlement process more efficient with increased control.
- Settlement analytics. Workday settlement processing provides a view across all your outstanding in-flows and out-flows, providing the tools necessary to make accurate decisions about funding, paying, and collecting money. Real-time drill-downs provide dimensional analysis of the outstanding settlements which provide hard-to-get details in a few clicks.
- Multiple payment methods. Workday Banking and Settlement supports electronic payment processing (ACH, EDI, ISO20022), including payment returns, as well as paper checks and positive pay.
- Support for ad hoc cash transactions. Workday Banking and Settlement provides facilities to capture and manage "non-bank" cash including petty cash, in-person customer payments, one-time payments, payments from employees, and acceptance of hard currency payments.
- Business process. Workday Banking and Settlement processes utilize Workday's unique business process framework to capture approvals and automate routings, integrations, and reports from bank statement reconciliation through settlement and payment release.
- Reporting. Workday provides detailed reporting, including the ability to drill down across and thru the operational transactions—the "raw materials" of cash information.

Workday's unified banking model enables you to settle all incoming and outgoing payments in one place through a common settlement infrastructure. Within this unified infrastructure, you can use security to grant your users access to only the types of payments that apply to them. You also have a better overall picture of the financial inflows and outflows of your enterprise. From payroll to supplier and customer payments, you have the analytic data necessary to make informed decisions.



Within a settlement run, you can include any combination of these unpaid open items and pending payments:

- Supplier invoices and adjustments from payables
- Customer invoices, payments, and refunds from receivables
- Expense reports from expenses
- Ad hoc payments from cash accounts
- Intercompany items
- Pending payments from regular and off-cycle payroll

When ready, process the settlement run to settle payments. Workday interacts with banks to send outbound payments and receive inbound payments.

From Settlements, you can initiate check printing, and Workday can send positive pay data to the bank.

For electronic payments (including credit card), the banks send Workday payment acknowledgements based on the integration associated with the bank account definition in Workday.

Once the settlements processing completes payments, it generates the accounting entries associated with each payment and sends it to Workday's financial accounting.



**Note:** Before you settle payments, you can create prenote runs that preauthorize bank accounts by verifying account and routing information for workers, suppliers, and customers.

## SETTLEMENT WORK AREA

Using the Settlement Work Area report as a home base, you can quickly manage, analyze, and report on all your recent settlement run activity. To perform settlements, you first create settlement runs to group payments and open items. Then you view, edit, and process the settlement run. You can set the processing to run automatically, or you can use a preview mode to first view and then run manually. By using routing rules, you can define that payments made for certain transaction types draw from specific accounts. Payments can be direct deposit, cash, check, or some other form. Key reports help you find invoices and payments, view your check register, and view your account register.

## SETTLEMENT RUN DATE

Specify when you want to settle payments.

- The settlement process retrieves only the unpaid items whose dates fall before this date.
- The process also settles the selected items in the run using this date as the payment date on checks and advices.
- For electronic payments, the payment date is the date that you process the settlement run.
- If the payment is generated outside of the settlement run, payroll, ad hoc payments, and customer payments use the date on the associated transaction as the payment date.

## BANK ROUTING RULE

Establish a routing rule for each company to automatically control which bank accounts the settlement process uses to route payments that you initiate in Workday.

For example, you might route payments coming in for customer invoices paid by direct debit so that you deposit payments into the correct bank account.

Workday supports these categories of payment: ad hoc, customer, customer refunds, expense, intercompany, payroll on-cycle and off-cycle, and supplier.

For each condition of the bank routing rule, you specify the characteristics of the payment and/or worker that determine the bank account with which to make or receive payments. When you run the settlement process it automatically evaluates the conditions of a company's bank routing rule from top down, associating the payment with the first applicable bank account for which it finds a match. If the settlement process does not find a match, it uses the default bank account that you specify.

Bank routing rules apply only to payments involving standard bank accounts. You cannot define bank routing rules for petty cash accounts.

Use the View Bank Routing Rule report to view, by company, the rule that routes payments to or from specific bank accounts depending on characteristics of the payment and of the worker being paid. You can edit the rule as a related action off the rule.

## PRINT CHECKS

Workday delivers three business form layouts for checks and advices, each of which contain a metadata xsl style sheet that defines the default placement of fields, company logo, and signature on checks and advices. The business form layout that Workday uses at print time depends on whether the printout is a financial check, payroll check, or pay slip.

To customize the default configuration of checks and advices, you can create check print layouts. Based on the check or advice stock you've selected; you can configure a layout to:

- Print checks at the top, middle, or bottom of the page.
- Establish the print location of items such as dates, payee names, and addresses.
- Specify the placement of additional fields necessary to print on blank check stock.
- Elect to print the company logo and signature on the check.
- Elect to print the company name on the remittance.
- Define both financial and payroll-specific check options.

Business form layouts assume the use of preprinted check stock. If you opt to use the default business form layout configuration rather than define your own check print layouts, you must use preprinted check stock. To use blank check stock, you must use check print layouts to configure the additional fields.



**Note:** Users can issue a positive pay file to the bank. It is a business process in Workday and is setup during integrations.



## ACTIVITY 6.4 – CREATE SETTLEMENT RUN

**Business Case:** Pay invoices for goods, services, and contingent labor.

### TASK #1: CREATE SETTLEMENT RUN

1. Sign in as an Accounts Payable Settlement Specialist (*nmoore*).
2. Enter *cr set run* into the search box.
3. Choose the **Create Settlement Run** task and enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Company	Global Modern Services, Inc. (USA)
Settlement Run Name	Procurement Payments
Settlement Run Date	Today's Date

4. Click **OK**.
5. Click the **Add** pull-down menu and select **Supplier Invoices**.
6. For the Due On Or After field, select Today's Date.
7. Click the **Search** button.
8. Select the supplier invoices for the following suppliers:
  - A. Tri Valley Vending
  - B. RF Consulting
  - C. Corporate Express
  - D. Manpower
  - E. Flower Power
  - F. Office Depot
  - G. CorporateCloud.com
  - H. CenterCal Property Management
9. Click **OK**.

10. Click the **Process** button.
11. Click the **Refresh** button if needed.
12. Sign out.

#### TASK #2: CREATE A SECOND SETTLEMENT RUN

1. Sign in as an Accounts Payable Settlement Specialist (gcarlisle).
2. Enter *cr set run* into the search box.
3. Choose the **Create Settlement Run** task and enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Company	Global Modern Services SA (France)
Settlement Run Name	Procurement Payments
Settlement Run Date	Today's Date

4. Click **OK**.
5. Click the **Add** pull-down menu and select **Supplier Invoices**.
6. For the Due On Or After field, select Today's Date.
7. Click the **Search** button.
8. Select the supplier invoice for Bruneau.
9. Click **OK**.
10. Click the **Process** button.
11. Click the **Refresh** button.
12. Sign out.



Note: Enter a Settlement Run Name to describe the run for easier identification later. For example, you might use a standard naming convention for weekly expenses or monthly payments. You can reuse names because each run also has an ID that Workday automatically generates to uniquely identify it.





## ACTIVITY 6.5 – SETTLEMENT WORK AREA

Business Case: Review status of settlements.

### TASK #1: SETTLEMENT WORK AREA

1. Sign in as Accounts Payable Settlement Specialist Nathan Moore (*nmoore*).
2. Enter *set work* into the search box.
3. Choose **Settlement Work Area** report.
4. You can view greater detail by clicking on one of the Settlement Run links.
5. View transactions.





## ACTIVITY 6.6 – PRINT CHECKS

Business Case: Print and review checks from settlement run.

### TASK #1: PRINT CHECKS

1. Sign in as Accounts Payable Settlement Specialist Nathan Moore (*nmoore*).
2. Enter *pri check area* into the search box.
3. Choose **Print Checks Work Area** report.
4. Click the **Print Check** button for our Payment Group.
5. Select the **Print Checks** radio button.
6. Click **OK**.
7. Click the **Refresh** button to view progress until 100% complete.
8. Click the PDF file to view/print check.
9. Sign out.

Note: From the print check area, you can go to the printing runs tab to display the printing run for the past 10 printing runs processed.





## CHAPTER 6 KNOWLEDGE CHECK

Please complete the Procurement Cards, Banking and Settlement of Payments quiz in the Workday Learning Center.

## CHAPTER 7 - SUPPLIER COLLABORATION

### OVERVIEW

The supplier collaboration is primarily for supplier contacts, who can log in to Workday to perform catalog loads, approve purchase orders, log time and tasks, create invoices and update the supplier contact information.

We will look at how the supplier contacts can have a workday account created and add a few of the tasks the suppliers can use to manage the catalogs and invoices.

You can create a Workday account for suppliers, which enables them to load their own catalog items, approve purchase orders, log time and tasks, submit invoices and make changes to the supplier information. They can also review and respond to Request for Quotes.

Catalog loads and price changes and other tasks initiated by the supplier are subject to approval by the workday customer.

### BUSINESS PROCESSES

- [Supplier Contact Information Change Event](#)
- [Supplier Settlement Bank Account Change Information Event](#)
- [Supplier Alternate Name Change Event](#)

### OBJECTIVES

By the end of this chapter, you will be able to:

- Understand the Supplier Portal Worklets
- Setup a supplier account
- Understand the supplier functionality

## SUPPLIER PORTAL WORKLETS

A supplier can access the following worklets to manage their information and transactions through the Supplier Portal:

- Contact and Banking Information
- Purchase Orders and Catalogs
  - Most Recent Catalog Loads
  - Uninvoiced PO's
  - Most Recent Purchase Orders
- Invoices and Payments
- Most Recent Invoices
- Most Recent Payments
- Request for Quotes
- Find Request for Quotes (RFQ) for Supplier Contact
- Open RFQs by Type
- Open RFQs – Not Responded
- RFQs - Awarded
- Financial Dashboard Reports
- My Key Reports

Task	Definition
<b>Change Supplier Contact Information</b>	Submit new and updated supplier contact information for review and approval.
<b>Change Supplier Settlement Bank Account</b>	Submit new and updated supplier settlement bank accounts for review and approval.
<b>Change Supplier Alternate Name</b>	Submit new and updated supplier alternate names for review and approval.
<b>Load Catalog Items</b>	If there is a supplier contract, a workday supplier contract specialist or buyer can access the <a href="#">Catalog Load Request</a> task to add or update Catalog Items for the specified contract. Supplier contacts can access the <a href="#">Catalog Load Request for Supplier</a> task.
<b>Approve Purchase Order</b>	You are notified in your Inbox when there is a purchase order available for approval.
<b>Log Time and Tasks</b>	Use the <a href="#">Log Time and Tasks</a> task to report hours on behalf of one of your contingent workers or to record completed activities for a project.
<b>Create Supplier Invoices</b>	You can create supplier invoices from purchase orders for goods. This feature also allows you to add lines that do not appear on the purchase order, for example for taxes or shipping costs.



## ACTIVITY 7.1 – CREATE SUPPLIER CONTACT

**Business Case:** Roger Farris will be set up as the supplier contact for RF Consulting. Roger will then manage his business with Global Modern Services.

### TASK #1: CREATE SUPPLIER CONTACT

1. Sign in as a Supplier Administrator (*tserrano*).
2. Enter *rf cons* into search box.
3. Select the **RF Consulting** link.
4. Click the **Supplier Contacts** tab.
5. Click **Add**.
6. Enter the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
First Name	Roger
Last Name	Farris

7. On the Contact Information tab, enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Email Address	rfarris@rfconsulting.com
Type	Work
Use For	Shipping

8. Click **OK**.
9. Click the **Related Actions** icon for Roger Farris, then select **Workday Account for Supplier Contact > Create**.
10. Enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Username	rfarris.supplier
New Password	<i>Tenant Password</i>

Verify Password

Tenant Password

11. Click **OK**.

12. Click **Done**.

13. Sign out.





## ACTIVITY 7.2 – CONFIGURE SUPPLIER CONTACT LANDING PAGE

Business Case: Roger will add worklets to his Home landing page.

### TASK #1: CONFIGURE SUPPLIER CONTACT LANDING PAGE

1. Sign in as Supplier as Self (*rfarris.supplier*).

2. Click **Sign in**.



3. Click the **Configure This Page** icon.

4. Click the **Add Row** icon four times to add four new rows.

5. Add the following rows:

Notice any warnings, it is okay to proceed.

A. Most Recent Invoices

B. Most Recent Payments

C. Contact and Banking

D. Open RFQs by Type

6. Click **OK**.

7. Click **Done**.



## LOG TIME AS SUPPLIERS AND CONTINGENT WORKERS

The supplier or contingent worker accesses their purchase order for logging time and selects Time and Tasks as a related action.

In the Period Time Card tab, they enter the Period Start Date and Period End Date.

The supplier or contingent worker enters the number of hours for this time period.



**Note:** Suppliers will see the rates and amounts on the timecard; contingent workers do not see this information unless they are contracted directly as a 1099 contractor.



## ACTIVITY 7.3 – LOG TASK AS SUPPLIER

**Business Case:** Supplier Contact Roger Farris will enter tasks against the project-based services purchase order.

### TASK #1: LOG TASK AS SUPPLIER

1. Sign in as Supplier as Self (*rfarris.supplier*).
2. Click the **POs and Catalogs** worklet.
3. In the **Most Recent Purchase Orders** area, find your project-based services purchase order.
4. From the purchase order's **Related Actions** icon, select **Time and Tasks > Log**.
5. Click **OK**.
6. Enter *1,000* in the Amount to Receive field.
7. Click **Submit**.
8. Sign out as *rfarris.supplier*.
9. Sign in as a Manager (*lmcneil*).
10. Open Logan's Inbox.
11. Select the receipt for RF Consulting.
12. Review the receipt. Click **Approve**.
13. Click **Done** and sign out.



## CHAPTER 8 – BUSINESS ASSETS AND BUSINESS ASSET ACCOUNTING

### OVERVIEW

In Workday, Business Assets plays an integral role in Spend. This chapter serves as a refresher to basic concepts in business asset accounting. An asset is anything you want to track, from tangible capital items like company cars, to intangibles like software licenses, to low-cost high-value items like security badges. Workday Business Assets combines the traditionally separate domains of fixed assets and inventory management with the emerging importance of managing high-value, low-cost items such as mobile phones and security passes.

In this chapter, you will learn how to perform a basic accounting flow of fixed assets and to track custodianship of company property regardless of its accounting treatment.

### OBJECTIVES

By the end of this chapter, you will become reacquainted with:

- Business Asset Lifecycle
- Depreciation Profiles
- Spend Categories
- Business Asset Rules
- Business Asset Registration
- Issuing a Business Asset
- Transferring a Business Asset



## VIDEO 8.1 – BUSINESS ASSETS OVERVIEW (FREE)

Introduction: Check out the next video presentation.

### NOTES

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## BUSINESS ASSET TRACKING

The key to business assets is the separation of asset accounting from asset tracking. By separating the accounting and tracking decisions, business assets can be accounted for per accounting rules and tracked per business use.

Workday Business Assets allows you to perform a basic accounting flow for fixed assets (capitalization and depreciation), and track custodianship of company property regardless of its accounting treatment.

This flexibility helps you perform tasks like off-boarding employees and contractors. You can easily see all items that the worker has, and transfer them to someone else.

## BUSINESS ASSET TRACKING

Workday's business asset tracking enables you to:

Track and manage any business asset according to how it's used in the business.

1. Whether the business asset is a cell phone, cell phone plan, laptop, building, WebEx account, or product inventory, Workday allows you to invoke inventory management activities and controls such as stock, issue, and return for assets with the same level of physical tracking traditionally available only in Fixed Asset Systems.

Track zero cost items.

2. Track items, such as security badges, that have no individual trackable cost but for which physical tracking is crucial.

Assign custody and responsibility.

3. Create a reportable link between issued business assets and the receiving worker. A custody assignment can also be made a required step in the worker on-boarding process.

## SECURITY ROLES

Your asset tracking specialists can make custodianship decisions without worrying about an asset's accounting treatment, while your asset accountants can manage the accounting for capital assets and changes to asset cost, useful life, etc., as well as record the appropriate depreciation throughout the asset's life. Asset tracking specialists and asset accountants have complete visibility into all the asset lifecycle events applicable to their role. If you have multiple asset books, key roles, such as tax manager can manage the non-primary asset books for tax without needing access to the accounting asset book.

- Business Asset Tracking Specialist – This role can perform tasks related to business assets, including registering, issuing, transferring, disposing, etc.
- Business Asset Accountant – This role can perform business asset accounting functions for assigned organizations and has approval authority for business asset accounting processes. Responsibilities may include editing asset accounting information and recording depreciation expense.
- Tax Manager – This role can perform tax management functions for assigned organizations, such as viewing business asset accounting and maintaining non-accounting asset books. Tax managers have approval authority for business asset tracking and accounting business processes.

## CONFIGURE ASSET TRACKING

You can use these high-level steps to configure Workday to track assets.

### Step 1

#### BUSINESS PROCESSES

Define the business processes related to asset tracking:

- Asset Adjust In Service Date Event
- Asset Disposal Event
- Asset Intercompany Transfer In Event
- Asset Intercompany Transfer Out Event
- Asset Issue Event
- Asset Registration Event
- Asset Reinstatement Event
- Asset Removal Event
- Asset Transfer Event
- Receipt (optional Register Business Assets from Receipt service step and Review Trackable Lines for Receipt action step)
- Requisition Event (optional Source Goods from Storage action step)
- Source from Storage Event
- Supplier Invoice Event (optional Register Business Assets from Invoice service step and Review Trackable Lines for Invoice action step)



Tip: If you have capital assets, you must define additional business processes for asset accounting.


**Step 2**

Create spend categories to apply to items that are capital assets or expensed items for which you want to keep track of owners and locations (such as security badges).

1. Access the Maintain Spend Categories task.
2. Mark the following check boxes:

Field	Description
<b>Procurement Usage</b>	The spend category becomes available on all procurement documents including requisitions, purchase orders, supplier contracts, receipts, and supplier invoices.
<b>Track Items</b>	<p>Select to enable custodial tracking of assets that you assign to this spend category. This is required to issue assets with this spend category to workers. When checked, you can optionally define defaults for Asset Class and Asset Type.</p> <p>Note: If a trackable spend category also has expense usage, you must manually register the assets you include in expense reports. You cannot configure the expense report business process to automatically initiate an asset registration event.</p>
<b>Intangible</b>	Select if asset to track is an intangible asset. This flag controls how intangibles are processed within Workday, e.g. depreciation method of 'Term', required contract start and end dates, using an accrued liability style of accounting, etc.



## Step 3

Define the different ways to dispose of assets.

Disposal types drive accounting related to the disposal of goods and enable you to report on disposals by type. High value assets that aren't depreciable usually have an accounting treatment of Expensed. There will be some accounting configuration needed regardless of the accounting treatment. Disposals will record a gain or loss for any asset that has been sold regardless of whether the accounting treatment is expense or depreciable asset.



**Note:** The example used in this chapter assumes that accounting has already been configured.

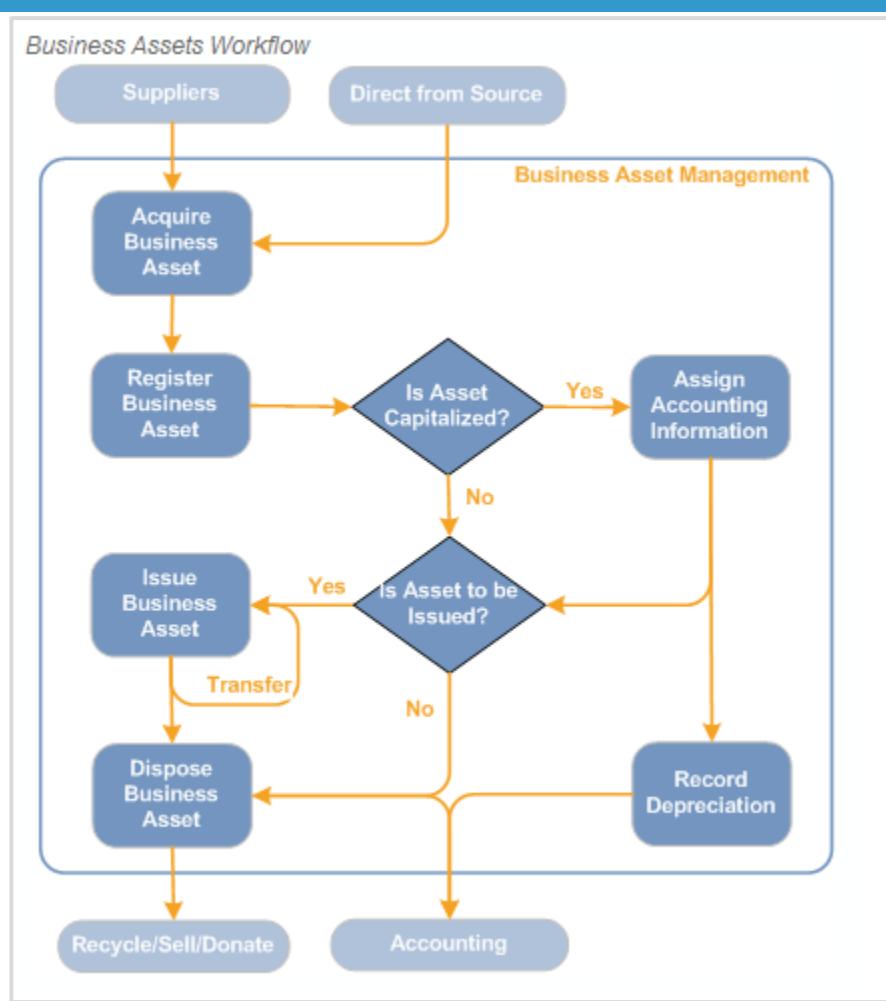
1. Access the Maintain Asset Disposal Types task.
2. Name each disposal type and complete the following:

Field	Description
<b>Asset Disposal Method</b>	Select whether the disposal type applies to expired assets or those that you discard, donate, or sell. These Workday-delivered methods drive accounting for disposals. You can assign the same method to multiple types for flexibility.
<b>Fair Market Value as Basis</b>	For purposes of calculating gain/loss, mark this check box to base donation amount on the fair market value manually entered at time of disposal.
<b>Net Book Value as Basis</b>	An asset's acquisition cost minus its accumulated depreciation. Select to base an asset's donation amount on net book value. Workday uses the donation amount to calculate gain/loss for accounting purposes.
<b>Usage Count</b>	You can't delete types that are in use. If you need to change the method or basis, create a new type to use going forward.

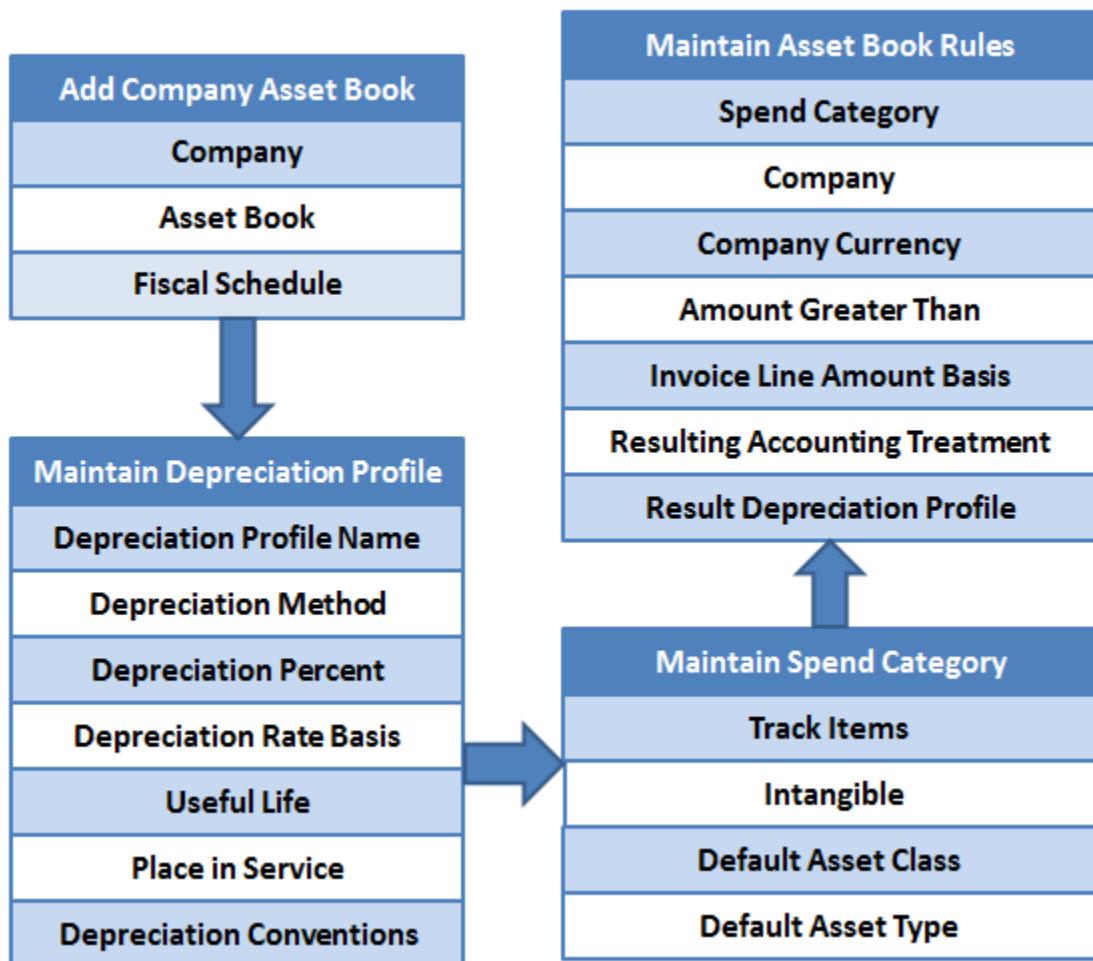
You can use the Asset **Disposal Types report** to view existing ways to dispose of assets. As a related action, you can change a type or add new ones.

You can now track your assets for spend categories that are set up for item tracking.

## BUSINESS ASSET LIFECYCLE



## BUSINESS ASSET SETUP



### DEPRECIATION PROFILES

Capitalized business assets need depreciation profiles, which they are assigned indirectly by way of their spend categories. Depreciation profiles are a prerequisite for capitalizing business assets, but not for tracking custodianship. Depreciation profiles determine how the asset will depreciate over its useful life. Key fields include the depreciation method (Straight Line, Declining Balance, etc.), useful life, placed in service manually or when the asset is issued, and the depreciation convention. Depreciation conventions determine the start of depreciation after the asset has been placed in service. The conventions include: Current Period, Half Year, Mid-Quarter, Mid-Month, Modified Half-Period, and Next Period. Further, the depreciation convention also determines the amount of depreciation that is included in the calculation of the gain/loss when an asset has been disposed.

These depreciation profile values default to a business asset when it is registered as a depreciable capital asset. However, accountants can change the asset accounting values after registration.

## SPEND CATEGORIES

All items that you can track must have a spend category. It is likely that the business asset you want to track is already associated with a spend category. Spend categories are a prerequisite for capitalizing business assets and tracking custodianship. **For capitalized business assets, make sure that the spend category has a depreciation profile associated with it.** You will associate it using the Asset Book Rules discussed in the next section.

Spend category is also used to derive the correct ledger account that should be used for the accounting journal. You can specify this in the account posting rule set for the Spend Account Posting Rule.

Spend categories define the financial characteristics of business assets, including:

- Whether it can be selected during procurement.
- Whether it can be listed in an expense report.
- Whether it is tracked.
- The UNSPSC code, if applicable.



## ACTIVITY 8.1 – ASSET BOOK RULES

**Business Case:** View how to associate spend category with business asset accounting rules and the depreciation profile.

### TASK #1: MAINTAIN ASSET BOOK RULES

1. Sign in as Finance Administrator Teresa Serrano (*tserrano*).
2. Enter *main asset book* into the search box.
3. Choose the **Maintain Asset Book Rules** task.
4. Asset Book > **Accounting**
5. Click **OK**.
6. Add a row by clicking on the **Add Row**  icon.
7. Enter the information as follows:

Field Name	Entry Value
Spend Category	Vending Machines
Resulting Accounting Treatment	Depreciable Capital Asset
Result Depreciation Profile	36 SL Curr

8. Click **OK** to save.

9. Click **Done**.





## ACTIVITY 8.2 – EDIT ACCOUNT POSTING RULES

Business Case: Attach the Accounting Treatment to the spend account.

### TASK #1: EDIT ACCOUNT POSTING RULES

1. Sign in as Finance Administrator Teresa Serrano (*tserrano*).
2. Enter *view post* into the search box.
3. Choose **View Account Posting Rule Set** report.
4. Account Posting Rule Set > **Corporate Account Posting Rule**
5. Click **OK**.
6. Select the **Spend** Posting Rule.
7. Locate row > **Resulting Ledger Account** > **1550: Furniture, Fixtures & Equipment**
8. View the **Vending Machines** as a value to the Spend Category dimension.
9. Sign out.





## ACTIVITY 8.3 – REGISTER BUSINESS ASSET

Business Case: Register the Tablets purchased.

### TASK #1: REGISTER BUSINESS ASSET

1. Sign in as Business Asset Accountant Andrew Walton (*awalton*).
2. Open Andrew's inbox.
3. Choose **Register Business Asset** task for the Mobile Office Asset (Tablet).
4. Enter Asset Details > **Asset Name** > **Tablet 64 GB**
5. Click **Submit**.
6. Expand **Details and Process** section.
7. Click **Done**.



## ASSET BOOKS RULES

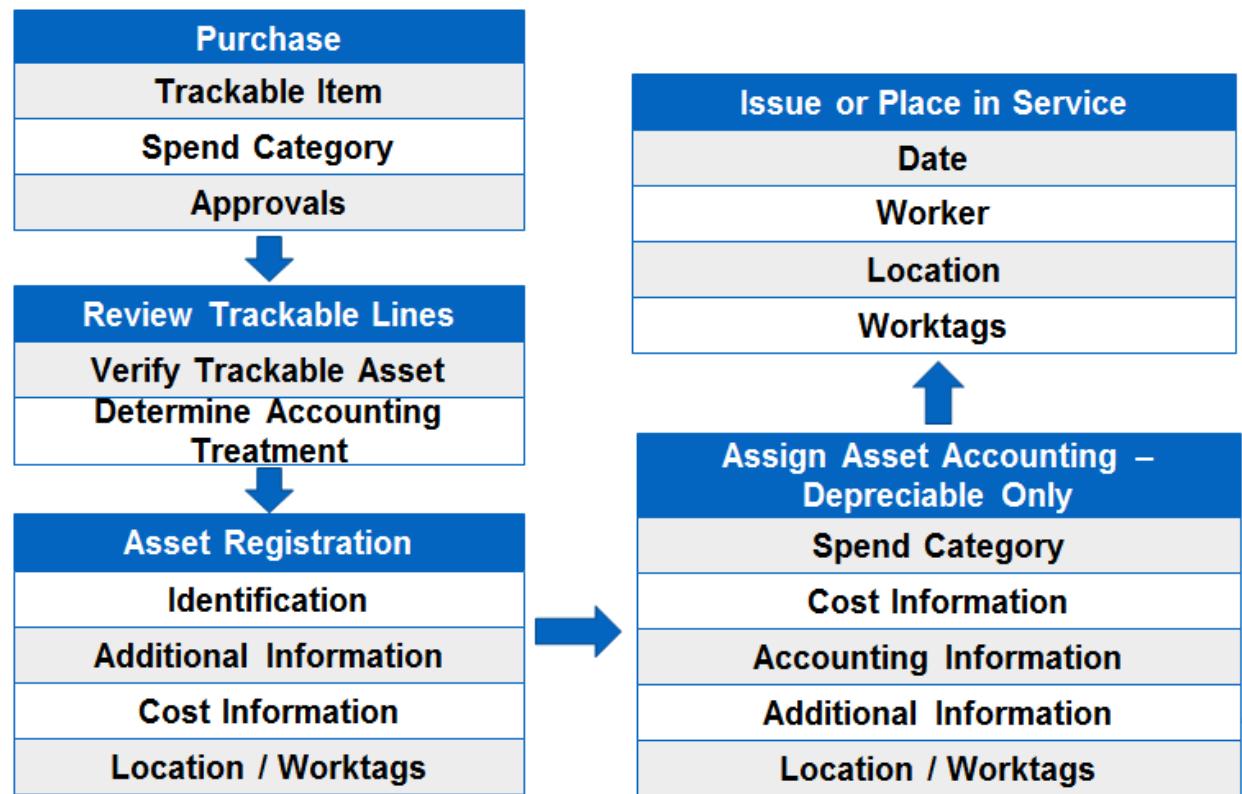
Asset book rules for your capital assets instruct Workday when to assign an accounting treatment other than the default of Expense, and the appropriate depreciation profile. Workday references these rules when an asset is registered, as well as in procurement, to determine the accounting treatment. For depreciable capital assets, you will also want to specify the depreciation profile, the attributes of which are used to create the asset's depreciation schedule when it is placed in service. You can configure different capitalization rules for any combination of spend category, asset type, asset class, company, currency, and amount threshold inputs.

During receipt accrual processing for goods and services that you have received but not yet invoiced, or when a purchase order or supplier invoice is approved, the asset book rules for the company's primary asset book are used to determine the accounting treatment, as this is a key attribute for determining whether to book the spend to a balance sheet or expense account.

For each rule, you will specify the input criteria Workday uses to determine whether the rule applies to each asset that it evaluates:

Field	Description
<b>Spend Category</b>	Select from categories that are set up to track items (using the Maintain Spend Categories task) or hierarchies that contain at least one of these categories.
<b>Company</b>	Select a value to have the rule apply to a specific company or hierarchy. Leave blank to have the rule apply to all. If you specify a company hierarchy and a Greater Than Amount value, then all companies must have the same base currency.
<b>Company Currency</b>	If you specify a Greater Than Amount, then the currency of the amount is the company currency. If a transaction's currency differs from the rule's currency, Workday converts the transaction amount to the rule's currency to evaluate the business asset.
<b>Amount Greater Than</b>	Enter an amount to have Workday apply the rule. Typically, you use this option when you use a spend category for both expense and capital. An asset that costs more than the amount you enter is capital; an asset that is equal to or less than the amount is expense. Workday defaults the accounting treatment and depreciation profile accordingly.
<b>Invoice Line Amount Basis</b>	If you specify a Greater Than Amount, select what you want Workday to use as the basis to evaluate the supplier invoice line, receipt line, or amount against the rules. You can evaluate the invoice line based on its unit cost (cost of a single item) or extended amount (quantity times unit cost).

## FROM PURCHASE TO ASSET



### BUSINESS ASSET REGISTRATION

All tracked business assets must be registered. Business asset registration starts with the receipt of the business asset. Business Asset Tracking Specialists must register tracked business assets manually, even if you receive the business asset through Workday Procurement. When you register a business asset you assign it a company and a spend category that is tracked. Workday assigns a business asset ID to each individual business asset.

If goods are received through Procurement (and their spend category is set up to have its custodianship tracked), then a Business Asset Tracking Specialist is automatically notified that a receipt has been created for the goods. Workday places all the business asset information that was on the PO onto the registration page.

Assets can also be registered by way of the supplier invoice. You can create a supplier invoice manually, or from the related action off the receipt. The approval of a supplier invoice will generate the accounting by debiting the account identified on the spend account posting rule and crediting Accounts Payable.

If goods are received directly (not through Procurement), then you must enter all business asset information manually using the Register Business Asset task. Manually registering an asset

does not generate an asset addition journal. To match the purchase, you must also make a manual journal.

During registration, the business asset's spend category automatically determines whether the business asset is capitalized and depreciated or simply expensed. "Items" in Workday—expense items and purchase items—are associated with a spend category, so when you register a business asset and select an item to be registered, the appropriate spend category is associated by default. Once registered, all business assets can be issued to a worker whether they are capitalized or expensed, requisitioned or not. It is this process that enables Workday to track custodianship.

## ASSET ACCOUNTING OVERVIEW

### BUSINESS ASSET ACCOUNTING RULES

Business Asset Accounting Rules provide a link between depreciation profiles and spend categories. They enable the configuration of accounting treatment and depreciation profile to default based on the following combinations:

- Company
- Company Hierarchy
- Spend Category
- Amount Threshold

### CALCULATE DEPRECIATION

Capitalized business assets need a depreciation profile, which Workday assigns indirectly by way of their spend categories.

These depreciation values default to business assets when the assets are registered as capitalized business assets. However, accountants can change a business asset's accounting values after registration.

### ISSUE BUSINESS ASSETS

Business Asset Tracking Specialists can track who has control or ownership of company property by registering the business asset and issuing it to a worker. The Issue Business Assets task enables you to issue company property to a worker, who will then be the custodian. Issuing the business asset enables custodial tracking. Workday can also start depreciation for business assets with depreciation profiles that hinge on the date the business asset is placed in service (issued).

## TRANSFER BUSINESS ASSETS

The Transfer Business Assets task enables you to change custodial ownership of a business asset from one owner to another. By transferring an asset from one worker to another, it can be transferred between locations, cost centers, or departments. The business asset costs are automatically transferred with it. The accounting associated with the transfer is dictated by the asset's spend category, which specifies a depreciation profile.



**Tip:** Transferring a business asset does not impact historic depreciation. The next time depreciation is run; it will use the Worktags of the new worker.

## BUSINESS ASSET IMPAIRMENT

You can book an asset impairment when its fair market value falls permanently below its net book value (carrying cost) so that your asset reflects its current worth. This enables you to reduce the asset's value on the balance sheet and account for its impairment expense while the asset is still in use. The impairment expense is the non-recoverable difference between the asset's carrying amount and the fair market value.

The transaction displays the impairment amount as negative, because it is a reduction of the asset's value. You can view the accounting entries on the impairment transaction's journal lines. The journal lines display the debit and credit, and the ledger accounts where each posted.

## BUSINESS ASSET DISPOSAL

The Dispose Business Assets task enables you to remove items from your organization's list of business assets. For assets issued to a worker, disposing of them severs that relationship. The Dispose Business Assets task enables you to specify whether the items were discarded, donated, or lost, stolen, or sold. It also provides for specifying the fair market value or sale price at disposal. When accounting for the disposal of assets, the depreciation is reviewed to ensure that it has been recorded properly and the remainder of the depreciation is terminated, if applicable.

Asset status	Can assign/edit Asset Accounting ?	Can manually place in service?	Can issue?	Can transfer?	Can record depreciation?
Pending Registration	No	No	No	No	No
Registered	Yes	Yes	Yes	No	No
In Service	Yes if depreciation has not started	No	Yes	Yes	Yes if asset accounting is assigned
Issued	Yes if depreciation has not started	No	No	Yes	Yes if asset accounting is assigned
Pending Disposal		No	No	No	No
Disposed		No	No	No	No



## ACTIVITY 8.4 – REGISTER AND ASSIGN ACCOUNTING

**Business Case:** Register the Hewlett Packard rack mount servers purchased and Assign the Accounting for the depreciable capital assets.

### TASK #1: REGISTER AND ASSIGN ACCOUNTING

1. Sign in as Business Asset Accountant Andrew Walton (*awalton*).
2. Open Andrew's inbox.
3. Choose **Asset Registration: Multiple Business Assets Hardware – Servers** task for the Servers.
4. Register the two HP Pro Liant DL500 Rack Mount Server assets.
5. Enter Asset Details > Asset Name > *DL 500 Rack Mount Server* on both asset rows.
6. Click **Submit**.
7. Expand **Details and Process** section.

### TASK #2: ASSIGN BUSINESS ASSET ACCOUNTING

1. Click **Open** button.
2. Note the Cost, Accounting Treatment, Depreciation Profile, Useful life, etc.
3. Enter Residual Value *1500* for each server.
4. Click **Submit**.
5. Click the **Details and Process** expand button to review transaction.
6. Click **Done**.

**Note:** When you assign worktags to a business asset - no matter what transactions you do with this business asset the worktag is automatically going to populate the financial transaction as well.





## ACTIVITY 8.5 – REGISTER AND ASSIGN ACCOUNTING

Business Case: Register the Vending Machine business asset and Assign the Accounting for the depreciable capital asset.

### TASK #1: REGISTER BUSINESS ASSET

1. Sign in as Business Asset Accountant Andrew Walton (*awalton*).
2. Open Andrew's Inbox.
3. Click the **Asset Registration** task.
4. Asset Name > *Snack Machine*.
5. Click **Submit**.

### TASK #2: ASSIGN BUSINESS ASSET ACCOUNTING

1. Click **Open** button.
2. Note the Cost, Accounting Treatment, Depreciation Profile, Useful life, etc.
3. Enter Residual Value 500.
4. Click **Submit**.
5. Click the **Details and Process** expand button to review transaction.
6. Click **Done**.
7. Sign out.

Note: When you assign worktags to a business asset - no matter what transactions you do with this business asset the worktag is automatically going to populate the financial transaction as well.





## ACTIVITY 8.6 – ISSUE A BUSINESS ASSET

Business Case: Issue Snack Machine, to Christine Nguyen, Facilities Manager.

### TASK #1: ISSUE A BUSINESS ASSET

1. Sign in as Finance Administrator Teresa Serrano (*tserrano*).
2. Enter *iss asset* into search box.
3. Select the **Issue Assets** task.
4. Company >**Global Modern Services, Inc. (USA)**
5. Spend Category > **Vending Machines**
6. Click **OK**.
7. Select > **Snack Machine**
8. Issue to > Worker > **Christine Nguyen**
9. Click **Submit**.
10. Click **Done**.
11. Sign out.

### TASK #2: VERIFY CHRISTINE'S COMPANY PROPERTY

1. Sign in as Christine Nguyen (*cnguyen*).
2. Enter *my comp prop* into search box.
3. Select the **My Company Property** report.
4. View the assets that have been issued to Christine.
5. Sign out.





## ACTIVITY 8.7 – PLACE BUSINESS ASSETS IN SERVICE

Business Case: Place the HP Pro Liant DL500 Rack Mount Servers in service.

### TASK #1: PLACE BUSINESS ASSETS IN SERVICE

1. Sign in as Finance Administrator Teresa Serrano (*tserrano*)
2. Enter *fin asset* into search box.
3. Select the **Find Assets** report.
4. Company > **Global Modern Services, Inc. (USA)**
5. Spend Category > **Hardware – Servers**
6. Location > **Chicago**
7. Click **OK**.
8. From the **Related Actions** of the first asset > **Business Asset > Place in Service**
9. Click **Submit**.
10. Repeat for the 2<sup>nd</sup> Asset.





## ACTIVITY 8.8 – RECORD DEPRECIATION

Business Case: Record Depreciation for depreciable assets.

### TASK #1: RECORD DEPRECIATION

1. Sign in as Finance Administrator Teresa Serrano (*tserrano*).
2. Enter *rec dep* into search box.
3. Select the **Record Depreciation Amortization Expense** task.
4. Run Frequency > **Run Now**
5. Click **OK**.
6. Request Name > *Monthly Depreciation*
7. Company > **Global Modern Services, Inc. (USA)**
8. Spend Category > **Hardware – Servers and Vending Machines**
9. Click the **Run Preview** checkbox.
10. Click **OK**.
11. Click the **Refresh** button until the processing is 100% complete.
12. Click the **magnifying glass** for the Depreciation Transaction for the Vending Machine.
13. Click the **Related Actions**, select **Accounting > View Accounting**.





## ACTIVITY 8.9 – TRANSFER BUSINESS ASSETS

Business Case: Transfer snack machine from Christine Nguyen to Amanda Baker.

### TASK #1: TRANSFER BUSINESS ASSETS

1. Sign in as Finance Administrator Teresa Serrano (*tserrano*).
2. Enter *fin asset* into search box.
3. Select the **Find Assets** task.
4. Company > **Global Modern Services, Inc. (USA)**
5. Issued To > **Christine Nguyen**
6. Click **OK**.
7. **Related Actions** on Snack Machine Business Asset.
8. **Related Actions > Business Asset > Transfer**
9. Transfer to > **Worker > Amanda Baker**
10. Click **Submit**.
11. Click **Done**.

Note: To view the status of a business asset, Click the related action icon next to the business asset and select Business Asset, then view the Business Asset Status.





## ACTIVITY 8.10 – VIEW BUSINESS ASSET HISTORY

Business Case: Review Business Asset.

### TASK #1: VIEW BUSINESS ASSET HISTORY

1. Sign in as Finance Administrator Teresa Serrano (*tserrano*).
2. Enter *fin asset* into search box.
3. Select **Find Assets** task.
4. Company > **Global Modern Services, Inc. (USA)**
5. Spend Category > **Vending Machines**
6. Click **OK**.
7. Click the **Snack Machine** link.
8. View tabs to review business asset history.





## CHAPTER 8 KNOWLEDGE CHECK

Please complete the Business Assets and Business Asset Accounting quiz in the Workday Learning Center.

## CHAPTER 9 – MANAGE REPORTS AND ANALYTICS

### OVERVIEW

Insight into your organization's total spend is of paramount importance. When spend is measured, it can be managed. Workday Procurement includes built-in spend analytics that give you full visibility into your organization's spend.

Drill-downs can be for one or multiple dimensions. Multi-dimensional drill-downs enable you to view by any worktag you've assigned to spend elements. Different elements might have different security, so the data that appears depends on what security groups you are in.

There are many reports available for suppliers, procurement, business asset management, and related topics.

Run the [Workday Standard Reports](#) report to see a list of all reports by category.

### OBJECTIVES

By the end of this chapter, you will be able to:

- Identify the Workday standard reports
- Describe the two types of standard reports and their differences
- Run a standard report and view by dimension
- Review Spend by Category
- Review Top Suppliers by Spend
- Review Supplier Reports
- Identify set up steps for 1099-MISC reporting
- Identify the delivered business form layouts in BIRT
- Use the composite profile for reporting

## WORKDAY STANDARD REPORTS

Before introducing Workday's Report Writer and creating custom reports, it is a good idea to first discuss the Standard Reports that are delivered in Workday.

As of the writing of this guide there are more than 1000 delivered Standard Reports in two distinct 'flavors' or types. The first type is an XpressO report. These reports are NOT able to be copied and then customized but can generally be configured based on the restrictions of the report format.

New columns or fields cannot be added to the report. XpressO reports CANNOT be customized but may only be configured. At present 80% of the delivered reports within Workday are XpressO reports and not Report Writer reports.

The second type of delivered report is a Report Writer report. Reports are accessible by searching for Workday Standard Reports and then further defining your search by category or multi category and are then displayed as follows:

Display in the report is the description of the report, the type of report (Report Writer or XpressO), then whether the report is schedulable or not, and what domain controls the security necessary to run/view the report.

The report can be run or scheduled from the Report object under the Report column as shown above. If you want to copy the report to customize it, note the report name from the Name column and then navigate to Copy Standard Report to Custom Report.



## ACTIVITY 9.1 – VIEW WORKDAY STANDARD REPORTS

Business Case: View financial related standard reports delivered by Workday.

### TASK #1: RUN REPORT

1. Sign in as a Setup Administrator (tserrano).
2. Locate the **Workday Standard Reports** report.
3. Select the following Report Categories:

<b>Field Name</b>	<b>Entry Value</b>
Report Categories	Banking Business Assets Procurement Supplier Accounts

4. Click **OK** and review the reports available.

### TASK #2: RUN AN XPRESSO REPORT

1. Search for and select the **Find Purchase Orders** report.
2. Enter the information as follows:

<b>Field Name</b>	<b>Entry Value</b>
Company	Global Modern Services, Inc. (USA)
Document Date on or After	Accept the default

3. Click **OK** and review the report information.

### TASK #3: RUN A REPORT WRITER REPORT

1. Locate the **Find Suppliers** report.

2. Select **Active** in the Supplier Status field.
3. Click **OK** and review the report information.



## DELIVERED REPORTS BY WORKTAGS

A Worktag is a tool that enables you to mark transactions and supporting data to make their business purposes clear and establish their common relationships through classification. This gives you a multidimensional view of your business that you can act upon. You can find information easier, filter searches to focused results, and analyze information in aggregated and summarized reporting by business dimension.

Examples that can be run by Worktag are:

- Trial Balance
- Ledger Detail
- Ledger Account Activity Summary
- Ledger Account Activity Summary by Source

Some features of financial reporting include:

- View up to two Worktag types in addition to account.
- Change report headings.
- Drilldown on total column.
- Display statistics on same line as amounts.
- Drilldown on statistics

## TRIAL BALANCE

The Workday trial balance is a list of all the ledger accounts with balances for your companies' ledger.

When run for a single company, the report lists the ledger account, and the beginning balance, total debit amount, total credit amount, and ending balance for the reporting period.

When run for multiple companies, you can select from the following display options:

- **Company:** Displays an ending balance column for each company that you include in the report request.
- **Summary:** When running the report for a multilevel company hierarchy, displays an ending balance column for each subordinate company hierarchy.
- **Total:** When running the report for a company hierarchy, displays an ending balance column with the total amount for each company in the company hierarchy.



## ACTIVITY 9.2 – PROCUREMENT DASHBOARD

Business Case: Review the Procurement Dashboard and procurement reports.

### TASK #1: REVIEW PROCUREMENT DASHBOARD

1. Sign in as Teresa Serrano (*tserrano*).
2. Select **Dashboards** worklet from the Home page.
3. Select **Procurement**.
4. Review the Procurement Reports.





## ACTIVITY 9.3 – SUPPLIER ACCOUNTS AND SETTLEMENT DASHBOARDS

Business Case: Review the Supplier Accounts and Settlement Dashboards.

### TASK #1: REVIEW SUPPLIER ACCOUNTS DASHBOARD

1. Sign in as Teresa Serrano (*tserrano*).
2. Select **Dashboards** worklet from the Home page.
3. Select **Supplier Accounts**.
4. Review the Supplier Accounts Reports worklet.

### TASK #2: REVIEW SETTLEMENT DASHBOARD

1. Select **Dashboards** worklet from the Home page.
2. Select **Settlement**.
3. Review the Settlement Reports worklet.





## ACTIVITY 9.4 – SPEND BY CATEGORY

Business Case: Review Spend by Category for a Company or group of companies.

### TASK #1: VIEW SPEND BY CATEGORY REPORT

1. Sign in as Teresa Serrano (tserrano).
2. Enter *spend by* into search box.
3. Select the **Spend by Category** report.
4. Select the **Global Modern Services, Inc. (USA)** Company.
5. Click **OK**.





## ACTIVITY 9.5 – TOP SUPPLIERS BY SPEND

Business Case: View the Top Suppliers by Spend report for a specific timeframe.

### TASK #1: VIEW TOP SUPPLIERS BY SPEND

1. Sign in as Teresa Serrano (*tserrano*).
2. Enter *top spend* into search box.
3. Click the **Top Suppliers by Spend** report and enter the following:

<b>Field Name</b>	<b>Entry Value</b>
Company	Global Modern Services, Inc. (USA)
Invoice Date on or After	January 1 of the current year
Invoice Date on or Before	Today's Date
Reporting Currency	USD

4. Click **OK**.



## SUPPLIER REPORTS

Use these supplier reports to help you determine the status of your supplier setup. For a complete list of reports by area, run the [Workday Standard Reports](#) report.

Report	Description
<b>Find Supplier Invoice History</b>	View supplier invoice history that has been loaded to support duplicate supplier invoice checking. Details include the invoice numbers, company, supplier, and invoice details for each invoice. You can edit them from the related action menu.
<b>My Supplier Requests</b>	This report lists supplier requests by proposed supplier name with the request status.
<b>Supplier Groups</b>	This report lists all the existing supplier groups and the number of suppliers in each group.
<b>Supplier Categories</b>	This report lists all the existing supplier categories and the number of suppliers in each category.
<b>Supplier Open Items</b>	View each supplier's reporting transactions with an open balance, it shows the transaction type, number, and date, the due date, aging days, original amount, payments applied, discounts taken, and balance.
<b>View Supplier</b>	For the specified supplier, this report provides all supplier details including category, group, payment details, and contact information.

## CONFIGURING AND PROCESSING 1099-MISC

### OVERVIEW

The 1099-MISC is an informational tax form that summarizes all non-employee compensation paid to individuals and certain organizations annually. The 1099-MISC form does not include payments made to employees. Payroll and payroll-related payments to employees are reported on the employees' W-2s.

A 1099-MISC form is required to be filed when you pay \$600 or more for goods or services from a vendor in a year.



**Tip:** The \$600 threshold is subject to change. Review the IRS form 1099-MISC instructions for the current tax year to verify threshold amounts for each category.

Generally, you will need to report the payments for the following goods or services from a vendor if the filing threshold is met or exceeded:

- Cash payments to fishermen
- Crop insurance proceeds
- Medical and health care payments
- Prizes and awards
- Proceeds paid to attorneys
- Rents
- Services (including parts and materials)
- Other types of payments not covered by another information reporting document

In Workday, you can set up 1099-MISC reporting, generate previews, and print IRS forms.



### MAP 1099 MISC CATEGORIES TO SPEND CATEGORIES

You can map one or more spend categories or spend category hierarchies to each category box on IRS form 1099-MISC.

You can use these mappings to track payment of:

- Supplier invoices to 1099 suppliers where lines have spend categories or spend category hierarchies that map to 1099-MISC categories.
- Ad hoc payments to 1099 suppliers where lines have spend categories or spend category hierarchies that map to 1099-MISC categories.

- Ad hoc bank transactions to 1099 suppliers where the transaction is a withdrawal, is flagged for inclusion in IRS 1099-MISC reporting, and has lines with spend categories or spend category hierarchies that map to 1099-MISC categories.
- 1099 suppliers can include regular suppliers and independent contingent workers. Because only certain types of payments are reportable to the IRS as 1099-MISC payments.
- 1099-MISC only the payments associated with a spend category or spend category hierarchy that maps to a 1099-MISC category. Workday tracks and classifies all other 1099 supplier payments as uncategorized.

You can access the Update 1099 MISC Configuration task.

1099 MISC Category	*IRS 1099 MISC Category
<input type="checkbox"/>	Box 1: Rents
<input type="checkbox"/>	Box 3: Other income
<input type="checkbox"/>	Box 6: Medical and health care
<input type="checkbox"/>	Box 7: Nonemployee compensation
<input type="checkbox"/>	Box 14: Gross proceeds paid to an attorney
	Legal & Auditing Fees

Hierarchy	Threshold	Currency
	0.00	USD

1. Select one or more payment types to exclude from 1099 MISC reporting.
2. Complete the following:

**IRS 1099 MISC Category**

Select the IRS form 1099-MISC category box to map to spend categories or spend category hierarchies in Workday

**Spend Category or Hierarchy**

Select one or more to associate with each 1099-MISC category.  
When you make payments to 1099 MISC suppliers, Workday reports the amount for invoice lines, ad hoc lines, and ad hoc bank transactions with these spend categories or spend category hierarchies in the appropriate box on the 1099-MISC form.

**Threshold**

Set the minimum USD amount necessary to report a 1099 supplier's earnings for the 1099 MISC category, as defined by the IRS for the tax year.  
When total yearly payments to a 1099 supplier exceed the threshold in a given category, your company needs to report them to the IRS as 1099 MISC payments.

For payments made to 1099 suppliers, Workday tracks categorized and uncategorized amounts for 1099 MISC reporting.

The 1099 MISC Report shows all amounts paid to 1099 suppliers, including amounts below the threshold and uncategorized amounts. Printed forms show only categorized amounts that are at or above the threshold.

For example, you may have a supplier invoice with a Legal and Auditing Fees spend category on the invoice line. When you pay the invoice the line amount goes toward Box: 14 Gross proceeds paid to an attorney on the IRS form 1099 MISC for that supplier.

## Step 2

### DESIGNATE A PAYEE

You can designate a supplier, investor, independent contingent worker, or an ad hoc payee as a 1099 payee if you issue an IRS form 1099-MISC at year-end to summarize payments to that payee for the year.

1. Access the Create Supplier, Create Supplier Change, Create/Edit Investor, or Create/Edit Ad Hoc Payee task.
2. From the Tax Authority Form Type field, select 1099 MISC.
3. For 1099 suppliers, select Report 1099-MISC with Parent to consolidate 1099 MISC reporting for parent and child suppliers.
4. For independent contingent workers, access the Assign Tax Authority Form Type to Contingent Worker task to select the 1099 MISC tax authority form type.
5. Select the TIN Type and enter a Tax ID.

Workday includes these payees and their applicable payments in 1099-MISC reporting. An applicable payment is one paid to a 1099 payee from an invoice, ad hoc payment, or ad hoc bank transaction that includes lines with spend categories mapped to 1099-MISC categories.

You can preview 1099-MISC reporting to ensure accuracy and completeness of 1099 payees and their payment data before printing 1099 MISC forms.



**Tip:** Workday uses the payment date for 1099-MISC reporting, not the transaction date. For example, if an independent contingent worker submits a supplier invoice

on December 25 and your company pays it on January 2, then the payment applies to 1099-MISC reporting for the new year.

You can run the 1099-MISC report for a company or a company hierarchy. The report summarizes data by company, showing the total amount and total number of payees. When using a company hierarchy and printing 1099 MISC forms or filing electronically, Workday splits the output by company.

## Step 3

### CREATE OR EDIT 1099-MISC ADJUSTMENTS

Optionally, you can adjust 1099-MISC spend categories if you need to reclassify how payments are reflected in 1099 reporting.

## Step 4

### CREATE OR MODIFY 1099-MISC RUN

You can create or modify a 1099-MISC run for a company or a company hierarchy. When you use the Create or Modify 1099-MISC Run task you will save the 1099-MISC data created during a unique processing run. This calculates your 1099-MISC filing as a snapshot in time and becomes the base file for subsequent filing. You can run this task for a company or a company hierarchy.

Use the following to manage your 1099-MISC reporting:

Task	Description
<b>Find 1099-MISC Runs</b>	Find 1099-MISC runs by company or company hierarchy for a calendar year. The results are shown in reverse chronological order so that you see your most recent runs first.
<b>Find 1099-MISC</b>	See all payees with a 1099-MISC that your company had for a calendar year.

**Find 1099-MISC Print Run Groups**

Find 1099-MISC print run groups so that you can more locate the PDFs that you've already generated for a company or company hierarchy and calendar year. From here you can also print for individual payees within a group.

**Step 5**

**CREATE CORRECTED 1099-MISC RUN**

Optionally, you can modify information for payees in an existing 1099-MISC run.

**Step 6**

**SELECT 1099-MISC AND 1096 FORM LAYOUTS**

You can select a 1099-MISC or a 1096 form layout to use when you print 1099-MISC and 1096 forms. You can either select a layout that uses preprinted stock or one that prints the IRS form and your reporting details on blank paper.



**Tip:** To file 1096 forms with the IRS, you must use the IRS 1096 Preprinted Form layout. The IRS 1096 Display Only Form prints the image on blank stock, but it cannot be used to scan the report or file it with the IRS.



## Step 7

### PRINT 1099-MISC AND 1096 FORMS

You can print IRS 1099-MISC and 1096 forms for 1099 payees on blank or preprinted stock.



Tip: To file 1096 forms with the IRS, you must select the IRS 1096 Preprinted Form layout. The IRS 1096 Display Only Form prints the image on blank stock, but can't be used to scan the report or file it with the IRS.

You must complete the following prior to printing your forms:

- Select a preprinted, blank, or display only form layout from the Edit 1099-MISC and 1096 Print Form Layout task.
- Create a 1099-MISC run.
- Before printing, run the Duplicate Taxpayer ID report and the 1099-MISC Supplier Missing Taxpayer IDs report. Make any necessary adjustments.
- Use the 1099-MISC report to preview 1099-MISC reporting and review 1099 payee payment details.



## Step 8

### CREATE ELECTRONIC FILING 1099-MISC INTEGRATION

Create an integration system to generate electronic Form 1099-MISC files that you can upload to the US Internal Revenue Service FIRE web site, and add the integration system as an integration step to the 1099 Electronic Filing Run Event business process. This business process is initiated by the Generate 1099-MISC Electronic Filing task.



Tip: Companies with 250 or more 1099 payees must file electronically with the IRS.

The integration system cannot upload Form 1099 files to the IRS FIRE web site; you must do so manually. For that reason, you do not need to configure delivery options for the integration system. Instead, you can retrieve the output files from Workday using the 1099-MISC Work

Area report. When you configure the integration system, you can specify a retention period of up to 180 days for the 1099 files.



## Step 9

### GENERATE 1099-MISC ELECTRONIC FILE FOR IRS

To generate 1099-MISC electronic files, you must first create a 1099-MISC Electronic Filing integration and configure a 1099-MISC Electronic Filing Run Event business process to launch the integration.

The Generate 1099-MISC Electronic Filing task produces an electronic file for IRS reporting.

You can file for one or for multiple companies with single transmitter.

Use Workday's Get Company 1099-MISC Data and Get 1099-MISC web services to populate integrations which will generate the 1099-MISC data file.

### NEXT STEPS

- Send 1099-MISC forms to 1099 payees for tax filing purposes.
- File the 1096 form and related 1099-MISC forms with the IRS.

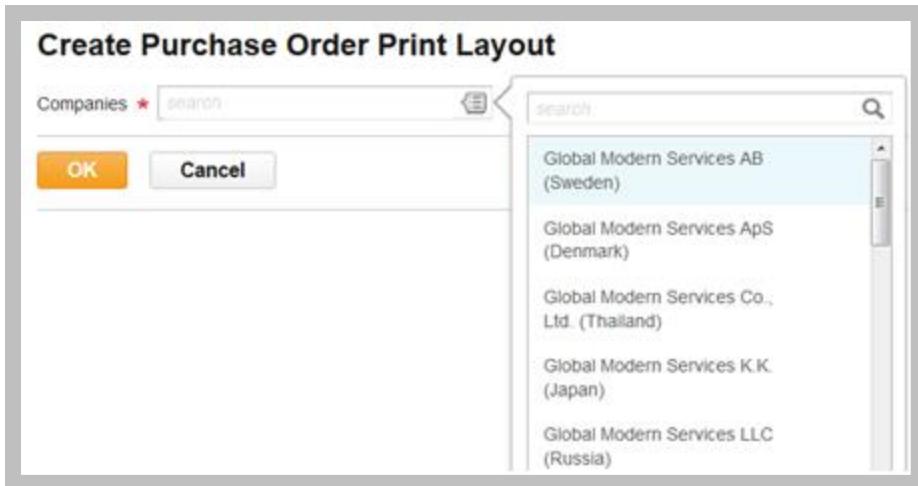
### BUSINESS INTELLIGENCE AND REPORTING TOOLS (BIRT) PRINT LAYOUTS

#### CREATE PURCHASE ORDER PRINT LAYOUTS

You can customize the Workday-delivered business form layout to include images for a company logo and signature.

You can define layouts to issue purchase orders as PDF email attachments or printed files to suppliers.

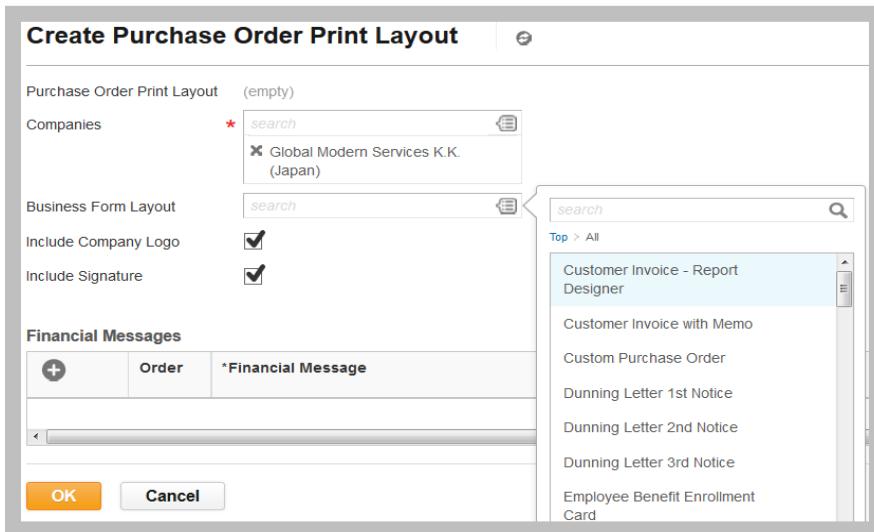
1. Access the Create Purchase Order Print Layout task.
2. Select one or more companies.



Each company can have only one purchase order print layout.

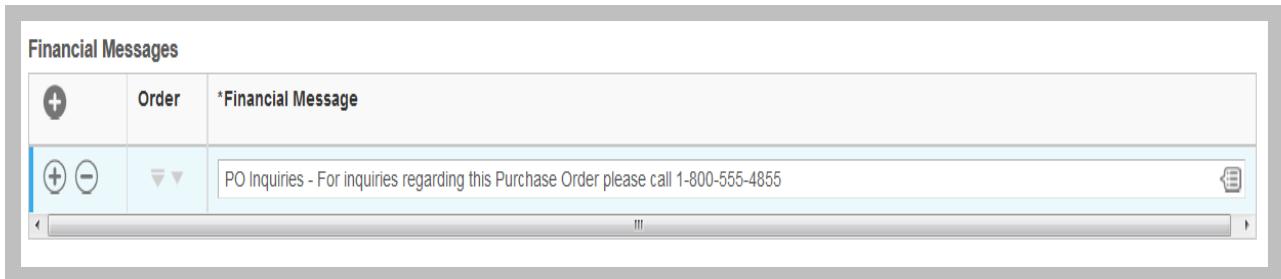
3. If you require more flexibility than the delivered purchase order print layout, use a Custom Business Form Layout.
4. Check Include Company Logo and Include Signature to include these on your layout.

The company logo and signature are generated from the Workday-delivered purchase order layout or custom layout you optionally used.



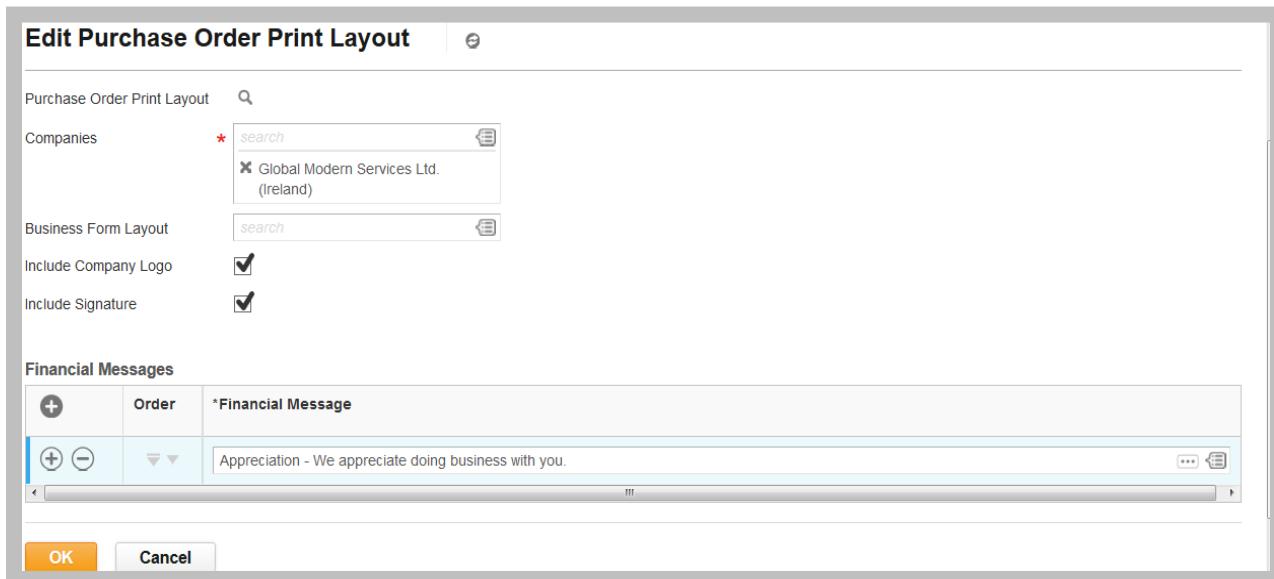
5. Select or create financial messages for printed purchase orders.

Financial messages display on each purchase order you generate with this layout. You can include up to 3 messages.



Workday automatically uses the print layout when your company generates PDF email attachments and printed purchase orders.

You can also edit your purchase order print layout if you need to make any adjustments using the Edit Purchase Order Print Layout task.





## VIDEO 9.1 – BIRT OVERVIEW FOR FINANCIALS

Introduction: Check out the next video presentation.

### NOTES

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## CREATE CUSTOM BUSINESS FORM LAYOUTS FOR PURCHASE ORDERS

Workday delivers a standard business form layout for purchase orders called Printable Purchase Order.

If the delivered business form layout doesn't meet your needs, you can create your own custom business form layouts and associate them with purchase order print layouts and in some cases, replace a delivered layout using Report Designer in Workday Studio.

1. Create your own XSL stylesheet or design a business form layout using Report Designer in Workday Studio to define the placement of lines and boxes on the purchase order.
2. Create a custom business form layout.
  - A. Access the Create Business Form Layout task.
  - B. Check the Active box.
  - C. Enter the number of days for retaining purchase orders before they expire in Resulting Document Expiration Offset (in days).
  - D. After the expiration time period is over, the PDF layout is no longer available and you cannot display or print the purchase order.
  - E. To maximize purchase order expiration days, Workday supports up to 25,000 days.
  - F. Choose a business form layout from one of the following prompts:
    - G. XSL Attachment
    - H. Report Design
    - I. Select a Custom Report.
  - J. Add the Token Name for the company logo and signature as follows:
    - company\_logo
    - po\_signature
  - K. These tokens are in your XSL stylesheet or Report Designer business form layout.
3. Access the Configure Business Form Layout task to upload images for the company logo and signature tokens.
4. Associate your custom layout with the purchase order print layout.

- A. Access the Create/Edit Purchase Order Print Layout task.
- B. Select the Business Form Layout.
- C. Check the applicable Include Company Logo and Include Signature options.
5. (Optional) Include financial messages for purchase order business documents.

When you print purchase orders, Workday uses the custom business form layout for the company instead of the delivered one.

Workday displays the payment type, such as credit card or check, in the purchase order header.

## PRINT CHECKS

Workday delivers three business form layouts for checks and advices, each of which contain a metadata XSL stylesheet that defines the default placement of fields, company logo, and signature on checks and advices. The business form layout that Workday uses at print time depends on whether the printout is a financial check, payroll check, or pay slip.

To customize the default configuration of checks and advices, you can create check print layouts. Based on the check or advice stock you've selected; you can configure a layout to:

- Print checks at the top, middle, or bottom of the page.
- Establish the print location of items such as dates, payee names, and addresses.
- Specify the placement of additional fields necessary to print on blank check stock.
- Elect to print the company logo and signature on the check.
- Elect to print the company name on the remittance.
- Define both financial and payroll-specific check options.

Business form layouts assume the use of preprinted check stock. If you opt to use the default business form layout configuration rather than define your own check print layouts, you must use preprinted check stock. To use blank check stock, you must use check print layouts to configure the additional fields.



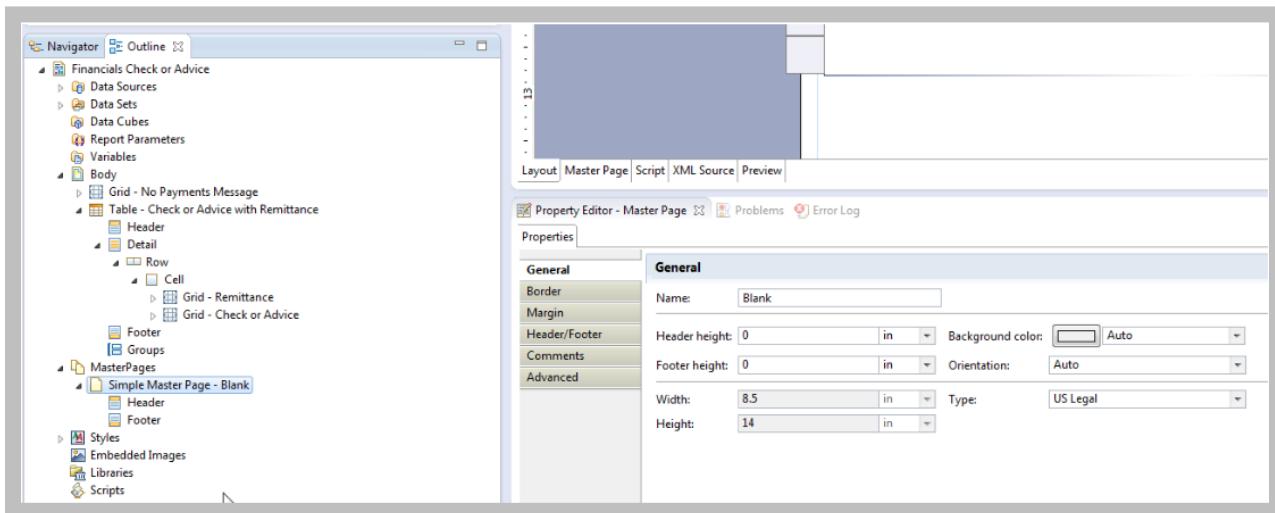
**Tip:** Users can issue a positive pay file to the bank. It is a business process in Workday.

## CONFIGURE BIRT CHECK PRINTING FOR FINANCIALS OVERVIEW

### OVERVIEW

#### Step 1

Download the report design file from the Solution Catalog.

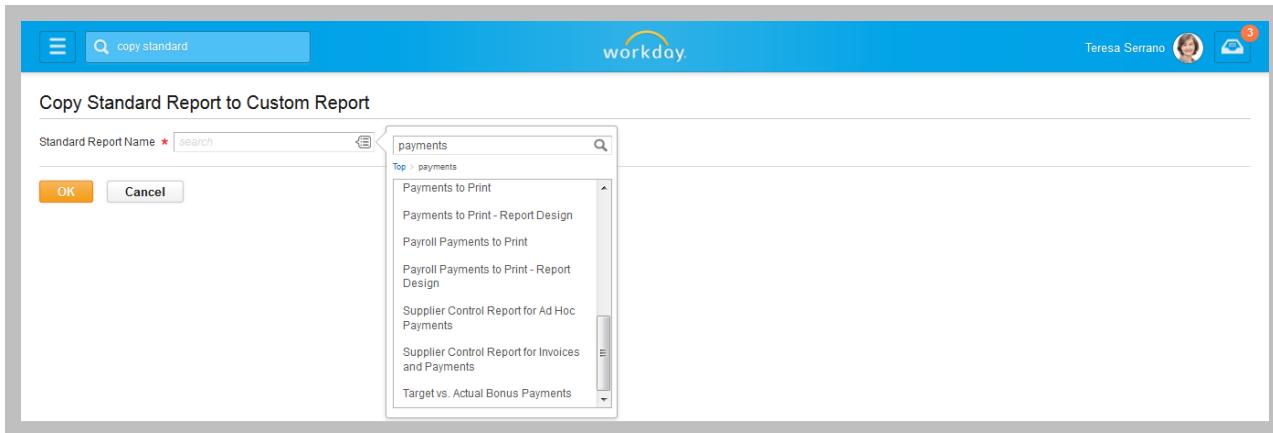


#### Step 2

Copy Standard Report to Custom Report: Payments to Print-Report Design.

Go into your Workday tenant and use the Copy Standard Report to Custom Report task and copy the Payments to Print-Report Design report and create your client specific version (e.g. Green Planet Payments to Print-Report Design).

There is also a DIFFERENT standard report for payroll checks, so make sure you pick the correct one.



## Step 3

Create your business format layout in Workday.

Relate the new report design file from Step 1 and the Workday report from Step 2 to your business form layout.

Here, you attach the report design file per Step 1, and the Workday Standard report created in Step 2 above.

Create Business Form Layout	
Business Form Layout	(empty)
Description	* Bank of America Financial Check
Active	<input checked="" type="checkbox"/>
Resulting Document Expiration Offset (in days)	* 0
Comment	
Apply Report Design separately to each row	<input type="checkbox"/>
Custom Report	* Payments to Print - Report ...

## Step 4

## Spend for Workday 28

Define tokens for the business form layout. Then, you can configure business form layout to upload images for each token.

As with XSLT, you can configure tokens for logo and check signatures for your business form. These image files can also be inserted directly into the BIRT report design.

The screenshot shows the 'Tokens' configuration dialog. It lists three items under 'Tokens': 'check\_second\_signature', 'company\_logo', and 'check\_signature'. Each item has a 'Token Name' field and a 'Value' field. Below this is a 'Translations' section with a table for 'User Language' and 'Custom Business Form Report Design Translation Attachment'. The table shows 'No Data'. At the bottom are 'OK' and 'Cancel' buttons.

The screenshot shows the 'Token Substitution' configuration dialog. It lists three items under 'Token Substitution': 'check\_signature', 'company\_logo', and 'check\_second\_signature'. Each item has a 'Value' field, a 'Comment' field, and an 'Attach' button. Below this is a note about image formats. At the bottom are 'OK' and 'Cancel' buttons.

## Step 5

You can create the check print layout in Workday using the Create Check Print Layout with Report Design task.

Give the layout a name and reference the business form created in Step 3 above.

Additionally, you can define PDF security options same as is done with XSLT check.

**Create Check Print Layout with Report Design**

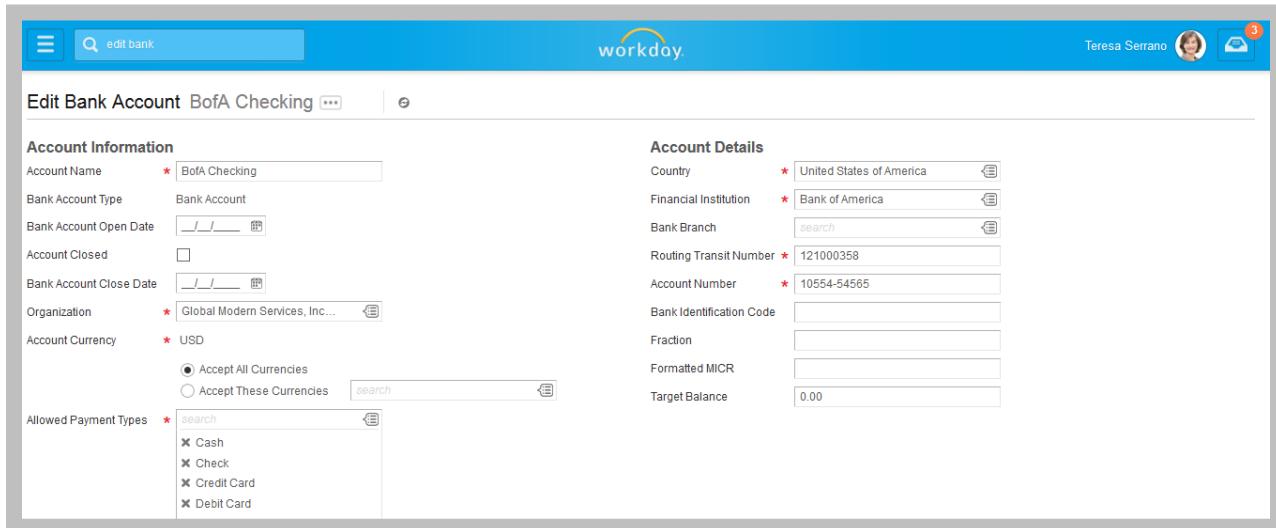
Check Print Layout with Report Design	(empty)
Check Print Layout Name	* BofA Financial Checks
Custom Business Form Layout	* Bank of America Financial 

## Step 6

You can configure bank accounts to use the new check print layout.

Update any affected bank accounts with your new check print layout from Step 5.

For clarity, there are separate prompts for XSLT and BIRT check layouts.



The screenshot shows the Workday interface with a blue header bar. On the left, there's a search bar with 'edit bank' and a magnifying glass icon. In the center, the Workday logo is displayed. On the right, there's a user profile for 'Teresa Serrano' with a small photo and a notification badge showing '3'.

The main content area is titled 'Edit Bank Account' and shows the account details for 'BofA Checking'. The page is divided into two sections: 'Account Information' on the left and 'Account Details' on the right.

**Account Information:**

- Account Name: \* BofA Checking
- Bank Account Type: Bank Account
- Bank Account Open Date:  (with a calendar icon)
- Account Closed:
- Bank Account Close Date:  (with a calendar icon)
- Organization: \* Global Modern Services, Inc... 
- Account Currency: \* USD
  - Accept All Currencies
  - Accept These Currencies  
- Allowed Payment Types: \*  
  - Cash
  - Check
  - Credit Card
  - Debit Card

**Account Details:**

- Country: \* United States of America 
- Financial Institution: \* Bank of America 
- Bank Branch:  
- Routing Transit Number: \* 121000358
- Account Number: \* 10554-54565
- Bank Identification Code:
- Fraction:
- Formatted MICR:
- Target Balance: 0.00

The screenshot shows the 'Check Options' page in Workday. At the top, there are checkboxes for 'Enable Positive Pay' (checked) and 'Last Check Number Used' (set to 2161). Below these are fields for 'Check Print Layout' (with a search bar and a small icon) and 'Use Branch Address' (unchecked). A large green button labeled 'Settlement Setup' is visible. To the right, a sidebar titled 'Merchant Accounts' contains a search bar and three options: 'Check Print Layouts using Stylesheets', 'Check Print Layouts using Report Designs', and a 'Create' button.

## Step 7

Modify your report design using BIRT as required.

- Reposition fields, adding and removing fields.
- Upload a new version of the report design file to the business form.

From this point, it is an iterative process of generating your checks in Workday and fine-tuning to address your client and bank requirements.

## Step 8

Modify the Workday standard report using BIRT as required.

- For example, if there was a field not delivered in the standard report that your customer requires, you could use BIRT to add it.
- Add fields to Workday standard report first, and then add them to the report design.
- Upload the new version of the report design file to your business form.

In some cases, you may have a field that your client wants or needs that is not included in the Workday standard report. For this, you would simply modify the Workday Standard Report to include this field.



## Step 9

Retest BIRT Financial Check in your tenant.



## ACTIVITY 9.6 – CREATE PURCHASE ORDER PRINT LAYOUTS

Business Case: Define business form layouts when issuing POs.

### TASK #1: CREATE PURCHASE ORDER PRINT LAYOUTS

1. Sign in as Finance Administrator Teresa Serrano (*tserrano*).
2. Locate the **Create Purchase Order Print Layout** task.
3. Select **Global Modern Services Ltd (Singapore)** as your company.
4. Click **OK**.
5. In the Business Forms Layout field, select **Custom Purchase Order**.
6. Mark the **Include Company Logo** checkbox.
7. Mark the **Include Signature** checkbox.
8. Click the **Add Row** icon to add a row to the Financial Messages region.
9. Select Purchase Orders > **PO Inquiries - For inquiries regarding this Purchase Order please call 1-800-555-4855**.
10. Click **OK**.
11. Click **Done**.





## ACTIVITY 9.7 – RUN REPORTS

Business Case: Review procurement reports available in Workday.

### TASK #1: RUN REPORTS

1. Sign in as Finance Administrator Teresa Serrano (*tserrano*).
2. Enter *Work Stand* into the search box.
3. Select the **Workday Standard Reports** report.
4. Select the following Report Categories:

<b>Field Name</b>	<b>Entry Value</b>
Report Categories	Set Up Procurement
	Set Up Supplier Accounts
	Set Up Supplier Contracts
	Supplier Accounts
	Supplier Contracts

5. Click **OK**.
6. Review the reports available.
7. Sign out.





## VIDEO 9.2 – CUSTOM REPORTS FOR SUPPLIERS

Introduction: Check out the next video presentation.

## NOTES

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## CHAPTER 9 KNOWLEDGE CHECK

Please complete the Manage Reports and Analytics quiz in the Workday Learning Center.

## FINAL EXAM

Check your knowledge by completing the following in the Workday Learning Center:  
**Spend Final Exam.**

This exam covers the following areas:

- Procurement and Supplier Management
- Process Procurement
- Request for Quote
- Matching Overview and Setup
- Supplier Invoicing
- Procurement Cards, Banking and Settlement of Payments
- Supplier Collaboration
- Business Assets and Business Asset Accounting
- Manage Reports and Analytics



Questions are based on information in the Spend Course Manual, as well as from the required Videos and Demonstrations that you watched. Please note, there may be exam questions based on information in the Videos and Demonstrations that was not included in the Course Manual.



You have 3 hours to complete the final exam. There are no time extensions. You must achieve at least 80% on the final exam to pass the class.

Good luck!