Finance: Procurement Lifecycle

Procurement

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

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

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Procurement Guidelines

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

Goods & Services Contract Value	Prevailing Wage Contract Value	Requirements *
$0 – $23,959	$0 – $8,519	**1 Quote** *(Competition is not required, but is recommended)*
$23,960 – $119,799	$8,520 – $42,599	**3 Quotes** *(except for limited sole source exceptions in which the sole source form must be completed, use of a Cooperative Contract in accordance with the methodology listed on the website)*
$119,800	$42,600	**Bid Threshold - Three Potential Methodologies** 1) Public Bid; 2) RFP Waiver of Advertising *(if an exception exists)*; or 3) Use of a Cooperative Contract *(in accordance with the methodology listed on the website)*
$850,000 and Above		**Board of Trustees Approval** *(required for all procurements regardless of methodology)*

**** University Contracts (UNC's) may be utilized for any threshold. University-wide UNCs are posted on the website.***

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

General Goods & Services Threshold	Prevailing Wage Threshold	Requirements
17,970	$6,390	**Business Registration Certificate (BRC)*** *(for individual or cumulative purchases within a fiscal year or the aggregate contract value totaling 15% of the bid threshold or more) –* Non-profits and public entities are exempt.
$17,500		**Chapter 51 Approval (EEO333 Political Contributions) *** *(for individual or cumulative purchases within a fiscal year or the aggregate contract value totaling $17,500 or more) –* Non-profits and public entities are exempt.
$119,800	$42,600	**Certificate of Employee Information Report (Affirmative Action) *** *(for individual or cumulative purchases within a fiscal year or the aggregate contract value totaling the bid threshold or more)*
Not Applicable	$2,000	**Public Works Registration Certificate*** *(related to prevailing wage)*

More detailed information is located on the Procurement Resources website.

Requisitions

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

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

Workday Procurement Process

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

Confirm Available Budget

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

Confirm Supplier in the System

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

For VPAT https://www.montclair.edu/digital-accessibility-initiative/information-for-vendors/

Enter Requisition

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

Approvals

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

Procurement Buyer

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

PO Change Request

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

Receiving

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

Returns

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

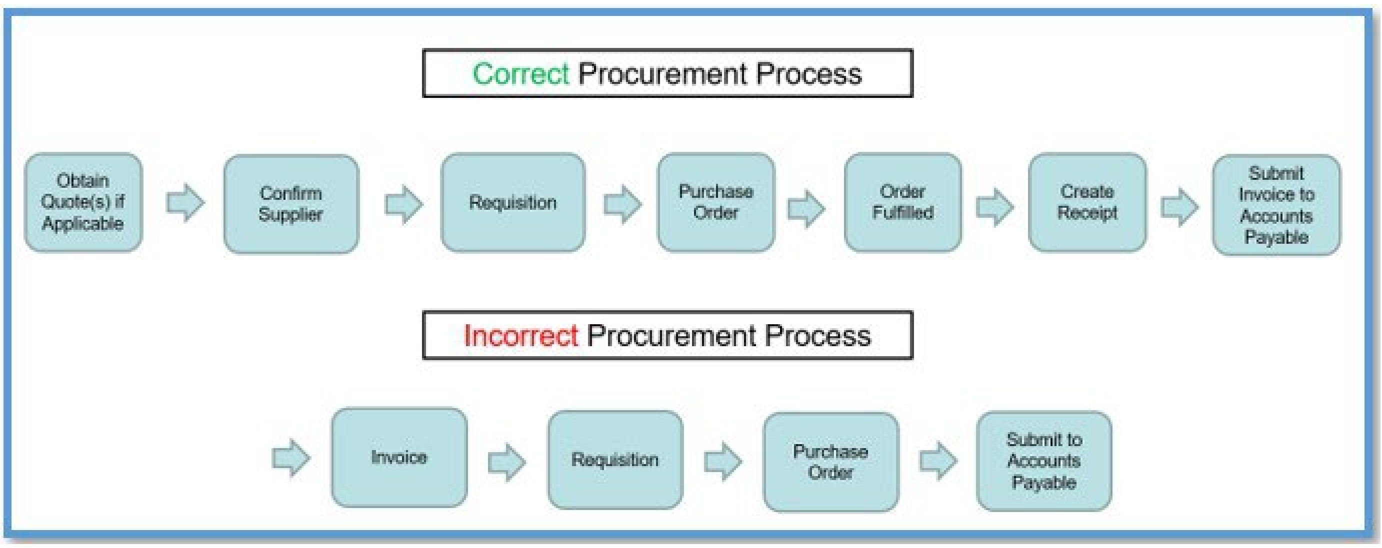
Invoice to Accounts Payable

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

Payment to Supplier

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

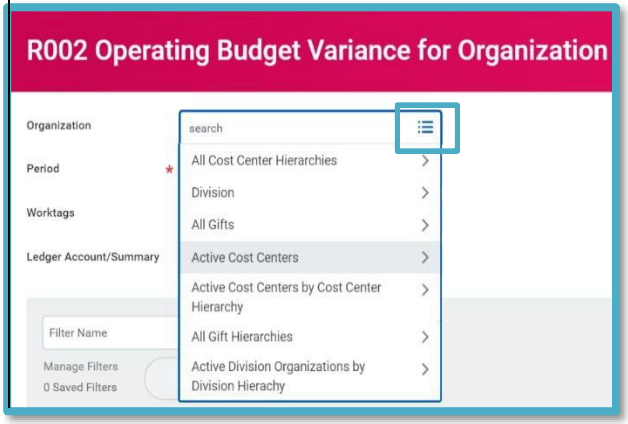
The below diagram explains the correct Procurement Process:



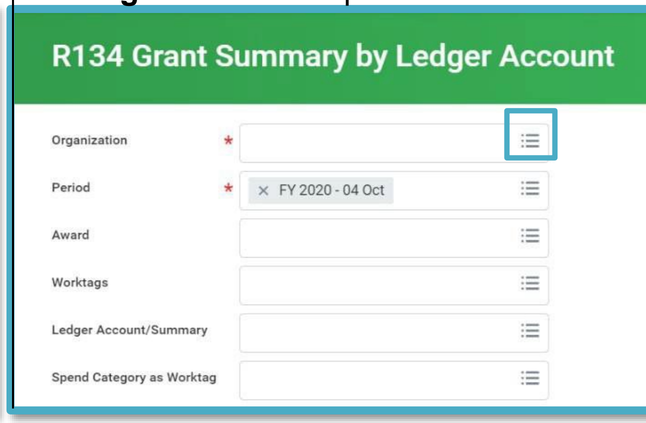
Check Budget

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

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

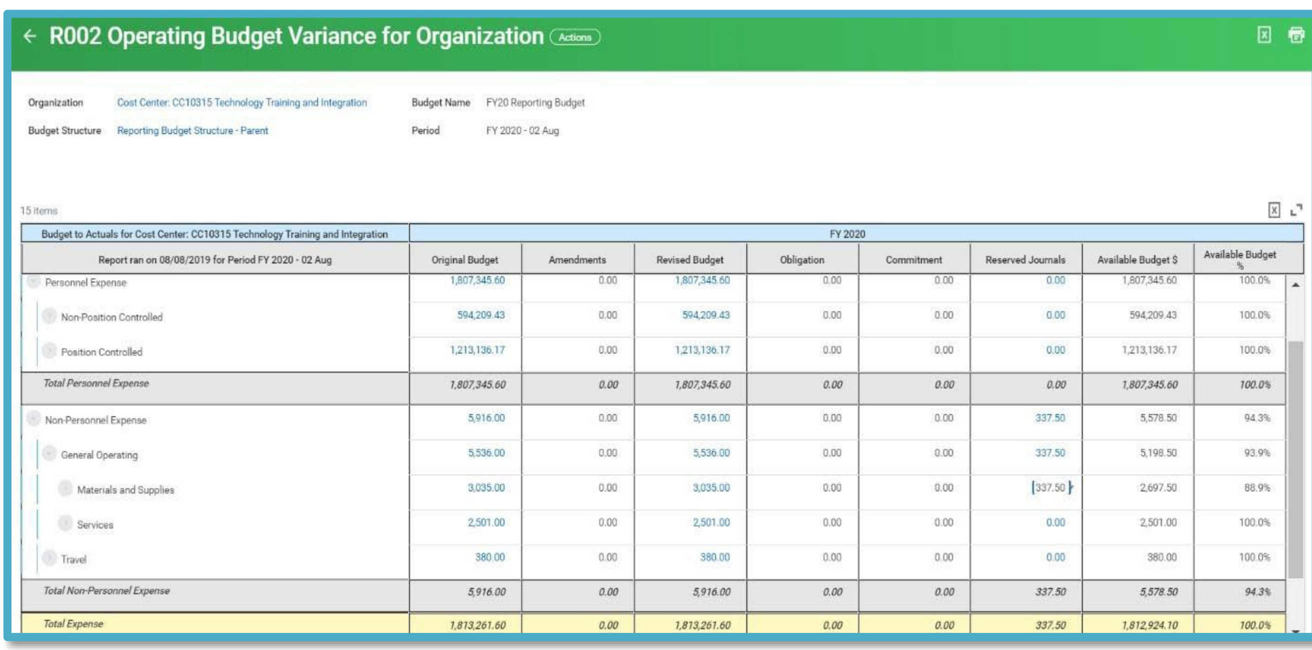


- In the *Search* field, enter **R134** to find and run the **Grant Summary by Ledger Account** report.



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

The R002 Budget Variance Report.



R002 Operating Budget Variance for Organization Actions

Organization: Cost Center: CC10315 Technology Training and Integration | Budget Name: FY20 Reporting Budget
Budget Structure: Reporting Budget Structure - Parent | Period: FY 2020 - 02 Aug

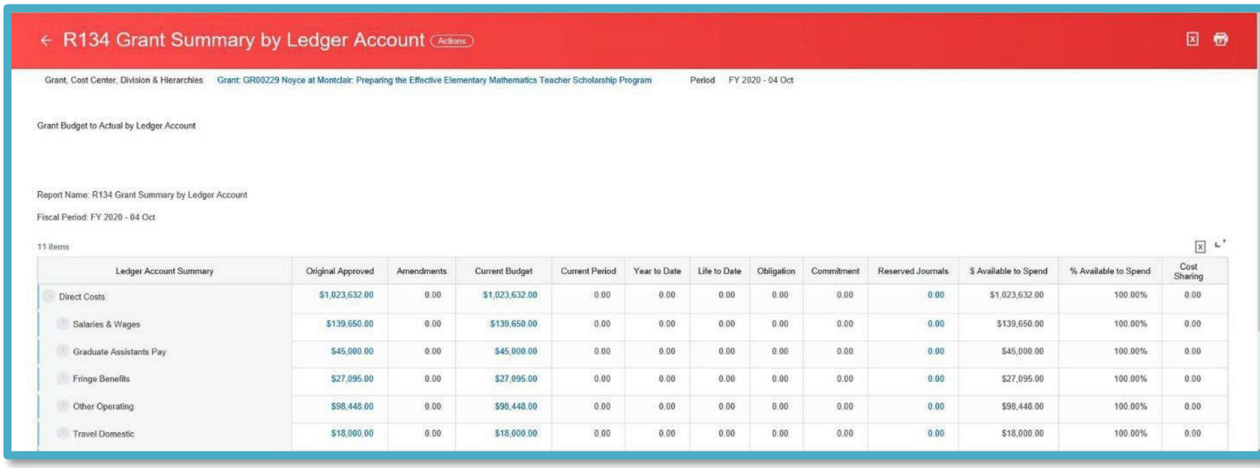
15 items

Budget to Actuals for Cost Center: CC10315 Technology Training and Integration	FY 2020							
Report ran on 08/08/2019 for Period FY 2020 - 02 Aug	Original Budget	Amendments	Revised Budget	Obligation	Commitment	Reserved Journals	Available Budget $	Available Budget %
Personnel Expense	1,807,345.60	0.00	1,807,345.60	0.00	0.00	0.00	1,807,345.60	100.0%
Non-Position Controlled	594,209.43	0.00	594,209.43	0.00	0.00	0.00	594,209.43	100.0%
Position Controlled	1,213,136.17	0.00	1,213,136.17	0.00	0.00	0.00	1,213,136.17	100.0%
Total Personnel Expense	*1,807,345.60*	*0.00*	*1,807,345.60*	*0.00*	*0.00*	*0.00*	*1,807,345.60*	*100.0%*
Non-Personnel Expense	5,916.00	0.00	5,916.00	0.00	0.00	337.50	5,578.50	94.3%
General Operating	5,536.00	0.00	5,536.00	0.00	0.00	337.50	5,198.50	93.9%
Materials and Supplies	3,035.00	0.00	3,035.00	0.00	0.00	337.50	2,697.50	88.9%
Services	2,501.00	0.00	2,501.00	0.00	0.00	0.00	2,501.00	100.0%
Travel	380.00	0.00	380.00	0.00	0.00	0.00	380.00	100.0%
Total Non-Personnel Expense	*5,916.00*	*0.00*	*5,916.00*	*0.00*	*0.00*	*337.50*	*5,578.50*	*94.3%*
Total Expense	*1,813,261.60*	*0.00*	*1,813,261.60*	*0.00*	*0.00*	*337.50*	*1,812,924.10*	*100.0%*

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

If there is not enough budget in the correct parent account, a budget amendment will need to be completed and approved. For further instructions on processing budget amendments can be found in the Budget Amendment Reference Guide.

The R134 Grant Summary by Ledger Account report.


R134 Grant Summary by Ledger Account Actions

Grant, Cost Center, Division & Hierarchies Grant: GR00229 Noyce at Montclair: Preparing the Effective Elementary Mathematics Teacher Scholarship Program Period FY 2020 - 04 Oct

Grant Budget to Actual by Ledger Account

Report Name: R134 Grant Summary by Ledger Account

Fiscal Period: FY 2020 - 04 Oct

11 items

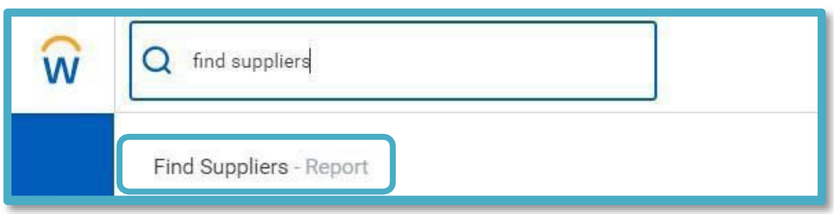
Ledger Account Summary	Original Approved	Amendments	Current Budget	Current Period	Year to Date	Life to Date	Obligation	Commitment	Reserved Journals	$ Available to Spend	% Available to Spend	Cost Sharing
Direct Costs	$1,023,632.00	0.00	$1,023,632.00	0.00	0.00	0.00	0.00	0.00	0.00	$1,023,632.00	100.00%	0.00
Salaries & Wages	$139,650.00	0.00	$139,650.00	0.00	0.00	0.00	0.00	0.00	0.00	$139,650.00	100.00%	0.00
Graduate Assistants Pay	$45,000.00	0.00	$45,000.00	0.00	0.00	0.00	0.00	0.00	0.00	$45,000.00	100.00%	0.00
Fringe Benefits	$27,095.00	0.00	$27,095.00	0.00	0.00	0.00	0.00	0.00	0.00	$27,095.00	100.00%	0.00
Other Operating	$98,448.00	0.00	$98,448.00	0.00	0.00	0.00	0.00	0.00	0.00	$98,448.00	100.00%	0.00
Travel Domestic	$18,000.00	0.00	$18,000.00	0.00	0.00	0.00	0.00	0.00	0.00	$18,000.00	100.00%	0.00

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

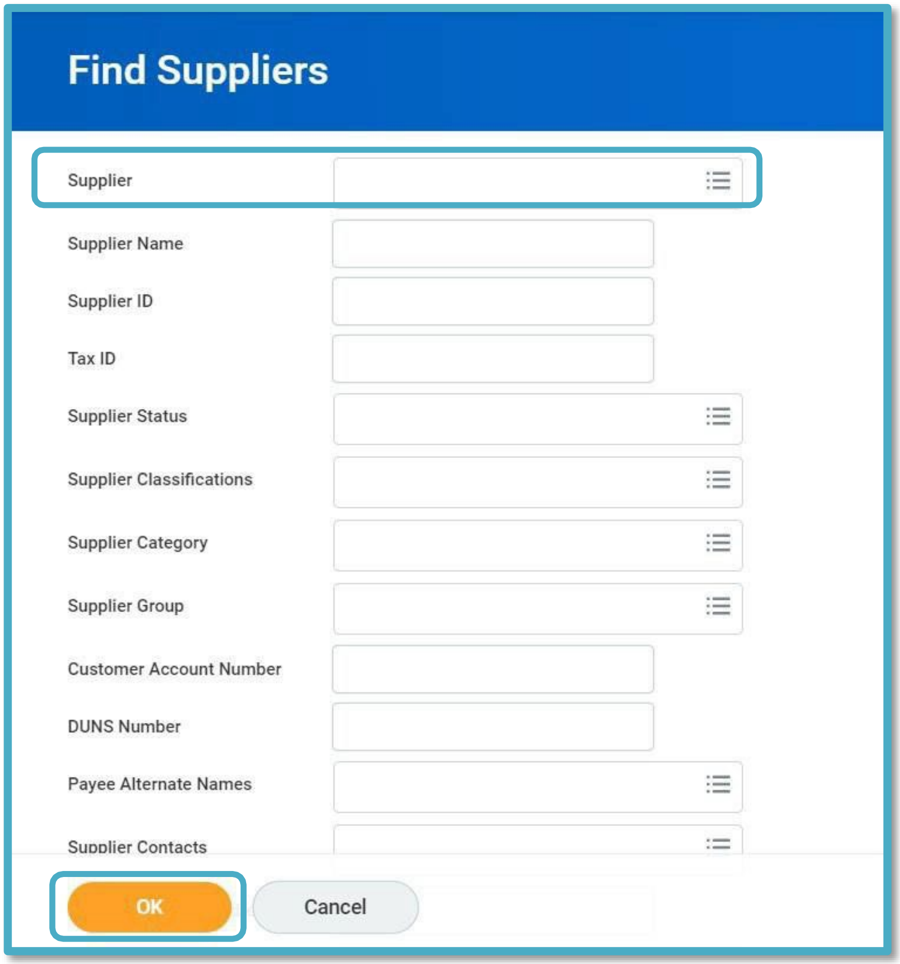
Confirm Supplier in Workday

BEFORE beginning the Requisition process, confirm the supplier exists in Workday.

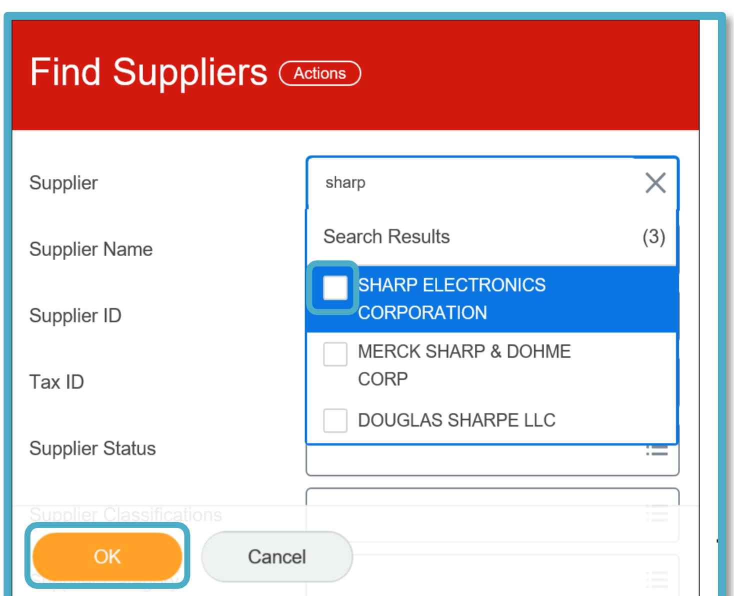
1) Type **Find Suppliers** in the *Search* field, and click **Find Suppliers**



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



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



In the supplier report:

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


Find Suppliers

Supplier Name cayuse IRS 1099 Supplier No

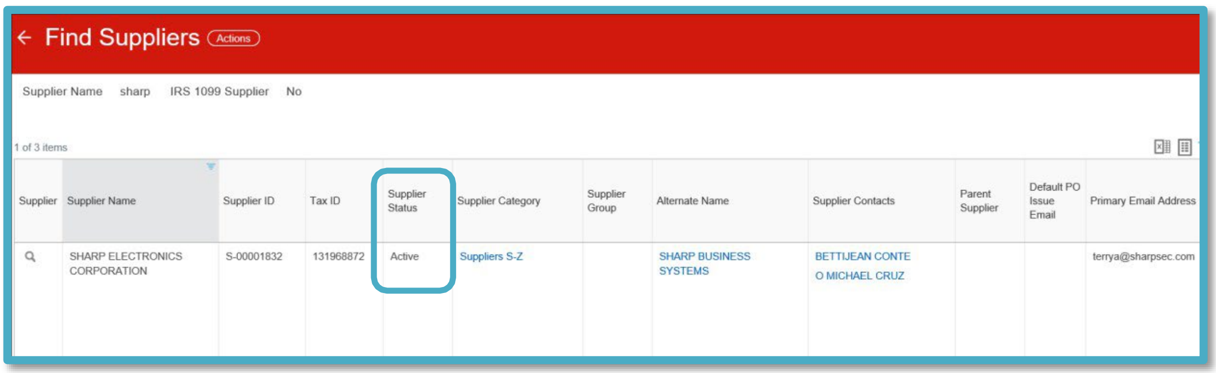
1 item

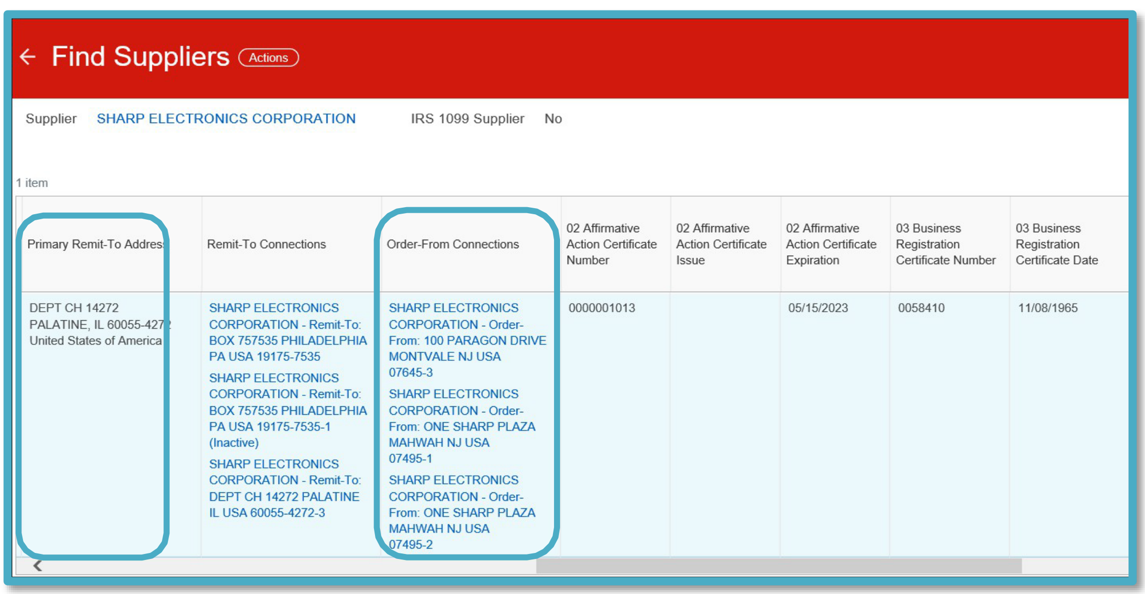
Does Supplier have approved HECVAT	HECVAT Expiration Date	HECVAT Review Form Expiration Data	Does Supplier Have Approved VPAT	VPAT Expiration Date
Yes	10/25/2022	10/25/2025	Yes	

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

The Supplier Create/Maintain form can be found on here.

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



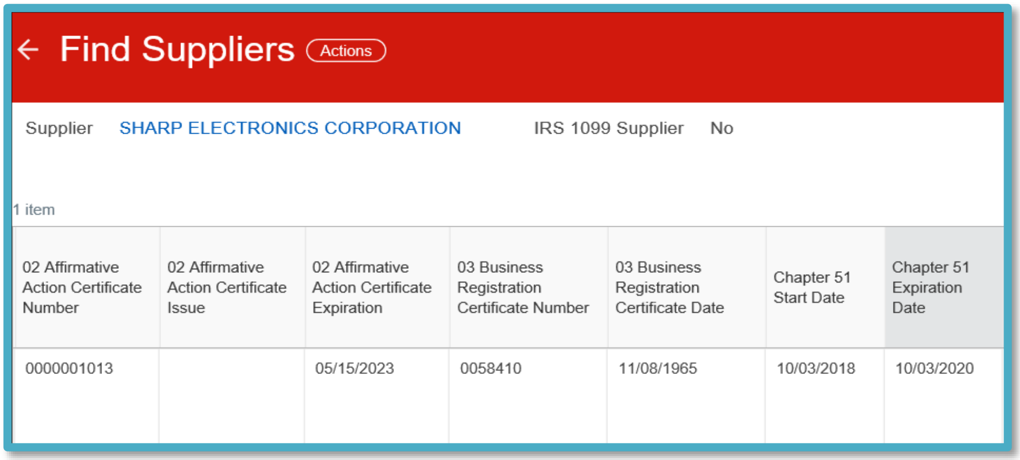


To the right of the Supplier, is where you would locate the State required certificates and their expiration dates.

Dollar Threshold: General Goods & Services $17,970 / Prevailing Wage $6,390 and above Requirements: Business Registration Certificate (BRC) Policy & Regulations: State of NJ Requirement Cumulative across the University

Dollar Threshold: $17,500 and above Requirements: Chapter 51 (Political Contributions Disclosure Form) Policy & Regulations: State of NJ Requirement

Dollar Threshold: General Goods & Services $119,800 / Prevailing Wage $42,600 and above
Requirements: Affirmative Action Certificate.


Find Suppliers Actions

Supplier SHARP ELECTRONICS CORPORATION IRS 1099 Supplier No

1 item

02 Affirmative Action Certificate Number	02 Affirmative Action Certificate Issue	02 Affirmative Action Certificate Expiration	03 Business Registration Certificate Number	03 Business Registration Certificate Date	Chapter 51 Start Date	Chapter 51 Expiration Date
0000001013		05/15/2023	0058410	11/08/1965	10/03/2018	10/03/2020

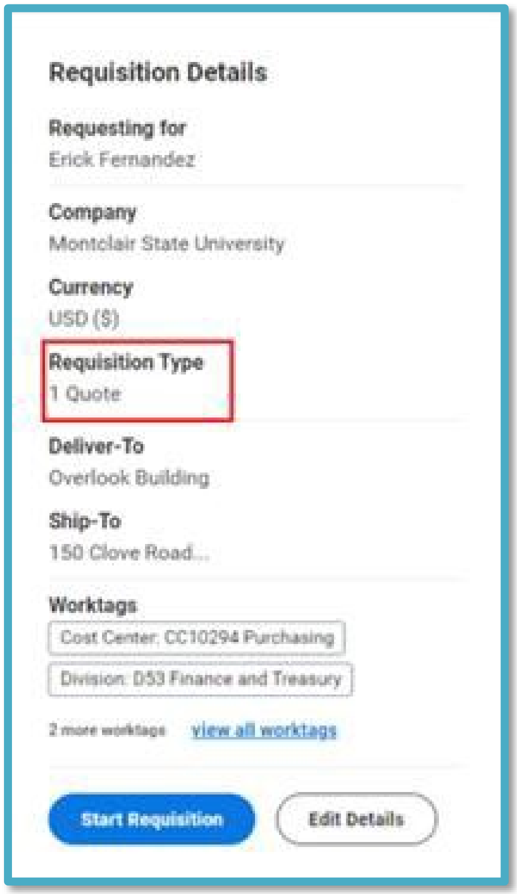
Enter a Requisition

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

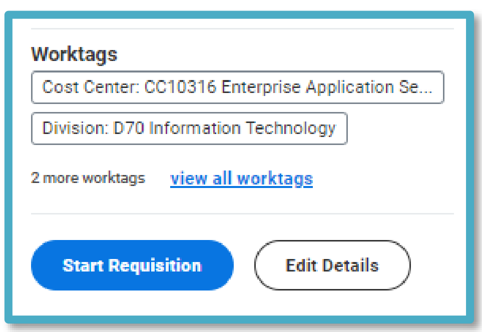
Alternately, click on the Menu located on the left top side and choose the **Cost Center Finance & Budget** icon in the *Application window* on the Home page, and select **Create Requisition** from the *Tasks* pane on the *Requisitioning* tab.

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

Company, Requester, Currency, Deliver-To Cost Center, Division, and Additional Worktags such as Fund, Location, and Program.



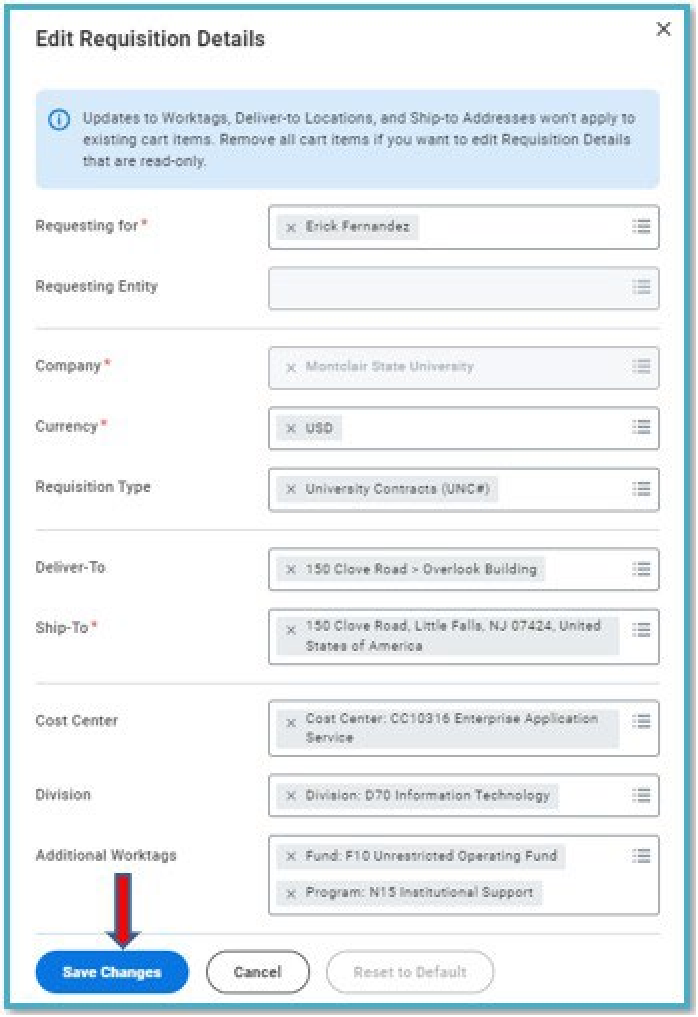
2) Click “Edit Details” if you would like to modify any of the fields displayed on the current screen (you can do this on the main page of the requisition later on too).



3) In the “Edit Requisition Details” screen, modify accordingly and click “Save Changes.” Click the **prompt** icon to select the **Requisition Type**, which is a required field. Requesters must choose from the following:

- 1 Quote
- 3 Quotes
- University Contracts (UNC#)
- Waiver of Advertising
- State of New Jersey Cooperative Contract
- Federal GSA Cooperative Contract

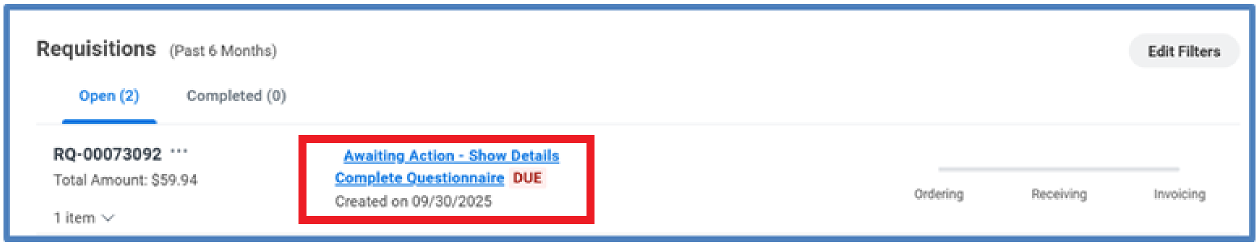
- Local Cooperative Contract
- Nationally Recognized Cooperative Contract
- Sole Source
- Emergency Procurements
- Punch-Out Catalogs



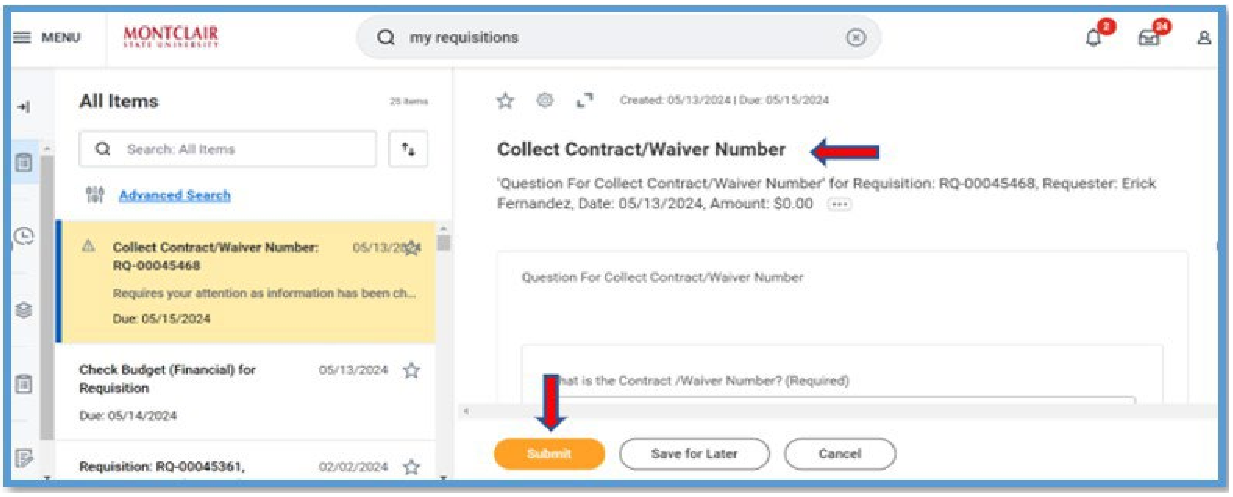
If the Requisition Type contains an identifying number (Cooperative Contract [State, Local, National, GSA], University Contract, or Waiver of Advertising), the system will prompt you for the number **AFTER** you click the Submit button at the end of the requisition through a questionnaire.

4) You can access the questionnaire by scrolling down to your open requisition worklet (the same page where you create or start the requisition process). Alternatively, you can go to your Inbox and complete the Contract Info questionnaire and click “Submit”.

Worklet View:



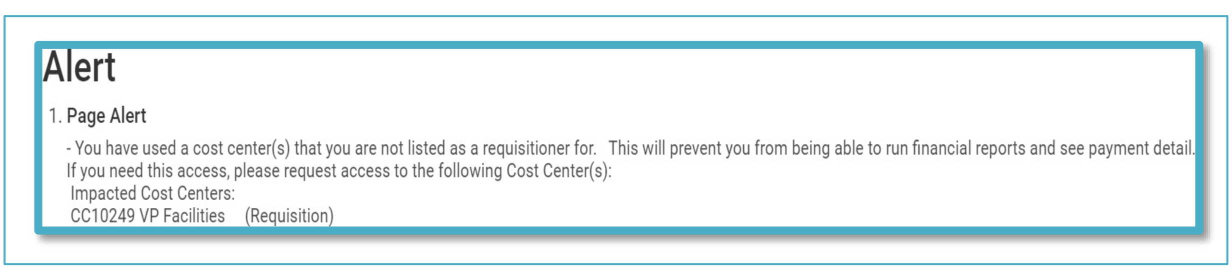
Inbox View:



Please refer to the [Procurement Resources](#) page for additional details on these requisition types and the requirements for each.

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

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



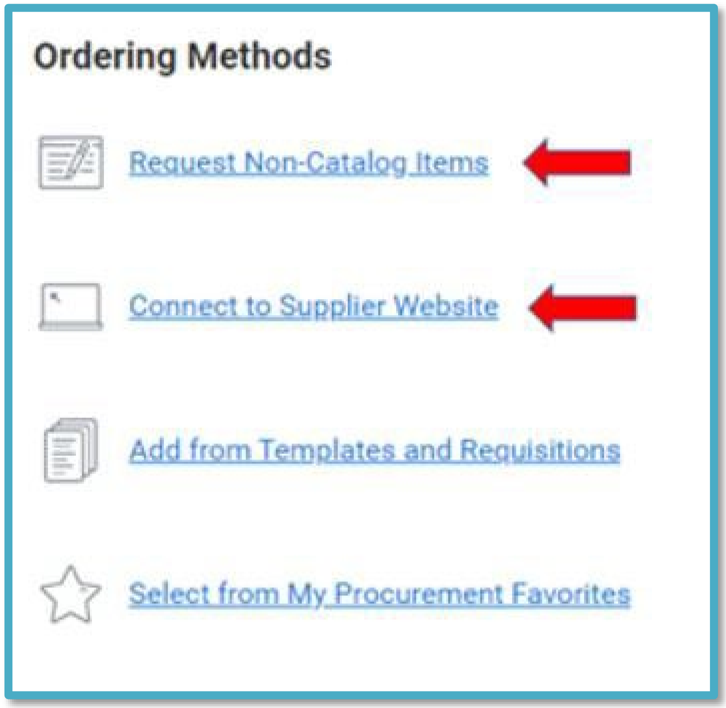
This soft warning will not prevent the request from being submitted in the system.

6) Click the **OK** button.

7) On the *Create Requisition* screen, under the **Ordering Methods** section, select the type of request to create:

   a. **Request Non-Catalog Items** –All purchases that are not within a Punch-Out catalog. Click the **Request Non-Catalog Items** link to begin a Special Request requisition and display the Request Non-Catalog Items request screen.

   b. **Connect to Supplier Website** – All purchases related to Punch-Out catalogs from which to create requests. Click the **Connect to Supplier Website** to select from a list of Punch-Out Catalogs. See the Create a Punch-Out Requisition section of this guide for more details.



c. You can also use the "**Add from Templates and Requisitions**" option to copy information from previous requisitions into a new one.

No Charge Goods Line

Zero-value line items should be added to requisitions to better track and receive free samples and replacement items.

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

Goods Lines 2 items

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

Discounts and Credit Memos

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

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

Non-Catalog Items – REQUEST GOODS VS. SERVICES

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

Non-Catalog Items – REQUEST GOODS

Complete the required fields as listed below:

Quotes with more than 15 lines

NOTE: **If more than fifteen lines are on the supporting document, one line is acceptable. This line must be entered in "Services" (regardless of whether these are goods or services) and with a total lump sum so that the PO can be received multiple times based on the amount and not on quantity.**

a) **Non-Catalog Request Type**: Select Goods when requesting physical objects or, in the case of services that need to capture the breakdown of a unit of measure (UOM) such as hours and hourly rates (Consulting Services is an example). Any items requested will need to be received in Workday by the requester once delivered.

b) **Item Description:** As this information will print on the purchase order for the supplier, enter all details for the item, including the quote number, manufacturer or part number, and specific description of the item/service being requested.

c) **Spend Category**: Represents the commodity being requested (previously called the Account/Category Code). Click in the field and enter the number, and name of the category, or use the dropdown list provided to locate and select the appropriate spend category.

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

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

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

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

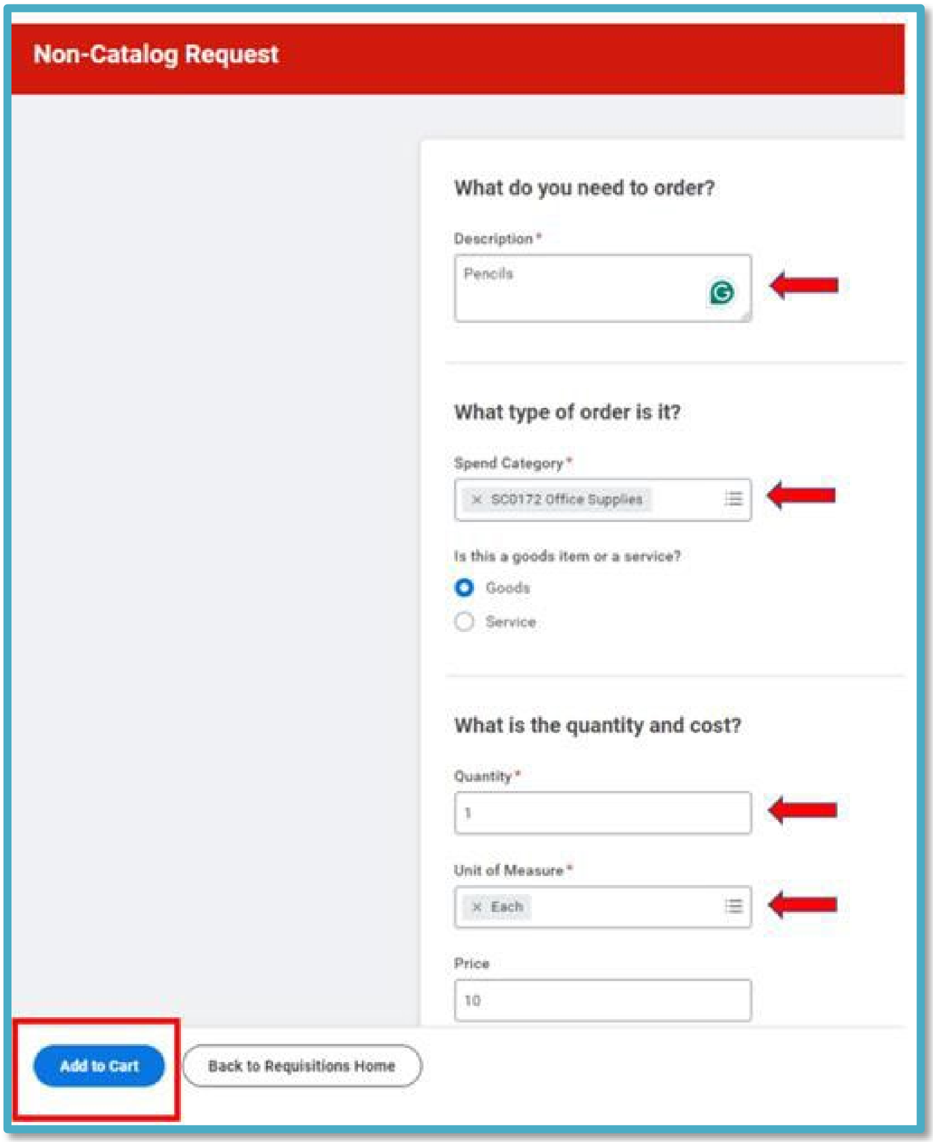
f) **Quantity –** Enter the number of items for goods, or hours for services, being ordered. **Note** – Workday does not support fractions within the quantity field.

g) **Unit Cost –** Enter the cost of one unit of the line item.

h) **Unit of Measure** – Select the appropriate unit of measure from the dropdown list.

i) **Extended Amount** – This field auto-calculates based on the quantity and cost fields.

j) **Memo** – Enter information in this field for the approver and buyers. This is an internal memo line and does not print on the purchase order.



Non-Catalog Items – REQUEST SERVICES

Complete the required fields as listed below:

a) **Non-Catalog Request Type**: Indicate *Services* for task-oriented orders based on dollar amounts rather than quantity. These items will need to be received in Workday based on dollars due rather than quantity. **Note**: Select Goods in the case of services that need to capture the breakdown of a unit of measure (UOM) such as hours and hourly rates (Consulting Services is an example).

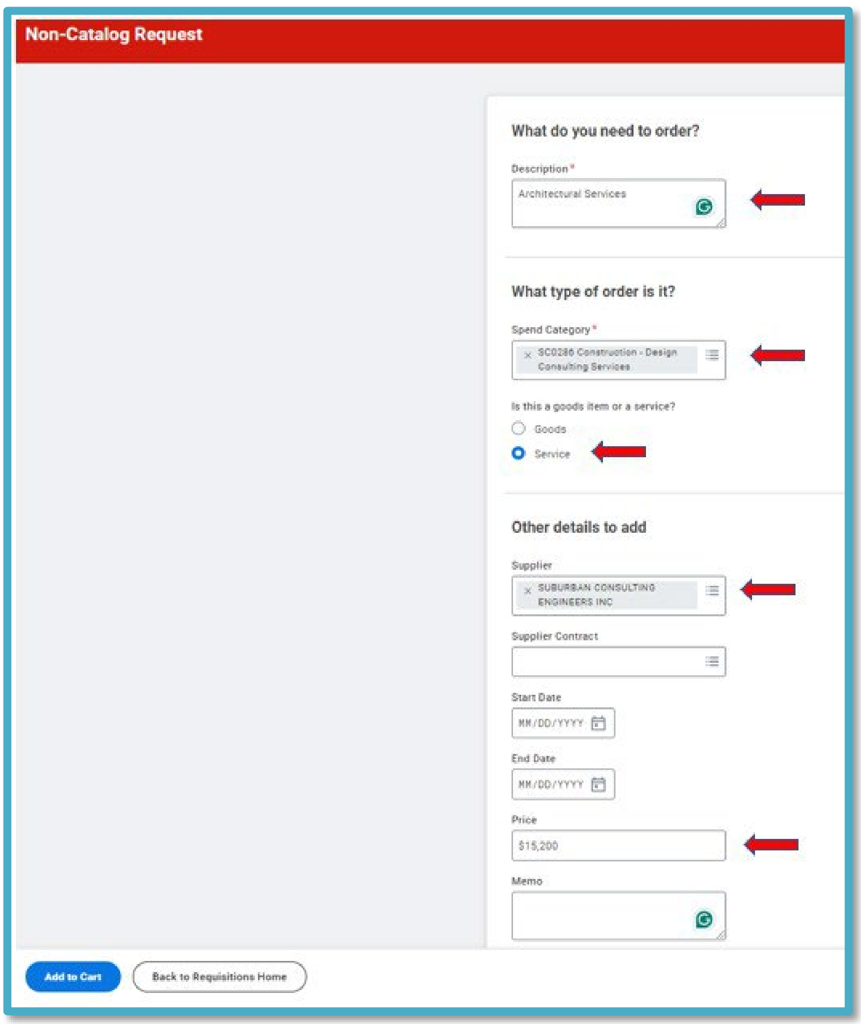
b) **Item Description:** As this information will print on the purchase order for the supplier, enter all details for the service being requested.

c) **Spend Category**: Represents the type of service being requested (previously called the Account/Category Code). Click in the field and enter the number, name of the category, or use the dropdown list provided to select the appropriate category. **Note** – Select the spend category based on what is being purchased, not based on the related child account in the budget.

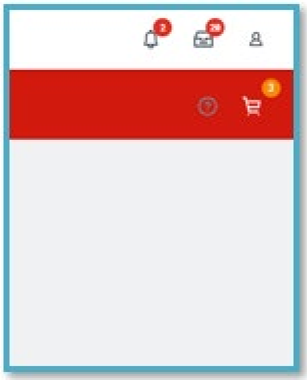
Note - Once the spend category has been selected, click the related actions

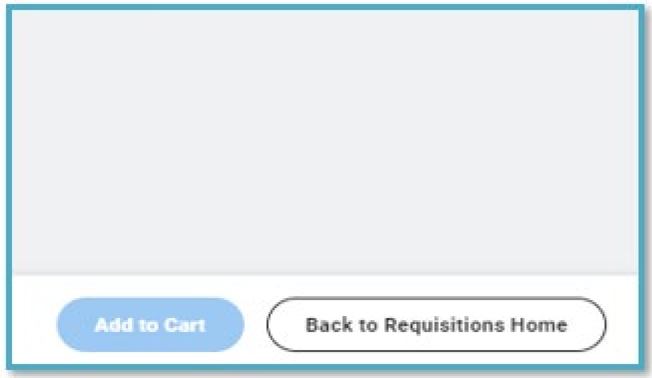
twinkie to confirm the parent pool name for the spend category.

d) **Supplier –**Leave this field blank as it should be completed at the end of this process unless instructed to complete by the Procurement Department.
e) **Supplier Contract –** Leave this field blank unless instructed to complete by the Procurement Department.
f) **Start Date/End Date –** If the service begins and ends on specific dates, enter them here. This information will print on the purchase order, and is used only as reference within the system.
g) **Extended Amount** – Enter the total cost of the service here.
h) **Memo** – Enter information in this field for the approver and buyers. This is an internal memo line and does not print on the purchase order.



Please note that after clicking “Add to Cart,” the system stays on the same screen, and all the fields become blank. This is normal; click on the “Shopping Cart” or enter the information for a new item, and when done, click “Add Another Item.”



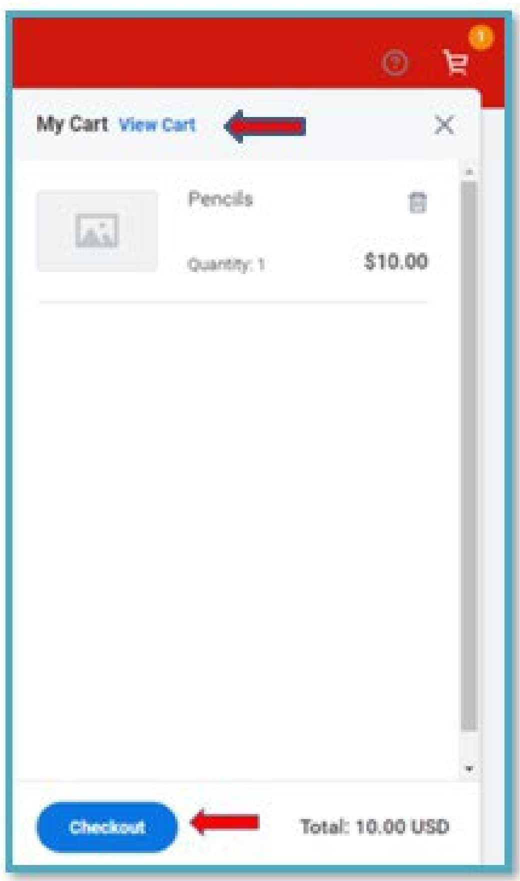


Once the “Request Goods” or “Request Services” have been filled in:

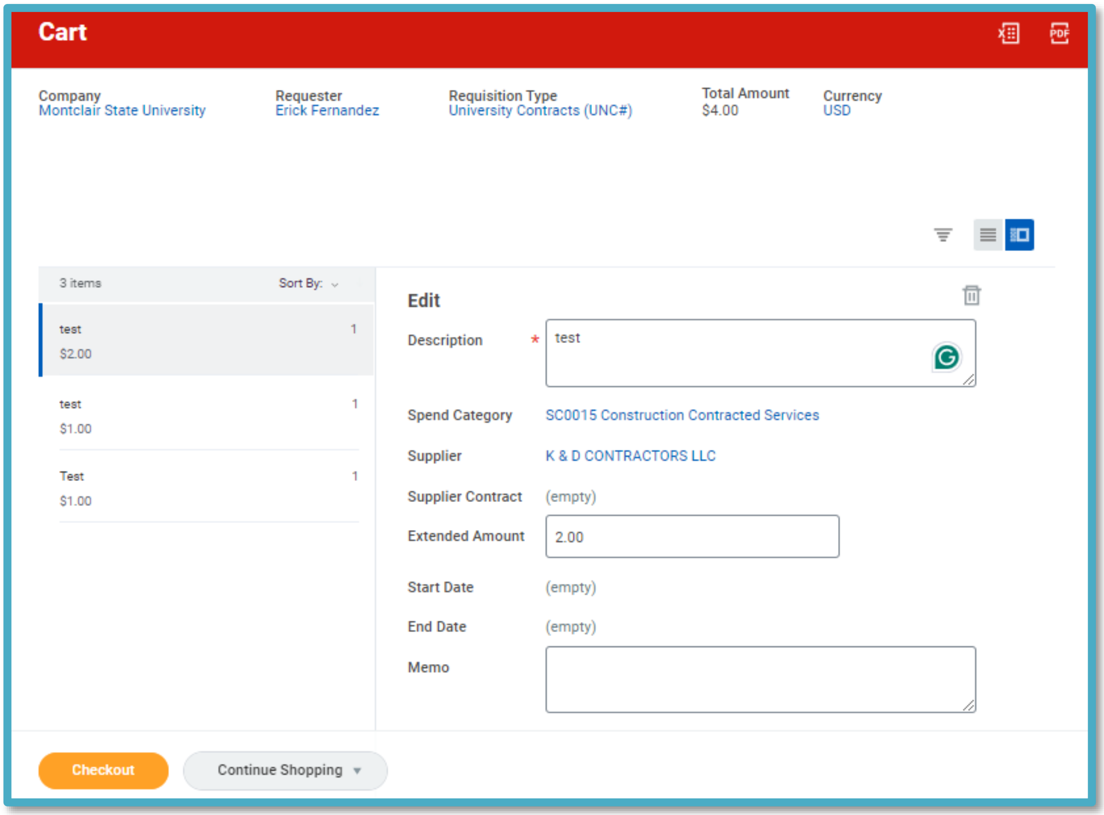
1. Once you click on the “Shopping Cart,” the system displays “My Cart – View Cart,” click “Checkout” if you are done entering items.

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

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

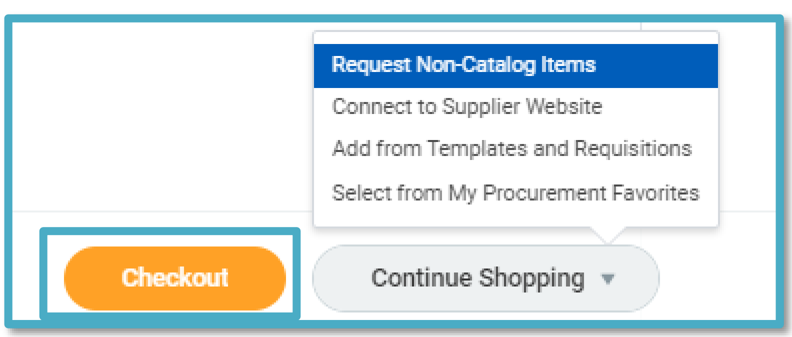


2) Review each item's information in the cart and click the **Checkout** button to proceed with the request when done. **Note** - The only fields which can be edited on this screen are: Description, Quantity, and Memo. Should any line need to be deleted, click the trash can on the corresponding line.



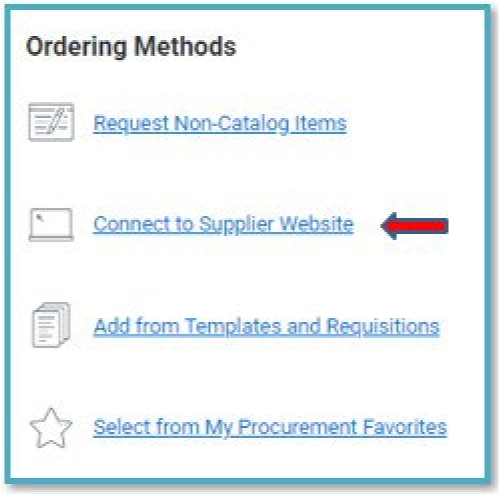
3) If additional items need to be added to the cart, click the **Continue Shopping** button then select the **Request Non-Catalog Items** option.

4) Click the **Checkout** button to continue.

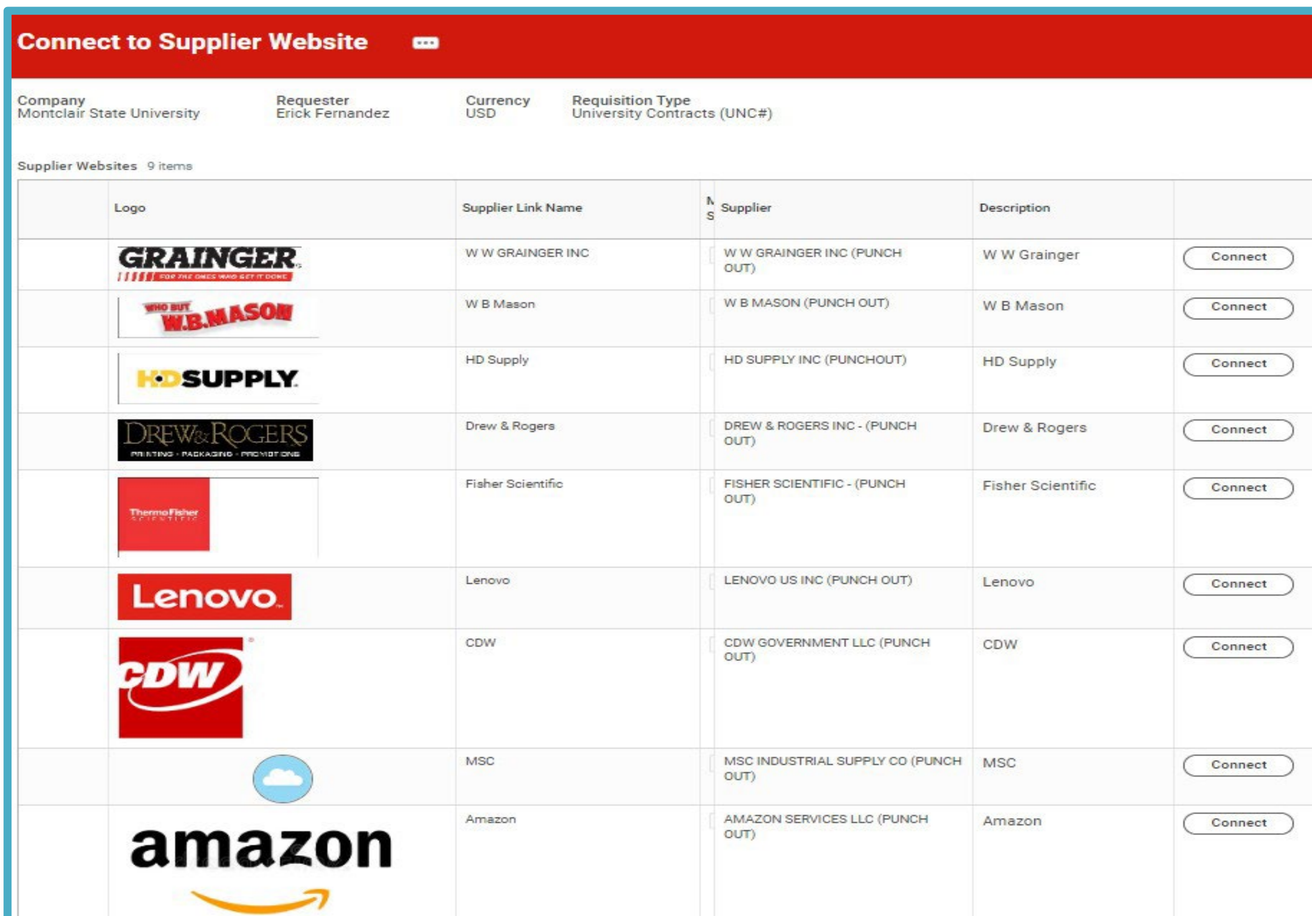


Create a Punch-Out Requisition

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



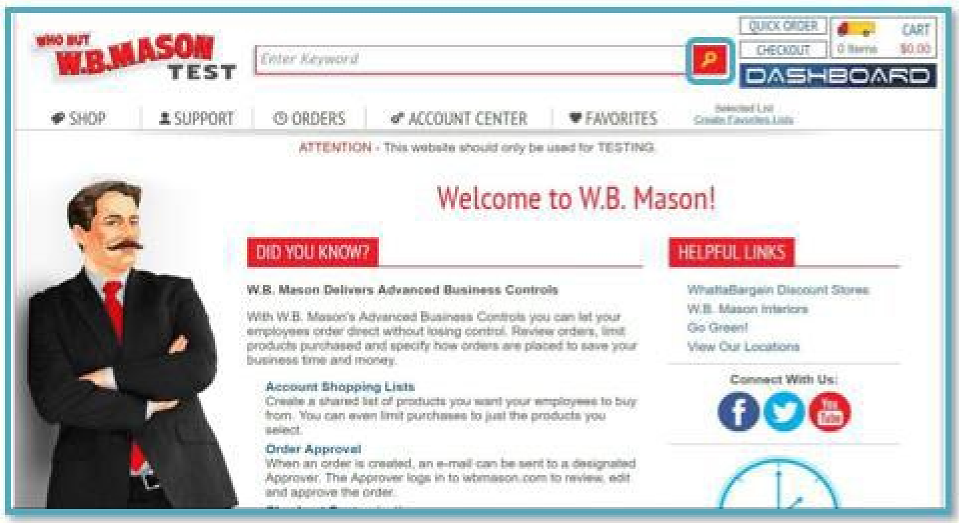
2) Click the **Connect** button on the far right of the appropriate catalog name to be brought to the associated website.



Logo	Supplier Link Name	Supplier	Description	
GRAINGER	W W GRAINGER INC	W W GRAINGER INC (PUNCH OUT)	W W Grainger	Connect
W.B.MASON	W B Mason	W B MASON (PUNCH OUT)	W B Mason	Connect
HDSUPPLY	HD Supply	HD SUPPLY INC (PUNCHOUT)	HD Supply	Connect
DREW & ROGERS	Drew & Rogers	DREW & ROGERS INC - (PUNCH OUT)	Drew & Rogers	Connect
ThermoFisher	Fisher Scientific	FISHER SCIENTIFIC - (PUNCH OUT)	Fisher Scientific	Connect
Lenovo	Lenovo	LENOVO US INC (PUNCH OUT)	Lenovo	Connect
CDW	CDW	CDW GOVERNMENT LLC (PUNCH OUT)	CDW	Connect
	MSC	MSC INDUSTRIAL SUPPLY CO (PUNCH OUT)	MSC	Connect
amazon	Amazon	AMAZON SERVICES LLC (PUNCH OUT)	Amazon	Connect

The selected website displays.

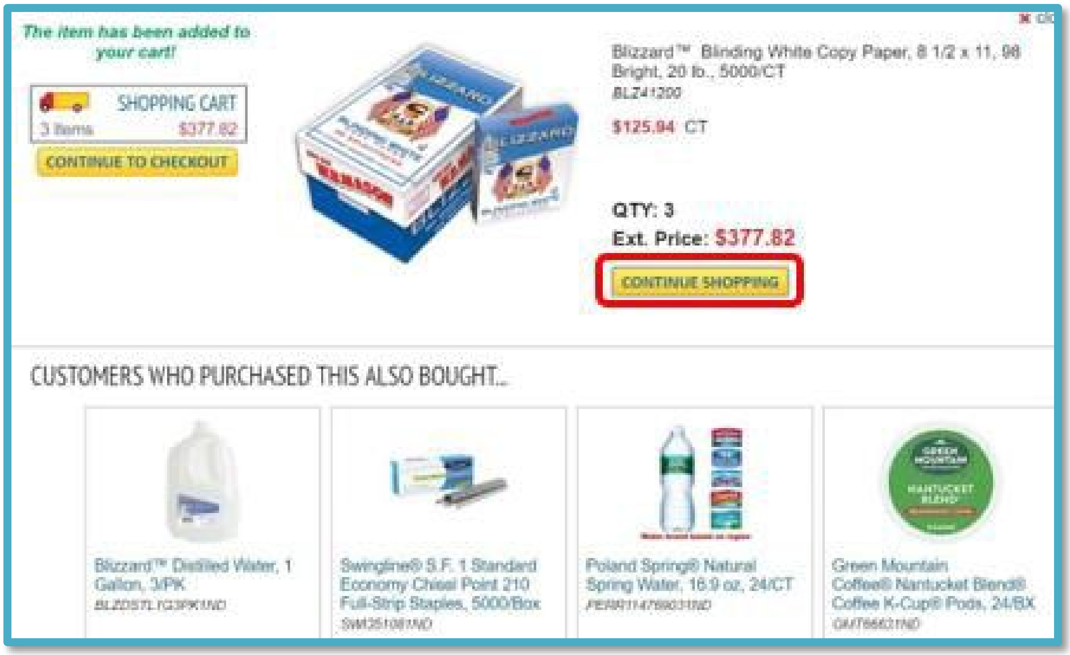
3) In the *Search* field, enter a keyword to locate the item(s) you are purchasing, and click the **magnifying glass** to run the search.



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

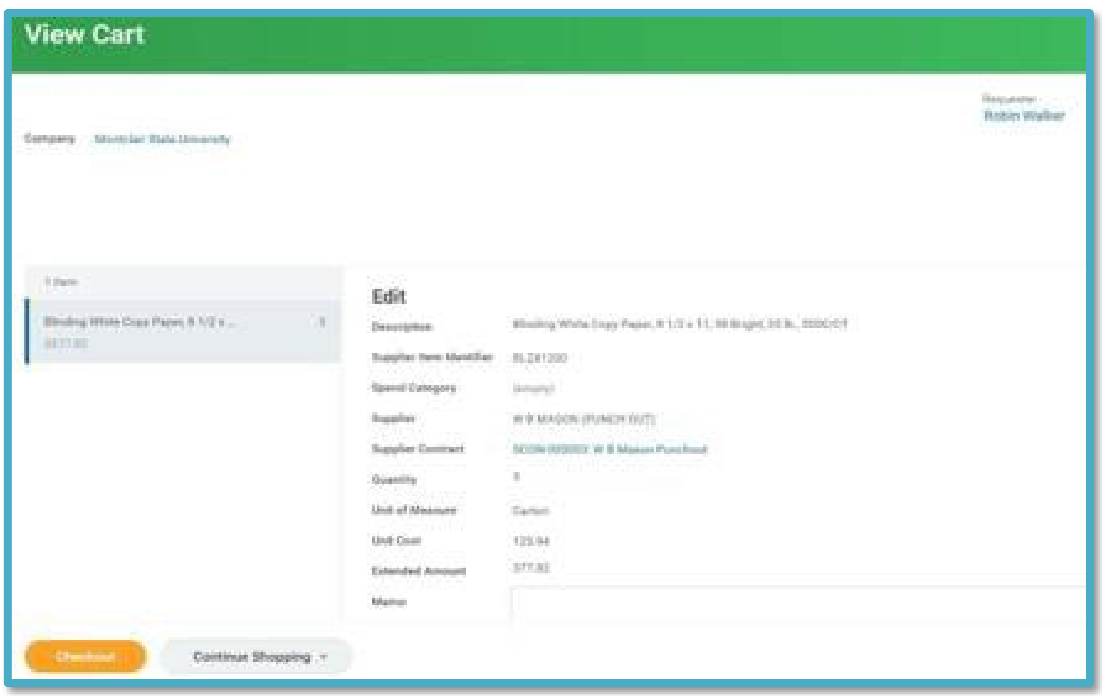
The system confirms the item has been added to your cart and provides options to Continue to Checkout or Continue Shopping.

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



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

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



6) Click the **Checkout** button.

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

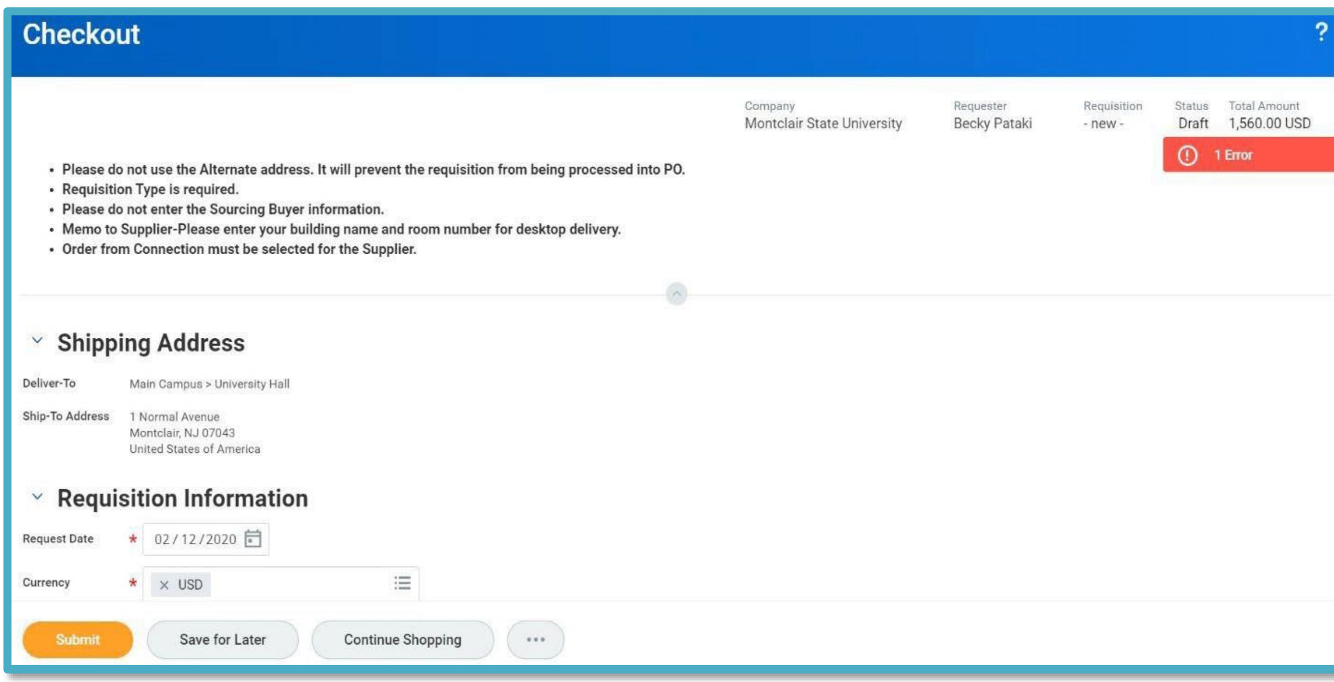
Checkout Process for a Requisition

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

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

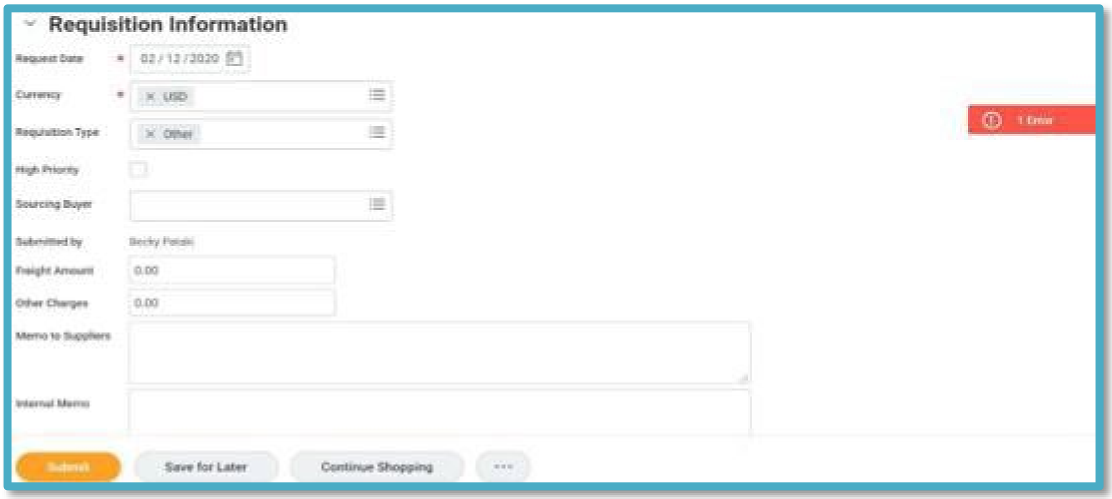
The requisition is broken down into five separate sections. Review the information within each section and complete those which are required to process the request.

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



3) In the *Requisition Information* section, review and complete the following fields:
   a) The **Request Date** field defaults in as the current date.
   b) The **Currency** field populates as USD (U.S. Dollars).
   c) Leave the **High Priority** check box blank as it is not being used by MSU.
   d) Leave the **Sourcing Buyer** field blank.
   e) The **Requisition Type** field populates based on the previous selection.
   f) Leave the **Sourcing Buyer** blank as the system will populate after approval.
   g) The **Other Charges** field should be completed in the header of the requisition for any specific additional charges, such as shipping and handling or hazardous materials surcharge. If there are no other charges, then leave this field blank. Please do not add freight as an additional line item.

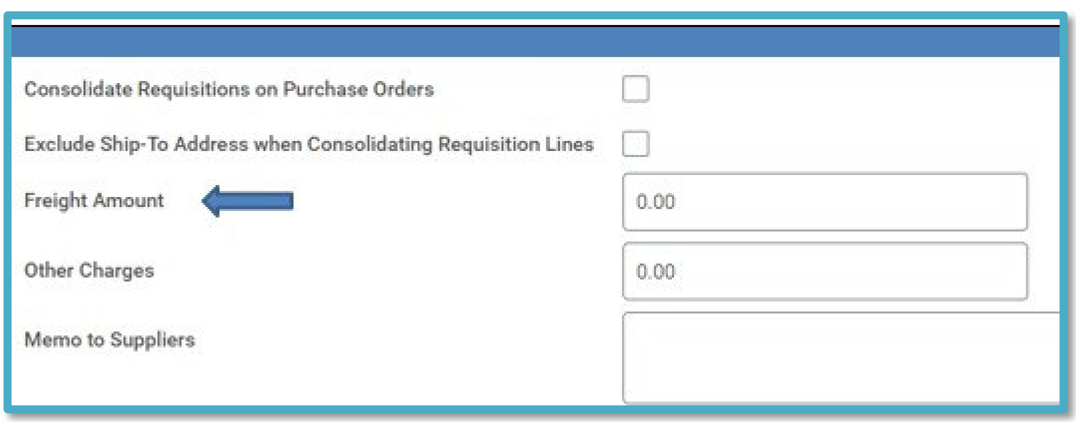
h) In the **Memo to Suppliers** field, enter (when applicable) the Cooperative Contract Information, such as name and number, quote number, and date. Additionally, enter ***<u>"Attn: your full name, building code, room number."</u>*** Enter any other comments to the supplier below your "Attn to" details.
i) Enter any additional comments regarding the order for the approver or buyer in the **Internal Memo** field. For example, Grant ID#, Project #, Gift #, etc.



Freight Amount

If provided by the supplier, can be completed by entering the amount in the header of the requisition or by adding an extra line in "Services."

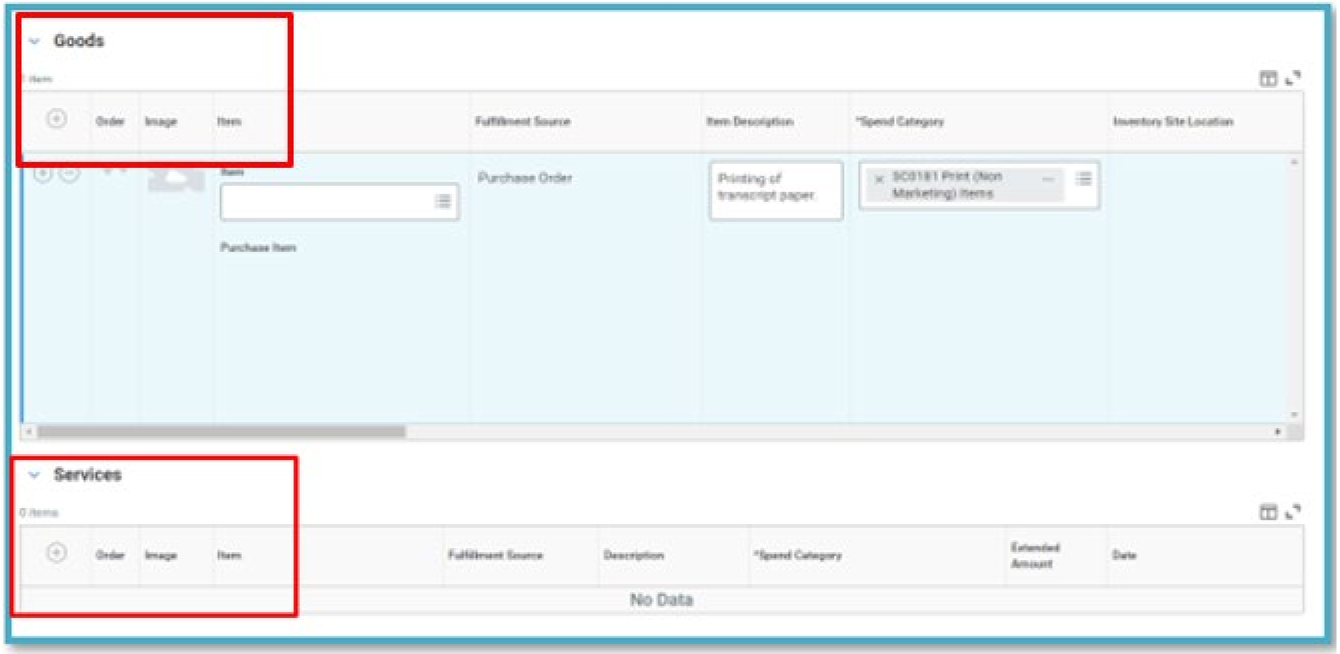
Option 1: Freight on the Header of the requisition



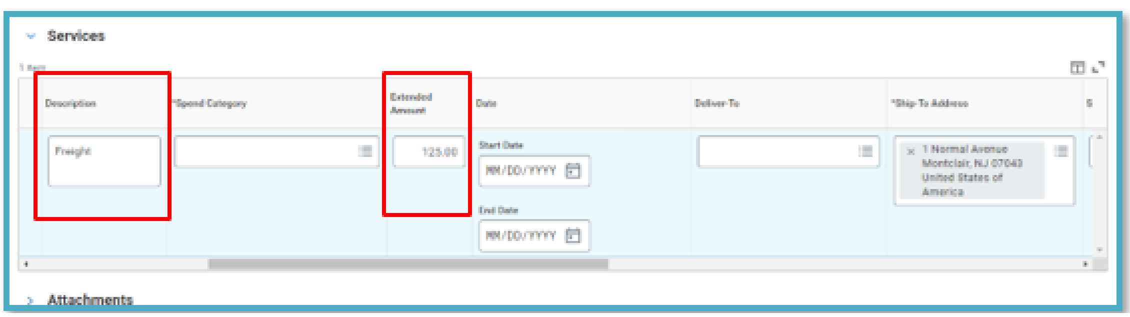
Note – If this option for freight is utilized, the freight amount is distributed equally among any lines (and in turn, spend categories) on the requisition. Alternatively, freight can be added as an extra line to the requisition if freight is to be paid separately and not partially against each line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

Option 2: Freight adding an extra line to the requisition

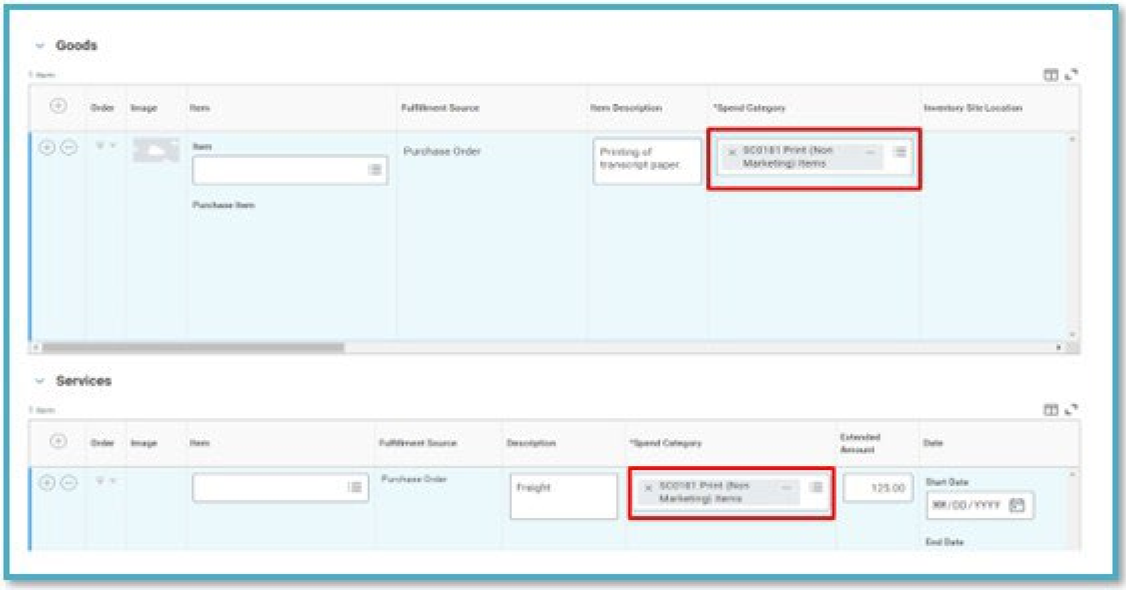
If adding an extra line, the line **must be created as a service line** so that it can be received multiple times if needed. Click in the "+"sign under Services.



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



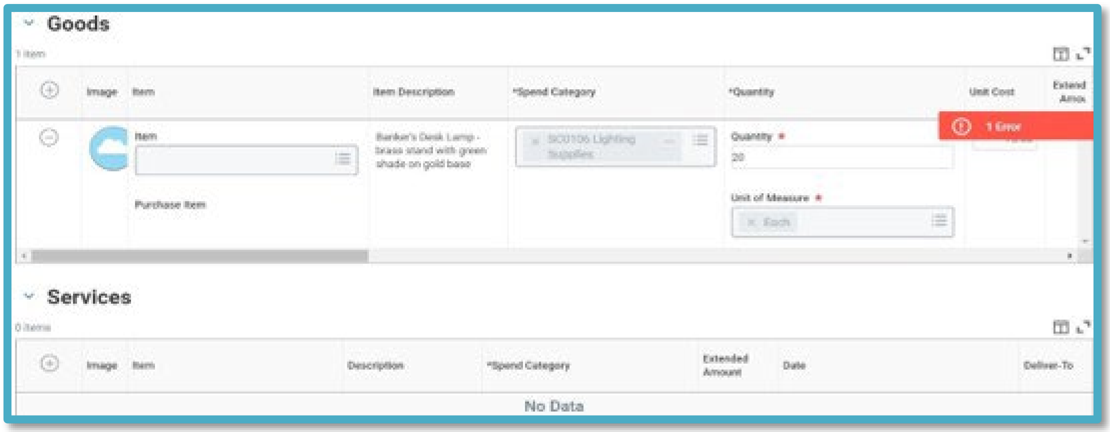
Last but not least, enter the same spend category being used to procure the goods/services (if multiple spend categories are being used, choose one). **DO NOT select a separate spend category for shipping or freight as the freight is related to the spend category for the requisition.**



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

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

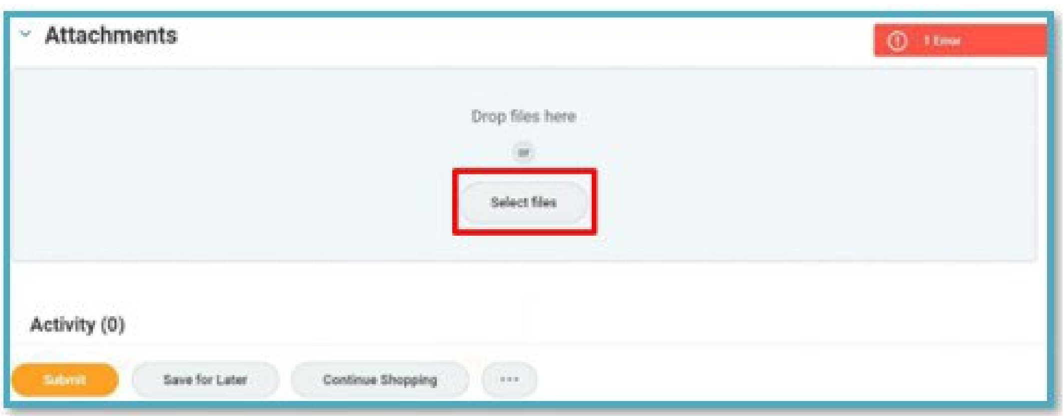
For ***Facilities orders*, please select and complete the **Location** option from the *Additional Worktags* field to indicate to which building the purchase is assigned.



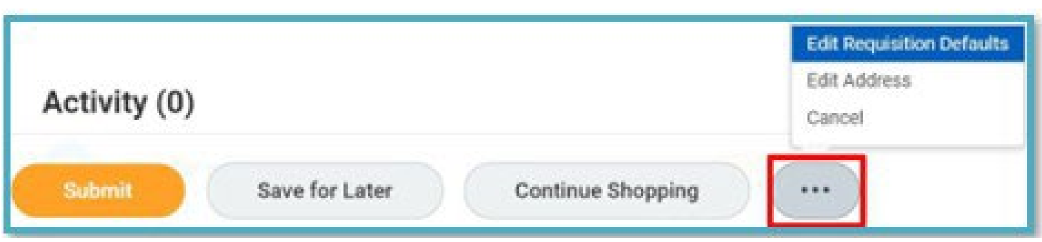
7) Scroll down to the *Attachments* section.

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

8) In the *Attachments* section, click **Select files** to attach any required/relevant, documents - such as quotes, logo files, etc., to this request.
9) Select the **External** checkbox to have the specific attachment sent to the supplier with the purchase order.



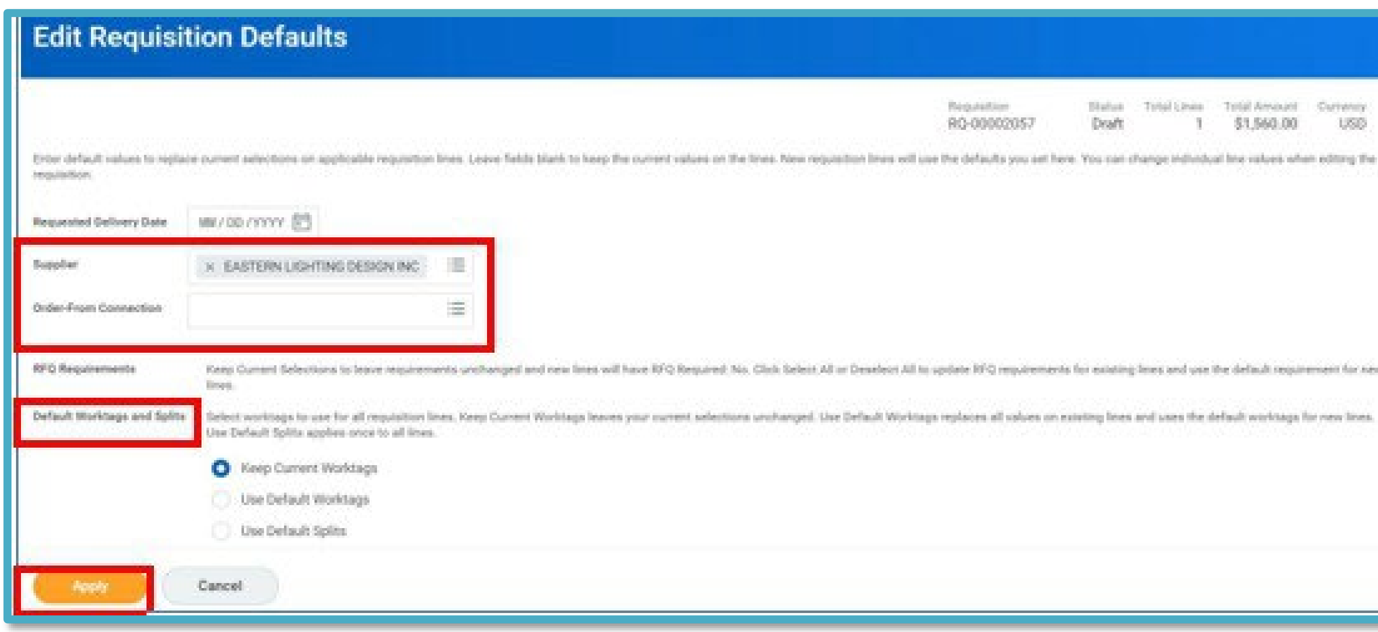
10) At the bottom of the screen, click the grey button with the ellipse on it, and select **Edit Requisition Details**, to open the option to set the Requisition Defaults.



The *Edit Requisitions Defaults* page displays.

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

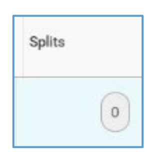
11) In the **Supplier** field**,** click the **prompt** icon to add the specific supplier for this request**. Note**: only one supplier can be listed on a requisition.
12) End users need to select an option from the **Order from Connection** field **only** if the supplier has multiple addresses on file.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



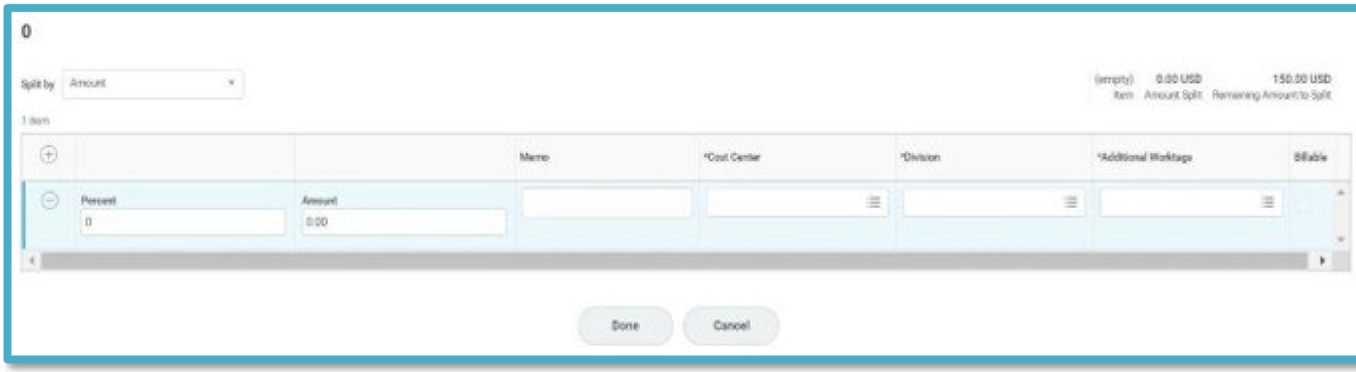
15) Click the **Apply** button to apply this information and return to the requisition.

Split the Cost of a Line Item*

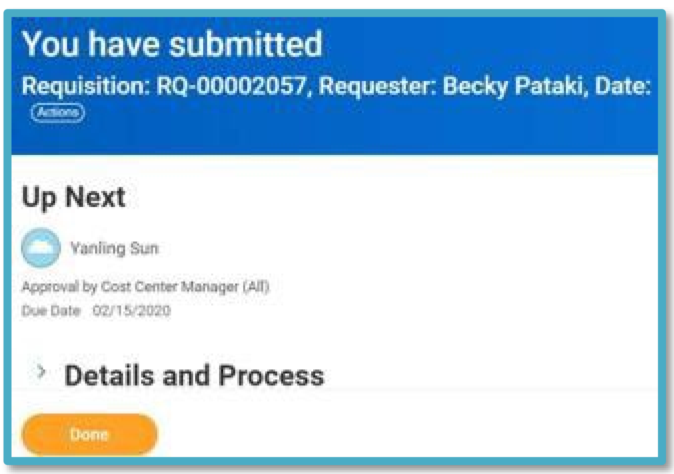
1) To split the cost of a line, scroll to the far right of the line and click the zero in the **Splits** column.
2) On the pop-up, click the drop-down to select if the split will be based on dollar amount or quantity.



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



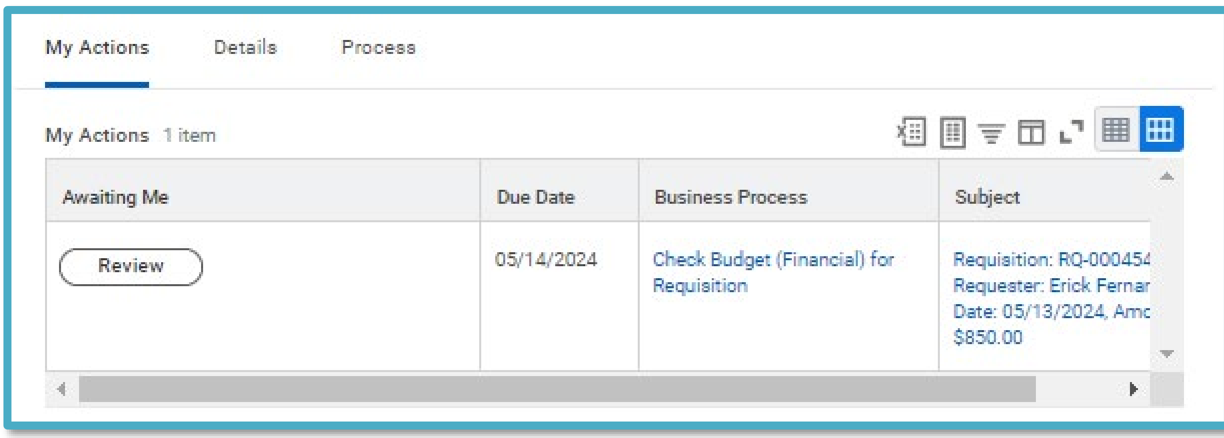
3) On the displayed line, enter the percent or amount of the first portion of the split.
4) Enter the appropriate driver worktag in either the **Cost Center** field or the **Additional Worktags** field.
5) Click the **plus sign** immediately under the Item counter, and complete the split information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



Review Budget Check

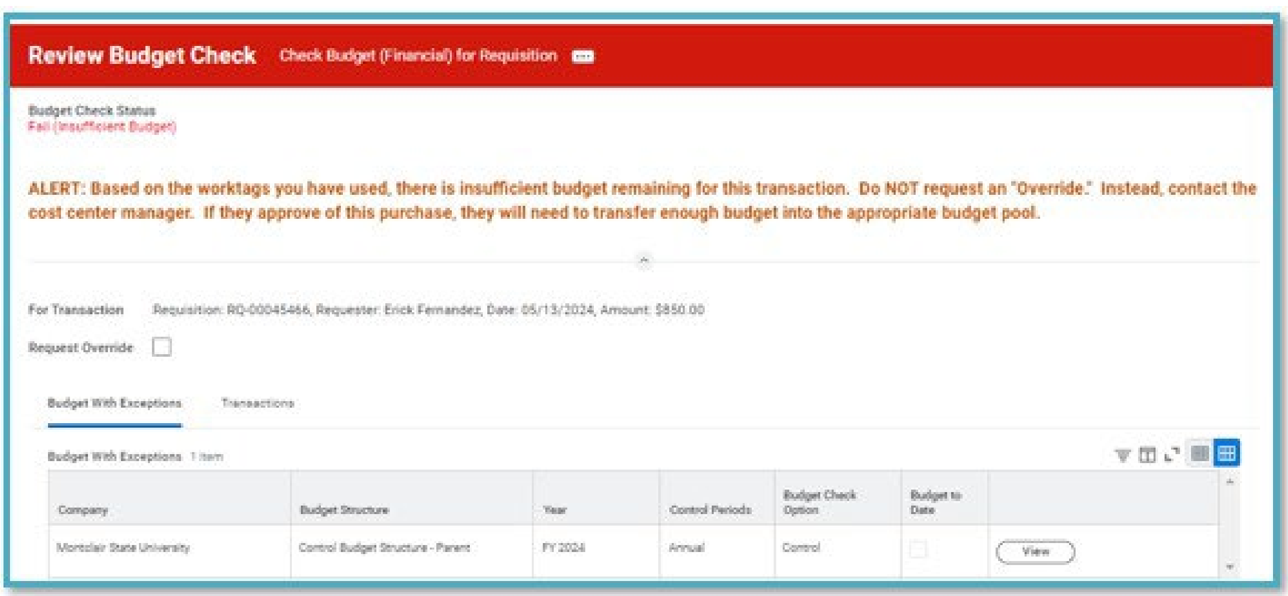
If the system finds an issue with the budget versus your request, a “Review Budget Check” action and Review button displays on the screen, once the request is submitted. An item will also be sent to your Inbox, Actions tab. **NOTE-This request will NOT be sent to the approver for review if there is an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

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

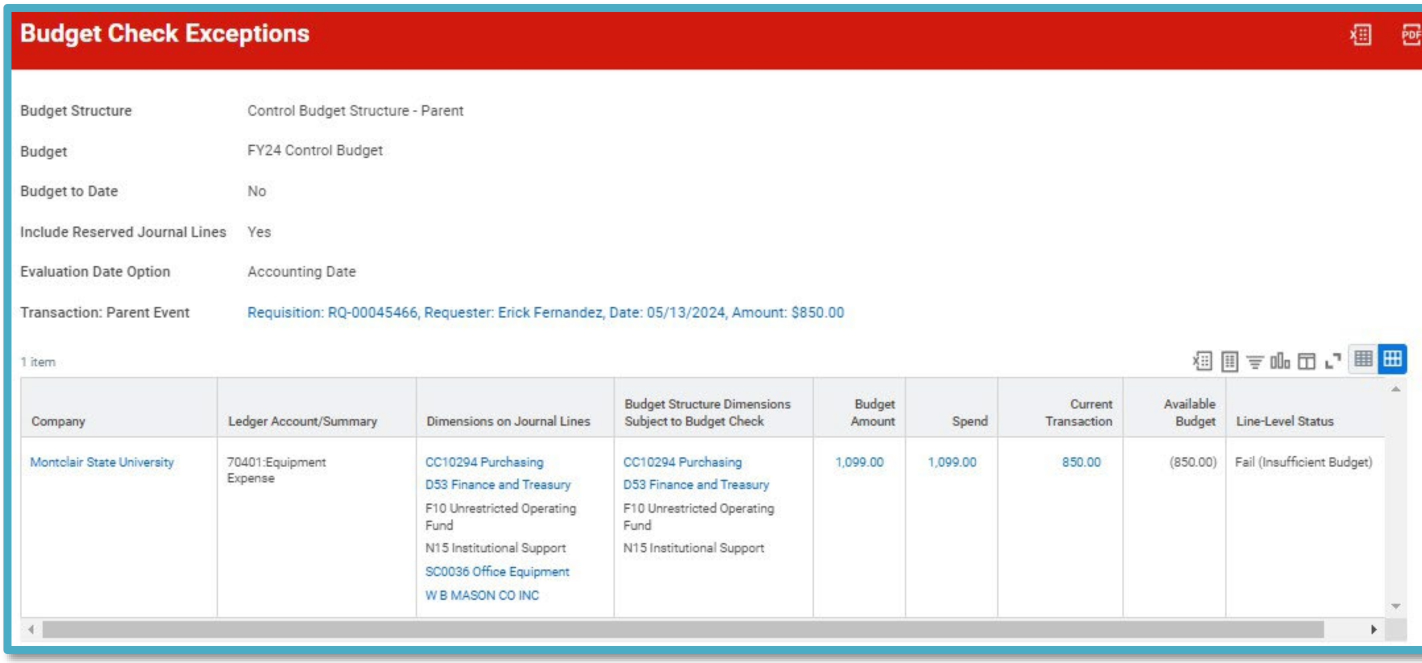


In the upper right corner, the budget status displays.

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



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



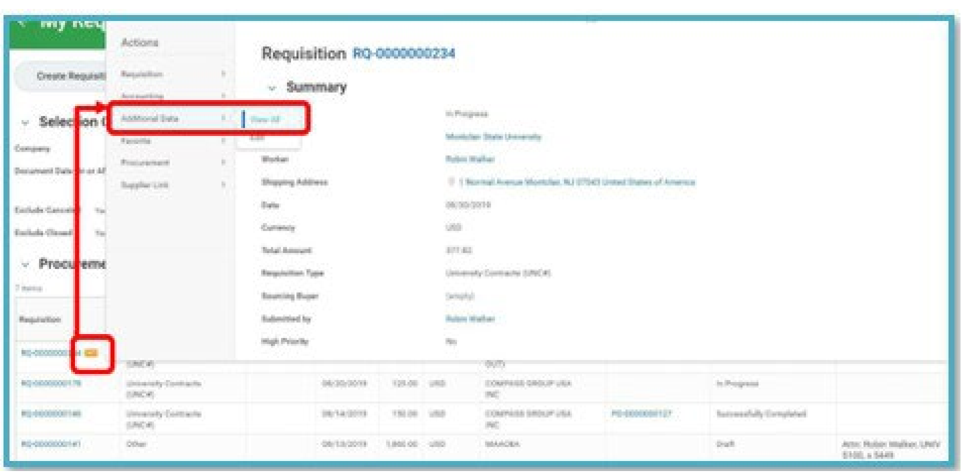
4) Based on the information provided, decide if a Budget amendment needs to be completed, or if the request should be edited to adjust the Worktags.

Name a Non-Catalog Requisition

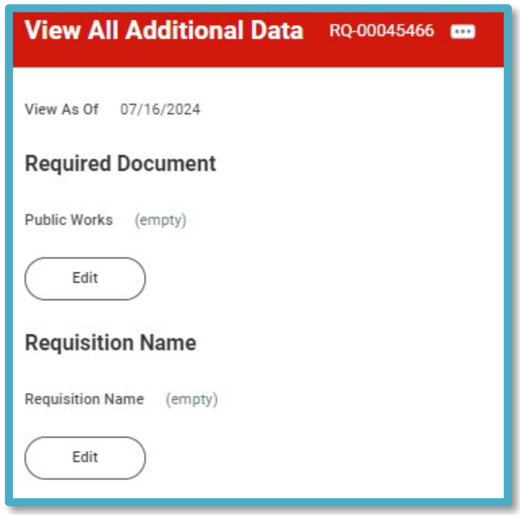
In order to easily identify specific requisitions when in the receiving process, each requisition should be given a unique, easily recognizable name. Once the requisition has been submitted for approval, the Requester must add a name onto the Additional Data of a request.

1) From the *My Requisitions* report, click the **related actions button** of the appropriate requisition.

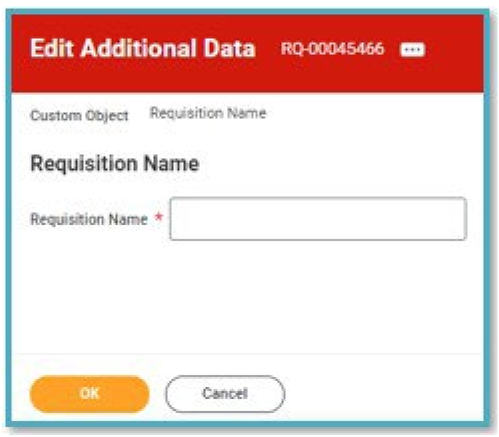
2) In the *Actions* pop up menu, select **Additional Data** and **View All**.



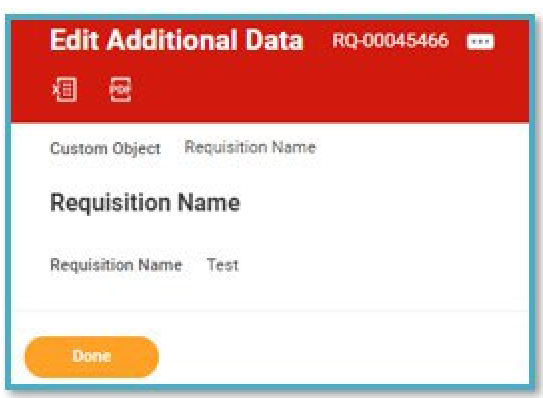
3) On the *View All Additional Data* screen, click the **Edit** button to add the requisition name for this request.



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



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

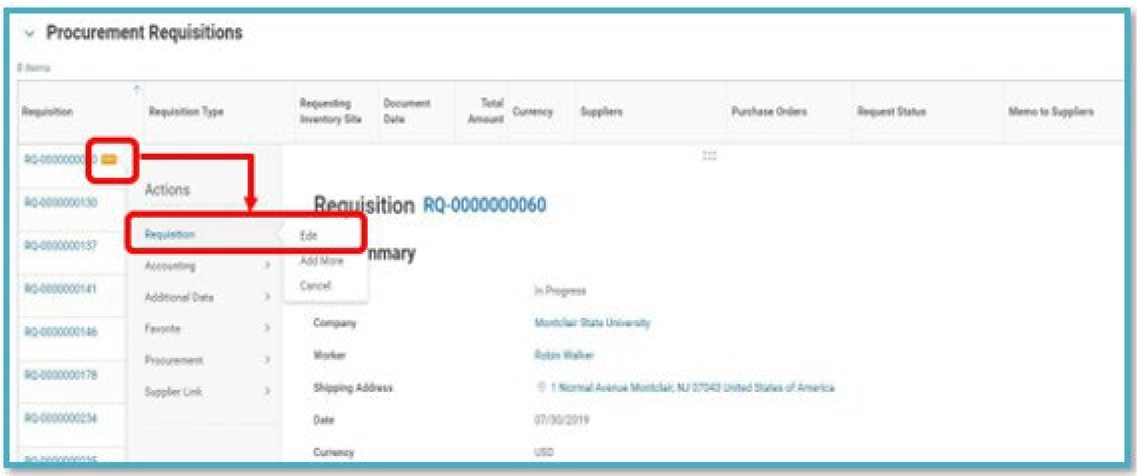


The name of the requisition will be included on the Lifecycle Report, under the Requisition Name column, to help identify the appropriate request when receiving goods and services.

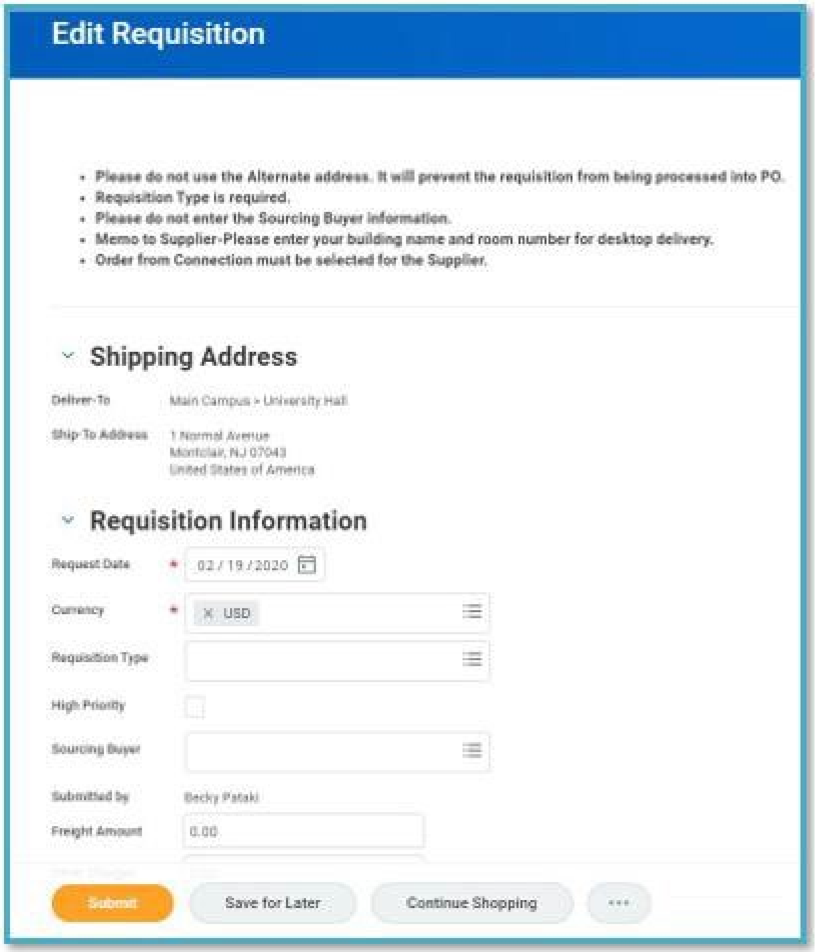
Edit a Non-Catalog Requests

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

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



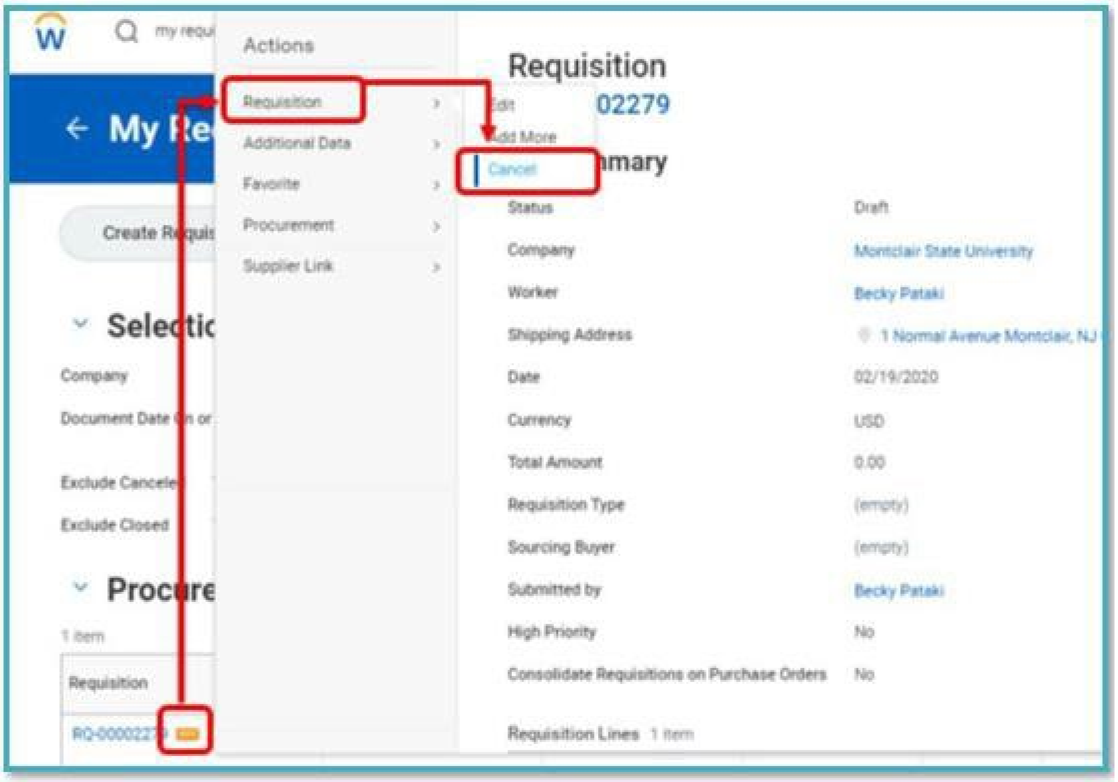
3) On the *Edit Requisitions* screen, navigate to the field(s) to change and make your edits.
4) When all changes are made, click the **Submit** button to send the revised request back through the approval flow.



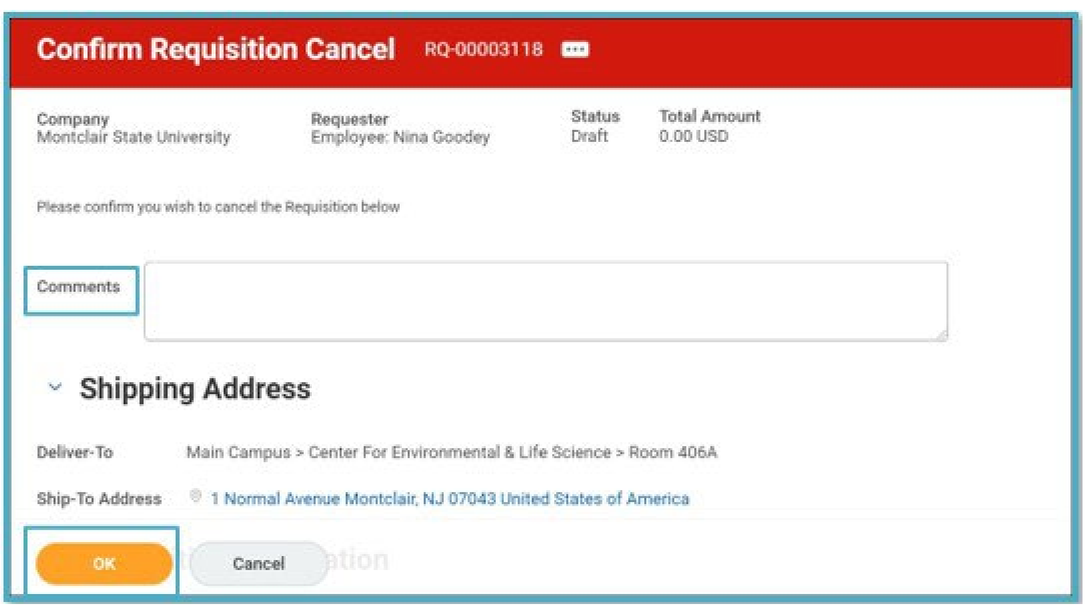
Cancel a Non-Catalog Requests

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

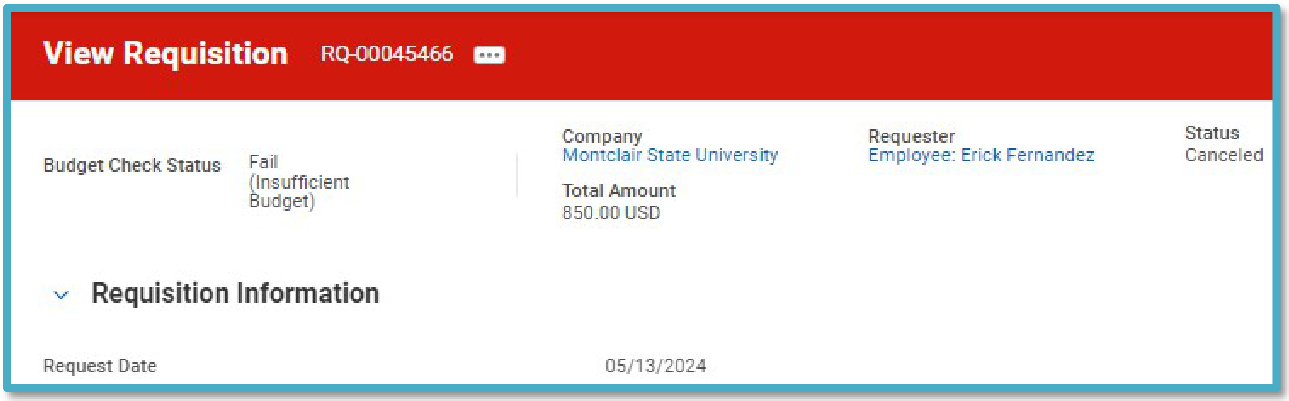
1) From the *My Requisitions* report, click the **related actions button** of the appropriate requisition.
2) In the *Actions* pop up menu, select **Requisition** and **Cancel**.



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



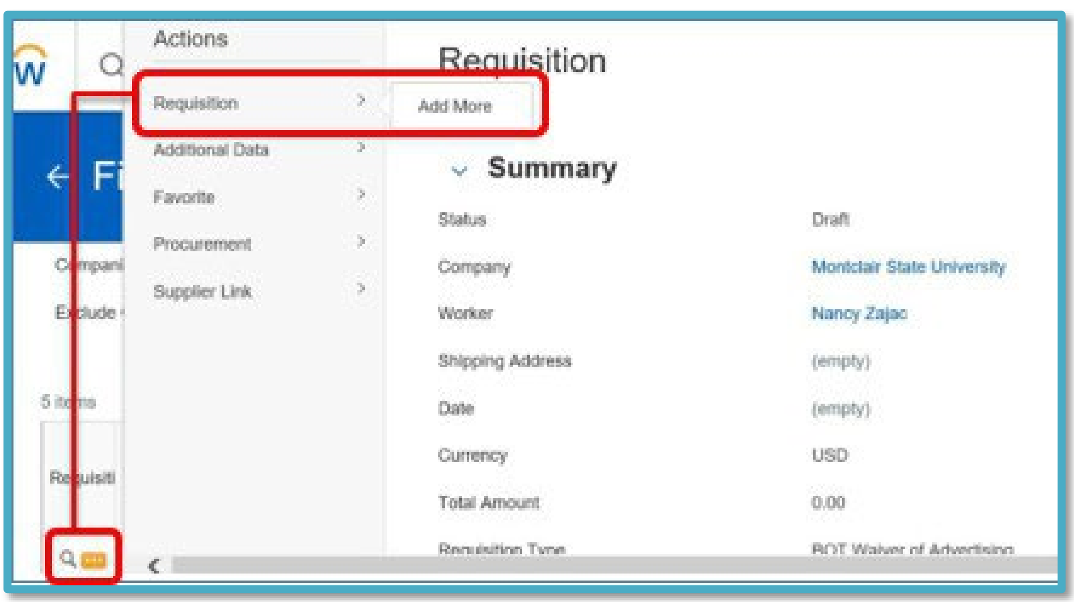
The status of the request will be listed as Canceled on the *View Requisition* screen.



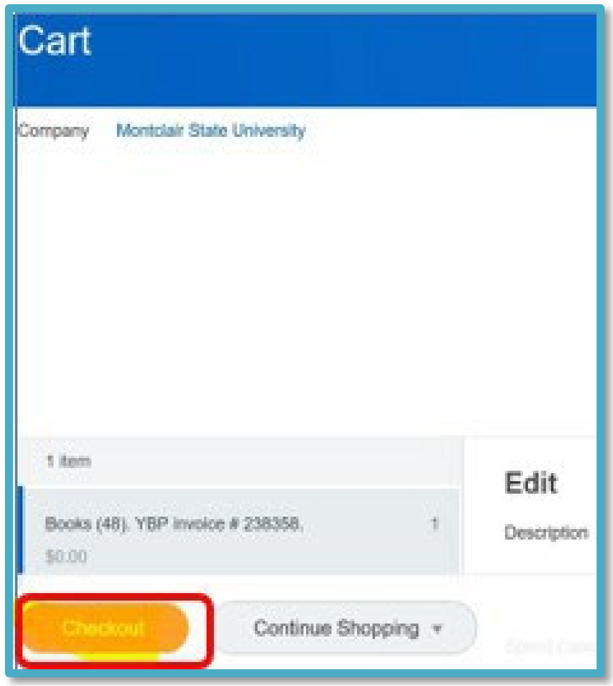
System Drafts - Requisitions

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

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

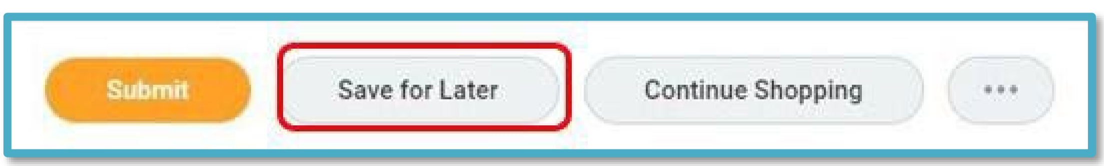


5) When the *Cart* screen opens, click the **Checkout** button in the lower left corner of the screen.



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

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



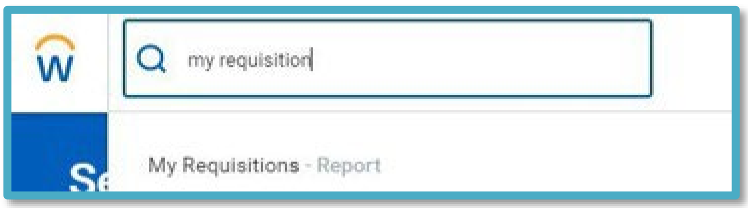
The requisition will now have a number associated with it.

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

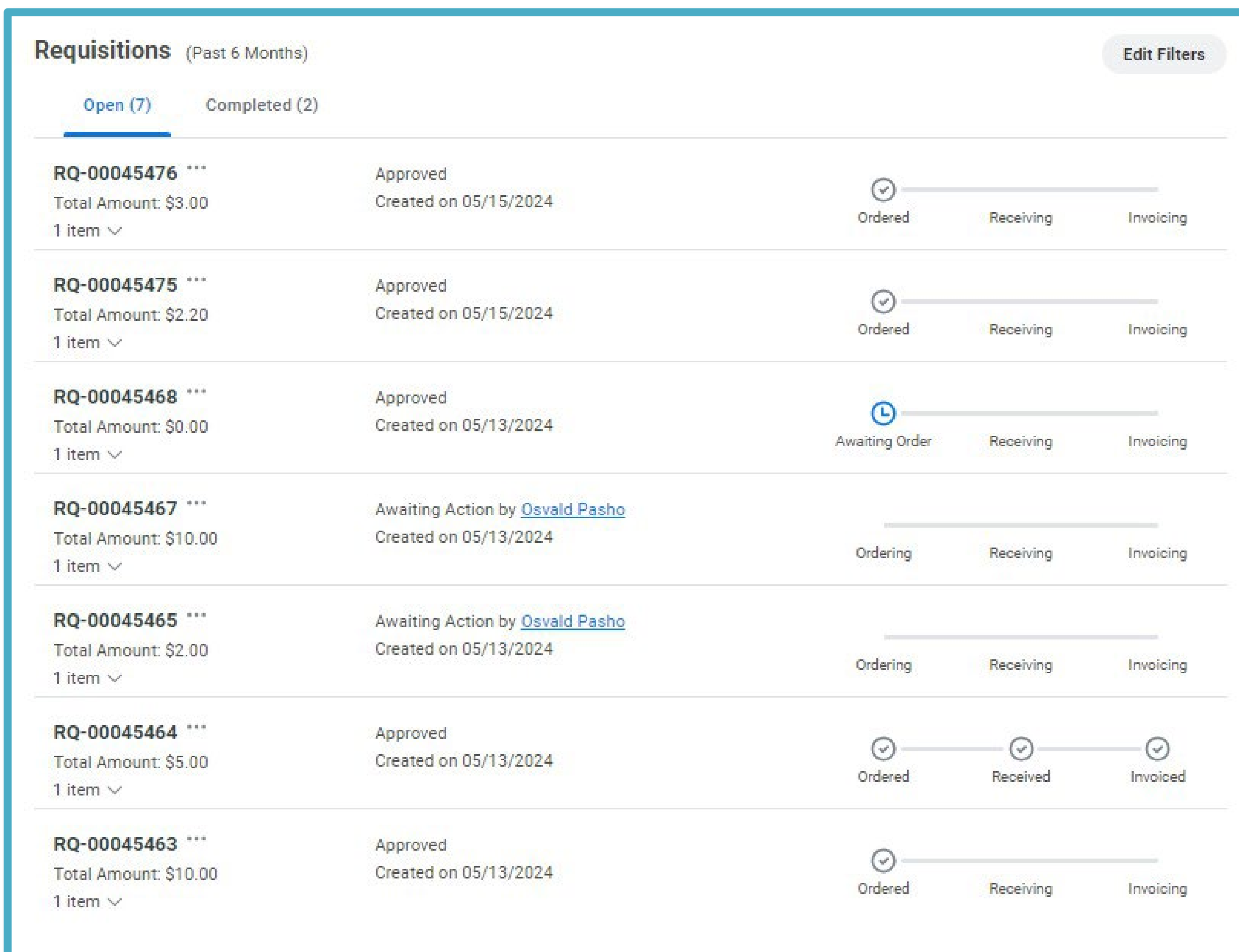
Save for Later

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

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

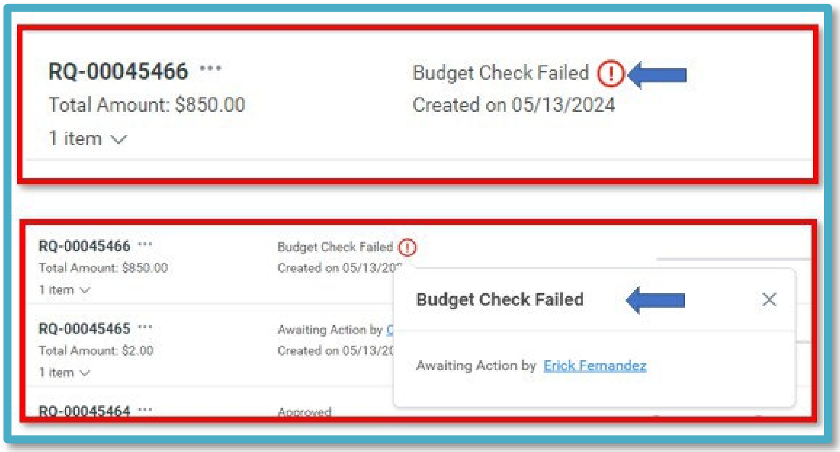


My Requisitions / Create Requisition Worklet Screen

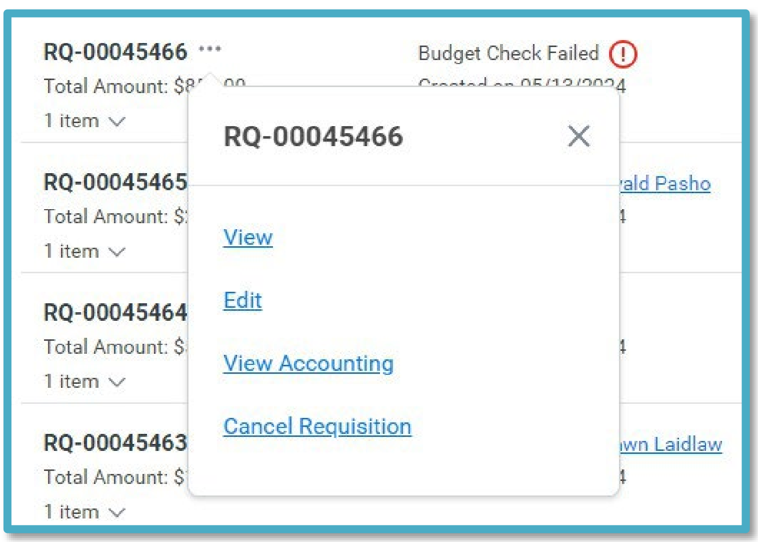


The report displays the list of your requisitions, listing the requisition number, date, and amount. The Requisition Worklet page will also display important information such as Budget Errors, Awaiting Action, and requisition approval status. You can also find important information such as purchase order numbers, receipts, invoices, and payment status by simply clicking the fields Ordered, Received, and Invoiced.

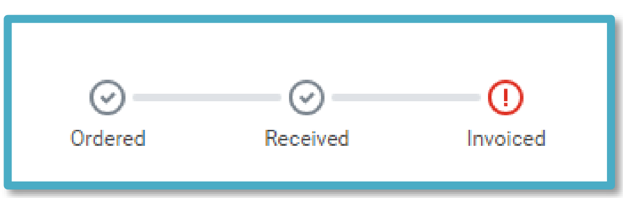
a- Click on any “Red Warning” in order to see the error Workday has encountered



b- Click on the three dots next to the requisition number so that you can edit the requisition accordingly

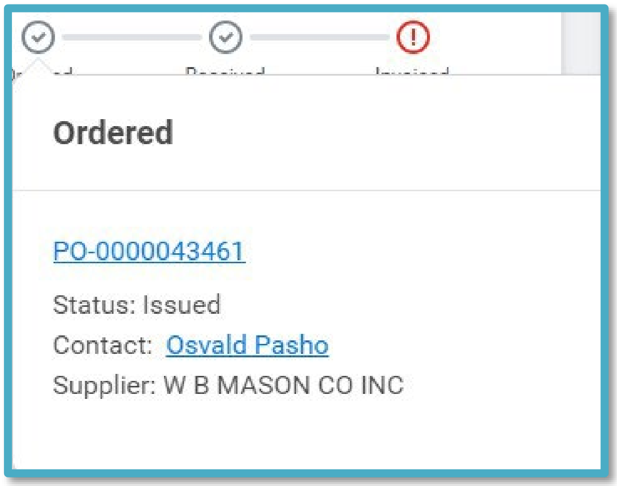


c- Click on the “Ordered,” “Received,” and or “Invoiced” fields to see the information associated with it.



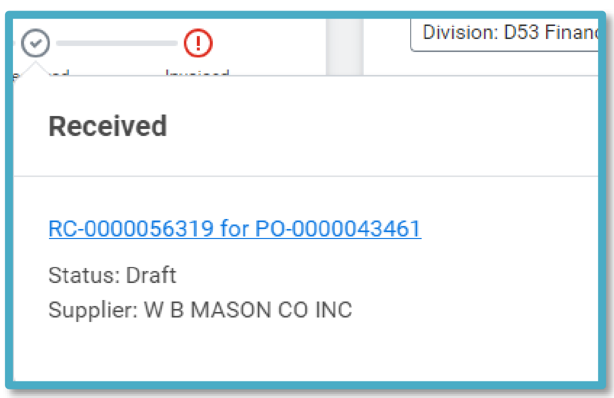
d- **Awaiting Order – Ordering – Ordered Field**

- Awaiting Order: the requisition has been approved but has not yet been sourced.
- Ordering: the requisition has been approved and partially sourced.
- Ordered: the requisition has been approved and fully sourced.



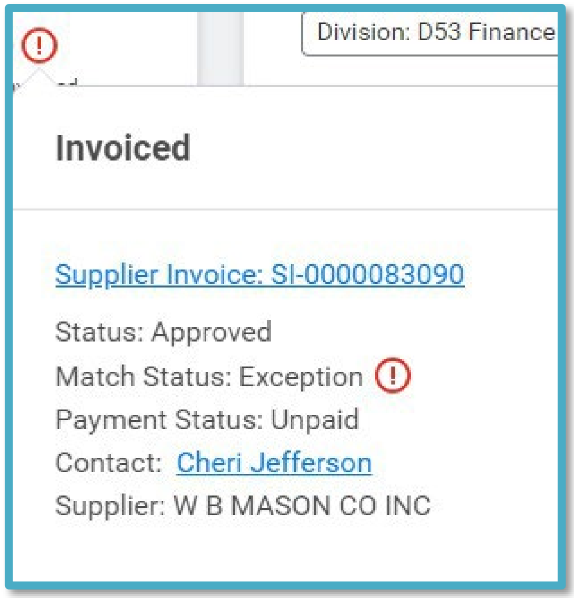
e- **Receiving – Received Field**

- Receiving: the PO has been issued but has not been fully received
- Received: the PO has been issued and has also been fully received

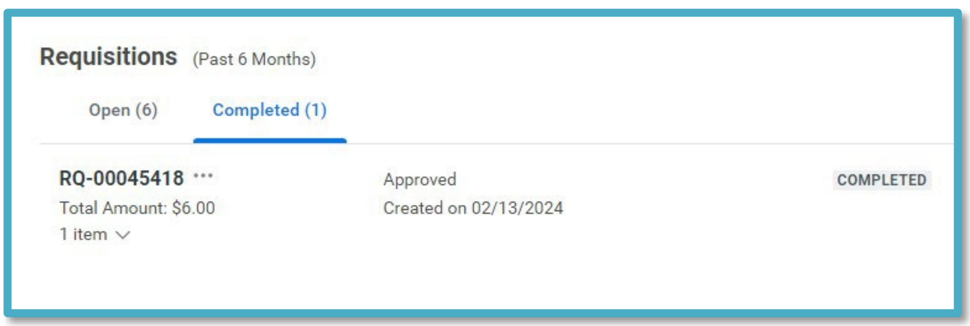


f- **Invoicing – Invoiced – Match Exception**

- Invoicing: the purchase order has been issued but has not been fully invoiced
- Invoiced: the purchase order has been issued and has also been fully invoiced
- Match Exception: the purchase has been invoiced, but there is an invoice in match exception (most likely due to a missing receipt).



g- Finally, when the requisition cycle is done, the system switches the requisition from the "Open" to the "Completed" tab

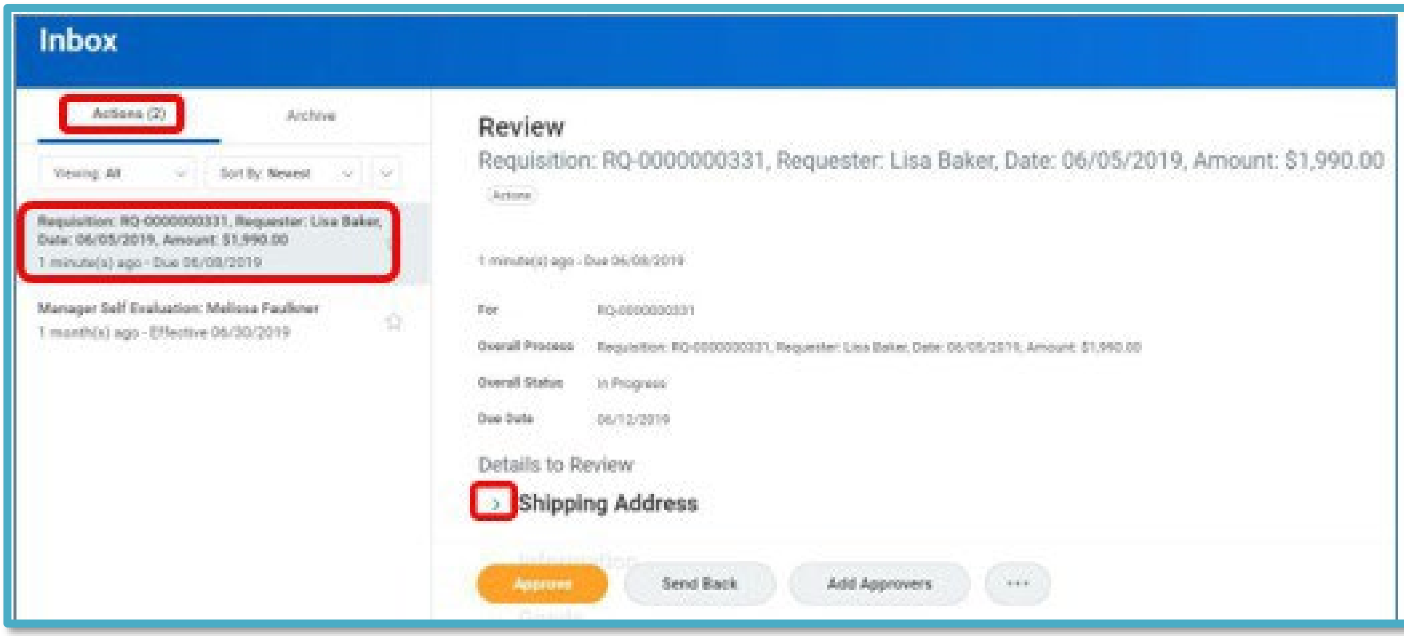


Approval Process

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

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

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



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

   Shipping – The 'deliver to' information.

   Information – Header information of the request.

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

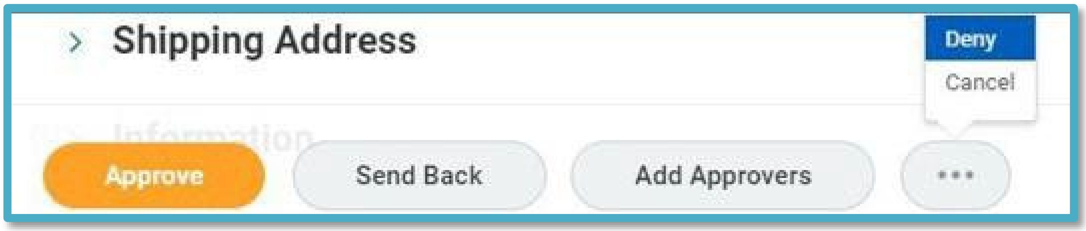
   Attachment – If active, click the arrow next to Attachments to identify what has been associated to the request. Click the corresponding file name to open and review the file.

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

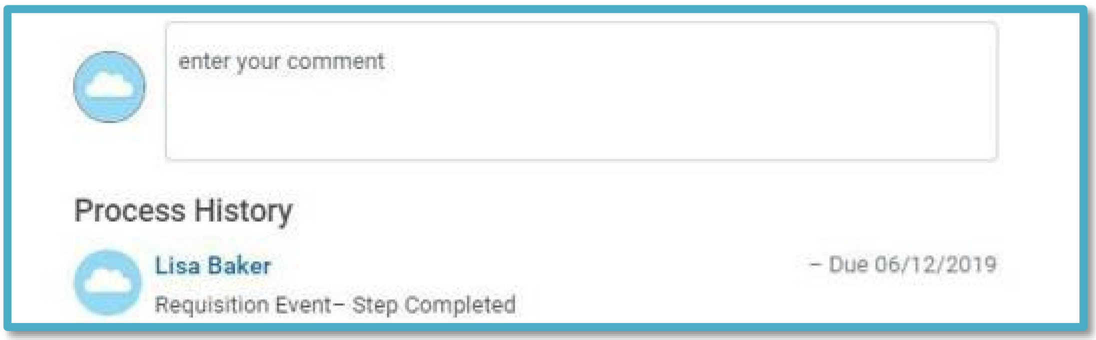
4) When all information has been reviewed and confirmed, click the **Approve** button at the bottom of the screen to approve the requisition and send it to the next approver in the workflow.

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

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



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



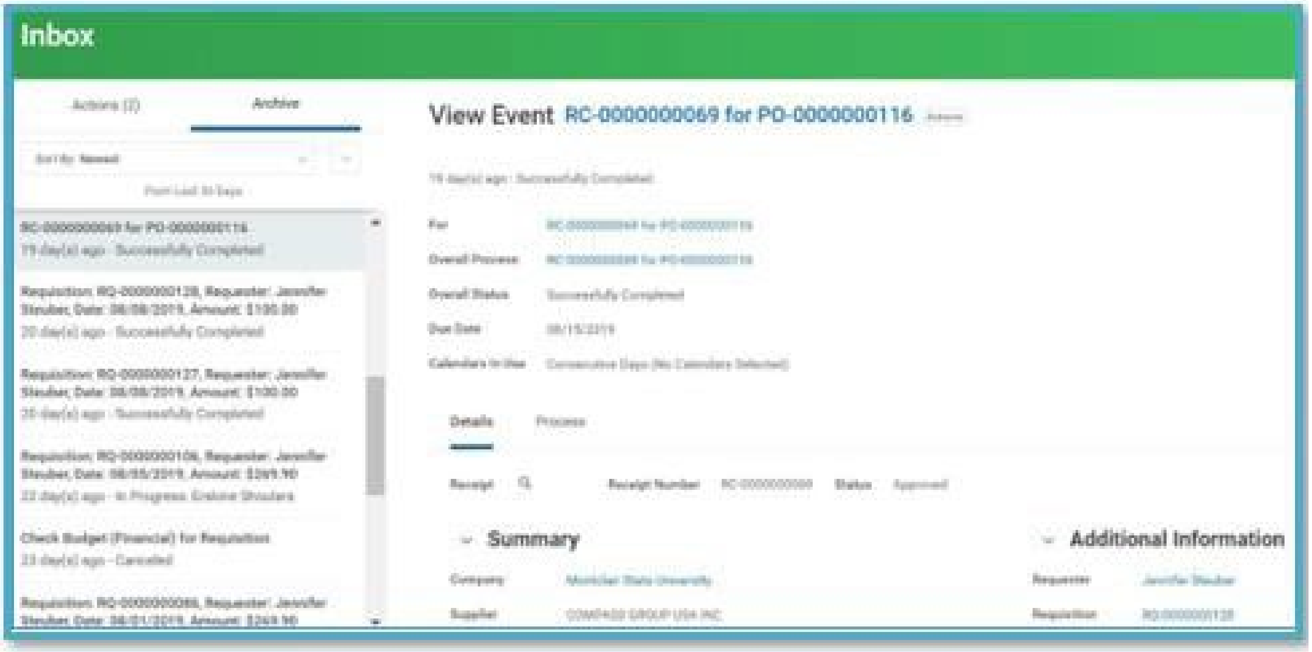
The process moves forward for additional reviews and approvals to the list below.

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

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

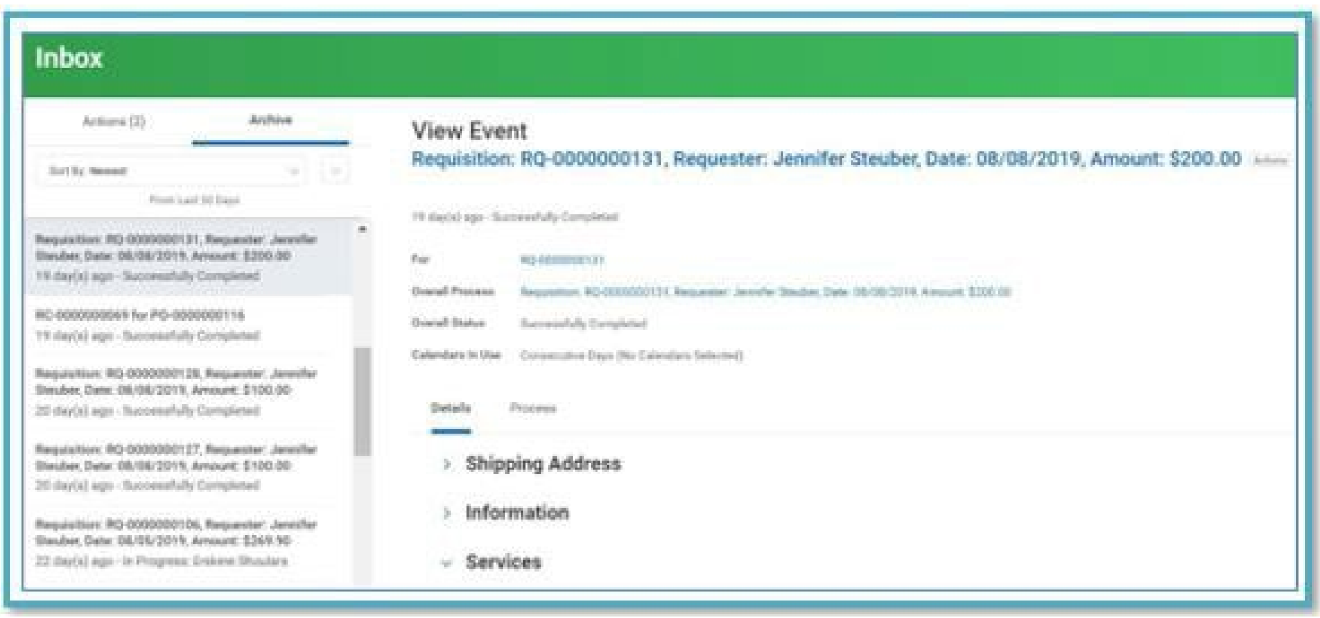
When all approvals have been completed, the requisition is processed and a purchase order is created and issued to the selected supplier.

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



Check the Status of a Requisition

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

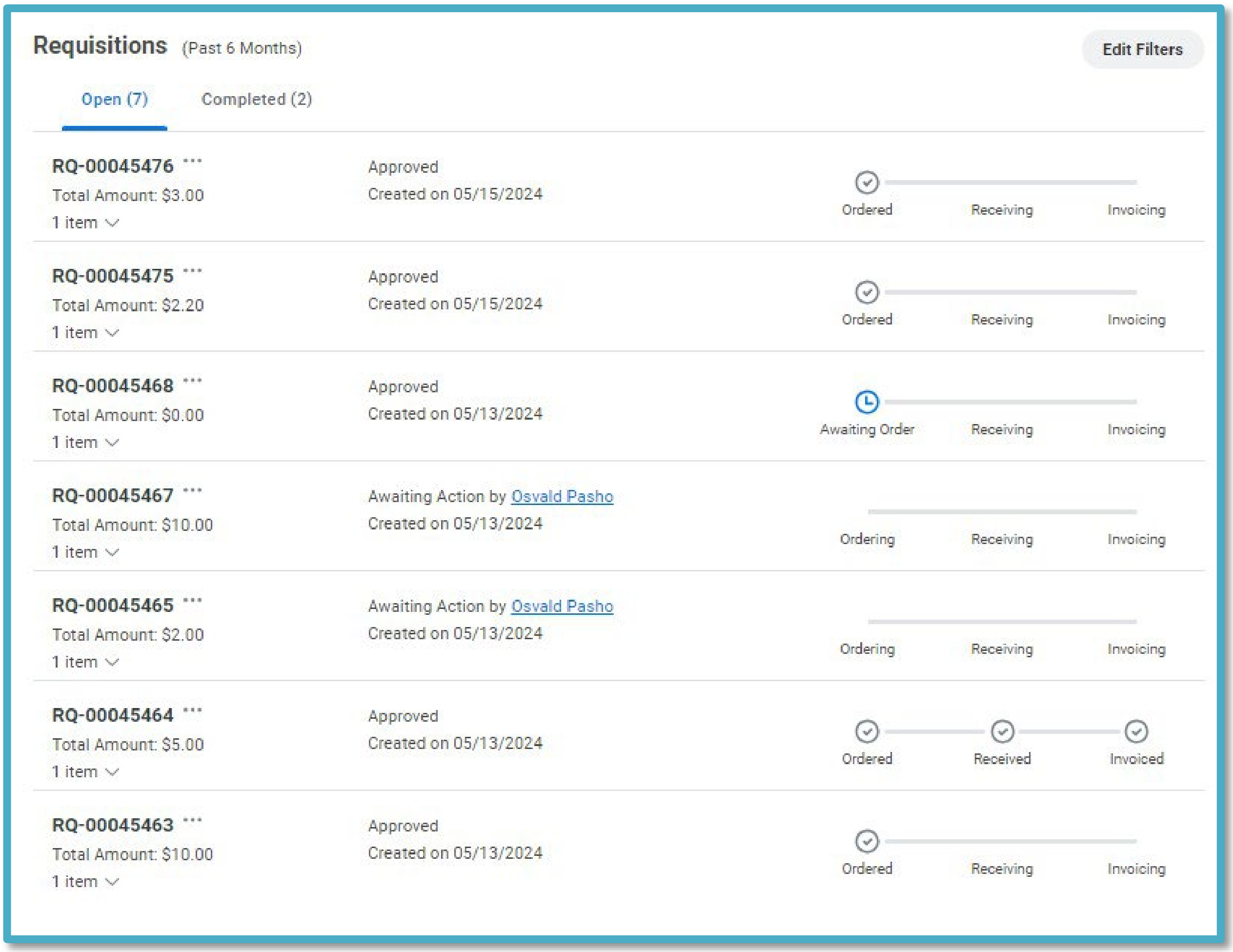


3) In the **View Event** section of the screen, the **Details** tab displays the details of the requisition, and the **Process** tab shows the process history of the request.

To view all of your requisitions:

4) Type **My Requisitions / Create**

The *My Requisitions* screen displays.



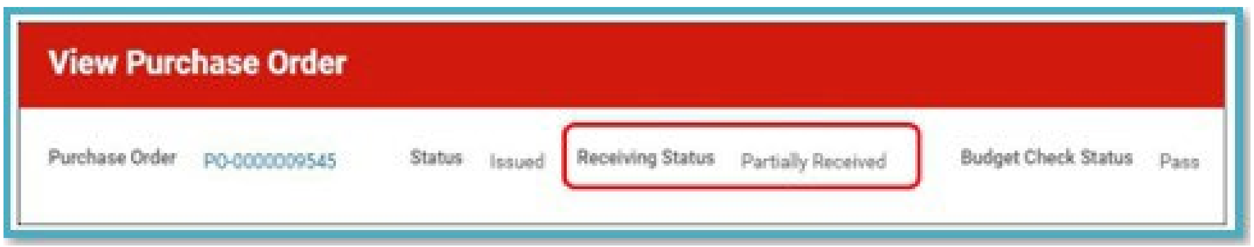
Please note that the system will display only the last 50 requisitions. If information on 50+ requisitions is needed, please run the "Requisition Life Cycle" Report.

Purchase Orders

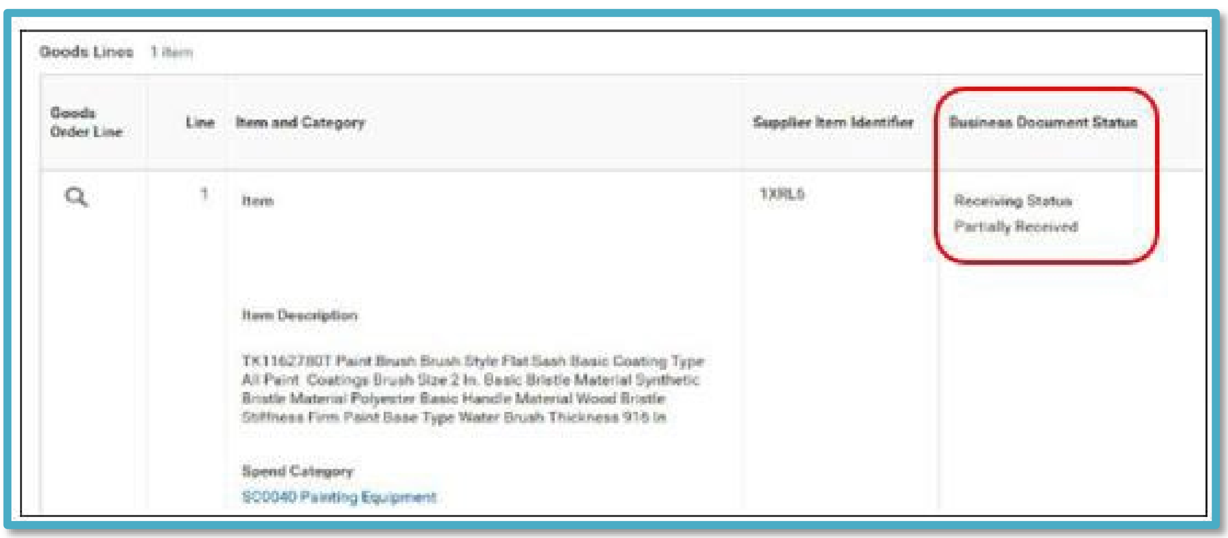
When a requisition has been completely approved and issued as a purchase order, the Requester will receive a notification and an email. If the requester needs a copy of the issued PO, please contact the buyer.

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

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



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



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

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

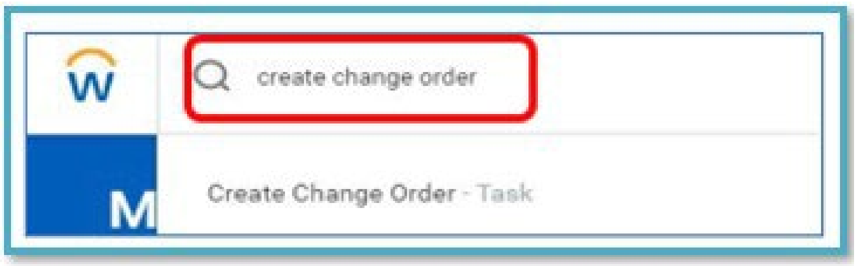
Any changes to a purchase order will re-initiate the approval flow. The complete change process is as follows:

- Purchase Order is issued.

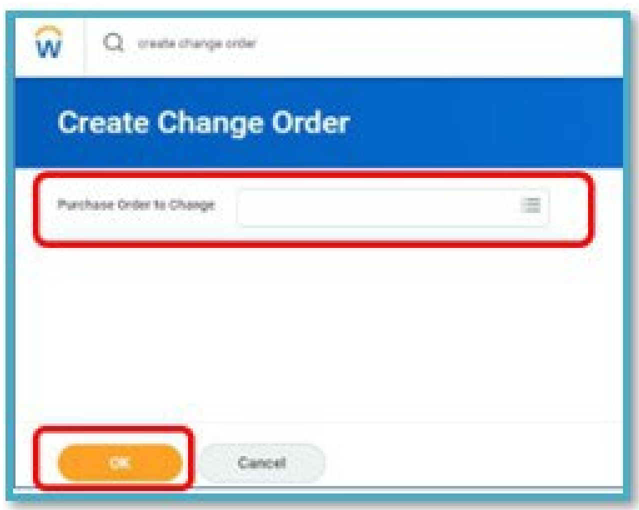
- Requester initiates a Change Order, after verifying appropriate funding is available.
- Approver(s)/buyer processes change request.
- Requester gets approval notification and must again confirm funding is available for the change.
- Requester approves the Change Order.
- Changes are sent to Supplier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

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

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

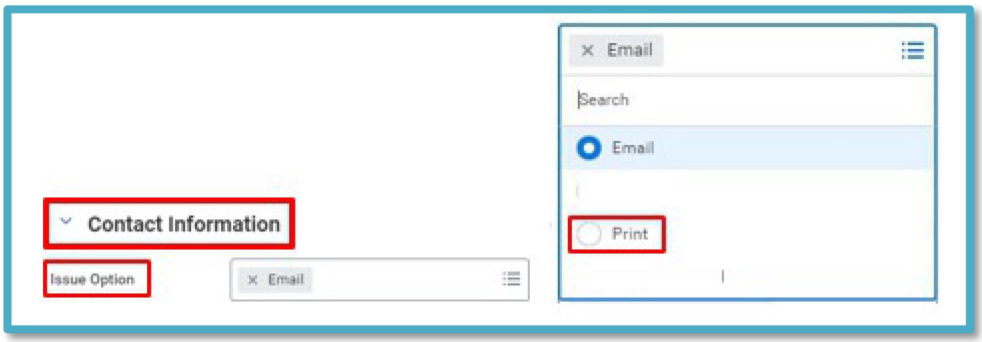


2) On the *Create Change Order* screen, enter the number of the purchase order that needs to be changed, and click the **OK** button.

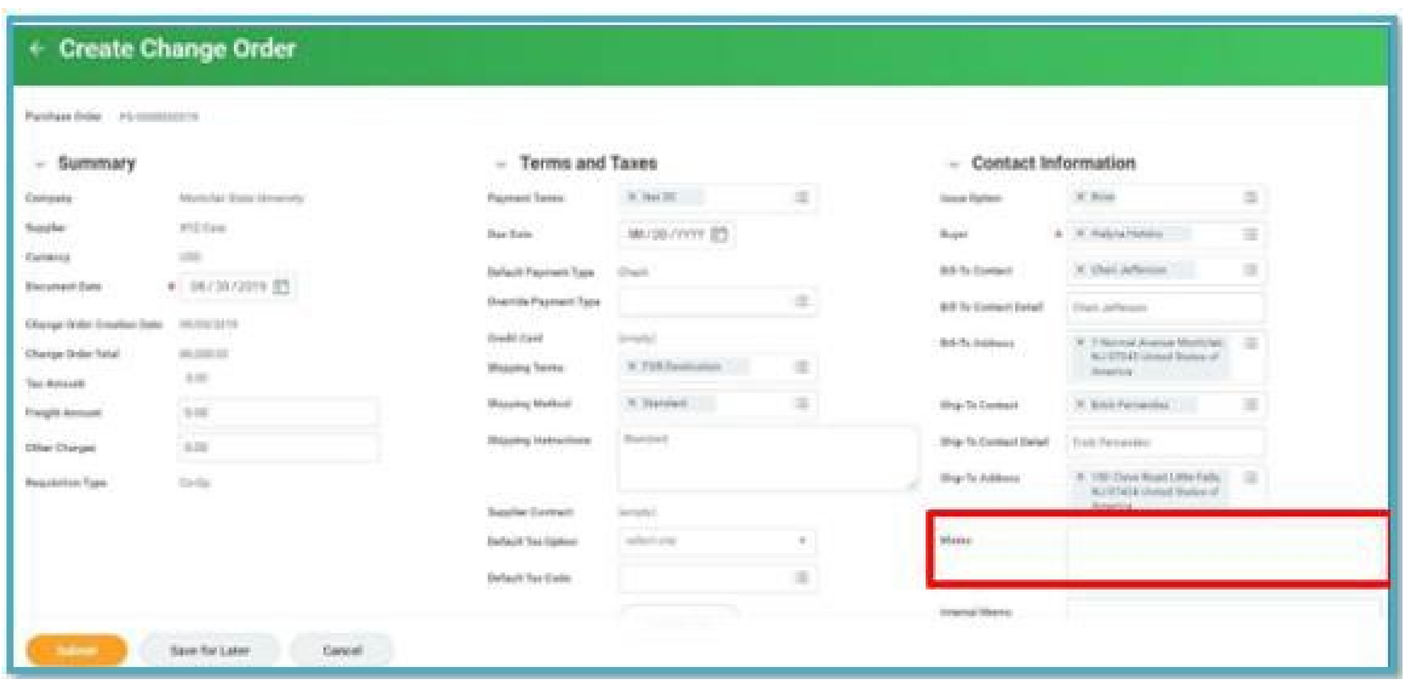


3) A *Comment Box* has now been added to enter a detailed reason as to what is being changed within your PO (For example, change order #1: changing the price on line 2 from $100 to $80, etc.), and this comment is for the buyer's review. Your reason should also be entered in the **Memo to Supplier** area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

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



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

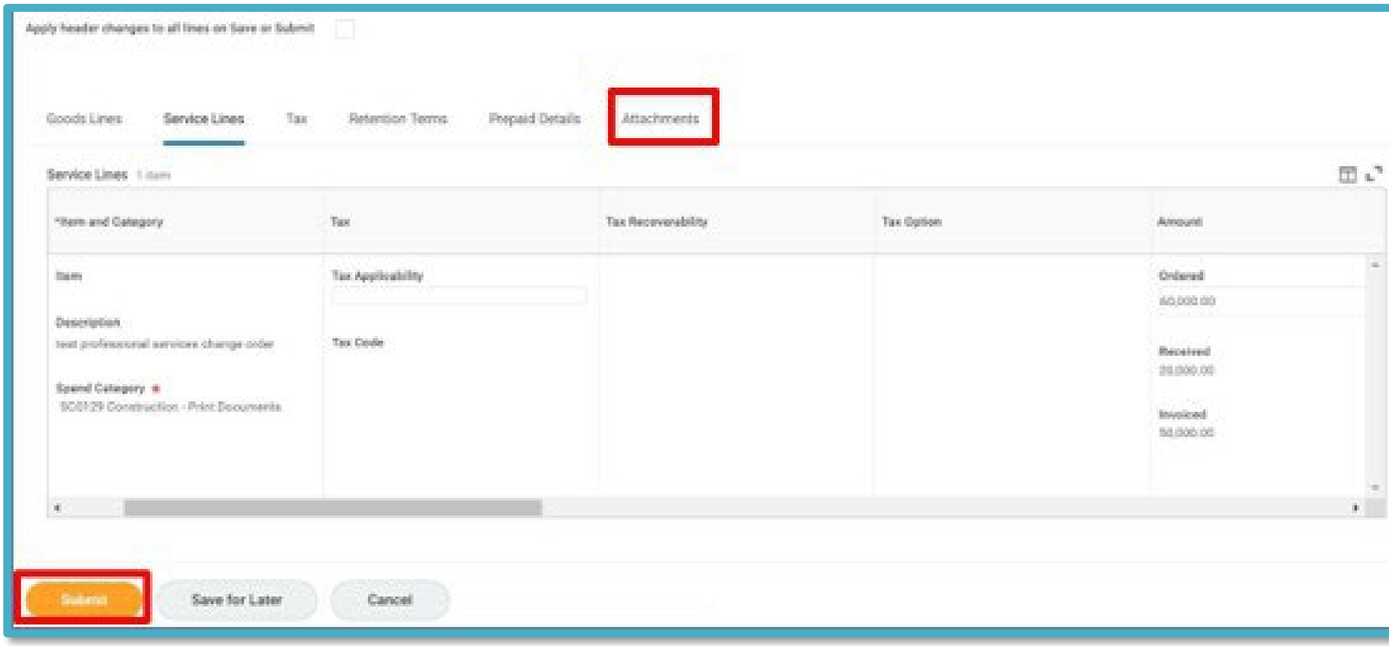


6) Scroll down and leave the "Apply Header Changes to all lines on Save or Submit" checkbox as blank.

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

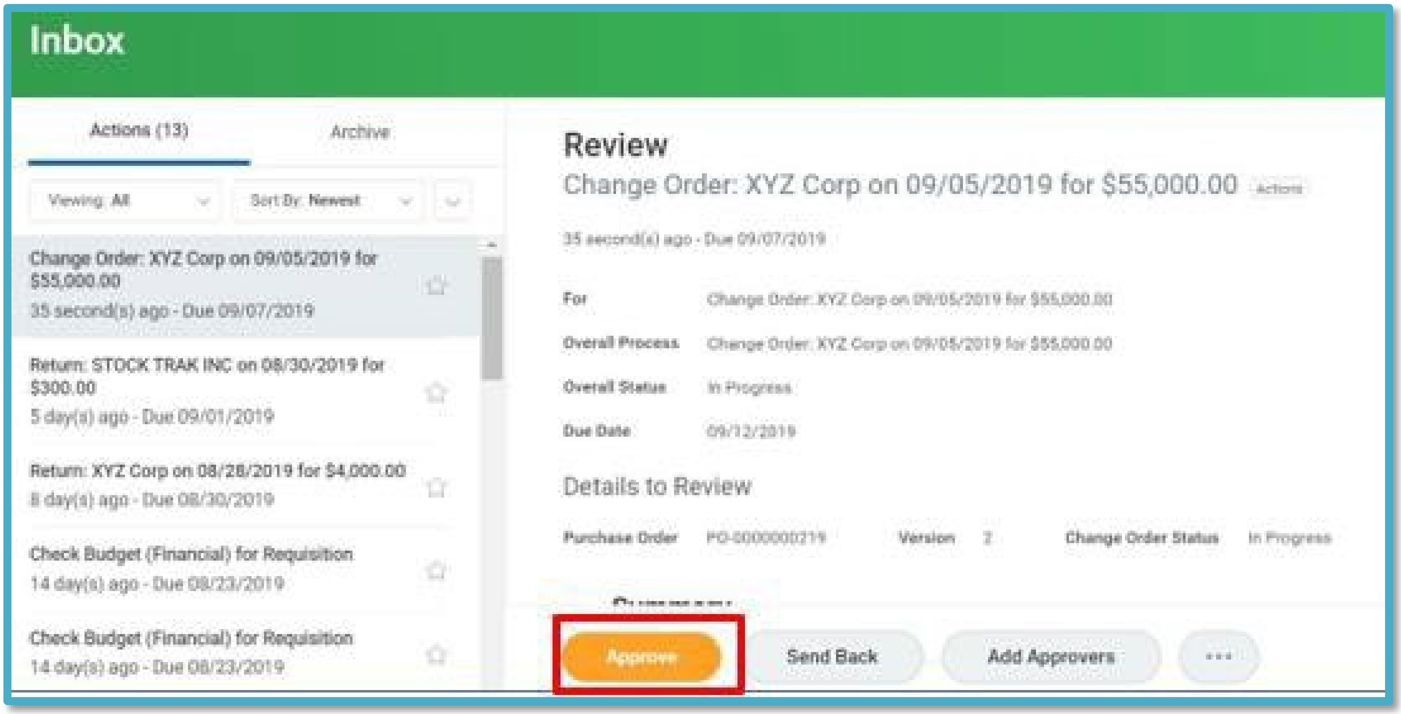
8) On the corresponding line to be changed, scroll to the appropriate field, and enter your changes. Change additional lines as needed and add or remove lines. Everything on a PO can be changed, except the **Supplier** and **Order-From Connection**.

9) When all changes are completed, click the **Submit** button to re-initiate the approval process.



Note: If this change caused the total to be $7,880 or greater for Prevailing Wage or $22,180 or greater for General Goods and Services, an attachment is now required as the Requisition Type is now 3 Quotes.

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



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

11) Once funding is confirmed, the Requester can click the **Approve** button to indicate the purchase order version can be issued.

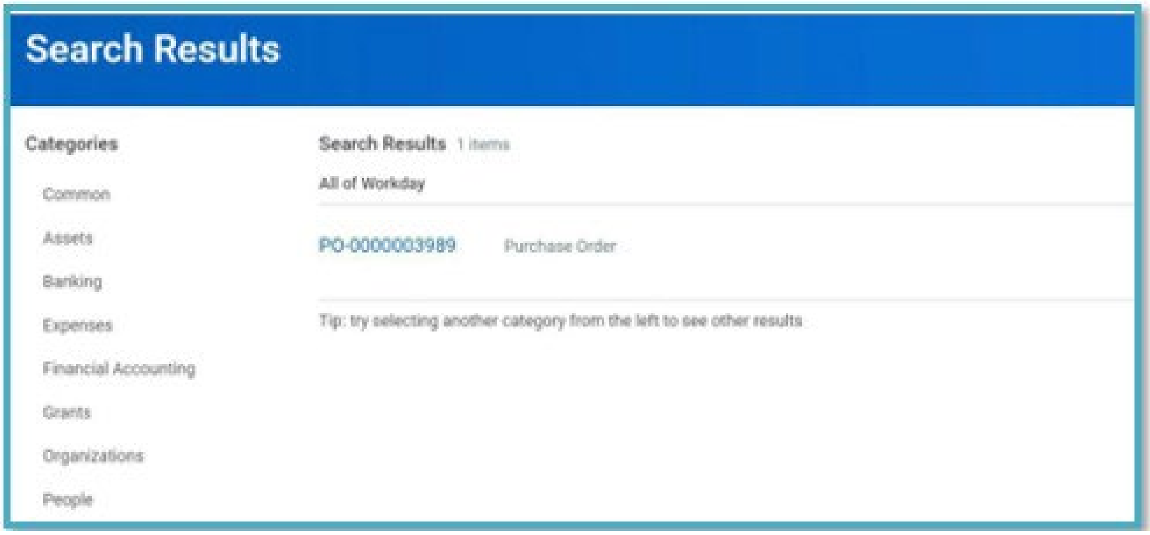
Note: Once this step is complete, the Change Order cannot be adjusted until the purchase order version has been issued.

Check the Status of a Change Order

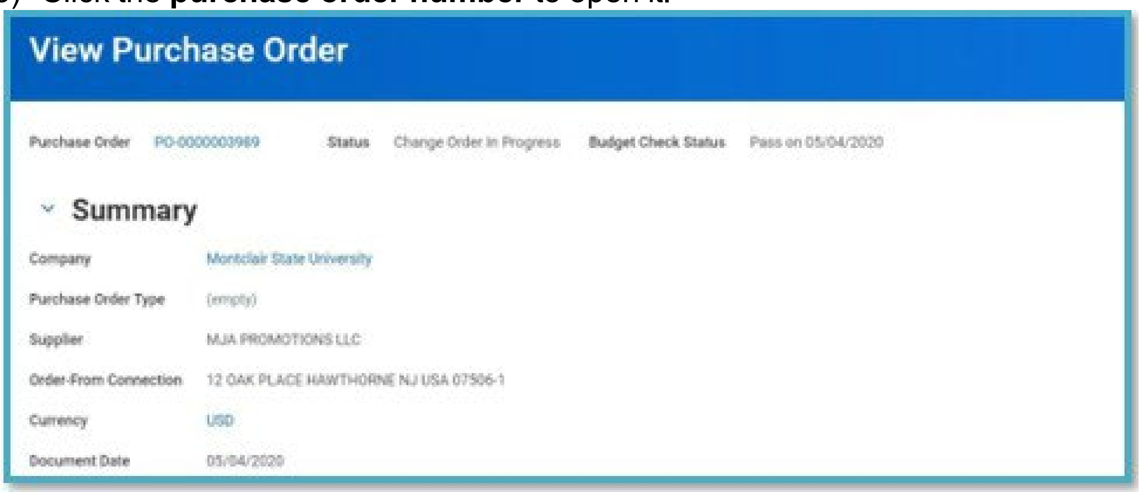
Note: Once entered into the system, Change Orders cannot be edited. Should any adjustments need to be made, another Change Order will need to be created and processed.

1) Enter the purchase order number into the *Search* field and click **Enter**.

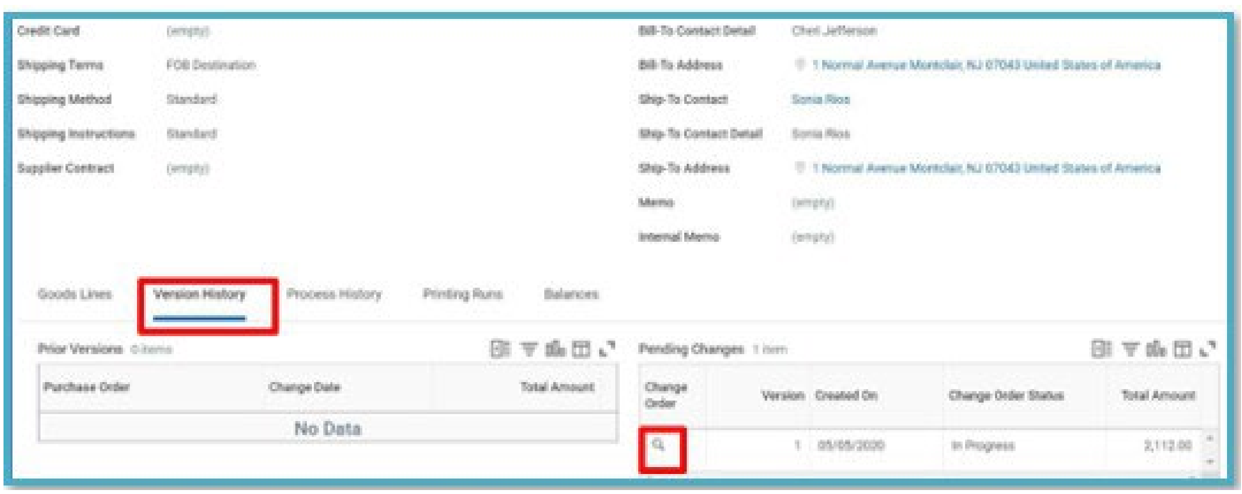
2) On the *Search Results* screen, scroll down and select **All of Workday** at the bottom of the list on the left to locate the purchase order in the system.



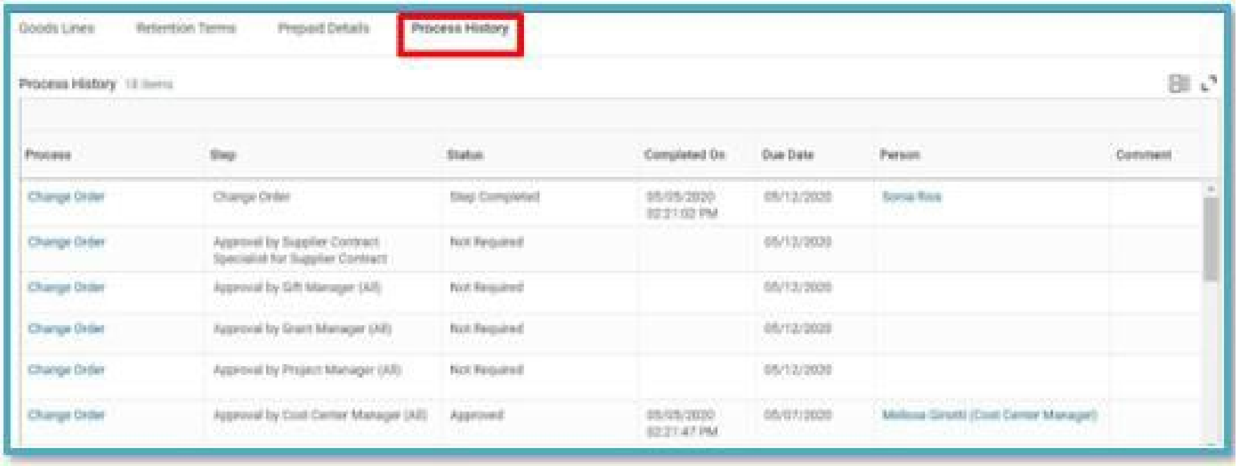
3) Click the **purchase order number** to open it.



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



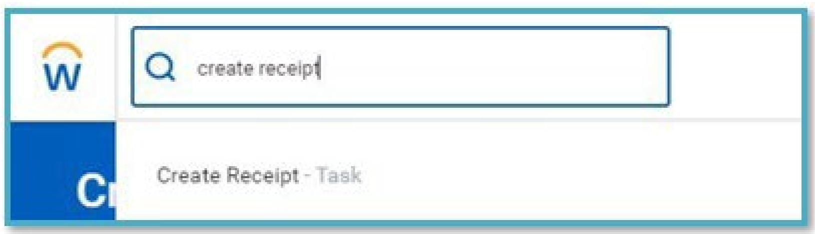
5) Next, when the *View Purchase Order* screen opens, scroll down and click the **Process History** tab to see who is next in the business process.



Create Receipt

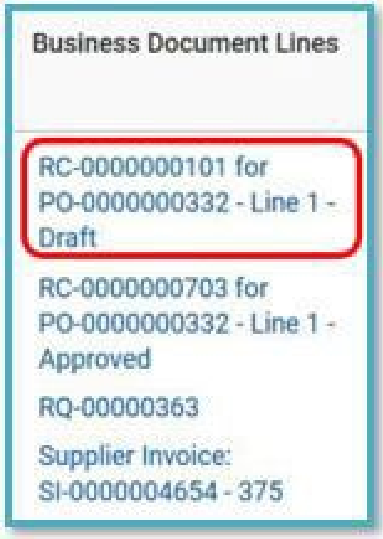
Once the purchase order has been fulfilled by the supplier, the Requester will need to enter the receipt information into the system.

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



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

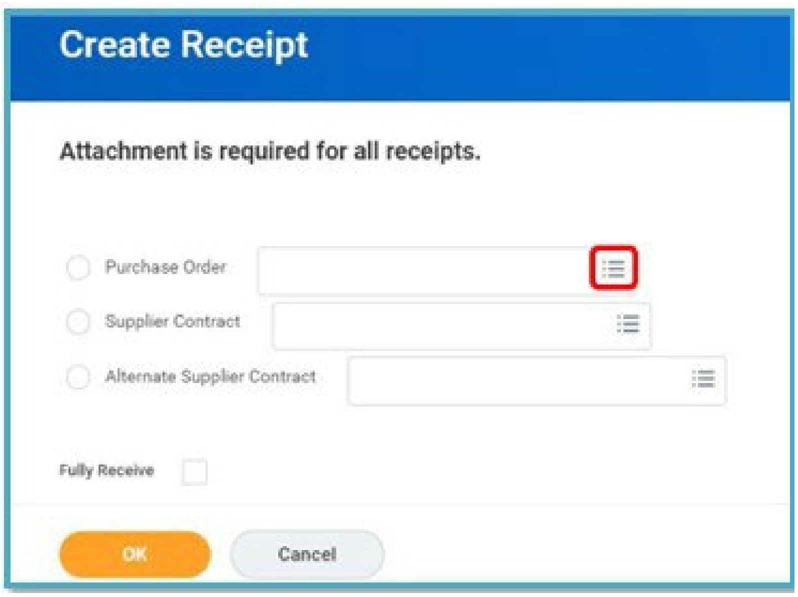
Alternately, go to the **My Requisitions** report, click the twinkie of the corresponding PO number to hover over the *Receipt* option, in the Related Actions area, and click **Create** in order to enter the PO number into the initial *Create Receipt* screen. If “Create Receipt” is not an option, please check the PO detail business document lines for any draft receipt before continuing.



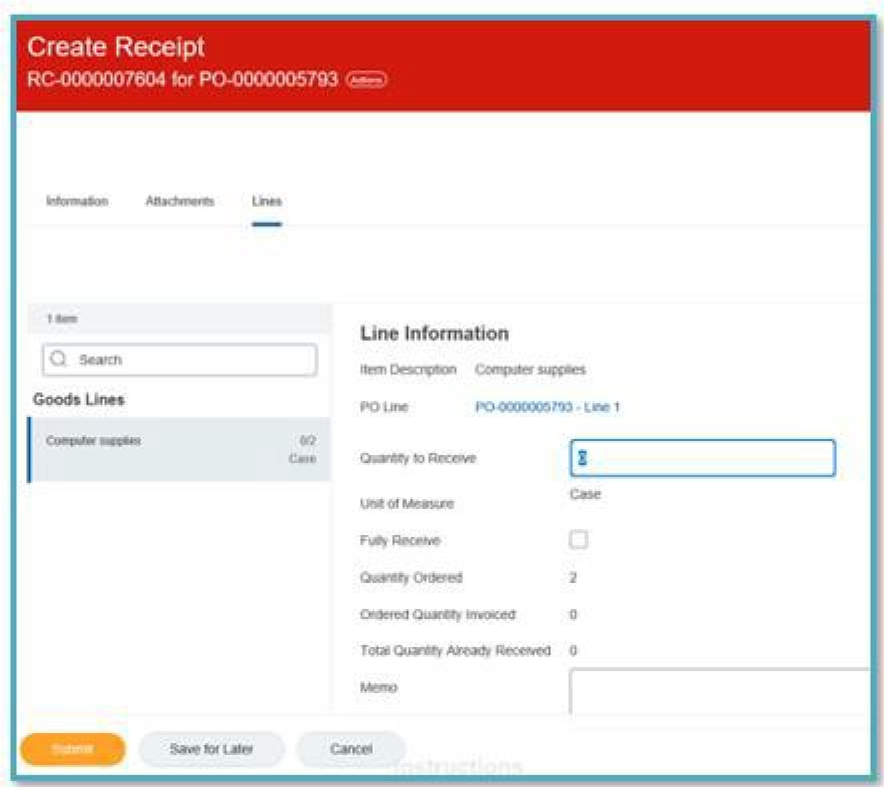
Note: The system will not allow multiple drafts. Only one receipt draft per PO is allowed.

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

4) Click the **OK** button.



The *Create Receipt* screen displays.



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

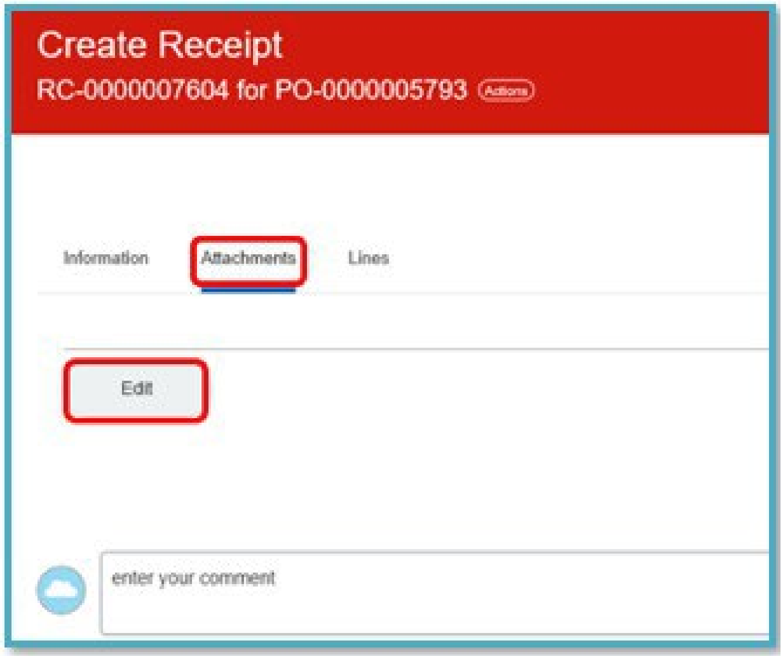
   When receiving goods, click in the **Quantity to Receive** field on the corresponding item line and enter the **actual amount** of items received.

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

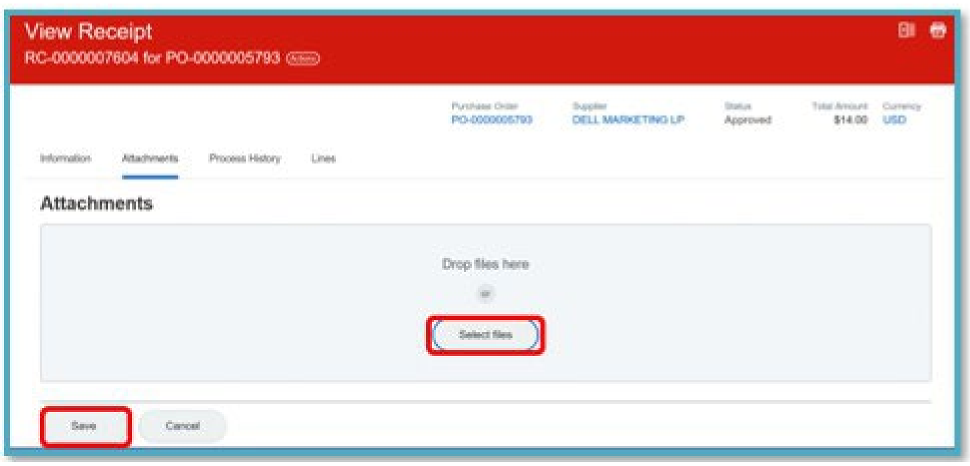
Note – When receiving within a multi-line purchase order, **all** lines must have a quantity entered. For those lines that do not have a current receipt associated with them, confirm a “0” is in the Quantity to Receive or Amount to Receive field.

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

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

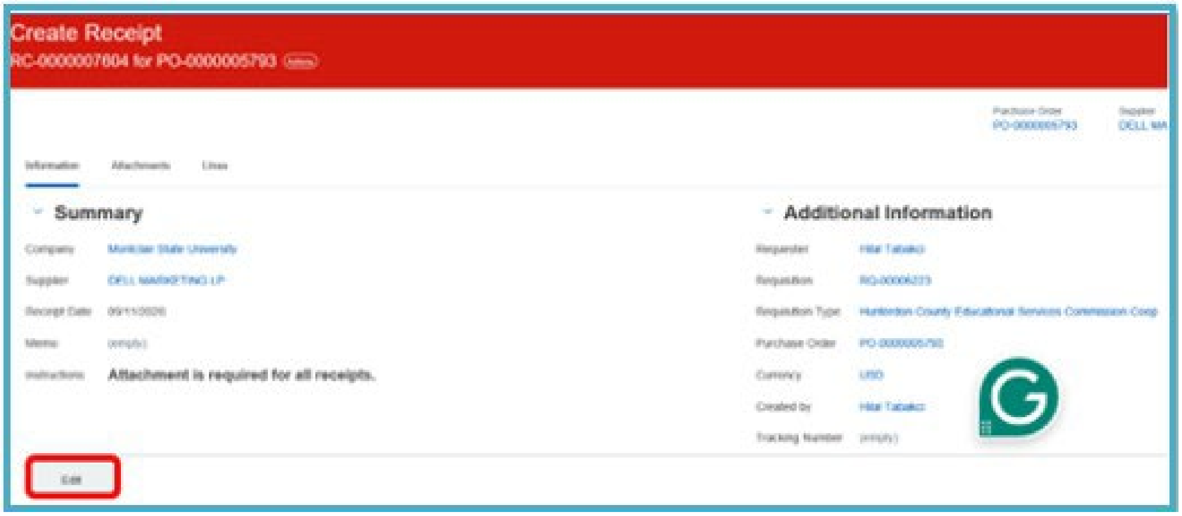


8) Click the **Select files** button to add supporting documentation to the receipt and click **Save**. **Note**: Attachments are required for **ALL** receipts.

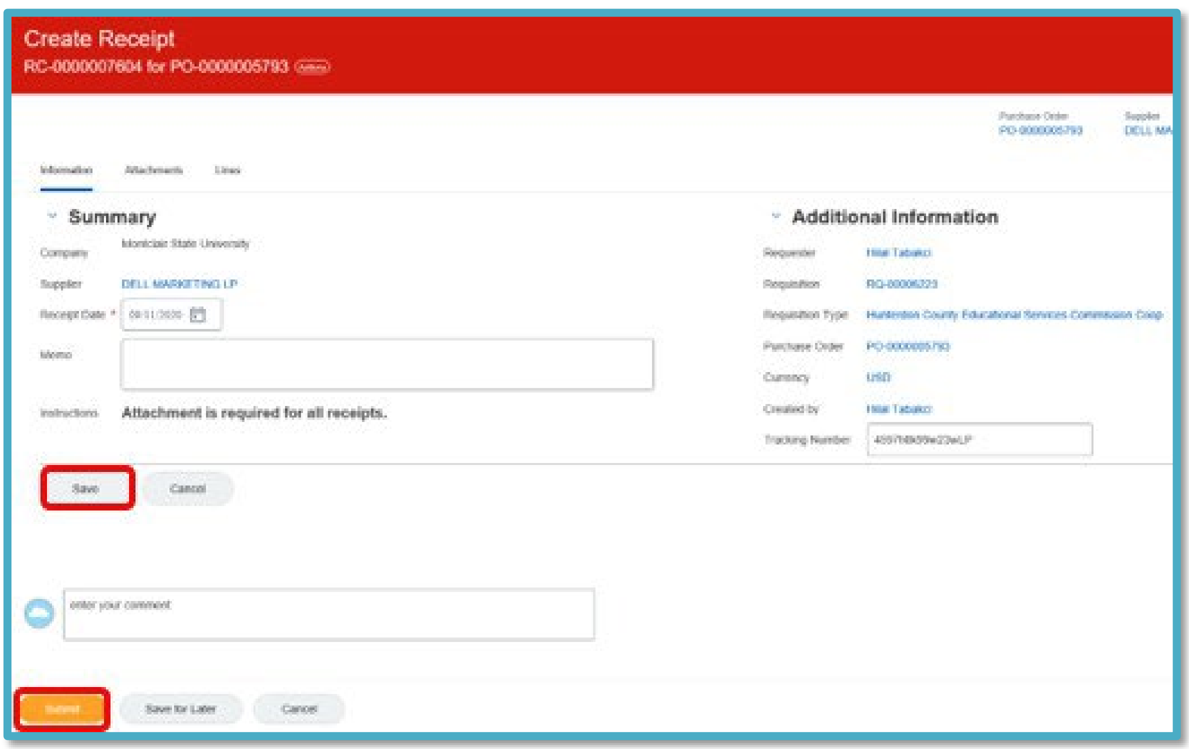


9) Scroll up and click the **Information** tab to change any information, such as the receipt date, add the tracking number and/or comments in the memo box.

10) Click the **Edit** button on the *Information* screen.



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

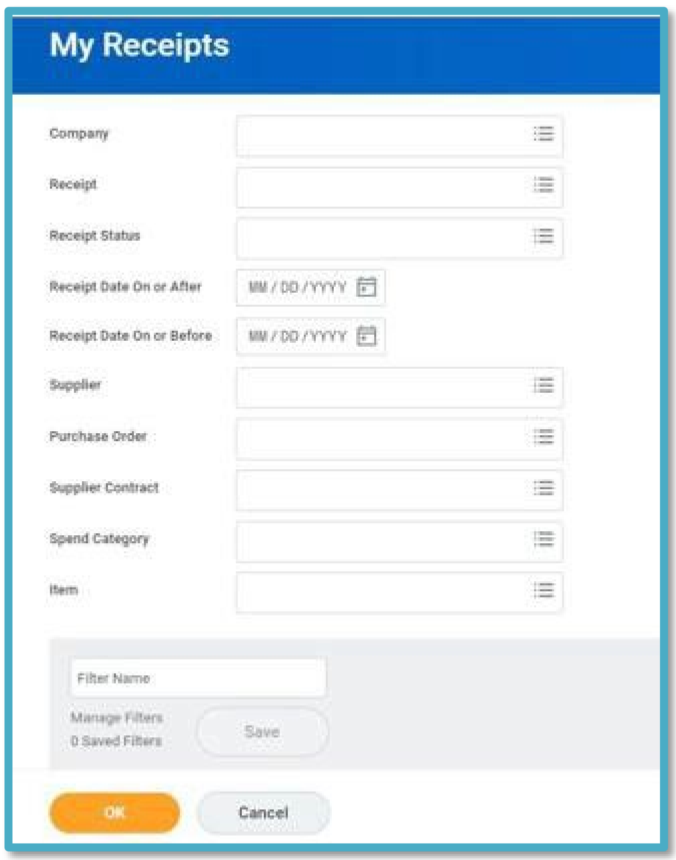


12) Click the **Submit** button to process the receipt.

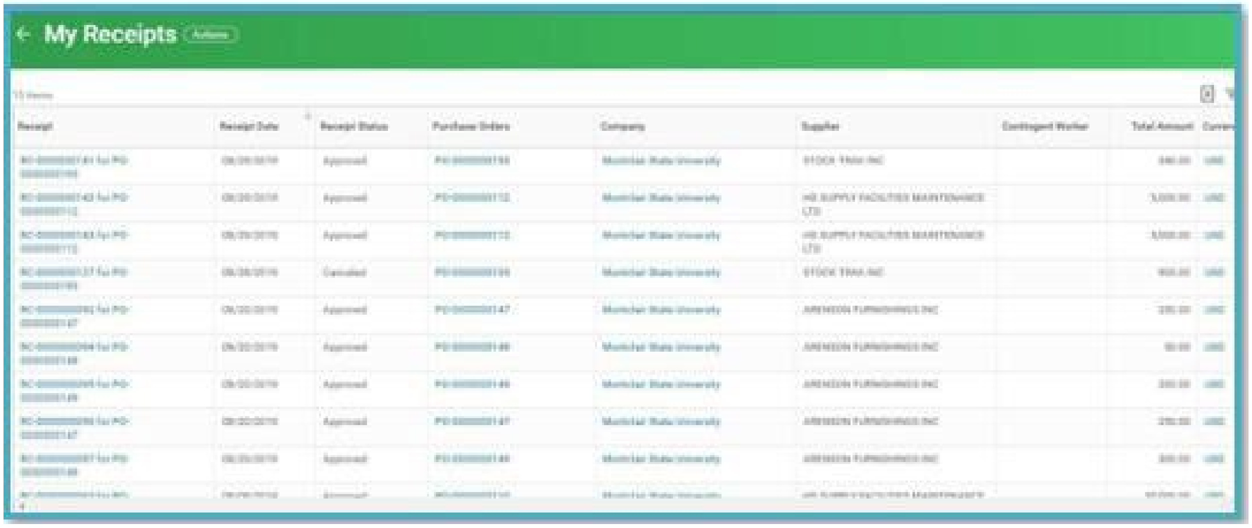
The system displays the confirmation banner that the receipt was successfully submitted.

View Receipts

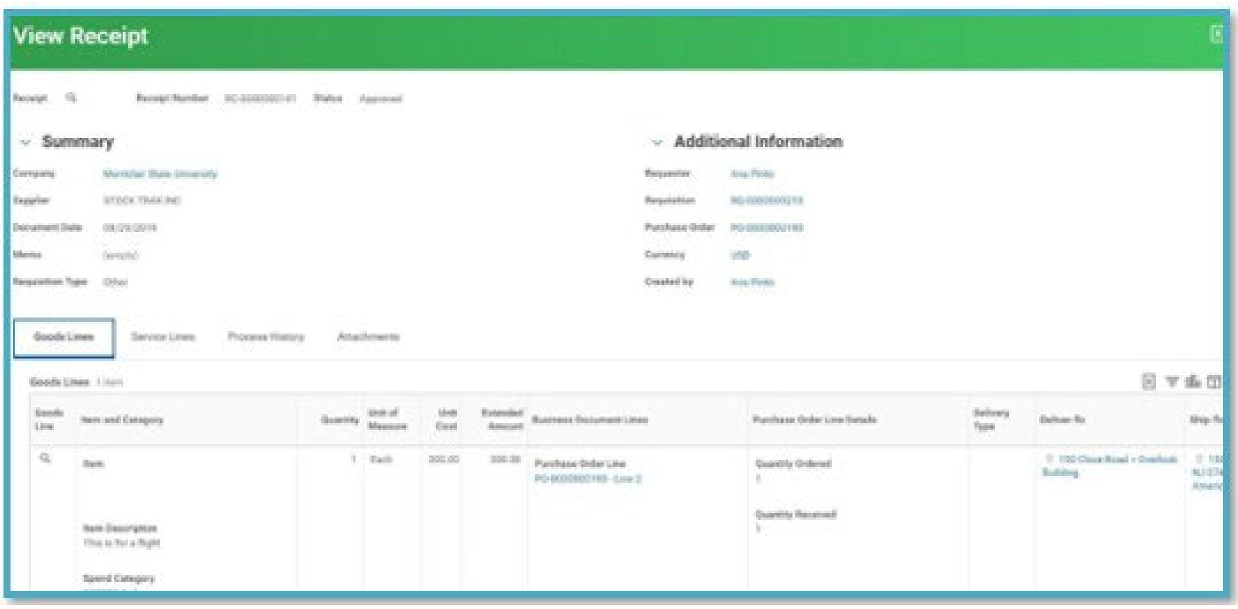
1) To view all of your receipts within the system, type **My Receipts** in the *Search* field and select the corresponding search result.
2) When the *My Receipts* page displays, click the **OK** button in the bottom left corner to display all receipts related to your sign on. Otherwise, enter criteria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



A list of your related receipts displays.

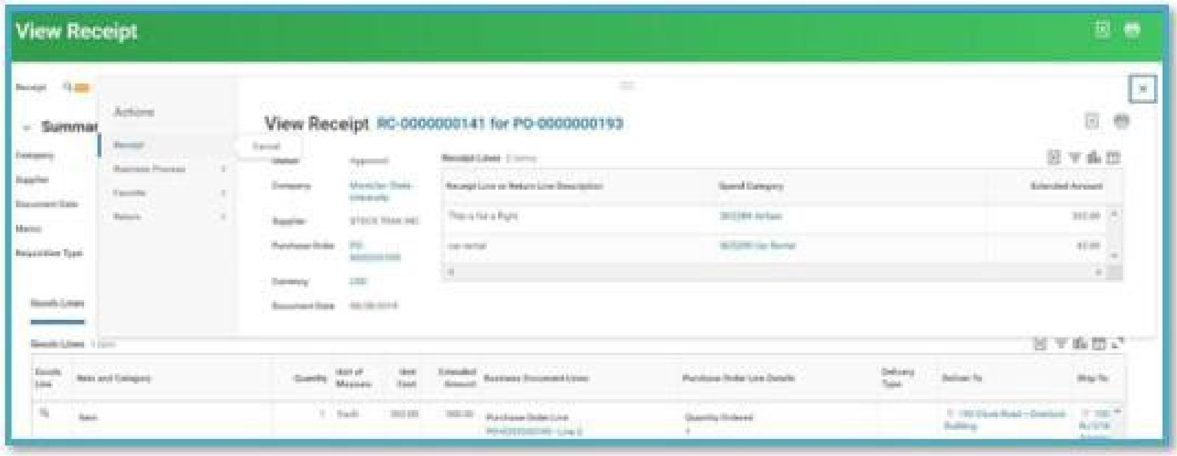


3) Click on any column header to access and select a sort filter for the data.
4) To view the details of a specific receipt, click on the appropriate receipt name in the **Receipt** field.
5) Click the **Goods Lines** or **Service Lines** tab to view the receipt information.



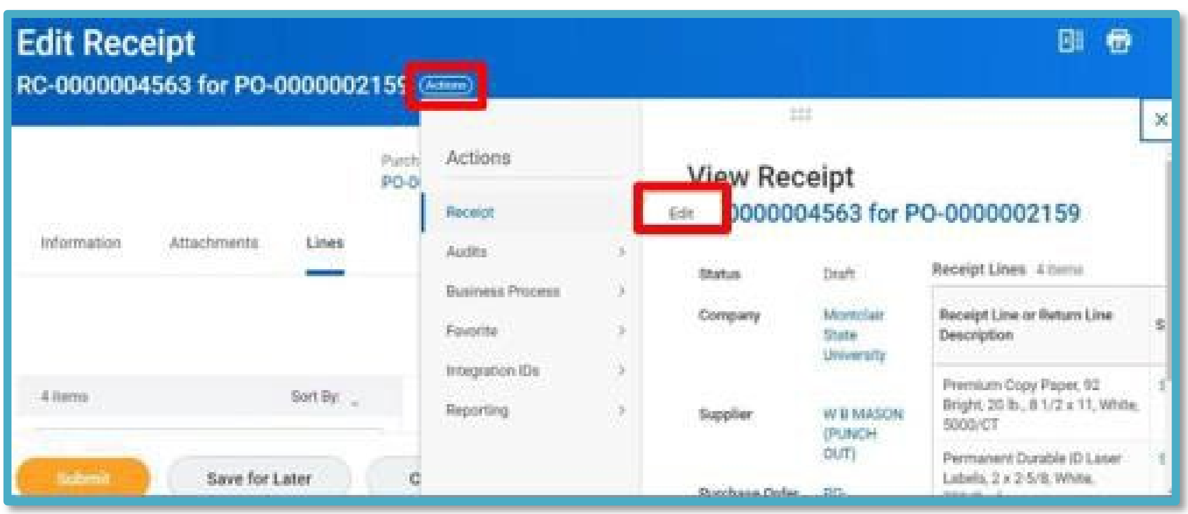
Cancel Receipts

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

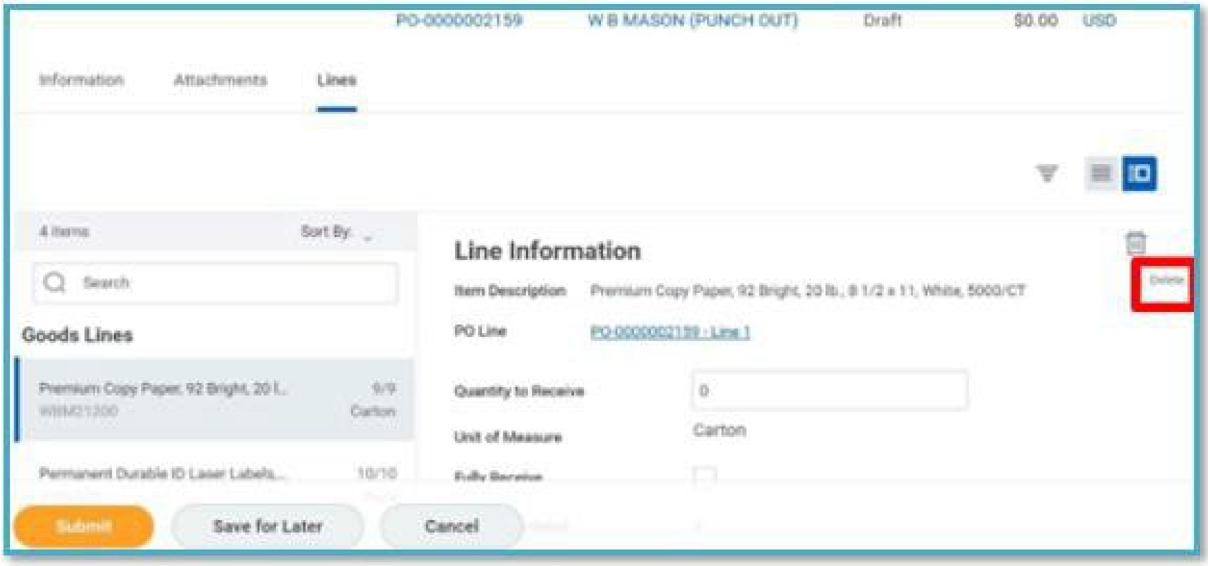


Cancel Draft Receipt When Only Edit is an Option

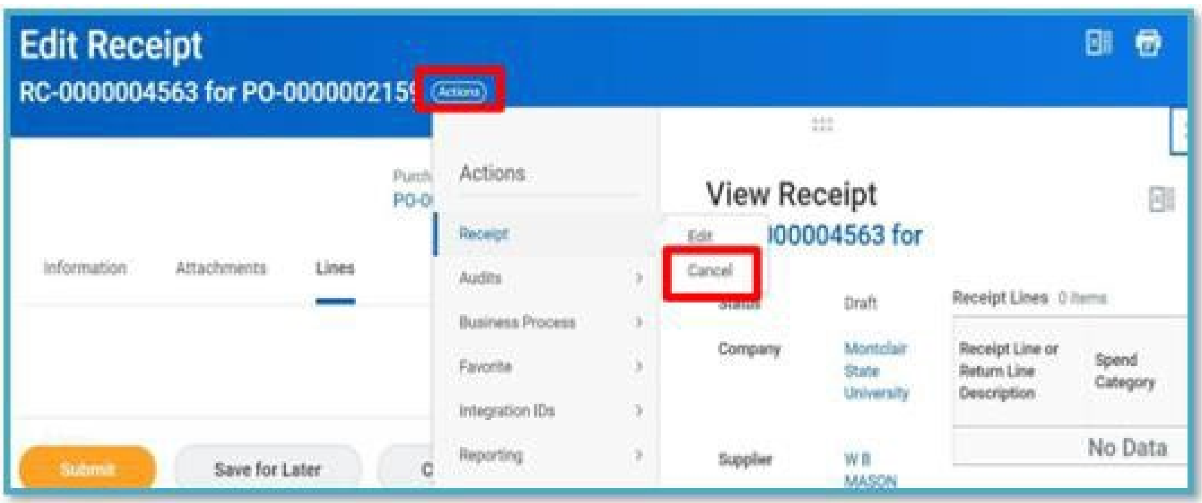
1) From within the *Edit Receipt* screen of the purchase order, click the **Actions** buttons and select **Edit** from the *Receipt* option.



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



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

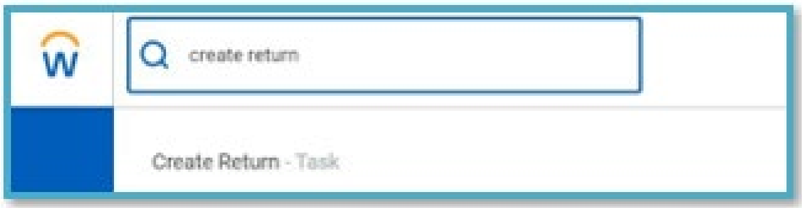


The draft receipt status now displays as canceled in the system.

Returns

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

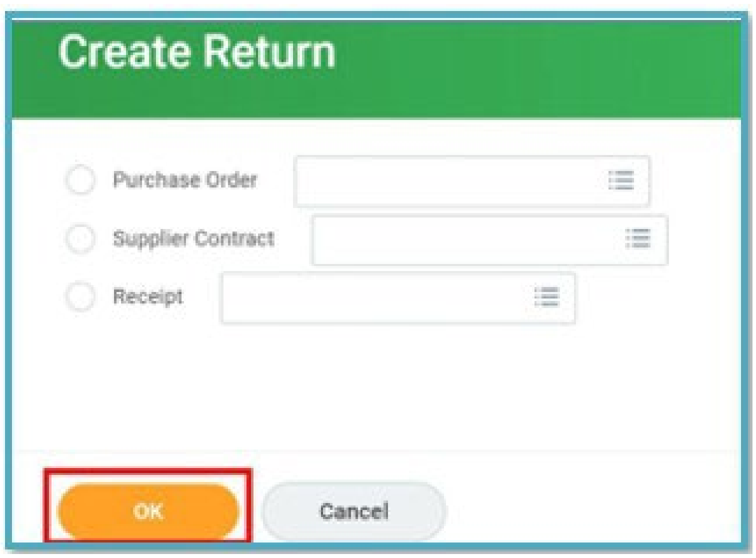
1) Enter **Create Return** into the *Search* bar and click **Create Return – Task**.



2) On the *Create Return* screen, enter the number of the purchase order from which the goods were ordered.

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

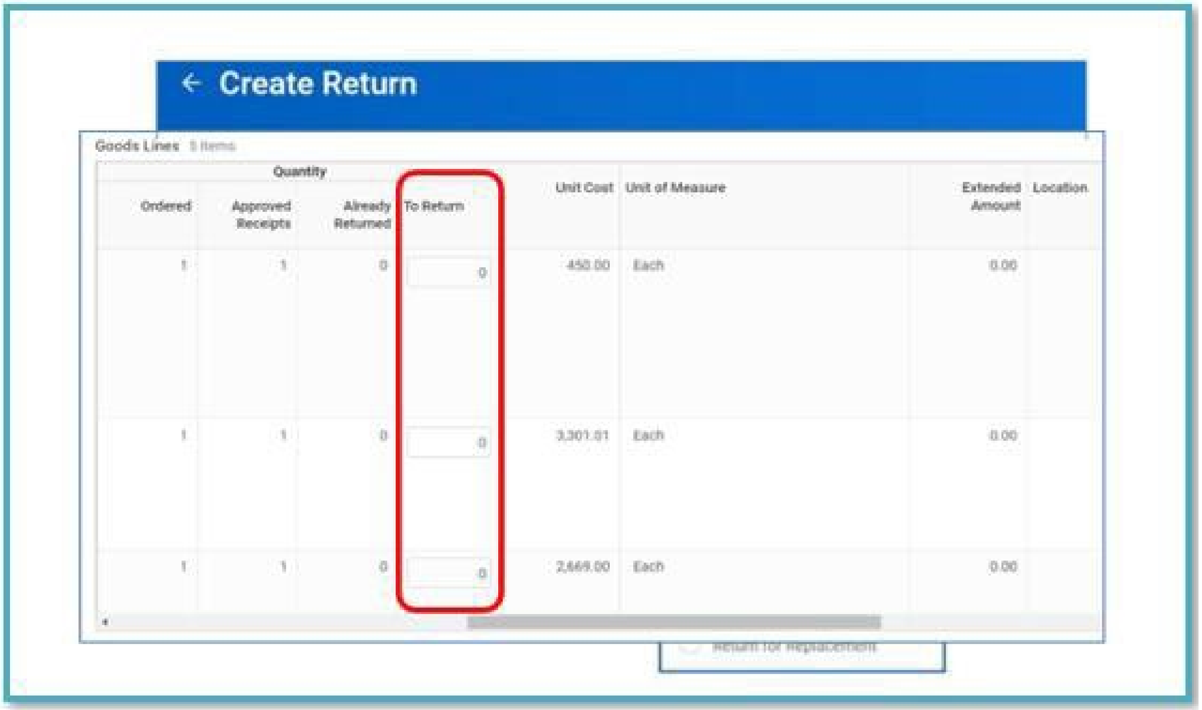
3) Click the **OK** button to continue.



The *Create Return* screen displays.

4) The Requester must complete the **Return Reason** by clicking the **prompt** icon and selecting the appropriate reason for the return.

5) In the **Supplier RMA** field, enter the code received from the supplier when they were notified that returns were on the way.



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

Close Purchase Order or Line

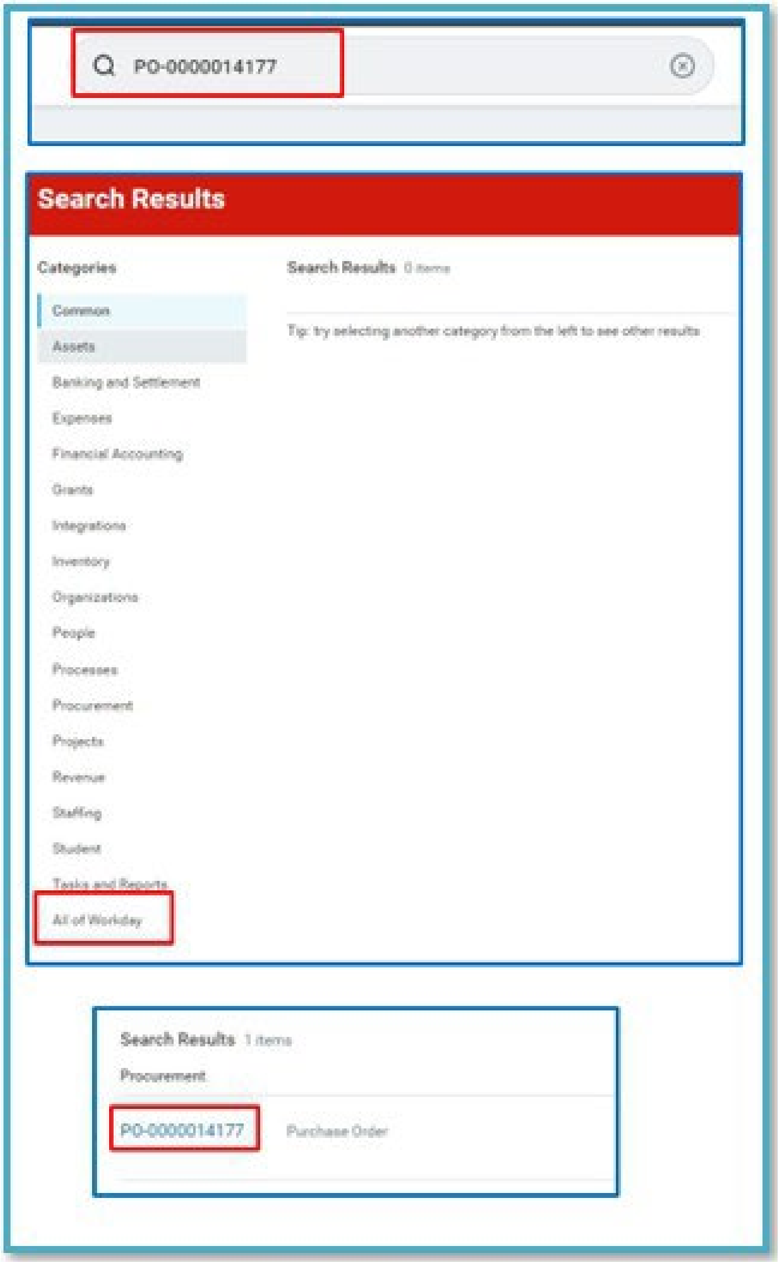
<u>First Scenario</u> (Notify the Supplier/Vendor before closing the PO for the item(s) or service(s)):

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

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

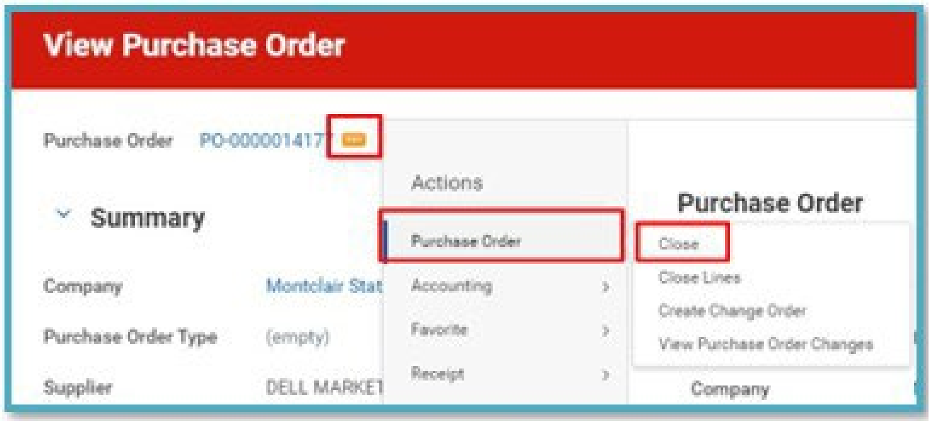
1. In the search bar of Workday, type in the PO number that needs to be closed.

2. If the PO number doesn't appear click 'All of Workday' then click on the PO to open it

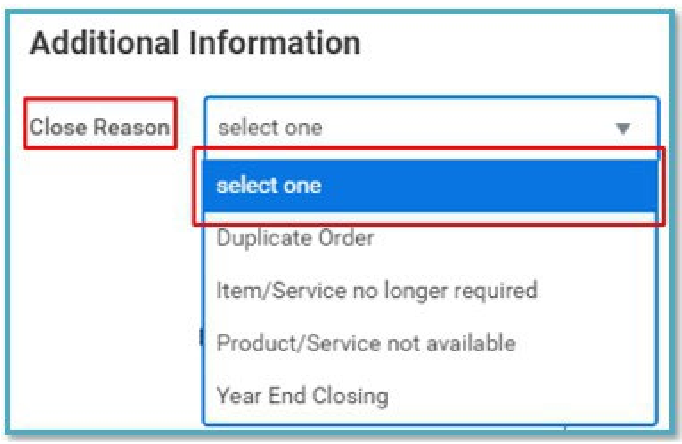


3. Click the **related action (three dot twinkie)** next to the PO number

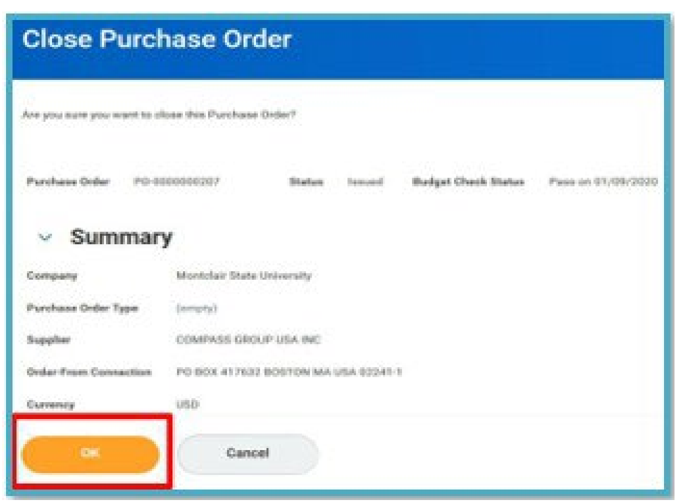
4. When the Related Actions pop-up displays, select **Purchase Order** and **Close.**



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



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

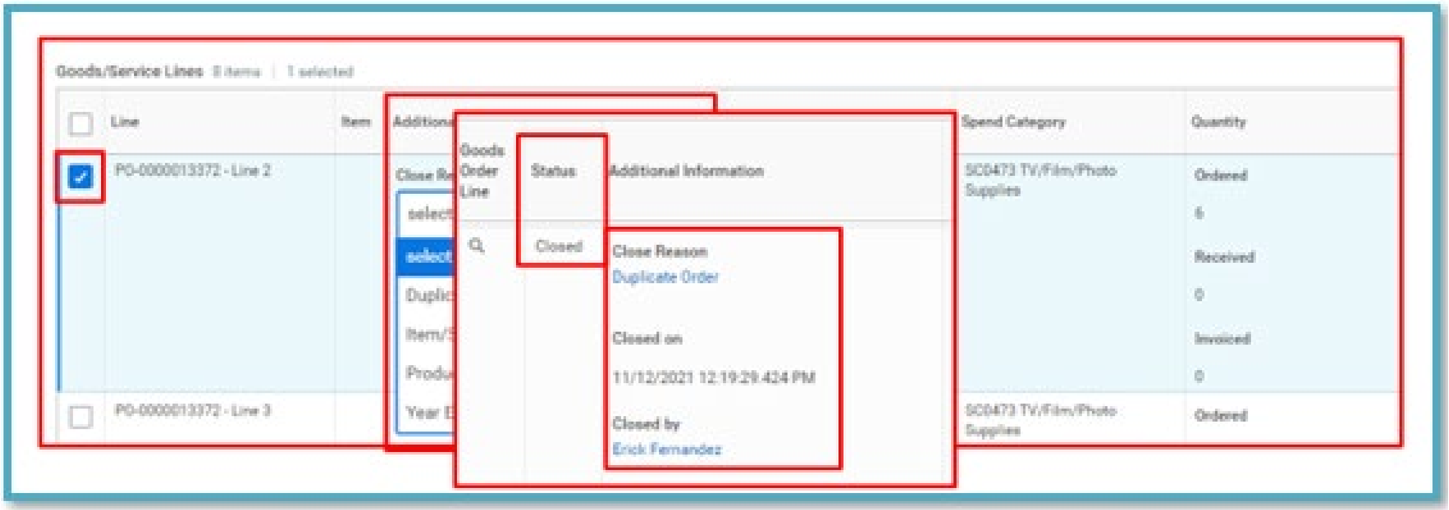


NOTE - If **Close** is not listed as an option, there may be a **DRAFT RECEIPT** which must be canceled first before the purchase order can be closed. Please refer to the **Cancel Receipt and/or Cancel Draft Receipt When Only Edit is an Option** section of this job aid.

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

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

1. When a receipt and/or payment is on a PO, but you are closing specific line(s) follow the below steps.
2. Steps 1-3 in the first scenario. Click on **Close Lines**.
3. Select the line number that should be closed by clicking on the box to the left of the PO number. Select a reason for closing the line.



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

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

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

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

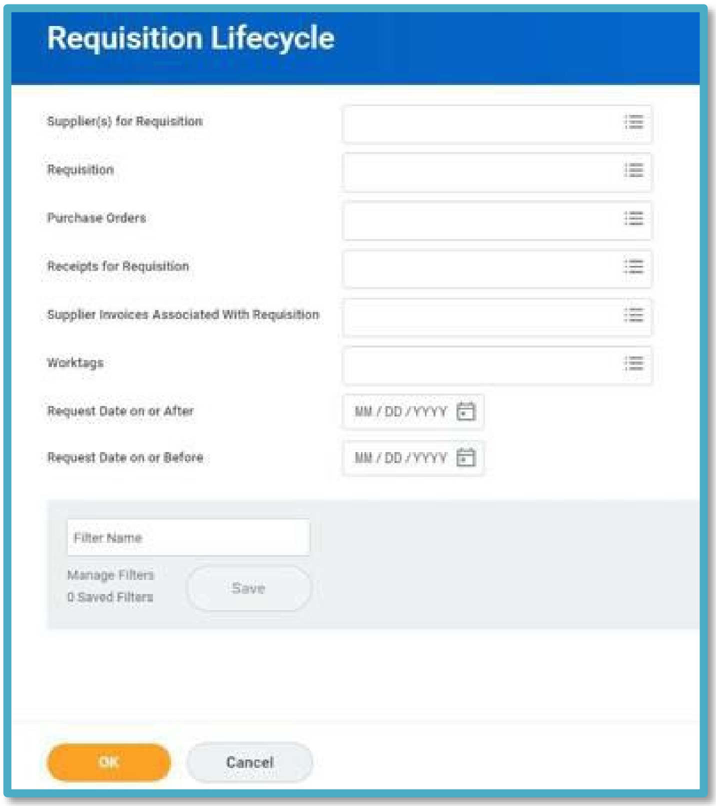
If the item has been invoiced, but not received, please contact Workday Customer Care at wccsupport@montclair.edu to notify Accounts Payable. You must also provide documentation or email from Supplier as backup in order for A/P to cancel the invoice.

Requisition Lifecycle Report

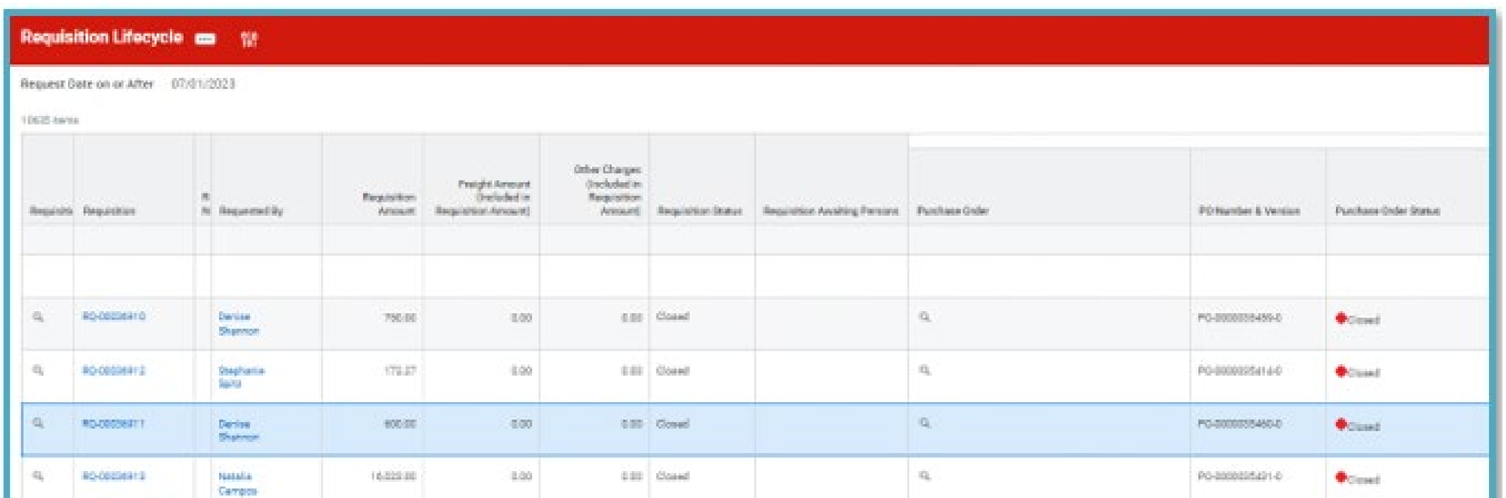
The Requisition Lifecycle Report displays all requisitions for a Cost Center, Grant, Gift, or Project, along with the related purchase orders, receipts, returns, and any payments and invoices. The report is organized by transaction type, and can be filtered on any of the requisition columns.

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

   Alternately, the Requisition Worklet now displays the last 50 requisitions by either typing “Create Requisition” or “My Requisitions.” Also, you can go to the Requisition Dashboard by selecting the **Cost Center Finance** application, and click the **Requisition Lifecycle** option in the *Reports* window.



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



The Requisition Lifecycle displays the following columns:

<u>Requisition section</u>

- **Requisition** – provides access to the related actions for the requisition, including view accounting, view/edit additional data, and create requisition.
- **Requisition Name** – displays the name the requester assigned to the request.
- **Requested By** – identifies the requester.

- **Requisition Amount** – shows the total amount of the request.
- **Freight Amount (Included in Requisition Amount)** - displays the freight cost for the request.
- **Other Charges (Included in Requisition Amount)** – displays any other charges related to the request.
- **Requisition Status** – displays the current status of the request.
- **Requisition Awaiting Persons** – lists any people who still need to perform an action on the request in order to move to the next step of the business process.

Purchase Order section

- **Purchase Order** - provides access to the related actions for the requisition, including closing POs, viewing accounting, and creating returns.
- **PO Number and Version** – displays the purchase order number with the current version number after the dash.
- **Purchase Order Status** – displays the current status of the PO.
- **Supplier** – indicates the purchase order vendor and if it is a punch-out order.
- **Issue Option** – displays how the PO was sent to the supplier.
- **Issued Date** – the date the purchase order was sent to the supplier.
- **Total Quantity Ordered** – shows the overall order quantity for the entire purchase order. For Service line items, the quantity will display as "0".
- **Total Quantity Received** – shows the overall received quantity for the entire purchase order. For Service line items, the quantity will display as "0".
- **Total Returned Received** – shows the overall returned quantity for the entire purchase order. For Service line items, the quantity will display as "0".
- **Quantity Invoiced** – displays the total dollar amount of the invoices for the order.
- **Amount Ordered** – shows the total dollar amount of the order.
- **Amount Received** – shows the total dollar amount of goods/services received against the order.
- **Amount Invoiced** – total amount in dollars, that has been submitted via invoice(s) by the supplier, for the specific purchase order.

Supplier Invoice section

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

Supplier Invoice Payments section

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

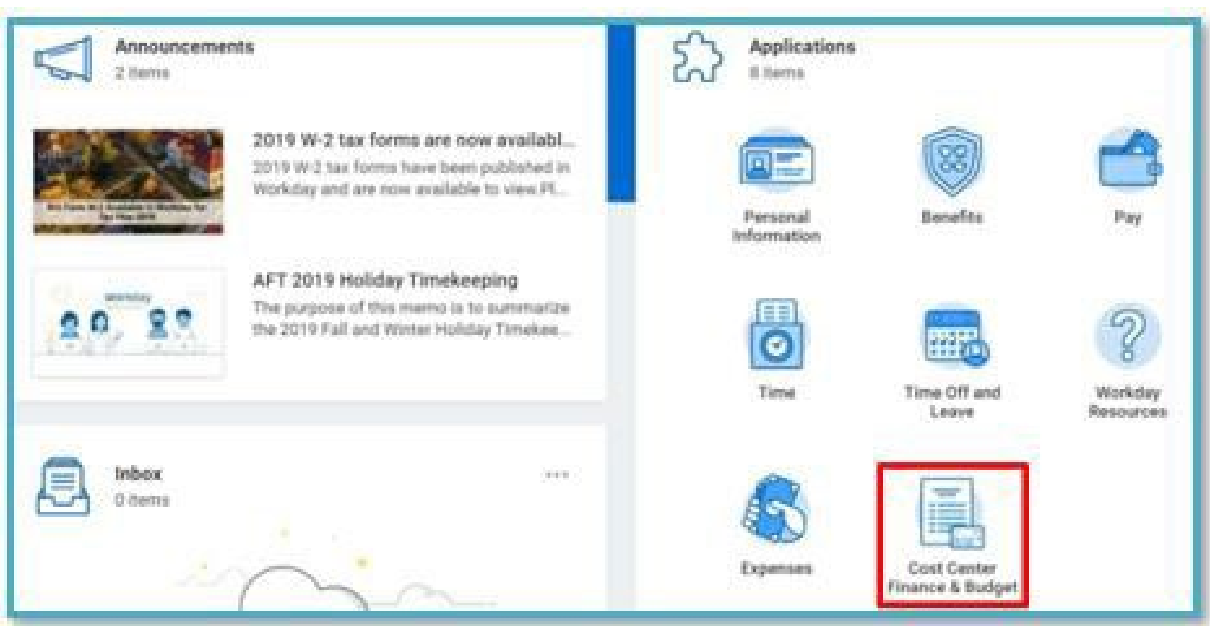
NOTES

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

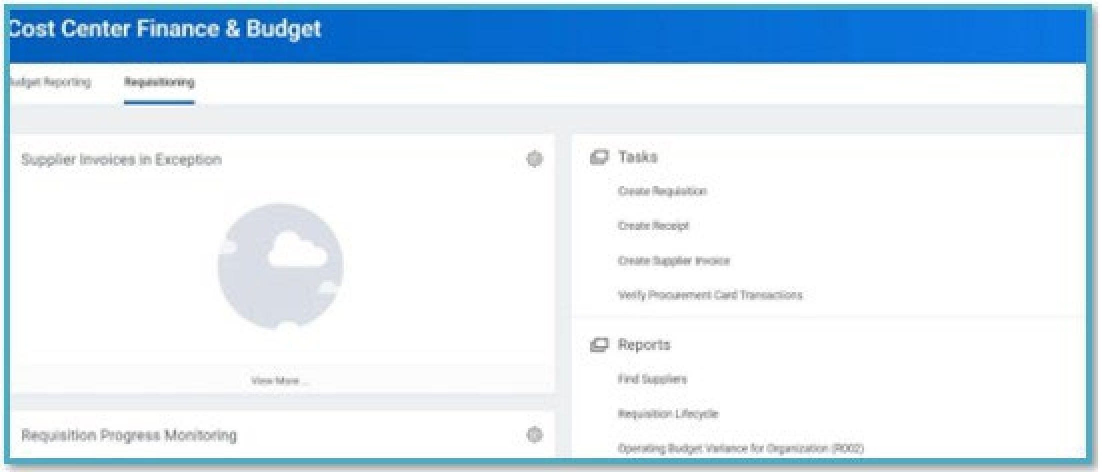
Requisition Dashboard

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

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



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



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