



Purchasing

Part 2

- Create Supplier Request (Vendor Setup)
- Create Supplier Invoice (Check Requests)
- Process PO & Non- PO Invoices

Workday@Yale

March 23, 2017

Agenda

- Overview
- Key Changes from Current to Future State & Demo
 - Create Supplier Request (Vendor Setup)
 - Create Supplier Invoice (Check Requests)
 - Process PO & Non- PO Invoices
- Q & A
- Next Steps

Change Network Roles

Before Go-Live
"Focus on Readiness"

After Go-Live
"Support Users"

Change Partners:

feedback and communications channel
between their business unit and the Change
Management team.

Supporter

Ambassador of Change

Learn about the Changes

Listener

Serve as a Liaison

Direct Users to Help Resources

Early Adapter

Learn their assigned areas
of the system

Test the System

Lead User Training

Coach

Provide User Support

*Participate in this
Community of Practice*

Serve as a Liaison

Local Workday Gurus:

community of users who can provide business
process support as a part of their current role.

Knowledge Sessions Objectives

- Collectively study a specific Workday topic
- Come to a deeper understanding through interactivity and dialogue
- View demos of the Workday system, when possible
- Become fluent in the concepts and information covered in the session

Note: Concepts and information presented today may change as Yale continues to improve the configuration of Workday

Success depends on participation!
If you have a question, please ask.

Prerequisite Foundational Core Concepts

Online Videos

[Financials Overview](#)

[Chart of Accounts \(COA\) Overview](#)

[Introduction to Worktags](#)

[Reporting](#)

[Overview of Workday](#)

Core Concepts

[Software as a Service](#)

[Configuration vs. Customization](#)

[Tenant](#)

[Supervisory Organizations](#)

[Roles](#)

[Business Process](#)

[Employee Self Service](#)

[Delegation](#)

[Inbox](#)

Additional resources are available at workday.yale.edu

Why Workday?

Simplify and
standardize
processes

Make it easier
to get work
done
and harder
to make
mistakes

Minimize
administrative
work for
faculty,
students
and staff

Lower
operating
costs and
improve
effectiveness

Provide
accurate,
trusted,
and timely
reporting



Roles

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Procure-2-Pay Roles

Role Name	Brief Description	Legacy Role (Oracle and other legacy systems)
Requisitioner	Prepares requisitions	SciQuest Requisitioner Roles
Cost Center P2P Approver - \$1K	Approval authority for Procure to Pay business processes up to \$1K	Oracle Invoice Worklist approvers Oracle EMS/lexpense approvers SciQuest approvers
Cost Center P2P Approver - \$10K	Approval authority for Procure to Pay business processes up to \$10K	Oracle Invoice Worklist approvers Oracle EMS/lexpense approvers SciQuest approvers
Cost Center P2P Approver – Unlimited	Approval authority for Procure to Pay business processes - Unlimited dollar amount	Oracle Invoice Worklist approvers Oracle EMS/lexpense approvers SciQuest approvers
Cost Center P2P PO Specialist	Prepare and submit PO Change Order Requests	No current state role
Cost Center P2P Invoice Specialist	Review and edit invoices, and also reviews PO invoice when PO "match exception" requires receipt verification (aka "Receiving")	Oracle Invoice Worklist user
Cost Center AP Specialist	Prepare and view certain decentralized AP transactions including Supplier Set Up Requests and Supplier Invoice Requests (aka Check Requests).	Procurement Vendor Setup Approvers

Procure-2-Pay Roles

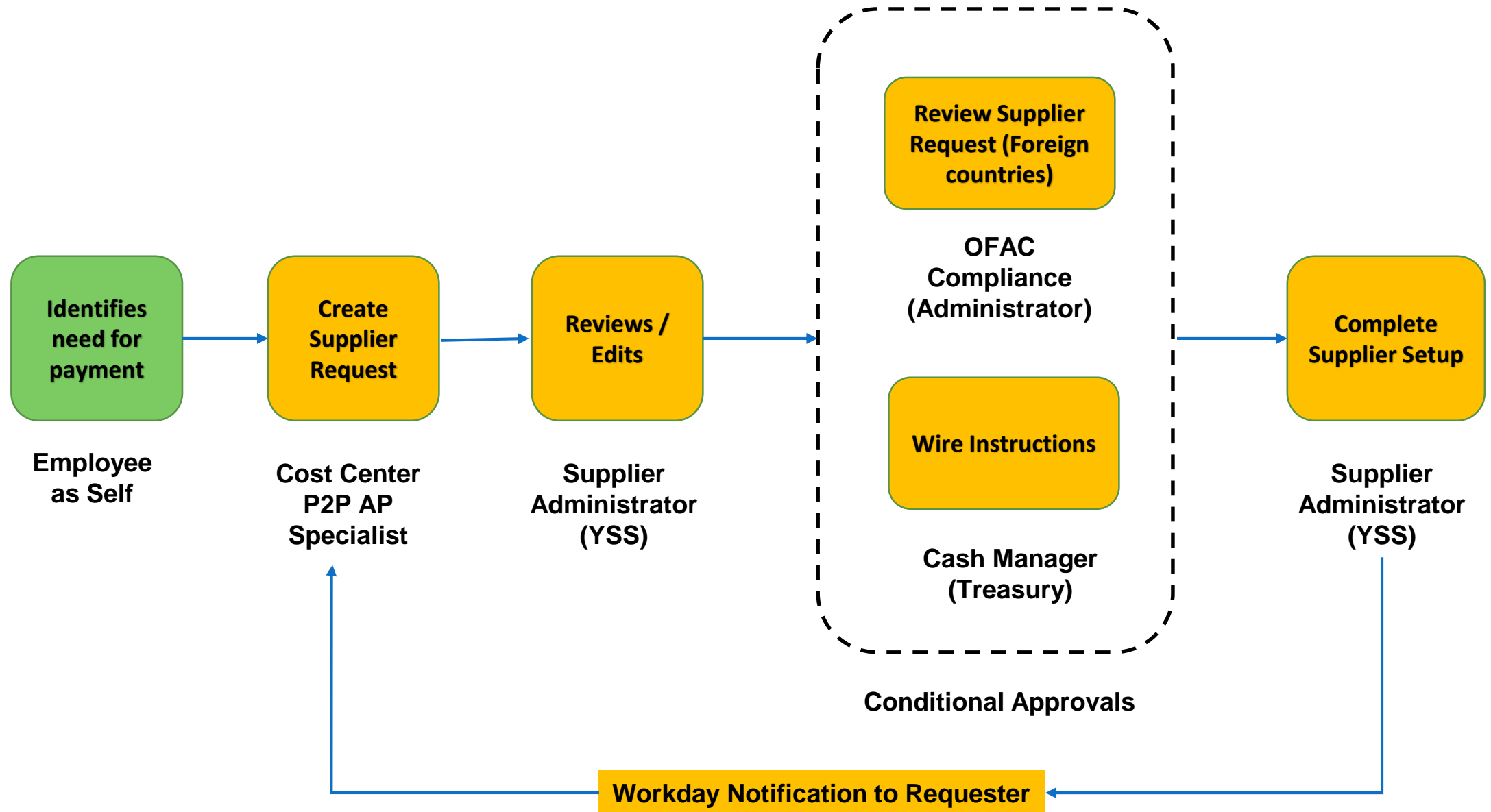
Role Name	Brief Description	Legacy Role (Oracle and other legacy systems)
Cost Center Financial Analyst	Perform financial reporting functions for assigned Cost Centers, with NO payroll details.	DWH1-View Financial Info (current state includes payroll details with this role)
Cost Center Manager	Approval authority for finance business processes including non-grant journals, manual ISP billing journals, PAAs, AR write-offs, business asset (MEI) transfers	Oracle: YUGL_Phase 2 Staging Manager w/no GC xfers YUGL_JSA_Department_Grant_Approver YULD_Phase 2 Dept Manager With NO Grants YULD_Department_Grant_Approver YULD STUCAS Dept LD Accountant With Grants
Grant Manager	Approval authority for grant financial business processes such as cost transfers and subaward invoice approvals. This role is assigned by OSP to individual(s) in the owning BusOps department during the grant set up process.	None



Create Supplier Request (Vendor Setup)

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Create Supplier Request: Future State Detailed Process Flow



Create Supplier Request (Vendor Setup) – Key Changes

- Vendors are called **Suppliers** in Workday.
- Vendor setup and check request are two separate processes in Workday.
- Supplier set up requests will now be done online in Workday, initiated by a Cost Center P2P AP Specialist role. The requests will be automatically routed directly to the Vendor Compliance Unit (VCU).
- In Workday, supplier names are entered in all caps, as they are in Oracle.
- You may attach documentation to the supplier request.
- For subsequent changes to Supplier information, the Cost Center P2P AP Specialist will complete a Supplier Change Request form.

Create Supplier Request (Vendor Setup) – Key Changes

- The Supplier request includes provision for specifying wire payment information. A separate wire payment request to Treasury is no longer required.
- The Supplier request includes a provision for attaching tax forms.
- The Supplier request routes directly from the Cost Center P2P AP Specialist to the Vendor Compliance Unit (VCU). There is no approval required from the Department.
- Supplier information is viewable by Departments, allowing visibility that a supplier record already exists or requires an update.

Create Supplier Request (Vendor Setup)

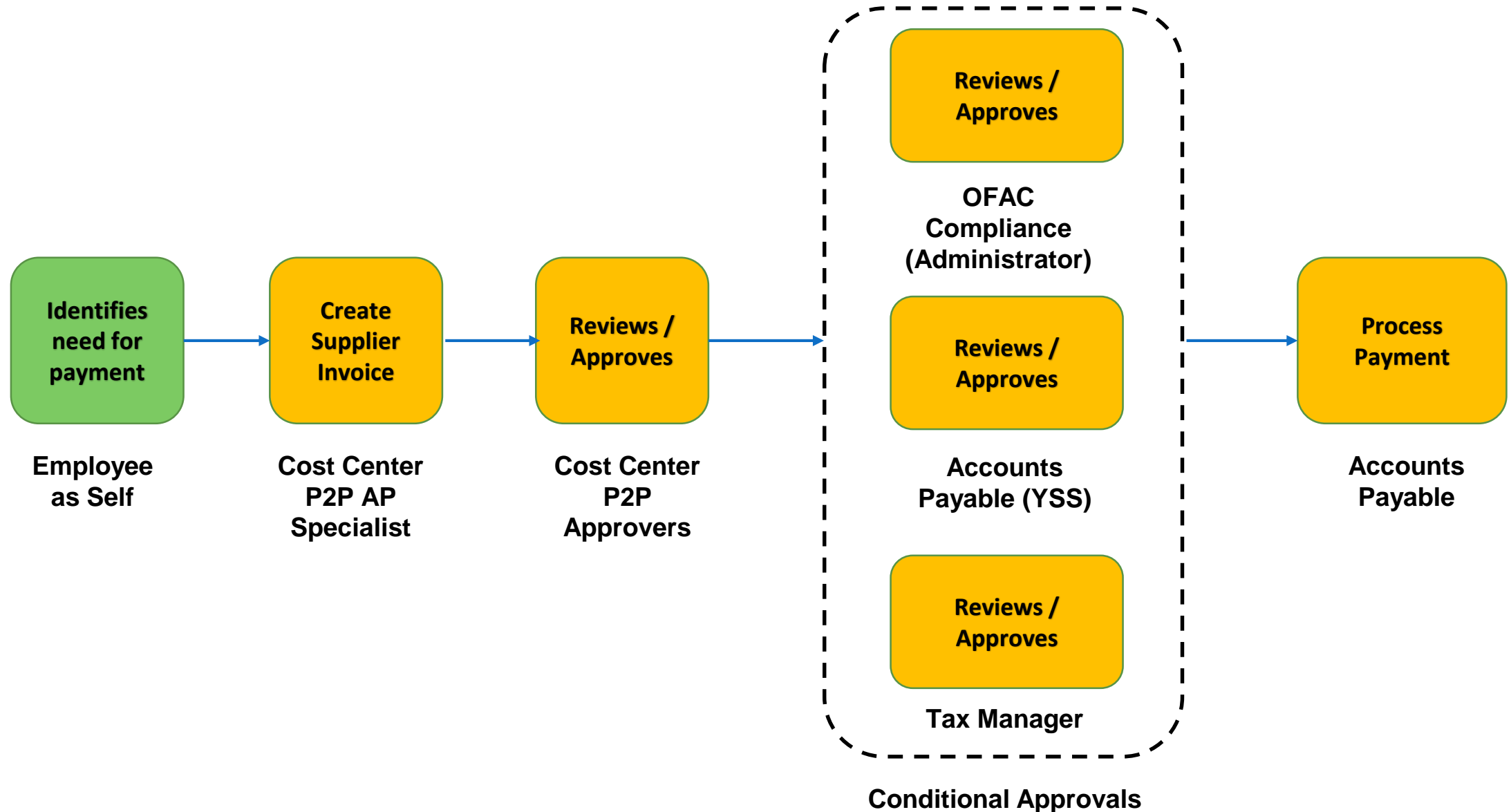




Create Supplier Invoice (Check Request)

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Create Supplier Invoice: Future State Detailed Process Flow



Create Supplier Invoice (Check Request) – Key Changes

- Check requests are named **Supplier Invoice Requests** in Workday.
- Some departments may continue to internally transmit payment requests for processing to the Cost Center P2P AP Specialist through an electronic or paper form.
- Additional approvers can be selected from specific roles related to the business process.
- Workday will allow setting a future invoice date.

Create Supplier Invoice (Check Request)

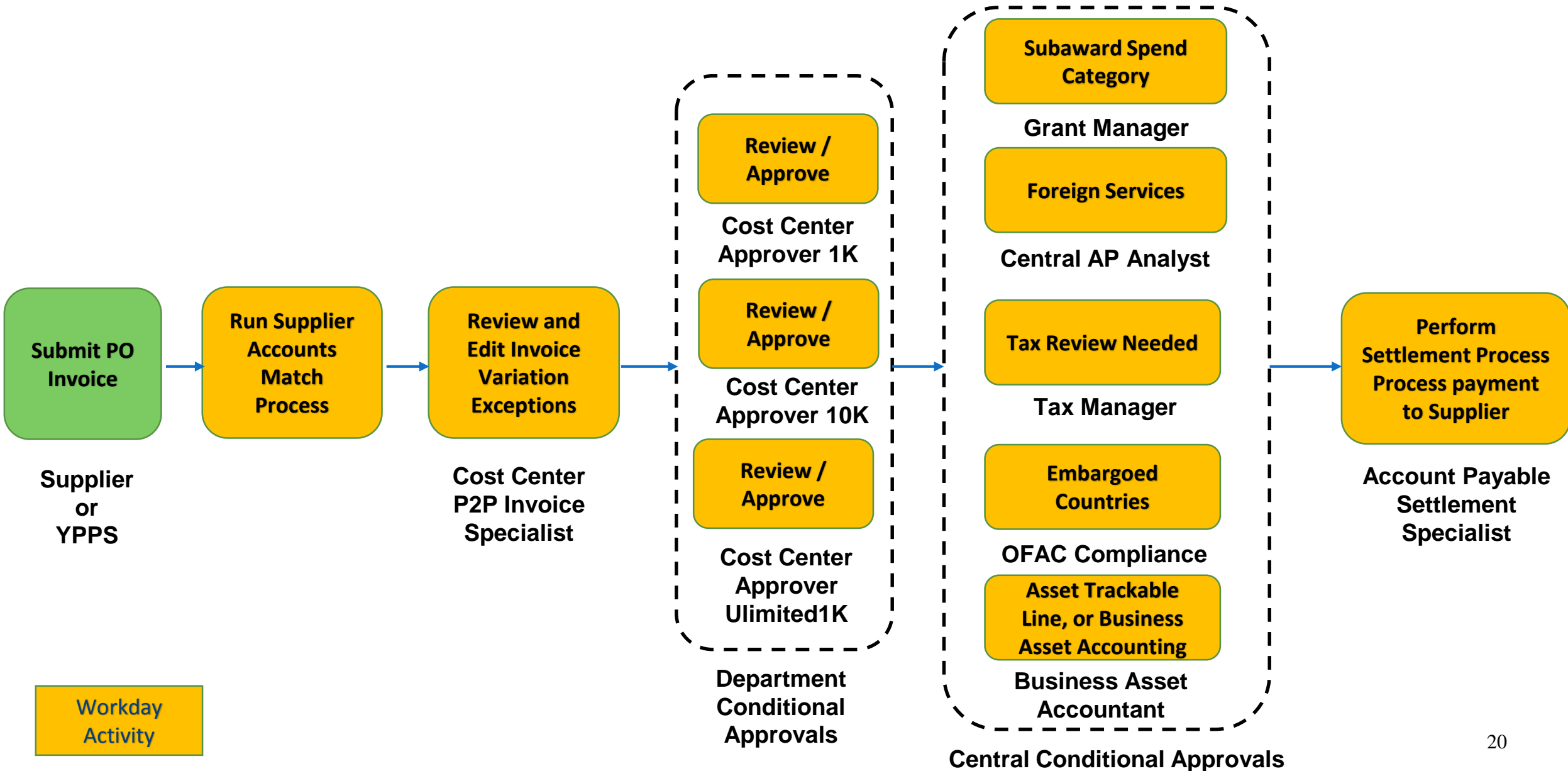




Process PO & Non-PO Invoices

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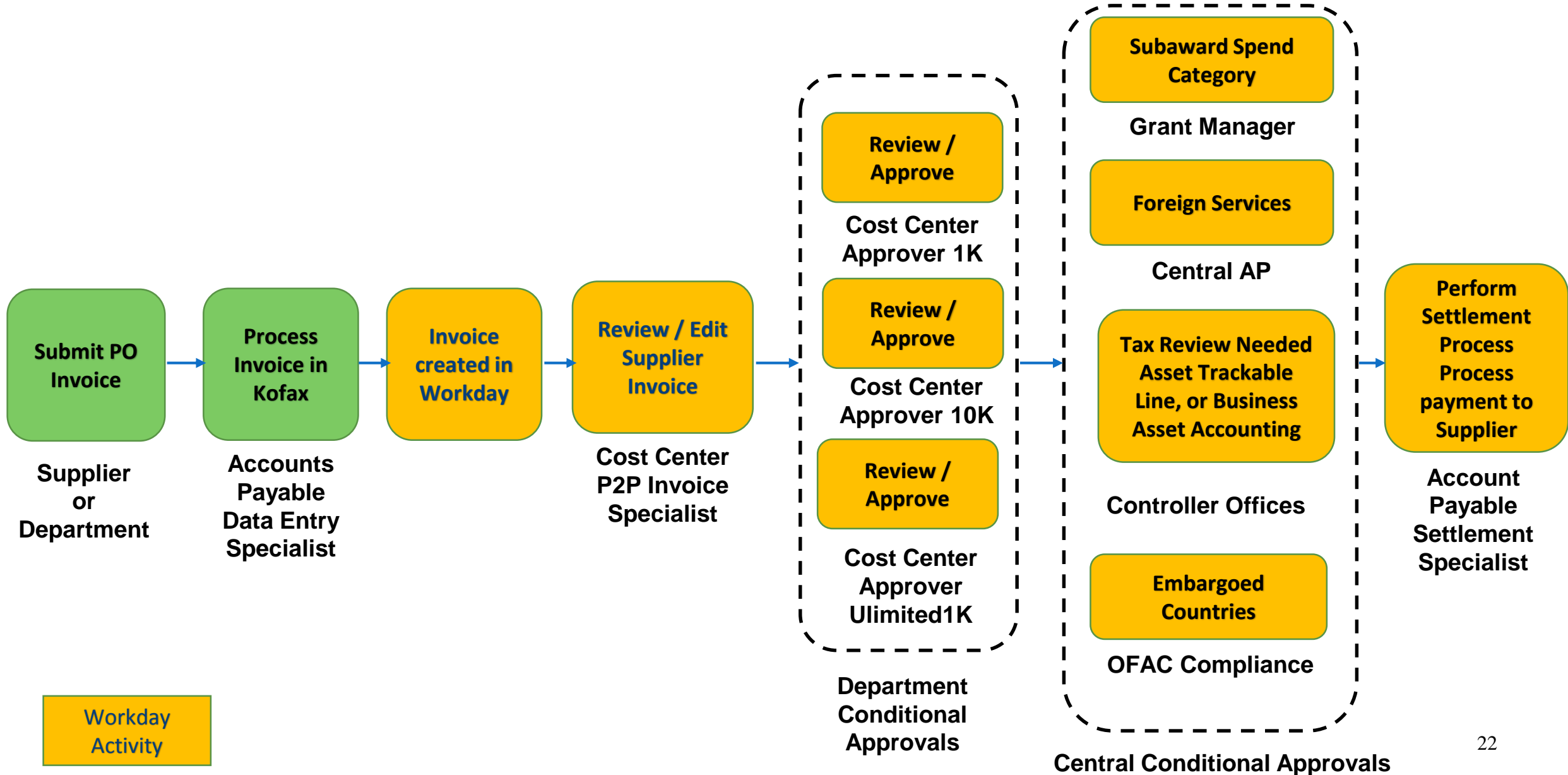
Process PO Invoice: Future State Detailed Process Flow



Process PO Invoices – Key Changes

- Cost Center P2P Invoice Specialists will receive Workday Notifications for invoice PO match exceptions requiring review and/or edit.
- The Cost Center P2P 1K approver reviews and approves all invoices.
- Today's standing orders will be created as service orders in Workday. Workday has a recurring invoice function that allows the Cost Center P2P Invoice specialist to edit the payment amount on each invoice.

Process Non-PO Invoice: Future State Detailed Process Flow



Process Non-PO Invoices – Key Changes

- A majority of today's Non-PO Invoices will be processed as a PO Invoice in Workday using the new Requisition types.
- Some current state Non-PO invoices will remain (Property Leases, Professional Consulting, and Services Agreements) and will be processed in Workday similar to how they are today.

An ornate wrought-iron fence with intricate scrollwork and clusters of grape-like ornaments. The background is a blurred, warm-toned scene, possibly a sunset or sunrise, with yellow and orange hues. A dark blue rectangular box is overlaid on the left side of the image, containing white text.

What's Next

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Training

Training Guide



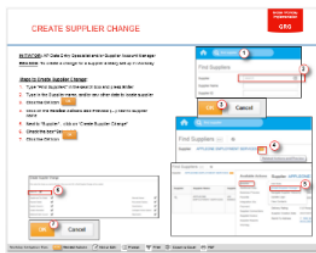
Instructor-Led Training



Coaching/Clinic Session



Quick Guide (QG)



Auditorium Session



Web Simulation



Web-Based Training



You will have support!

- Local Workday Guru's are embedded in your department
- **Workday.yale.edu** provides access to quick guides, web-based training, and additional supporting documentation
- Yale Shared Services (YSS) will provide tier-one helpdesk support through the Finance Support Center (FSC)
- Heightened support will be provided from July through October

What's Next

- Become an ambassador of change
- Grow your network and take some time to meet other Local Workday Gurus
- Topics for next Knowledge Building Session
- User Acceptance Testing April 17 – May 19
 - Testers who are selected will be notified soon
- End User Training begins May 22 (tentative)
 - Local Workday Gurus are encouraged to attend training that is specific to their business area
 - This will help you to continue to become comfortable with the content
- Local Workday Guru Preparation for Go-Live begin June 5 (tentative)

Tell us what you think!!

Please complete the short anonymous survey that will be emailed within the next 24 hours.

To download a copy of today's presentation,
please visit workday.yale.edu

A photograph of a Gothic cathedral tower, likely the West Tower of the Church of St. Mary the Virgin at Yale University. The tower is constructed of light-colored stone and features a large, intricate stained glass window with a complex tracery design. The tower is topped with a tall, slender spire. The building is surrounded by trees with green and yellowing leaves, suggesting an autumn setting. The sky is a clear, bright blue.

Questions & Discussion

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