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

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

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

Supporter
Before Go-Live
“Focus on Readiness”

- Learn their assigned areas of the system
- Test the System
- Lead User Training
- Provide User Support
- Participate in this Community of Practice
- Serve as a Liaison

Listener
After Go-Live
“Support Users”

- Learn about the Changes
- Direct Users to Help Resources
- Serve as a Liaison

Early Adapter

Coach

- Provide User Support
- Participate in this Community of Practice
- Serve as a Liaison
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

Workday@Yale
<table>
<thead>
<tr>
<th>Role Name</th>
<th>Brief Description</th>
<th>Legacy Role (Oracle and other legacy systems)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisitioner</td>
<td>Prepares requisitions</td>
<td>SciQuest Requisitioner Roles</td>
</tr>
<tr>
<td>Cost Center P2P Approver - $1K</td>
<td>Approval authority for Procure to Pay business processes up to $1K</td>
<td>Oracle Invoice Worklist approvers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oracle EMS/Iexpense approvers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SciQuest approvers</td>
</tr>
<tr>
<td>Cost Center P2P Approver - $10K</td>
<td>Approval authority for Procure to Pay business processes up to $10K</td>
<td>Oracle Invoice Worklist approvers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oracle EMS/Iexpense approvers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SciQuest approvers</td>
</tr>
<tr>
<td>Cost Center P2P Approver – Unlimited</td>
<td>Approval authority for Procure to Pay business processes - Unlimited dollar amount</td>
<td>Oracle Invoice Worklist approvers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oracle EMS/Iexpense approvers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SciQuest approvers</td>
</tr>
<tr>
<td>Cost Center P2P PO Specialist</td>
<td>Prepare and submit PO Change Order Requests</td>
<td>No current state role</td>
</tr>
<tr>
<td>Cost Center P2P Invoice Specialist</td>
<td>Review and edit invoices, and also reviews PO invoice when PO &quot;match exception&quot; requires receipt verification (aka &quot;Receiving&quot;)</td>
<td>Oracle Invoice Worklist user</td>
</tr>
<tr>
<td>Cost Center AP Specialist</td>
<td>Prepare and view certain decentralized AP transactions including Supplier Set Up Requests and Supplier Invoice Requests (aka Check Requests).</td>
<td>Procurement Vendor Setup Approvers</td>
</tr>
<tr>
<td>Role Name</td>
<td>Brief Description</td>
<td>Legacy Role (Oracle and other legacy systems)</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cost Center Financial Analyst</td>
<td>Perform financial reporting functions for assigned Cost Centers, with NO payroll details.</td>
<td>DWH1-View Financial Info (current state includes payroll details with this role)</td>
</tr>
</tbody>
</table>
| 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)

Workday@Yale
Create Supplier Request: Future State Detailed Process Flow

1. Identifies need for payment
   - Employee as Self

2. Create Supplier Request
   - Cost Center P2P AP Specialist

3. Reviews / Edits
   - Supplier Administrator (YSS)

4. Conditional Approvals
   - Review Supplier Request (Foreign countries)
   - OFAC Compliance (Administrator)

5. Wire Instructions
   - Cash Manager (Treasury)

6. Complete Supplier Setup
   - Supplier Administrator (YSS)

7. Workday Notification to Requester
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)

DEMO
Create Supplier Invoice (Check Request)

Workday@Yale
Create Supplier Invoice: Future State Detailed Process Flow

1. Identifies need for payment - Employee as Self
2. Create Supplier Invoice - Cost Center P2P AP Specialist
3. Reviews / Approves - Cost Center P2P Approvers
4. Reviews / Approves
5. OFAC Compliance (Administrator)
6. Reviews / Approves
7. Accounts Payable (YSS)
8. Reviews / Approves
9. Tax Manager
10. Conditional Approvals
11. Process Payment - Accounts Payable
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)

DEMO
Process PO
& Non-PO
Invoices

Workday@Yale
Process PO Invoice: Future State Detailed Process Flow

1. **Submit PO Invoice**
   - Supplier or YPPS

2. **Run Supplier Accounts Match Process**
   - Cost Center P2P Invoice Specialist

3. **Review and Edit Invoice Variation Exceptions**
   - Cost Center Approver 1K
   - Cost Center Approver 10K
   - Cost Center Approver Unlimited1K
   - Department Conditional Approvals

4. **Review / Approve**
   - Review / Approve
   - Review / Approve
   - Review / Approve
   - Review / Approve

5. **Central Conditional Approvals**
   - Subaward Spend Category
   - Grant Manager
   - Foreign Services
   - Central AP Analyst
   - Tax Review Needed
   - Tax Manager
   - Embargoed Countries
   - OFAC Compliance
   - Asset Trackable Line, or Business Asset Accounting
   - Business Asset Accountant

6. **Perform Settlement Process**
   - Process payment to Supplier
   - Account Payable Settlement Specialist
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

1. **Submit PO Invoice**
   - Supplier or Department

2. **Process Invoice in Kofax**
   - Accounts Payable Data Entry Specialist

3. **Invoice created in Workday**
   - Cost Center P2P Invoice Specialist

4. **Review / Edit Supplier Invoice**
   - Cost Center Approver 1K

5. **Review / Approve**
   - Cost Center Approver 10K

6. **Review / Approve**
   - Cost Center Approver Unlimited1K

7. **Department Conditional Approvals**

8. **Central Conditional Approvals**

9. **Perform Settlement Process**
   - Process payment to Supplier

10. **Subaward Spend Category**
    - Grant Manager

11. **Foreign Services**
    - Central AP

12. **Tax Review Needed Asset Trackable Line, or Business Asset Accounting**
    - Controller Offices

13. **Embargoed Countries**
    - OFAC Compliance

14. **Account Payable Settlement Specialist**

15. **Workday Activity**
    - Workday
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.
What’s Next

Workday@Yale
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
Questions & Discussion

Workday@Yale