



**February 4 - 5, 2014
Workday**

Name _____

Functionality	Comments
1. For all system functionality, demonstrate security features that address the needs for an electronic audit trail that includes desk user name, action, and date/time history sequence of events.	
2. Demonstrate the ability to create, modify, or delete vendor data (e.g., corporate name, address, tax identification number, vendor type, status, etc.). Identify any fields that are not permanently stored in the vendor record.	
a) What look up functions are available for different fields/ID numbers?	
b) Demonstrate various Vendor numbering systems.	
c) Demonstrate the ability to identify vendors by group, and mark with a unique identifier: (employee, student, regular vendor, etc.), assign different vendor numbers for different groups of vendors (employees, regular vendors, EFT vendors), include the ability to categorize and track by group and automatically generated software number identifiers.	
d) Demonstrate audit trails to manage vendor activity including all changes made to a vendor record, including the user name and date/time changes were made.	



e) What security/roles are available to access/update vendor information	
f) Demonstrate consistent use and display of vendor information across modules – e.g. POs, AP, Fixed Assets, etc.	
g) Demonstrate the ability to flag vendors for specific purposes (payment in advance, 1099, EFTs, Outreach identifiers including DVBE, DBE, MBE, WBE, Local, Small Businesses, etc.)	
h) Demonstrate the ability to determine when the vendor number was last used in the various modules (PO, AP, GL, FA).	
i) Demonstrate the deactivation of a vendor.	
j) Demonstrate the ability to avoid the creation of duplicate vendor records. If duplicate created, demonstrate how to resolve/merge data	
k) Demonstrate the ability to capture images for secondary data for vendors and attach to the record in the ERP (e.g. Certificate of Insurance, W9s, etc.) and any size limitations for this feature. l) Demonstrate the ability to create both a student record and a regular vendor record that contain the same SSN#.	



<ul style="list-style-type: none">m) Demonstrate the ability to electronically notify Purchasing Director of all changes to the vendor database including end user that made the change, changes made and date/time of change.n) Demonstrate the ability to search for a vendor name by utilizing a partial description of the vendor name aka a “wildcard” search.o) Demonstrate the difference between creating/changing/deleting a vendor record versus viewing a vendor record.	
<p>3. Demonstrate the ability to run the DE542 report to identify appropriate vendors that are required to be reported to the State for payments that exceed \$600 for EDD purposes.</p>	
<p>4. Demonstrate how multiple vendor physical addresses and billing addresses are created and maintained for a single vendor. Include the ability to input multiple lines of address information, including phone and fax numbers, and different e-mail addresses for POs, Invoices, etc. Include demonstration of ability to input and maintain international addresses and phone/fax numbers.</p>	
<p>5. Demonstrate the ability to create multiple types of online requisitions for the current fiscal year; Regular, Blanket, Receiving, (what is a receiving requisition?) DELETE Receiving Direct Payment, etc., with the following fillable field information:</p>	
<p>a) Vendor ID or Name</p>	
<p>b) Item (product/service) data (e.g., model, quantity, description, color, size) For description, identify any limitations to character size per line item (i.e. 50 characters max per line versus unlimited wrap text).</p>	
<p>c) Ship to address including selection from multiple choices.</p>	
<p>d) Comments and ability to manually place comments in various places on the printed purchase order.</p>	
<p>e) Terms and conditions – we don’t need this as they are on back of PO</p>	
<p>f) Requested fulfillment date</p>	
<p>g) Cost/expense data, including taxes, shipping, etc.</p>	
<p>h) Cost expense data allowing for exclusion of taxes on either an entire</p>	



PR or specific line items only.	
i) Buyer's name	
j) Requested by	
k) Attach secondary documentation – e.g. contracts/leases and any size limitations for this feature.	
l) Demonstrate the information available for all stakeholders to view throughout the process – e.g. requisitioner, purchasing, buyer, AP, etc. and the functionality to allow multiple stakeholders to view a record simultaneously.	
m) Demonstrate the ability to send a requisition to another user (i.e. “refer” it to someone else electronically.	
n) Demonstrate the ability to approve requisitions electronically with multiple levels of approval.	
o) Demonstrate ability for Purchasing to re-create a requisition and approve without re-routing for approvals.	
q) Demonstrate ability for buyer to enter “savings” information for a requisition including whether it is by line item or total.	
p) Demonstrate the ability to capture encumbrance for payment to Franchise Tax Board when vendor does not charge appropriate sales tax or any sales tax amount.	
q) Demonstrate the ability for an end user to lookup vendor information while inputting the requisition.	
r) Demonstrate the ability to enter discounts for both specific line items or entire requisition.	
s) Demonstrate the ability for an end user to indicate a new vendor that does not exist in the vendor database such as a TBD code and how they notify Purchasing of the vendor information.	
t) Demonstrate the ability to select from a variety of shipping addresses and how these print on the PO.	
u) Demonstrate the ability to create “standard messages” and select placement on the PO (before or after line items).	
v) Demonstrate the ability to create a bid number that includes both letters and numbers.	
w) Ability to add customized message notations/instructions to line items for both printing on the PO or for internal information only and not to be printed on the PO.	



x) Demonstrate the ability for an end user to request MSDS sheets at the line item level.	
6. Demonstrate the following requisition creation features:	
a) Definitions of different types of Requisitions/POs (e.g. standard PO, blanket PO, PO for services)	
b) Demonstrate the ability to enter requisitions with multiple accounting distributions by percentage, amount, or line item for both individual line items or an entire requisition.	
c) Demonstrate the ability to enter requisitions with choice of sales tax rate since District has two different sales tax rates.	
d) Demonstrate the ability to view all changes made to either a requisition or PR including end user that made change, the actual changes and the date/time changes were made.	
e) Demonstrate the ability to use desk user generated keyword criteria for account lookup to specific GL accounts by description, account numbers, commodity codes, etc.	
f) Demonstrate how users are prevented from using dates on requisitions and purchase orders that exceed the current fiscal year.	
g) Demonstrate security features to prevent changes to requisitions once they have electronically arrived in Purchasing.	
h) Demonstrate the capacity of the system for storing database record history (how far back can data be searched?)	
i) Demonstrate budget checking on all transactions and encumber funds through to A/P pmt). Be specific on whether system pre-encumbers or performs "real time" encumbering at the time the requisition is created.	
7. Demonstrate the ability to correct mistakes after the creation of a purchase order:	
a) Ability to re-open closed/completed P.O.s and security levels that have this access.	
b) Ability to delete/add line items to existing P.O. as a change order function	
c) Ability to cancel unneeded P.O.s	



d) Prevention of changing vendor name after PO has been printed.	
e) Ability to manually close or reduce encumbrances on P.O.s including partial reduction of encumbrances on specific line items.	
f) Ability to update corrected Vendor address information and security levels that have this access.	
8. Demonstrate the ability to create an online purchase requisition for both a current year and a future fiscal year simultaneously including encumbrance details.	
a) Demonstrate how a PO that crosses fiscal years is processed including encumbrance details.	
b) Demonstrate the roll forward process for open purchase orders from one fiscal year to the next in detail. This would include any processes required prior to the actual data entry commands for the roll forward and the process for the data entry commands to move the encumbrances.	
c) Demonstrate the ability for the system to automatically flag accounts as Federal Funds on purchase requisitions.	
9. Demonstrate the real-time prevention of purchase requisitions, and the ability to override approvals, to facilitate requisition processing.	
a) That exceeds budgeted amounts.	
b) With improper account codes, unauthorized object codes.	
c) Demonstrate the ability to override blocks by approved users.	
d) Demonstrate the ability to notify selected users when overrides have been executed.	



10. Demonstrate the difference between a requisition and a PO on your system screen – are they the same record/screen or two different records/screens?	
11. Demonstrate the creation of complex purchase orders that involve multiple purchase requisitions:	
a) Joins – cumulative batching of PO, quantities, like items, etc.	
b) Demonstrate the electronic tools that are available for managing bid and quote processes, including the ability for desk users to create, export and manually manipulate a variety of reporting formats; Excel, PDF, rtf, etc.	
c) Demonstrate the ability to flag requisitions for defined account trigger threshold amounts that require quotes or bids, including desk user instant notification.	
12. Demonstrate user-defined search functions, including the ability to search, using ranges of values; i.e. by requisition #, by vendor commodity code, by text search, by vendor number, by status of requisition, by buyer, by end user, etc. or combinations of these search criteria.	
13. Demonstrate the ability for user-defined search functions that include a “wildcard” search such as partial descriptions.	
14. Demonstrate the ability to both search and view search result data in the requisition screen.	



15. Demonstrate the ability to separate a single purchase requisition into multiple requisitions to different vendors.	
a) Demonstrate the ability to copy individual requisition line items to a newly created requisition.	
b) Demonstrate the ability to copy requisitions from one fiscal year to another.	
c) Demonstrate the ability to copy and paste text from external sources such as email or electronic documents to a line item or notes section of a requisition.	
d) Demonstrate quote creation and delivery to single, and multiple vendors.	
16. Demonstrate the printing of a hardcopy purchase order:	
a) Demonstrate the ability to configure the format of the PO and include Terms & Conditions based on the District's requirements. We do not want to have our T&Cs printed on the front. We use preprinted forms with the T&Cs fully covered on the back of the PO. We would want the system to place data on the front page of our preprinted forms only, not reprint the T&Cs each time we print a PO.	
b) Demonstrate the factors that would cause a PO NOT to print and how the buyer is notified of the reason.	
c) Demonstrate the ability to reprint a purchase order with a manual print date entry.	
d) Demonstrate the ability to differentiate between original and copy purchase orders.	



17. Demonstrate automatic electronic notifications generated throughout the requisition, and purchase order process, including changes, PO issuance, low balance alerts on open purchase orders, etc. to requisitioners and/or approvers.	
18. Demonstrate the ability to track purchase orders (e.g., open, standing, closed):	
a) And the available security roles for different departments, like Purchasing, AP staff and other end users.	
b) Demonstrate how an end user can track the progress of his/her purchase requisition throughout the procurement process.	
19. Demonstrate the manual generation of requisition and purchase order numbers simultaneously while the system automatically generates requisition and purchase order numbers. Also demonstrate the ability for the requisition and purchase order fields to accept both numbers and letters combined.	
20. Demonstrate the system's ability to generate the following reports:	
a) Blanket purchase orders and their amounts.	
b) Vendors needing a 1099.	
c) Requisitions assigned by buyer name.	
d) Pending requisitions awaiting conversion to purchase orders.	
e) Aged purchase orders.	
f) Open purchase orders with identified dollar amounts (i.e. <\$5.00, <\$25.00).	
g) Savings report by identified time period.	



h) Purchase order activity monthly for reporting to Board separated by Fund.	
i) Requisitions by user name.	
j) Purchase order detail showing all encumbrances, receiving and payment information.	
k) Print hard copy of requisition.	
l) Vendor totals by payment amount including specifying dollar amount threshold and by fiscal year.	
m) Open purchase orders and their amounts reported by various factors, including end user, site, fiscal year, etc.	
n) Activity details by vendor.	
21. Demonstrate the ability to facilitate multiple levels of electronic approvals and routing.	
22. Demonstrate the ability to view listing of requisitions awaiting approval specifically by person or role.	
23. Demonstrate the ability to locate abandoned requisitions that were never completed or approved.	
24. Demonstrate the ability to disapprove a requisition and the transactions that occur when this happens.	
25. Demonstrate the ability to change a requisition by an approver such as object code and the transactions that occur when this happens.	
26. Demonstrate the ability for Purchasing users to remotely access end user's screen for the purpose of training or assistance.	
27. Demonstrate the ability to locate requisitions and purchase orders by fiscal year.	



28. Demonstrate the ability to email P.O.s to vendors including the T&Cs printed on the back of the PO form.	
29. Demonstrate the ability to close POs and disencumber funds (either fully or partially) to make available for other GL budget uses.	
30. Demonstrate the ability for the system to generate contract and bid numbers that include both letters and numbers simultaneously.	
31. Demonstrate the following Accounts Payable functions:	
a) Entry of an invoice against a purchase order.	
b) Entry of an invoice without a purchase order including lookup and population of vendor information in the payment screen.	
c) An accounts payable transaction that updates the General Ledger, budget availability, and purchase order data.	
d) Demonstrate how accounts payable invoices are accrued from entries posted in a future month. Is there an automated process to accrue invoices entered into a future month and for it to be expensed at a specific date to eliminate prepaid adjustments to expense accounts?	
e) Ability to pay the cost of freight, handling, taxes, etc., by line item or the entire purchase order.	
f) Ability to make partial/full payments	
g) Ability to encumber/relieve a deposit and pre-pays against available funds	
h) Demonstrate ability to control amounts paid for each account number.	
i) Ability to block entry of invoice or place it on hold if amount exceeds tolerances rules apply (e.g. user defined parameters).	
j) Ability to generate a new approval/notification workflow and approval process when invoice warning/block/hold is entered.	



k) Ability to create a report to capture data by specific date ranges, amounts exceeded, account numbers, by vendors, and POs impacted, etc.	
l) Ability to restrict payments around user-defined parameters (e.g. no payee identification number, duplicate invoice number, duplicate payment).	
m) Ability to record invoice number.	
n) Ability to change vendors, or by vendor address for payment purposes.	
o) Ability to make a payment that exceeds the purchase order amount -- up to a user-defined dollar limit or percentage threshold.	
p) Update encumbrance when order complete.	
q) Processing Invoices in batches: <ul style="list-style-type: none">i. View open batch files.ii. Review and post to for batches.iii. Line item override for batch/removal of item in batch/placed on hold.iv. Ability to view relevant instructions applicable to A/P function prior to issuing payment (i.e. notes from requisition creator, attachments, etc.).v. Ability to generate custom batch names utilizing both letters and numbers.vi. Ability to change check ID and division codes.vii. Ability to add coding for 1099 payments such as health providers, legal services, etc. at the time of payment and manual correction after payment has been made.viii. Ability to select different tax codes when processing payments.ix. Ability to provide check detail information or report including vendor information, check number, invoice listing, amounts, total, PO number, job number, etc. and how the system verifies that current vendor information is printed when changes have been made to the vendor record.x. Ability to calculate and accrue sales tax automatically and at	



different rates.	
r) Demonstrate ability to make payments against multiple budgets on individual line items or entire PO.	
s) Demonstrate ability to utilize multiple vendor names when processing invoices for payment (bank assigned vendors).	
32. Demonstrate the ability to make electronic payments to vendors, employees, students, etc. (direct deposit, ACH, etc.):	
a) Demonstrate various numbering sequences for different payment types	
b) Demonstrate check/electronic payment reconciliation process.	
c) Review security in place for electronic payments.	
d) Demonstrate creation of bank files for ACH payments.	
33. Demonstrate P-Card functionality including ability to load bank file from billing statement.	
34. Demonstrate the ability to generate Accounts Payable checks including selection of multiple check stocks and identify by check stock those that do not issue EFT payments.	
a) Demonstrate ability and accessibility to change check format.	
b) Demonstrate ability to process check after accruing, i.e. Use tax check after transactions have been processed and posted.	
c) Demonstrate how to process checks by fund, division or job number.	
d) Demonstrate how to manually enter check data.	
35. On both a global and selective basis, demonstrate the ability to generate a single vendor payment rather than multiple separate payments.	



36. Demonstrate the ability to take advantage of favorable payment terms (e.g. net 30 days).	
37. Demonstrate the ability to generate a report of pending accounts payable checks -- with information about check quantities/next sequence of numbers to be assigned, etc.	
38. Demonstrate the ability to generate a report of past due invoices.	
39. Demonstrate the ability to query the system for transaction data based on vendor name, date, check number, invoice number, or purchase order number.	
a) Include the ability to query on specific fields (e.g. AP staff that entered and batch ID of same).	
40. Demonstrate how to check the status of checks/clearing, etc.	
41. Demonstrate the ability to load check transaction data to and from the bank electronically including creating Positive Pay bank files with multiple formats for multiple banks.	
42. Demonstrate the ability to manage outstanding check report/ check aging:	
a) Generate an outstanding check report from all "registers" in the system (including: check #, payee Id, Payee name, reference #, status, cashed date, voided date, change dates, and other status fields)	
43. Demonstrate the ability to generate reports that enable cash flow forecasting.	
44. Demonstrate the ability to automate the processing of recurring payments (e.g., monthly rentals).	
45. Demonstrate the ability to void a check and undo a void that was processed in error.	



a) Demonstrate ability to void check that is not in the system, i.e. destroyed check that hasn't been written.	
b) Demonstrate ability to reverse check and also reversing and re-issuing.	
c) Demonstrate ability to purge check.	
46. Demonstrate the ability to void a "range of checks" or based on a selection criteria (e.g. code for stale dated checks).	
47. Demonstrate a correcting entry or the creation of a system-generated transfer to new account.	
48. Demonstrate ability to undo batches, including distributions and check payments.	
49. Demonstrate imaging and integration with ERP, including business justification, quotes, purpose, original purchase requisition with comments, invoices, etc:	
a) Demonstrate how this is accessed throughout the procurement process	
50. Demonstrate the ability to perform 1099 processing:	
a) Include reports to track/find missing information.	
b) Demonstrate required fields in vendor information to eliminate missing information.	
c) Demonstrate the ability to override based on role.	
51. Demonstrate the following Inventory Management, and Fixed Asset functions:	
a) Ability to assign characteristics to a particular fixed asset, including cost basis, serial, number, fixed asset ID number, location, depreciation schedule, budget number, purchase date, responsible	



party, disposal date, purchase order number check number, notes, etc.	
b) Ability to manually create and print barcodes and asset tags.	
c) Ability to electronically scan and input asset information including attachments of documents to fixed asset record. Indicate any size limitations for attachments.	
d) Ability to generate fixed asset inventory reports in a variety of formats, Excel, PDF, rtf, etc., with the ability to manually manipulate the data, if needed	
e) Ability to copy and create new entries from existing records	
f) Ability to create multiple records from a single purchase order purchase (i.e. laptops, desktops, and iPads purchased in bulk.)	
g) Ability to identify fixed assets as missing, relocated, broken, etc.	
h) Ability to create, submit, and approve inventory movement requests. Include electronic notification process.	
i) Ability to dispose of a fixed asset, including multiple levels of electronic approvals.	
j) Ability to identify inventory and fixed assets based on account #, and cost of thresholds.	
k) Ability to combine and break apart inventory and fixed asset valuations.	
l) Ability to track surplus assets that still have remaining useful life for college	
m) Ability to recalculate depreciation when only a portion of an asset is disposed, or when multiple components are disposed.	



n) Ability to reconcile fixed asset records against the General Ledger.	
o) Ability to generate quality control reports to check for missing or incorrectly entered information (e.g. missing useful life, incorrect project code, etc.).	
p) Demonstrate the ability to calculate depreciation and how it interfaces with the GL : I. Can we modify or edit line item detail on batch prior to posting to GL? II. Demonstrate the report to include: III. Totals of assets by category. IV. Detail of assets including ID and line item detail.	
q) Ability to auto-create asset records in the Fixed Asset system when assets are received.	
r) Imaging for linking documents to Fixed Assets (e.g. receiving and invoice documents).	
s) Ability to create depreciation expense forecasting reports based on historical data.	
52. Demonstrate ability to receive/return vendor items:	
a) Demonstrate ability to use hand-held scanning devices for receiving equipment and supplies/returning equipment and supplies. (Bar Code reader).	
b) Demonstrate process for scanning/receiving of items drop-shipped from third party .supplier. (No purchase order number indicated on packing list or boxes.)	
c) Demonstrate process for re-checking items received. Then quantities challenged afterward.	
d) Demonstrate process for receiving of products without bar codes. Re-boxed with box or packaging that is for a completely different product. (No relation to what's inside.)	
e) Demonstrate tracking process for "un-receiving" and returning items to vendor.	



f)	Demonstrate ability for AP to set flag for selective electronic notification to warehouse that invoice has been received for PO and reciprocal electronic notification from warehouse to AP when items have been received.	
g)	Demonstrate tracking process and communication for POs that have problems and resolution needs to occur between Purchasing, Warehouse, Accounting and Vendor.	
h)	Demonstrate ability to upload product lists/catalog information from vendors, i.e. Office Max, or Fisher Scientific.	
i)	Demonstrate an in-house Warehouse Stores ordering system including the linking with the PO and inventory item which allows importing of items into the PO with applicable "on order" and "on hand" quantities for each item.	



Evaluation Form	
Name of Evaluator:	
Perceived Strengths:	
Perceived Weaknesses:	
Additional Comments:	
Acceptability of Vendor Solution:	<input type="checkbox"/> Yes <input type="checkbox"/> No