

ASSETS

All purchases of equipment items over a certain value are tracked and managed as Assets in Workday. The current threshold value is \$500 total – this includes tax and freight. This value can be reached in two ways:

- The single item value needs to be \$500 or higher in price
- The combined value of the base item and the components will reach \$500 when installed together
- Computer items of any cost (e.g. Printers, Tablets, iPods)

In the second scenario, only the base item needs to be labeled with the appropriate Spend Category to label it an Asset. Purchasing and Accounting will handle the processing of the components.

Please follow [this link](#) and use the templates when ordering desktop computers. The templates are not to be used when ordering laptops or tablets. **If you do not use the templates for desktop computer orders, you will run the risk of IT sending back or denying your request.**

Item 1:

Optiplex 7040 Small FF, I5 6th Gen, 8GB, 500GB HD, Win 8, DVDRW, 5 Year

Unit Cost: 715.00

Tax: 60.78

Item Total: 775.78

Item 2:

Intel Core i7-6700 Processor (Upgrade Option)

Unit Cost: 77.00

Tax: 6.55

Item Total: 83.55

NOTE: You will only need to reference the **description** and the **unit cost (excluding tax)** when entering your Requisition line item.

Base units of computers and monitors are considered Asset-generating line items, while upgrades, computer parts (e.g. keyboards, soundbars, speakers, mouse), and recycling fees are general supplies.

SPEND CATEGORIES

Assets are flagged by certain spend categories that are associated with the item during the requisition process. These spend categories relate to the following:

- Equipment - Non Computer
- Computer Equipment – Instructional
- Computer Equipment – Non- Instructional
- Computer Equipment – Mgr Equip Fd
- Building Lease Purchase
- Building Purchase
- Additional Equipment
- Lease Purchase of Equipment
- Golf Carts
- Vehicles

CREATE AN ASSET-GENERATING REQUISITION

From the Home page:

1. Type **cre req** in the search bar and hit **Enter**.
2. Click the **Create Requisition** link from the Tasks and Reports list.


Tasks and Reports

Create Requisition Worktags Template

Create Supplier Invoice Request

Create Requisition Template

Create Requisition

3. The **Company** and your **name** will default into the fields. Note that the Company field will default in from your last Requisition transaction.
4. Use the **Prompt** icon  or type to indicate the **Requisition Type** of **Regular Requisitions**.

Company	*	X Grossmont-Cuyamaca Community College District	
Requester	*	X John Doe	
Currency	*	X USD	
Requisition Type		X Regular Requisitions	

OK

5. Click

REQUEST NON-CATALOG ITEMS


Creating an **Asset-Generating** line item: From the **Create Requisition** screen:

1. Click the **Request Non-Catalog Items** link.

 Select an Option

Request Non-Catalog Items

Add a good or service that is not in the catalog


2. The **Request Goods** radio button will default.
3. Leave the **Item Identifier** blank.
4. Type in an **Item Description**. If this is a desktop unit, then pull this description from the IT templates. Make sure that the description is sufficiently detailed (e.g. including part number, brand, color, etc.) enough for Purchasing to find a similar product, if needed.
5. Use the **Prompt** icon  or type to indicate the **Spend Category**. Only the base or main unit of a component system should be flagged with an asset-generating Spend Category.
6. Leave the **Supplier** field blank. You'll have an option to input the supplier later and will only need to do it once to apply to all lines.


7. Type to indicate the **Quantity, Unit Cost**. Use the **Prompt** icon  or type to select the appropriate **Unit of Measure**.

Goods Request Details



Item Identifier	<input type="text"/>
Item Description *	<div>Optiplex 7040 Tower, I5 6th Gen, 8GB, 500GB HD, Win 8, DVDRW, 5 Year</div>
Spend Category *	<div>X Computer Equipment - Non Instructional</div>
Supplier	<input type="text"/>
Supplier Contract	(empty)
Quantity *	<input type="text" value="1"/>
Unit Cost	<input type="text" value="715.00"/>
Unit of Measure *	<div>Each</div>
Extended Amount	715.00

8. Workday will automatically calculate the math and display it in the Extended Amount.

9. Click  to add the line to the Requisition.

10. Click . Notice how that item was added to the cart in the top right of the screen.


Creating a **Component** line item: From the **Create Requisition** screen:


1. The **Request Goods** radio button will default.
2. Leave the **Item Identifier** blank.
3. Type in an **Item Description**. If this is for a desktop computer, make sure this item description is from the IT template. Make sure that the description is sufficiently detailed (e.g. including part number, brand, color, etc.) enough for Purchasing to find a similar product, if needed.
4. Use the **Prompt** icon  or type to indicate the **Spend Category**. Component parts should be listed as supplies and not equipment.
5. Leave the **Supplier** field blank. You'll have an option to input the supplier later and will only need to do it once to apply to all lines.
6. Type to indicate the **Quantity, Unit Cost**. Use the **Prompt** icon  or type to select the appropriate **Unit of Measure**.

Goods Request Details

Item Identifier	<input type="text"/>
Item Description *	Intel Core i7-6700 Processor (Upgrade Option)
Spend Category *	X 4310 General Supplies
Supplier	<input type="text"/>
Supplier Contract	(empty)
Quantity *	1
Unit Cost	77.00
Unit of Measure *	Each
Extended Amount	77.00

7. Workday will automatically calculate the math and display it in the Extended Amount.

8. Click  to add the line to the Requisition.

9. Click  . Notice how that item was added to the cart in the top right of the screen.

NOTE: List each item separately and include all description information for each line item. Do NOT simply type "refer to attached quote".

10. Repeat steps 3 – 9 until all lines have been added to your Requisition.
11. Once you are ready to continue, click on the **Cart**

CHECKOUT REQUISITION

From the **Checkout** screen:

1. Double-check that the **Ship-To Address** matches the requester's campus location.

Shipping Address

Information

Attachments

Line Defaults

Review and Submit


Next

2. Click **Next** or click on the **Information** section.
3. Leave the **Memo to Supplier** field blank. Purchasing will determine what special notes need to be added here.
4. Type to input any special notes for Purchasing in the **Internal Memo** field. These notes will not print on the PO.

Next

5. Click **Next** or click on the **Attachments** section. Drag and drop documents that need to be attached to the requisition. Blanket POs will require the Signatures Attachment.

Next

6. Click **Next** or click on the **Line Defaults** section.
7. Use the **Prompt** icon  or type to select the **Supplier** field. This will apply to all Requisition lines.

Supplier

Supplier

X DELL COMPUTER CORP





8. Scroll down to the **Default Worktags and Splits** portion of the Line Defaults section.

Default Worktags and Splits

Select worktag defaults for all lines on the
any changes you may have made at the lin

Copy from Worktags Template

- a. If you have saved a Worktags Template prior: select the applicable worktag combination by using the **Prompt** icon  or typing. If you do not have a saved template, then see Activity 6.1.
- b. If you are using a worktag combination that has not been saved as a template: check the **Use Default Worktags** radio button. Default worktags will display. Use the **Prompt** icon  or type to input the correct **SmartKey** worktag.

☒ Use Default Worktags

☐ Use Default Splits


☐ None of the above

1 item






*Location	*SmartKey	*Fund	*Cost Center
X DS District Offices > DS_80 District Annex > DS_80_861_A	X 1113501_JS-General	X 11 Unrestricted General Fund	X CST_1135 DS Information Systems

NOTE: The **Location** field is to assist the Warehouse to deliver the goods. This should be the **office number where the items will be delivered**, NOT the building and NOT the college/district. Check the [staff](#) directory for your exact room number.

9. Use the **Prompt** icon  or type to input the **Location**. It is recommended to type to room **number** (e.g. 142) and click **Enter** to see your options.


Next

10. Click  or click on the **Review and Submit** section.
11. The **Request Date** defaults to today.
12. Review the Requisition.
13. Scroll on the line items and remove the **Ship-To Contact** and **Deliver-To** values by clicking on the **X**.

*Ship-To Address	Ship-To Contact	Deliver-To
X 8800 Grossmont College Drive El Cajon, CA 92020 United States of America	X  hill [C]	X  Offices

14. Once you have resolved all error messages and made any further edits on the line level,

Submit

click  to run the budget check and move this along for approval.