FREQUENTLY ASKED QUESTIONS

Terms

WHAT IS A SMARTKEY?

The *Smartkey* is the account number or previously referred to as a keycode and has other elements automatically linked to it such as program, cost center, and business unit. See the complete glossary of terms in the Workday 101 training manual.

WHAT ARE WORKTAGS AND WHY ARE THEY IMPORTANT?

Worktags are the building blocks of the new chart of accounts. They are labels tagged to transactions that organize data based on common characteristics. Different worktags identify the fund, cost center, program, etc.

WHAT ARE SPEND CATEGORIES?

Spend Categories are how Ledger Accounts are assigned. These are like the "object codes" utilized in IFAS. For the initial Go Live transition period, Purchasing has included the four digit object code from IFAS in the description. See the complete glossary of terms in the Workday 101 training manual.

Process and Approvals

WHO WILL APPROVE MY REQUISITION?

Routing and approvals of all requisitions are done electronically and are determined by the type and worktags of the requisition.

HOW CAN I SEE WHERE IN THE ROUTING AND APPROVAL PROCESS MY REQUISITION IS?

Click *Process History* to see where it is in the business process and the remaining approvals in the process. This is illustrated in the Workday 101 training manual.

## IF I AM AN APPROVER IN WORKDAY, WHERE DO I GO TO APPROVE MY REQUISITIONS?

Through your inbox. See the applicable training manual.

HOW DO I KNOW WHICH BUYER WILL PROCESS MY REQUISITION IN CASE I HAVE QUESTIONS?

The buyer commodity listing is posted on the Purchasing page of the District's website for a quick reference to the main areas that each buyer handles. Or you can always call the main Purchasing number (x7585) and we will be happy to assist you.

WILL I RECEIVE ANY ELECTRONIC MESSAGES REGARDING MY ORDER?

You will receive messages in your inbox and your notifications box as required for tasks that you may need to accomplish, such as changing a requisition that has been sent back to you, re-creating one that has been denied, approving a requisition, and a generic message when items have been received on your order.
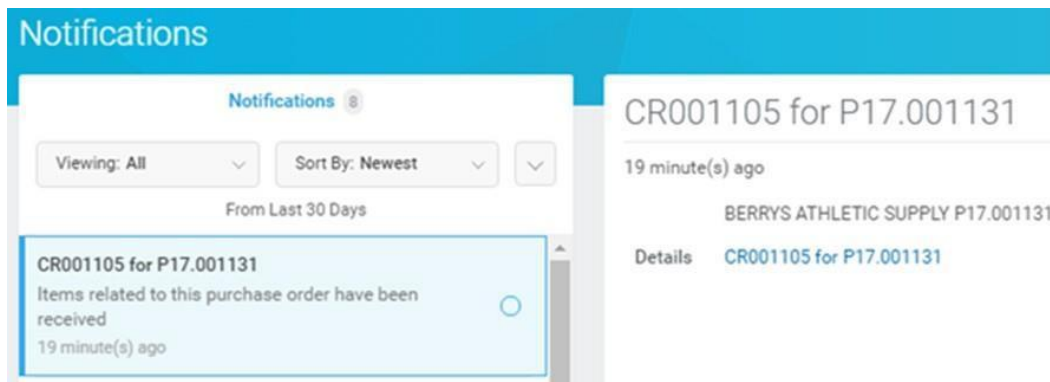
You can click on the Details link to view the Receipt and determine which items the Warehouse has received from your PO. If you receive this notification for Blanket POs, ignore it.

Budgets

IS A BUDGET CHECK DONE ON MY REQUISITIONS?

Budget checks will be enabled fiscal year 2017-2018. For now, you will need to closely watch your budget reports to ensure that you are not overspending.

DOES WORKDAY ENCUMBER MY PURCHASES? HOW DO I SEE THE ENCUMBRANCES?

Requisitions will pre-encumber (or Commit). Purchase Orders will encumber (or Obligate). The Supplier Invoices will be paid (or Actualized). You will be able to run budget reports and see the movement of money through your budget with each transaction. Other reports will show you the remaining balance on your Purchase Orders.

CAN I CHARGE MY REQUISITION TO MULTIPLE BUDGETS?

Yes, you can do budget "splits" in your requisition that allow you to split your charges by various Smartkeys, either by the quantity or by the amount of a single line item. See Activity 7.3. Budget splits between SmartKeys are only available with items that have the same Spend Category. You cannot do a split of Spend Categories and separate Spend Categories must be entered as separate lines items.

However, if one item will be paid 100% out of one budget and a different line item will be paid 100% out of a different budget, then simply make edits on the line item directly at the **Review and Submit** section of the **Checkout** page.

Requisition Fields

DO THE MEMO FIELDS PRINT ON THE PURCHASE ORDER?

Only the Memo to Suppliers field in the Information section of the Checkout page will print on the Purchase Order. All memo fields on the line items are for internal notes for Purchasing concerning that field.

WHERE DO I ENTER ITEM INFORMATION (E.G. THE CATALOG NUMBER FOR A CHAIR) IN THE CREATE REQUISITION PROCESS?

In the Item Description field. This will print on the PO.

WHERE DO I ENTER FREIGHT/SHIPPING CHARGES?

As a separate line item on a regular requisition. See Activity 7.5.

HOW DO I ELECTRONICALLY UTILIZE THE ATTACHMENTS FUNCTIONALITY?

On the Attachments tab in the Checkout step of your cart, you can drag and drop scanned files into the *Drop Files Here* field or click the *Select Files* button, then click Next.

DO I STILL NEED TO SEND A PAPER REQUEST FOR CONTRACT FORM FOR REQUESTED CONTRACT SERVICES?

These are now considered Service Requisitions. See Activity 3. You will no longer need to submit the paper form and do not attach it to your Service requisition.

WHAT SPEND CATEGORY DO I USE FOR A PRINTER THAT IS LESS THAN THE INVENTORY AMOUNT OF $500?

To generate a fixed asset record in Workday, the appropriate spend category must be used. Even if the cost of the printer falls into the "supply" description, you must use the Computer Equipment spend category and select either "Instructional" or "Non-Instructional". See Activity 9.

HOW DO I ENTER A REQUISITION FOR PROFESSIONAL SERVICES (I.E. CONSULTANT)?

These are now considered Service requisitions. See Activity 3.

HAVE THRESHOLDS TO OBTAIN MULTIPLE QUOTES OR FORMAL BIDS CHANGED WITH THE IMPLEMENTATION OF WORKDAY?

No. The thresholds are not system-driven requirements; they are policy/procedure and legal code requirements. Multiple quotes must be obtained for goods that cost over $10,000 or public works/labor/construction that exceed $5,000. The formal bid process must be utilized for goods over $88,300 or public works/labor/construction that exceed $15,000.

Miscellaneous

CAN I MAKE CHANGES TO A REQUISITION?

You can edit a requisition before it is turned into a Purchase Order. When you resubmit it, it will route to all approvers again. It is recommended that you include a note explaining what you edited so that approvers will understand the changes. See Activity 8.4.

HOW DO I DO A "CHECK REQUEST" IN WORKDAY?

Utilize the Create Supplier Invoice Request process. See the applicable training manual.

HOW DO I ADD MONEY TO AN EXISTING OPEN OR BLANKET PURCHASE ORDER?

This is done by submitting a Change Order Request Requisition. If the existing PO includes Goods, then see Activity 5. If the existing PO includes Services, then see Activity 4.

HOW DO I GET REIMBURSED?

Through an Expense Report process. See the applicable training manual.

WILL THERE BE REVIEW SESSIONS FOR THOSE WHO WANT ADDITIONAL HELP OR NEW EMPLOYEES WHO WILL BE USING THE SYSTEM?

Yes, Purchasing and the Training team will be conducting ongoing, scheduled training sessions on a regular basis.

WHAT WILL HAPPEN TO OPEN PURCHASE ORDERS (POS) IN IFAS THAT HAVEN'T BEEN PAID WHEN WE SWITCH TO WORKDAY?

Purchasing will re-create POs for items that were not received prior to the transition and all contract purchase orders. Users will be responsible for recreating requisitions for remaining balances of open POs in IFAS.

HOW CAN I FIND A REQUISITION OR A PO BY A CERTAIN SUPPLIER IF I DIDN'T ENTER THE REQUISITION?

Run the Find Requisition report and indicate the Supplier in the prompt fields. See Activity 8.2.