<table>
<thead>
<tr>
<th>#</th>
<th>TOPIC</th>
<th>OBJECTIVE</th>
<th>LEAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grants</td>
<td>• Worktag Change Request Impacts on in Flight Invoices and PO's</td>
<td>Juan</td>
</tr>
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<td>2</td>
<td>Requisitions</td>
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<td>Bridget</td>
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<td>Misc Payments</td>
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</table>
Grants
Worktag Change Requests on Grants

> Process Overview
  
  o GCA makes the change per department request
  
  o Can come in via Award Portal or SAGE budget worksheet

> Impact

  o This is creating issues on invoices/PO's that are in flight.

> Solution

  o TBD – Working on identifying the exact changes that create issues. Is it everything?
Requisition Setup – Continued
PO Setups

> Selecting a ship-to location

> Importance of a delivery contact
HOW TO CREATE A REQUISITION HEADER IN WORKDAY

Instead of Setting a default Ship To location
<table>
<thead>
<tr>
<th>Key Fields</th>
<th>Description</th>
<th>Required (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor</td>
<td>The person initiating the requisition to purchase Goods and Services.</td>
<td>Required Field</td>
</tr>
<tr>
<td>Company</td>
<td>Entity for which the requisition is being created</td>
<td>Required Field</td>
</tr>
<tr>
<td>Currency</td>
<td>Purchasing Currency (e.g., USD)</td>
<td>Required Field</td>
</tr>
<tr>
<td>Requisition Type</td>
<td>Used to determine the type of goods or services being procured</td>
<td>Required Field</td>
</tr>
<tr>
<td>Deliver-To</td>
<td>The specific location in a building or location where goods will be delivered (e.g., UWMC – ML Medical Stores &gt; A2: UW Medical Center Gas Cage)</td>
<td>Required Field</td>
</tr>
<tr>
<td>Ship-To</td>
<td>The location or building where goods will be delivered (e.g., UWMC University of Washington Medical Center, 4300 Roosevelt Way NE Box 354965, Seattle, WA 98105)</td>
<td>Required Field</td>
</tr>
<tr>
<td>Cost Center</td>
<td>The Cost Center to which the product cost will be posted</td>
<td>Required Field</td>
</tr>
<tr>
<td>Additional Worktags</td>
<td>Additional related worktags that are automatically pulled in from the Cost Center (e.g., Function, Fund, Location)</td>
<td>Auto-populate from Cost Center</td>
</tr>
</tbody>
</table>
Process Overview

• From the Apps menu, select **Requisitions**

From the Requisitions Details window, click the **Settings** (cog) icon

**Note**: This new screen pops up to enter additional information. Several fields will be auto-populated.
1. Clear out the following fields:
   a. Company
   b. Requisition Type
   c. Cost Center
   d. Additional Worktags
   e. Deliver-To Location
   f. Ship-To Address
4. Re-enter the following key fields:
   a. Company
   b. Requisition Type
   c. Cost Center (e.g., CCxxxxxx); additional worktags will auto-populate from this worktag
   d. Deliver-to Location: use the *Deliver-To by Ship-To Locations* option
   e. Ship-To: auto-populated by Deliver-To selection

5. Click **Save**

6. You can now start the Create Requisition process in Workday
More notes on Requisition Setup

- Ensure your Basis for Supplier Selection is in the Internal Memo field.
- Ensure Company and Worktags match the same company.
- Goods lines cannot be set up for multiple invoices (use Services lines instead).
- Do not enter in any contract/quote data on the "Memo" field in the line items. This will print on the purchase order.
- Your Spend Category will determine your PO's taxability.
Miscellaneous Payments
Miscellaneous Payments (MPs)

> Miscellaneous Payments are used for reimbursements and one-time payment to Non-UW employees in Workday
> MPs are for individuals – not companies!
  o If you plan to make more than one payment to the payee in a calendar year, register them as a UW supplier using the UW Internal Supplier Request Form.
  o If the payee receives $600 or more of taxable 1099 income in a calendar year, Tax IDs (SSN/TIN) are required for IRS reporting. Consult the job aid for guidance.
  o MPs are used for US Citizens, Resident Aliens, and Non-resident Aliens.

> Miscellaneous Payments | Procurement Services (uw.edu)
  o Updated job aid
  o "Best Practices" tab