

PROCUREMENT OFFICE HOURS

February 27, 2024



AGENDA

#	TOPIC	OBJECTIVE	LEAD
1	Tax Office	<ul style="list-style-type: none">• Introductions and Overview	Julia / Ashley
2	Spend Categories	<ul style="list-style-type: none">• Update	Kele
3	WD Expenses App	<ul style="list-style-type: none">• Removal and replacement	Rene
4	Supplier	<ul style="list-style-type: none">• Entity change	Heather
5	Quick Updates	<ul style="list-style-type: none">• UWCF Topic Updates – Procurement Support	Teresa

Tax Office

Introductions & Overview

- > Julia Shanahan, Tax Director
- > Ashley Grindley, Senior Tax Manager
- > Tax office responsibilities
 - Federal tax
 - Unrelated business income tax return (Form 990-T)
 - Federal Excise taxes
 - New Energy credits (Inflation Reduction Act)
 - State/Local taxes
 - Sales/Use tax matters
 - Parking/Admissions tax matters

Overview (con't)

- International tax matters
 - Tax analysis of employees wanting to work abroad
 - Participation is registration discussions for other countries

Spend Categories

Creation of new/modification of existing/deactivation of spend categories

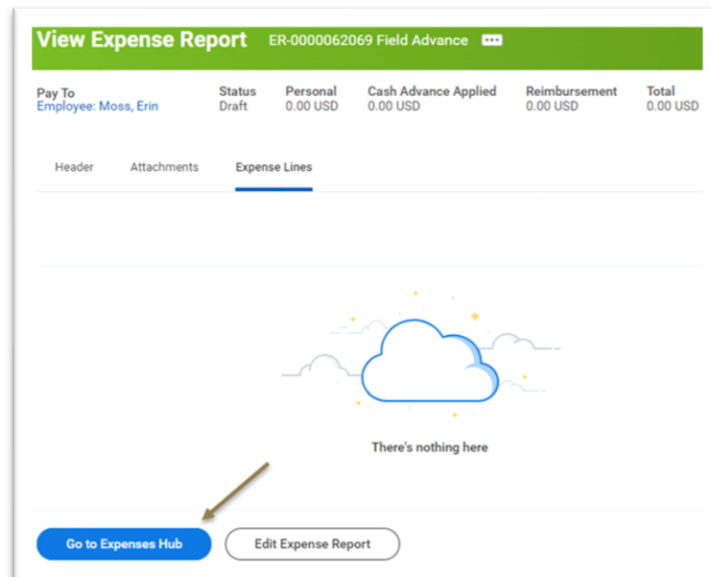
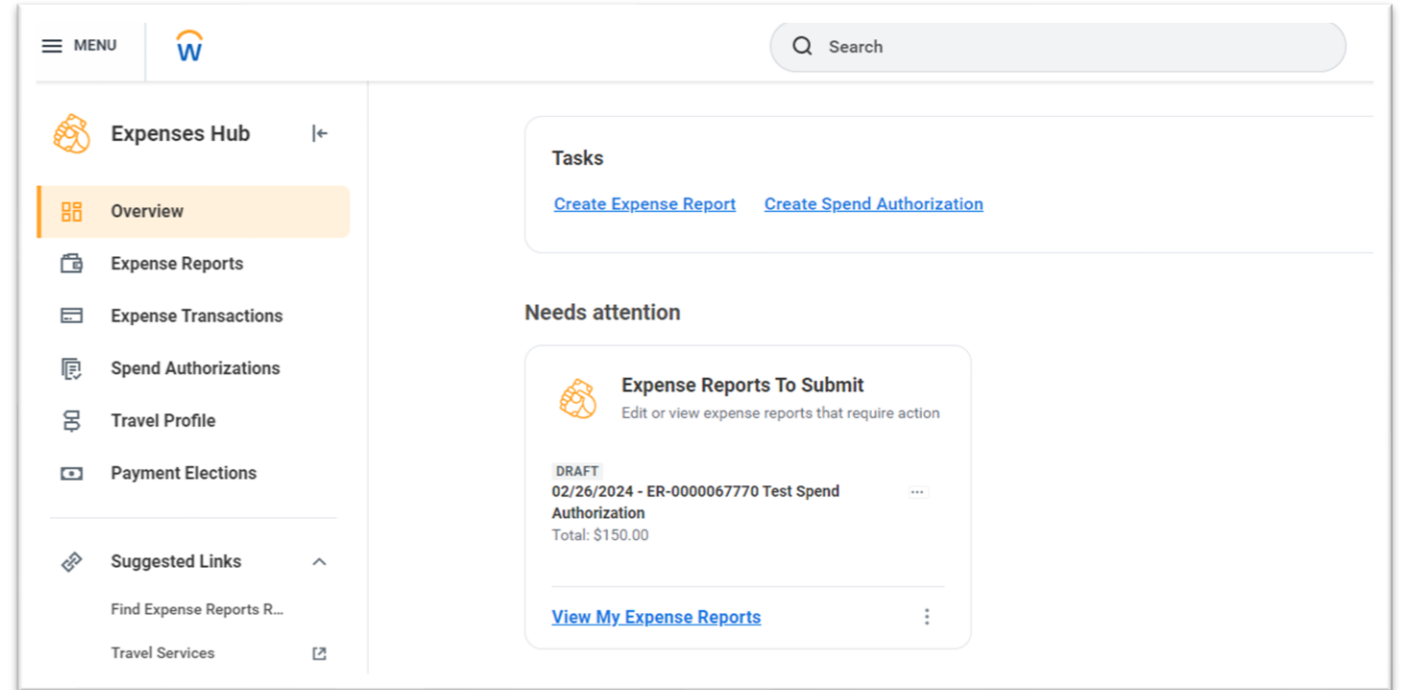
- > UW Academy RACI completed, and process defined
- > UW Financial Reporting (R/A for RACI)
 - **R**esponsible processing requests and doing configurations in Workday
 - **A**ccountable for approving requests and providing governance
 - Will **C**onsult/**I**nform various groups as defined by RACI depending request
 - > Ex: enable for misc. payment consult with Travel/AP/Tax
 - > Ex: make SC asset trackable consult with Equipment Inventory Office
- > UW Connect Process flow
 - Requested via FDM form (select spend category from drop down) → SE review (unless submitter works in the SE) → Financial Reporting assignment group
 - *note the 'spend category' topic in UW Connect will route to Financial Reporting

Workday Expenses App

Removal and Replacement

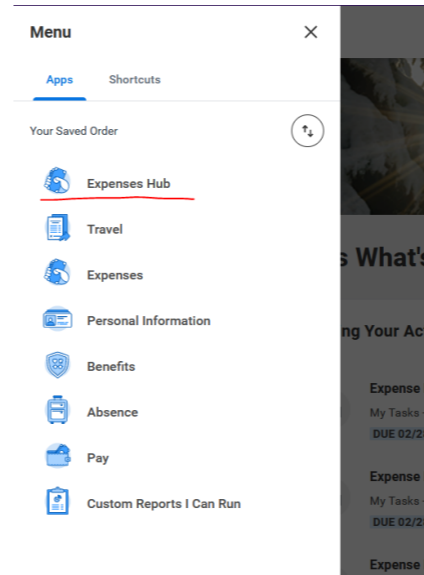
➤ Expenses Hub

- New app created by Workday
- Replaces the Expenses App
- Expenses App present until March 9th
- Only shows options relevant to users based on their activity
- New button appears at the bottom of Expense Reports and Spend Auths in progress

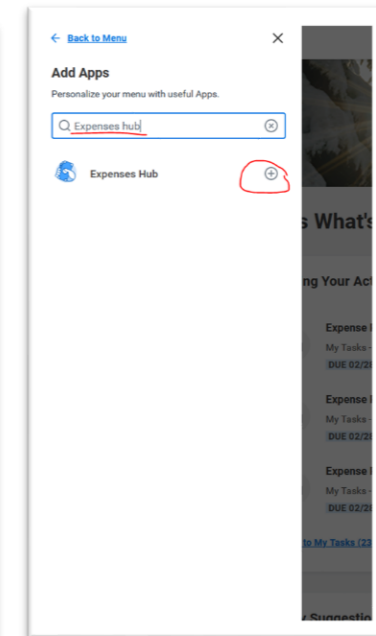
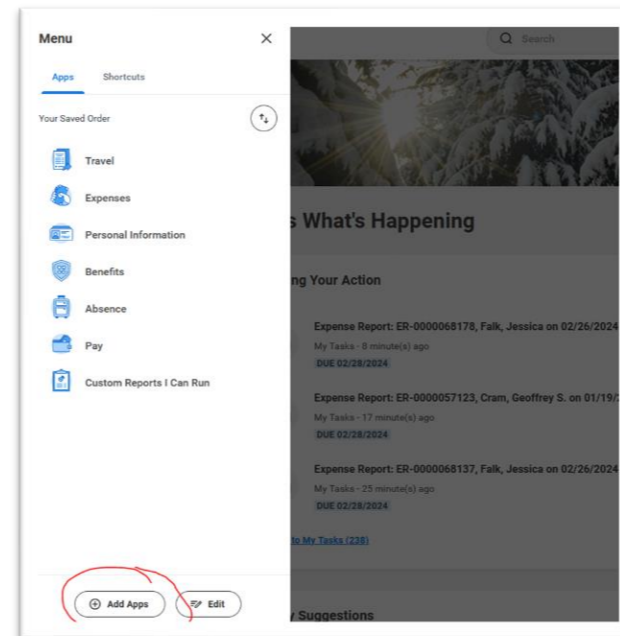
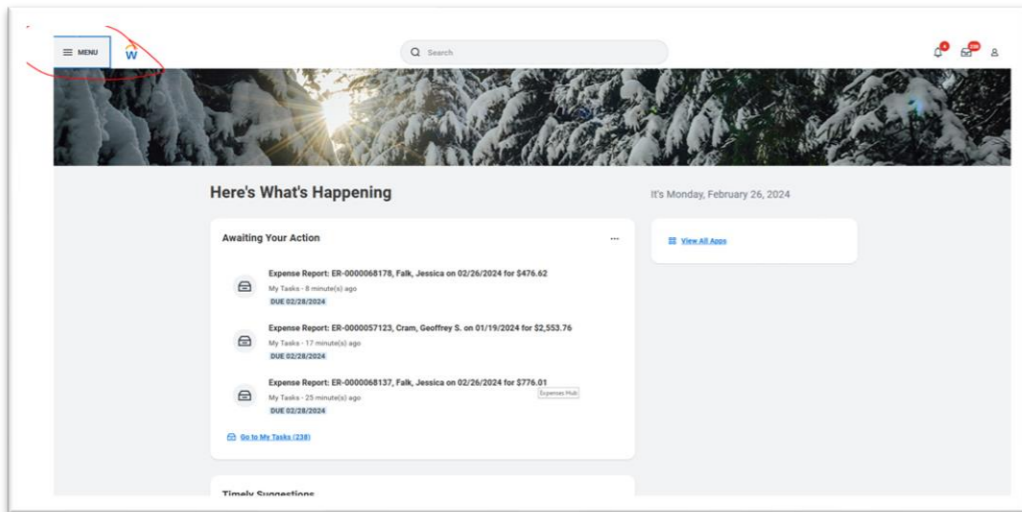


How to add

1. Click on the “menu”
2. Click “add apps”
3. Type “expense hub” and click the plus sign next to the “Expenses Hub”



app



Supplier

Entity Change

- > What happens with a supplier changes their business name/Tax ID or merges with another supplier?
- > When we are informed:
 - Supplier Administration will set the old supplier record to an “Inactive” status and provide a “Reason” and “Reason Description” in the details. They will also activate a new supplier record when the new supplier information is received.
 - PCS Help will review Workday for impacted orders and invoices. Central office will close impacted purchase orders and cancel impacted invoices.
 - PCS Help will communicate with the units impacted and provide any instructions they need to resolve the impact of the supplier change. This could include creating a new purchase order for future business to continue or paying leftover invoices through other methods.
- > Any strategy will be determined by an analysis of the order by PCS Help since many variables will contribute.

Quick Updates



Quick Updates

UWCF Topic Updates – Procurement Support

- > Procurement Customer Service has an updated topic in UW Connect titled Procurement Support.
- > The Customer Administration topic now goes to Receivables

Finance Case
New record

Submit Save

Open Work in Progress On Hold Resolved Complete

* Short description

Number FIN0315902

Reference

State Open

Channel Agent

Urgency Normal

Priority Normal

Functional Area Procurement

* Topic Procurement Support

Template

* Description

* Opened for

Preferred Contact Info.

Supervisory Org

Requested By

Organization UW Finance

* Assignment group ES PS Procurement Customer Service

Assigned to

Customer Watch List

Work Notes List

APPENDIX

