PROCUREMENT OFFICE HOURS

April 9, 2024

AGENDA

#	TOPIC	OBJECTIVE	LEAD
1	**Workday**	• Budget Dates	Jesse R / Zack K
2	**Receiving**	• Goods Line Receipts Refresh	David
3	**Workday Coordination Services (WCS)**	• Intake and Prioritization Process	Dina O
4	**Quick Updates**	• New! Fiscal Year End Close (FYEC) highlighted content • Procurement specific calendar to be built to support	Pramilla

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Budget Dates in Workday

Important Dates in Workday

> **Accounting Date:**

  – The date the expense was recorded to the financial system/posted to the general ledger

> **Budget Date:**

  – The date the expense was incurred

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Why does this matter?

> Budget Dates in the Grants space are very important because:

- They determine if the expense is allowable on the award (must fall within the award's period of performance)

- They determine the F&A rate calculated (they use the rate based upon the budget date. This only really matters when there is a change in F&A rate)

What's been happening?

> Cost Reimbursable award lines require the budget date to be correct or else they will not bill. As a result, folks have been diligent about changing those budget dates to make the expense allowable. Setting a correct budget date at the start will prevent the need for changes later

> Fixed Amount award lines do not have this process and so we have seen many expenses charging to awards with budget dates 90+ days after the award's end date

PAA Example

Operational Journal Information

Summarized By	Operational Summary Journal: UW1861 University of Washington - 11/01/2023
Operational Transaction	Payroll Accounting Adjustment ▉▉▉▉ 08/31/2023 (Regular) - Complete
Originated by	▉▉▉▉
Company	UW1861 University of Washington
Ledger	Actuals
Period	Nov - FY2024
Accounting Date	11/01/2023
Journal Source	Payroll Accounting Adjustment

Operational Journal Details

Balanced	Yes
Total Debits	14,428.80
Total Credits	14,428.80
Currency	USD

Journal Lines   Retained Earnings   Accounting History   Facilities And Administration   Award Revenue Recognition

Journal Lines 6 items

Debit Amount	Credit Amount	Memo	Grant	Gift	Program	Cost Center	Resource	*Additional Worktags	Interworktag Affiliate	Budget Date	Hours	Line Number
4,809.60			GR014▉▉▉▉			CC103121 SPH | Global Health - International Training and Education Center for Health - Research	RS100077 Federal Grant Resource	Balancing Unit: BU130 School of Public Health Earning: REG-Regular Earnings Employee: ▉▉▉▉ Function: FN120 Public Service Fund: FD200 Grant Fund More (7)		08/31/2023	45.0072	4

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Expense Report Example

Create Expense Report

Creation Options	*	● Create New Expense Report
		○ Copy Previous Expense Report

Memo

Company * ✕ UW1861 University of Washington ··· ☰

Expense Report Date * 03/11/2024 📅 ⬅ This will become **accounting date** once Expense Report posts

Expense Report Example Part 2

This will become **budget date** once Expense Report posts

Where do I set my Budget Date?

> It depends on the type of transaction you are putting into Workday.

> We have a detailed sheet that we will walk through and distribute

Goods Line Receipts

Catalog Supplier	Goods Receipt Required*	Current Overall Status	*Exceptions
CDW Government, Inc.	No	Fully implemented	
Fisher Scientific	No	Fully implemented	
Grainger	No	Fully implemented	**Although 7 suppliers are "fully operable" in regards to ASNs relieving the need to create receipts, Units still need to regularly review the UW AP Work Queues and / or the Workday related reports such as R1131 or R1166 for exception cases. Not doing so will lead to payment on invoices for your orders to be delayed.**
Henry Schein	No	Fully implemented	
Medline	No	Fully implemented	
ODP Business Solutions, LLC	No	Fully implemented	
VWR International Inc	No	Fully implemented	
Dell	Yes	Supplier is capable of delivering ASNs, and working toward implementing a technical solution in the coming weeks.	**As we continue to stabilize, the system sometimes does not operate as designed due to technical errors, processing workarounds, and other load errors on both the supplier and UW side. So please remember to continue to review for invoices in match exception (Receipts and other exceptions):**
Staples Guy Brown	Yes		
QIAGEN Inc	Yes		
Roche Diagnostics	Yes	Supplier not capable of delivering ASNs	**AP Work Queues:** https://finance.uw.edu/ps/netid/invoice-backlog-summary-page
NETA SCIENTIFIC INC	Yes		
New England Biolabs, Inc	Yes		**Workday Reports:**
Sigma Aldrich Inc	Yes		**R1131**
Workspace Development (formerly OpenSquare)	Yes		**R1166**
ALL Non-Catalog Suppliers	Yes	Suppliers not capable of delivering ASNs	

- ASN = Advanced Shipment Notification (aka EDI856)

- ASNs electronically enable auto-receipt in Workday for Catalog Suppliers goods lines only

- Not all Catalog suppliers are capable of delivering ASNs

- Those that are not capable, or are but not fully implemented yet, still require receipt creation by the Units

- Routine review of the Unit AP Work Queues by the Units is necessary to identify and execute receipts

Receiving Support Materials

> Job Aid: How to Receive in Workday (UWA) Updated as of 4/5.
   o https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032902

> Unit AP Work Queues
   o Unit AP Work Queues | Procurement Services (uw.edu)

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Workday Coordination Services (WCS)

Agenda

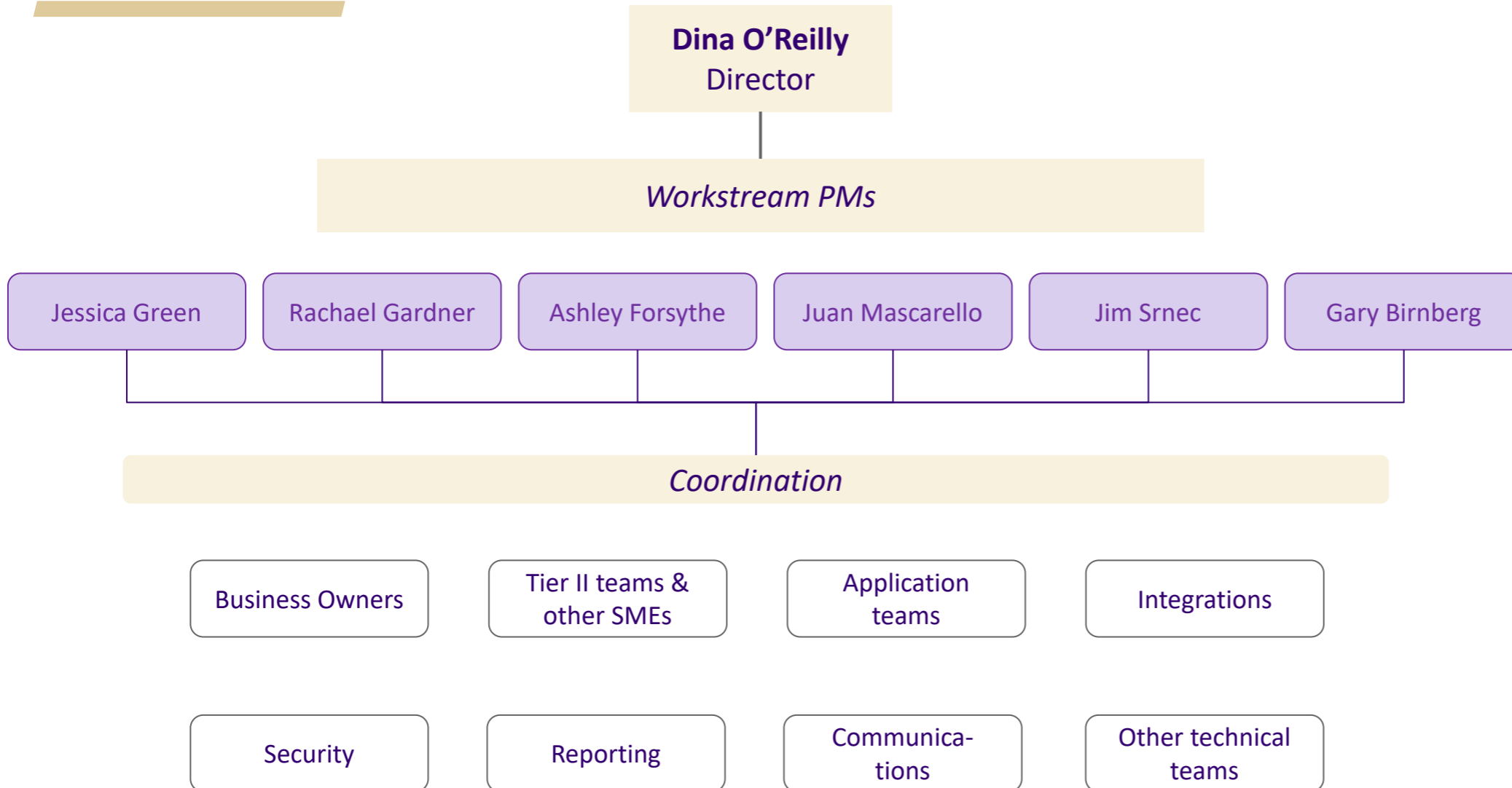> WCS Overview

> WCS Scope

> WCS Process and Approach

Purpose and Goals of WCS

WCS will provide **intake**, **prioritization**, and **coordination** services for

all Workday modules through facilitation and collaboration with

business partners and technical teams

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Coordination Roles

Dina O'Reilly
Director

Workstream PMs

| Jessica Green | Rachael Gardner | Ashley Forsythe | Juan Mascarello | Jim Srnec | Gary Birnberg |

Coordination

| Business Owners | Tier II teams & other SMEs | Application teams | Integrations |

| Security | Reporting | Communica-tions | Other technical teams |

Across workstreams:

Roles in multiple Sustainment organizations to enable:

Content Management

Outreach and Engagement
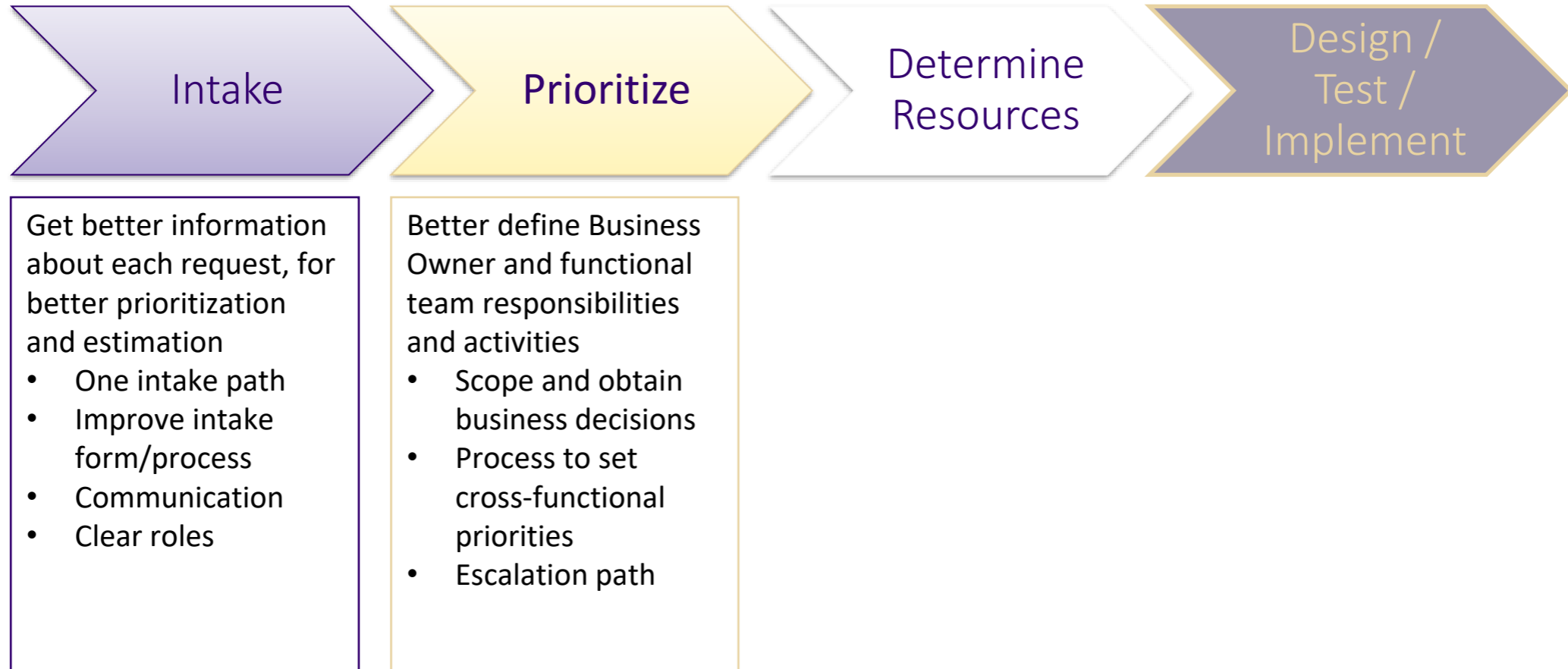
Training

Scoping: Process context

WCS is one piece of the overall work process

High level planning
Strategic goals and programs | ESG and HRFAB

Business analysis
Leading up to Workday configurations changes

For example,
Tiger Teams; FinOps

Workday configuration
Change requests and potential projects
Prioritization, design, implementation

Business Owners, WCS, and multiple teams

| Intake | Prioritize | Determine Resources | Design / Test / Implement |

Project portfolio
Project resourcing and execution

HRFAB and, for example,
UW-IT PRB

Maintenance & Operations
Tier 3 technical teams; data changes by central business units

Support

Changes in other systems (without Workday impact)

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Top priority improvements

Recommend focusing on Intake and Prioritization initially

Intake	Prioritize	Determine Resources	Design / Test / Implement

Intake

Get better information about each request, for better prioritization and estimation
- One intake path
- Improve intake form/process
- Communication
- Clear roles

Prioritize

Better define Business Owner and functional team responsibilities and activities
- Scope and obtain business decisions
- Process to set cross-functional priorities
- Escalation path

Intake & Prioritization Approach
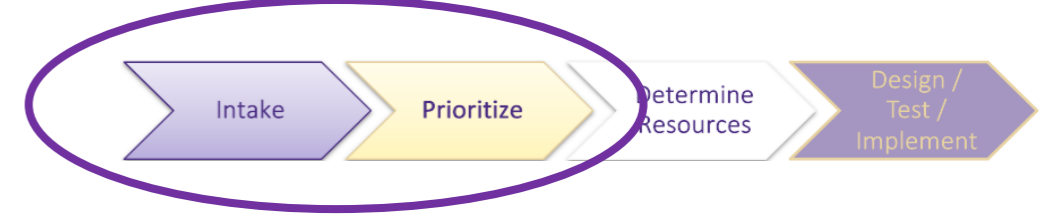
Intake

Gather examples	Engage stakeholders
Draft process	Roll out Gather feedback

Prioritization

Engage Business	Define Criteria
Roles Responsibilities	Roll out Gather feedback

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Quick Updates

Fiscal Year End Close Planning

> Fiscal Year End Close (FYEC) highlighted content in each Procurement Office Hours

> The YEC calendar will be backed into with Procurement activity specific calendar

APPENDIX