



# Workday Procurement & EAP Requisitions

Training for all Employees

**MC**

**MONTGOMERY COLLEGE**

# Training Guidelines

- This session is recorded and will be available on Workday Learning
- Close your Email, logout of IM, and turn cell phones off or put them away
- This session includes demonstrations in a training environment and information has been staged so that no personal or sensitive data is shown
- If you have a question, please type in the chat

# Your Instructors



**Kristin Cors**

Organizational Change & Training  
Consultant with Collaborative  
Solutions

Chicago, IL



**Tammy Srom**

Organizational Change & Training  
Senior Principal Consultant with  
Collaborative Solutions

Tampa, FL

# Agenda

- Introductions & Objectives
- Project Overview
- Procure-to-Pay Overview
- Overview of Requisitions
- Procurement
  - Supplier Request
  - Procurement Requisitions
  - Receipt
  - Return to Supplier
  - Supplier Invoice Request
  - Verify P-Card Transactions
- EAP Procurement Requisitions Process
- Support Resources

# Our Objectives

What we will accomplish by the end of this training

- Review important dates and key changes
- Understand Employee Self-Service functionality for Procurement
- Understand the EAP Requisition process
- View demonstrations of Workday processes
- Know where to go for additional support and resources

# Support Resources

## On-Demand Help

### Project Webpage:

FAQs  
Job Aids & Reference Guides  
Videos  
Training Recordings During 2021

### Workday Learns on 1/3/22:

Training Recordings

## Training Recording Questions

### IT Service Desk

240-567-7222  
itservicedesk@montgomerycollege.edu

### HRSTM

240-567-5353  
hrstm@montgomerycollege.edu

### OBS Finance

240-567-5292  
procure@montgomerycollege.edu  
finance.obs@montgomerycollege.edu

## Workday Help

### IT Service Desk

240-567-7222  
itservicedesk@montgomerycollege.edu

# Project Website

- Houses all project information, communications, FAQs and Training Materials

## Workday

The College's use of Workday will enable us to improve administrative processes by using modern financial management, human resource, and professional development systems to support the College's mission and goals. It is designed to be mobile device friendly, helping our faculty and staff complete their business faster and get back to what's really important, our students.



### PROJECT PHASES

Completed and upcoming phases of the project

[WORKDAY PROJECT PHASES](#)

### TIMELINE

Where are we now?

[WORKDAY PROJECT TIMELINE](#)

### TRAINING

Access live and recorded webinars, job aides, and the training schedule

[WORKDAY TRAINING](#)

### WORKDAY COMMUNICATIONS

Archive of collegewide communications

[WORKDAY COMMUNICATIONS](#)

### FREQUENTLY ASKED QUESTIONS

Review FAQs about Workday

[WORKDAY FAQs](#)

# Sponsor Message

## Welcome to Your Workday Training!

We are closing in on the final milestone of the Workday project! In January 2022, Workday becomes our official Human Resources and Financial Management system.

By taking today's training, you will be one step closer to full self-service functionality that provides the ability to access and manage your personal HR and finance-related information. As an integral part of our institutional success, we thank you for your participation. We are confident it will ensure your personal success and allow you to take full advantage of all that Workday has to offer.

Enjoy your training session and have a good Workday!

# Sherwin Collette

SVP for Administrative and Fiscal Services  
Workday Executive Sponsor







## MC's Mission, Vision, Values

### MISSION STATEMENT

We empower our students to change their lives and we enrich the life of our community. We are accountable for our results.

### VISION STATEMENT

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

### CORE VALUES

EXCELLENCE \* INTEGRITY \* INNOVATION \* DIVERSITY \* STEWARDSHIP \* SUSTAINABILITY

*(Adopted by the Board of Trustees on June 20, 2011.)*

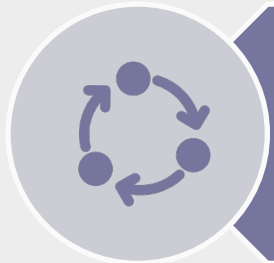
# Benefits for Montgomery College



**One system** that integrates with many other systems and reduces time to perform work



**Access and update** your own data using applications



**View statuses** of initiated tasks and get **notified** on completed tasks



**Initiate actions** using search or applications and complete tasks from your Workday Inbox



**Quickly search** for and **find information** such as organizational charts and your personal information



(Optional) **Mobile device** access to manage information, anytime, anywhere

# Workday Project Overview

- Workday is the system of record for all Human Resources, Finance, and Payroll data and processes as of January 1, 2022, and all users begin access on **January 3, 2022**

## Currently

### Managed outside of Workday:

- Until 12/24
  - Payroll
  - Time Tracking and Leave
- Until 12/31
  - EAP
  - Most financial processes

## Workday

### Live in Workday 1/3/2022:

- Payroll
- All Tracking for Time Entry, Time Off, and Leave
- EAP
- Financial Accounting
- Budget (excluding Adaptive Planning)
- Procurement
- Expenses
- Projects/Capital
- Business Assets
- Banking & Settlement
- Grants Management & Contracts
- Supplier Accounts

### Already in Workday:

- Recruiting
- Compensation
- HCM
- Benefits
- Learning
- Talent & Performance

# Important Dates

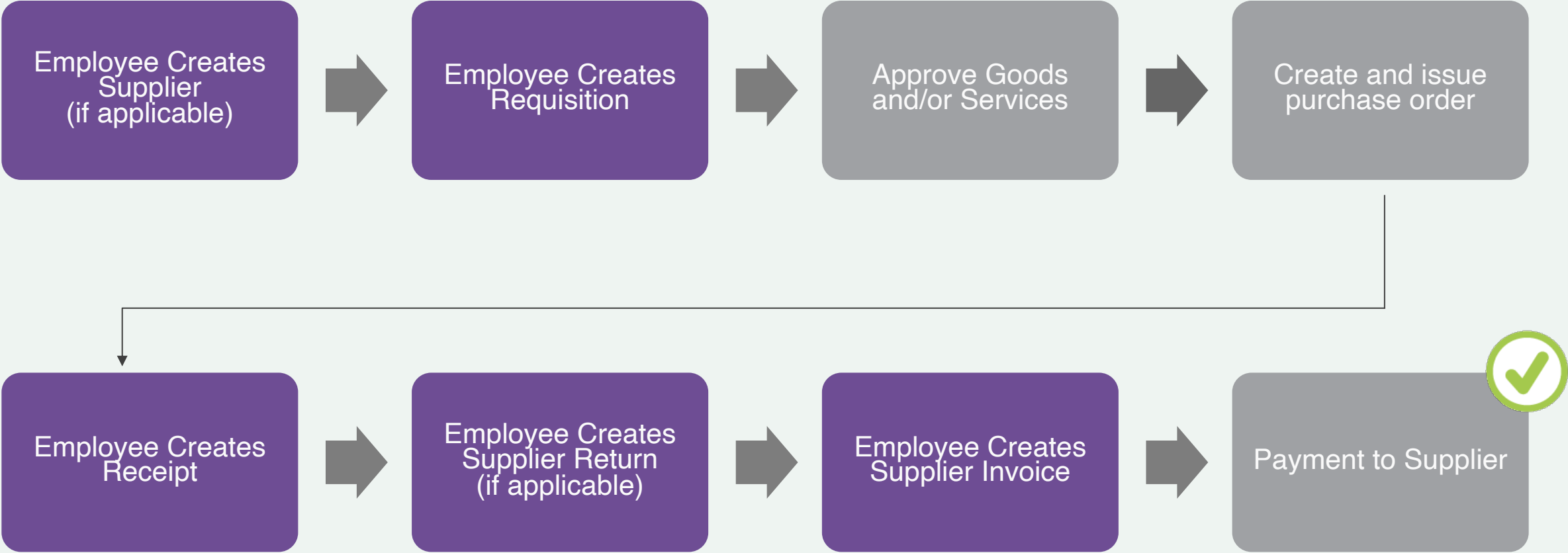
Departments processing pay for WDCE Instructors and Part-time Faculty between December 25 – January 7 for the January 14 pay date please contact HRSTM

Date(s)	Action
November 27, 2021	Workday locked-down while project team completes system preparation
January 3, 2022	Workday open again for all users and is the system of record for HR, Finance, and Payroll  <b>Enter time, time off, and leaves</b>
December 25, 2021 through January 7, 2022	First pay period in Workday
January 7, 2022	<b>First Time Sheets due 12:00 pm in Workday</b>
January 8-21, 2022	First full pay period in Workday *Payslip visible 2 days before pay day

For questions, contact HRSTM at [hrstm@montgomerycollege.edu](mailto:hrstm@montgomerycollege.edu)

# Procure-to-Pay Overview

# Process Flow: Procure-to-Pay



# Procure-to-Pay Terms to Know

Banner Term	Workday Term	Definition
Requisition	Requisition	Transaction to request goods or services
Purchase Order	Purchase Order	External transaction to request goods or services from suppliers
Vendor	Supplier	Vendor that provides goods or services
Vendor Invoice	Supplier Invoice	Workday transaction that accrues liability and generates a payment to the supplier
Requisitioner	Initiator/Requestor	Worker requesting the good or service
Purchasing Agent	Buyer	Worker who sources the requisition to a PO and “owns” the PO from the supplier’s perspective

# Requisitions Overview



## Procurement Requisition

- Request from your department to procurement to procure goods or services you need

## EAP Procurement Requisition

- Request for an Educational Assistance Program (EAP) for pre-payment to an external institution

Have all related supporting documentation ready to upload in Workday as an attachment (supplier quotes, invoices, proposals, etc.)

# **Employee Self-Service for Procurement**

# Overview of Key Changes

Currently	Workday Starting 1/3/2022
Procurement Requisitions completed in Banner.	Procurement Requisitions completed in Workday.
Banner activity codes are entered on certain transactions.	Now Worktags are required on certain transactions.
Receiving Department creates the return to supplier.	Employee/Requestor of goods/services creates the Return to Supplier.
Attachments for requisitions are uploaded to Image Now (Perceptive Content).	Attachments for requisitions are uploaded directly into Workday when entering a requisition.

# Procurement Worktags to know

Keywords assigned to each transaction to indicate its College purpose

Used to accurately categorize, classify, and aggregate transactions

Cost Center, Fund, Grant, Program, and Spend Category are worktags you should know prior to initiating a procurement requisition

Banner Term	Workday Term	Description
Organization	Cost Center/ Specialization	Represents “where” revenue or costs are being recorded. Cost Centers are generally used to identify departmental budgets and typically identify defined business segments.  <b>Note:</b> A Specialization is a sub-division of a Cost Center based on department’s needs.
Fund Code	Fund/Agency/Auxiliary	Defines College activities restricted, unrestricted, and fund reserved for plant projects. Funds are also used to group related activities for financial statement and budget management purposes.  <b>Note:</b> Agency Funds and Auxiliary Services are sub-divisions of funds in Workday. Allowed Funds are assigned to each Cost Center, Grant and Project.
Grant/Foundation Fund and/or Activity Code	Grant	Used to track the activities of the College’s externally funded grants associated with an award.  <b>Note:</b> For AELG it is determined from Fund + Activity. For Foundation grant to the College, it is determined based on Activity. For everything else, it is determined from Fund.
Program	Program/Discipline	Functional Classification used to track operating expenses for financial statement reporting. Allowed Programs & Disciplines are assigned to each Cost Center, Grant, and Project.  <b>Note:</b> Program will default based on the Cost Center. Discipline is only used for Instructional Program 1000.
Account Code	Spend Category	Used to organize, track, and report on College expenses. It represents detailed expense being recorded. Expense items are associated with specific spend categories.  <b>Note:</b> This dimension is required for all expense transactions.

# Banner-to-Workday Crosswalk Query Report

If you need to locate the previous Banner FOAPA (Fund, Organization, Account, Program, Activity) value and what the value is now called in Workday, use the Banner-to-Workday Crosswalk Query report

## Banner-to-Workday Crosswalk Query

**Instructions** This report allows you to enter Banner FOAPA values to retrieve the corresponding Workday worktags. You can enter multiple values (Fund, Org, Account, Program and Activity) at the same time, or you may enter one or more of the values and leave the other fields blank. When entering the Banner FOAPA values, it is required that you include the Banner chart (letter) as a prefix for each Banner FOAPA value entered. Banner chart values are listed below. The same prefix letter must be included for each FOAPA value entered when running the report.

Montgomery College (MC) Chart = M  
Foundation Chart = F  
PicMC Chart = S

Examples:  
Montgomery College  
Fund 1110 would be entered as M1110  
Org 226000 would be entered as M226000  
Account 6091 would be entered as M6091  
Program 2000 would be entered as M2000  
Activity F22131 would be entered as MF2213

Foundation  
Fund 1110 would be entered as F1110  
Org 00 would be entered as F00  
Account 6010 would be entered as F6010  
Program TA would be entered as FTA  
Activity F501TK would be entered as FF501TK

PicMC  
Fund 1110 would be entered as S1110  
Org 1000 would be entered as S1000  
Account 6091 would be entered as S6091  
Program 99 would be entered as S99  
(Activity is not applicable to Chart S)

**AELG Grants**  
AELG grant translations for Banner Activity requires the inclusion of both Banner chart and Banner fund values as prefixes for the Banner Activity value. A hyphen (with spaces on both sides) is also required between the fund and activity values. For example, to translate Banner Activity CCFCC used with Banner fund 22962A, the Banner Activity code should be entered as:

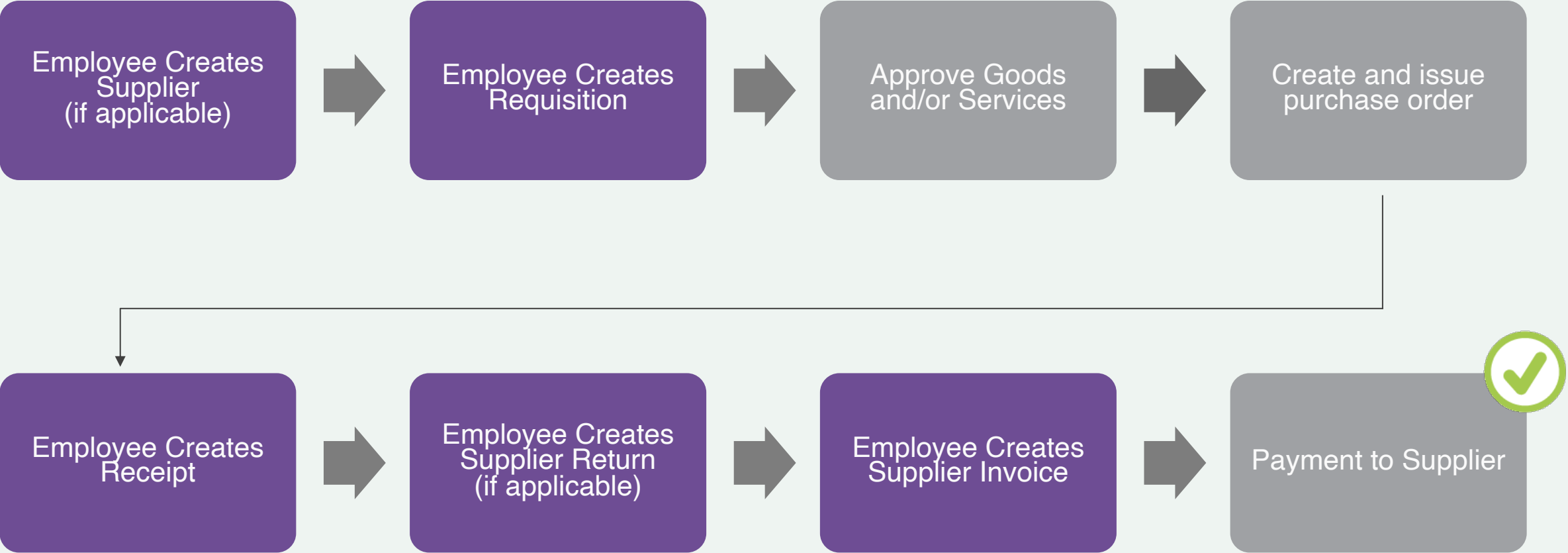
M22962A – CCFCC

Banner Fund	<input type="text"/>
Banner Orgn	<input type="text"/>
Banner Account	<input type="text"/>
Banner Program	<input type="text"/>
Banner Activity	<input type="text"/>

OK

Cancel

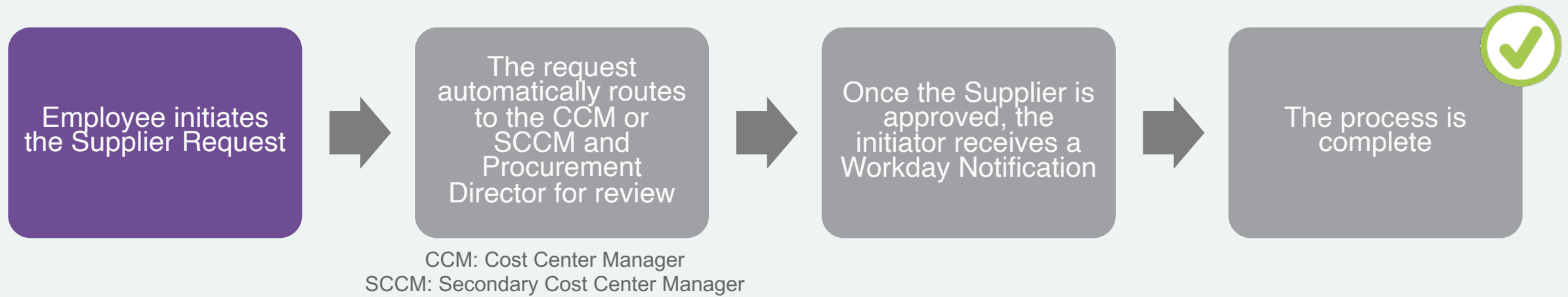
# Process Flow: Procure-to-Pay



# Create Supplier Request

- If the Supplier does not exist in Workday, then a Supplier Request must be created
- The supplier's W-9 form and Tax ID are required to upload
- The supplier request automatically routes to the Cost Center Manager and then to the Procurement Director for Approval

# Process Flow: Create Supplier Request





# Create Supplier Request


1. Search and select **Create Supplier Request** from the Workday search bar.
2. Enter the **Supplier Name**, **Supplier Category**, **Tax ID**, & **Justification** (if applicable).


## Create Supplier Request


Worker \* Leslie Jackson


Supplier Name \*


DUNS Number

Restricted to Companies  

Supplier Category  

Parent  

Tax Authority Form Type  

TIN Type  

Tax ID

Justification

[Contact Information](#) [Classification](#) [Attachments](#) [Supplier Contact](#)

# Create Supplier Request

3. Click **Add** and enter details for the Supplier's **Phone, Address, or Email**.
4. Drag-and-drop the Supplier's W-9 Form in the Attachments section.
5. Click **Submit**.

Contact Information    Classification    Attachments    Supplier Contact

---

**Phone**

Add

---

**Address**

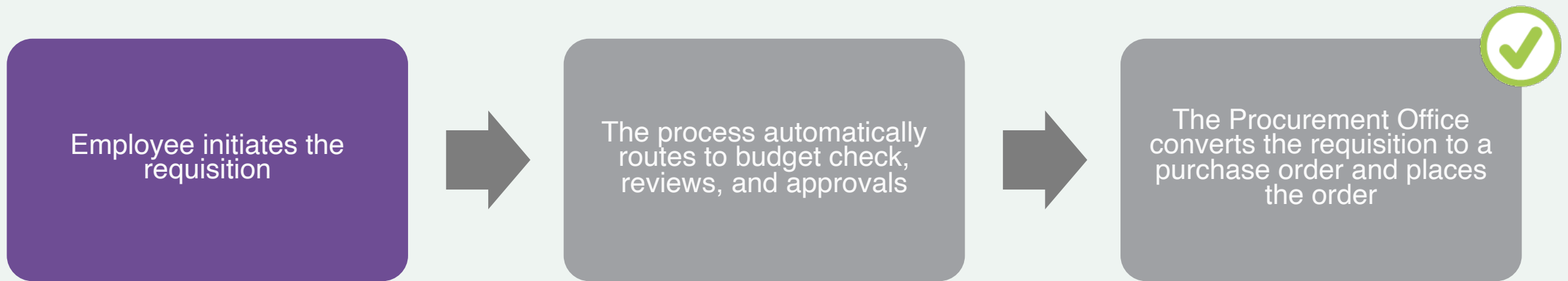
Add

---

**Email**

Add

# Process Flow: Procurement Requisition



# Workday Demos

Create Procurement  
Requisition for:

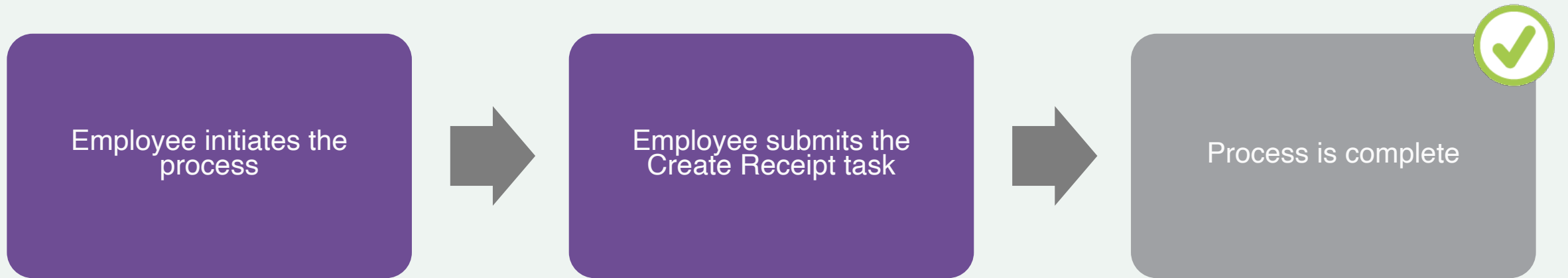
- Good
- Service
- Good and Service
- My Requisitions



# Create Receipt

- Once the Buyer has Issued the Purchase Order, and the Good(s) and/or Services have been received, then the Employee who requested the Good(s) and/or Service(s) can Create a Receipt
- A packing slip or other related package documentation is required and must be attached in Workday
- You may edit the receipt after submission
  - View the *Create Receipt* job aid for guidance

# Process Flow: Create Receipt



# Workday Demo

- Create Receipt

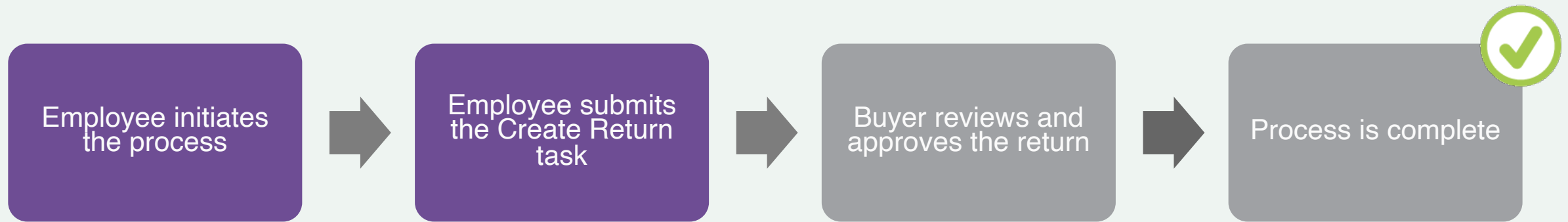


# Create Return to Supplier

- The requestor of the goods/services creates the return to supplier if an item needs to be returned
- New process for MC employees



# Process Flow: Create Return to Supplier



# Workday Demo

- Create Return to Supplier



# Create Supplier Invoice Request (DIRECT PAY)

- Should be used when the Department has received an invoice from a supplier for goods or services that they have purchased and received
- If the supplier is not listed, you must submit a supplier request and wait for confirmation that the supplier has been added

# Process Flow: Create Supplier Invoice Request



# Create Supplier Invoice Request

1. Search and select **Create Supplier Invoice Request** from the Workday search bar.
2. Modify the **Invoice Date**, if necessary.
3. Enter the **Company**, **Supplier**, and **Supplier's Invoice Number**. **Currency** will default.


## Create Supplier Invoice Request

Total Amount  
0

Supplier Invoice Request (empty) Status (empty) Requester Leslie Jackson

### Primary Information

Invoice Date \* 10/11/2021 

Invoice Received Date MM/DD/YYYY 

Company \* 

Supplier \* 

Remit-To Connection 

Currency \* 

Control Total Amount 0

Supplier's Invoice Number

# Create Supplier Invoice Request

4. In the Lines Section, select **Goods Line** or **Services Line**.
5. Select an **Item** if it is listed.
6. Enter an **Item Description**.
7. Select a **Spend Category** if not automatically populated.
8. Select the **Quantity** and specify the **Unit Cost**. Together these calculate the extended amount.
9. Select the **Cost Center**.

0

## Lines

Goods Line  
 Service Line

Item	<input style="width: 100%;" type="text"/>
Item Description	<input style="width: 100%;" type="text"/>
Spend Category	<input style="width: 100%;" type="text"/>
Quantity	<input style="width: 100%;" type="text"/>
Unit of Measure	<input style="width: 100%;" type="text"/>
Unit Cost	<input style="width: 100%;" type="text"/>
Extended Amount	<input style="width: 100%;" type="text"/>
Grant	<input style="width: 100%;" type="text"/>
Project	<input style="width: 100%;" type="text"/>
Gift	<input style="width: 100%;" type="text"/>
*Cost Center	<input style="width: 100%;" type="text"/>

# Create Supplier Invoice Request

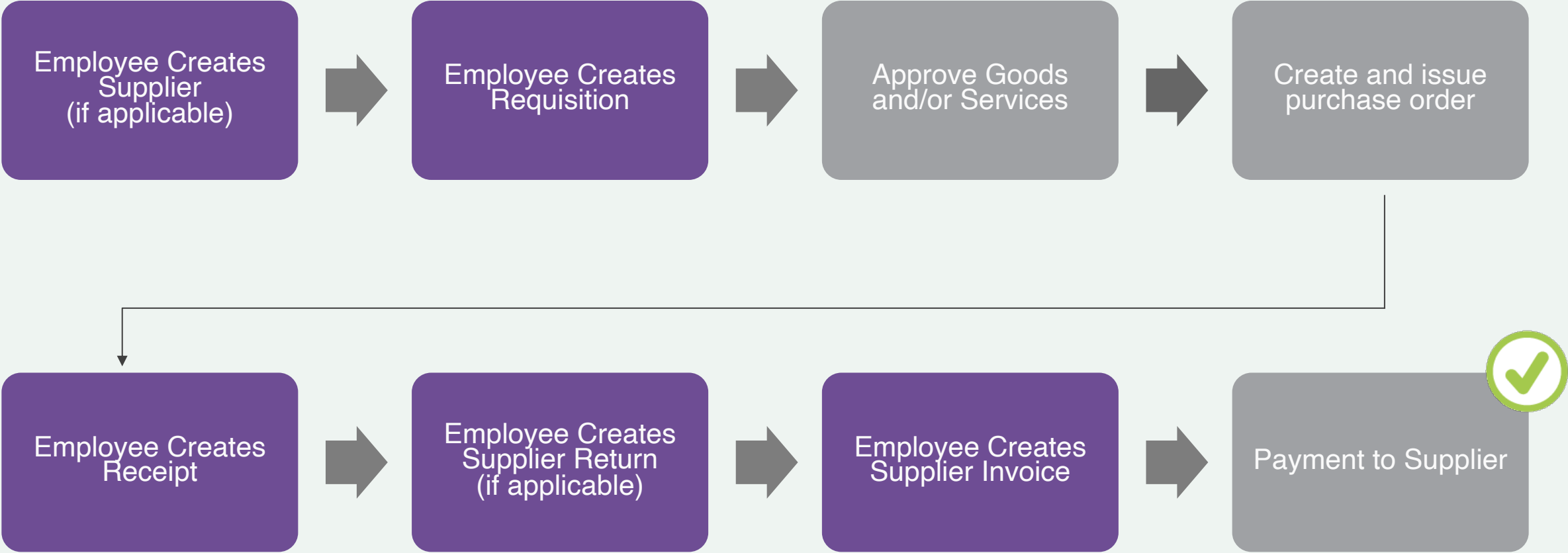
- From the top right corner, click **Splits** if the invoice request line is being split across multiple cost centers or projects.
- Enter either the **Percent** or **Amount** you wish to split by.
- Enter a **Memo, Cost Center, Fund, & Program**.
- Click the **Attachments** tab and drag-and-drop supporting documentation.
- Click **Submit**.

**Splits (0)**

Split by:

	Item	Amount	Split	Rema
1 item	(empty)		0	
<input type="button" value="⊕"/>				
<input type="button" value="⊖"/>	Percent	Amount		
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

# Process Flow: Procure-to-Pay

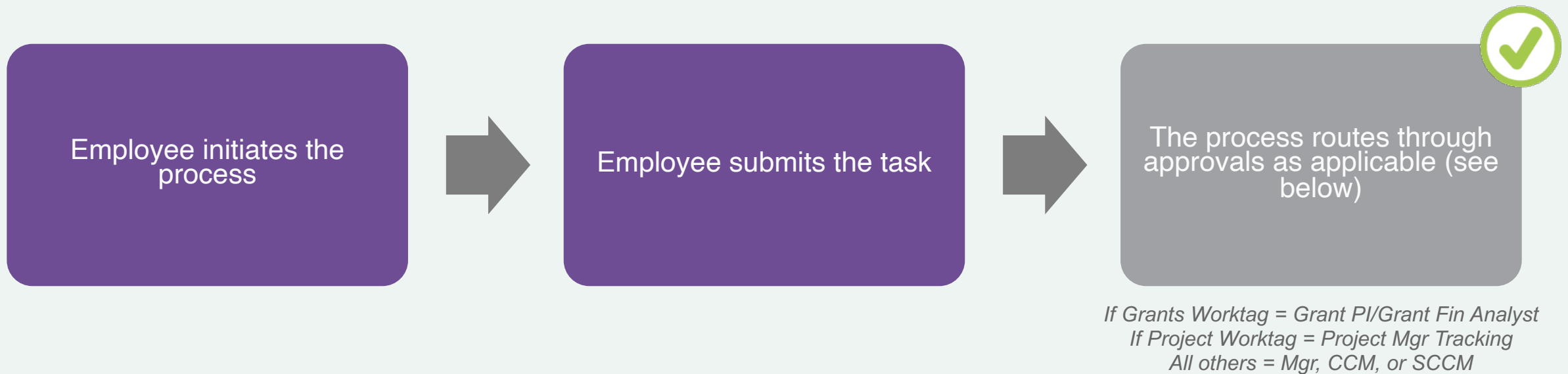




# Verify P-Card Transaction

- P-Card transactions will now be reconciled directly in Workday (Replaces expense reporting using Centre Suite)
- The purpose of this process is to ensure that credit card spend can be commercially validated and assigned with data for posting in the General Ledger and payment recording
- Employees will be encouraged to verify p-card transactions on a daily or weekly basis depending on volume
- All p-card transactions must be verified in Workday before the 10th day of the month for the previous month's transactions

# Process Flow: Verify P-Card Transaction



# Verify P-Card Transaction

1. Search and select **Verify Procurement Card Transactions** from the Workday search bar.
2. Review your P-Card Transactions in the grid. Check the box next to the applicable transaction or click **Select All**. Click **OK**.
3. In the Transaction Details section, enter a **Line Item Description**, **Spend Category**, **Quantity**, **Unit of Measure**, & **Unit Cost**.
4. Upload required attachments (receipt) and click **Submit**.

Select All

95 items

Select	Transacti	Transaction Date	Corporate Credit Card Account	Company
<input type="checkbox"/>	🔍	05/19/2021	VISA MT Bank - Purchasing	Montgomery College

Transaction Details 1 item

+	Company	Business Document Line	Item and Category
-	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">x Montgomery College</div>		<p>Item</p> <input type="text"/>
			<p>Line Item Description</p> <input type="text"/>
			<p>Spend Category</p> <input type="text"/>

**Attachments**

Drop files here

or

Select files

# **EAP Procurement Requisitions**

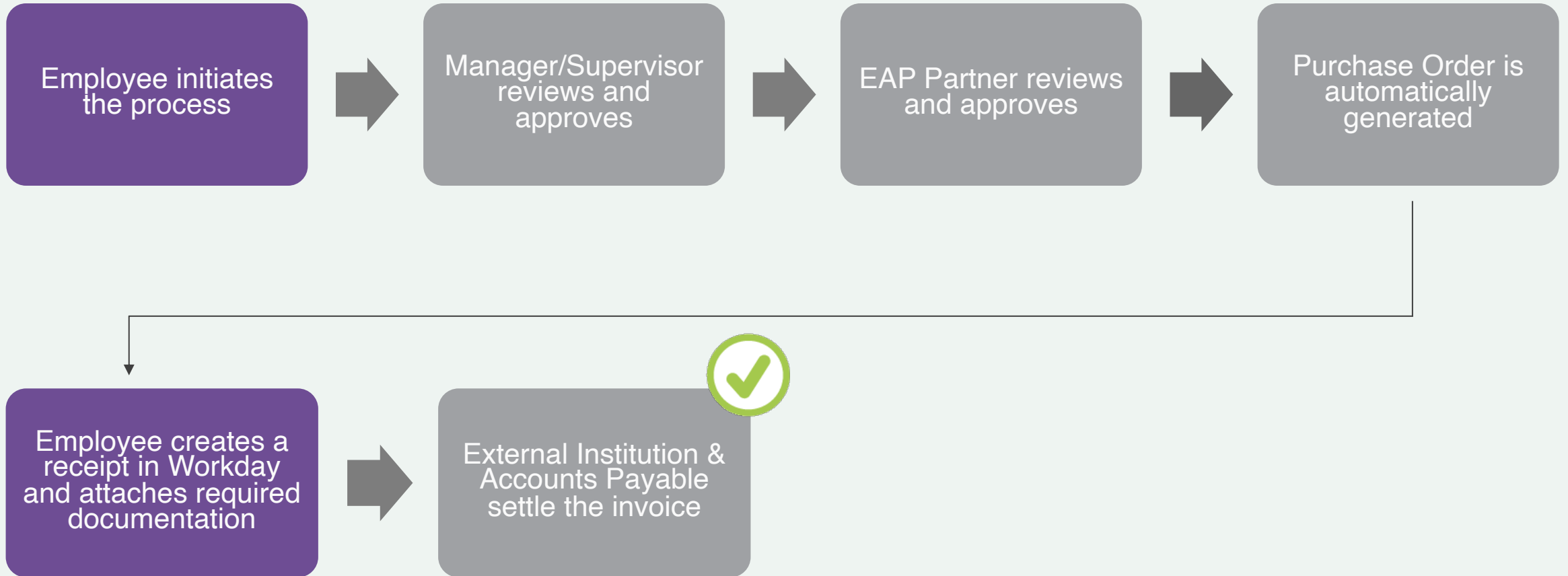
# Overview of Key Changes

Currently	Workday Starting 1/3/2022
<p>For EAP items, employees are reimbursed for certain additional benefits (e.g., tuition outside of MC, gym membership, etc.).</p>	<p>EAP items are requested through an Expense Report, EAP Requisition, or Supplier Invoice Request.</p> <ul style="list-style-type: none"><li data-bbox="1294 592 2356 811">• <b>Expense Reports:</b> Used for employee direct reimbursements. (Local Travel Reimbursements, EAP eligible expenses that the employee has already paid for in advance.)</li><li data-bbox="1294 878 2374 1210">• <b>EAP Requisitions or Supplier Invoice Requests:</b> Used for Supplier payments made on behalf of the employee (tuition payments, conference fees, EAP related expenses that the employee has NOT paid and is requesting the College pay on their behalf.)</li></ul>

# EAP Procurement Requisition

- An EAP Procurement Requisition is used to request pre-payment for an external institution's tuition and/or fees
- EAP requisitions must be submitted at least 14 days prior to the start of the course to ensure timely payment processing
- Employees will need to email the invoice/receipts for the EAP request to the AP inbox at [AccountsPayable@MontgomeryCollege.edu](mailto:AccountsPayable@MontgomeryCollege.edu) and inform AP that the receipt has been completed in Workday for the invoice to be processed and settled

# Process Flow: EAP Procurement Requisition



# EAP Requisition

1. Search and select **Create Requisition** from the Workday search bar.
2. Select **EAP** in the Requisition Type field.
3. Enter and select **MC0001 College Wide Operations** in the Cost Center field.
4. Enter and select **Fund 1110 Operating Fund** in the Fund field.
5. Fill in the remaining fields, if applicable.
6. Click **OK**.

## Create Requisition

Requester *	<input type="text" value="x Leslie Jackson ..."/>	
Company *	<input type="text" value="x Montgomery College ..."/>	
Currency *	<input type="text" value="x USD"/>	
Requisition Type	<input type="text" value="x EAP"/>	
Deliver-To	<input type="text" value="x Montgomery College &gt; Off Campus &gt; OC - Central Services"/>	
Ship-To *	<input type="text" value="x 9221 Corporate Blvd Rockville, MD 20850 United States of America"/>	
Grant	<input type="text"/>	
Project	<input type="text"/>	
Cost Center	<input type="text" value="x MC0001 College Wide Operations"/>	
Fund	<input type="text" value="x FUND_1110 Operating Fund"/>	
Program	<input type="text"/>	
Additional Worktags	<input type="text"/>	



# EAP Requisition

7. Select **Request Non-Catalog Items**.
8. Select **Request Goods**.
9. Enter an **Item Description**, **Spend Category** (EAP), **Supplier** (Institution), **Quantity**, **Unit Cost**, **Unit of Measure** and **Memo**.
10. Click **Add to Cart**.
11. Click the **Cart icon** in the upper right-hand corner.
12. Click **Checkout**.

## Non-Catalog Request Type

- Request Goods  
 Request Service

## Goods Request Details

Item Description *	<input type="text"/>
Supplier Item Identifier	<input type="text"/>
Spend Category *	<input type="text"/>
Supplier	<input type="text"/>
Supplier Contract	(empty)
Quantity *	<input type="text" value="0"/>
Unit Cost	<input type="text" value="0.00"/>
Unit of Measure *	<input type="text" value="select one"/>
Extended Amount	0.00
Memo	<input type="text"/>


Add to Cart

Continue Shopping ▾

# EAP Requisition

13. Click Attachments.
14. Upload all related supporting documentation (supplier quotes, invoice, proposals, etc.).
15. Click **External**, if applicable.
16. Add a **Comment**, if applicable.
17. Click **Submit**.

## Attachments


 Receipt Proof.docx  
✓ Successfully Uploaded!

External

Comment

Upload

### Activity (0)

 Type "@" to tag someone. Post

Submit Save for Later Continue Shopping ...

## Create Receipt for EAP Requisition

- For EAP requisitions, proof of enrollment in the course/conference or invoice/receipt of payment is required
- Once provided this documentation, you must create a receipt and upload this document
- The receipt must be complete and submitted for an invoice to be paid
- Refer to the demo earlier in this recorded training or the *Create Receipt* job aid for instructions

# EAP Recap

- EAP items are requested through an Expense Report, EAP Requisition, or Supplier Invoice Request
- Refer to the *EAP Reference Guide* and other job aids for guidance

- Access Workday
- (Non-Exempt Employees) Enter time for the pay period of 12/25/21-1/7/22; **submit time and approve by 1/7/2022 at 12:00 EST**
- Enter time off or leave requests for 12/25/21 and beyond
- Ensure your address, personal information, and emergency contacts are up-to-date
- Review 2022 Benefit elections for accuracy
- Review Direct Deposit and Payment Elections
- Review Tax Elections

# Other Training Sessions

## Important:

On-demand recordings will be available on the project website following each live session

Starting 1/3/22, all sessions and recordings will be in Workday Learning

Session	Audience	2021	2022
Workday Core Concepts	Employees	<b>Nov 10</b> 2:00-3:00	<b>Jan 18</b> 3:00-4:00
Manager Self-Service Overview	Managers	<b>Nov 30</b> 2:00-4:00	<b>Jan 19</b> 12:00-2:00
Period Activity Pay	Academic Aides WDCE Partner	<b>Nov 15</b> 2:00-4:00	<b>Jan 20</b> 2:00-4:00
Candidate Management	Managers Recruiters	<b>Dec 1</b> 3:00-5:00	<b>Jan 24</b> 2:00-4:00
Overview for Cost Center Managers (CCM) & Secondary Cost Center Managers (SCCM)	CCM and SCCM	<b>Dec 6</b> 2:00-3:00	<b>Jan 26</b> 1:00-2:00
Grants Overview for Principal Investigators	Principal Investigators	<b>Dec 7</b> 2:00-3:00	<b>Jan 27</b> 2:00-3:00

# Support Resources

## On-Demand Help

### Project Webpage:

FAQs  
Job Aids & Reference Guides  
Videos  
Training Recordings During 2021

### Workday Learns on 1/3/22:

Training Recordings

## Training Recording Questions

### IT Service Desk

240-567-7222  
itservicedesk@montgomerycollege.edu

### HRSTM

240-567-5353  
hrstm@montgomerycollege.edu

### OBS Finance

240-567-5292  
procure@montgomerycollege.edu  
finance.obs@montgomerycollege.edu

## Workday Help

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**Thank You**

Enjoy your Workday!



**Time for  
a 5-Minute  
Break**

