Workday Quick Guide: Procurement Cheat Sheet

PROCESSING NON-PO INVOICES

- **All** invoices are processed centrally (send them via email to ubc.invoices@ubc.ca)
- The AP Data Entry Specialist (central A/P) will **initiate the supplier invoice in Workday** (where a purchase order does not exist, generally for purchases under **$3,500**)

Note: *UBC does **NOT** require a purchase order for transactions under **$3,500**, however, you can use a Purchase order to give you visibility into the status of your transactions. if a supplier accepts Visa, you can use the UBC Visa card to complete these transactions.*

- The invoice will then routed to the requestor for **review and coding**
- To review, check the **supplier**, **invoice amount**, **currency** and **spend category** to ensure the information entered matches the attached invoice
- To code the invoice, enter the relevant **Worktag information** (Program, Grant, Project, Gift, or Cost Centre)
- Entering the Program, Grant, Project or Gift automatically populates the Cost Centre, Do NOT override this.
- Click "**Approve",** the invoice will be routed to the AP Data Entry specialist for review and approval
- Once the AP Data Entry specialist approves the invoice, it will be routed to **the Manager/Budget** owner for review and approval.
- Once approved by the Manager/Budget Owner, the invoice will be **processed for payment.**

Note*: The Manager/Budget Owner whom the invoice is routed to is the contact name stated on the invoice. If you are submitting the invoice on behalf of another person, ensure you have been delegated to approve it or include your name on the invoice so it can be routed back to you.* **For more information, click Here**

CREATE SUPPLIER INVOICE REQUEST – "WHEN TO USE"

The Create Supplier Invoice task allows you to create invoices and request payment for suppliers. **ONLY** use this task for purchases or payments **without** invoices (e.g., awards sub-recipient payment, honoraria etc.).

Submit a Supplier Invoice Request for:

- *Expense reimbursement to Non-UBC individuals (e.g. Guest Speaker, Visiting Professor)*
- *Payment requests without an invoice (e.g. awards)*

Note: *The "Create Supplier Invoice Request" feature is NOT used when an invoice is received.* ***ALL*** *invoices, PO and non-PO, are sent to ubc.invoices@ubc.ca.*

For more information, click Here

RECEIVING GOODS AND SERVICES IN WORKDAY

- Receiving Goods and Services in Workday is a new process for PO purchases – **this eliminates the need for requestors to review PO related invoices.**
- The receiver of goods and/or services needs to perform the **Create Receipts** task in Workday after the good/service has been received. The receiver has the option to **indicate if the order is partially or fully received.**
- The Create Receipts process enables **Workday to automatically perform 3-way matching** (i.e., matching information of the goods/services received, the Purchase Order and the supplier invoice) **and if they all match, Workday will automatically process payment.**
- If the requestor is not going to be responsible for receiving goods and services in Workday, they have the **option to set up delegates in Workday** who can perform this task. Many staff have also been given the "cost center receiver" security role to do this for their unit(s).
- If they do not match, the person who requested the Goods/Services (PO requester) or the Cost Centre Receiver, and/or the Buyer **should work together to resolve the discrepancies**.

Note: Goods and services can also be received on your **Workday mobile app**

For more information, click Here

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SEARCHING FOR PO's IN WORKDAY

Option 1: If you have a PO number from the legacy system:

- In the top search bar type **"find purchase order"**
- Select the result to find the purchase order (note: when searching you may also need to select "**procurement**" or "**All of Workday**" from the left side of the screen)
- Enter the legacy PO number in the **requisition** field (note: the old PO number becomes the requisition number in Workday)
- This will yield the Workday **PO number and details**

OPTION 2: If you have a PO number from Workday:

- In the top search bar type **the PO number (PO-xxxxxxxxxx) (the "0's" must be entered)**
- This will yield **the PO details**

BLANKET PURCHASE ORDER

- Blanket POs are **NOT** a preferred method of transacting
- You can however consult with the Buyer to see if a blanket PO is a good option.

ACCOUNTING ADJUSTMENTS

- To make an accounting adjustment request, complete this **form** and send to ubco.accountspayable@ubc.ca
- Only central accounts payable have the access to process accounting adjustments (i.e. JVs)

Note: **interfund transfers are handled by the finance manager for your area*

For more information, click *Here*