UNIVERSITY OF ARKANSAS

UAF PROCUREMENT SUPPLEMENTAL INSTRUCTIONAL GUIDE

Workday Transactions

The procurement of goods and services is the assigned responsibility of Business Services. As a result, Business Services is responsible for directing University units in the procurement process and overseeing procurement activities of the University. It is essential that there exists a high degree of cooperation between end-user departments and the Procurement team.

Please use this guide to successfully create purchasing transactions for streamlined review and approval throughout the Workday workflows. This guide is intended to be as a supplement to the QRGs, Workday training and other available training.

Note: This guide will continue to be updated and distributed with additional information as we continue forward with Workday.

Updates as of 5/22/23 – click on the link below to take you to the subject within the document:

Press Ctrl + Home to return to the beginning of the document.

	GENERAL INFORMATION	
What	**Instructions**	**Why**
Selection Criteria	Always select the correct supplier, correct requisition types, spend categories, and/or contract types.	✓ Ensures appropriate routing. ✓ Ensures accurate data and reporting for the University and UA System.
Clear Descriptions	Always provide clear concise description of your request by addressing who, what, when, where, why, etc.	✓ Ensures streamlined review/approval/payment.
Complete Information	✓ Always provide complete and accurate information with your transactions. ✓ Memo, Comment, Notes and Description fields are good areas to address additional information, regarding who/what/when/where/why.	✓ Requests will be sent back if information is incomplete or if the necessary attachments are excluded.
Supplier Quotes	Supplier Quotes must have current/valid dates and reference appropriate contract number, if applicable.	✓ Requests will be sent back if supplier quotes are outdated or invalid. ✓ Ensure supplier is providing appropriate pricing (e.g., quote should reference applicable cooperative contract number)
Attachments *Attachments requiring signature must be in PDF format.*	**Always include a comment in the system when uploading your attachments.** For example, if the attachment requires signature and/or initials, then include a comment such as "signature required." Be mindful of attachments as required by Procurement, and as applicable. For example: • Sole Source Request • Trade-In Request • Official Function Form for food or entertainment events • Certificate of Insurance (COI) for service-related requests • Contract and Grant Disclosure Form (for purchases greater than $25K) • License/Certification Form • Legal Review Form must be completed and attached with any request that includes documents requiring signature. • Attachments requiring signature must be in PDF format. **Always upload relevant documents separately. Examples:** • Official Function Form (OFF) – required for business functions/entertainment/food (be sure to attach to blanket orders as well).	✓ The system may not always prompt the user to include attachments. ✓ Requests will be sent back if applicable attachments are not included. ✓ Locate appropriate forms/attachments on Procurement Forms site. ✓ Ensures appropriate data and reporting. ✓ Ensures consistency to help address potential audit concerns (appropriate,compliant, and non-fraudulent purchases). ✓ PDF versions of attachments ensures consistency and streamlined approval/signature. ✓ Ensure supplier is providing appropriate pricing (e.g., quote should reference applicable cooperative contract number)

	- For Expense Reports - OFF should be attached in the header not the line. - LRF should be uploaded separately from the actual agreement. - For multiple line items, only attach the specific receipt/document for associated line. - Avoid duplicate attachment uploads. **Transactions > $25K:** If the requested dollar amount of your transaction exceeds $25,000 then be sure to obtain a signed Contract/Grant Disclosure and Certification form from the Supplier and attach to the transaction. Refer to [Procurement](#) [Policy](#).	
Signature Requirements	**Any supplier document that involves supplierterms/conditions and/or requirement for UA signature must be reviewed by UA GeneralCounsel and Procurement.** For small order procurements (less than $20,000.00) that involve supplier terms/conditions and/or signature requirements (e.g.,quotes, estimates, order forms, renting space for functions, etc.), users are reminded of the following: 1. Users should not assume the system will route small orders to legal or procurement. (The Supplier Contract is currently the only process involving systematic routing to legal). 2. Users can send requests via email to gckrev@uark.edu for legal review (as noted at the bottom of the Legal Review Form (LRF). Be sure to include the supplier document(s)that need legal review in addition to the completed LRF. The LRF should always be attached separately from the supplier documents. 3. Once legal review is obtained, the department should work with the supplier to obtain supplier signatures on associated documents. 4. A Requisition should be started in Workday. Once the requisition number has been assigned, select the "Save for Later" option. 5. Users should then send supplier signed documents, along with the requisition number, via email to the Procurement Coordinator for review and to obtain UA countersignature. Attachments requiring signature must be in PDF format. 6. Then attach to the requisition the fully signed documents and the	✓ Ensure compliance with signature policy and law - [Signature Authority Delegation Summary](#) ✓ Locate appropriate forms/attachments on [Procurement Forms](#) site.

	approved/signed LRF before submitting the requisition through the system.	
Supplier Contracts (Overview)	- Always enter Contract Name as: "Supplier-BU-Contract Start Date" Ex: Company-BSVC-10/01/2020 - Always select "Send Expiration Notification" in the Header renewal section, if applicable. - The Contract Specialist is the individual at the department level, responsible for creating and managing the supplier contract (including renewals, amendments, terminations, etc.). - The Buyer is the Procurement Coordinator assigned to the department. - Invoices can be paid directly against the Supplier Contracts with lines. - POs are optional. If the user wants to generate a PO, then once the Supplier Contract is approved, the user must create a Requisition in order for a PO to establish and distribute to Supplier. - If a Scheduled Invoice Contract Type is chosen, the user must complete all the Workday process steps which include creating the schedule, generating the installments, etc. - Complete the tax fields. Taxes to be added to the Total Contract Amount in the Header. The line items amounts do not include tax. **Note:** Scheduled Invoice as a Contract Types should not be selected when generating Manual POs. The PO obligation cannot be cleared. This is a Workday functionality constraint. **CAUTION:** Always confirm you are working with the correct Supplier Contract. Workday functionality allows for multiple Supplier Contracts to be created under the same supplier's name. If you have any questions on what Supplier Contract to use, the "RPT – Find Supplier Contracts" can be useful in identifying which Supplier Contract is appropriate. **Supplier Contract Options:** Supplier contract created <u>with lines</u>: - This contract can be paid with invoices directly against the contract and/or with Req/POs or a mix of the above. - The contract routes through all Non-FDM & FDM approvals. - If PO created on this contract in addition	- Ensures appropriate data and reporting. - Supplier Contract will <u>not</u> systematically generate a PO. - Creating a Requisition in addition to the Supplier Contract will generate a PO to be distributed to the supplier. - Workday functionality enables departments to manage all aspects of their supplier contracts, including renewals, amendments, terminations. - Understanding and completing all required Workday process steps ensures streamlined review/approval/payment.

	to lines, the PO also routes through the FDM approvals. Supplier Contract created <u>without lines</u>: • This contract can potentially be used by multiple departments (reach out to procurement before creating a multiuser contract). • This contract cannot be paid against without a Req/PO being created. • The contract routes through Non-FDM approvals. • The POs route through the FDM approvals.	
Goods or Services?	• Determine if your request is for Goods or Services and create lines accordingly.	✓ Ensures appropriate data and processing.
Multi-Item Requisition/PO	For multiple items ordered on a single Goods Line Requisition, <u>it is important that each item has its own line with appropriate spend category and attachment when applicable</u>.	✓ Ensures appropriate routing. ✓ Ensures proper receiving and invoicing. ✓ Ensures proper tagging by Property Accounting when applicable.
Tax Applicability	Complete the Tax Fields. Tax or No Tax? Be sure tax is applied as needed and choose the appropriate tax code. The system may default to "Taxable" and if that is changed to "Non-Taxable" then it could cause problems with Accounts Payable processing. (e.g., freight alone is not taxable, however purchase of heavy equipment plus freight then freight would be taxable). Workday supports transaction tax rules using worktags on goods and service lines, ensuring tax is automatically reported on these tasks: • Create Requisition • Edit Requisition • Review Requisition • Revise Requisition • Source Goods and Services Requisition Inbox • Source Goods Lines • Source Requisitions **Note:** If you have a split line, Workday ignores the worktags and does not update the tax codes, applicability, or recoverability.	✓ Helps to ensure payment is successfully applied and streamlined.

Technology Purchases	University faculty and staff should contact the [Tech Store](#) for university technology needs for Apple, Dell and other computer accessories. For University approved software and other available University IT services, please visit the [ITS Website](#). Review the [Technology Purchasing Guidelines](#) on the Procurement Policy page. Orders placed with the Tech Store should be through an [Internal Service Delivery Request](#) in Workday.	✓ Ensures compliance and appropriate routing. ✓ Ensures proper receiving and invoicing. ✓ Ensures proper tagging by Property Accounting when applicable.

Departmental Diligence	• **Update your Workspace Location**: Your workspace location initially defaults to the main University of Arkansas address. It is important to change your workspace location to ensure accurate deliveries for your orders. Once changed, the location then defaults on your requisitions, and you are not required to re-enter your delivery address each time you create a requisition.
	• **Ship-To and Deliver-To Addresses** <u>Ship-To</u> = street address <u>Deliver-To</u> = building & room number Be sure these addresses are accurate for your order. The deliver-to can be defaulted and the ship-to cannot.
	• **Complete all required *and* applicable fields** for overall thoroughness. Review each screen from top to bottom and side to side to address each area relevant to the transaction.
	• **Memo, Note, Comment, and Description fields** are good areas to provide additional information, regarding who/what/when/where/why.
	  • **"Memo to Suppliers"** can be used for special instructions to Supplier. This field is visible by the supplier.
	  • **"Internal Memo"** is for internal purposes *(can be used to provide additional information for Procurement)*.
	  • **"Note"** is for internal purposes *(can be used to provide additional information for General Counsel)*.
	  • **"Comment"** is for internal purposes *(can be used to clarify your action or and information for a transaction during your review)*.
	  • **"Description"** is for internal
		✓ All applicable fields should be completed.
		✓ Ensures appropriate routing.
		✓ Ensures deliveries to your Workspace Location.
		✓ Ensures accuracy of order shipments/deliveries
		✓ Ensures appropriate data and reporting.
		✓ Ensures a complete description for review by legal and all approvers.
		✓ Helps to streamline review/approvals.
		✓ Helps to identify and confirm appropriate use of contracts and avoid potential duplication.
		✓ Helps avoid associated risks.
		✓ Ensures correct orders and payment.
		✓ Ensures proper tagging by Property Accounting when applicable.

and external purposes and should describe the goods or services being purchased *(the Supplier may see the remarks in this field)*

Spend Categories: Spend categories such as "other costs" or "other services" are vague and should only be used if your search reveals no other fitting spend category. If you must use one of the "other" spend categories, please include the reason in your transaction.

"Extract Spend Categories" – search this task in Workday for a list of all spend categories, you can then export to Excel as a quick reference.

Fixed Asset Spend Category Crosswalk: Refer to this information for appropriate use of spend categories for fixed assets and equipment purchases.

Wire Transfers: Users should contact Accounts Payable for proper set up.

Select Correct Supplier: Be sure to choose the correct Supplier for your transactions. Incorrect supplier selections negatively impact orders and payments.

Create Receipt: Users must create a receipt for all services and goods as they are received before the supplier can be paid. PO must show "issued" status to perform the receiving function.

Multi-Supplier Transactions: Do not create a single transaction to multiple suppliers (RQ, SPC, SINVR, ER). The system does not connect attachments to their associated supplier when there is more than one supplier on a single transaction. This delays the review and approval process and can adversely affect audit.

Small Order Procurements with supplier terms/conditions and/or signature requirements: Users should not assume the system will route small orders (up to $20K) to legal or procurement. If supplier documents reference terms/conditions or require signature, users should:
- Obtain legal review.
- Obtain supplier signature (if applicable).
- Obtain UA countersignature (if applicable) via Procurement Coordinator.

- Then attach to the requisition the approved or fully signed documents prior to submission of requisition through the system.

Providing POs to Suppliers: Users can access POs to provide to suppliers. Follow the QRG-How to View and Print Purchase Orders. Do not provide suppliers with any Workday screenshots in lieu of a PO.

Supplier Contract Confirmation: Always confirm you are working with the correct Supplier Contract. Workday functionality allows for multiple Supplier Contracts to be created under the same supplier's name. If you have any questions on what Supplier Contract to use, the "RPT – Find Supplier Contracts" can be useful in identifying which Supplier Contract is appropriate.

Supplier and Pay To Supplier Fields: The contracted Supplier named in the Supplier Contract must match the Pay To Supplier. If they do not match include official/legal documentation that directs payment from the contracted supplier to the Pay To Supplier.

Closure vs. Cancellation of Unneeded Contracts: Departments, please ensure the following:
- CLOSE any unneeded/approved contracts. Ex. If a new Supplier Contract is created to replace an original/approved SupplierContract, then be sure to CLOSE the original Supplier Contract.
- **Note:** Expired contracts do not Close automatically. Departments need to review, clean and close unneeded expired contracts not less than annually.
- CANCEL any unneeded/draft contracts. Ex. If a Supplier Contract is in Draft status and determined it will not be used, then be sure to CANCEL that unused Draft Supplier Contract.
- **The "RPT – Find Supplier Contracts" can be useful in identifying contracts and contract status.**
- Contract Specialist role in each department has access to perform these actions.
- Closed Supplier Contracts can be re-opened.

Gift Cards	Always use PCard: • Gift card purchases _must_ be made with a Pcard, and _must_ be purchased at Walmart, Sam's Club, or Amazon. Gift cards must be branded by and redeemable by these three merchants. • Do not purchase gift cards at other vendors. • Gift Card Guidelines • Gift Card Request Form • Do not use Blanket Orders, Expense Reports (personal reimbursements), or Supplier Invoice Requests (SINVR) for these types of purchases.	✓ Ensure necessary approval and oversight.
PO Status	Workday provides end-to-end visibility of your purchase orders so you can easily identify status of purchase orders and purchase order lines. This helps you answer questions and address issues for shipments, receipts, and invoices. Headers display status that helps you identify purchase orders that are: • Accepted. • Fully invoiced or paid. • Fully shipped or received. • Partially acknowledged. • Partially invoiced or paid. • Partially shipped or received. • Rejected. Lines and line previews display status for lines that are partially or fully: • Invoiced or paid. • Received or shipped.	✓ Enhance the buying experience. ✓ Comes in handy for appropriate PO closures, budgeting, etc.
PO Change Orders	Always provide a clear reason for the change at the Header of your Change Order. • "Internal Memo" field is for internal purposes and should be used to provide clarity for the change, for approval by Procurement. • "Memo" field is for external purposes and can be used to provide clarity for the change and any special instructions to the Supplier. This field is visible by the supplier. **Note:** Once the Change Order is approved, the department/user can distribute the changed Purchase Order to supplier, if needed.	✓ Helps to streamline review/approvals.

PO Closures	• Workday does not allow Purchase Orders to automatically close once fully paid. • Review the Workday Training site for QRG about closing POs. • Requisition Specialist role in each department has access to perform this action. • Do not prematurely close items that have pending receiving or payments. • **"RPT – Find Purchase Orders" can be useful in identifying POs and PO status.**	✓ Helps avoid associated risks. ✓ Ensures correct orders and payment.
Requisition Closures	• Workday does not allow Reqs to automatically close once fully sourced. • Reqs can be closed through "Related Actions." • Requisition Specialist role in each department has access to perform this action. • Do not prematurely close items that have pending receiving or payments. • **"Find Requisitions" can be useful in identifying Reqs and Req status.**	✓ Helps avoid associated risks. ✓ Ensures correct orders and payment.

SUPPLIER INVOICE REQUESTS

The use of the Supplier Invoice Request (SINVR) is the exception, not the rule, and should be limited to only those transactions where there is no other means of purchasing available.

For further guidance, review the Supplier Invoice Request Policy

Not Acceptable:
• There should be no verbal ordering of items/services.
• Do not create SINVR if a Supplier Contract is already established, or if one should be established.
    o If a Supplier Contract is already established, use the option to pay directly from that Contract or create a PO depending on the contract type.
• Do not create SINVR if a Blanket Order is established.
    o The invoice should reference the Blanket PO number and be submitted to Accounts Payable for payment.

Acceptable:
• Rare circumstances that typically require procurement review, such as payment to avoid interruption in service, pipe breaks due to weather conditions, etc. are acceptable with documentation and justification:
    o Justification or attachment MUST be included on the SINVR.
    o Provide circumstances as to why there is no other means of purchasing available (e.g., PO or PCard).
    o If documentation/justification is not provided, the SINVR will be denied.
• Direct payments which do not require a purchase order.

SUPPLIER CONTRACTS

Note: Be sure to choose the correct contract type for your entry and provide required contract name.

Note: This feature allows option for payments direct from contract.

Note: This feature will not systematically generate a PO.

Note: Use this feature to enter supplier contracts (e.g., term contracts, rental, software subscriptions, lease arrangements) which include supplier terms and conditions for proper review, approval, and signature. Supplier Contract feature is <u>not</u> for one-time engagements (e.g., quotes, order forms, proposals). Those should be submitted as a requisition with the appropriate requisition type and spend category.

Note: Operating and Financial Leases as Contract Types.
- **Operating Leases:** Project One has released two new Contract Types: Pre-GASB 87 Operating Lease - Manual INV & Pre-GASB 87 Operating Lease - Scheduled INV. Please note: Scheduled lease installments cannot be edited or amended once they are submitted.
- **Financial Leases:** Financial Leases as a Contract Type are still under revision. The Project One Team is working on a solution. Please reach out to procurement if you have a Financial Lease.

Supplier Contract Type *(Multiple contract types)*	Description Needed	Attachment Needed
Contract Types All contract types and associated obligations can be found by searching in Workday: **"View Supplier Contract Types"**	✓ Become familiar with the different attributes associated with different contract types regarding scheduled and manual invoices and POs. ✓ Obligation Contract Types: • Will obligate funds. • To avoid duplicate obligation, users cannot create requisition/PO from obligation contract types. • Workday does not allow user to "amend" the Contract Type. If you want to change this field for existing contracts, then the contract will need to be cancelled and re-entered.	
Multiple User or Campus-Wide Contract Set-up and Usage	✓ Reach out to procurement for assistance before setting up these types of contracts.	
Contract Header and Line	✓ <u>Header</u> of the contract (dates, descriptions, etc.) is focused on the contract itself. ✓ <u>Line</u> level of the contract (dates, notes, memos, etc.) is more closely aligned to payments. ✓ Start/End Dates at the <u>Line</u> level should reflect the allowable range you expect payments.	
Contract Terms, Renewal Terms, & Contract Management	✓ If applicable, select "Send Expiration Notification" in the renewal terms Header section and then fill in the Notice Period and Notice Period Frequency.	

	✓ NEVER select "Automatically Renew"at the Header level. ✓ Always say NO to autorenewals at theLine level and when scheduling by selecting the "Do Not Auto-Renew" box. ✓ Renewal Notifications trigger off the Header End Date field. ✓ Completing the Header End Date Fields: ✓ For New Supplier Contracts this field is the initial contract term End Date. End Dates do not include future renewals. Future renewals are requested through the amendment process. ✓ For preapproved / legacy Supplier Contracts this field consists of the initial contract term and any renewal amendments **already used**. End Dates do not include future renewals. Future renewals are requested through the amendment process. ✓ For Supplier Contracts with auto renewals, no term end date, notice of intent not to renew, or an event driven term end date, the recommendation is a yearly term but at a maximum the Contract End Date should not exceed the 7 years. **Note:** As best practice, Supplier Contracts should be reviewed by departments, not less than annually, to ensure Suppliers are meeting their contractual obligations. **Visit the Contract Management page for additional resources and support.**	

For <u>New</u> Contracts	✓ Always enter Contract Name as: "Supplier-BU-Contract Start Date." Ex: Company First-BSVC-10/01/2020 ✓ Contract Start Date, in the Header, should reflect the actual start of the contract, not the date the contract wasentered into the system. ✓ Total Contract Amount should reflect the overall contract value from beginning to end. To pay directly off the contract, User can then create Linesto detail the amount(s) and the date range of the payments in the date fields at the Line level. ✓ Contract Overview Field: Provide clarity of Who, What, When, Where, and Why. This section is an overview ofthe contract, whereas the Line item information should be specific to the Line item.	✓ Completed Legal Review Form (LRF). ✓ Supplier Contract and associated Document(s), Terms/Conditions, Signature Requests.
For <u>Pre-Approved</u> Contracts (Legacy contracts approved prior to Workday)	✓ Always enter Contract Name as: "Supplier-BU-Contract Start Date" Ex: Company First-BSVC-10/01/2020 ✓ Contract Start Date, in the Header, should reflect the actual start of the contract, not the date the contract wasentered into the system. ✓ Unlike New Contracts, the Total Contract Amount for pre-approved contracts is the remaining balance <u>as of the date</u> entered into Workday. To pay directly off the contract, User can then create Lines to detail the amount(s) that are remaining to pay and the date range of the payments in the date fields at the Line level. ✓ Include a Note to clarify pre-approved contract. ✓ Header Contract Overview Field: Provide clarity of Who, What, When, Where, and Why. Always include reference to an existing agreement, previous PO, amounts paid-to-date, etc. (as applicable and for clarity). This section is an overview of the contract, whereas the Line-item information should be specific to the Line item.	✓ Signed LRF. ✓ Signed Contract and associated Document(s). ✓ Request for renewal of an existing contract should include amendment renewal documents and the original executed contract (when applicable).

EXPENSE REPORTS
(Personal Reimbursements – Non-Travel Expense Reports)

Personal Reimbursements (Non-Travel Expense Report) are not best practice nor recommended. Only emergency situations or unique circumstances warrant the use of personal funds for University business.

- **Review the [Personal Reimbursement Policy](#) for required compliance.**
- **Completed [Personal Reimbursement Form](#) must be attached to applicable Expense Report**

Note: When processing a personal reimbursement, be sure to choose the correct Business Purpose and the correct Expense Item for your request.

Note: NEVER check the Personal Expense box. If this box is selected as Yes, then no payment will be made to the employee.

Note: When applicable, use the currency conversion tool within Workday to convert your receipts to USD, and translate the receipt to English (e.g., Google Translate) before uploading a copy of the receipt to your Expense Report. Conversions can be backdated.

Expense Report *(Personal/Employee Reimbursement)*	Description Needed	Attachment Needed
Business Purpose / Expense Items *(Non-travel related will route through Procurement)* Ex: Moving Expenses →	Need clear and complete description (required in the memo field) of employee reimbursement. Expense Item must be: → "Moving Expenses" *(Personal Reimbursements are <u>not</u> recommended; however, it is understood that some moving expenses may need to be handled with personal funds.)*	✓ Personal Reimbursement Form (Locate appropriate form on [Procurement Forms](#) site). ✓ Clear proof of payment that supports request (itemized receipts) ✓ Official Function Form (food or entertainment events) ✓ Offer Letter should always be attached for moving expenses.

REQUESTING QUOTE BIDS

Use the "Create Requisition" method for Competitive Bids $20K-$75K.
Be sure to choose the correct requisition type and spend category for your request.
Do not check the RFQRequired box.

Note: This is the temporary method for quote bids until further notice.

Note: For formal bid requests (IFB or RFP) please review the [Formal Bids website](#), or contact your Procurement Coordinator for guidance.

Quote Bids	Description Needed	Attachment Needed
Quote Bids (3-quote minimum - $20K-$75K)	Use the Create Requisition method and choose/provide the following: ✓ Standard Req Type ✓ Non-catalog ✓ Appropriate Spend Category ✓ Clear/Complete Description ✓ Chosen Supplier (must choose lowest cost bidder that meets/exceeds minimum specifications) ✓ Include an Internal Memo that designates your request as a quote bid. ✓ **Do not check the RFQRequired box**	✓ All Relevant Bid Quotes ✓ Bid Quote Request Form (completed) ✓ Bid Quote Tab Sheet (completed) ✓ Procurement will review requisition/attachments for approval.
Print Bids	At time of award, use the Create Requisition method and choose/provide the following: ✓ Standard Req Type ✓ Non-catalog ✓ Spend Category - Printing Services ✓ Chosen Supplier ✓ **Do not check the RFQ Required box**	✓ Signed Tab Sheet and Bid Results (completed)

REQUISITIONS, REQUISITION TYPES, REQUIREMENTS AND EXAMPLES

There are multiple Requisition Types available for use. See below for guidance.

Notes:
- Be sure to choose the correct requisition type and spend category for your request.
- <u>Freight should only be entered at the Line level of your request</u>. If freight is to be included, it should be entered as a separate Service Line using the spend category SC0014-Freight.
- For multiple items ordered on a single Goods Line PO, it is important that each item has its own line to ensure proper receiving and invoicing. Otherwise, a single invoice processed for one item can close the entire PO.
- Properly set up Requisitions will prevent delays in processing.

Req Type	Description	Attachment Required	Examples
Bill Only Not Transmitted	N/A	N/A	<u>Do Not Use</u>.
Bill Only Transmitted	N/A	N/A	<u>Do Not Use</u>.
Blanket Order **Blanket Order Guidelines**	Must select "Service" Line. Only for small, repeated orders of a specified product/service. Limited to $20K annually for those items/services that are not considered exempt. Recommended: limit blanket to a single fiscal year.	Associated documentation. Ex. Official Function Form (food or entertainment events)	Utilities, Food/Catering, etc. Funds will be encumbered. <u>NOT</u> for contracts or state contract items. <u>NOT</u> for recurring fixed payments.
Capital Equipment/ Projects	Capital equipment/projects using Plant Funds.	Associated documentation.	Facilities Management POs - JOC's.
Check Enclosed	N/A	N/A	<u>Do Not Use</u>.
Check with Order	Used for purchases that may require payment at time of purchase order. NOTE: Advance payment should not be made with state appropriated funds. Contact your Procurement Coordinator for guidance. NOTE: Users should contact Accounts Payable on the front-end for check with order and hold and call.	Associated documentation that lists supplier name/address, description, date, and amount (which must equal the amount entered on the requisition). *Note: If check is to be held for pickup, choose the "Hold and Call" requisition type.*	Copier Overages, Memberships, Subscription, Renewals, Registration, Honorariums (not employees)

Construction/ Renovation/ Projects	Used for construction/renovation purchases.	Associated documentation.	Facilities Management POs-JOC's.
Cooperative Agreement *May require pre-approval. Contact your Procurement Coordinator for direction.*	Used when the purchase being requested is from a cooperative agreement and is over the bid limit. NOTE: Must be approved by procurement before use.	Supplier Quote with associated Contract Number referenced on quote.	Requests for purchases through cooperative agreements such as E&I, OMNI, TIPS, or a state approved contract that does not have a supplier contract established in Workday.
Drop Ship	N/A	N/A	Do Not Use.
Emergency Purchase *Determined by procurement and not for everyday use.*	Used for the purchase of goods/services over the bid threshold, which if not immediately initiated, will endanger human life or health, state property, or the functional capability of a state agency.	Associated documentation.	Facility floods/fires, etc. Emergency conditions exist when life, health, welfare, assets, or functional operations of an agency are or may be threatened or impaired.
Hold and Call	When a check needs to be held by the Treasurer's Office and sent to Procurement for departmental pick up. NOTE: Users should contact Accounts Payable on the front-end for hold and call and check with order.	Associated documentation that lists supplier name/address, description, date, and amount (which must equal the amount entered on the requisition).	DJ's, Performers, Guest Speakers, Entertainers, Honorariums (not employees)
Inter-Governmental	Purchases of goods/services from other state agencies, municipalities, or public institutions, non-UA System.	Associated documentation.	Department of Health, Arkansas Correctional, Public institutions from other states – Texas A & M, University of Colorado, etc.
IT Related Purchases **Technology Purchasing Guidelines**	Requisition for IT-related items. For appropriate routing on all requisition types of IT related items or services. *Note: Coupled with IT-related spend categories will route your request through appropriate approvals.*	Associated documentation.	Monitors, software licenses, software-as-a-service, computers, all-in-one computers, etc.
Print Services	N/A For PMC Solutions (on campus), use Internal Service Delivery task.	N/A	Do not use until further notice.

Promotional Items and Trade-Mark Licensing	Used for all items with a logo or University trademark. Routes for licensing approval through the UA Trademark/Licensing Office. *Note: Coupled with spend categories of Advertising or Promotional Materials will route your request through appropriate approvals.*	Copy of Artwork/Logo	University of Arkansas, Razorback trademarked items of the UA for promotional give away or resale, including items such as pens, cups, branded table clothes, banners, t-shirts, etc. for attending promotional events.
Purchase for Resale	Used in instances in which there is a purchase for Resale ID on the requisition designating that the entire purchase is exempt from tax due to being a purchase for resale.	Associated documentation.	Items purchased for resale but not to be used by the university. Ex. Garvan Gardens purchases items to resale in gift shop.
Service	Used for purchases of services. Commonly used with Supplier Contracts.	Associated documentation. Depends on type of service and/or dollar amount. Contact your Procurement Coordinator.	Services of any kind, e.g., professional/consulting services, technical/general services, special (keynote) speakers, trainers, engineers, officials, photographers, etc.
Sole Source	Used when requesting items that can only be supplied by a single supplier that are over $20,000. Requires the Sole Source form to be completed.	Sole Source Request Form	Requires prior approval from Procurement.
Standard	Most commonly used. Applicable to most purchases if correct spend category or goods/services line are entered correctly.	Associated documentation, e.g., supplier quotes and other relevant documents.	*Note: If purchase is from a state contract, State Contract Number must be referenced on the quote from the supplier.*
Trade-In	When a trade in of property is used for a discounted rate. Must be approved by UA Surplus and DFA-Marketing & Redistribution prior to requisition submission.	Trade-In Request Form	When suppliers allow trade-in value for equipment or services.
UAF FAMA Requisitions	Only for use by FAMA	Only for use by FAMA	Only for use by FAMA

AVAILABLE RESOURCES

Information / Request	Resources
Procurement	
Budgetary Unit (BU) Assigned Procurement Coordinator	BU Assignments
Contracts	Available Contracts
Contract Management	Dept Planning & Effective Contract Mgmt
Formal Bids (IFB/RFP)	Formal Bids
Forms/Attachments	Procurement Forms
Procurement Policy/Guidance	Policy and Guidelines
Purchases from Cooperative Contracts	Cooperative Contracts
Purchases from State Contracts	State Contracts
Purchasing Methods & Guidelines	Purchases/Guidelines
PCard	PCard Guidelines
Suppliers	Supplier Information
Workday Training	Workday Training - Finance (sharepoint)

ADDITIONAL GUIDANCE

Need more guidance?

Please seek guidance in the training material first and if assistance is still required, please file a Cherwell ticket. This will assist the UAF Workday Implementation team in determining additional needs for training and other opportunities to ensure a continued successful Workday transition.

For information regarding training, QRGs, and general information on how to use Workday, please refer to the attached Workday Support Guide.

Note: Procurement related (and other Financial and HCM specific) training is located on the Workday SharePoint. Click on the Finance Workday Training box. General Workday training can be found within Workday on the homepage by clicking on the Learning application.

Workday Support Guide

Workday Learning is the new home for Workday training!
Workday Learning will allow current and new employees to access training materials directly in Workday! Institution employees will no longer have access to the Workday Training App. All of the content on the Workday Training App will be available in **Workday Learning.** Supplemental Workday training websites that institutions maintain will still be accessible.

How Will I Access Workday Learning?
The **Workday Learning** app is located on the Workday home page; no action is required to have the app appear. After clicking the Workday Learning app, employees can then search for materials and enroll in courses. Institutions will also have the ability to enroll employees in courses. Employees will receive a Workday notification to alert them to their assigned courses. Project One has provided a Quick Reference Guide and Video demonstrating Workday Learning.

What Other Workday Training Resources Are Available To Me?
The UAF Workday Project Team has launched the Workday Training website! This site holds both UAF-specific training content along with UA System content.

As a reminder, the training materials currently available through the UA System Intranet (which will also be available through Workday Learning) have been harmonized across all University of Arkansas system institutions (UASYS) and may not completely align with UA Fayetteville (UAF) processes. Content on the new Workday Training website is clearly marked as either "UAF" or "UASYS". **Although we will be able to provide UAF content via Workday Learning in the future,** at this time, all UAF-specific training is only available on the Workday Training website.

NAVIGATING THE UAF WORKDAY TRAINING WEBSITE
 You can access the UAF Workday Training site one of two ways:
- Click the "Training" link on workday.uark.edu which will redirect you to the new website.
- Navigate directly to https://uark.sharepoint.com/sites/wdt

All personnel who have a UARK email address will be able to access the website, which is secured through Multi-Factor Authentication. While some content will be limited based on security roles, the majority of it will be available for all employees.

Content on the website is divided up into five categories:
- Employee Self-Service
- Manager Self-Service
- Tips & Tricks
- Finance Workday Training
- HCM Workday Training

You can navigate the content using the navbar, clicking on one of the thumbnails on the homepage or entering search terms in the search bar. The homepage will also contain information about upcoming training sessions and office hours.

Finance Workday Training is being updated. Please keep checking back for additional content. For a current list of the Finance and Procurement recorded training sessions, click here.

Please note that computer-based training modules (i.e., Workday Fundamentals) are not available on the Workday Training site.

Thanks,
Brette Hughes
UAF Workday Finance-Business Lead

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