

# Workday Readiness: **Purchasing and Receiving**

Administrative Staff : March 2023

# Agenda

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- Change Impacts
- Creating a Requisition
- Receiving
- Pcards
- Supplier Invoice Requests

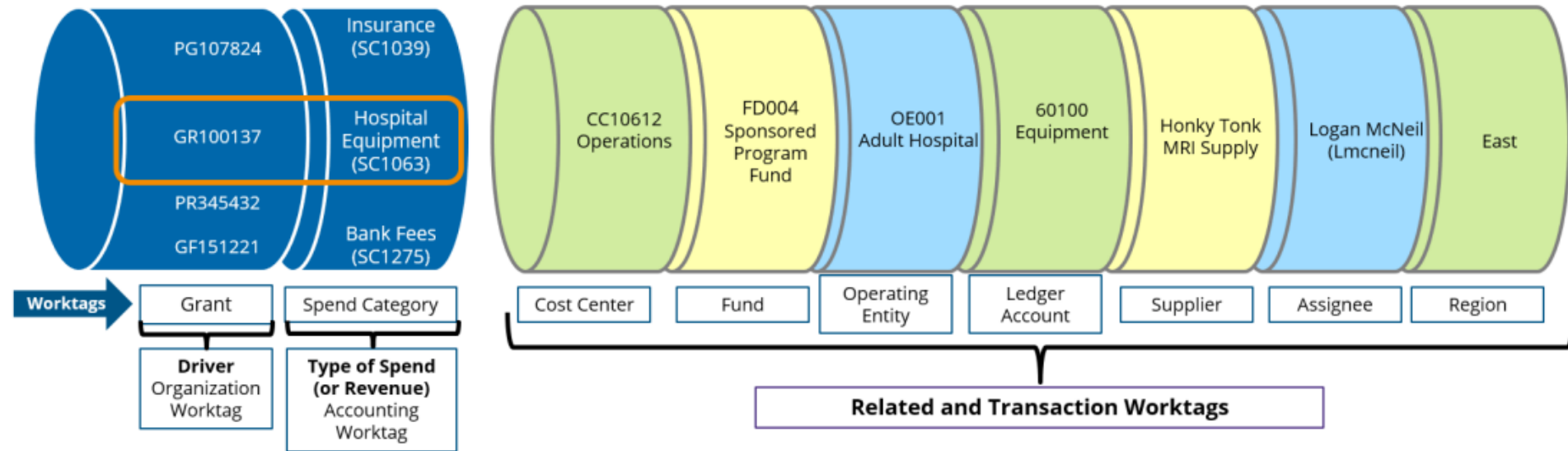
Change Impacts:

# New Workday Terms

Future State Term	Current State Term	Definition
Cost Center	Cost Center	A number that identifies a specific department. Departments will each have a consolidated Cost Center Number but will use Worktags to differentiate between projects, grants, etc.
Worktag	N/A	Elements within the FDM that identify attributes such as who is responsible for the transaction, how the transaction is funded, and what the money is used for. Worktags can include the grant, gift, program, fund, supplier, etc.
Supplier	Vendor	Source of procured goods and services. Managed within Workday.
Supplier Invoice Request (SIR)	Check Request	Used for payment of Non-Purchase Order goods and services.
Miscellaneous Invoice Request (MIR)	Check Request	Used only for Guest Speakers, Honorariums, Insurance claimant, Patient Refunds, Sign on Bonuses, or Subject Participants.
Catalog Item	N/A	Item that can be requisitioned the item master within Workday.
Accounting Adjustment	Journal Entry	Journal entry in Workday to adjust entries between Worktags or transactions created by workflows within Workday.

# Foundational Data Model (FDM)

What is the FDM?



# Cost Center Translator Tool

The Workday Cost Center Translator tool below allows you to type in Legacy (Pre-Workday) Cost Center information to display the Workday cost center and/or worktag information. Access the Translator [here](#).

**Workday Cost Center Translator**

Cost Center Translator | Ledger Account Translator

List of Centers  Starts With

Legacy Center #	Legacy Center Description	Legacy Center #	Workday Center ID	Workday Center Description	Fund ID	Operating Entity ID	Company ID	Function Code ID	CARTS ID	Service Line ID
2010790000	8N PULMONARY MEDICINE STEPDOWN	2010790000	CC00111	VUH 8N Pulmonary Medicine Stepdown	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL055
2010791000	MCE 8TH FLOOR	2010791000	CC01079	VUH 8MCE	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL039
2010791100	VUH MCE COVID NP	2010791100	CC02593	VUH NP IP Critical Care Float Team	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL053
2010791200	11C ADULT MEDICINE	2010791200	CC00032	VUH 11C Adult Medicine	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL039
2010792000	10S TRAUMA	2010792000	CC00030	VUH 10S Trauma	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL065
2010793000	6RW MEDICINE	2010793000	CC00087	VUH 6RW Medicine	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL039
2010794000	TRANSITIONAL CARE UNIT	2010794000	CC01998	VUH Transitional Care Unit	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL039
2010795000	VUH NURSING EXPANSION	2010795000	CC02595	VUH Nursing Expansion	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL039
2010796000	HOSPITAL AT HOME	2010796000	CC00809	VUH Hospital at Home	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL038

# Cost Center Translator Tool

The Workday Cost Center Translator tool below allows you to type in Legacy (Pre-Workday) Cost Center information to display the Workday cost center and/or worktag information. Access the Translator [here](#).

**Workday Cost Center Translator**

Cost Center Translator Sign out

List of Centers Legacy Center: 404375 Starts With X Export

Legacy Center #	Legacy Center Description	Gift ID	Grant ID	Program ID	Assignee ID	Workday Center ID	Workday Center Description	Fund ID	Operati Entity ID
4043750026	RHL136679-02:BLOOD PRESSURE AND KIDNEY FUNCTION - SPRINT VS		GR007095			CC02883	Medicine - Nephrology Div - CD Acad Grants Gifts	FD004	OEAc
4043750032	UDK100867-06:GDCN CLINICAL CENTER-ADVANCING CLINICAL RESEAR		GR003306			CC02883	Medicine - Nephrology Div - CD Acad Grants Gifts	FD004	OEAc

Show 200 records

# Ledger Account Translator Tool

Workday Ledger Account Translator

Cost Center Translator Ledger Account Translator

List of Accounts Legacy Account: 6 Starts With

Legacy Account #	Legacy Account Description	Ledger Account ID	Ledger Account Descr.	Spend Category ID
60000	DUPLICATING & XEROX	6400	Other services and expense	Multiple
60005	FAX EXPENSE	6400	Other services and expense	Multiple
60010	PUBLICATION COSTS	6250	Research and education	Multiple
60020	PRINTING	6400	Other services and expense	Multiple
60025	PRINTING DECAL/PERMITS	6400	Other services and expense	Multiple
60030	POSTAGE	6370	Postage and shipping	Multiple
60031	POSTAGE-BULK MAILING	6370	Postage and shipping	Multiple
60032	DIRECT MAIL	6370	Postage and shipping	Multiple
60040	OFFICE SUPPLIES	6010	Non-medical supplies	Multiple
60045	SELLING EXPENSE	6400	Other services and expense	Multiple
60050	FORMS	6400	Other services and expense	Multiple
60060	PHOTO & ILLUSTRATION	6400	Other services and expense	Multiple
60065	MUSIC/ARRANGEMENTS	6400	Other services and expense	Multiple
60070	COMPUTER SOFTWARE	6340	Technology	Multiple
60080	UNIFORMS			
60090	FILM & CHEM			

- Online tool to provide GL account conversion from current GL to new Workday ledger account, spend category, and revenue category worktags
  - Managers can search based upon an "equal" account value as well as "starts with", "contains", and "ends with" criteria to view multiple worktag values where relevant
  - Tool supports export to Excel for query results
- <https://finweb.app.vumc.org/apps/dofappworkdayconversiontools>

Spend Category ID	Spend Category Descr.	Spend Category Hierarchy
SC270	SC270 Office Supplies	Non-Medical_Supplies_SCH



# How to Purchase

## How to Order Medical Supplies Beginning April 1

1 Where do you work?	2 How do you order supplies today?	3 Here's what you'll use beginning April 1, 2023	4 Here's how to find training <small>(search the Learning Exchange for these keywords)</small>
Clinics	Pathways Materials Management <small>(PMM/HSS Allscripts/McKesson)</small>		"WDSupplies"
Inpatient Emergency Dept. Operating Rooms Procedural Areas Clinics <small>(trackable tissue only)</small>	Optiflex (POU)		"Tecsyes"

# Methods of Purchasing

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## Requisition



Medical and non-medical goods and services can be requisitioned within Workday.

## PCard



A purchasing card, or PCard, is used to charge non-travel expenses.

## Supplier Invoice Request



Formerly known as a check request, supplier invoice requests are used when a requisition does not have a PO.

## Miscellaneous Payment Request




Miscellaneous payments can be requested for honorariums, subject participants, or other one-off payments. These payments will be managed using a separate online form.

# Creating A Requisition:

# Create a Requisition

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In Workday, requisitions can be created by **any** employee at VUMC to initiate the purchase of clinical or non-clinical items.

There are five different Ordering Methods available to choose from 

## Ordering Methods



[Search Catalog](#)



[Request Non-Catalog Items](#)



[Connect to Supplier Website](#)



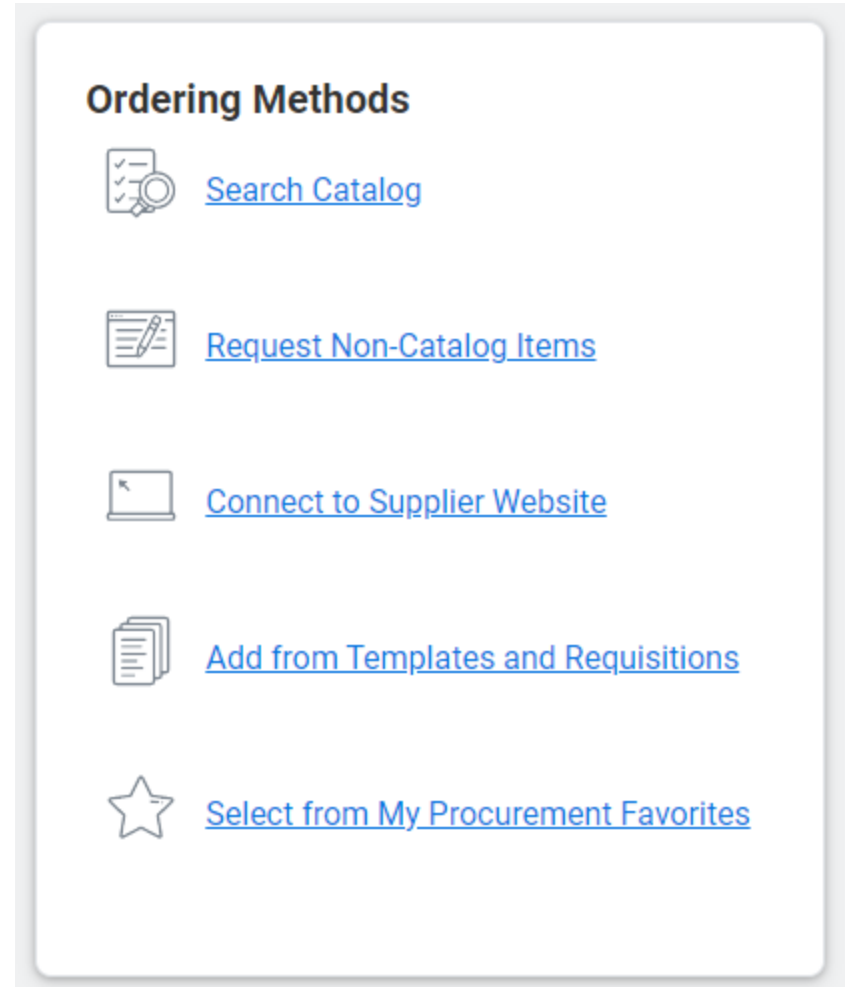
[Add from Templates and Requisitions](#)



[Select from My Procurement Favorites](#)

# Ordering Methods

1. **Catalog:** primarily used by clinical staff, same items from Item Master.
2. **Non-Catalog:** primarily used by non-clinical staff.
3. **Supplier Website:** interfaces with ePlus and resembles eProcurement.
4. **Templates:** pre-configured Requisition Templates for clinical supplies & past Requisitions to choose from.
5. **Procurement Favorites:** list of frequently used procurement items that you have marked as favorite.



# Requisition Types

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**Blanket Order** - Used when a business needs the same goods/services on a recurring basis over a specified period, such as an entire year.

**Bulk Buy** - Buyer obtains large quantities at lower cost to leverage economies of scale.

**Capital** - Capital purchases; used to make a substantial investment in long-term fixed assets. This can include purchasing machinery and equipment; land, buildings, or other infrastructure; furniture and fixtures; and software. Requests for capital must first be entered and approved within Capital Planning, where a Capital Request ID will be issued. This Capital Request ID is required for capital requisitions, in addition to a Trackable Spend Category, a Project ID, and a Location ID.

# Requisition Types

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**Equipment Rental** - Tends to be shorter term rentals. An example would be hospital beds.

**Purchased Services** - Used for a variety of services. Service purchase orders are by amount only and typically configured for 3-way match. Includes consulting and service maintenance agreements.

**Supplies** - All supplies and general purchases.

**TMS Facilities** - Used for the TMS facility purchases that require a work order number.

# Create a Requisition - Demo

## Requisitions

[Open \(5\)](#) [Completed \(1\)](#) [Edit Filters](#)

<b>REQ1002246</b> *** Total Amount: \$5,495.00 1 item <a href="#">v</a>	Awaiting Action by <a href="#">Walter Mellon</a> Created on 10/07/2022	<div><div>Ordering</div><div>Receiving</div><div>Invoicing</div></div>
<b>REQ1002245</b> *** Total Amount: \$40.00 1 item <a href="#">v</a>	Awaiting Action by <a href="#">Walter Mellon</a> Created on 10/07/2022	<div><div>Ordering</div><div>Receiving</div><div>Invoicing</div></div>
<b>REQ1002171</b> *** Total Amount: \$5,310.50 1 item <a href="#">v</a>	Approved Created on 10/06/2022	<div><div><input checked="" type="checkbox"/> Ordered</div><div>Receiving</div><div>Invoicing</div></div>
<b>REQ1002170</b> *** Total Amount: \$5,050.00 1 item <a href="#">v</a>	Awaiting Action by <a href="#">Walter Mellon</a> Created on 10/06/2022	<div><div>Ordering</div><div>Receiving</div><div>Invoicing</div></div>
<b>REQ1002134</b> *** Total Amount: \$2,390.20 1 item <a href="#">v</a>	Awaiting Action by <a href="#">Walter Mellon</a> Created on 10/03/2022	<div><div>Ordering</div><div>Receiving</div><div>Invoicing</div></div>

## Requisition Details

Edit Requesting for, Ship-to Address, Worktags, and more.

**Requesting for**  
Anita Knapp

**Company**  
Vanderbilt University Medical Center

[Start Requisition](#)

## Ordering Methods

- [Search Catalog](#)
- [Request Non-Catalog Items](#)
- [Connect to Supplier Website](#)
- [Add from Templates and Requisitions](#)
- [Select from My Procurement Favorites](#)



# Purchasing Reminders

Templates for Clinical Areas →

Requisition Templates 1 item	
Select	Name
<input type="checkbox"/>	Weekly Restock

Required Memo field →

**Memo**

Special printer paper needed to print labels for Supply Chain department.

High Priority check box →

**Alert**

1. [Page Alert](#)

- High-priority requisitions may incur extra costs for overnight delivering, and please notify the requisition approver

Split Cost option →

**Splits**

0

Bear Claw Questionnaire →

**Inbox**

Actions Archive

Viewing: All Sort By: Newest

Requisition: REQ1001006, Requester: Anita Knapp  
Amount: \$75,000

**Complete Questionnaire**

'Federal Procurement Standard Justification' for Requisition:  
REQ1001006, Requester: Anita Knapp  
Amount: \$75,000.00

# Approval Amounts by Level

Workday requisitions (including punchout, special requests, purchased services, consignment) should follow the sequential approval framework based on the cost center of the requester and the total dollar value. \*example\*

Level	Adult /Children's Hospital				Regional Hospital			
	Current Approval Levels		Workday Approval Levels		Current Approval Levels		Workday Approval Levels	
	Above (\$)	Limit (\$)*	Above (\$)	Limit (\$)	Above (\$)	Limit (\$)	Above (\$)	Limit (\$)
Administrative (non-management)	\$0	\$1k	N/A		\$0	\$1k	N/A	
Managers	\$1k	\$10k	\$0	\$10k	\$1k	\$10k	\$0	\$10k
Directors	\$10k	\$25k	\$10k	\$50k	\$10k	\$25k	\$10k	\$25k
Administrator	\$25k	\$50k	\$50k	\$150k	\$25k	\$50k	\$25k	\$50k
Leader	\$50k	\$100k	\$150k	\$500k	\$50k	\$100k	*as needed	
Hospital President	\$100k	\$500k	\$500k	\$1M	\$100k	\$250k	\$50k	\$250k
System CFO, COO, Deputy CEO	> \$500k		\$1M	No upper limit	>\$250k		\$250k	No upper limit

Receiving

# Non-Central VUMC Receivers

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- Individuals may order or receive supplies for their department
- Receives only department-specific items
- Only have access to certain necessary functions in Workday
- Will use Workday to complete all processes

# Central VUMC Receivers

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- Individuals who work in the receiving department
- Receives all deliveries that come through VUMC
- Has access to all receiving functions in Workday and can review all orders

# Create Receipt

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- All VUMC Receivers are required to create a receipt in Workday when items are received.
- It is now a requirement that all VUMC Receivers upload a receipt (invoice, packing slip, etc.) when completing the Create Receipt task in Workday.

# Create Receipt - Demo

View Receipt: RCT1000875 for 4022011983

03:55 PM  
03/06/2023  
Page 1 of 1

VANDERBILT UNIVERSITY  
MEDICAL CENTER

**Status** Draft  
**Company** Vanderbilt University Medical Center  
**Supplier** 3 M HEALTH INFORMATION SYSTEMS  
**Purchase Order** 4022011983  
**Purchase Order Type** Purchased Services  
**Currency** USD  
**Document Date** 12/15/2022

Receipt Lines

Company	Receipt Line or Return Line Description	Spend Category	Extended Amount
Vanderbilt University Medical Center	"Contract #23480-20 S1-2 Softwa"	SC107 Work Related Associations	0.00

PCards:



# PCards - Key Changes

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- PCard managers will be cardholders' managers due to role-based security in Workday.
- PCard holders will upload receipt images into Workday.
- PCard transactions will be processed within Workday.
- PCard holders and managers will review and approve charges in Workday expense reports.

If you are a PCard holder, you are required to submit all card charges monthly using the Workday Expense Report module.

All purchases made using your VUMC credit card will be listed within the Expense Report module as Credit Card Transactions, usually within three (3) business days.

# PCards - Key Changes

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- All current PCard users will keep their PCards—there is no need to get a new one after Go Live.
- Authorized users may continue to purchase necessary items through the Go Live date on April 1 using their PCards (while eProcurement is unavailable because of cutover activities).
- T&E cards will also remain the same through our implementation.
- PCard and T&E tracking, reconciliation, and reporting will move from USBank Access Online and Concur to Workday. Managers of PCard and T&E cards will approve/deny card charges within Workday.

# PCards in Workday

**Credit Card Transactions**

Select All

19 items ☰ ☰ ↗

Include?	Transacti	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<input type="checkbox"/>	🔍	04/01/2022		Office Works		2,250.00	USD	VUMC - P-Card (-4717)	7891
<input type="checkbox"/>	🔍	04/01/2022		Target		2,000.00	USD	VUMC - P-Card (-4717)	7891
<input checked="" type="checkbox"/>	🔍	04/01/2022		Delta		2,500.00	USD	VUMC - T&E Card (8790)	9891
<input type="checkbox"/>	🔍	04/01/2022		Staples		1,550.00	USD	VUMC - P-Card (-4717)	7891
<input type="checkbox"/>	🔍	04/01/2022		Marriott		1,800.00	USD	VUMC - T&E Card (8790)	9891
<input type="checkbox"/>	🔍	04/01/2022		Delta		900.00	USD	VUMC - T&E Card (8790)	9891

**OK** **Cancel**

# Supplier Invoice Requests:



# Supplier Invoice Requests

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- This process is used for requesting goods or services that do not have a Purchase Order attached.
- Requests that do not involve a contract with a supplier and/or are under \$5,000 annually will not generate a PO and will require a Supplier Invoice Request.
- Moving forward, utilities will be paid with a scheduled Supplier Invoice Request instead of a Purchase Order Invoice.
- Payments for subject participants, honorariums, and insurance payments will be requested through Miscellaneous Payments instead of Supplier Invoice Requests.



**Conclusion:**

# Key Takeaways

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## Change Impacts

- Workday Terms
- FDM
- Cost Center Translator Tool
- Methods of Purchasing

## Create a Requisition

- Ordering Methods
- Requisitions Types
- Approval Amounts
- Required Business purpose in Memo field

## Receiving

- Non-Central vs Central Receivers
- Attach receipt in Workday
- Find previously created receipts and download PDF

## PCards

- PCard Manager → Cardholder's Manager
- Upload receipt images
- Review and approve charges in Workday expense reports

## Supplier Invoice Requests

- Utilities will be paid with a scheduled Supplier Invoice Request
- Payments for subject participants will move to Miscellaneous Payments



# Resources

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[Foundational Data Model \(FDM\)](#)

[WDSC-301-Q1 Create Requisition](#) - all employees

[WDSC-501-Q1 Request Materials and Services \(non-clinics\)](#)

[WDSC-501-Q2 Request Materials and Services \(clinics\)](#)

[WDSC-503 Q1 Create a Receipt](#)

[Cost Center Translator Tool](#)

Email: [myworkday@vumc.org](mailto:myworkday@vumc.org) with questions

Questions?