workday® | VUMC BUSINESS EDUCATION

WORKDAY WORKSHOP: PURCHASING & RECEIVING

DURATION: 30 MINUTES

Topics for today's workshop include

- Creating a Requisition in Workday
    - Company/Purchasing Entity
    - Locations
    - Templates
    - Non-Catalog Itms
    - Splits/Defaults
- Find My Requisitions
- View Status
- Receiving
- New Report: SCM Find Purchase Orders by Org/Cost Center

WORKSHOP TOPICS

Always access Workday through the VUMC Network or VPN

To access all the features and functionality of Workday, you must be on a VUMC network – either by being onsite or by using VPN (BIG-IP Edge Client)
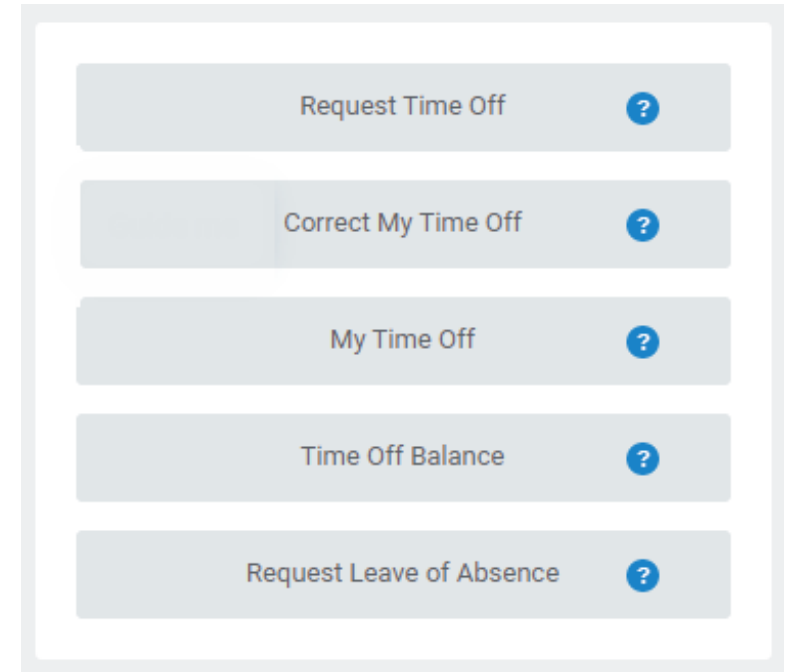
Workday timeout extended from 30 minutes to 1 hour

TRAINING RESOURCES

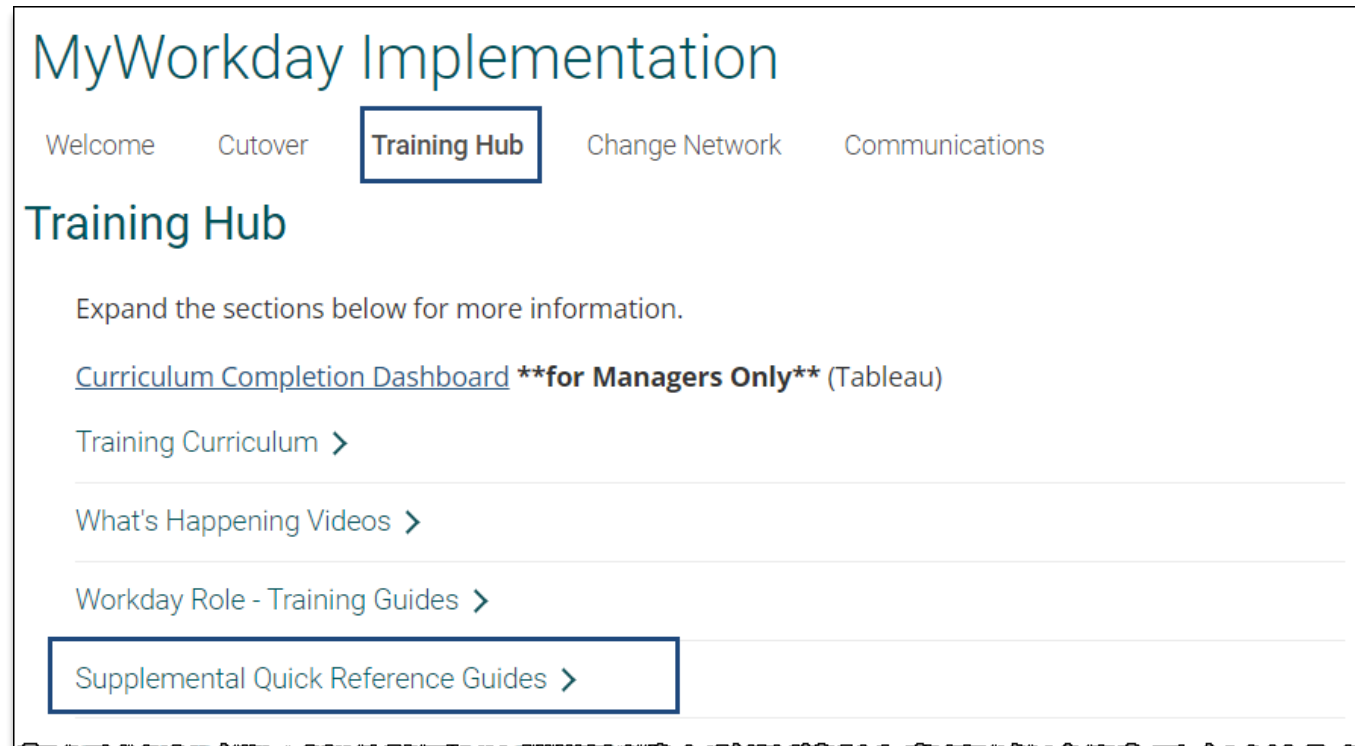## TIPS & INFO

Training: WalkMe Update

- WalkMe 'Guide Me' assistance is available for key workflows

  - Updating Personal Information
  - Expense Reports
  - Delegation
  - Payroll Costing Allocations
  - PTO
  - Leave of Absence
  - Disciplinary Action
  - Certificates

- Install Link HERE
- WalkMe Add-in Manual Installation Guide for Macs

Training Update

- Leaders should check the MyWorkday dashboard to ensure their teams have completed required training
  - Workbook: MyWorkday Curriculum Dashboard

- Quick Reference Guides can be found on the MyWorkday Training Hub

MyWorkday Implementation

Welcome   Cutover   **Training Hub**   Change Network   Communications

Training Hub

Expand the sections below for more information.

Curriculum Completion Dashboard **for Managers Only** (Tableau)

Training Curriculum >

What's Happening Videos >

Workday Role - Training Guides >

Supplemental Quick Reference Guides >

Future Workshops

Workday Workshops ⌄

Join one of the 30-minute **Workday Workshops** to help gain familiarity and become more comfortable with typical workflows within the new system.

Can't attend? The recordings will be available below after each session.

Topic	Date	Time (CDT)	Link	Recording
Purchasing & Receiving	Thursday, 4/27	11-11:30am	Join Here	
Journal Entries	Friday, 4/28	10-10:30am	Join Here	
Expense Reports & Payment Cards	Tuesday, 5/2	10-10:30am	Join Here	
Job Changes	TBD	TBD		
Stipends	TBD	TBD		
TBA	TBD	TBD		

Thank you!