Knight Vision
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FINANCE & GRANTS Q&A

MAY 9, 2022 FINANCE & GRANTS XCHANGE

Currently, purchase orders are automatically created for Staples. Will this continue in Workday?

How the Staples website is used today and the process of being charged back through Business Services will go away. In Workday, you will use the punchout to place orders with Staples. In this process, you will be invoiced directly from Staples; there will be no departmental transfers. If you have issued purchase orders outside of the Staples website used today for any products (ie furniture), in Workday, you will use the Staples Punchout to place those orders.

What will group travel approvals involve, especially with students?

For group travel, a Travel/Procurement Coordinator at the College/Division Business Center will create a spend authorization, which is your approval for group travel. This will be done through either Create a Spend Authorization for a Worker or Create a Spend Authorization for a Non-Worker depending on whether the group leader is an employee.

There are EFT payments, payments processed by Bank of America, and then we pay monthly. Are there any rules on how they are on special reporting in Workday?

The virtual cards would also have a PO set up for them, which is a payment type that is selected on their supplier invoice.

Who will be responsible for creating the requisitions for the expenses; that department and/or the business service center?

The business service center for each college or division, but also creating requisitions is a self service function, so most everyone will have access to create a requisition and then it would flow to the business center for review and approval.

Is the new vendor setup update changing?

Yes, somewhat. Today, new vendor requests are submitted using the Qualtrics survey where the vendor provides their information. In Workday, vendors will log into a prospective supplier portal to enter their information. Once approved, a supplier record is created in Workday from the information the vendor submitted, eliminating the risk of a typo or the wasted time of duplicating efforts by retyping information that the vendor has already typed in themselves. We're finalizing that portal right now and planning on providing demos and detailed instructions. There is also a supplier request form that can be completed by the Travel/Procurement Coordinator at the college/division business center, in case you have a supplier that cannot use that perspective supplier portal for some reason and for foreign suppliers. In this case, you would get a copy of their W-9 or other tax documents and input the supplier request that would then be routed through the Workday approval workflow.

Will the current login information for Staples stay the same?

No, you will log into Workday and access the Staples punchout. A separate login will not be required for any of the punchouts.

What is the reasoning behind creating a new credit card instead of restricting purchases via cardholder profile?

The purchases will still be restricted via cardholder profiles like they are today, however in Workday, you cannot send transactions through to procurement or transactions through to expense, unless they are on different card types.

Will PCTs have expense cards or procurement cards?

People who have a PCard today will most likely have an Expense Card in Workday. However, Procurement Cards are going to be centralized to the college/division business center and kNEXT. The college/division business centers and kNEXT will determine which Travel/procurement Coordinators and Travel/Procurement Specialists need a purchasing card. We cannot automatically assign PCTs cards based a given role. If the PCT is also a Travel/Procurement Coordinator for their college/division business center, then it becomes possible that they could be issued a Procurement Card. It ultimately depends on the size of the college/division business center.

Who approves the Expense Card transactions?

Expense Card transactions will be reconciled through Expense Reports in Workday. If the expense report is created by the employee as themselves, it will be approved by the Travel Procurement Coordinator at their college/division business center, by their supervisor, and then by the Cost Center Manager for the Cost Center the expense was charged to. Once those approvals are complete, it will be approved by the Travel/Procurement Specialist at kNEXT. If the funding source is a grant, gift, designation or project, it will go through additional approvals for those areas. If the expense report is created on behalf of the employee by the Travel Procurement Coordinator, the employee will be the first approver in the approval workflow.

Why is the $1,000 threshold being used versus the $5,000 level we are currently operating under today when it comes to creating a PO?

There are new state regulations regarding the tracking of what we call attractive items, or items that may contain sensitive information or have a high degree of theft. The university is going to utilize a tracking system centrally for attractive assets. There will be a tool in Workday that will allow the tracking of things like laptops or iPads at any dollar threshold. This will not result in accounting, like normal depreciable capital assets in our ledger, but items will be tracked, tagged, be inventoried on an annual basis. To efficiently track and approve purchases of attractive assets in Workday the purchase should go through procurement. That is why if it's over $1,000, the purchases should be made on a procurement card or through supplier invoice. A requisition should be in place to ensure that we are meeting our reporting obligations for those attractive items

What will happen to current P-Cards? Will they be replaced?

Current credit cards will not be replaced. If you have a PCard today and it's been determined that you need an Expense Card in Workday, you will keep that card you have today.

Can departments place an order for anything under $1,000 on their expense card?

Not anything. There are certain guidelines that have to be followed. Hazardous materials, legal services, etc., the things that were outlined on the decision tree, even if they're under $1,000, may be purchased using an expense card. There are some exceptions to the $1,000 threshold, as outlined in the Procurement Card and Expense Card Usage document.

Can AirGas and hazardous materials be purchased through a punch out as well? Or will these have to go through POs like what happens currently?

Yes, they can be purchased through the punch out. Hazardous material purchases will route to EH&S for review and approval based on the spend category. By using a punch out, you will be creating a purchase order. Using the punchout creates a requisition through the suppliers' website and it comes back into Workday to be reviewed and approved into a purchase order.

For group travel, will each student's information have to be entered in Workday?

Yes. If they are traveling as a student, not related to their employment, they will need to be set up as a Committee Member in Workday. This is a quick process that can be completed by Travel/Procurement Coordinators in the College/Division Business Center. For students who are US Citizens, we don't require as much information as we do for reimbursements today; We won't require the W-9. NRA students will have to also be set up as suppliers. The students will be added to the spend authorization as an attendee. When a spend authorization is approved in Workday, it will send the traveler's itinerary to Terra Dotta, a duty of care system, for both foreign and domestic travel. This is important in cases of emergency in which travelers, especially students, need to be located quickly. If a student has already been added in Workday once for a trip, there is no need to create another committee member, just add them as an attendee.

Will UCF TPC purchases be done through Workday?

No. Purchases from TPC, will be similar to the process today. Submit your request through ServiceNow and TPC will charge the department for the purchase.

Are there any suggestions for training for reporting purposes?

This depends on how you define reporting. Reporting in Workday has a lot of security; there are a lot of things that are readily available in Workday based on your security and your role. In the functional training that you would be receiving based on your role and job aids, etc., you will be able to have access to those types of reports. There will be specialized reports that certain units will need that are being developed now and are not Workday delivered. Eventually, for most users, reporting will be incorporated into the functional training you will receive and there will be certain reporting specifics for those that will be developing reports. We also encourage everyone to take advantage of the training that is currently available.

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Will requisitions be required for Expense Card purchases?

You do not create a requisition for Expense Card purchases. Requisitions are only used for Procurement Card purchases, punch outs or purchases being paid through a supplier invoice (e.g., accounts payable). If the Expense Card purchase relates to travel, you do need to create a Spend Authorization, which is the approval for travel that replaces travel POs that exist today. A Spend Authorization will need to be created prior to making that travel purchases. However, if it is a non-travel Expense Card purchase, you should not create a requisition and you do not need to create a Spend Authorization beforehand.

Will W-9s be moved to Workday?

W-9s that are saved in PeopleSoft today will not be moved into Workday, at least not initially. However, all active suppliers in PeopleSoft will be moved to Workday. Only the attachments will not be moved over. The suppliers will be in Workday and available for you to use if they are active in PeopleSoft.

If there is a new vendor, do we need to send them to the same website to upload a W-9?

New vendors should not go to the Qualtrics website that exists today. Instead, they should use the prospective supplier portal, which asks all the questions that are on our substitute W-9. Vendors will input their answers here, which will automatically populate in Workday. If for some reason the supplier cannot access the prospective supplier portal, they will need to send that W-9 to the appropriate college/division business center. who will create a supplier request to request that a supplier be created and attach that W-9 in the system.

How will DAL access work in Workday? Employees submitting Staples, Amazon orders will be under new SET role employees.

The DAL we have today, which is our access for PeopleSoft Financials, is going away. There will be a new governance process for role assignments in Workday. This process is still being developed and will be a part of a Workday operations organization that is being formed, but for Go-Live the security and the role assignments will be approved by the division leadership. It depends on your job and the roles assigned to that job, what your responsibilities are, as to who will be doing what in Workday. Creating requisitions is a self service function, so all employees will have access to create a requisition, whether it is to punch out or not, but the requisition will always go to a business center for approval. It has to be reviewed by at least two other roles, the Cost Center Procurement Coordinator at the business center and then the Cost Center Manager for that Cost Center. Those are the two minimum requirements for every requisition. Additional approvals may be required based on spend category, worktags, and dollar amounts.

Will international vendors be able to complete the online vendor set up?

Initially, no. Initially, we are going to use the online portal only for US vendors. After we have gone live with Workday and have been using it for a little while, we may make changes to allow international vendors to initiate their supplier creation through there as well. However, due to the additional documentation required for them, we feel it is best for that process to initiate the supplier request be with the College/Division Center and UCF Global to start with and then we will reevaluate after.

I have questions about my department having in-state travel scheduled for July 1 with rental cars being picked up on June 30.

We encourage you to reach out to the travel office for specific questions about travel that you may have. Travel that will be paid this fiscal year should happen in PeopleSoft. This will eventually occur in Workday as a spend authorization. We also encourage you to visit the Actions to Take Before Go-Live resource on the Knight Vision website for a list of up-to-date finance cutover dates.

Will employees who do not have access to PeopleSoft have access to Workday?

Yes. If you are an employee, you will be in Workday. This is where you will access self service (e.g., inputting time, viewing your pay stub). The features you have access to in Workday will be dependent on your role. Those employees will also have the ability to create an expense reports and requisitions in Workday, or if they prefer for their college/division center to do that on their behalf, that is also an option.

Can supplier profiles be shared for UCF foundation funding sources?

The university and its DSOs will share one supplier record in Workday. Anybody that is in PeopleSoft and active today will be available for any of the DSOs to use in Workday. There will not be separate suppliers for Foundation, Athletics, UCF, etc. Because we are all sharing a single record, we are pulling data from every entity's suppliers. UCF may already have a supplier that the Foundation has, but they may have different addresses. We are currently working on adding all addresses from each entity. Those processing those payments should be cautious that they are choosing the correct address.

Currently, when a student applies and receives travel funding from the Office of Undergraduate Research or SGA, they have to work with their academic unit to plan and process travel. Both Undergraduate Research and SGA funds are IDT to the student's home academic unit. What will this new process be under Workday?

In Workday, those expenses related to student travel can be split between funding sources. For instance, part can be from their academic unit and part of it could be from SGA. You will not have to do an IDT to transfer funds between units, you will be able to spend directly from the correct funding source. In the context of planning that travel and setting up those spend authorizations, we have the processes in Workday, but there are going to be steps outside of Workday that are complementary. The specifics are being determined now and we are hoping to share these processes in the near future in our training materials.

Will the system allow us to set up $0.00 POs to pay freelancers, talents, performers, etc.?

You will be able to do blanket dollar POs, but not $0.00 POs. Those should be things you can plan for and do an estimated purchase order on. If those dollar amounts change, a change order can be done to adjust it.

If you have a blanket purchase order, where you're making monthly transactions less than $1,000, should that be paid via a procurement card or an expense card?

If you are doing a purchase order, you would be using your procurement card; for example you could set up a blanket PO for $12,000 and then if you have a monthly transaction being paid on your procurement card, as the transaction comes in every month, you can verify it at that time.

Where will the MOUs be available for areas to reference prior to submitting a gift tag so that they know these funds can be used?

That is information that individuals assigned to the Gift Manager role in the approval workflow should have access to. The Gift Manager is somebody with the foundation who will be looking specifically at the fund usage and whether it meets donor intent. The MOUs will not be within Workday.

If a cardholder makes a purchase that is originally less than $1,000, but after shipping and handling the cost exceeds $1,000, will it be considered after the fact requiring unauthorized procurement form?

When you make that purchase, usually you see the full bill and can determine whether it is going to be over $1,000. If the total, inclusive of shipping, will be over $1,000 you should use a Procurement Card to make the purchase. This should be considered, but they will all be reviewed on a case-by-case basis.

When will customer (meaning faculty outside the finance business center) training for spend authorizations become available?

Spend authorizations and expense reports are some of our most demoed items so far, so there are already lots of videos on the Knight Vision website about this. Expense training, which includes Spend Authorizations, will be released on 5/23.

If a faculty member wants to request to purchase something, will they be required to enter it themselves or reach out to the department staff member to enter it?

That could happen either way. If the faculty member, assuming they are either using a punch out or creating a requisition, they can enter it themselves. If they don't feel comfortable doing it or would prefer not to, they can reach out to the college/division business center to do it on their behalf.

How will Expense Card and Procurement Card transaction approval processes differ compared to processes we use today?

Procurement Card approval process is quick because they should be tied to a PO, which allows all approvals to happen on the front end so that additional approvals aren't needed on the Procurement Card verification after the purchase was made. The only approval is at the college/division business center. In cases, such as if the transaction came in higher than what was approved on the PO, then there would be additional approvals, but otherwise that is all that is needed.

Will Cobblestone still be available for use or will contracts also be in Workday?

Cobblestone will still be used. It is the university system we use for legal review of contracts, but we are working on an integration where if the contract is approved in Cobblestone and there will be a payment issued to the supplier or purchase order, we are hoping to import that directly into Workday. The approval process of the contract itself, the review of terms and conditions, any changes, etc., will happen in Cobblestone.