

Workday's Approach to Supplier Accounts

In Workday, there will be many benefits to the supplier accounts process. See below for an overview of some of the upcoming changes.

What's Changing?

- **Prepayments** – Currently, it is AP that determines whether a line should be prepaid or not.
 - **Workday Enhancement:** Each institution retains the autonomy to decide when and how to leverage the prepayment process within Workday. The flexibility afforded allows each institution to determine the most appropriate use of prepayments based on their unique needs. Workday's framework supports prepayments exclusively in the Common book; however, for GAAP (Generally Accepted Accounting Principles) compliance, institutions can create their own processes. Notably, Workday introduces a user-friendly feature enabling the scheduling of amortization for prepaids in advance, further enhancing the efficiency and control in financial management processes.
 - **Impacts:** This change affects all institutions.
- **Invoices** – Currently, FSU mandates the use of purchase orders (POs) for most invoices. In cases where an invoice lacks a corresponding PO, the existing procedure involves diligent follow-up with the supplier or the individual who placed the order until a PO is identified. FSU currently employs an internal form in managing this process. In contrast, Coppin experiences occasional instances of direct invoices, although they are infrequent. Meanwhile, at SU, a notable proportion of invoices falls into the non-PO category, including honorariums. Upon receipt of such invoices, SU initiates a structured process involving contact with the relevant department for approval. Other non-POs at SU are accompanied by requisitions, ensuring a varied yet systematic approach to invoice management.
 - **Workday Enhancement:** Workday introduces a streamlined process for entering invoices without a purchase order (PO), leveraging the most accurate worktag information, such as grant, project, gift, etc., when available. This transition aims to eliminate reliance on paper forms and marks a shift in the format of purchase orders. Vendors will be informed about this change through effective communication, emphasizing the implementation of the Supplier Invoice Request process as the designated mechanism for managing invoices without a PO. This ensures transparency and facilitates a smoother transition to the updated invoicing format within Workday.
 - **Additional Notes:** When an invoice arrives via email without a purchase order (PO), a simple research process will be initiated, through email correspondence, to identify the relevant PO number. At BSU, the current landscape indicates that approximately 70% of invoices are accompanied by a PO, while the remaining 30% are linked to associated forms. In the streamlined Workday approach, rather than relying on external forms, the

Supplier Invoice Request form within Workday can be utilized. Alternatively, if external forms are necessary, they can be conveniently attached to the Supplier Invoice Request for seamless processing.

- **Impact:** This change affects all institutions.
- **Budget Checks** – Currently, a budget check is required before a payment request is made.
 - **Workday Enhancement:** In adherence to the Prompt Payment Act, Workday will facilitate the payment of invoices without undergoing a budget check. Notably, invoices lacking a linked purchase order (PO) will be exempt from the budget check process in Workday. Instead, non-PO invoices will proceed through the approval process within the Workday system. This distinction ensures a streamlined and compliant approach to invoice processing, aligning with regulatory requirements and Workday's efficient workflow.
 - **Impact:** This affects all institutions
- **Vendors** – Currently, in the legacy system both vendor and supplier payments, as well as general expenses, are processed through a unified module.
 - **Workday Enhancement:** All vendor-related transactions will be processed exclusively through the supplier module. Expenses will be the designated platform for initiating and handling all employee-related transactions, including expense reimbursements. It is important to note that supplier accounts will not be used for processing employee expense reimbursements, and employees will not be added as suppliers. This division ensures a clear and streamlined process for managing both vendor and employee financial transactions.
 - **Impact:** This applies to all institutions.
- **Processing Student Refunds** – Currently at SU, payments through Hire One follow the regular AP process. UBalt processes payments via invoices, utilizing CashNet for refunds and direct checks. FSU segregates non-federal fund transactions, with liability checks issued if needed. BSU typically uses a third party but occasionally issues direct payments to students without a 3rd party profile. Although it appears as a regular payment, it's categorized as an Ad Hoc payment for students not set up in vendor tables.
 - **Workday Enhancement:** In Workday, the Integration Tracker highlights key processes for student refunds:
 - INT1010 - Campus Solutions Student Refunds Inbound
 - INT1027 - RSTARS AP Ad Hoc and Supplier Payments Outbound
 - These integrations are seamlessly orchestrated in Workday, with the specific instruction to execute INT1027 as an ad hoc payment post-integration.
 - **Impact:** This change impacts CSU and FSU
- **Payments** – Currently, contracts don't exist in the legacy system.
 - **Workday Enhancement:** In Workday, payments will be made off Supplier Contracts specifically for leases/subawards.



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