

Procurement: CLOSE A PURCHASE ORDER THIS WILL VARY



#### CLOSE A PURCHASE ORDER – THIS WILL VARY

If the PO has receipts and invoices:

- 1. Follow the instructions above for Create Change Order.
- 2. In the Internal Memo Field add "\*CLOSE PO\* including the reason for cancelling. Add this at the beginning of the field if there are additional memos.

Freight Amount	695.56	Shipping Instructions			Ship-To Contact	× Anabel Becerril ···
Other Charges	435.00	Supplier Contract	SCON-100243: Promotional Products	/i	Ship-To Contact Detail	Anabel Becerril
Requisition Type	One-Time Goods & Services	Default Tax Option	select one	•	Ship-To Address	× TECHNICAL BLDG-A A004 2550 ∷Ξ BENDING BRANCH WAY ALLEN,
		Default Tax Code		:=		America
			Update Tax		Memo	"*CANCEL PO*CANCEL PO*CANCEL PO*"
						10 1 - 0000100000 //
					Internal Memo	Katherine, please add the contract. K Bell Design set up cost 435.00, and shipping cost \$95.56\$
Submit Save	e for Later Cancel					

3. Reduce line items down to the amount paid.

Goods	Lines 8 items				
	Quantity	Unit of Measure	Cost		Rete
	Ordered	Box	Unit Cost 25.00	Due Date	
	Received 0		Extended Amount 25.00	Lead Time	
	Invoiced 0			Requested Delivery Date 02/15/2022	

4. Set Issue Option to "PRINT" if this does not need to go to the supplier.

✓ Summary		ixes	Contact Information				
Company	Collin College	Payment Terms	× Net 45 :≡	Issue Option	× Email	=	
Purchase Order Type	× One-Time Goods & Services ∷Ξ	Due Date	MM/DD/YYYY	Supplier PO Issue Email	× monica@logotology.com	=	
Supplier	Logotology	Default Payment Type	Check - Controlled Disbursements	Buyer *	× Katherine Rios …	=	

5. The buyer will approve/issue the change order and go back into the PO and close it. This way it comes to the buyer through the system and the vendor gets a copy.





Procurement: EDIT A REQUISITION NOT PROCESSED



### **EDIT A REQUISITION – NOT PROCESSED**

- **1.** Follow the steps above for Finding a Requisition.
- 2. Select Requisition to edit.

										Turn on the new table	s view
items										XII II =	•
Requisition	Requisition Type	Requesting Inventory Site	Document Date	Tota Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Edit Re
REQ-104249	One-Time Goods & Services		01/28/2022	1.00	USD	Einstein Printing		In Progress			E
REQ-104103	One-Time Goods Purchase		01/19/2022	42.57	USD	Carolina Biological Supply Co	PO-103962	Successfully Completed	76 Science Lab Supplies & Equipment (BuyBoarcmore		
REQ-104045	One-Time Goods Purchase		01/14/2022	149.94	USD	Punchout Amazon	PO-103906	Successfully Completed			
REQ-103992	One-Time Goods Purchase		01/13/2022	35.00	USD	Punchout Amazon	PO-103850	Successfully Completed			
REQ-103958	One-Time Goods Purchase		01/12/2022	391.09	USD	VWR International Inc	PO-103826	Successfully Completed	23 Supplies and Equipment for District Science Lumore	Katherine, please add the contract. K Bell	
REQ-103925	One-Time Goods Purchase		01/11/2022	58.91	USD	Punchout Staples Business Advantage	PO-103782	Successfully Completed			
REQ-103755	One-Time Goods Purchase		01/04/2022	180.60	USD	Punchout Amazon	PO-103638	Successfully Completed			
REQ-103746	One-Time Goods Purchase		01/04/2022	134.56	USD	Punchout Staples Business Advantage	PO-103632	Successfully Completed			

3. Select the three dots beside the requisition number.

$\bigcirc$		Q my re	Q my requisition				
View Requisition REQ-10	)4249 🚥						
Budget Check Status Pass	<b>Company</b> Collin College	<mark>Requester</mark> Employe∉	N.	Status In Progress	Total Ar 1.00 US		

4. Hover over the caret for requisition and then select Edit.

Q-104519 🔤				1
0	Actions		Requi	sition
Colli	Requisition	><	Edit	j19
	Accounting	>	Add More	
	Audits	>	Cancel	ımary

**5.** Enter changes and submit.





## Procurement: CANCEL A REQUISITION NOT PROCESSED



## CANCEL A REQUISITION - NOT PROCESSED

Draft requisitions should be canceled monthly if the requisition will not be processed in the fiscal year.

- 1. Follow the steps above for Finding a Requisition.
- 2. Select Requisition to cancel.

										JE E -	
items	/									™ ⊞ =	
Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Edit Rec
REQ-104249	One-Time Goods & Services		01/28/2022	1.00	USD	Einstein Printing		In Progress			Ed
REQ-104103	One-Time Goods Purchase		01/19/2022	42.57	USD	Carolina Biological Supply Co	PO-103962	Successfully Completed	76 Science Lab Supplies & Equipment (BuyBoarcmore		
REQ-104045	One-Time Goods Purchase		01/14/2022	149.94	USD	Punchout Amazon	PO-103906	Successfully Completed			
REQ-103992	One-Time Goods Purchase		01/13/2022	35.00	USD	Punchout Amazon	PO-103850	Successfully Completed			
REQ-103958	One-Time Goods Purchase		01/12/2022	391.09	USD	VWR International Inc	PO-103826	Successfully Completed	23 Supplies and Equipment for District Science Limore	Katherine, please add the contract. K Bell	
REQ-103925	One-Time Goods Purchase		01/11/2022	58.91	USD	Punchout Staples Business Advantage	PO-103782	Successfully Completed			
REQ-103755	One-Time Goods Purchase		01/04/2022	180.60	USD	Punchout Amazon	PO-103638	Successfully Completed			
REQ-103746	One-Time Goods Purchase		01/04/2022	134.56	USD	Punchout Staples Business Advantage	PO-103632	Successfully Completed			

3. Select the three dots beside the requisition number.

$\bigcirc$		Q my req	Q my requisition			
View Requisition R	EQ-104249 •••					
Budget Check Status Pass	Company Collin College	Requester Employee	- M	Status In Progress	Total Ar 1.00 US	

4. Hover over the caret for requisition and then select Cancel.

View Requisition REQ-104249	-	Actions		/	
Budget Check Status Pass	Com Colli	Requisition		Requisition	
Shipping Address		Accounting Favorite	>	Cancel	
Deliver-To © Collin College > Wylie Cam	npus >	Procurement Supplier Link	>	Status	In Progress





## Procurement: CANCEL A REQUISITION NOT PROCESSED



5. In the Comments Field enter reason for cancelling the requisition. Click Ok.

Confirm Requisition Cancel	REQ-104249	•						
Budget Check Status Pass Comp Collin	<b>any</b> College	Requester Employee:	Status '~ Progress					
Please confirm you wish to cancel the Requisition below	•							
Comments TEST CANCEL								
Shipping Address								
Deliver-To Collin College > Wylie Campus >	Wylie Commons	> Wylie CC311A						
Ship-To Address 🛛 🕺 391 Country Club Road Wylie	e, TX 75098 United	States of America						
* Requisition Information								
Request Date	01	/28/2022						
Currency	US	D						
ОК Сапсеі								

6. The screen will change to View Requestion where the status will show Canceled for the requisition.

View Requ	<b>isition</b> R	EQ-104249	•					
Budget Check Stat	tus Pass		Company Collin College	Requester Employee	Status Canceleo	Total Ar 1.00 US	nount D	
✓ Shipping	✓ Shipping Address							
Deliver-To	© Collin Colle	ge > Wylie Carr	npus > Wylie Common:	s > Wylie CC311A		Comments	TEST CANCEL	
Ship-To Address	Ship-To Address 🛛 🐵 391 Country Club Road Wylie, TX 75098 United States of America							
✓ Requisiti	Contraction Requisition Information							



1



**Procurement:** CREATE RECEIPTS



#### **CREATE RECEIPTS**

Once a Purchase Order has been fulfilled by the supplier (for goods or services), the Requester will need to create a receipt.

1. Enter Create Receipt in the search bar and click Create Receipt Task.

=	$\bigcirc$			Q create receipt	Ļ <sup>2</sup> 🚽 🔿
Д	Saved Categories	$\sim$	Tasks and Report	Create Receipt Task	
	People	0	Create Change Orde	Create Receipt Adjustment Task	
	Taske and Doporte	•			

2. On the **Create Receipt** screen you can type the **Purchase Order** number in the **Search** field or use the three dashes to search by supplier or goods for the Purchase Order.

Create Receipt	X d R Create Receipt	×
Purchase Order     I	Purchase Order     Search     Ad-Wear & Specialty of Texas,	
⊖ Supplier Contract :=	d wh Alternate Supplier OP0105245	
Alternate Supplier Contract	ing u PO-105173 PO-105171	
Fully Receive	Fully Receive         Po-104961           Po-104872         Po-104872	
OK Cancel	ок 0-104525 0 ро-104345 0 ро-104049	
	0 00 100061	

3. If the entire order has been received, check the **Fully Receive** box, if not leave unchecked until the entire order is received. Click on the OK button at the bottom.

NOTE: Do NOT check the Fully Receive box for Services lines (open purchase orders).

- 4. Line Information screen is a brief summary of the purchase.
  - a. Enter the Quantity to Receive if this was a good purchase.





## **Procurement:** CREATE RECEIPTS



b. Enter Amount to Receive if this was an Open Purchase Order/Service purchase.

Purchase Order Supplier PO-100480 Alibris Inc	Status Total Amount Draft \$0.00	Currency USD					
Information Attachments I	Lines						
				<b>T E</b>			
1 item	l in a lufarmati				-		
Q Search	Line Informatio	Open Purchas Authorized Sic	e Order for Alibris: Scholarly Books/Media matures: Vidva Krishnaswamy & Nora Levesque				
Service Lines		Term: 09/01/2	2021 - 08/31/2022				
Open Purchase Order for Alibris: Sc	10/3000 PO Line USD	<u>PO-100480 - L</u>					
	Amount to Receive		0.00				
	Fully Receive						
	Amount Ordered		3,000.00				
	Ordered Amount Airea	voiced	10.00				
	Start Date	,	09/01/2021				
	End Date		08/31/2022				
Submit Save for Later	End Date		08/31/2022 Open PO				
Submit Save for Later	End Date		08/31/2022 Open PO			¥	
Submit Save for Later	End Date Cancel		08/31/2022 Open PO			•	×
Submit Save for Later Ate Receipt RCT-100012 for PO-1 ase Order Supplier Str Dell Marketing LP Str Dell Marketing LP Dr	End Date T Cancel 100046 ET Attas Total Amount Currency USD	y	08/31/2022			•	×.
Submit Save for Later ate Receipt RCT-100012 for PO-1 ase Order Supplier St Dell Marketing LP St mation Attachments Lines	End Date T Cancel	у	08/31/2022			Ţ	Æ
Submit Save for Later ate Receipt RCT-100012 for PO-1 se Order Supplier Dell Marketing LP Str mation Attachments Lines	End Date T Cancel Cancel Concel Conce	y	08/31/2022			•	×±
Submit Save for Later ate Receipt RCT-100012 for PO-1 ase Order Supplier Str Od6 Dell Marketing LP Str mation Attachmenta Lines	End Date T Cancel Concel Concel Concel Concel Concel Concentration Conce	у	08/31/2022			•	₹ ■
Submit Save for Later ate Receipt RCT-100012 for PO-1 are Order Supplier Dell Marketing LP Str mmation Attachments Lines m Search	End Date T Cancel Cancel Concel Conce	у	08/31/2022			•	<b>×</b> ≣ ₹ ≡ 1
Submit         Save for Later           ate Receipt         RCT-100012 for PO-1           se Order         Supplier           Dell Marketing LP         Str           mm	End Date  T Cancel  Concel  Concel Concel  Concel  Concel  Concel Concel  Concel  Concel  Concel Concel  Concel  Concel  Concel Concel  Concel  Concel  Concel  Concel  Concel  Concel	y J Mouse - Wired, e 1	08/31/2022			•	×= = =
Submit Save for Later  Ate Receipt RCF-100012 for PO-  se Order Supplier mation Attachments Lines  m Search st Lines the Corded Mouse - Wired, Bla	End Date T Cancel T C	y i Mouse - Wired, e 1 0	08/31/2022			•	₹ ₹ 1
Submit     Save for Later       ate Receipt     RCT-100012 for PO-1       se Order     Supplier Del/Marketing LP     Str       m	End Date  T Cancel  T Cancel  T Cancel  T Cancel  Line Information  Item Description Logitech Corded  PO Line PO-100046 - Line  Quantity to Receive  Unit of Measure E	y J Mouse - Wired, e 1 0	08/31/2022			•	₹ ₹ = [
Submit     Save for Later       ate Receipt     RCT-100012 for PO-1       se Order     Supplier       Del Marketing LP     Str       m	End Date  T Cancel  T Cancel  Concel  Concel Concel  Concel  Concel  Concel  Concel  Concel  Concel  Concel  C	y J Mouse - Wired, e 1 0 5ach	08/31/2022			•	<b>₩</b> ₹ ₹
Submit         Save for Later           ate Receipt         RCT-100012 for PO-1           se Order         Supplier           Dell Marketing LP         Str           m	End Date  Cancel  Cancel  Cancel  Concel  Conc	y d Mouse - Wired, e 1 0 Cach I	08/31/2022			•	₹ ₹ =
Submit         Save for Later           ate Receipt         RCT-100012 for PO-1           as Order         Supplier           Bill Marketing LP         Str           mmation         Attachmenta         Lines           search         s           s Lines         0/1           bell Marketing LP         0/1	End Date  T Cancel  Concel  Concel Concel  Concel  Concel  Concel  Concel  Concel  Concel  Con	y J Mouse - Wired, e 1 0 Each	08/31/2022			•	<b>4</b> ₹ <b>≡</b> 1

- 5. Click on the Attachments tab if there is a need to upload a packing slip.
- 6. Click on the Submit button at the bottom left.





**Procurement:** CREATE RECEIPTS



7. You will get a message "You have submitted" with a View Details link.



8. If you Click on the View Details link. Your receipt number will be displayed at the top left and there will be a message "Process Successfully Completed."



- **9**. You can Click on the right pointing caret beside Details and Process to see more information.
- **10.** If you selected Save For Later or your receipt is in draft, you can use the My Receipts report to locate a Draft receipt for completion. Check the draft box and click ok.

	•			- 1	
	Company		:=		
	Receipt		≔		
	Receipt status	Search	:=		
	Receipt Date on or After	Adjustment In Progress			
hase Order for	Receipt Date On or Refore	Canceled			
lier Contract f	Supplier	Denied Draft		- 1	
ategory from the	Purchase Order	In Progress			
	Advanced Ship Notice		:=		
	Supplier Contract		:=		
	Tracking Number				
	ок Са	ncel	7		





## **Procurement:** CREATE RECEIPT ADJUSTMENT



## CREATE RECEIPT ADJUSTMENT

If you need to edit an already created receipt, you can create a receipt adjustment.

1. Enter create receipt adjustment in the search bar and click the Create Receipt Adjustment Task

=			Q create receipt	)
☐ Saved Categ	jories 🗸	Tasks and Report	Create Receipt Task	
People	0	Create Change Orde	Create Receipt Adjustment Task	
Tasks and Par		Task		

or select **Create Adjustment** from the related actions menu of the receipt.

Purchase Order Supplier PO-100010 Barnes & Noble Coll	ege Bookse	llers, LLC	Receipt	-	View Receipt Create Adjustment PO-1	00010			XIII Por
Information Attachments Pro	ocess History	Lines	Favorite	>	Status Company	Approved Collin	Receipt Lines 2 items	Turn	on the new tables view 🕥
			Reporting	>		College	Receipt Line or Return Line Description	Spend Category	Extended Amount
2 items Sort E	Зу: 🗸	Line Ir			Supplier	Barnes & Noble	With Transaction Detail	SC1002 Library Books	500.00
Q Search		Item Des				Booksellers, LLC	Without transaction detail	SC1002 Library Books	750.00
Goods Lines		PO Line			Purchase Order	PO-100010	4		+
With Transaction Detail	1/1 Each	Quantity Unit of M			Purchase Order Type	One-Time Goods Purchase			
without transaction detail	Each	Quantity Ordered (			Currency	USD			
		Total Qua			Document Date	07/16/2021			

2. On the **Create Receipt Adjustment** screen you can type the receipt number in the Receipt to Adjust **Search** field or use the three dashes to search by receipts or supplier.

Create Receipt Adjustment			Create Receip	Create Receipt Adjustment			Create Receipt Adjustment		
Receipt to Adjust *	Search Receipts by PO	:= >	Receipt to Adjust *	Search	E		Receipt to Adjust *	Search	:=
	Receipts by ASN Receipts by Supplier	>		P0-100046 P0-100016 P0-100014 P0-100013				Apple Computer Inc Barnes & Noble College Booksellers, LLC Cisco WebEx LLC Dell Marketing LP	>
ок	Cancel		ок	P0-100012 Cancel	>		ок	Grainger Cancel	> •

3. Click on the OK button at the bottom left.





## **Procurement:** CREATE RECEIPT ADJUSTMENT



**4.** On the Line Information screen, you can adjust the Actual Quantity Received, but you cannot exceed the amount ordered. If you do, you will receive an Alert.

Information Attachments	35	
1 item Q Search Goods Lines Logitoch Corded Mouse - Wired, Bla. 11	X Alert Actual Quantity Received Enter an Actual Quantity Received that, when combined with Total Quantity Already Received, isn't greater than Quantity Ordered.	V E
	Actual Quantity Received 2	
	Alert: Enter an Actual Quantity Received that, when combined with Total Quantity Already Received, isn't greater than Quantity Quantity Originally Received 1	Ordered.

- 5. Click on the OK button at the bottom.
- 6. You will receive a message "You have submitted" with a View Details link.
- 7. If you Click on the View Details link, you will get a window that displays your receipt number at the top left and there will be a message "Process Successfully Completed."
- 8. You can Click on the right pointing caret beside Details and Process to see more information.
- 9. You will have the option to Create Receipt Adjustment from here.



- **10.** Click on the Done button at the bottom left.
- You cannot change a receipt if there is an invoice against the purchase order, but if the invoice has not been paid, AP could cancel the invoice.







### APPENDIX A: WORKDAY REQUISITION TYPE USAGE

## APPENDIX A: WORKDAY REQUISITION TYPE USAGE

**Monthly Goods and Services** – This would be used for purchase orders that will have monthly/quarterly payments. Use a goods line regardless of what is being purchased if the monthly payments are exactly the same every month. Use a service line if the monthly payments vary in cost.

**One-Time Goods & Services** – This would be used for a purchase that is a mixture of goods and services. An example for when to use this would be a requisition that includes the purchase of goods and the installation of those goods. The goods would be entered as a goods line and the installation would be entered as a service line.

**One-Time Goods Purchase** – This would be used for a purchase that is only a purchase of goods/items and would only include goods lines.

**One-time Service Purchase** – This would be used for the purchase of labor, installation, trip charges, etc and would only include service lines.

**Open Purchase Order** – This is used for both goods and services that require multiple purchases of varying amounts. All open purchase orders use a service line regardless of what is being purchased so that AP can make multiple payments.

**Sole Source** – This would be used for all sole source purchases regardless of what is being purchased. This requisition type allows for goods lines or service lines. Use the explanation on the one-time goods and one-time service purchase lines to determine which type of line to enter. If it is a sole source open purchase order, use this requisition type but enter it as a service line.

**One-Time Project Purchase** – This would be used for any one-time purchase that has a project worktag. Use the explanation on the one-time goods and one-time service purchase lines to determine which type of line to enter.

**Project Open Purchase Order** – This would be used for an open purchase order that has a project worktag and follow instructions above for open purchase orders.

Subaward – Used for some grant purposes

Cooperative Contract Purchase – We have decided not to use this.







APPENDIX B: WORKDAY SPEND CATEGORY

LIST

## APPENDIX B: WORKDAY SPEND CATEGORY LIST

Spend		Ledger	
Category		Account	
ID	Spend Category Name	ID	Ledger Account Name
SC1000	Land	70015	Capital Asset Expense - Other
	—		
SC1001	Equipment & Furniture	72105	Noncapital Equipment & Furniture Expense
			Capital Asset Expense - Equipment &
SC1001	Equipment & Furniture & Software	70000	Furniture & Software
			Capital Asset Expense - Equipment &
SC1001	n/a	70000	Furniture & Software
SC1002	Library Books	70015	Capital Asset Expense - Other
SC1006	Films & Tapes	70015	Capital Asset Expense - Other
SC1007	Legal Fees	72000	Professional Services
SC1008	Legal Fees - Tax Collection	75000	Ad-Valorem Taxes
SC1009	Legal Fees - Settlement Expenses	72000	Professional Services
SC1010	Audit Fees	72000	Professional Services
SC1011	Athletic Officials	72005	Contracted Vendor Services
SC1012	Rental - Building Lease	72010	Lease Rental Expense
SC1014	Rental - Copier Lease	72010	Lease Rental Expense
SC1015	<b>Rental - Vehicle &amp; Equipment Lease</b>	72010	Lease Rental Expense
SC1017	General Supplies	72015	General Supplies
SC1018	Insurance - Property & Liability	72035	Insurance
SC1023	Repairs & Maintenance - Equipment	72070	Repairs & Maintenance
SC1024	Repairs & Maintenance - Vehicle	72070	Repairs & Maintenance
SC1025	Repairs & Improvements - Building	72070	Repairs & Maintenance
SC1027	Grant Only - Indirect Cost	72150	Indirect Cost
SC1028	Utilities - Telephone & Internet	72090	Utilities
SC1029	Utilities - Gas & Fuel	72090	Utilities
SC1030	Utilities - Water	72090	Utilities
SC1031	Utilities - Electricity	72090	Utilities
SC1032	General Construction Services	72100	Construction Expense
SC1033	Permits & Fees	72070	Repairs & Maintenance
SC1034	Program Manager	72100	Construction Expense
SC1035	Testing - Structure/Material	72100	Construction Expense
SC1036	Capital Project Only - Roof Inspection	72100	Construction Expense
SC1037	Architect Add Services	72100	Construction Expense
SC1038	Surveying & Civil Engineering	72100	Construction Expense
SC1039	Pre-Construction Services	72100	Construction Expense







### APPENDIX B: WORKDAY SPEND CATEGORY LIST

Spend		Ledger	
Category		Account	
ID	Spend Category Name	ID	Ledger Account Name
SC1040	Architects Reimbursables	72100	Construction Expense
SC1041	Geo Technology	72100	Construction Expense
SC1042	HVAC - Air Balance	72100	Construction Expense
SC1043	Commissioning	72100	Construction Expense
SC1044	<b>Construction Contingency</b>	72100	Construction Expense
SC1045	IT Equipment	70020	Capital Asset Expense - IT Equipment
SC1045	IT Equipment	72105	Noncapital Equipment & Furniture Expense
SC1046	Energy Management Design & Energy	72100	Construction Expense
SC1049	Academic Tests & Testing Services	72015	General Supplies
SC1050	Conversion Spend Category	70010	Depreciation Expense
SC1050	Conversion Spend Category	72010	Lease Rental Expense
SC1050	Conversion Spend Category	72015	General Supplies
SC1050	Conversion Spend Category	72020	Travel
SC1050	Conversion Spend Category	72060	Recruitment Expenses
SC1050	Conversion Spend Category	72100	Construction Expense
SC1050	Conversion Spend Category	72140	Conversion Expense
SC1050	Conversion Spend Category	75100	Loss on Sale of Capital Asset
SC1051	Variance-Over/Short	72065	Variance-Over/Short
SC1053	Employee Education Benefit	65040	Employee Benefits Administration
SC1054	Employee Assistance Program	65040	Employee Benefits Administration
SC1055	ORP Administration Fees	65040	Employee Benefits Administration
SC1062	Consultants	72100	Construction Expense
SC1063	Tax Collection Fee	75000	Ad-Valorem Taxes
SC1064	_Appraisal District Fee	75000	Ad-Valorem Taxes
SC1065	Contract Labor - Temporary Agencies	72005	Contracted Vendor Services
SC1066	Frisco - TIF 1	75000	Ad-Valorem Taxes
SC1067	COGS	72050	COGS
SC1069	Employment Expenses	72030	Employment Expenses
SC1071	Employee Training	72025	Employee Training
SC1073	Training Contracts	72005	Contracted Vendor Services
SC1074	General Contracted Services	72005	Contracted Vendor Services
SC1075	Commencement Exercises	72005	Contracted Vendor Services
SC1076	Election Expense	72005	Contracted Vendor Services
SC1077	Copyrights & Royalties	72005	Contracted Vendor Services
SC1078	_ADA Requirements	72005	Contracted Vendor Services
SC1079	Software Licensing & Hardware Agree	72005	Contracted Vendor Services







### APPENDIX B: WORKDAY SPEND CATEGORY LIST

Spend		Ledger	
Category		Account	
ID	Spend Category Name	ID	Ledger Account Name
SC1080	Printing Expense	72005	Contracted Vendor Services
SC1081	 Managed print/overage	72005	Contracted Vendor Services
SC1082	Advertising & Promotional Activity	72045	Marketing & Events
SC1083	Meetings & Events	72045	Marketing & Events
SC1084	Banking Fees	72056	Banking Fees
SC1085	Postage	72059	Postage
SC1086	Memberships, Dues & Subscriptions	72057	Memberships, Dues & Subscriptions
SC1087	Accreditation	72058	Accreditation
SC1088	Bad Debt Expense	72040	Bad Debt Expense
SC1089	Bond Interest Expense	72115	Bond Interest Expense
SC1090	Bond Principal	80501	Bond Principal
SC1091	Bond Issue Cost & Paying Agent Fees	72120	Bond Issue Cost & Paying Agent Fees
SC1092	Refund Petition	72125	Refund Petition - Fall
SC1093	Scholarship Allowances - Contra Expen	72130	Scholarship Allowances - Contra Expense
SC1094	Grant Only - Support Services	72075	Support Services
SC1095	Grant Only - Sub awards	72080	Sub awards
SC1096	Grant Only - Participant Support	72085	Grant Participant Support
SC1097	_Financial Aid	72135	Financial Aid
SC1098	Financial Aid-SEOG-TPEG 25% Match	72095	Financial Aid-SEOG-TPEG 25% Match
SC1099	In-Kind Expense	70005	In-Kind Expense Capital
SC1101	Registration Fees - Non-Travel	72025	Employee Training
SC1114	Faculty Salaries Full-time	60000	Faculty Salaries Full-time
SC1115	Faculty Salaries Part-time	60010	Faculty Salaries Part-time
SC1116	Staff Salaries & Wages Full-time	60100	Staff Salaries & Wages Full-time
SC1117	Staff Salaries & Wages Part-time	60110	Staff Salaries & Wages Part-time
SC1121	Student Assistants	60200	Student Assistants
SC1122	Overtime - Registrar	60300	Overtime - Registrar
SC1123	_Overtime - Other	60305	Overtime - Other
SC1125	ORP Benefits - ER	65016	ORP - College Portion
SC1125	ORP Benefits - ER	65019	ORP - Others (State, Grant, Aux)
SC1126	Medical Insurance - ER	65000	Medical Insurance
SC1126	_Medical Insurance - ER	65012	State Paid On-Behalf Benefits
SC1127	Insurance - Unemployment	65005	Insurance - Unemployment
SC1128	Insurance - Worker's Compensation	65010	Insurance - Worker's Compensation
SC1129	TRS Benefits - ER	65017	TRS Benefits
SC1129	TRS Benefits - ER	65018	TRS Penalty
SC1130	Pension Expense	65020	Pension Expense







### APPENDIX B: WORKDAY SPEND CATEGORY LIST

Spend		Ledger	
Category		Account	
ID	Spend Category Name	ID	Ledger Account Name
SC1131	OPEB Expense	65030	OPEB Expense
SC1132	Medicare - ER	65035	Medicare
SC1133	403(b) College Match - ER	65015	403(b) College Match
SC1134	Accrued Vacation	65045	Accrued Vacation Expense
SC1151	<b>Collection Agency Fees</b>	72056	Banking Fees
(blank)	(blank)	72150	Indirect Cost

The updated Spend Category List can be viewed in Workday.

1. In the search type ACN Audit – Spend Categories and enter.

$\bigcirc$	Q acn audit - spend categories	88
Search Results		
Categories	Search Results 1 items	
Common	Tasks and Reports	
Assets Banking and Settlement	ACN Audit - Spend Categories View the categories that you can use to classify the types of goods and services available to purchase from suppliers. Includes usage counts for each one. Required prompt: none Optional prompts: Spend Category Name, Com	

- 2. Select ACN Audit Spend Categories
- **3.** To view all spend categories click ok. Enter the search criteria to see select categories and click view.

Spend Category Name			
Commodity Detail			
Spend Category Hierarcl	nies	:=	
Filter Name			
Manage Filters	Save		
0 Saved Filters			







## APPENDIX C: WORKDAY CAPITAL PURCHASES GUIDE

### APPENDIX C: WORKDAY CAPITAL PURCHASES GUIDE

#### **Purchasing Library Books, Equipment & Construction**

This guide will assist staff when purchasing good and services previously coded to a Banner account beginning with 777xxx – Capital. If you have questions, please do not hesitate to reach out to the Fixed Assets Coordinator at ext. 1897 for guidance.

						Workday
		Workday	Workday	Workday		Transaction
Banner		Cost	Project	Spend	Workday	Detail Worktag
Account	Account Description	Center	Worktag	Category	Ledger	
777120	Construction Costs	CC1254	Varies	SC1032	72100	N/A
777121	Permits and Fees	CC1254	Varies	SC1033	72070	N/A
777122	Legal Fees Capital	CC1254	Varies	SC1007	72000	N/A
777123	Program Manager	CC1254	Varies	SC1034	72100	N/A
777124	Audit Fees Capital	CC1254	Varies	SC1010	72000	N/A
777125	Utilities Capital	CC1254	Varies	SC1031	72090	N/A
777126	Copiers Capital	CC1254	Varies	SC1014	72010	N/A
777200	Workday	CC1521	PJ1001	SC1050	72100	N/A
777210	Testing – Structural/Material	CC1254	Varies	SC1035	72100	N/A
777215	Roof Inspection	CC1254	Varies	SC1036	72100	N/A
777220	Architect	CC1254	Varies	SC1037	72000	N/A
777221	Architect Add Services	CC1254	Varies	SC1037	72000	N/A
777222	Consultants	CC1254	Varies	SC1062	72000	N/A
777223	Surveying & Civil Engineering	CC1254	Varies	SC1038	72100	N/A
777224	Pre-Construction Services	CC1254	Varies	SC1039	72100	N/A
777225	Architects Reimbursables	CC1254	Varies	SC1040	72100	N/A
777226	Geo Technology	CC1254	Varies	SC1041	72100	N/A
777227	HVAC Air Balance	CC1254	Varies	SC1042	72100	N/A
777228	Energy Management Design	CC1254	Varies	SC1046	72100	N/A
777229	Commissioning	CC1254	Varies	SC1043	72100	N/A
777230	Moving Expenses	CC1254	Varies	SC1032	72100	N/A
777290	Contingency – Construction	CC1254	Varies	SC1044	72100	N/A
777294	Capital IT Equipment – WIP	CC1254	Varies	SC1045	70020	N/A
777295	Capital FF&E - WIP	CC1254	Varies	SC1001	70000	N/A
777296	Tech Campus FF&E - WIP	CC1254	Varies	SC1001	70000	N/A
777297	Wylie Campus FF&E	CC1254	Varies	SC1001	70000	N/A
777410	Equipment/Furniture – McKinney	Varies	N/A	SC1001	70000	TD1000 – Equip. > \$5k; TD1001 – Equip. < \$5k
777412	Equipment/Furniture – Plano	Varies	N/A	SC1001	70000	TD1000 – Equip. > \$5k; TD1001 – Equip. < \$5k
777413	Equipment/Furniture – PSTC	Varies	N/A	SC1001	70000	TD1000 – Equip. > \$5k; TD1001 – Equip. < \$5k
777414	Equipment/Furniture – Courtyard	Varies	N/A	SC1001	70000	TD1000 – Equip. > \$5k; TD1001 – Equip. < \$5k
777415	Equipment/Furniture – WAN/LAN	Varies	N/A	SC1001	70000	TD1000 – Equip. > \$5k; TD1001 – Equip. < \$5k
777416	Equipment/Furniture – Frisco	Varies	N/A	SC1001	70000	TD1000 – Equip. > \$5k; TD1001 – Equip. < \$5k
777417	Equipment/Furniture – CHEC	Varies	N/A	SC1001	70000	TD1000 – Equip. > \$5k; TD1001 – Equip. < \$5k
777420	Equipment/Furniture – Tech	Varies	N/A	SC1001	70000	TD1000 – Equip. > \$5k; TD1001 – Equip. < \$5k
777421	Equipment/Furniture – Wylie	Varies	N/A	SC1001	70000	TD1000 – Equip. > \$5k; TD1001 – Equip. < \$5k
777422	Equipment/Furniture – Farmersville	Varies	N/A	SC1001	70000	TD1000 – Equip. > \$5k; TD1001 – Equip. < \$5k
777423	Equipment/Furniture – Celina	Varies	N/A	SC1001	70000	TD1000 – Equip. > \$5k; TD1001 – Equip. < \$5k
777424	Equipment/Furniture – IT Center	Varies	N/A	SC1001	70000	TD1000 – Equip. > \$5k; TD1001 – Equip. < \$5k
777490	IT Equipment – Tech	CC1254	N/A	SC1045	70020	N/A
777491	IT Equipment - Wylie	CC1254	N/A	SC1045	70020	N/A
777492	IT Equipment – Farmersville	CC1254	N/A	SC1045	70020	N/A
777493	IT Equipment – Celina	CC1254	N/A	SC1045	70020	N/A
777494	IT Equipment – IT Center	CC1254	N/A	SC1045	70020	N/A
777495	IT Equipment – McKinney Welcome Center	CC1254	N/A	SC1045	70020	N/A
777496	IT Equipment – Remodel Frisco	CC1254	N/A	SC1045	70020	N/A



VERSION: 2022R5 (June 2022) Visit <u>http://inside.collin.edu/workday/index.html</u> for current job aids and other resources.





777660	DP Software – Non Ellucian	CC1521	N/A	SC1001	70000	N/A
777710	Library Books	Varies	Varies	SC1002	70015	N/A
777730	Library Videos/Tapes	Varies	Varies	SC1006	70015	N/A

#### Library Books

When entering a requisition for library books, a project worktag will be required to be entered. Each campus library has a different project worktag.

	Project	Cost	Spend	
Library Campus	Worktag	Center	Category	Ledger
McKinney	PJ1042	CC1344	SC1002	70015
Frisco	PJ1044	CC1343	SC1002	70015
Wylie	PJ1045	CC1347	SC1002	70015
Plano	PJ1047	CC1345	SC1002	70015
Tech	PJ1048	CC1346	SC1002	70015
Celina	PJ1049	CC1601	SC1002	70015
Farmersville	PJ1050	CC1602	SC1002	70015

Below are screenshots from Workday showing where the project worktag and spend category need to be added when creating a requisition. Please refer to the Purchasing Requisition Guide for additional details on entering requisitions in Workday.

1. The project worktag can be entered on the Create Requisition screen if the requisition is only for library book purchases.

Create Requ	uisition
Company *	$\times$ Collin College $\cdots$ :=
Requester *	× Nora Levesque … 🗄
Currency *	× USD :Ξ
Requisition Type	:=
Deliver-To	× Collin College > Frisco … := Campus > Frisco Library > Frisco L124
Ship-To *	× 9700 Wade Boulevard Frisco, TX 75035 United States of America
Cost Center	× CC1343 Library - Frisco … ∷
Grant	
Project	× PJ1044 Library Books := Frisco
Additional Worktags	x Campus: CA15 Frisco … :⊟ Campus
	× Division: DV30 Academic Services
	× Fund: FD100 Unrestricted …
	× Location: Collin College > Frisco Campus
	× Program: PG250 Academic Support
ОК	Cancel







2. The spend category can be added on the Request Non-Catalog items screen if the requisition is only for library book purchases.

Request Nor	-Catalog Items 🚥
Company Collin College	Requester Nora Levesque
Requisition Currency	★ USD … :=
Non-Catalog	Request Type
Request Goods     Request Servic	9
Goods Requ	est Details
Item Description	* Library Book Demo
Supplier Item Identifie	ir
Spend Category	* SC1002 Library Books …
Supplier	× The Library Store Inc ··· :≡
Supplier Contract	:=
Quantity	* 5
Unit Cost	55.00
Unit of Measure	* X Each
Extended Amount	275.00
Memo	

3. Go to the "Goods" section of the Checkout screen. The spend category and project worktag must be on every line purchasing library books.

🕀 Image Item	Iten	Description *Spen	nd Category	*Quantity		Unit Cost	Extended Amount	Deliver-To	*Ship-To Address	Ship-To Contact	Re	equeste
[]     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     []     [	[L	ibrary Book	SC1002 Library Boo	oks ··· := Quantity *		Unit Cost	275.00	× Collin College > :=	× 9700 Wade Boulevard	× Nora Levesque …	=	12/:
	≡ [	emo		5		55.00		Frisco Campus > Frisco Library > Frisco I 124	Frisco, TX 75035 United States of America			
Purchase Item				Unit of Measu	re *							
				× Each								
												>
												>
Services												>
Services												>
Services												>
Services oods		_	_		_							>
Services oods			_	_								>
Services oods	Requested Delivery Date	Supplier	Su	Supplier Item Identifier	Memo	*CostCenter I	Grant	Project	W lensbbA+	orktags Spilt	its	>
Services bods le <sup>-To Conset</sup>	Requested Delivery Date	Supplier Jugplier	50	upplier tem Identifier	Memo	*Cost Center	Grant	Project	*Additional W	orkings Spills	lits	>
Services Dods Hp-To Contect < Hors Levesque -	Requested Delivery Date	Supplier Supplier X The Library Store Inc	54 : :=]	toppler tem identifier	Memo	Yost Ceter	Grant	rapet I≅ × Pr064 ⊔b Boda - Fm	*Additional W sco	orktags Spilts CA15 :=	its 0	>
Services boods hp-to Contact < Nors Levesque:	Requested Delivery Date	Supplier hapelier × The Library Store Inc bapeler Contract	50 1 ::=)	upplier hem Identifier	Meno	*Cost Center X CC1343 Library III Frisco	Grant	Project	*Addisonal W xery x Charput x Charp	ońsags Spłu : CA15 :⊒ ampus DV30	ites 0	>
Services Doods Ip-To Contact < Nors Levesque	Requested Delivery Date	Suppler huppler X The Library Store Inc huppler Contract	5. 	lupplier hem Identifier	Meno	*Cost Center X CC1349 Libray* IE Frisco	Grant	Project	*Addread W sco	orktags Sphi c CA15 III DV30	its 0	>
Services	Requested Delivery Date	Supplier hopoler × The Library Store Inc Longiler Contract	5. 	bogder tem Mortifer	Meno	*Cost Cener    Cost Cener    Cost Cener     Cost Cener	Grant	Froject X Prilode Lik Rodes - Fra	rey - ===================================	oftsgg to 10 CG15 - ::= CG15 - ::= CG1	iks 0	>
Services	Requested Delivery Date	Supplier hopfler × The Library Store Inc supplier Contract	50 	lagder hen Montfer	Meno	YGgis Center X C(1) 343 Library - IIII France	Grant	Troped	rary - III rary - III - Company - State - Control - Control	vektops topH G-G435 III demonsion III des Services Friteco Friteco	iks 0	>







#### **Workday Capital Construction Projects**

Workday project functionality is being used to accumulate expenses to make aid in the capitalization of facility construction projects. Project worktags can be used to track capital and non-capital purchases for a specific project. The project expenses can cross multiple funds, cost centers and fiscal years. All requisitions with a project are routed for approval by the Project Manager and the Project Manager Level 2. Project Codes are used for requisitions being entered for current campus construction projects.

Below are screenshots from Workday showing where the project worktag and spend category need to be added when creating a requisition. Please refer to the Purchasing Requisition Guide for additional details on entering requisitions in Workday (requisition type, contract attachment, start and end dates)

1. The project worktag can be entered on the Create Requisition screen if the requisition is only for project purchases.

		create requi
	Create Requ	isition
	Company *	$\times$ Collin College $\cdots$ :=
	Requester *	× Shirley Harmon (Retired :Ξ Active)
	Currency *	× USD:=
	Requisition Type	
	Deliver-To	× Collin College > Collin Higher :≡ Education Center > Collin Higher Education Center > CHEC 309
	Ship-To *	× 3452 Spur 399 McKinney, TX 75069 United States of America ∷
	Cost Center	× CC1254 Facilities … :≡ Administrative
	Grant	:=
<	Project	× PJ1015 McKinney - Student :=
	Additional Worktags	× Campus: CA14 Districtwide …
		× Division: DV60 Facilities …
		× Fund: FD600 Bond …
		× Location: Collin College > Collin Higher Education Center
		× Program: PG400 Operation and Maintenance of Plant
	ок	Cancel

2. The spend category can be added on the Request Non-Catalog items screen if the requisition is only for a single spend category. If the requisition is for multiple spend categories, then enter the spend category on the individual requisition lines.







## APPENDIX C: WORKDAY CAPITAL PURCHASES GUIDE

Company Collin College	Requester Shiriey Harmon (Retired - Active)	
Requisition Currency	y ★ 🛛 × USD … :Ξ	
Non-Catalog	g Request Type	
O Request Good	ls	
Request Service	ce	
Service Req	uest Details	
Description *	Test PJ1015 - SC1032 - Ledger 72100	
Spend Category *	× SC1032 General … ∷≣	
Supplier	× Skanska USA Building Inc. ··· i≡	
Supplier Contract	× SCON-100198: McKinney Welcome Center Construction	
Start Date	MM/DD/YYYY 🛱	
End Date	MM/DD/YYYY E	
Extended Amount	20,573,833.00	
Memo		
	1	

3. Go to the "Services" section of the Checkout screen. The spend category and project worktag must be on every line purchasing library books.

<ul> <li>Sei</li> </ul>	vices	5								
l item										
(+)	Image	Item	Description	*Spend Category	Extended Amount	Date	Deliver-To	*Ship-To Address	Ship-To Contact	
Θ	C		Test PJ1015 - SC1032 - Ledger 72100	× SC1032 General Construction Services	20,573,833	Start Date UM/DD/YYYY	× Collin College > : Collin Higher Education Center > Collin Higher Education Center > CHEC 309	× 3452 Spur 399 ∷≡ McKinney, TX 73069 United States of America	X Shirley Harmon III (Retired - Active)	
N -										

Services

1 item									□ . <sup>-</sup>
,	Ship-To Contact	Supplier	Memo	*Cost Center	Grant	Project	*Additional Worktags	Splits	
# 399 y, TX 75069 tates of	X Shirley Harmon E	Suppler X Skanska USA Building i Suppler Contract X SCON-100198: McKinney Welcome Center Construction		X CC1254 Facilities :E		× PJ1015 McKinney - Studert Union - Welcome Center	× Campus:CA14            Distance            × Distance            × Exection:DV60            × Location:Collin            × Location:Collin            Higher Collin            Clarger Collin            Operation R9400            Program P9400            Plant	۲	~ ~
<									>

. . . . .

- 4. Please contact the Budget Department if your requisition fails due to budget.
- 5. The requisition will route to the Project Manager and Project Manager Level 2 listed above.







#### Capital Equipment (COLLIN-9661)

Workday requires a special transaction detail worktag to be used when certain spend categories are used in a requisition. The table below shows the two spend categories requiring a transaction detail worktag when entering a requisition.

Spend Category	Name	Transaction Detail	Description	Capital Ledger	Transaction Detail	Description	Non- Capital Ledger
			CAPITAL EQUIPMENT		<u>N</u>	ON-CAPITAL EQUIPMENT	
SC1001	Equipment & Furniture & Software	TD1000	Equipment \$5k or greater	70000	TD1001	Equipment under \$5k	72105
SC1045	IT Equipment	TD1000	Equipment \$5k or greater	70020	TD1001	Equipment under \$5k	72105

Examples:

- 1. Capital Equipment Purchasing one piece of equipment costing \$15k.
  - a. The supplier will accept a PO with the purchase on a single line
  - b. Use SC1001 Equipment and Furniture or SC1045 IT Equipment
  - c. Use TD1000
  - d. The requisition will be encumbered on ledger 70000 if SC1001 was used and ledger 70020 if SC1045 was used.

#### 2. Capital Equipment - Purchasing one piece of equipment costing \$15k.

- a. The equipment is made up of 3 different components to make it a whole working unit \$6k, \$7k and \$3k
- b. Enter the equipment on three different lines on the PO
- c. Use SC1001 Equipment and Furniture or SC1045 IT Equipment on each line
- d. Use TD1000 on each line even though 1 line is only \$3k, because this item is needed to make the asset work and will be added to the asset cost.
- e. The requisition will be encumbered on ledger 70000 if SC1001 was used and ledger 70020 if SC1045 was used.

#### 3. Capital Equipment - Purchasing 2 pieces of equipment each costing \$7k.

- a. The supplier will accept a PO with the purchase on a single line
- b. Enter each piece of equipment on a separate line. This will allow Workday to create an asset for each piece of equipment.
- c. Use SC1001 Equipment and Furniture or SC1045 IT Equipment on each line
- d. Use TD1000 on each line
- e. The requisition will be encumbered on ledger 70000 if SC1001 was used and ledger 70020 if SC1045 was used.







## APPENDIX C: WORKDAY CAPITAL PURCHASES GUIDE

#### 4. Non-capital equipment - Purchasing 2 pieces of equipment each costing \$3k

- a. Non-capital equipment can be entered on one line or multiple lines.
- b. Use SC1001 Equipment and Furniture or SC1045 IT Equipment on each line
- c. Use TD1001 on each line
- d. The requisition will be encumbered on ledger 72105 for SC1001 and SC1045

#### 5. Capital Equipment and Non-Capital Equipment - Purchasing 2 pieces of equipment

- a. One piece of equipment costs \$3k and the other costs \$8k
- b. Use SC1001 Equipment and Furniture or SC1045 IT Equipment on each line
- c. Use TD1000 on the line with the equipment costing \$8k and TD1001 on the line with the equipment costing \$3k.
- d. The ledger encumbered will depend on the spend category and transaction detail worktag used.

Below are screenshots from Workday showing where the transaction detail worktag needs to be added when creating a requisition. Please refer to the Purchasing Requisition Guide for additional details on entering requisitions in Workday (requisition type, contract attachment, start and end dates)

1. The transaction detail worktag can be entered on each requisition line under the \*Additional Worktags column. Click on the 3 lines.

#### \*Additional Worktags

×	Campus: CA14 Districtwide	
×	Division: DV60 Facilities	
×	Fund: FD100 Unrestricted	
×	Location: Collin College > Collin Higher Education Center	
×	Program: PG400 Operation and Maintenance of Plant	







# 2. In the search bar type the word "Equipment" and hit enter. Select either the transaction detail for equipment \$5k or above or under \$5k.



#### FREIGHT

Freight will be included on the invoice information line, not in the goods or services section.

#### Y Invoice Information

Company	Collin College
Supplier	CAE Healthcare Inc
Remit-To Connection	CAE Healthcare Inc - Remit-To: 1-32955 COLLECTIONS CENTER DR LOCKBOX 32955 CHICAGO IL 60693-0329
Currency	USD
Invoice Date	12/08/2021
Invoice Received Date	12/14/2021
Total Invoice Amount	110,358.80
Amount Due	0.00
Freight Amount	2,059.20

#### **General Contracted Services and Maintenance Agreements**

These types of services will be listed in the services section, with **SC1074**. There is no Transaction Detail needed.

#### Software License and Hardware

These types of services will be listed in the services section, with **SC1079**. There is no Transaction Detail needed.





### APPENDIX D: FAILED BUDGET - REQUISITIONS

When a requisition is submitted with insufficient budget, a Check Budget (Financial) for Requisition task will be sent to your inbox. Once the budget is adjusted and verified, go to the task, and click submit.

You can request a budget override if there are special circumstances when a Budget Amendment is not possible. To request a budget override, click on the box next to Request Override.

Actions Archive		Review Budget Ch	eck Check Budget (Financ	al) for Requisition				z	\$ \$	L7
Viewing: All 🗸 Sort By: Newest 🗸		1 hour(s) ago - Due 02/13/202	2 Budget Check Sta Fail (Insufficient B	tus udget)						
Check Budget (Financial) for Requisition 1 hour(s) ago - Due 02/13/2022		For Transaction Poqui	PEO-104572 Requester Dia	na Lau Data: 02/11/	2022 Amount: \$700.000	00				
Requisition: REQ-104564, Requester: Diana Lau, Dat 02/07/2022, Amount: \$10,000.00 3 day(s) ago - Due 02/09/2022	e:	Request Override	non, REQ-104072, Requester. Dis	na Lau, Date. 02/11/.	2022, Anount. 3700,000.					
Request Process : Change to Existing Supplier : Katherine Rios 4 day(s) ago - Due 02/09/2022	ŝ	Budget With Exceptions	Transactions					Turn on the new ta	hles view.	
Create Receipt: Supplier Accounts Match Event for Supplier Invoice: SINV-108039		Budget With Exceptions 1 liem 🕎 🖬 📩								
8 day(s) ago - Due 02/04/2022		Company	Budget Structure	Year	Control Periods	Budget Check Option	Budget to Date			
Create Receipt: Supplier Accounts Match Event for Supplier Invoice: SINV-107866 10 day(s) ago - Due 02/02/2022		Collin College	Operating Parent	FY 2022	01 September 02 October 02 November	Control		View		*
		Submit	Send Back Deny							

After submitting, the override will be sent through the approval path. Click View Details on the submitted message to view the remaining process or go to the requisition to view remaining approval process.

equisition Event	Complete Questionnaire	Not Required		02/25/2022			
heck Budget (Financial)	Check Budget (Financial)	Automatic Complete	02/11/2022 09:14:33 AM	02/13/2022			
heck Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	02/11/2022 09:14:34 AM				
heck Budget (Financial)	Review Budget Check	Submitted	02/11/2022 01:38:31 PM	02/13/2022	Diana Lau (Initiator)		
heck Budget (Financial)	Override Budget Check	Awaiting Action		02/13/2022	Barbara Johnston (Budget Check Exception Override Approver)		
	,				Christine Lin (Budget Check Exception Override Approver)		
					Lenora Gray (Budget Check Exception Override Approver)		
Remaining Process							
Remaining Process	)					<b>,</b>	Turn on the new tables view 〇 祖王
Remaining Process		itep		Group		Person	Turn on the new tables view 〇 泪田
Remaining Process maining Process 19 items rocess leguistion Event		tep Review Regulation		Group Lead Buyer		Person Jennifer Wight Karen Bell	Turn on the new tables view 《 서희 표
Remaining Process amaining Process amaining Process brocess Requisition Event Requisition Event		teg Benere Regulation Approval by Businese Asset Tracking Sp	ecialist	Group Lead Buyer Business A	weef Tracking Specialist	Person Jeonifer Wright Aren Bell Arbieren Nathoo Kelle Berson Lias Morran	Turn on the new tables view ()
Remaining Process emaining Process emaining Process Process Requisition Event Requisition Event Requisition Event	8	Nep Review Regulation Approval by Daniese Asset Tracking Sp Approval by Cost Center Manager (All)	reialist	Group Lead Buyer Business A Cost Cente	neet Tracking Specialist	Person Person Karen Ballo Kohem Nahloo Kohem	Turn on the new tables view (
Remaining Process amaining Process amaining Process brows br		htep Berven Regulation Approval by Builiness Asset Tracking Sp Approval by Ocis Center Menager (AI) Approval by Oriscipal Investigator (Dant	vecialist	Group Leed Buyer Business A Cost Cente Principal In	aset Tracking Specialist Manager Westigstor (Drant)	Person Janniter Weglet Karan Bet Amberen Kithole Kalle Benson Las Koman Costy Wite	Turn on the new tables view Q
Remaining Process amaining Process amaining Process brocess brocess brocess brocess brocess brocest br		hep Beners Regustion Approval by Davinese Asset Tracking Sp Approval by Cost Center Manager (AI) Approval by Proropal Investigate (Onert	vecialist ) (All)	Group Lead Buyer Buainess A Cost Cente Principal In Grant Mans	saet Tracking Specialist Manger wetgate ((Kert)) ger	Person Jannifer Weight Karen Bail Anbreen Nathbee Laa Morman Condy White	Turn on the new tables view (C
Remaining Process emaining Process emaining Process Pr		tep Review Regulation Approval by Guariness Asset Tracking Sp Approval by Cost Center Manager (At) Approval by Principal Investigator (Osert Approval by Principal Investigator (Osert	weisitet		naet Tracking Specialist Manager eretspace (Secre) ger	Person Janofer Works Kave Beild Anheren Hulle Kale Bennon Las Morran Dody White	Tern on the new tables view ()
Remaining Process emailing Process emailing Process Process Process Programmer Process Proc		tee Review Reguston Approval by Danesa Asset Tracking Sp Approval by Cost Center Mesager (All) Approval by Principal Investigation (Danet Approval by Principal (DanetTophics) (Danet Mesager (All) Approval by Principal Mesager (All) Approval by Principal Mesager (All)	westafat 0 (A4)		anet Treading Specialitet Menager weetigetor (locet) ger wager wager	Person Jeronie Wogłe Antheren Kathod Kofele Benoch Lus Komoren Kathod Cricly White	Turn on the role stable where
Remaining Process emailing Process emailing Process Pr		tee Review Reguston Approval by Businese Asset Tracking Sp Approval by Cost Center Manager (Ali) Approval by Oriot Manager (Ali) Approval by Oriot Manager (Ali) Approval by Oriot Manager (Lini) Approval by Octot Center Manager (Lini)	estatut 0 (Art) 1 (Art)	Cost Center Lead Buyer Business A Cost Cente Project Ma Project Ma	Menagar Antersear ger ger augur Level 2	Person Jeroiter Wingle Andreem Nature Katte Benson Lia Monsen Nature Condy White Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Condy Con	Tum on the rate tables view (
Remaining Process  remaining Process  remaining Process  remaining Process  requisition Event		teg Reproval by Business Asset Tracking Sp Approval by Business Asset Tracking Sp Approval by Chrospal Investigate (Over Approval by Pringed Manager (All) Approval by Project Manager (All) Approval by Project Manager (Levil 2) Approval by Direct Manager (Levil 2) Approval by Construct Manager Levil 2) Approval by Construct Manager Levil 2)	estation 0 (A4) 0 (2 (A4) 0 (2 (A4) 2 (A4) 2 (A4)	Group     Lest Buyer     Business A     Cost Cente     Project Marc     Project Marc     Cost Cente     Cost Cente     Cost Cente	neet Tracking Specialist Menager verligstec (Word) ger ager ager Level 2 Manager Level 2	Person Jumiter Workd Kenn Beil Kenn Beil Anthreen Nathbor Keile Bernamiter Keile Bernamiter	Tum on the rows tables view.

