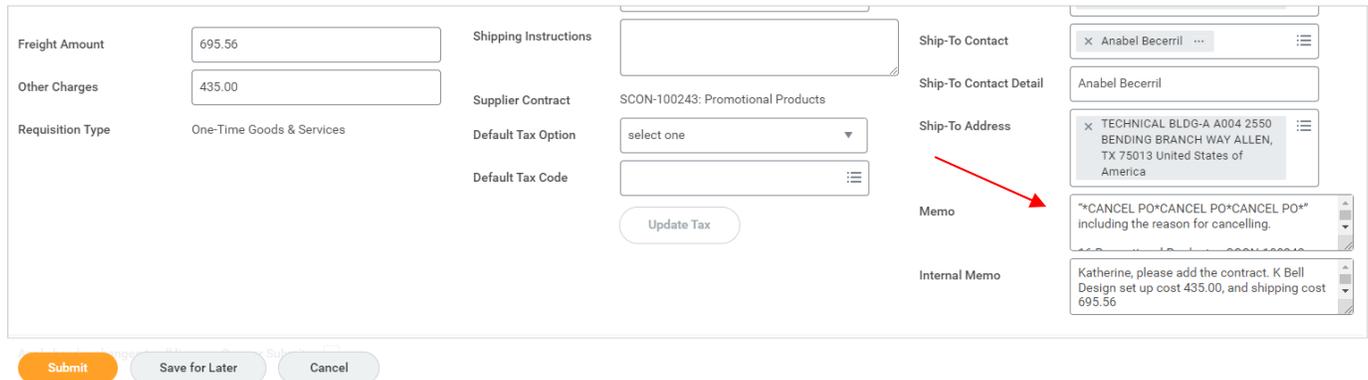


CLOSE A PURCHASE ORDER – THIS WILL VARY

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.



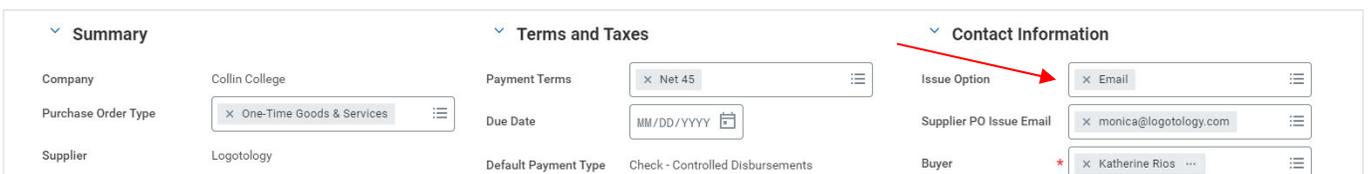
Freight Amount: 695.56
 Other Charges: 435.00
 Requisition Type: One-Time Goods & Services
 Shipping Instructions: [Empty]
 Supplier Contract: SCON-100243: Promotional Products
 Default Tax Option: select one
 Default Tax Code: [Empty]
 Ship-To Contact: Anabel Becerril
 Ship-To Contact Detail: Anabel Becerril
 Ship-To Address: TECHNICAL BLDG-A A004 2550 BENDING BRANCH WAY ALLEN, TX 75013 United States of America
 Memo: *CANCEL PO*CANCEL PO*CANCEL PO* including the reason for cancelling.
 Internal Memo: Katherine, please add the contract. K Bell Design set up cost 435.00, and shipping cost 695.56

Buttons: Submit, Save for Later, Cancel

3. Reduce line items down to the amount paid.

Goods Lines 8 items					
	Quantity	Unit of Measure	Cost		Ret
Ordered	1	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: Company: Collin College, Purchase Order Type: One-Time Goods & Services, Supplier: Logotology
 Terms and Taxes: Payment Terms: Net 45, Due Date: MM/DD/YYYY, Default Payment Type: Check - Controlled Disbursements
 Contact Information: Issue Option: Email, Supplier PO Issue Email: monica@logotology.com, 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.

EDIT A REQUISITION – NOT PROCESSED

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

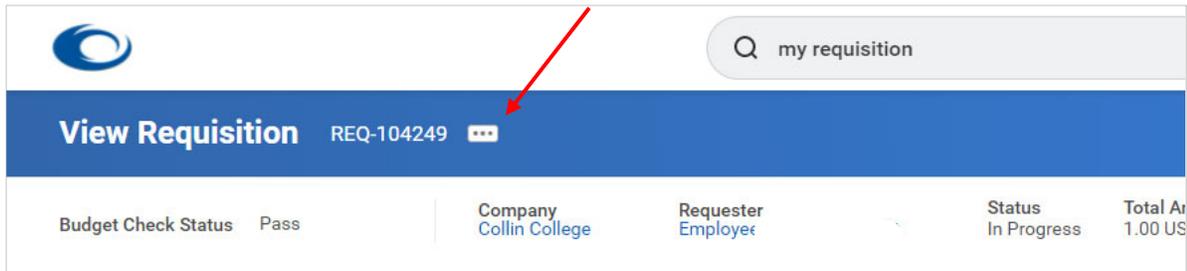
Procurement Requisitions

8 items

Turn on the new tables view

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Edit Req
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 (BuyBoar...more		
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 L...more	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			

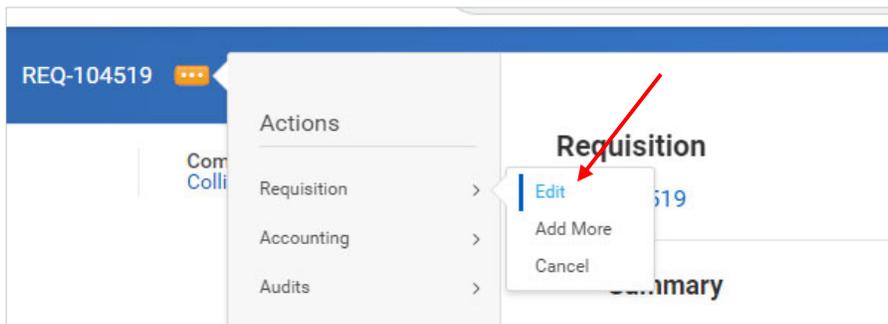
3. Select the three dots beside the requisition number.



View Requisition REQ-104249

Budget Check Status Pass | Company Collin College | Requester Employer | Status In Progress | Total Amount 1.00 USD

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



REQ-104519

Actions

- Requisition >
- Accounting >
- Audits >

Requisition

- Edit
- Add More
- Cancel

5. Enter changes and submit.

CANCEL A REQUISITION – NOT PROCESSED

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

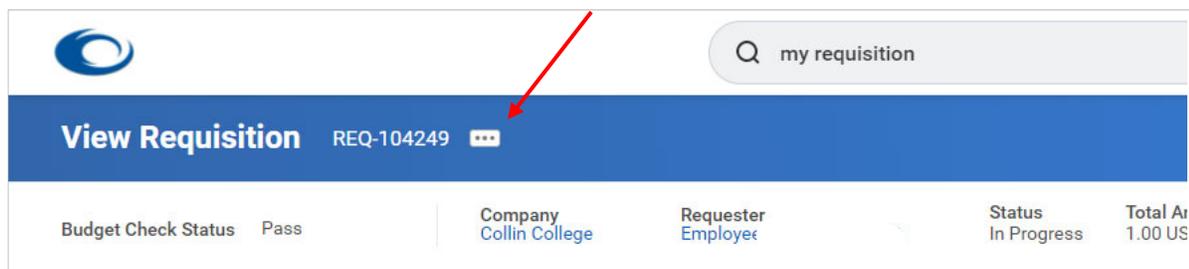
1. Follow the steps above for Finding a Requisition.
2. Select Requisition to cancel.

▼ Procurement Requisitions

8 items Turn on the new tables view

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Edit Req
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 (BuyBoar...more		
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 L...more	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			

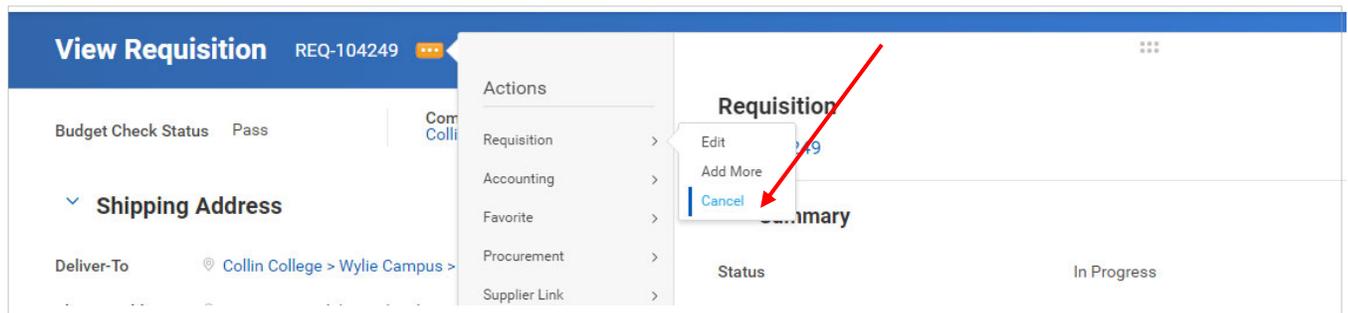
3. Select the three dots beside the requisition number.



View Requisition REQ-104249 ⋮

Budget Check Status: Pass | Company: Collin College | Requester: Employee | Status: In Progress | Total Amount: 1.00 US

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



View Requisition REQ-104249 ⋮

Budget Check Status: Pass | Company: Collin College

Shipping Address: Collin College > Wylie Campus >

Deliver-To: Collin College > Wylie Campus >

Actions

- Requisition >
- Accounting >
- Favorite >
- Procurement >
- Supplier Link >

Requisition

- Edit
- Add More
- Cancel**

Status: In Progress

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

Confirm Requisition Cancel REQ-104249 ⋮

Budget Check Status	Pass	Company Collin College	Requester Employee:	Status Progress
---------------------	------	---------------------------	------------------------	--------------------

Please confirm you wish to cancel the Requisition below.

Comments

Shipping Address

Deliver-To Collin College > Wylie Campus > Wylie Commons > Wylie CC311A

Ship-To Address 📍 391 Country Club Road Wylie, TX 75098 United States of America

Requisition Information

Request Date 01/28/2022

Currency USD

OK
Cancel
One-Time Goods & Services

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

View Requisition REQ-104249 ⋮

Budget Check Status	Pass	Company Collin College	Requester Employee	Status Canceled	Total Amount 1.00 USD
---------------------	------	---------------------------	-----------------------	--------------------	--------------------------

Shipping Address

Deliver-To 📍 Collin College > Wylie Campus > Wylie Commons > Wylie CC311A

Ship-To Address 📍 391 Country Club Road Wylie, TX 75098 United States of America

Requisition Information

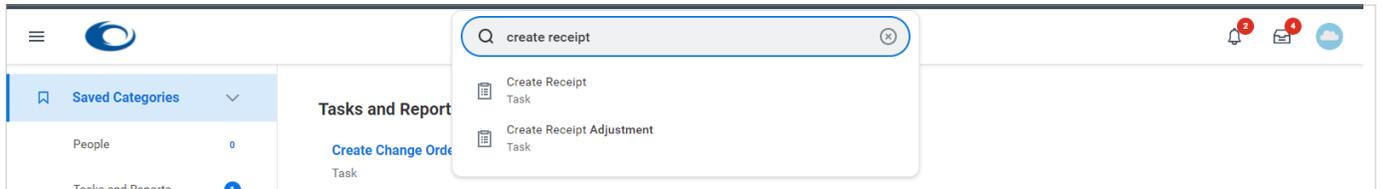
Additional Information

Comments TEST CANCEL

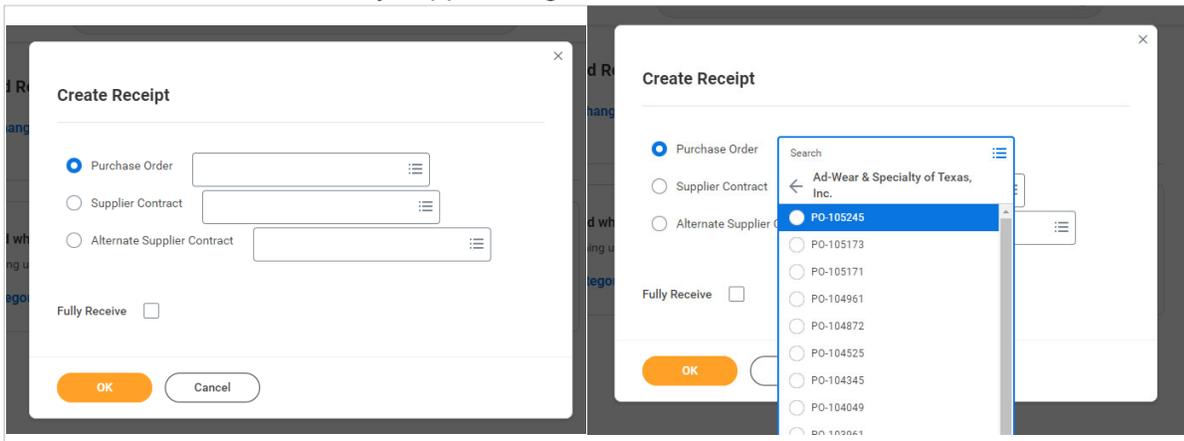
CREATE RECEIPTS

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*.



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.

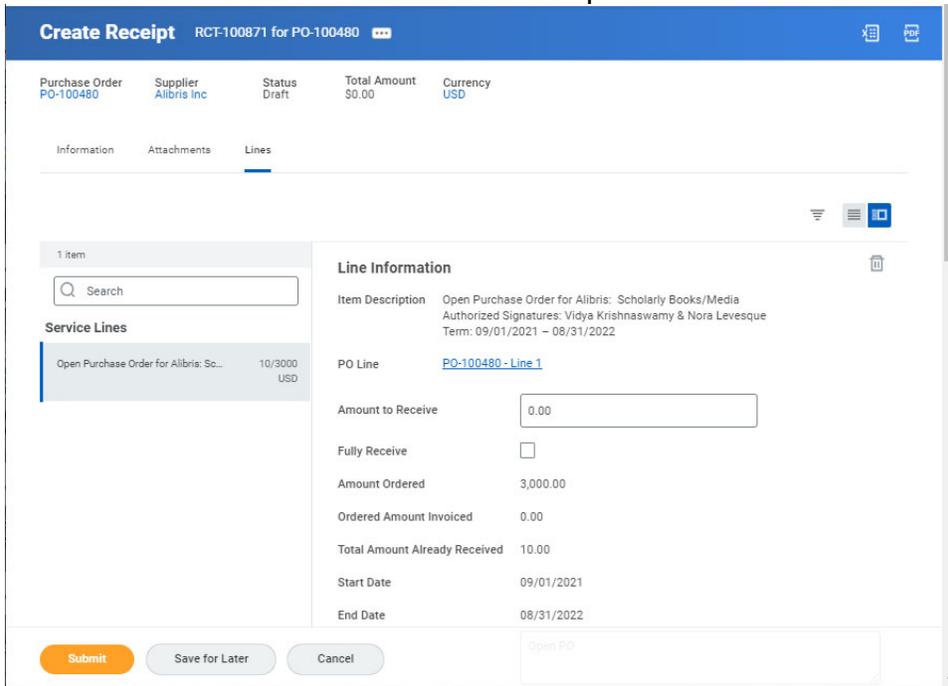
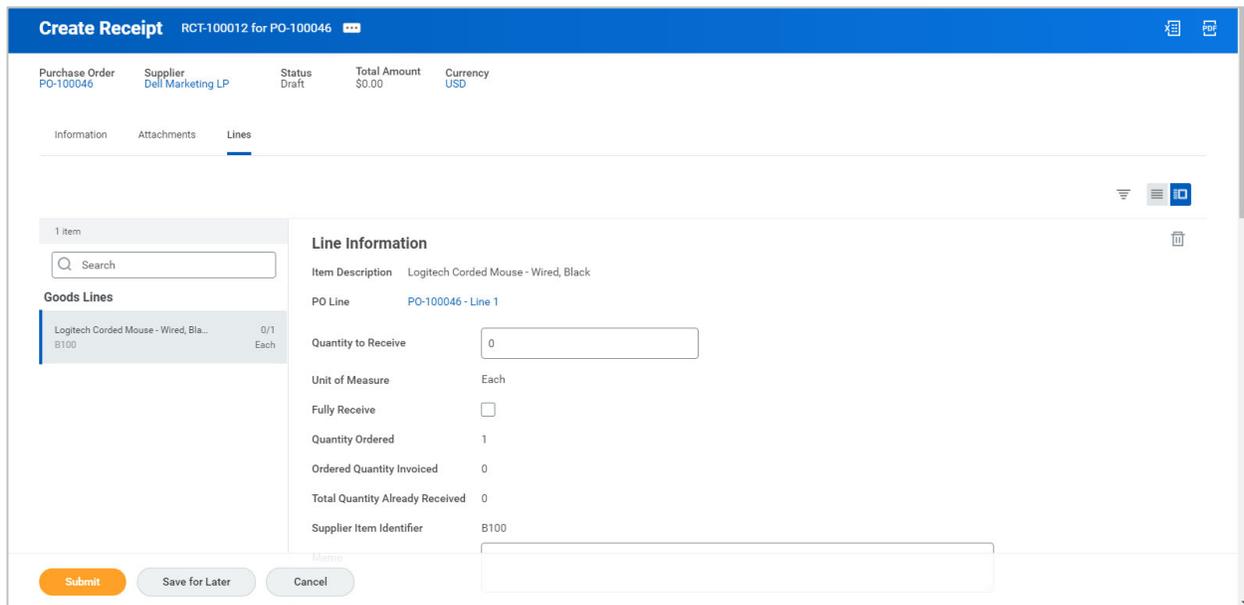


3. If the entire order has been received, check the **Fully Receive** box, if not leave unchecked until the entire order is received. Click on the OK button at the bottom.

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.

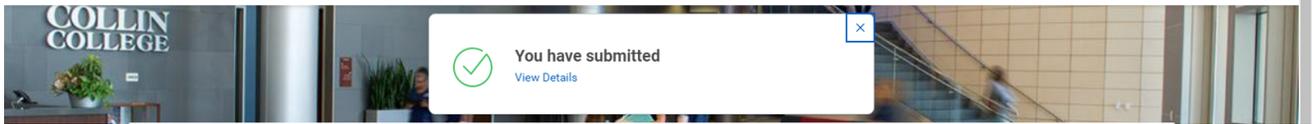
b. Enter Amount to Receive if this was an Open Purchase Order/Service purchase.

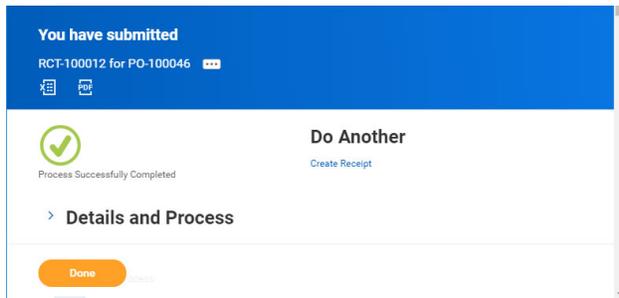
5. Click on the Attachments tab if there is a need to upload a packing slip.

6. Click on the Submit button at the bottom left.

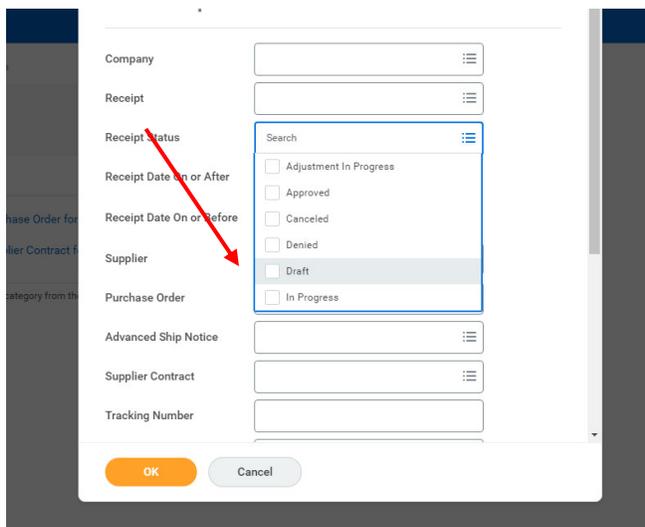
7. You will get a message “You have submitted” with a [View Details](#) link.



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.”



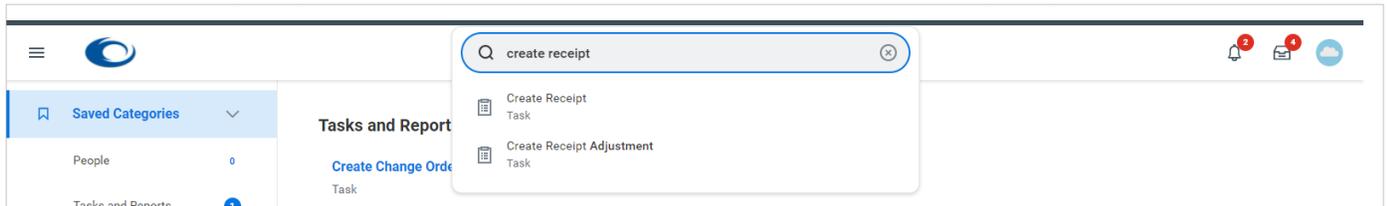
9. You can Click on the right pointing caret beside Details and Process to see more information.
10. If you selected Save For Later or your receipt is in draft, you can use the My Receipts report to locate a Draft receipt for completion. Check the draft box and click ok.



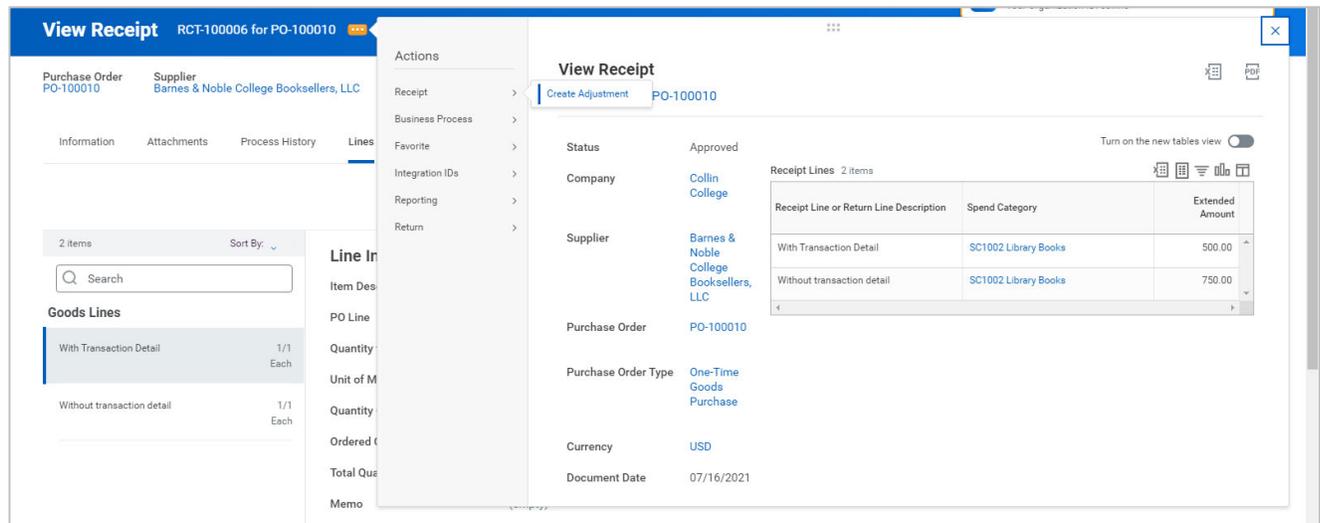
CREATE RECEIPT ADJUSTMENT

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

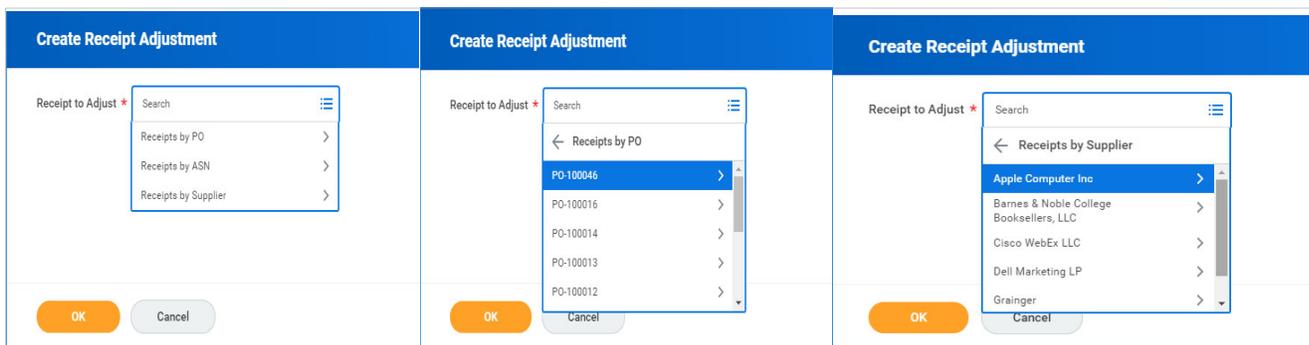
1. Enter *create receipt adjustment* in the search bar and click the *Create Receipt Adjustment Task*



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

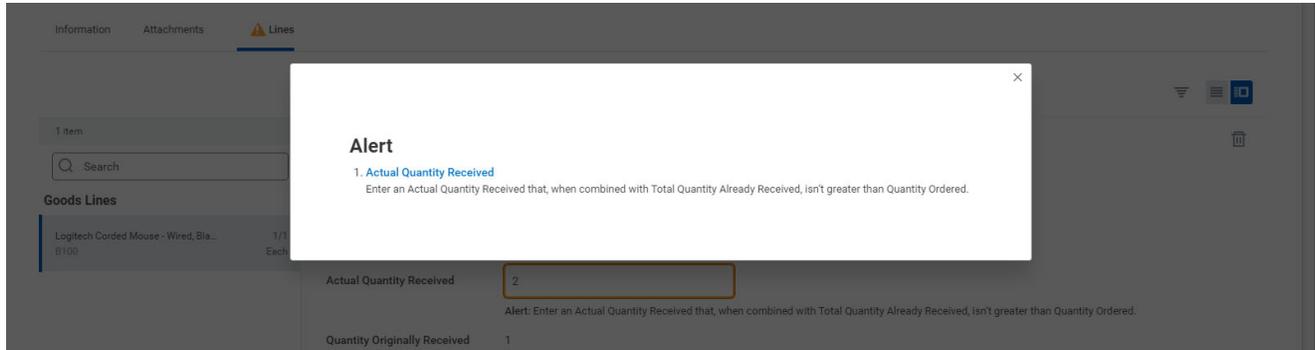


2. On the **Create Receipt Adjustment** screen you can type the receipt number in the Receipt to Adjust **Search** field or use the three dashes to search by receipts or supplier.

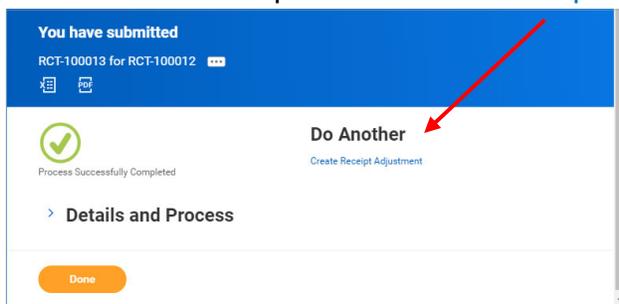


3. Click on the OK button at the bottom left.

- 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.



- Click on the OK button at the bottom.
- You will receive a message “You have submitted” with a [View Details](#) link.
- 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.”
- You can Click on the right pointing caret beside Details and Process to see more information.
- You will have the option to [Create Receipt Adjustment](#) from here.



- 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

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

Spend Category		Ledger Account	
ID	Spend Category Name	ID	Ledger Account Name
SC1000	Land	70015	Capital Asset Expense - Other
SC1001	Equipment & Furniture	72105	Noncapital Equipment & Furniture Expense
SC1001	Equipment & Furniture & Software	70000	Capital Asset Expense - Equipment & Furniture & Software
SC1001	n/a	70000	Capital Asset Expense - Equipment & 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	Rental - Vehicle & Equipment Lease	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

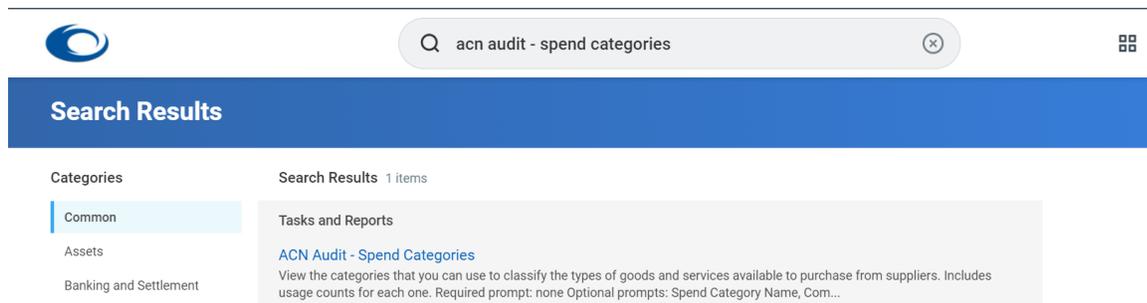
Spend Category		Ledger Account	
ID	Spend Category Name	ID	Ledger Account Name
SC1040	Architects Reimbursables	72100	Construction Expense
SC1041	Geo Technology	72100	Construction Expense
SC1042	HVAC - Air Balance	72100	Construction Expense
SC1043	Commissioning	72100	Construction Expense
SC1044	Construction Contingency	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

Spend Category		Ledger 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

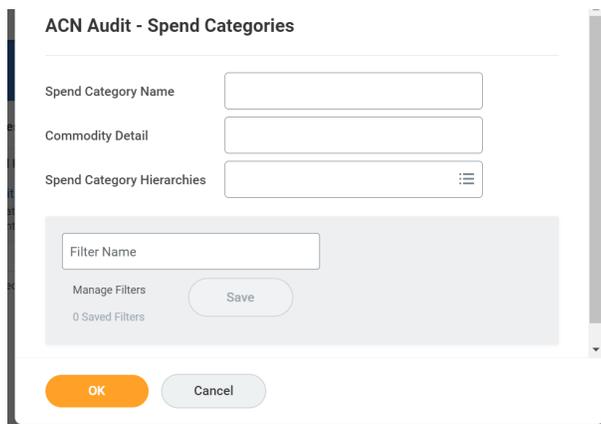
Spend Category		Ledger Account	
ID	Spend Category Name	ID	Ledger Account Name
SC1131	OPEB Expense	65030	OPEB Expense
SC1132	Medicare - ER	65035	Medicare
SC1133	403(b) College Match - ER	65015	403(b) College Match
SC1134	Accrued Vacation	65045	Accrued Vacation Expense
SC1151	Collection Agency Fees	72056	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.



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.



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.

Banner Account	Account Description	Workday Cost Center	Workday Project Worktag	Workday Spend Category	Workday Ledger	Workday Transaction Detail Worktag
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

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

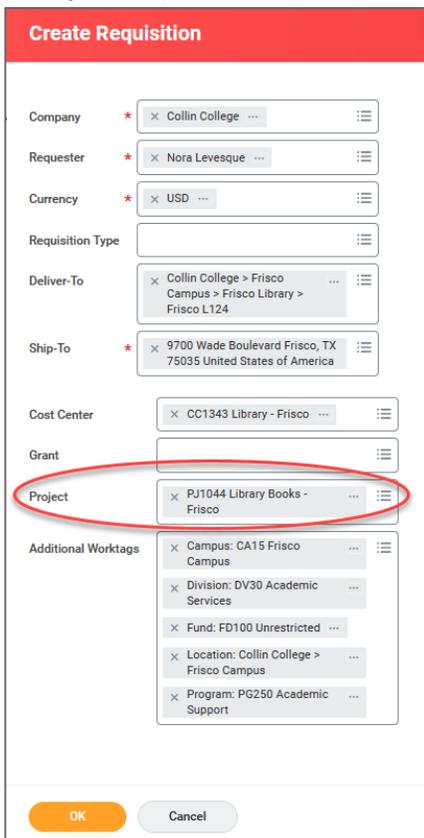
Library Books

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

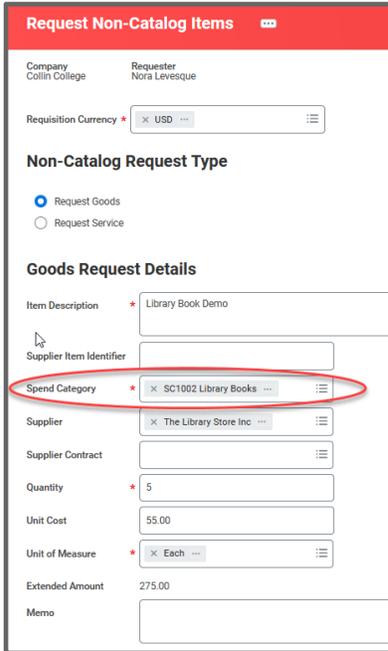
Library Campus	Project Worktag	Cost Center	Spend Category	Ledger
McKinney	PJ1042	CC1344	SC1002	70015
Frisco	PJ1044	CC1343	SC1002	70015
Wylie	PJ1045	CC1347	SC1002	70015
Plano	PJ1047	CC1345	SC1002	70015
Tech	PJ1048	CC1346	SC1002	70015
Celina	PJ1049	CC1601	SC1002	70015
Farmersville	PJ1050	CC1602	SC1002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



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



Request Non-Catalog Items

Company: Collin College | Requester: Nora Levesque

Requisition Currency: USD

Non-Catalog Request Type

Request Goods
 Request Service

Goods Request Details

Item Description: Library Book Demo

Supplier Item Identifier: [Empty]

Spend Category: SC1002 Library Books

Supplier: The Library Store Inc

Supplier Contract: [Empty]

Quantity: 5

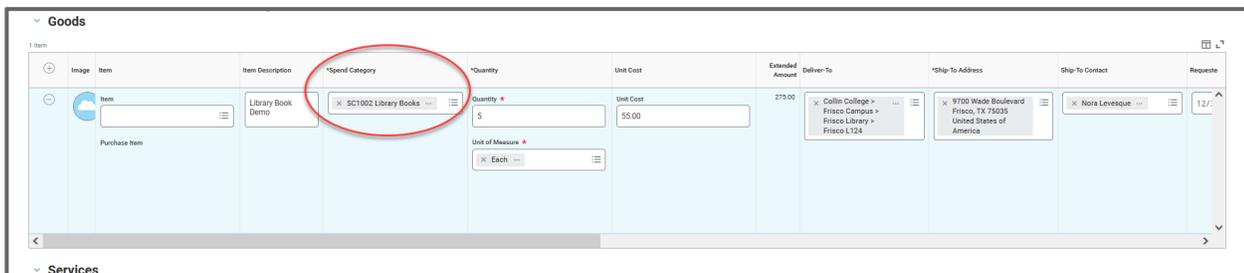
Unit Cost: 55.00

Unit of Measure: Each

Extended Amount: 275.00

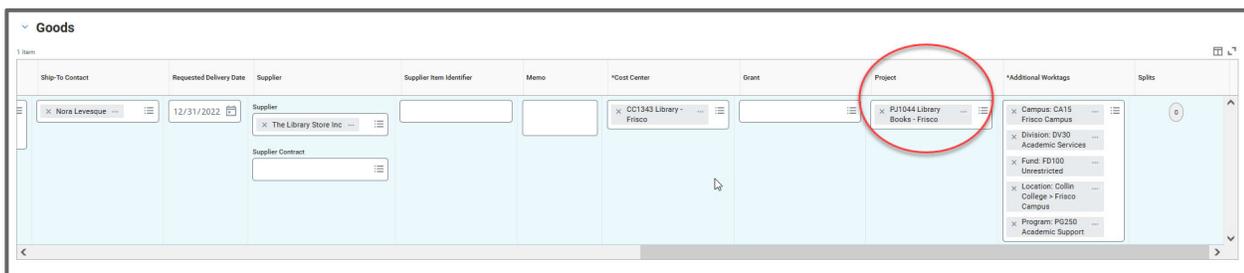
Memo: [Empty]

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



Goods

Image	Item	Item Description	*Spend Category	*Quantity	Unit Cost	Extended Amount	Deliver-To	*Ship-To Address	Ship-To Contact	Requester
	Library Book Demo	Library Book Demo	SC1002 Library Books	5	55.00	275.00	Collin College > Frisco Campus > Frisco Library > Frisco L124	9700 W. Boulevard Frisco, TX 79039 United States of America	Nora Levesque	12/31/2022



Goods

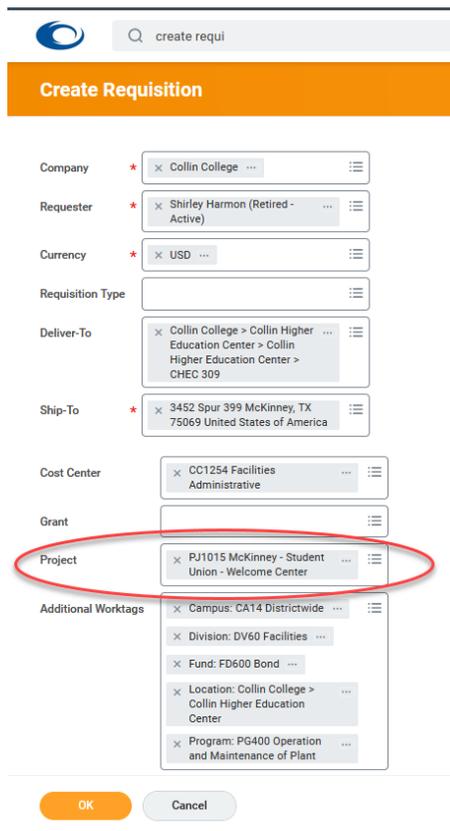
Ship-To Contact	Requested Delivery Date	Supplier	Supplier Item Identifier	Memo	*Cost Center	Grant	Project	*Additional Worktags	Splits
Nora Levesque	12/31/2022	The Library Store Inc			001340 Library - Frisco		P1044 Library Books - Frisco	<ul style="list-style-type: none"> Campus: CA15 Frisco Campus Division: DV30 Academic Services Fund: FD100 Unrestricted Location: Collin College > Frisco Campus Program: PG250 Academic Support 	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.



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.

Request Non-Catalog Items

Company: Collin College | Requester: Shirley Harmon (Retired - Active)

Requisition Currency: USD

Non-Catalog Request Type

Request Goods
 Request Service

Service Request Details

Description: Test PJ1015 - SC1032 - Ledger 72100

Spend Category: SC1032 General Construction Services

Supplier: Skanska USA Building Inc.

Supplier Contract: SCON-100198: McKinney Welcome Center Construction

Start Date: MM/DD/YYYY
End Date: MM/DD/YYYY

Extended Amount: 20,573,833.00

Memo:

Add to Cart
Continue Shopping
Cancel

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

Services

Image	Item	Description	*Spend Category	Extended Amount	Date	Deliver-To	*Ship-To Address	Ship-To Contact
		Test PJ1015 - SC1032 - Ledger 72100	SC1032 General Construction Services	20,573,833	Start Date: MM/DD/YYYY End Date: MM/DD/YYYY	Collin College > Collin Higher Education Center > Collin Higher Education Center > CHEC 309	3452 Spur 399 McKinney, TX 75069 United States of America	Shirley Harmon (Retired - Active)

Services

Ship-To Contact	Supplier	Memo	*Cost Center	Grant	Project	*Additional Worktags	Splits
Shirley Harmon (Retired - Active)	Skanska USA Building Inc.		CC1254 Facilities Administrative		PJ1015 McKinney - Student Union - Welcome Center	Campus: CA14 Districtwide Division: DV60 Facilities Fund: FD600 Bond Location: Collin College - Collin Higher Education Center Program: PG400 Operation and Maintenance of Plant	0

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
		<u>CAPITAL EQUIPMENT</u>			<u>NON-CAPITAL EQUIPMENT</u>		
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.

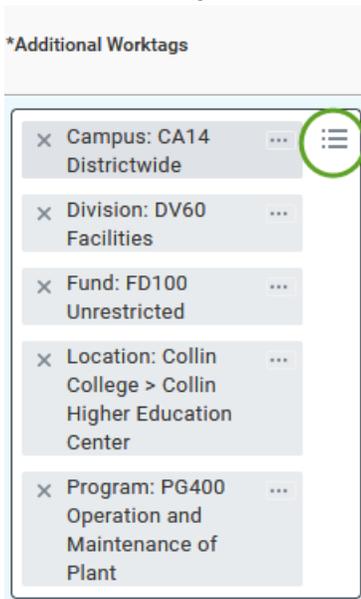
- a. The supplier will accept a PO with the purchase on a single line
- b. Enter each piece of equipment on a separate line. This will allow Workday to create an asset for each piece of equipment.
- c. Use SC1001 Equipment and Furniture or SC1045 IT Equipment on each line
- d. Use TD1000 on each line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

- 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

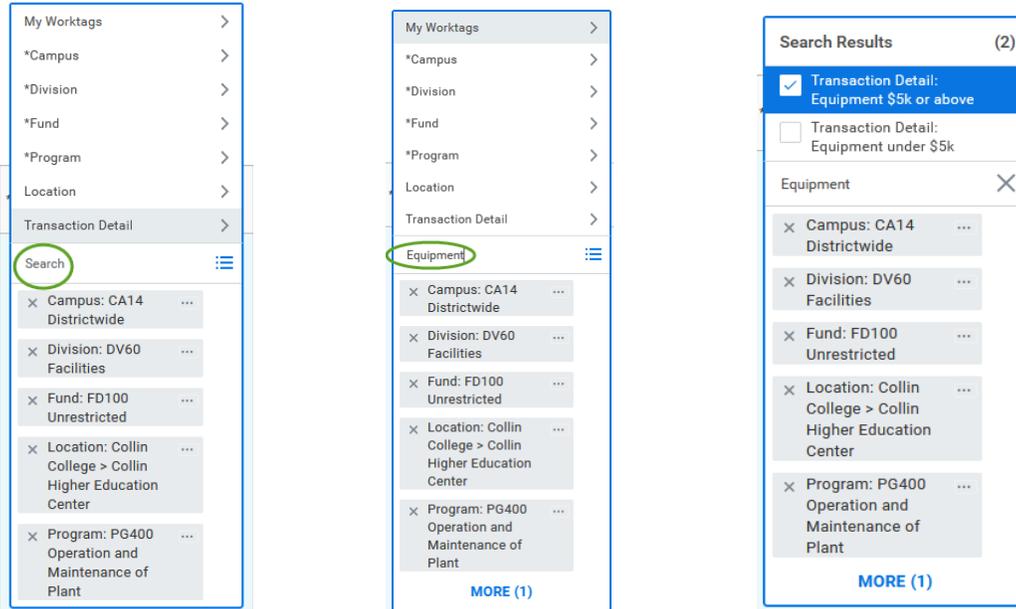
- 5. Capital Equipment and Non-Capital Equipment - Purchasing 2 pieces of equipment**
 - a. One piece of equipment costs \$3k and the other costs \$8k
 - b. Use SC1001 Equipment and Furniture or SC1045 IT Equipment on each line
 - c. Use TD1000 on the line with the equipment costing \$8k and TD1001 on 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.



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.



The first screenshot shows the 'Search' field in the 'Transaction Detail' section of the Workday interface, with the word 'Equipment' entered. The second screenshot shows the search results list, where 'Equipment' is selected. The third screenshot shows the search results filtered to 'Transaction Detail: Equipment \$5k or above'.

FREIGHT

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

Invoice Information

Company	Collin College
Supplier	CAE Healthcare Inc
Remit-To Connection	CAE Healthcare Inc - Remit-To: 1-32955 COLLECTIONS CENTER DR LOCKBOX 32954 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.

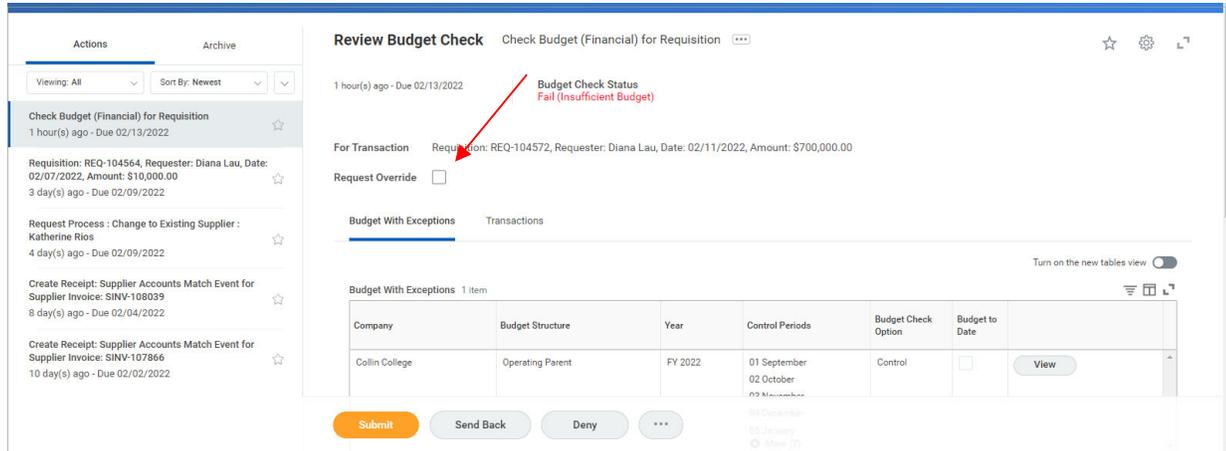
Software License and Hardware

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.



Review Budget Check Check Budget (Financial) for Requisition

1 hour(s) ago - Due 02/13/2022

Budget Check Status
Fail (Insufficient Budget)

For Transaction Requisition: REQ-104572, Requester: Diana Lau, Date: 02/11/2022, Amount: \$700,000.00

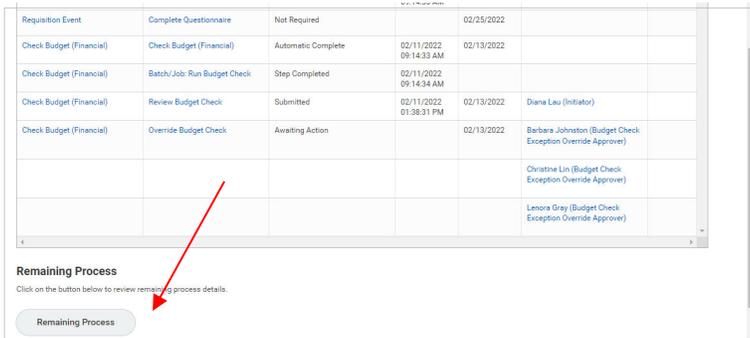
Request Override

Budget With Exceptions Transactions

Company	Budget Structure	Year	Control Periods	Budget Check Option	Budget to Date
Collin College	Operating Parent	FY 2022	01 September 02 October 03 November	Control	<input type="checkbox"/> View

Buttons: Submit, Send Back, Deny, ...

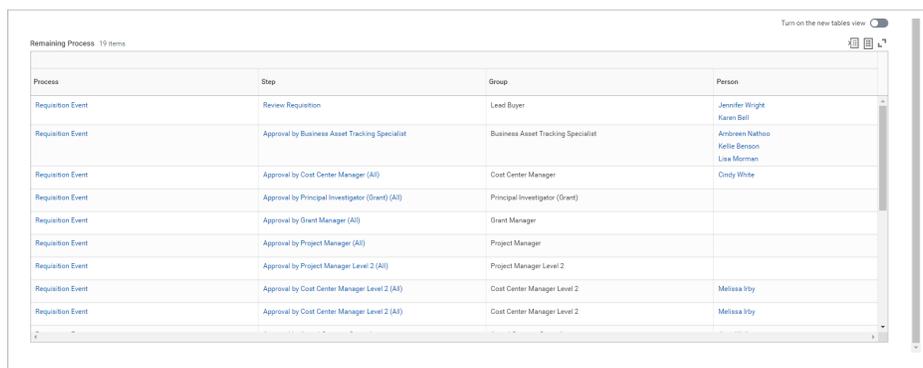
After submitting, the override will be sent through the approval path. Click [View Details](#) on the submitted message to view the remaining process or go to the requisition to view remaining approval process.



Requisition Event	Complete Questionnaire	Not Required	02/25/2022
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	02/11/2022 09:14:33 AM 02/13/2022
Check Budget (Financial)	Batch/Job-Run Budget Check	Step Completed	02/11/2022 09:14:34 AM
Check Budget (Financial)	Review Budget Check	Submitted	02/11/2022 01:38:31 PM 02/13/2022 Diana Lau (Initiator)
Check Budget (Financial)	Override Budget Check	Awaiting Action	02/13/2022 Barbara Johnston (Budget Check Exception Override Approver) Christine Lin (Budget Check Exception Override Approver) Lemora Gray (Budget Check Exception Override Approver)

Remaining Process
Click on the button below to review remaining process details.

Remaining Process



Process	Step	Group	Person
Requisition Event	Review Requisition	Lead Buyer	Jennifer Wright Karen Bell
Requisition Event	Approval by Business Asset Tracking Specialist	Business Asset Tracking Specialist	Amberlee Nathoo Kellie Benson Lisa Morman
Requisition Event	Approval by Cost Center Manager (All)	Cost Center Manager	Cindy White
Requisition Event	Approval by Principal Investigator (Grant) (All)	Principal Investigator (Grant)	
Requisition Event	Approval by Grant Manager (All)	Grant Manager	
Requisition Event	Approval by Project Manager (All)	Project Manager	
Requisition Event	Approval by Project Manager Level 2 (All)	Project Manager Level 2	
Requisition Event	Approval by Cost Center Manager Level 2 (All)	Cost Center Manager Level 2	Melissa Iby
Requisition Event	Approval by Cost Center Manager Level 2 (All)	Cost Center Manager Level 2	Melissa Iby