

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

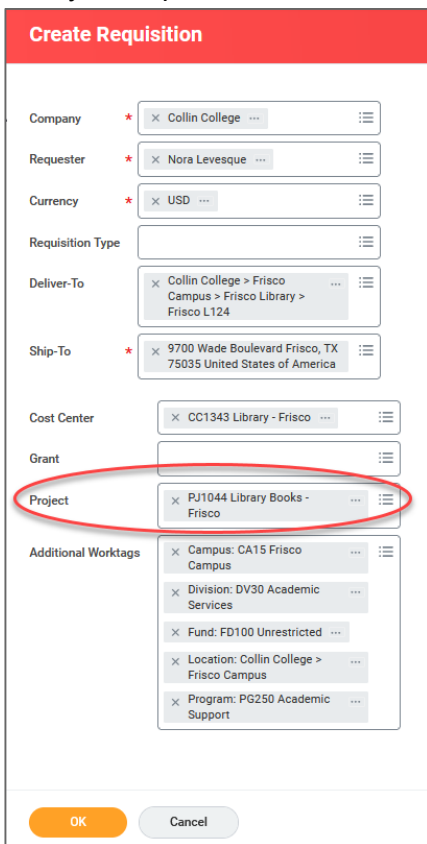
Library Books

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.



Create Requisition

Company *

Requester *

Currency *

Requisition Type

Deliver-To

Ship-To *

Cost Center

Grant

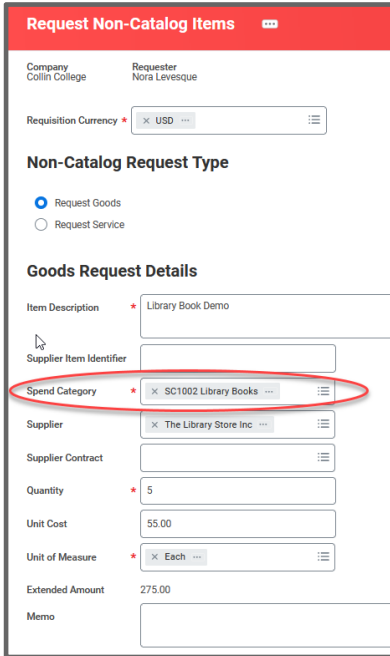
Project

Additional Worktags

- Campus: CA15 Frisco Campus
- Division: DV30 Academic Services
- Fund: FD100 Unrestricted
- Location: Collin College > Frisco Campus
- Program: PG250 Academic Support

OK Cancel

- 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

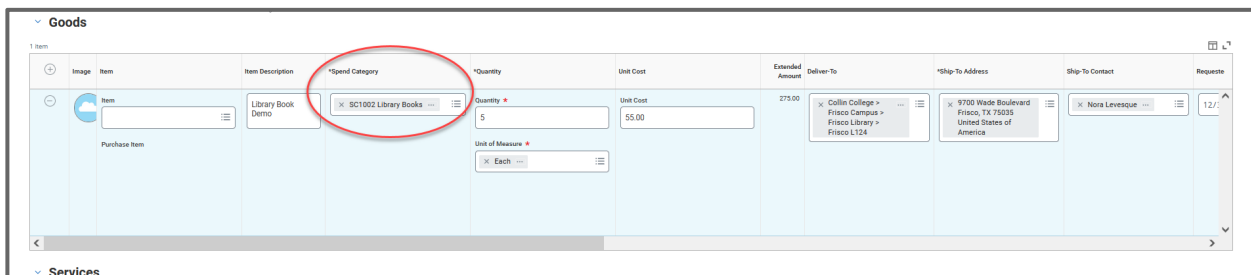
Unit Cost: 55.00

Unit of Measure: Each

Extended Amount: 275.00

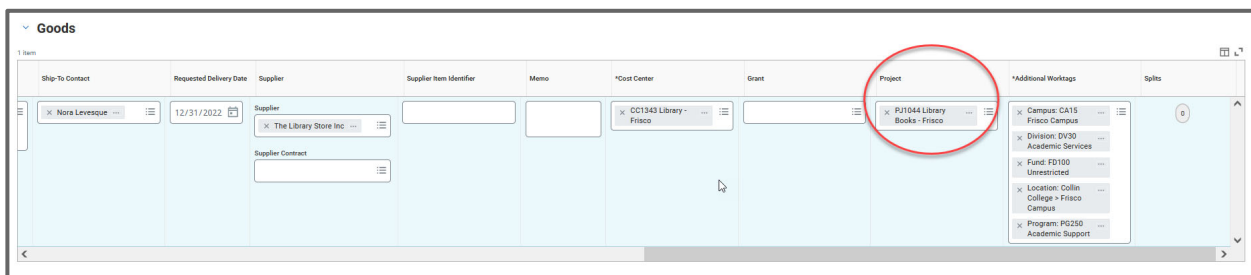
Memo: [Empty]

- 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

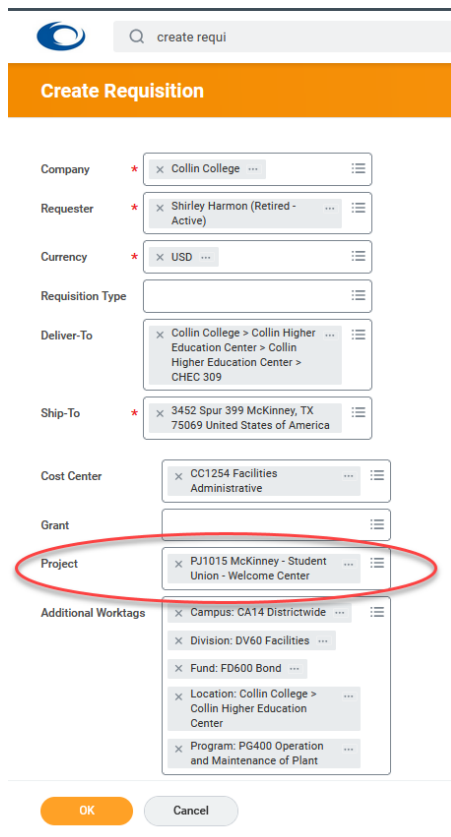
Ship-To Contact	Requested Delivery Date	Supplier	Supplier Item Identifier	Memo	*Cost Center	Grant	Project	*Additional Worktags	Splits
Nora Levesque	12/31/2022	The Library Store Inc			001340 Library - Frisco		P1044 Library Books - Frisco	<ul style="list-style-type: none"> Campus: CA15 Frisco Campus Division: 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.



The screenshot shows the 'Create Requisition' form in Workday. The 'Project' field is highlighted with a red circle. The form includes the following fields and values:

- Company: Collin College
- Requester: Shirley Harmon (Retired - Active)
- Currency: USD
- Requisition Type: (empty)
- Deliver-To: Collin College > Collin Higher Education Center > Collin Higher Education Center > CHED 309
- Ship-To: 3452 Spur 399 McKinney, TX 75069 United States of America
- Cost Center: CC1254 Facilities Administrative
- Grant: (empty)
- Project: PJ1015 McKinney - Student Union - Welcome Center
- 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

Buttons for 'OK' and 'Cancel' are visible at the bottom of the form.

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

- Please contact the Budget Department if your requisition fails due to budget.
- 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.

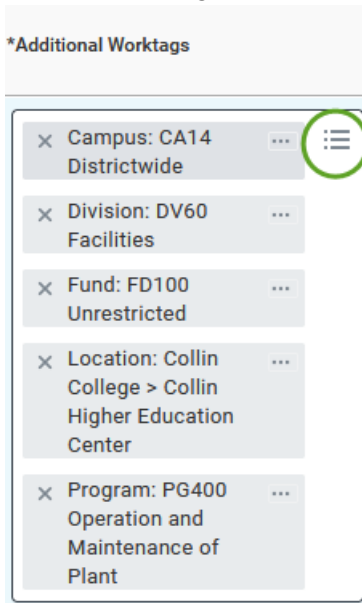
- a. The supplier will accept a PO with the purchase on a single line
- b. Enter each piece of equipment on a separate line. This will allow Workday to create an asset for each piece of equipment.
- c. Use SC1001 Equipment and Furniture or SC1045 IT Equipment on each line
- d. Use TD1000 on each line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

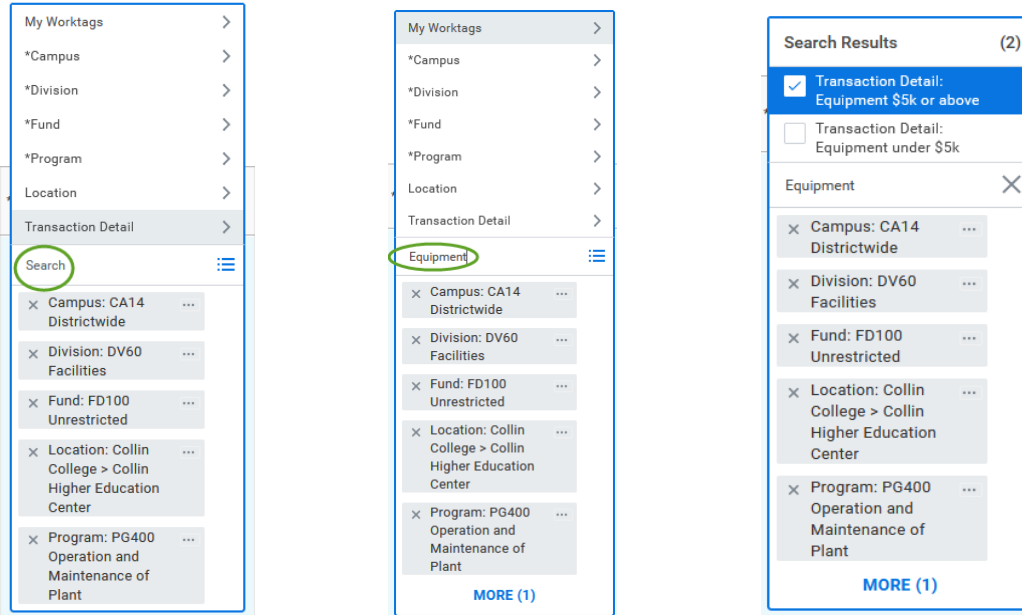
- 5. Capital Equipment and Non-Capital Equipment - Purchasing 2 pieces of equipment**
 - a. One piece of equipment costs \$3k and the other costs \$8k
 - b. Use SC1001 Equipment and Furniture or SC1045 IT Equipment on each line
 - c. Use TD1000 on the line with the equipment costing \$8k and TD1001 on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