Business Administrator Forum

September 17, 2019

9:00 – 10:30 a.m.

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U N I V E R S I T Y

401 A/B Benson

Welcome

Procurement & Payment Services Update

Presenters: David Reese, Sr. Dir., Procurement & Payment Services

Allison Belton, Director, Procurement & Payment Services

Dude Solutions Upgrade: Asset Essentials

Presenters: Scott Emerson, Director, Financial Planning, FACS

Brett Hewitt, Assistant Director of Facilities Systems

Procurement & Payment Services Update

- **Workday 33 Updates**
- **Spousal Travel**
- **Policy Rewrite**

David Reese, Senior Director, P2P

Allison Belton, Director, P2P

Workday 33 Updates
Spousal Travel

Allison

Expense Reporting

What's New – Workday 33

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1 Most Recent Expense Report Status

Currently, the status of the expense report does not appear in the expense worklet. In Workday (WD) 33, you will be able to see the status of your most current expense report in the expense worklet.

2 New Merchant Column

Currently, the merchant name is not visible when selecting PCard transactions for reconciliation. In WD33 The merchant name will be visible when selecting PCard transactions for reconciliation.

3 Enable Tax & Toggling

Today, it is not easy to toggle between the header (first screen) and the expense lines especially to enable tax, if forgotten. In WD 33, it will be easier to toggle between the header, header attachment, and expense line panels. You will also be able to easily go back and check the Enable Tax checkbox.

4 Header Information

The business purpose and header memo have been moved to the first screen (header screen).

5 Error Messages & Custom Validations

Currently, when you reconcile a PCard transaction, error messages do not appear until you select the Submit button. In WD33, when adding a PCard transaction, error messages will appear when you first go into the line to reconcile the transaction. The error message provided guided help with custom validation messages.

6 Itemizations

Several changes have been made to Itemizations (split transactions):
- ability to view splits on the line (after splits have been completed)
- ability to remove an itemization has changed
- the location on the screen has changed

7 Approvers Tab View

Approvers will have a tabular view of the information to approve. This view offers a more complete view of the approval.

8 Updated Mobile App

Workday is seeking to provide a more uniform experience when using the product among different devices. The Mobile app has been updated to provide look more like the PC version.

Updated 8/28/2019

Include?	Transactic	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
☐	🔍	05/06/2019		AIRBNB * HMFNHWN5FM	1TXN98VN	497.05	USD	Wells Fargo Visa	8611
☐	🔍	05/20/2019		AMK W E W CC PUBLIC FOODS		8.50	USD	Wells Fargo Visa	8611
☐	🔍	05/21/2019		AMK W E W CC PUBLIC FOODS		8.50	USD	Wells Fargo Visa	8611
☐	🔍	05/21/2019		MATCHBOX CHINATOWN		19.95	USD	Wells Fargo Visa	8611
☐	🔍	05/23/2019		CLYDE'S AT MARK CENTER	2590000000000	20.86	USD	Wells Fargo Visa	8611

5 items

Expense Report Information

Expense Report For * Employee: Clancy, Bridgett

Creation Options
- (●) Create New Expense Report
- ( ) Copy Previous Expense Report
  [ ]
- ( ) Create New Expense Report from Spend Authorization
  [ ]

Memo [ ]

Company * [× Wake Forest University]

Expense Report Date * 08 / 27 / 2019

Business Purpose [ ]

Cost Center * [× 112303 Finance Systems]

[OK] [Cancel]

Instructions

Expense Report Instructions:
For additional guides, job tools and procedures, please refer to our website finance.wfu.edu.
If you prefer one-on-one guidance prior to travel, please contact ap@wfu.edu
The University allows for ordinary, necessary and reasonable business expenses. When using the University's funds, faculty, staff and students should use prudent judgement coupled with disciplined budgetary control.

In most cases, the University requires the following documentation:

- A summary and detailed receipt for meals
- A detailed hotel folio showing a zero balance, if not paid on the pcard
- A detailed itinerary is required for airfare, auto-rentals, rail and other means of travel
- A receipt is required for all travel expenses while in travel status when the expense exceeds $50
- A complete business purpose for expenses includes:
  - Who
  - What
  - Where
  - When
  - How/Why

Worktag Name	Description	Module
Athletics Compliance	For Athletics Use Only	Invoices Expenses
Departmental Events	Assists in identifying expenses related to departmental events	Invoices Expenses
First Class or Chartered Airfare	Assists in identifying first class / chartered airfare	Invoices Only
Hazardous Materials	Assists in identifying hazardous materials	Invoices Expenses
Spousal / Guest Travel	Assists in identifying spousal / guest expenses. These expenses need additional review prior to completion.	Invoices Expenses
Student Programming	For Campus Life Use Only	Invoices Expenses

Procurement Policy Rewrite
Effective September 1st

David

- **Last major update was 2011.**

  - Need to "freshen" financial thresholds.

  - Need to close outstanding audit findings.

  - Need to increase our collaboration.

- **Intent is to:**

  - Make the policy more readable, useable, and relevant for everyday campus scenarios.

  - Enable increased consistency in compliance.

  - Provide more context for "why" and "how."

  - Encourage increased collaboration.

  - Foster local and global community excellence.

- **Chapter 1 – Collaborative Procurement**

  - Working together to bring the best value.

- **Chapter 2 – Spend Analysis**

  - Knowing how you spend.

- **Chapter 3 – Responsible Procurement**

  - Creating better outcomes – the "heart" of the policy.

- **Chapter 4 – Procurement & Payment Methods**

  - Optimizing the way you buy & pay.

- **Chapter 5 – Key Contacts**

  - Reaching out for P2P help.

PRO TIP -   Key Spend Analysis Questions

Key questions to help you optimize your procurement practices:

- **How much am I spending?**
- **How many transactions did that require?**
- **What spend categories am I buying within?**
- **How many suppliers am I using?**
- **Am I buying the same/similar item from different suppliers?**
- **Which of my suppliers are critical to my operations?**
- **Am I using the same supplier as other University departments?**

	Needs Improvement	Satisfactory	Excellent
Quality	♦ Does not fully describe essential functionality of product/service. ♦ Does not meet minimum performance standards. ♦ Does not offer good record of past performance results.	♦ Fully describes essential functionality of product/service. ♦ Meets minimum performance standards. ♦ Offers good record of past performance on multiple occasions with one or few customers.	♦ Offers advanced insight into full functionality of product/service. ♦ Exceeds minimum performance standards. ♦ Offers exceptional record of past performance on multiple occasions with many customers.
Delivery	♦ Does not meet necessary delivery timelines.	♦ Meets necessary delivery timelines.	♦ Exceeds necessary delivery timelines.
Cost	♦ Provides incomplete cost information or insufficient detail. ♦ Pricing is unreasonably higher or lower than competitors.	♦ Provides requested information with sufficient detail to provide basic cost transparency. ♦ Pricing is competitive.	♦ Provides all requested cost information in a clear manner. ♦ Provides sufficient details to enable collaboration and transparency. ♦ Pricing is reasonably advantageous.
Reliability	♦ Does not provide sufficient information to judge how consistent quality, delivery, and cost will be able to be maintained.	♦ Provides adequate information to give confidence in supplier's ability to maintain consistency in quality, delivery, and cost.	♦ Provides comprehensive detail regarding supplier's past history in maintaining consistent quality, delivery, and cost performance.

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	Needs Improvement	Satisfactory	Excellent
Environmental Sustainability	♦ Supplier does not address sustainability in meaningful way. ♦ Proposed item or service causes unreasonable harm.	♦ Supplier addresses sustainability in meaningful way. ♦ Proposed item or service does not cause unreasonable harm.	♦ Supplier provides competitive advantage for sustainability. ♦ Proposed item or service does not harm the environment.
Social Responsibility	♦ Supplier has documented history of not meeting our social responsibility norms.	♦ Supplier has documented history of meeting our social responsibility norms; or at minimum, does not have negative documented history.	♦ Supplier provides competitive advantage with regard to social responsibility.

	Does Not Improve	Improves	Significantly Improves
Supplier Diversity	♦ Supplier does not represent themselves as either local or small business; or as business owned by woman, veteran, individual with disabilities, or underrepresented group.	♦ Supplier represents themselves as either local or small business; or as a business owned by woman, veteran, individual with disabilities, or underrepresented group.	♦ Supplier represents themselves in multiple categories as either local or small business; or as a business owned by woman, veteran, individual with disabilities, or underrepresented group.

Evaluation Criteria	Quality	Delivery	Cost	Reliability	Diversity Sustainability Social	Overall Average
Weighting	35	10	25	20	10	
Rating: *Supplier A*	1	3	7	1	3	2.9 - Satisfactory
Rating: *Supplier B*	3	7	3	7	3	4.20 - Satisfactory
Rating: *Supplier C*	7	7	7	7	7	7 - Excellent

1	3	7
Needs Improvement *(0-1 Overall Avg.)*	Satisfactory *(2-5 Overall Avg.)*	Excellent *(6-7 Overall Avg.)*
Rating Scale		

Value	Responsibility Requirements
$10,000 or less *Simplified Procedures* *Commonly: University PCard / Purchase Order*	♦ Seek price competition only to the extent needed to justify price reasonableness. ♦ Distribute purchases equitably among qualified suppliers when repetitive purchases are anticipated. ♦ Ensure repetitive purchases of the same or similar item or service do not exceed $10,000 in aggregate during the same fiscal year unless the below procedures for greater than $10,000 are followed. ♦ Consider supplier diversity, environmental sustainability, and social responsibility criteria in the evaluation process for supplier selection and award. ♦ Maintain documentation as necessary for approvals and payment. ♦ Comply with University spend category strategy, upon notification.
$10,001 to $125,000 *Informal RFQs and RFPs* *Commonly: Purchase Order*	♦ Seek adequate price competition. ♦ Utilize informal solicitation methods (e.g., email) but maintain documentation of solicitations, quotations and proposals, evaluations, and supplier award decisions. ♦ Make contract award to the offeror whose proposal represents the best value to the University. ♦ Consider price as a substantial factor in the source selection process. ♦ Mitigate risk by utilizing selection criteria additional to price, such as quality, delivery, and reliability. ♦ Consider supplier diversity, environmental sustainability, and social responsibility criteria in the evaluation process for supplier selection and award. ♦ Ensure repetitive purchases of the same or similar item or service do not exceed $125,000 in aggregate during the same fiscal year unless the below procedures for greater than $125,000 are followed. ♦ Maintain detailed documentation from solicitation to final payment. ♦ Comply with University spend category strategy.

Value	Responsibility Requirements
$125,001 to $250,000 *Formal RFQs and RFPs* *Commonly: Purchase Order / Formal Contract*	♦ Prepare a detailed, written scope of work prior to market solicitation. ♦ Obtain approval from Procurement & Payment Services prior to market solicitation. ♦ Seek adequate price competition. ♦ Exclude suppliers who were directly involved in developing or drafting specifications, requirements, statements of work, or bid and proposal documents. ♦ Make contract award to the offeror whose proposal represents the best value to the University. ♦ Consider price as a substantial factor in the source selection process. ♦ Mitigate risk by utilizing selection criteria additional to price, such as quality, delivery, and reliability. ♦ Ensure repetitive purchases of the same or similar item or service do not exceed $250,000 in aggregate during the same fiscal year unless the below procedures for greater than $250,000 are followed. ♦ Include supplier diversity, environmental sustainability, and social responsibility criteria in the evaluation process for supplier selection and award. ♦ Maintain detailed documentation from solicitation to final payment. ♦ Comply with University spend category strategy.
$250,001 and greater *Formal RFQs and RFPs* *Commonly: Purchase Order / Formal Contract*	♦ Consult with Procurement & Payment Services at the beginning of the ideation stage. ♦ Include formal representation from Procurement & Payment Services on the team responsible for acquisition strategy, supplier evaluation, negotiations, and award selection. ♦ Perform cost or price analysis to affirm price reasonableness—competition alone is not sufficient. ♦ **NOTE**: The above requirements for items and services valued greater than $125,000 will generally apply but may be further tailored by the Procurement & Payment Services team.

PRO TIP - General Threshold Guidance

$10,000 or Below	$10,001 - $125,000	$125,001 - $250,000	$250,001 and Above

$10,000 or Below
- Use PCard or Purchase Order when possible.
- Distribute sources.
- Make rational decisions.
- Document as necessary for approvals and payment.

$10,001 - $125,000
- Use Purchase Order when possible.
- Seek adequate price competition.
- Consider price as a significant evaluation criteria.
- Include other evaluation criteria.
- Keep detailed documentation.
- Comply with University sourcing strategy.

$125,001 - $250,000
- Engage with Procurement team before market solicitation.
- Include diversity, sustainability, and social responsibility criteria.
- Follow $10K+ guidance.

$250,001 and Above
- Include Procurement team in early requirements planning.
- Perform cost or price analysis to affirm price reasonableness.
- Follow $125K+ guidance.

- **Policy "Roadshow" - Pugh Auditorium (Benson)**
  - Monday, October 14
    - 9:00 - 10:00 AM and 10:30 - 11:30 AM
  - Wednesday, October 16
    - 9:30 - 10:30 AM
  - Friday, October 18
    - 9:00 - 10:00 AM and 10:30 - 11:30 AM
  - Tuesday, October 22
    - 9:00 - 10:00 AM and 10:30 - 11:30 AM
  - Thursday, October 24
    - 1:30 - 2:30 PM and 3:00 - 4:00 PM

- **Sign-up:** https://pdc.wfu.edu/events/3393/

Thanks!

David Reese

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Allison Belton

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Work Orders

Facilities & Campus Services
Upgrade for Dude Solutions Work Order System

Scott Emerson, Director of Financial Planning
&
Brett Hewitt, Assistant Director of Facilities Systems

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- Improve efficiencies and reduce costs with our current WFU Work Order System

- Provide the WFU User Community a state-of-the-art Work Order Entry System

- Enhancing our current cloud-based solution, with current technologies and adoption of industry best practices

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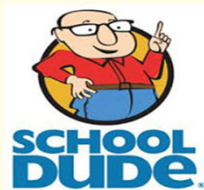
- Faculty, Students and Staff will use Work Orders to submit requests to Facilities

- Technicians will use Work Orders mobile integrations to manage their work orders

- Main stakeholder areas that will be using Work Orders:
  - Campus Requestors
  - Facilities Administration
  - Real Estate
  - Athletics

Work Orders
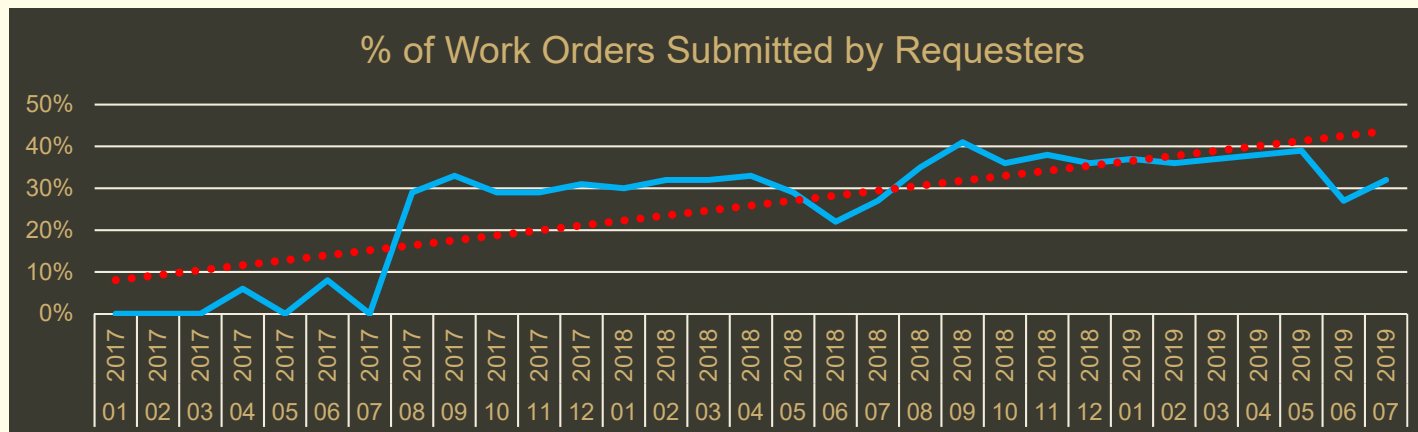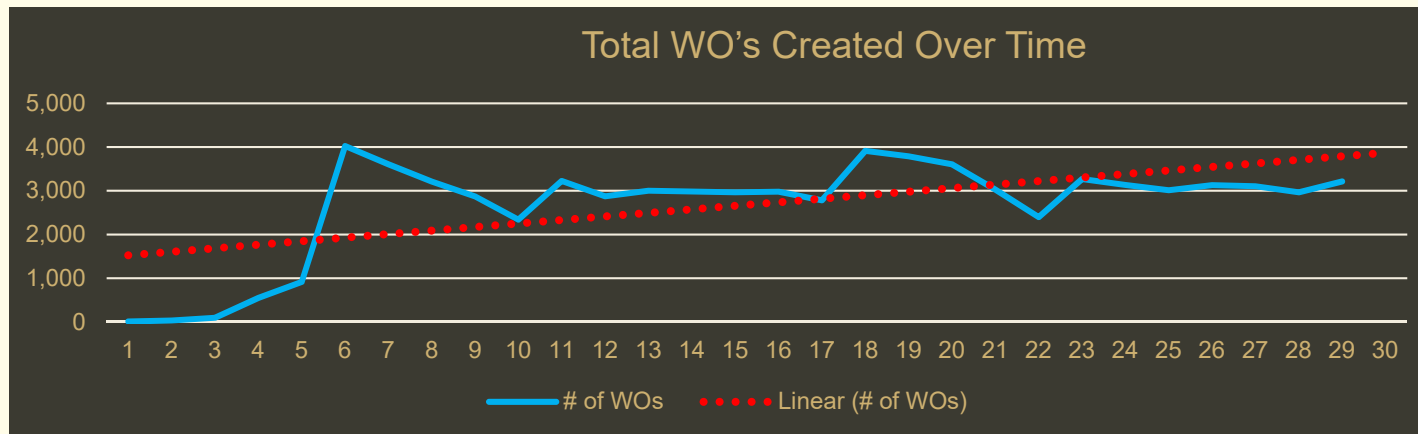
Total WO's Created Over Time

— # of WOs   ••••• Linear (# of WOs)

% of Work Orders Submitted by Requesters

Google App Tray

https://facilities.wfu.edu/
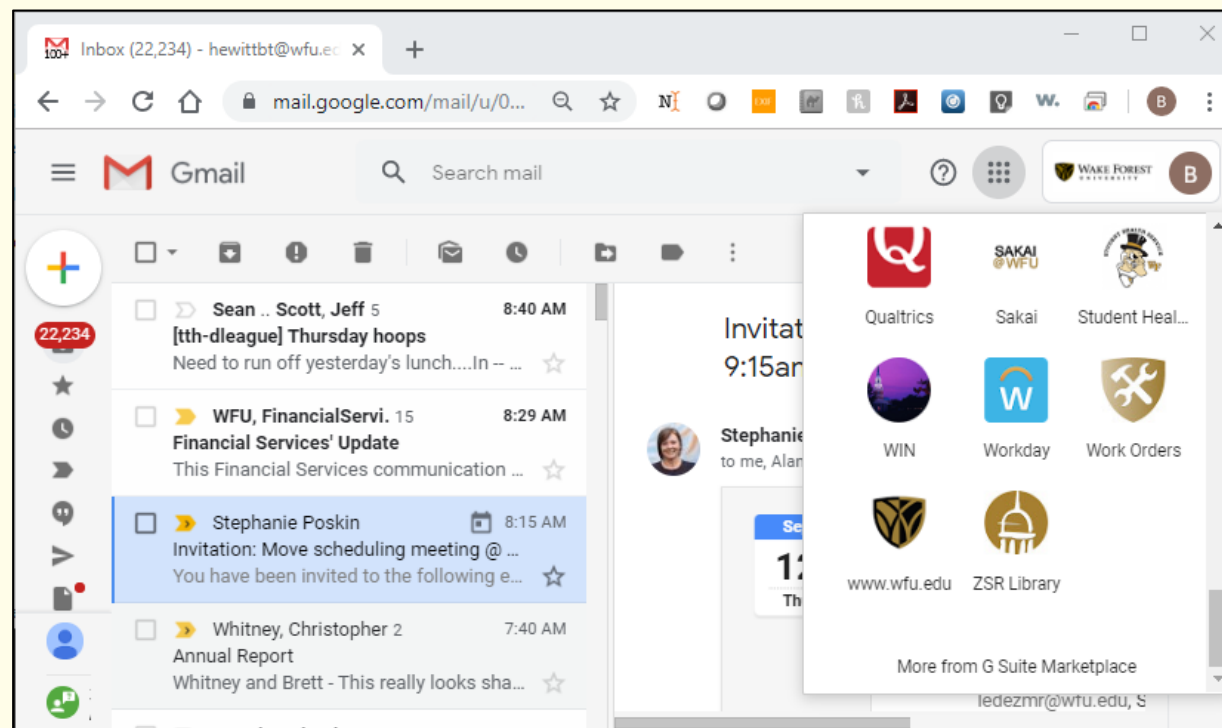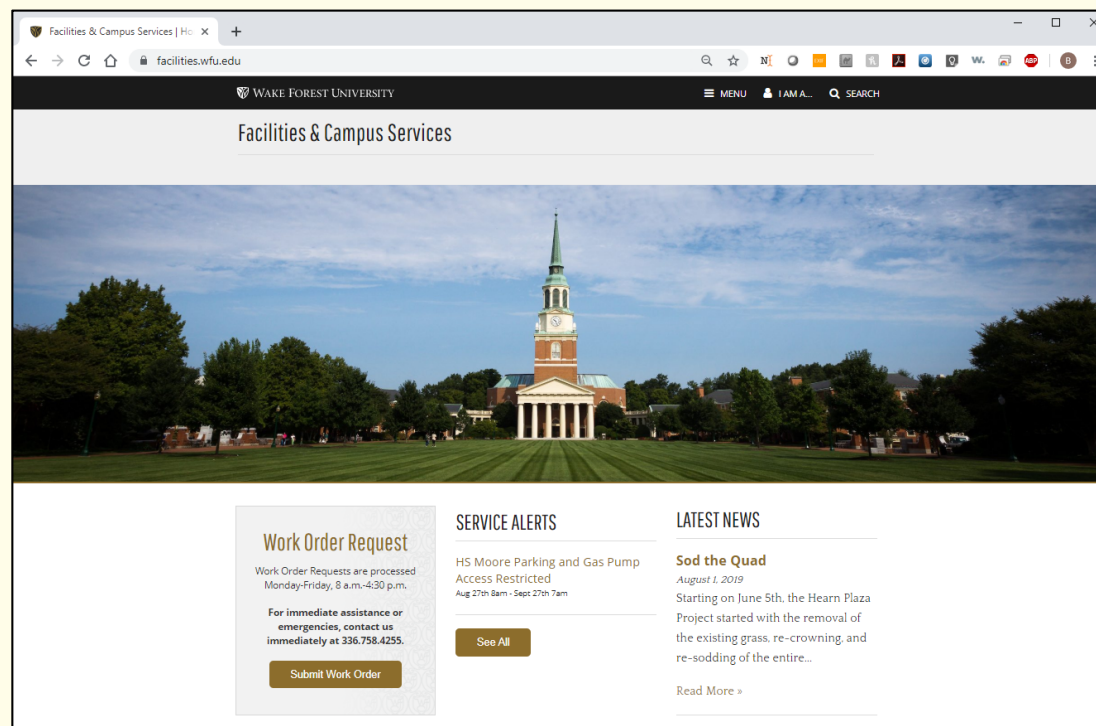
# Workorders.wfu.edu

Current

Upgrade

https://assetessentials-training.dudesolutions.com/SBWFU/Account/Login

Training Resources

Users that need to track all work orders for a Building or Cost Center

Submit a Work Order Requesting to be added as a report user.

If you need to request Multiple Users please submit their WFU email addresses in a work order request.

Will reach out to report users around November 1 for further setup requirements

Questions?

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Thursday, November 21, 2019

3:00 – 4:30 p.m.

401 A/B Benson

Your input is essential as we continue to collaborate and discuss items of interest so that we can improve how we do business at Wake. So, please continue to send along suggestions, questions, and topics you want to hear about, know about, or discuss with others. (My e-mail is anderssc@wfu.edu). I would love to hear from you!