

WORKDAY - Creating “Cash with Order” Requisition – Deposit/services

Create a WD requisition for goods and services that will require a deposit with the order or payment at time of service.

When creating a Workday requisition for a "cash with order" transaction it must be based on the requirement to have an accompanying deposit with the PO or payment at the time of service. For "cash with order" requests in which the full pre-payment of a PO is required (such as for vehicles) see the Workday process "Cash with Order Request Process (Full prepayment)".

Note: This “cash with order” requisition cannot be requested for “After the Fact” purchases.

The business process will require two additional steps by the BCN Purchasing buyer to accommodate the payment of a deposit. The additional steps are necessary to maintain the accuracy of asset registration and of the receiving of goods or services.

This process will also require the use of the spend category code SC0625 (supplier deposits). This spend category has been established so deposits can be reconciled and tracked. By assigning the deposit and its reversal to a different selected Goods/services spend category, the asset value will not be adjusted and will properly allow for proper reporting for reconciliation of deposits.

Workday requisition process;

- The requisitioner will note the need for a deposit in the header ‘Memo’ field on the Checkout screen of a requisition, assuming the requisitioner is aware that a deposit is necessary. It may be the buyer identifies the need upon ordering the goods or service in which case the buyer will note the deposit and perform the follow-on steps.
- Buyers will add two additional lines to the “goods line” tab of the purchase order. One line for the deposit amount and one line to reverse the deposit. These lines will be associated to a ‘supplier deposit’ spend category code SC0625.
- Buyers will receive the deposit line and create an ‘activity stream’ on the receipt to notify Accounts Payable that a deposit payment is needed. The receipt will be sent to the requisitioner for WD approval which will also serve as the notice that a deposit is being processed. The activity stream will send a notification to Accounts Payable that a deposit payment is requested. Accounts payable can create the invoice from the receipt and process payment.
- Requisitioner will receive the goods or service once they arrive or have been completed. At this time they will also receive the deposit reversal. When the receipt is created all open lines on the purchase order will be visible making it clearer that a deposit reversal is necessary.
- Accounts Payable will process the supplier invoice matching to the purchase order. If the deposit reversal was not processed properly a match exception will be created ensuring that no overpayment is processed.

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WD STEPS:

Requisition Requester:

1. Access the Create Requisition task.
2. Select a Requisition Type of Goods and Services. Add a comment in the Memo field of the Requisition header requesting deposit (Note: there are memo fields in the header and lines – use the header memo field). Complete requisition and check out.
3. Submit requisition.

Purchasing:

1. Buyer will Source Requisition.
2. Buyer will Edit purchase order to add the deposit lines to the Goods Line. Detail step for this is as follows and can only be used by accessing Request Ad Hoc Request Goods or Services (not through catalogs or supplier punch outs):

***Note that the two additional lines can only be added to the ‘Goods’ tab. ‘Services’ tab will not allow a negative line amount.**

Enter two lines here for deposits in addition to the requested goods or services:

Line 1 – Requested Goods or Service

Line 2 – Enter amount of required deposit and select the Spend Category of ‘Supplier Deposit’. Enter quantity of 1 each. Add an item description of ‘deposit’.

Line 3 – Enter a negative amount of the deposit, add an item description of ‘deposit reversal’ and select the Spend Category of ‘Supplier Deposit’. Enter quantity of 1 each. (Use same spend category as line 2).

3. Buyer is to ‘create receipt’ for deposit – this will create an approval step to the requisitioner:
 - Create receipt – then view receipt to send a note to Accounts Payable via ‘Activity’ box notification from the receipt.
 - View receipt- at bottom of screen in the ‘Activity’ box type ‘@xxx’ where xxx is the AP data entry specialist name and advise of deposit.

Requisition Requester

1. Receive Approval request for receipt of deposit and approve so AP can pay-
 - When goods arrive create receipt for the goods or services received. Also receive the deposit reversal (if all goods arrived you can select ‘fully received’ and all lines will be marked received – including the deposit reversal).

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Accounts Payable

1. AP will receive notification from purchasing to process the invoice for the deposit via activity stream. Invoice can be created from the receipt. In the notification click on the Receipt. Click on the 'related actions' bar and select 'create supplier invoice' from the receipt. If necessary change payment terms to 'pay immediately' – this step depends on the due date of the deposit.
 - AP will receive invoice from supplier for shipped goods. Using 'supplier invoice workbench' create invoice matching on receipt. Match exception will not allow the supplier to be paid more than the purchase order amount ensuring the deposit reversal is applied.

Result:

- The initial deposit can be paid immediately and charged to the 'Deposit' account allowing for tracking and reconciliation of deposits made.
- By using a reversing line, the deposited amount will be reversed out of the 'Deposit' account and charged to the appropriate expense account.
- If the reversing line was not received, a match exception would be generated as the total to pay is more than the PO.
- By using a reversing line, the final payment to the supplier will be less the deposit representing the balance due.