

Dear Faculty and Staff,

The following message pertains to individuals who are involved in financial reports/requests and/or the Procure-to-Pay (P2P) process at GVSU.

In this email, please find information regarding upcoming Workday **training courses** as well as some **tips** to help you succeed in using the system.

If you have any questions about these tips, [course offerings](#), or anything else finance-related, contact the Finance team at wdfinancehelp@gvsu.edu.

Upcoming Workday Finance & Strategic Sourcing Training

Register now!

Beginning March 18:

[Financial Reports and Requests - Part 2](#)

Beginning April 2:

[Workday Strategic Sourcing - RFPs and Bids](#)

[Workday Strategic Sourcing - Supplier Contracts](#)

([Workday Strategic Sourcing](#) goes live on April 22.)

P2P and Expense Report Tips

Thank you for your continued input and patience as we adapt to Workday. During this period of stabilization, we continue to make adjustments to business processes based on feedback and our growing understanding of the system. As changes are made, we will continue to provide you with updated information regarding how to optimally utilize Workday.

Expense Reports - Check Reimbursements:

It is important to review your Contact Addresses if you are reimbursed by check. If you only have one address in your contacts, that is the address to which reimbursements will be mailed. The expense report will default to the address that is marked as "Mailing". If you wish to change this, you should edit the address marked as 'Mailing' and remove 'Mailing' from the Usage field. You should add 'Mailing' to any address you want Workday to use for reimbursement checks. Direct deposits can be set up in the same location where you manage your payroll payment preferences.

Procure-to-Pay (P2P) Process:

- When Payables applies your PO to your invoice, we use the invoice amount, not the PO balance. It applies when the PO has only one line. In cases where more than one PO line is present, we will use .01 for each PO line. It is your responsibility to update the lines to reflect the invoice amount charged to that PO line. This change will allow us to utilize a PO on future invoices (the entire PO balance will not be applied to one invoice).

- Credit memos need to be submitted by the department using a Supplier Invoice Request. The [Supplier Invoice Request Job Aid](#) has been updated to reflect this change. The primary steps are to enter the amount in the header and the line as a negative. Additionally, enter the Supplier's credit memo number in the 'Suppliers Invoice number' field. The dollar amount should be specified using the Service Lines as a negative value

Invoice Submission Guidelines:

- Please make note of the following when submitting invoices to payables@gvsu.edu. Do not send Excel files with invoices, even as a backup. A backup file can be attached to the invoice when you receive it for approval. If a supplier sends an invoice as an Excel file, please print it as a PDF and send it to us in that format.

- Workday rejects PDFs that contain more than 15 pages. Whenever possible, we attempt to locate and upload these files manually. However, you may have to submit only the first and last page to payables and upload the rest as backup when you approve the invoice.

- Digital signatures as well as some images within the signature line appear to be failing to load into Workday. We cannot force these. Please turn off digital signatures where possible and avoid pictures in your email signature. If you do not receive an invoice back within 5 days of submitting it to payables, please contact apassist@gvsu.edu

Shipping Updates:

- Workday limitations require that you use a P-card to pay for FedEx and UPS charges. We are working with Fedex to update existing accounts to P-card only, but it is taking longer than anticipated. If we have previously discussed this with your department directly, please carry out the steps that have been determined.

- We require a FedEx or UPS account number if you wish AP to overnight a check on your behalf. It is also possible for you to pick up the check and send it out overnight yourself.

Miscellaneous Workday Tips:

- In the case of hyperlinks, if you right-click on them and select "see in new tab", the item will open in a new tab without causing you to lose your position.

- To select all options in a filter drop-down, click on the drop-down, click "Ctrl+A" to highlight the selection, then click Enter to select.