

Mines Procurement Campus User Training Guide
December 2023



MINES

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A. How to Approve a Purchase Requisition

This is a guide for campus users who are the fund managers for funds.

1. The requisitions are entered in WD by Procurement based on the request email that is sent to procurement@mines.edu.
2. Fund Managers need to approve Purchase Requisitions in WD.
3. Go to Workday, there should be an area titled Awaiting Your Action

Awaiting Your Action



Requisition: R0000336, Requester: Charles O'Dell, Date: 06/02/2023, Amount: \$26,012.00

Inbox - 3 hour(s) ago



Requisition: R0000335, Requester: Charles O'Dell, Date: 06/02/2023, Amount: \$15,000.00

Inbox - 3 hour(s) ago

4. Click on the item to approve

Awaiting Your Action



Requisition: R0000336, Requester: Charles O'Dell, Date: 06/02/2023, Amount: \$26,012.00

Inbox - 3 hour(s) ago



Requisition: R0000335, Requester: Charles O'Dell, Date: 06/02/2023, Amount: \$15,000.00

Inbox - 3 hour(s) ago

5. What to review for accuracy:
 - a. The funding, the spend category, the dollar amounts, and attachments.

Review Requisition: R0000304, Requester: Michael Walker, Date: 04/12/2023, Amount: \$43,182.56



2 minute(s) ago

For R0000304

Overall Process Requisition: R0000304, Requester: Michael Walker, Date: 04/12/2023, Amount: \$43,182.56

Overall Status In Progress

Due Date 04/19/2023


Details to Review

> Shipping Address

> Information

▼ Services

1 item

Line	Image	Item	Amount	Date	Deliver-To	Ship-To Address	Ship-To Contact
Q		Item	Requested 43,182.56	Start Date	Colorado	1301 19th Street Golden, CO 80401 United States of America	Michael Walker
		Description Service on ION-Tof	Ordered 0.00	End Date			
		Spend Category 7361 - Repair & Maintenance					

> Attachments

- b. Scroll to the right for the funding information.
- c. Will have to click on the Attachment carrot to see all attachments.
 - i. The documents will include the initial request, the quote, any additional quotes (if over \$10,000), any other pertinent information.
- d. There is the process history at bottom.
- e. If everything is correct, click Approve.
- f. If there is something wrong, click Send Back.
 - i. If you Send Back, a Comment is required, explain what is incorrect about the requisition.
 - ii. The requisition will be returned to Procurement to fix the issue.
 - iii. Once the issue is fixed, it will get sent back to the Fund Manager for review and approval. All approvals processes are restarted.

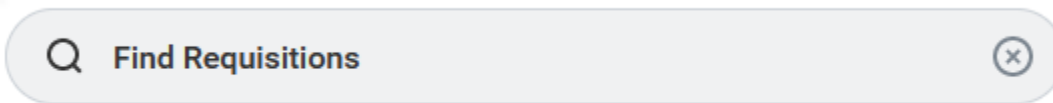


B. Requisition Information

Find Requisitions Report

When to use: The following will show you how to locate purchase request information that you or someone in your department has requested that is still in the requisition phase (not yet converted to a purchase order).

Step 1) Search for the “Find Requisitions” report in the search box



Step 2) Click on “Find Requisitions” report.

Search Results 6 items

Tasks and Reports

Find Requisitions

View each requisition, company, requester, date, amount, currency, and status. Enables you to track the progress of specified requisitions or edit in-progress requisitions. Required prompt: none Optional prompts: Com...

Step 3) Search: You are able to search for your requisition by the Requisition number, your name, the requestor’s name (if not you), date range created, supplier, or worktag, etc. or any combination thereof.

Notes: The starting date range defaults to one month prior to the current date. If you need to find a REQ that is older than one month old, please adjust the date.

Find Requisitions

Company	<input type="text" value="x Colorado School of Mines ..."/>		
Requisition	<input type="text"/>		
Requester	<input type="text"/>		
Requisition Type	<input type="text"/>		
Requisition Date On or After	<input type="text" value="04/11/2023"/>		
Requisition Date On or Before	<input type="text" value="MM/DD/YYYY"/>		
Status	<input type="text"/>		
	<input type="radio"/> Has Unsourced Lines <input type="radio"/> Fully Sourced <input checked="" type="radio"/> None of the above		
Sourcing Buyer	<input type="text"/>		
Fulfillment Source	<input type="text"/>		
Supplier	<input type="text"/>		
Contract	<input type="text"/>		
	Spend Category	<input type="text"/>	
	Item	<input type="text"/>	
	Purchase Order	<input type="text"/>	
	Approving Worker	<input type="text"/>	
	Created by Worker	<input type="text"/>	
	Worktags	<input type="text"/>	
	Exclude Canceled	<input checked="" type="checkbox"/>	
	Exclude Closed	<input checked="" type="checkbox"/>	
	<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	

Step 4) Interpretation - The report will display the REQ#, Status, REQ Type, Requestor, date, currency and total amount.

Status Interpretation

Draft	The REQ has been created, but has not been submitted for approval.
In progress	The REQ has been submitted and send for approvals.
Successfully completed	The REQ has been converted to a PO.
Closed	
Cancelled	

Step 5) Retrieving Additional Data – To retrieve information beyond the fields listed in step 5, select the magnifying glass button. This will open the “View Requisition” Report.

Find Requisitions

▼ **Report Criteria**

Requisition Date On or After 04/11/2023

Purchase Order [P0220345](#)

Exclude Canceled Yes

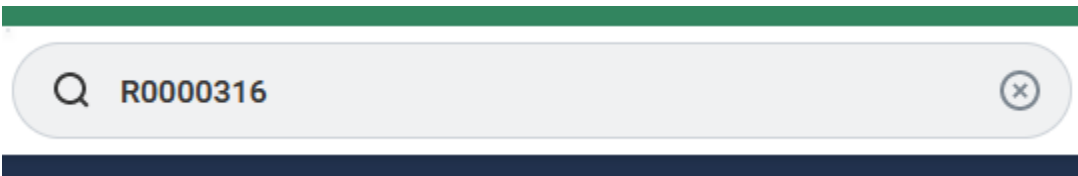
Requisitions 1 item

Requisition	Requisition Number	C
	R0000310	C

View Requisition Report

When to use: If the “Find Requisition” summary data does not provide enough information, use this report to view the full REQ information.

Step 1: Navigating to Report - To get to the “View Requisition” report either follow steps 1 – 5 for the “Find Requisition” report or, if you have your REQ#, enter the REQ# in the search bar.



The click on the REQ link.

Search Results 1 items

All of Workday

R0000316	Requisition
--------------------------	-------------



Step 2: Interpretation –

Summary – the top of the screen will show the REQ#, the status and the total amount.

View Requisition R0000316

Budget Check Status Error | Company Colorado School of Mines | Requester Employee: Theryn Ridge | Status In Progress | Total Amount 19,000.00 USD

Requisition Information – this section will show the creation date, the purchasing agent, the REQ type and the contract # (If applicable).

∨ **Requisition Information**

Request Date	05/08/2023
Currency	USD
Requisition Type	Regular
High Priority	No
Sourcing Buyer	(empty)
Submitted by	Purchasing Agent
Consolidate Requisitions on Purchase Orders	No
Exclude Ship-To Address when Consolidating Requisition Lines	No
Memo to Suppliers	Contract #
Internal Memo	(empty)

Bottom Tabs – the bottom has four tabs with information.

1. **Services lines** – shows the line item (services/goods) information.
2. **Attachments** – shows all documents attached to the REQ such as request email, quote, purchase justification, etc.

3. **Balances**

Commitment Amount	Amount encumbered
Commitment Amount Liquidated	Liquidation/spend amount
Commitment Amount Remaining	Balance

4. **Process History** – shows the process events such as creation and required approvals and their current status.



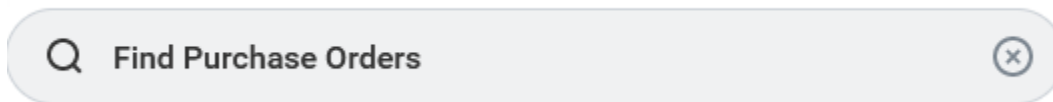
C. Purchase Order Information

This is a guide for campus users to find purchase orders.

Find Purchase Order Report

When to use: The following will show you how to locate purchase order information that you or someone in your department requested.

Step 1) Search for the “Find Purchase Order” report in the search box



Step 2) Click on “Find Purchase Orders” report.

Search Results 3 items

Tasks and Reports

Find Purchase Orders

View purchase order information for all selected purchase orders. Details include version, company, PO status, memo, supplier, PO date, due date, amount, currency, supplier contract, and a list of receipts and invoices f...

Step 3) Search: This report has very robust search options. You are able to search for your PO by any one or any combination of the following fields:

- Supplier
- Buyer (purchasing agent)
- PO Type
- PO #
- Date/Date range
- Status
- Requisition
- Requisition Type
- Requester (you or someone in your department)
- Invoice #
- Worktags
- Etc.



Notes:

- *The starting date range defaults to one month prior to the current date. If you need to find a PO that is older than one month, please adjust the date.*
- *The “Contract” field does not search for the CRS/Mines Contract that is associated with the PO. This field searches for the Workday Contract that is associated with the PO – Mines is not currently using this feature. **This field should be ignored.***

Step 4) Interpretation - The report will display the PO#, version, PO type, Status, buyer, supplier, order-from-connection, date, amount and REQ Type.

Version Interpretation

- Blank-	If there is no version listed, this indicates the PO does not have a change order. It is the original PO.
1	Version 1 indicates that a change order has been done to the PO. It now has version 0 (original) and version 1 is the update version.
2	Version 2 indicates that two change order have been done to the PO. It now has a version 0 (original), version 1 (the first CO) and version 2 is the latest version.
99	Version 99 would indicate that there are one hundred versions of the PO (the original PO plus 99 change orders).

“Order-From Connection” is the “Supplier Address.”

Step 5) Retrieving Additional Data – To retrieve information beyond the fields listed in step 4, select the magnifying glass button. This will open the “View Purchase Order” Report.



Find Purchase Orders



Report Criteria

Company [Colorado School of Mines](#)

Buyer [Theryn Ridge](#)

Document Date On or After 04/11/2023

Exclude Canceled Yes

Exclude Closed Yes

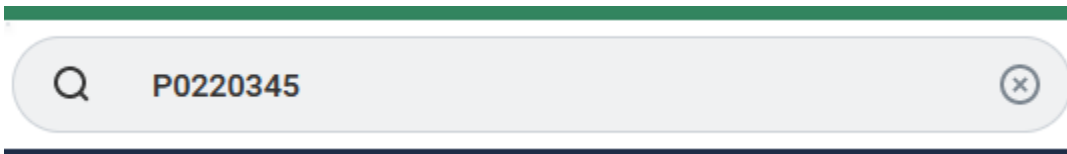
Purchase Orders 6 items

Purchase Order	Number	Version	Company
Q	P0220344	2	Colorado School of Mines

View Purchase Order Report

When to use: If the **“Find Purchase Order”** summary data does not provide enough information, use this report to view the full PO information.

Step 1: Navigating to Report - To get to the **“View Purchase Order”** report either follow steps 1 – 5 for the “Find Purchase Order” report or, if you have your PO#, enter the PO# in the search bar.



The click on the PO link.



Search Results 2 items

All of Workday

P0220345

Purchase Order

Colorado School of Mines - P0220345 - 04/27/2023, 4:18:45.000 PM

Step 2: Interpretation

Summary – the top of the screen will show the PO#, and the status.

View Purchase Order

Purchase Order P0220345 Status Issued Budget Check Status Not Required

Status Interpretation

Draft	The PO has been created, but has not been submitted.
In progress	The PO has been submitted and send for approval.
Approved	The PO has been approved, but not issued.
Issued	The PO has been completed and is active in Workday. The PO document has been printed and can be sent to the vendor.
Closed	The PO is closed.

Summary – Shows the summary details such as the supplier, address, date and amount.



Summary

Company	Colorado School of Mines
Purchase Order Type	Regular
Supplier	Alazar Technologies, INC
Order-From Connection	6600 Trans-Canada Highway-A0020
Currency	USD
Document Date	04/25/2023
Line Total Amount	1,000.00
Requisition Type	Regular

Term and Taxes – Shows payment terms. Below are the default fields, so they will not change.

Terms and Taxes

Payment Terms	30 Days
Due Date	(empty)
Default Payment Type	Check
Override Payment Type	(empty)
Credit Card	(empty)
Shipping Terms	F.O.B. Destination, Freight Prepaid and Added
Shipping Method	(empty)
Shipping Instructions	(empty)
Supplier Contract	(empty)



Contact Information – Shows the purchasing agent, requestor and contract # (if applicable).

▼ **Contact Information**

Issue Option	Email
Supplier PO Issue Email	(empty)
Buyer	Purchasing Agent
Bill-To Contact	Danielle Davis
Bill-To Contact Detail	Danielle Davis
Bill-To Address	1500 Illinois St. Golden, CO 80401 United States of America
Ship-To Contact	Requestor
Ship-To Contact Detail	Cherie Dardano
Ship-To Address	1301 19th Street Golden, CO 80401 United States of America
Memo	Contract #
Internal Memo	(empty)

Bottom Tabs – the bottom has four tabs with information.

- C> **Services lines** – shows the line item (services/goods) information.
- D> **Retention Terms** – shows retention info such as percentage and amount.
- E> **Process History** – shows the process events such as creation and required approvals and their current status.
- F> **Attachments** – shows all documents attached to the REQ such as request email, quote, purchase justification, etc.
- G> **Printing Runs** – shows the issue date and the PO hyperlink to PDF document.
- H> **Balances**

Obligation Amount	Amount encumbered
Obligation Amount Liquidated	Liquidation/spend amount
Obligation Amount Remaining	Balance

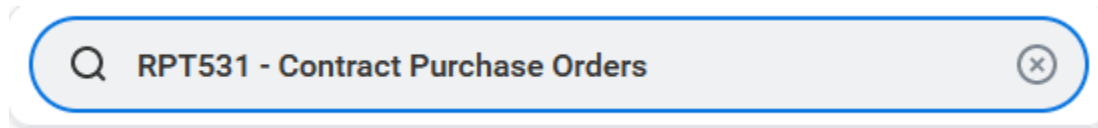


D. Contract PO Information

Find Purchase Order Report

When to use: The following will show you how to locate purchase order information that you or someone in your department requested that has a Contract associated with

Step 1) Search for the “RPT531 - Contract Purchase Order” report in the search box



Step 2) Click on “Contract Purchase Orders” report.

Search Results 19 items

Tasks and Reports

RPT531 - Contract Purchase Orders

Step 3) Search: This report will default to the PO type of “contract” and the requestor will be the person running the report. You are able to search for your CPO by any one or any combination of the following fields:

- Requestor (you or someone in your department)
- Contract #
- PO Status
- Supplier
- Buyer (purchasing agent)

Notes:

- *The report can be used to search for other types of PO such as logo, ODC contracts, standing, etc. However, the default is standard contract PO.*

Step 4) Interpretation - The report will display the PO Status, PO#, Contract #, Supplier, PO Type, Version, Requestor, Buyer, Total PO Amount, Total Amount Invoiced, PO Date and Order-From Connections.

Version Interpretation

0	If the version is zero, this indicates the PO does not have a change order. It is the original PO.
1	Version 1 indicates that a change order has been done to the PO. It now has version 0 (original) and version 1 is the update version.



2	Version 2 indicates that two change order have been done to the PO. It now has a version 0 (original), version 1 (the first CO) and version 2 is the latest version.
99	Version 99 would indicate that there are one hundred versions of the PO (the original PO plus 99 change orders).

“**Order-From Connection**” is the “Supplier Address.”

Step 5) Retrieving Additional Data – To retrieve information beyond the fields listed in step 4, select the purchase order number. This will open the “View Purchase Order” Report.

RPT531 - Contract Purchase Orders

Purchase Order Type [Contract](#) Buyer [Theryn Ridge](#)

3 items

Purchase Order Status	Purchase Order	Contract #	Supplier
Change Order In Progress	P0220047	C240002	Clearpath Robotics Inc.



MINES

E. How to find a Supplier

1. Type in a vendor name, partial or full

A search bar with a magnifying glass icon on the left and a close icon on the right. The text 'marshall scient' is entered into the search bar.

2. You may see many results, you are looking for Supplier

Search Results 8 items
All of Workday

[Marshall Scientific LLC](#) Supplier

[P0220372](#) Purchase Order

[Supplier Invoice: API-10000746](#) Supplier Invoice

[Supplier Invoice: API-10000747](#) Supplier Invoice

[Supplier Invoice: API-10000748](#) Supplier Invoice

[Supplier Invoice: API-10000749](#) Supplier Invoice

[Supplier Invoice: API-10000750](#) Supplier Invoice

[Supplier Invoice: API-10000751](#) Supplier Invoice

3. Click on the supplier name in blue (the hyperlink) – this is the Supplier information



Marshall Scientific LLC ... Supplier

Supplier ID SU001545

Address 102 Tide Mill Rd
Hampton, NH 03842
United States of America

Approval Status Approved

- Overview
- Contracts and Purchase Orders
- Invoices and Payments
- Supplier Connections
- Tax Information
- Questionnaire Responses
- Change History
- Process History

- Summary
- Contact Information
- Supplier Contacts
- Payment Details
- Alternate Names
- Classification
- Notes

Restricted to Companies (empty)

Supplier Category [Suppliers M-Z](#)

Supplier Group (empty)

Supplier Status Details

Supplier Status Active

Reason (empty)

Reason Description (empty)

Certificate of Insurance Date (empty)

Customer Account Number (empty)

DUNS Number (empty)

4. You can see any Purchase Orders issued to the Supplier.

Marshall Scientific LLC ... Supplier

Supplier ID SU001545

Address

Approval Status Approved

- Overview
- Contracts and Purchase Orders**
- Invoices and Payments
- Supplier Connections
- Tax Information

- Procurement Setup
- Contracts
- Purchase Orders**

Find Purchase Order

Recent Purchase Orders 1 item

Purchase Order	Number	Company	Purchase Order Type	Status	Issue Option	Buyer
	P0220372	Colorado School of Mines	Regular	Issued	Email	Danielle Davis

5. You can see Invoices and Payments against the Supplier.

Overview Contracts and Purchase Orders **Invoices and Payments** Supplier Connections Tax Information

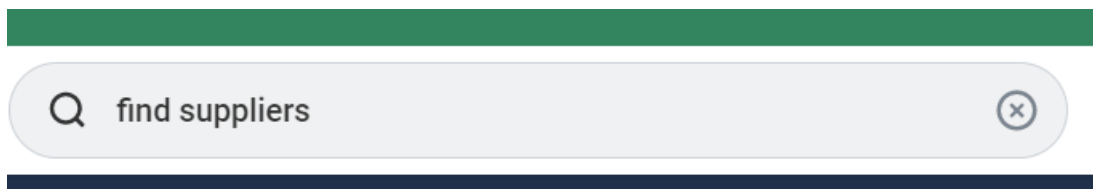
Invoicing Setup **Invoices** Payments Refunds Related Reports

Find Invoices

Recent Invoices 6 items

Supplier Invoice	Invoice Number	Company	Status	Supplier	Supplier Reference Number
Q	API-10000750	Colorado School of Mines	Canceled	Marshall Scientific LLC	4
Q	API-10000751	Colorado School of Mines	Draft	Marshall Scientific LLC	5

6. **IN THE FUTURE** - In the search bar, type Find Suppliers



7. Click on Find Suppliers under Tasks and Reports

Search Results 3 items

Tasks and Reports

[Find Suppliers](#)

View selected suppliers. Details include supplier name, supplier ID, status, supplier category, supplier group, customer account number, address information, parent supplier and 1099 applicability.

All 3 results...

8. You can start typing the Supplier name in the Supplier Field.

Find Suppliers

Supplier	<input type="text" value="X Marshall Scientific LLC ..."/>
Supplier Name	<input type="text"/>
Supplier ID	<input type="text"/>
Supplier Status	<input type="text"/>
Supplier Category	<input type="text"/>
Supplier Group	<input type="text"/>
Customer Account Number	<input type="text"/>
DUNS Number	<input type="text"/>
Payee Alternate Names	<input type="text"/>
Supplier Contacts	<input type="text"/>
Primary Remit-To Address	<input type="text"/>
Parent Supplier	<input type="text"/>
Spend Categories/Hierarchies	<input type="text"/>
IRS 1099 Supplier	<input type="checkbox"/>

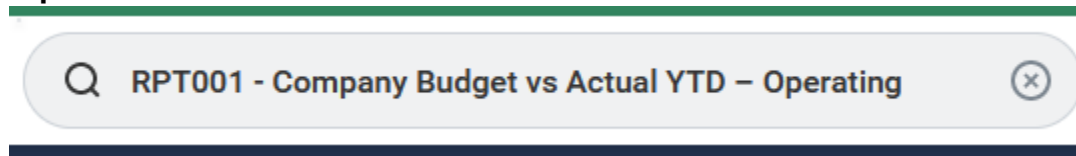


F. Worktag and Cost Center Information

RPT001 - Company Budget vs Actual YTD – Operating Report

When to use: This report will show the budget, commitment, obligation, actuals and the free balance for the fiscal year to date (or a subset of the FY).

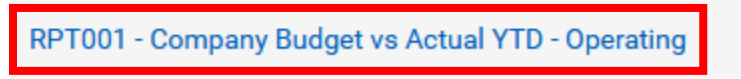
Step 1) Search for the “RPT001 - Company Budget vs Actual YTD – Operating” report in the search box.



Step 2) Click on “Find Purchase Orders” report.

Search Results 2 items

Tasks and Reports



Step 3) Search: This report will default to current fiscal year to date.

Budget Name = Fiscal Year

Period = the ending period for the funding information (i.e. when you select May, it will show the funding information for July 01 up to May 31. It is not showing May 01 – 31).

Worktag = the funding information.

RPT001 - Company Budget vs Actual YTD - Operating ...

Company	*	<input type="text" value="x Colorado School of Mines ..."/>	
Budget Structure	*	<input type="text" value="x Operating Budget Structure ..."/>	
Budget Name		<input type="text" value="x FY2023 Operating Budget v2"/>	
Period	*	<input type="text" value="x 2023 - P11 - May"/>	
Worktags		<input type="text"/>	
Additional Options		<input type="text"/>	



Step 4) Interpretation - The report will display the ledger accounts/costs center information, budget totals, commitment totals, obligation totals, actuals and balance.

Budget	Loaded budget
Commitment	Encumbered amount on all requisitions
Obligation	Encumbered amount on all purchase orders
Actuals	The amount spent
Free Balance	Available Balance

Step 5) Retrieving Additional Data – To drill down on the information in each column/row (i.e. “obligations” (column) against cost center “7169 – Other Services” (row)), click on the obligation amount and a pop-up window will show the PO#, supplier, amount, etc. for all of the POs that use that worktag and cost center.

The screenshot shows a 'Ledger Account Summary' table with columns for Budget, Commitment, and Obligation. The row for '7169 - Other Services' shows a Budget of 0, a Commitment of 0.00, and an Obligation of 240,000.00. Below this is a detailed table with 5 items, including columns for Journal, Period, Operational Transaction, Supplier, Spend Category, ZCF - LRV - Journal Line Budget Ledger Summary, Amount, Cost Center, Fund, Operating Account, and Worktags. The first item in the detailed table is highlighted with a red box.

Journal	Period	Operational Transaction	Supplier	Spend Category	ZCF - LRV - Journal Line Budget Ledger Summary	Amount	Cost Center	Fund	Operating Account	Worktags
Q	P10 - Apr	P0220350	Southwest Contract, Inc	7169 - Other Services	Standard: Budget-Operating	20,000.00	53700 Procurement and Contracting	11 Operating	210516 Purchasing	Cost Center: 53700 Procurement and Contracting Function: 1600 Institutional Support

You can then click the PO# (obligation) or the REQ# (commitment) and it will open the **“View Purchase Order”** report or **“View Requisition”** report respectively.

Note: Clicking on the amounts under the “Actuals” column will show supplier and funding information along with the supplier invoices, which you can select and it will open the **“View Supplier Invoice Adjustment”** report which has full invoice information.



G. Budget Information

RPT001 - Company Budget vs Actual YTD – Operating Report

When to use: This report will show the budget, commitment, obligation, actuals and the free balance for the fiscal year to date (or a subset of the FY).

Step 1) Search for the “RPT001 - Company Budget vs Actual YTD – Operating” report in the search box.

Q RPT001 - Company Budget vs Actual YTD – Operating X

Step 2) Click on “RPT001 - Company Budget vs Actual YTD – Operating” report.

Search Results 2 items

Tasks and Reports

[RPT001 - Company Budget vs Actual YTD - Operating](#)

Step 3) Search: This report will default to current fiscal year to date.

Budget Name = Fiscal Year

Period = the ending period for the funding information (i.e. when you select May, it will show the funding information for July 01 up to May 31. It is not showing May 01 – 31).

Worktag = the funding information.



RPT001 - Company Budget vs Actual YTD - Operating ⋮

Company	*	x Colorado School of Mines ... ⋮
Budget Structure	*	x Operating Budget Structure ... ⋮
Budget Name		x FY2023 Operating Budget v2 ↗ ⋮
Period	*	x 2023 - P11 - May ⋮
Worktags		 ⋮
Additional Options		 ⋮

Step 4) Interpretation - The report will display the ledger accounts/costs center information, budget totals, commitment totals, obligation totals, actuals and balance.

Budget	Loaded budget
Commitment	Encumbered amount on all requisitions
Obligation	Encumbered amount on all purchase orders
Actuals	The amount spent
Free Balance	Available Balance

Step 5) Retrieving Additional Data – To drill down on the information in each column/row (i.e. “obligations” (column) against cost center “7169 – Other Services” (row)), click on the obligation amount and a pop-up window will show the PO#, supplier, amount, etc. for all of the POs that use that worktag and cost center.



Ledger Account Summary						Budget	Commitment	Obligation
7169 - Other Services						0	0.00	240,000.00

Journal	Period	Operational Transaction	Supplier	Spend Category	ZCF - LRV - Journal Line Budget Ledger Summary	Amount	Cost Center	Fund	Operating Account	Worktags
Q	P10 - Apr	P0220350	Southwest Contract, Inc	7169 - Other Services	Standard: Budget-Operating	20,000.00	53700 Procurement and Contracting	11 Operating	210516 Purchasing	Cost Center: 53700 Procurement and Contracting Function: 1600 Institutional Support Fund: 11

You can then click the PO# (obligation) or the REQ# (commitment) and it will open the **“View Purchase Order”** report or **“View Requisition”** report respectively.

Note: Clicking on the amounts under the “Actuals” column will show supplier and funding information along with the supplier invoices, which you can select and it will open the **“View Supplier Invoice Adjustment”** report which has full invoice information.