PO Conversion Notes

Open PO

At FYE, all purchase orders with open encumbrances less than $1,000 were closed.

- Originally, it was intended to not bring in any blanket purchase orders into Workday. However, to ensure continuity with specific funding sources, blankets orders with Peoplesoft projects, grants, and carryforward were converted into Workday.   All other open blankets, even with a balance over $1,000 were not converted. Blanket orders are only good for the fiscal year in which they are created and should be expensed in the same year, in accordance with university policy. Should you receive an invoice for any of your FY 22 Blanket Orders effective through 6/30/22, you can submit a non-PO supplier invoice and reference the Peoplesoft PO number on the External PO Number field in the header of the supplier invoice; ie PS0000XXXXXX.
- If any open purchase order was closed and not converted to Workday that should have remained open, a new purchase order can be issued in Workday. Please include the Peoplesoft PO number in the Internal Memo field of the requisition for reference. Please do not create a new Workday purchase order to make a final payment on a Peoplesoft purchase order that was not converted; a non-PO supplier invoice can be submitted and reference the Peoplesoft PO number on the External PO Number field in the header of the supplier invoice; ie PS0000XXXXXX.
- Amount Only POs from Peoplesoft with Workday trackable spend categories cannot be received by amount in Workday. These POs were converted to goods lines to receive by quantity. If you receive multiple invoices for a line item, a change order will be required to accommodate the additional invoices.
- Amount Only POs from Peoplesoft with non-trackable categories were converted to service lines in Workday, to accommodate receiving by amount.
- Due to the changes in spend categories (commodity codes from PS), if you review a purchase order and the spend category is incorrect, a change order can be done to correct the spend category.
- Open Purchase Orders that require the Materials and/or Equipment Fee designations, Colleges shall review their converted POs closely and determine which appropriate Designation should be applied. A change order on the purchase order will be required to ensure the correct budget is charged the expense prior to paying the invoice. If the change order is not done prior to invoice payment, the designation can be added on the supplier invoice; however, the supplier invoice will fail budget and a budget amendment will be required.
- When entering supplier invoices for Peoplesoft purchase orders converted into Workday which contains a grant and an asset purchase, please add the required Transaction Detail Worktag.
  - Transaction Detail: Capitalized Asset > $5000 = this will categorize the item as Equipment
    - If you are BUILDING an item with a cost of over $5k, but the part is under $5k, that invoice line for the part must also contain the over $5k worktag
  - Transaction Detail: Non-Capitalized Asset < $5000 = this will categorize the item as Other Direct Expenses with F&A

- Purchase Orders must have a status of *Issued* to be able to transact on the purchase order in Workday . There are a few purchase orders in *Draft* that we are working through. Some POs have already been transacted on or are in the process of being transacted on; I've included the other status types of POs as well.
- Other purchase orders not converted include a few issued to DSOs and to UCF. You will be contacted soon with next steps on those purchase orders.

Please submit a case in Workday Help for any questions.