

From: [Kimble, Gerik L](#)
To: [Bailes, Emily A](#)
Subject: FW: Workday Cutover for Purchasing and Payables
Date: Friday, November 6, 2020 3:23:17 PM
Attachments: [ATT00001.txt](#)

FYI

From: researchadmincommunity-bounces@lists.wsu.edu <researchadmincommunity-bounces@lists.wsu.edu> **On Behalf Of** St Clair, Casey
Sent: Friday, November 6, 2020 3:19 PM
To: Researchadmincommunity@lists.wsu.edu
Cc: Matson, Ashley <ashley.matson@wsu.edu>; Holt, Mollie M <mollie.holt@wsu.edu>; Skinner, Matthew A <skinnerm@wsu.edu>
Subject: [Researchadmincommunity] Workday Cutover for Purchasing and Payables

Greetings, RAC,

As communicated by the Modernization Team and posted to the Modernization cutover website at: <https://modernization.wsu.edu/cutover/>, the soft freeze cutoff for financial transactions including requisitions and payment requests begins on 11/20/2020. After this date, Purchasing Services and Accounts Payable will only be processing critical transactions. In order to increase the likelihood of your purchase being completed before the system cutover, we would ask that you have requisitions into Purchasing by 11/13/2020. Similarly, we would ask that payment requests be sent to AP by 11/20/2020 to ensure payment prior to the cutover. We cannot guarantee that all requisitions or payments will be made before system cutover and they can still be processed after go-live with Workday. A critical transaction for Purchasing Services or Accounts Payable would include:

- A purchase and/or payment that is necessary for the protection of life or public safety, the protection of property, or the protection of other university assets.
- A purchase and/or payment that would halt critical university business or academic operations if not processed before the go-live date for Workday.
- A purchase and/or payment that that would result in loss of funding or not meeting obligations as set forth by the state or other regulatory bodies if not processed before the go-live date for Workday.

An AFO or even higher level of approval may be required to process any of the above during the soft freeze dates for Finance. Transactions during the hard freeze will not be possible in the legacy or Workday systems as neither will be available, Purchasing Services would need to determine the best way to address any purchases that absolutely need to occur during the hard freeze starting on 12/21/20. For questions regarding purchases email purchasing@wsu.edu and for questions regarding payments email accounts.payable@wsu.edu
As a reminder, departments are encouraged to make purchases and payments with the university's purchasing cards to the maximum extent possible. To avoid the potential for duplication of payment, please ensure that your departmental purchase orders (K-orders) or field orders processed by Purchasing Services (F-orders) are closed with a note: PAID WITH P-CARD if paid by p-card. Purchase orders placed by Purchasing Services will require an email to purchasing@wsu.edu to get the PO closed and note added to close for p-card payment. Note that p-card transactions posted on or after 12/16/2020 will be migrated into Workday for reconciliation.

Please get any critical requisitions or payments to Purchasing Services or Accounts Payable as soon as possible. Due to some backlog and the time it takes to process many requisitions, Purchasing Services will do everything possible to get orders or contracts out prior to the hard system cutoff dates for requisitions received prior to November 13, 2020. We will be working through requisitions received from oldest to newest, please email purchasing@wsu.edu if

anything you have already sent in is critical as described above. Requisitions not processed prior to the hard freeze, will need to be re-entered into Workday as a Create Requisition for purchase orders or a Create Contract Request for contracts. Purchasing Services will hold on to any requisitions not processed prior to the cutover, and will let you know if/when action in Workday is required.

Kindest Regards,

Eric M. Rogers, Director Purchasing Services

Mollie Holt, Controller