

Fiscal Administrators | \$ 0 Requisitions

Procurement Type	Notes
Requisition with \$0 line item(s)	<ul style="list-style-type: none">• START Doing: if you create an RQ that includes a \$0 line item, please submit a ticket to askfinance and include the RQ # in your message.• Example: You submit an RQ with four goods lines, one of which is a \$0 amount because the supplier is providing free samples, technical training, documents, etc.• Why? currently, a system constraint in Workday does not forward these RQs to the procurement team for action, and we do not have an effective way of searching for them.• A long term solution is in the works with guidance from the Workday support team. The current process will not be permanent.
Contract Request	<ul style="list-style-type: none">• If your <i>entire requisition</i> has a zero-dollar amount, a Contract Request should be submitted instead.• A Contract Request is used when you need a contract reviewed and signed by PSDS and you do not need a PO issued to a supplier. See this Quick Reference Guide for more info.

[Link to Blog Post](#)

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Example: This RQ had 9 goods lines, with three \$0 lines. The RQ was processed into a PO after a Salesforce case was created.

Goods Lines Balances Process History

Goods Lines 9 items

Line	Company	Item	Quantity	Unit of Measure	Unit Cost	Extended Amount
Q	The Rector & Visitors of the University of Virginia	Item	Requested 4	Each	0.00	0.00
		Item Description KH2310700 KODAK EXPRESS YELLOS	Ordered 4			
		Commodity Code				
		Spend Category Supplies Manufacturing (SC0262)				

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Fiscal Administrators | PO Close Permissions

Notes

- How? Adding the “Close Purchase Order” process to the permissions for the Procurement Shopper role in Workday
- What will this do: Any user with the Procurement Shopper role will be able to close POs, PO lines, and reopen POs and PO lines. This will not allow users to Cancel Purchase Orders or to close/reopen Requisitions.
- Risks Assessment: Low. Users could accidentally action an incorrect PO
 - 1) This could cause an incoming invoice to go unpaid, potentially missing payment terms. AP would need to follow up with the department to verify if the PO can be reopened or was closed on purpose.
 - 2) This would reopen or liquidate Obligations on the corresponding FDM. If it’s an older PO and the FDM is no longer valid, this could further complicate the changes in Obligations.

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