

Hello EUAT Participants!

We're now in our third week of the EUAT, and everybody is busy creating requisitions and SIRs! In the first two weeks, 27 requisitions and 37 SIRs were submitted through Workday Procurement. The turnaround time for these submissions is 2.5 days, including all approvals and processing. This is just the start of the EUAT, so the data may shift throughout the coming weeks, but we hope to keep up this quick turnaround time.

Adding FAOs to the EUAT

We're excited to announce that departments will soon be able to add more of their FAOs to the EUAT. **We will not be training new requisitioners at this time**, so we can only add FAOs that have a requisitioner who is already involved with the EUAT. If you would like to add more of your department's FAOs to the EUAT, please contact Bernie Durman.

Questions and Answers

Lots of questions were asked at last week's EUAT Training and Communications meeting.

Here's a recap:

Q: Can requisitioners and initiators who share a cost center see one another's requisitions and SIRs?

A: Yes! Workday users have visibility to any requisitions or SIRs made for their FAO. For information on how to access activity within your FAO, please see our Tips & Tricks section below.

Q: Will requestors be able to see invoices processed against a PO via Workday?

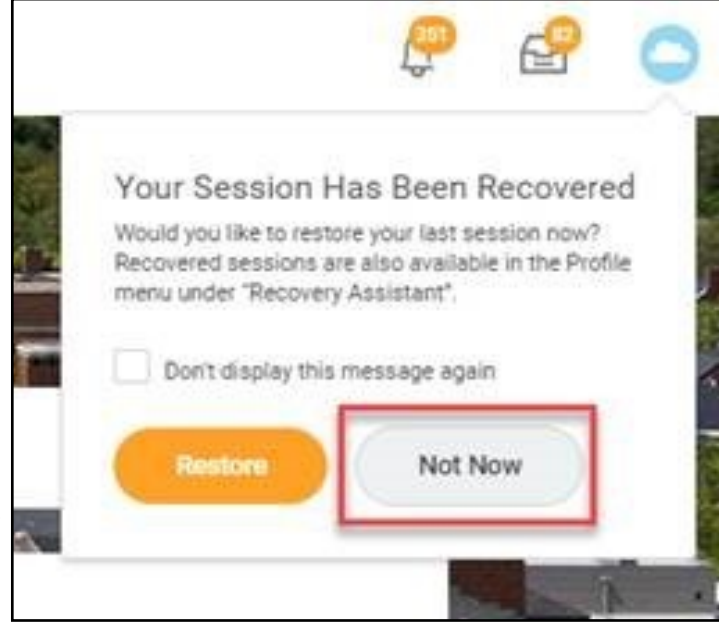
A: Yes! On the PO page, there is a "related documents" link that will show any invoices that have been paid from that PO.

Q: Some EUAT participants are familiar with Workday, and others are not. Will training be tailored to the different experience levels?

A: Yes! P2P Leadership is strategizing how to structure training, and will be sure to address differences in Workday experience going forward.

Ignore the Recovery Assistant (for now!)

When logging into Workday, you may have noticed a "Recovery Assistant" pop-up in the upper right-hand corner of your screen. This notification appears if you were timed out of the program, and asks if you would like to restore your previous session. **We recommend selecting "not now" for the time being.** If you have already submitted a requisition, selecting "restore" can put you back into your cart. Making changes to your cart after the requisition has been submitted can cause issues with your req. IT is working to fix this issue, but we are unable to turn off the Recovery Assistant in the meantime, so please keep this in mind.

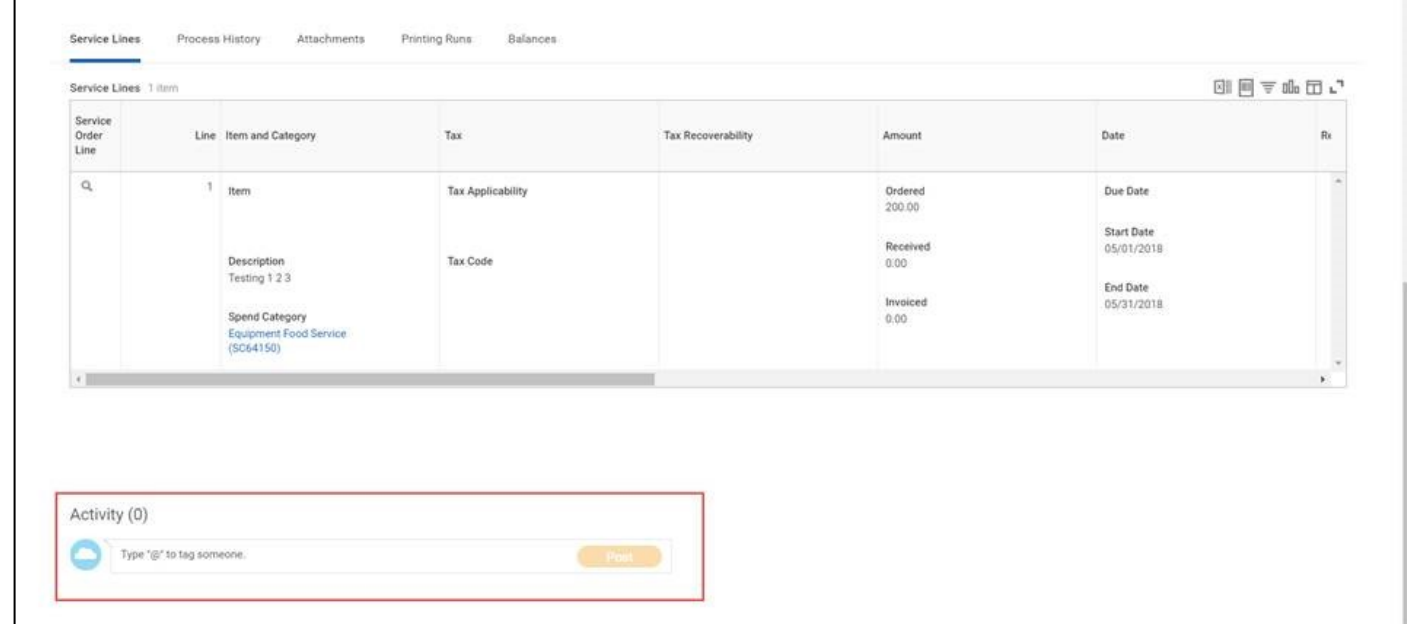


Tips and Tricks — Viewing Your FAOs Activity Stream

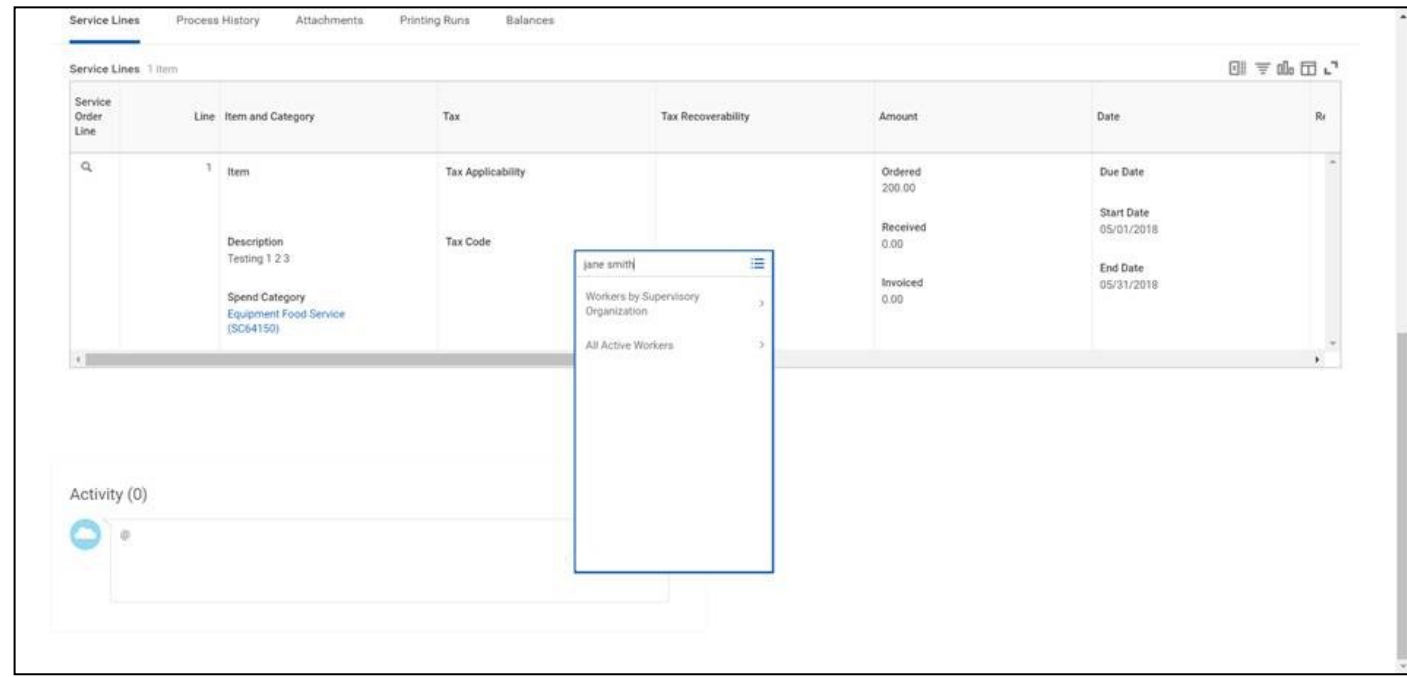
Workday's Activity Stream is now enabled for collaborating on procurement transactions. The activity stream is shown at the bottom of screens such as View Requisition, View Purchase Order, etc., for the following transactions:

- Requisitions
- Purchase orders
- Receipts
- Returns
- Supplier Invoice Requests
- Supplier Invoices
- Suppliers

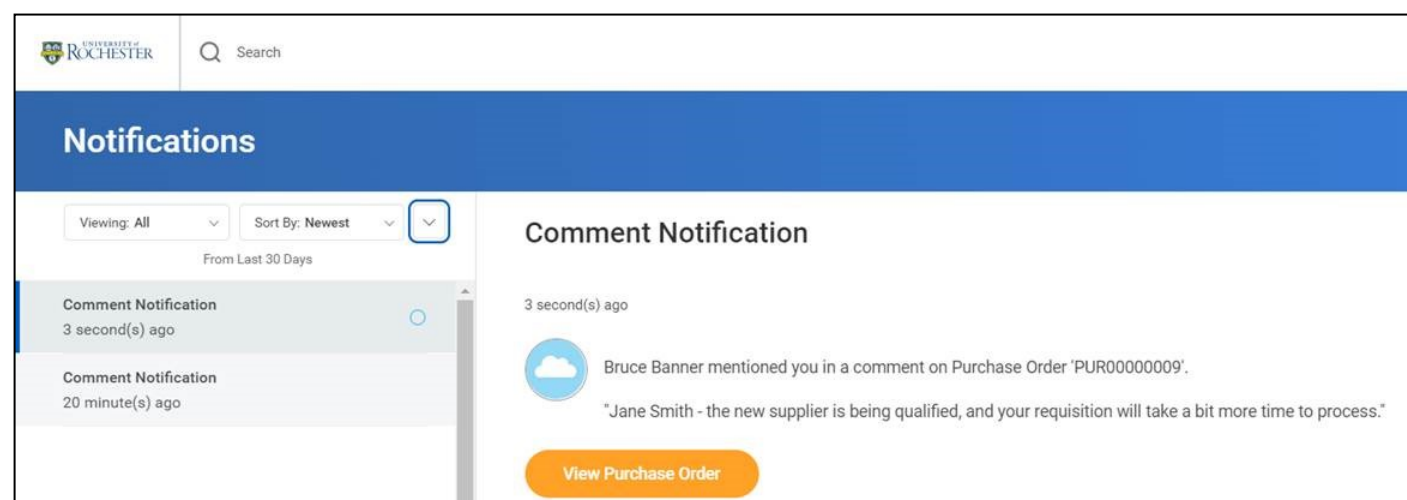
Everyone with access to the transaction will see the full history of the activity stream. You can also @ mention a user to send a notification with your message.



Typing an "@" symbol will open a prompt to search for another user. Search for and select a user to insert their name and send a notification when you post your message.



The mentioned user receives a notification. By default, the notification will be included in a daily digest email. If you would like to receive immediate email notifications for activity stream, you can update your notification preferences by clicking on the cloud icon, then My Account > Change Preferences > System (bottom of page) > Activity Comments.



That's all for this week's newsletter! If you have any questions or concerns, be sure to attend the weekly EUAT Communications and Training Meeting scheduled for Wednesday at 10:00 in College Town Room 3007, or remotely via Zoom at <https://rochester.zoom.us/j/9478570834>, or by phone at +16699006833,,9478570834#.

Thanks,

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