

Rollout 1

We are currently working on preparing for Rollout 1 which will include Arts, Sciences & Engineering (Company 020, 021, 022), some Simon (023), Eastman School of Music (030), some School of Medicine and Dentistry (040). This will occur in 3 phases, scheduled for July 15, July 29, August 12. Training for these departments will held on June 27, July 11, and July 25. Keep an eye out for more details as Rollout 1 approaches!

\$1,500 Threshold for Grants not requiring financial approval

As mentioned in a previous P2P newsletter, most companies do not require a financial approval for any requisitions under \$500 (exceptions are Warner, ESM, SON, and MAG which require approvals on all requisitions). This past month, we have implemented a change (approved by the P2P Executive Steering Committee) that does NOT require a financial approval for grants under \$1,500. Note that for both of these minimum thresholds, financial approval is still required for all Supplier Invoice Requests.

MyPath Training Update

The P2P MyPath modules are being updated to include audio, and we are also adding two additional modules in place of the instructor led sessions:

P2P Creating Receipts and Invoice Match Exception Overview

Procure to Pay Reporting and Analytics Overview

These new and updated modules are expected to be available later this Summer. Stay tuned for updates, and check out the current selection of training modules on [MyPath!](#)

Update To Allow Non-Catalogue Orders on Jaggaer-Enabled Suppliers

When the P2P system was first implemented, if a supplier was enabled in Jaggaer (the Marketplace), Workday requisitioners could not create a non-catalogue requisition for that supplier. This past month, we have now enabled non-catalogue orders to be placed for Jaggaer suppliers. However, requisitioners cannot place both a catalogue AND a non-catalogue order for a Jaggaer supplier on the same requisition. They must be on separate requisitions. Please reach out to the Procurement Service Center with any questions on this new functionality.

P2P Status Report — Week 46

Total Requisitions: 2,023	Requisition Total Turnaround Time:
Reqs Completed: 1,875	2.80 Days
Reqs In Progress: 130	
Reqs Cancelled: 84	

Total Supplier Invoice Requests: 1,887	SIRs Total Turnaround Time:
SIRs Completed: 1,835	1.66 Days
SIRs In Progress: 44	
SIRs Cancelled: 88	

Catalog Suppliers Enabled in Jaggaer Marketplace

Airgas USA LLC	Johnston Paper
Anixter	Krackeler Scientific
Beckman Coulter	Laboratory Products Sales
Bio-Rad Laboratories	Life Technologies
EMD Millipore Corp	McMaster-Carr Supply Company
Dupli Graphics	Qiagen
Fisher Scientific	Sedgwick
Graybar Electronics	Sigma-Aldrich
Henry Schein	Staples
Hill and Markes, Inc	VWR International
Illumina	Workplace Interiors
Integrated DNA Technologies Inc.	

Change Orders Will Now Require Internal Memo

The change order process has been updated in the Procure to Pay System to require an internal memo explaining the change(s) that were made to the purchase order. If you forget to add an explanation in the Internal Memo field, you will receive an error message reminding you to add this information. If you have any questions or need assistance with creating change orders, please contact the Procure to Pay Service Center.

A Note About Non-Standard Quantities and Costs

Please remember to include a unit cost greater than \$0 when creating line items on your requisition. Unfortunately, Workday allows a negative unit cost, but when the requisition is passed to Jaggaer, it does NOT allow for a negative unit cost. We have added a validation in Workday that will give the user an error message in the event that a negative unit cost is entered on a requisition. We have been asked how to handle a discount that reduces the total requisition. The preferred way to handle a discount is to reduce either all or one of the requisition line items by the amount of the discount, then list the discount in the Line Memo field.

If the unit cost is listed as \$0, the requisition will not route for financial approvals. Upon reaching Purchasing the requisition may not be able to be updated with a cost and could require it to be cancelled and a new requisition generated. To avoid delays, please review the unit pricing prior to submitting your requisition.

Keep in mind that listing a negative or fractional quantity will also stop your requisition from being processed—always use positive whole numbers!

More Demo Days Scheduled Later This Month

Do you want to learn more about the P2P project? Come to one of the P2P Demo Days scheduled for June! Two sessions are scheduled, and the topic for this month will be **Reporting and Ledger Reconciliation for Purchasing Transactions**. See below for details, and click on the link to sign up!

[River Campus Demo Days](#) — June 24 from 9:00 to 10:00 AM — Schlegel Hall S207 Classroom

[Medical Center Demo Days](#) — June 25 from 3:00 to 4:00 PM — Class of '62 Auditorium G-9425

See you there!

Cameron Bojko

Category Manager, Communications for P2P

University of Rochester

44 Celebration Drive, Suite 2.200 Room 2226

RC Box 278901

Rochester, NY 14620-2664

Phone: (585)275-2021

Email: cameron_bojko@urmc.rochester.edu