

## Reminder to setup Mobile Approvals for Urgent Transactions

Staff in approval roles in the P2P system are strongly encouraged to download the Workday Mobile App on their phone. This will enable the ability to approve transactions (requisitions and SIR's) on your phone and avoid delays in processing urgent transactions. Please click the link [HERE](#) for instructions

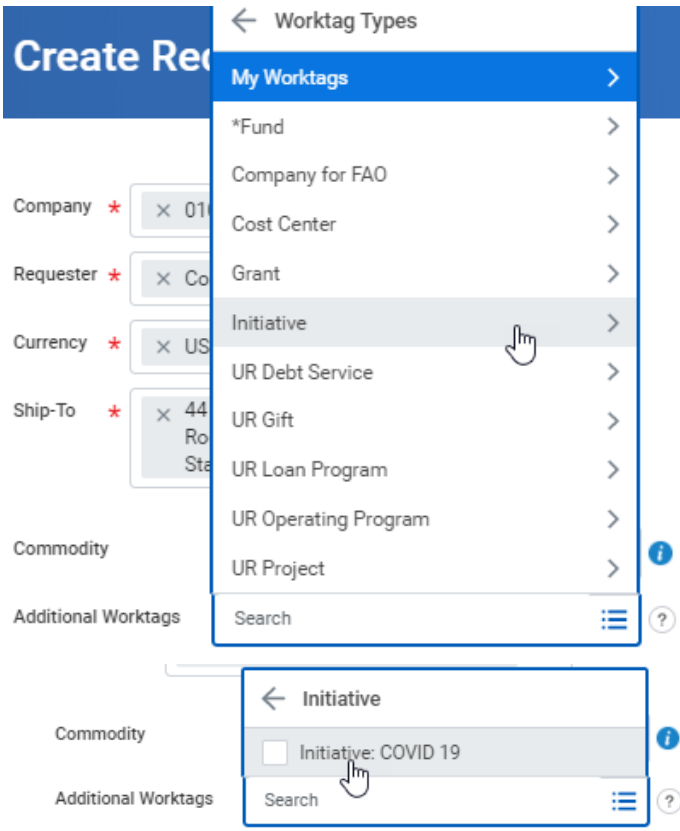
## COVID 19 Financials Tracking

Given the current Coronavirus situation, we ask that you keep track of all incremental expenses and lost revenue associated with preparations, containment, treatment, and related operational impacts, including such things as virus-specific purchases and additional fees (premium prices paid due to supply shortage), retroactively, back to 1/1/2020 and until further notice. Finance and Administration will use this information to track impacts to budgets and financial statements. For further details, please visit the [UR Financials website](#).

## Initiative > COVID 19 Worktag

When creating requisitions or supplier invoice requests for purchases and expenses associated with coronavirus, P2P Initiators can assist in the tracking of financial transactions associated with coronavirus expenses or disruptions by adding the Initiative > COVID 19 worktag wherever you add your FAO.

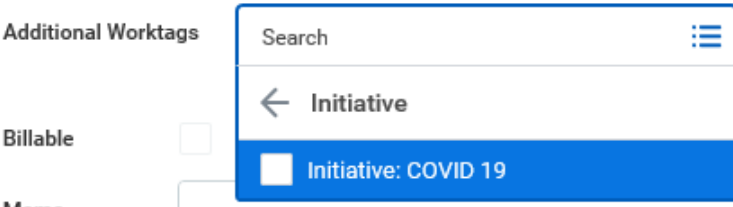
On Requisitions, in the **Additional Worktags** field select **Initiative**, then **COVID 19**:



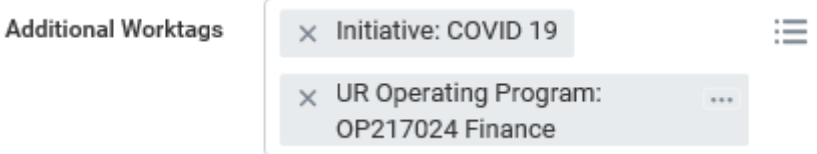
After entering both your FAO and the COVID 19 worktags, the COVID 19 worktag is listed among your financial worktags:



The same entry is used on Supplier Invoice Requests. In the **Additional Worktags** field select **Initiative**, then **COVID 19**:



After entering both your FAO and the COVID 19 worktags the result will appear with both listed:



## P2P Instructor Led Training Transitioned to Virtual (Zoom)

The P2P Instructor Led Training sessions have transitioned to virtual zoom sessions. You can register for these sessions in MyPath by searching for "P2P Workshop". The sessions are limited to 25. Upcoming sessions are noted below:

- 3/31 9—10:30am Create Requisition
- 4/1 9—10:30am Marketplace Orders (SOLO)
- 4/2 9—10:30am Supplier Invoice Request
- 4/3 9 - 10:30am Friday Free for All (Open Session)

## UR Marketplace Upgrade

The UR Marketplace (Jaggaer) will be upgraded on Sunday, April 5. There are minor changes as part of this upgrade. More details will follow in future communications.

## Transition of Blanket Purchase Orders to P2P

The P2P Team is working on details and training sessions to assist with the transition of blanket purchase orders to P2P. Details will be coming soon. Below are guidelines based on the blanket purchase order status and department action required.

Blanket PO Status	Department Action Required
Active (future expiration date) Blanket PO where dollars remaining is \$0 and/or less than 10% of total value	Transition to P2P now, reference PO being replaced in Internal Memo Field and contact the supplier with the new P2P PO (PURXXXXXXXXXX) number and to discontinue use of the old PO (UK-XXXXXX-XX).
PO Expiration Date 6/30/2020 or sooner	Transition to P2P upon PO expiration
PO Expiration Date 7/1/2020 – 12/31/2020	Transition to P2P, contact the supplier that a replacement PO will be generated and provide a copy of the replacement PO (PURXXXXXXXXXX).

## P2P Status Report

**Total Requisitions: 23.709**

**Requisition Average Turnaround Time: 6.05 Days**

- Requisition Qualified Supplier Turnaround Time: 7.65 Days
- New Supplier – Non Catalog Turnaround Time: 12.02 Days
- Marketplace Order Turnaround Time: 1.74 Days

**Total Supplier Invoice Requests: 17,512**

**SIRs Total Turnaround Time: 2.98 Days**