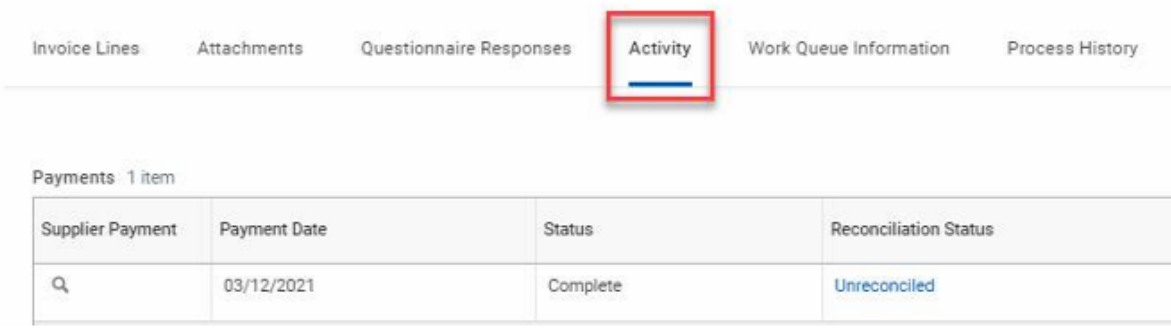# P2P Newsletter

UR Procurement Workday Upgrade

The Workday system is upgraded twice a year and the first upgrade was completed successfully on 3/13. There were a few minor user interface changes for P2P Users. For an overview of the changes, please review the Special Newsletter . In addition to those noted changes, the tab for viewing invoice payment information was updated.   The "Payment" tab has been renamed to "Activity" as shown below. All Guides and Tips and Trick documents have been updated to reflect the change. If you have any questions or need assistance related to these changes, please contact the P2P Service Center.

| Invoice Lines | Attachments | Questionnaire Responses | Activity | Work Queue Information | Process History |

Payments 1 item

Supplier Payment	Payment Date	Status	Reconciliation Status
🔍	03/12/2021	Complete	Unreconciled

Finding Payment Status for Supplier Invoices

There are several resources available on the UR Procurement Website to determine if an invoice has been paid.

How to Tell if an Invoice has been Paid

Finding Payment Status for Supplier Invoice Request

Finding Payment Status for Invoices on a PUR Purchase Order

P2P April Workshop - Tips, Tricks and Shortcuts to Streamline P2P Tasks

The April Workshop will be held on April 14th from 2—3pm. We will be reviewing Tips, Tricks and Shortcuts to streamline your P2P tasks.

If you have other topics that you would like to have addressed at this workshop, please submit a request to the P2P Service Center.

To access the workshop utilize the following link: https://rochester.zoom.us/j/91726401106 Passcode: 609916

P2P Marketplace (Jaggaer) Upgrade 4/11/2021

The P2P Marketplace (Jaggaer) is upgraded 3 times each year. The first upgrade for 2021 will take place on April 11th. The system will be unavailable on Friday, April 9 at 9pm until Monday, April 12th at 8am. Additional notifications will be provided the week of April 5. Changes that you will see in this upgrade are included in the Jaggaer Upgrade Change Summary.

Best Practices for Processing Discounts on P2P Non-Catalog Requisitions

P2P does not currently allow for negative (-) lines on Purchase Orders. If you are going to be getting a discount the very best method is to ask the supplier to provide you with a credit memo that can be applied against the Purchase Order.

If a credit is listed as part of a quote and the supplier will not provide a credit memo you will have to deduct the amount of the credit from one or more of your lines. Indicate in the **line memo** that the discount was applied in all or part to that line. Please make sure none of the lines are a negative value.

Requisition COVID Spending Restrictions removed as of April 1, 2021

The spending restrictions implemented in April 2020, including the review and approval of all requisitions based on the thresholds listed below, will be removed and no longer required effective **April 1, 2021**.

- Non-Clinical Requisitions for Companies 010, 020, 021, 022, 023, 024, 030, 070, 080 >=$25,000
- Non-Clinical Requisitions for Companies 040, 060, 090, 091, 092 >= $50,000
- Non-Clinical Requisition 050 >=$100,000

Requisition Attachment Size Restrictions

Any attachments marked for external (to be sent to the supplier with the PO) should be less than 10MB in total due to an order transmission limitation. To reduce failures and delays in your order reaching the supplier, ensure that the supplier truly needs the attachment and that those attachments are well under 10MB total.