

# Procurement Newsletter

Summer 2019

## Are you ready for Workday?

As we prepare for the transition to Workday, we all have a lot to do! To learn more about the procurement systems in Workday, watch the computer-based trainings available through Learn@ISU. There are short videos explaining how to enter a requisition for a purchase order (Creating Non-Catalog Requisitions) and how to place a cyBUY order (Using cyBUY in Workday).

If you are transitioning to an Improved Service Delivery team, look for the instructor led training course, Procurement for Specialists. This course will show the Workday features and business processes that support Procurement. This is a six-hour instructor-led training course recommended for Procurement and Expense Specialists. In this course, participants will receive training on the process and new concepts associated with creating orders (requisitions and cyBUY), managing contracts, verifying procurement card transactions, creating change orders and receiving orders. This course includes demonstrations and hands-on training in the system.

The other part of preparing for the transition to Workday involves clearing out all of the open transactions in AccessPlus. This includes all p-card transactions, cyBUY orders and payment transactions, and requisitions. The only transactions that will be moved to Workday will be open purchase orders, contracts, and cyBUY orders; which will all be applied to FY20 funds. To help departments stay on track, we have set dates for having transactions complete from now until June 30th.

## Our Mission

The mission of the Iowa State procurement services department is to provide efficient, timely and effective assistance to faculty, staff, and students.

Please contact us with any questions or concerns by contacting a staff member directly, emailing [procurement@iastate.edu](mailto:procurement@iastate.edu) or calling 515-294-4860.

# Requisitions & Purchase Orders

## P-cards

## cyBUY

- » For purchase orders that need to be issued in FY19 to be paid using FY20 funds, the requisition must be received by Procurement Services by June 19th. Requisitions that are for high dollar items, on federal funds, or require other Procurement actions prior to order (e.g. informal quote, contractor registration, etc.) may need to be sent to Procurement before June 17th. Purchase orders issued by the end of day on June 20th will be moved into Workday for receipt and payment in that system.
- » Any requisitions or contract renewal requisitions that have not been routed to Procurement Services by June 20th will need to be re-entered in Workday starting on July 2nd.
- » PO encumbrance changes must be submitted to Procurement by the end of the day on June 14th.
- » For emergency orders between June 21st and July 1st, contact Procurement Services for assistance. Procurement Services will have alternative mechanisms for placing orders.
- » By June 17, 2019, all requisitions to be issued in FY19 to be paid using FY20 funds must be approved and routed to Procurement Services.

- » Any p-card transactions currently in AccessPlus or received on or before June 27th must be reallocated and approved by 4:30 pm on June 27th. At 5:00 pm, the p-card system in AccessPlus will be moved to a Display-Only version. All p-card transactions that are available for reallocation in AccessPlus will be considered FY19 business. There will be no opportunity to carry-over p-card transactions from AccessPlus to Workday for FY20 funds.
- » Any transactions that have not been reallocated or approved will automatically be posted to the department's default account (or the account identified on the transaction if reallocated and not approved).
- » P-cards may continue to be used for purchases throughout the transition. Any transactions that do not post to AccessPlus prior to June 24th will be available to verify and approve in Workday starting on July 2nd.
- » By 4:30 pm on June 27th, departments must have all p-card transactions reallocated and approved.

- » New cyBUY orders must be released to suppliers by end of day on June 28th. cyBUY will be available again in Workday on July 2nd. cyBUY orders that have not been released to suppliers by end of day on June 28th, will be canceled and will need to be re-entered in Workday.
- » All cyBUY payments that are available for approval in AccessPlus prior to June 24th will be considered FY19 business. There will be no opportunity to carry-over cyBUY payments from AccessPlus to Workday for FY20 funds. cyBUY orders that are not billed in AccessPlus will be moved into Workday and will be considered FY20 business.
- » Any cyBUY payments that have not been routed for approval will automatically be posted to the account listed on the release.
- » By June 14, 2019, departments must have all cyBUY payments approved daily.

**If you have any questions or need assistance with clearing transactions or making purchases during the transition, contact Procurement Services at [procurement@iastate.edu](mailto:procurement@iastate.edu) or 515-294-4860.**

# Crown Limousine Service is now Star Executive

Crown Limousine Service has informed us that as of June 1st, they have sold their business to Star Executive Town Car Service. Julie Schlosser, owner of Crown Limousine, has expressed her gratitude for our business over the years and says that she is confident that Star Executive will continue to provide excellent service.

Any transportation that had already been booked through Crown Limo has been transferred to Star Executive, and the new company should have all of the passenger information. If you had previously arranged transportation and want to verify those trips, you may contact Star Executive.

To book or verify transportation with Star Executive, you may call them at 515-708-7291 or email at [starexecutiveames@outlook.com](mailto:starexecutiveames@outlook.com).

You may still use other transportation companies for your guests! If you have questions about booking transportation, please contact Cindy Braatz, our agent for transportation, at either 4-5641 or [cbraatz@iastate.edu](mailto:cbraatz@iastate.edu). You may also call our main desk at 4-4860 or email [procurement@iastate.edu](mailto:procurement@iastate.edu).

## Introducing Blick Art Materials to cyBUY

Blick Art Materials is now available on cyBUY! It is a family owned business that has dedicated staff who support the Visual Art Community by providing a wide selection of art supplies at low prices. They strive to provide artists, educators, students, and their employees with the tools, assistance, and training they need to grow, innovate, and reach their creative potential.

If you have any questions, our account representative is Mindy McClusky. You can contact her at:

[M.McClusky@dickblick.com](mailto:M.McClusky@dickblick.com)  
Direct 309-341-5793,  
Toll Free: 800-704-7744 x5793.

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art materials

# Card programs and Workday Your Questions Answered

With Workday implementation just around the corner, procurement services and the controller's department are taking advantage of this updated technology to expand and realign our card payment options. One of the many improvements will be the implementation of a Travel & Hospitality (T&H) card, in addition to the current procurement card (p-card).

The T&H card is a corporate liability (ISU-paid) Visa card similar to the p-card and allows employees to also pay for travel expenses on the card instead of being reimbursed for out-of-pocket expenses. Both T&H card transactions and personally paid reimbursable expenses will be processed through the expense reporting function in Workday.

Hospitality expenses such as group meals, catering, lodging for visitors and airline tickets currently paid with the p-card will transition to the T&H card beginning July 1. The p-card may be used for hospitality expenses until the T&H card program is fully implemented.

Procurement services and the controller's department are offering training during June to those employees who are interested in the T&H card program. Check Learn@ISU to enroll in upcoming Travel & Hospitality Card Orientation session. Attending an early training session will allow us to expedite issuance of your T&H card when it arrives.

## How do I apply for a T&H card?

To ensure a smooth transition for employees making hospitality purchases, procurement services is working with departments to first identify those p-card holders with hospitality rights who will need a T&H card. Standard p-card holders and those employees who do not have a p-card may apply for a T&H card through a new card application process, available after July 1.

## Will I be getting a new p-card?

If you have a p-card, you will continue to use the card and account number you have. If you currently have hospitality rights, the configuration of your card will eventually be changed to exclude hospitality transactions. This change will take place only after the T&H card program is fully implemented.

## Do I have to get a T&H card if I travel?

You have a choice! Departments may authorize employees to have a T&H card, or employees may continue to pay for travel expenses personally and be reimbursed. Expense reports in Workday will be used to process both T&H card transactions and employee reimbursements.

## We have a new employee in our department. Should we wait until after July 1 to apply for a p-card?

The card application function in AccessPlus will be available until June 27. We encourage departments to apply for cards as needed to minimize delays as we transition to a new application process.

## Can I get a T&H card even if I travel only once or twice a year?

Your department will determine which eligible employees may have a T&H card. Full- or part-time faculty, staff, and graduate assistants are eligible to apply for T&H cards and p-cards. Casual hourly employees and employees of Advance Services Inc. are not eligible to have cards.

## Will the event card program for study abroad continue?

Procurement services will continue to offer the event card as a payment solution for faculty and staff leading groups traveling outside the US. Event card transactions will be processed through expense reports in Workday.

# Procurement Open House

Thank you to everyone who attended our Open House Event on March 26th! We held a meet and greet, hosted games, gave out tons of prizes, and just had a lot of fun. This was the first time we've put on an open house and we were blown away by the turnout. We've never seen the hallways so busy! It was great to see both new and familiar faces come to our office.

March was a busy month of celebrating for us. It was filled with treats and events for Procurement Services in honor of National Procurement Month. The Open House was a perfect way to end our celebration. We hope you had as much fun attending as we did putting it on. See you again next year!



## New and Improved Procurement Website

If you've visited the Procurement Services website recently, you've probably noticed it looks different. On April 30th, 2019 the Procurement Services website was switched over to our newly redesigned site. The new university theme was implemented and we did a complete reorganization of the content. We focused on improving and reorganizing information so everything is easier to locate. We regrouped our content into seven drop downs and made a separate website for suppliers. The redesign process took us a year to complete so we're very excited to see it live.

The plan going forward is to keep information relevant, organized and updated. We're currently in the process of creating a new supplier website so look for it coming in the future.

The website redesign was made live on April 30th, 2019 and can be seen at <https://www.procurement.iastate.edu/>.





# Staff Spotlight

# Shari Russell

## Role in Procurement Department

My primary role in Procurement Services is administration of the p-card and event card programs. Mostly, I focus on keeping things running as smoothly as possible for cardholders. Some of the areas I focus on are training cardholders, resolving problems with applications, setting up new cards with the bank, changing card limits or configurations, resolving issues with transaction processing (reconciliation), investigating declined authorizations and potentially fraudulent transactions, and reviewing transactions for compliance with program guidelines.

## Educational Background/Employment History

Once upon a time, I graduated from Iowa State with a bachelor's degree in Home Economics Education. They call it Family and Consumer Sciences now, which gives you an idea how long ago I graduated. While in college, I spent my summers working as a legal secretary, typing wills and land deeds (on an IBM electric typewriter). After graduation, I worked for the Women, Infants & Children (WIC) and Well-Child Programs, teaching nutrition classes to parents of infants and young children and maintaining immunization records for clients. Then, I was fortunate enough to come to ISU, where I spent a short time in the Political Science Department before dedicating the past 29 years (and counting) to Procurement Services.

## What do you like to do outside of work?

Outside of work, I love spending time with friends and family, especially with my three grown children. I have two daughters (and a wonderful son-in-law) who live in Illinois, and my son lives in Colorado. Along with our extended family, we enjoy playing all kinds of games, going to movies, and taking trips together. I enjoy sporting events (attending or watching on TV). I rarely miss any televised Cyclone football or basketball game. Although I dabble in other hobbies (coin collecting, genealogy, making photo books, etc.), my most exciting hobby will begin in the next 30 days or so, when I become "grandma"!