

# MEMO

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**DATE:** November 4, 2022

**TO:** Business Administrators, and Business and Finance Managers  
Budget Officers  
Controllers  
Operational Accounting  
Financial Services  
Corporate Planning  
Academic Operations and Planning  
Data Architect, Performance and BI Reporting

**CC:** Duane McNair, Vice President, Finance and Administration  
Grant Perry, Chief Financial Officer  
Emily Woods, Director, Financial Planning  
James Pede, Associate Director, Financial Operations  
Claire Ramsay, Manager, Workday Support  
Eghosa Iria, IT Change Management Specialist, Workday Support  
Antony Holyer, Systems Administrator, Workday Support  
Kim Blackburn, Communications

**FROM:** Philippe Roy, Manager, Procurement

**SUBJECT:** Confirmation of Purchase Order Issuance to Requisitioners in Workday

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Financial Services works regularly with the Workday Support Team to enhance Workday and create solutions to improve functionality for everyday operations.

The purpose of this memo is to let you know about the latest changes in Workday and to provide an overview of those changes including why they are being implemented, and how they impact your work when using Workday.

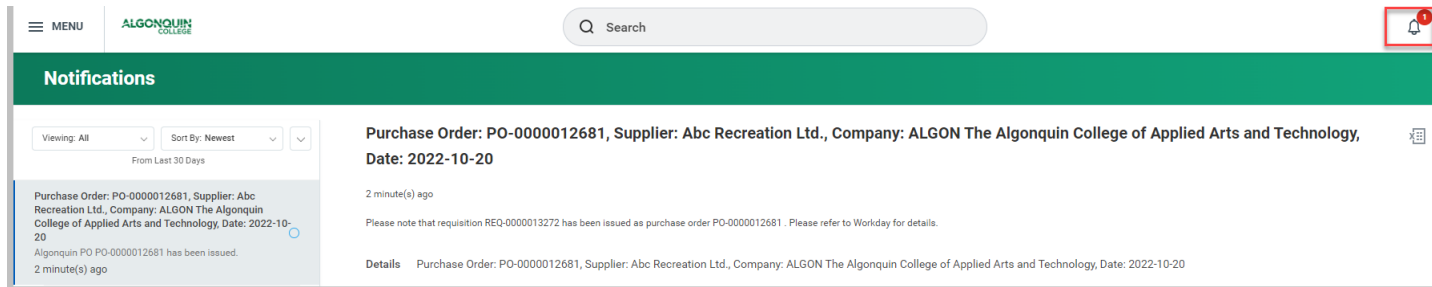
## Purchase Order Confirmation to Requisitioner and Cost Center Manager in Workday

### The improvements are as follows:

As of Nov. 7, 2022, Workday will automatically issue a notification to the requisitioner and cost center manager(s) of a purchase order confirming that the purchase order has been issued to the supplier.

The notification will include:

1. The supplier name.
2. The original requisition number.
3. The purchase order number.
4. The date of purchase order issuance.



## Why is this change being implemented?

This change is being implemented to provide increased functionality and service to College requisitioners and cost center managers who, prior to this change would have to email Procurement for an update on their purchase requisitions. With this change requisitioners and cost center managers will be notified as soon as the purchase order has been issued to the supplier.

## How does this work

There are no additional steps that need to be taken by the requisitioner or cost center manager. When the purchase order is issued through Workday, the requisitioner and cost center manager will automatically be notified of the issuance. The notification will be found in the notification area of the Workday main or landing page by looking for the notification bell icon. Please note, the notification will not show up in your Workday inbox, but instead will be posted to your notifications (bell icon).



## Additional Details

The Workday user guides have been updated to reflect this change in functionality and can be found here:

[Create a Purchase Requisition](#)

[Create Requisition with T4A Purchase Item](#)

## When will this be available?

This change will be effective on Monday, Nov. 7, 2022 by 1 p.m.

## Who to contact for questions or concerns

If you have any questions or concerns, please contact [Philippe Roy](#), Manager, Procurement.