



Finance: Catering Requisition



Catering Requisition

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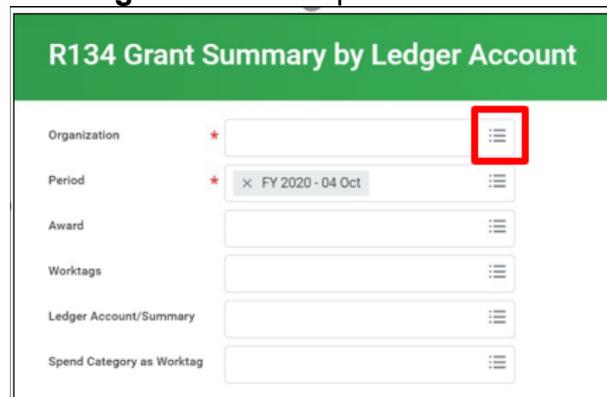
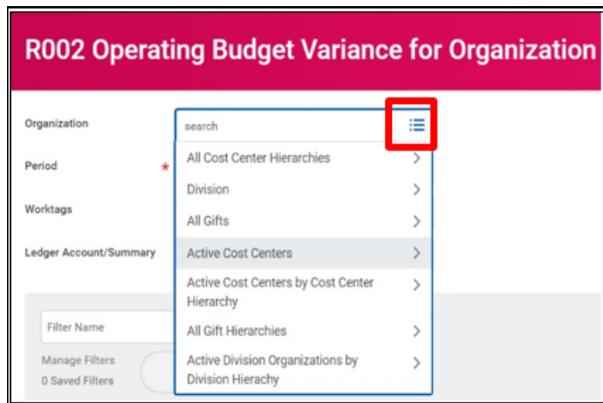
In order to automate processing invoices and payments for catered events, a purchase requisition, purchase order and a receiving must be created for each event.

Requisitioners will place an order with Chartwells, either through Catertrax system, or via an email or phone call to their office. Chartwells will email a confirmation of the order to the Requisitioner with a 20% overage included in the **Requisition Amount** field of the Catering Order Form. The Requisition Amount will need to be entered into Workday as the total quantity of the request.

Check Budget

The first step in creating a Catering Requisition is to check the available budget in General Operating account. For cost center transactions, run the R002 Report to check the General Operating account. If the transaction is for a grant, then the R134 Report should be run to check Other Operating account. The spend category is SC0002 for Catering Food Services.

- In the *Search* field, enter **R002** to find and run the **Budget Report**.
- In the *Search* field, enter **R134** to find and run the **Grant Summary by Ledger Account** report.



- 1) In the **Organization** field of the R002, select the **Prompt** icon and search for the organization you wish to view. To view a list of all Cost Centers or Gifts to which you have access, select **Active Cost Centers** or **All Gifts**.
- 2) In the **Organization** field of the R134, select the **Prompt** icon and search for the project you wish to view.
- 3) Click the **OK** button.

The R002 Budget Variance Report.

Budget to Actuals for Cost Center: CC10315 Technology Training and Integration		FY 2020						
Report ran on 08/08/2019 for Period FY 2020 - 02 Aug	Original Budget	Amendments	Revised Budget	Obligation	Commitment	Reserved Journals	Available Budget \$	Available Budget %
Personnel Expense	1,807,345.60	0.00	1,807,345.60	0.00	0.00	0.00	1,807,345.60	100.0%
Non-Position Controlled	594,209.43	0.00	594,209.43	0.00	0.00	0.00	594,209.43	100.0%
Position Controlled	1,213,136.17	0.00	1,213,136.17	0.00	0.00	0.00	1,213,136.17	100.0%
Total Personnel Expense	1,807,345.60	0.00	1,807,345.60	0.00	0.00	0.00	1,807,345.60	100.0%
Non-Personnel Expense	5,916.00	0.00	5,916.00	0.00	0.00	337.50	5,578.50	94.3%
General Operating	5,036.00	0.00	5,036.00	0.00	0.00	337.50	5,198.50	93.9%
Materials and Supplies	3,035.00	0.00	3,035.00	0.00	0.00	337.50	2,697.50	88.9%
Services	2,501.00	0.00	2,501.00	0.00	0.00	0.00	2,501.00	100.0%
Travel	380.00	0.00	380.00	0.00	0.00	0.00	380.00	100.0%
Total Non-Personnel Expense	5,916.00	0.00	5,916.00	0.00	0.00	337.50	5,578.50	94.3%
Total Expense	1,813,261.60	0.00	1,813,261.60	0.00	0.00	337.50	1,812,924.10	100.0%

Review the appropriate Parent level Available Budget column to ensure that there is money available for the proposed purchase.

If there is not enough budget in the correct parent account, a budget amendment will need to be completed and approved. Please go to the Workday Finance Job Aids page <https://www.montclair.edu/finance-and-treasury/workday-resources/budget-amendments/> to access the Budget Amendment Reference Guide.

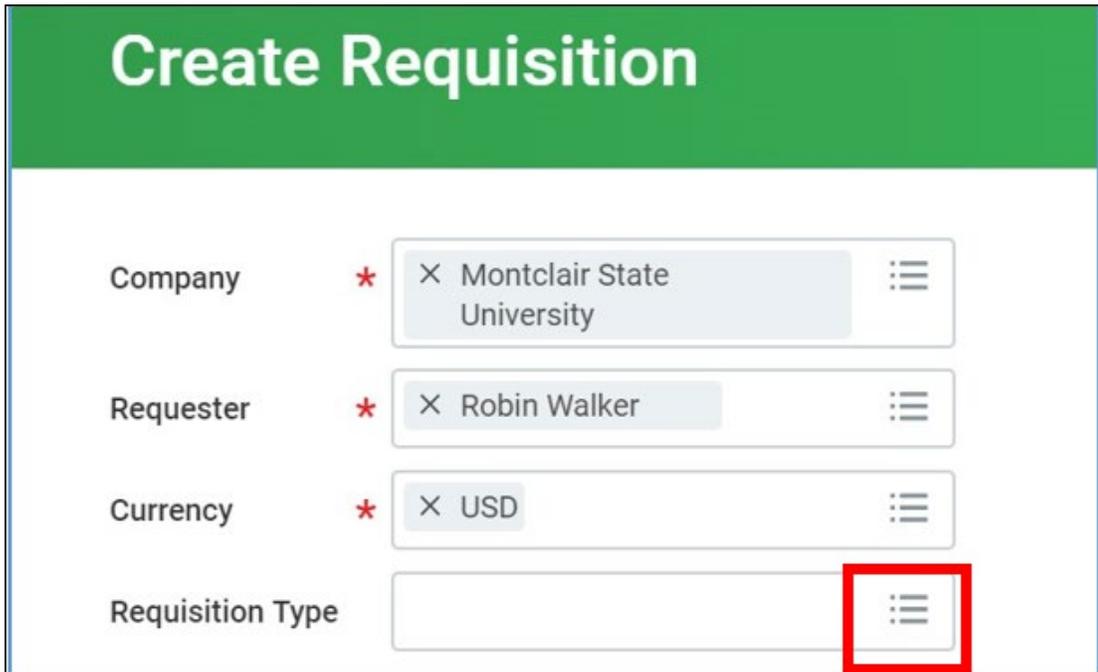
Once confirmed that there is enough budget to proceed, begin to build the request.

Create a Catering Requisition

- 1) Enter **Create Requisition** into the *Search* bar and click **Create Requisition – Task**.



2) Click the **prompt icon** for **Requisition Type** and choose **University Contract**.



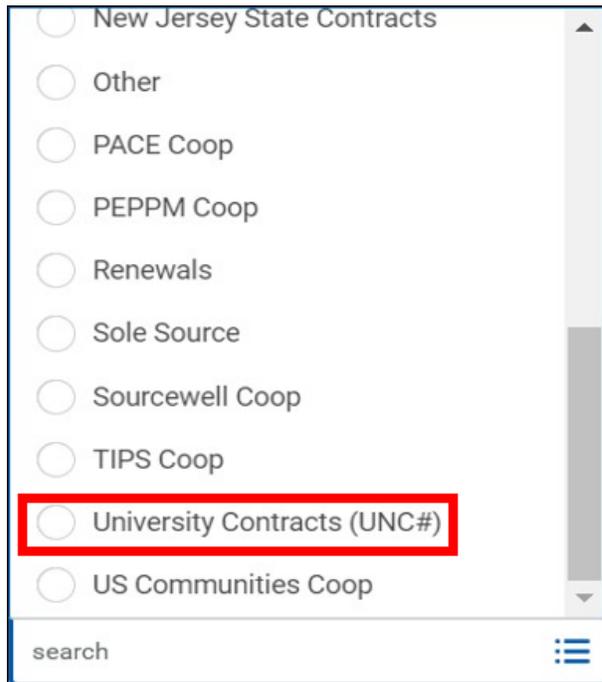
Create Requisition

Company * X Montclair State University

Requester * X Robin Walker

Currency * X USD

Requisition Type [Prompt Icon]

- 
- New Jersey State Contracts
 - Other
 - PACE Coop
 - PEPPM Coop
 - Renewals
 - Sole Source
 - Sourcewell Coop
 - TIPS Coop
 - University Contracts (UNC#)
 - US Communities Coop
- search [Prompt Icon]

3) Click **OK**.

4) Under the **Select an Option** section, click **Request Non-Catalog Items**.

▼ **Instructions**

Supplier MUST be approved in the system

Dollar Threshold: \$250 - \$1,999 **Requirements:** Suggested - 1 quote attached to requisition **Policy & Regulations:** N/A
Dollar Threshold: \$2,000 - \$6,879 **Requirements:** Suggested - 2 quotes attached to requisition Required 1 quote **Policy & Regulations:** N/A
Dollar Threshold: \$5,160 and above **Requirements:** Business Registration Certificate (BRC) **Policy & Regulations:** State of NJ Requirement C
Dollar Threshold: \$6,880 - \$34,399 **Requirements:** Required 3 quotes **Policy & Regulations:** [Procurement Policy #1](#)
Dollar Threshold: \$17,500 and above **Requirements:** Chapter 51 (Political Contributions Disclosure Form) **Policy & Regulations:** State of NJ Cumulative across the University (see notes)

The University MUST award business based on price & other factors for goods & services and construction.
[Policy and Procedure link](#)
[Board of Trustees Training Document](#)

▼ **Select an Option**

Request Non-Catalog Items

Special Request

5) Under **Non-Catalog Request Type**, select **Request Service**.

Non-Catalog Request Type

Request Goods

Request Service

- 6) Enter a description under **Description** starting with the Catering Order # and name of the request (for example, **CTR# 1234 Lunch for Annual Kick-Off Meeting**).
- 7) Enter **SC0002** in the **Spend Category** field.
- 8) Leave **Supplier** field blank. This is filled in later.
- 9) Leave **Supplier Contract** field blank. This is filled in later.
- 10) Leave **Start Date** and **End Date** blank.
- 11) In the **Extended Amount** field, enter the amount shown on the Catering Order Form under **Requisition Amount**. (Note- this amount includes a 20% overage.)
- 12) Click **Add to Cart**.

Non-Catalog Request Type

Request Goods
 Request Service

Service Request Details

Description * CTR# 1234 Lunch for Annual Kick-Off Meeting

Spend Category * X SC0002 Catering Food Services

Supplier

Supplier Contract (empty)

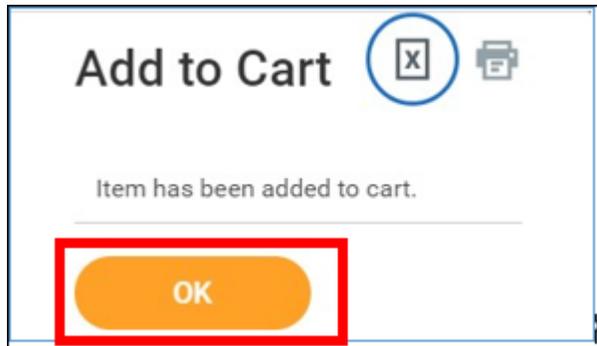
Start Date MM / DD / YYYY

End Date MM / DD / YYYY

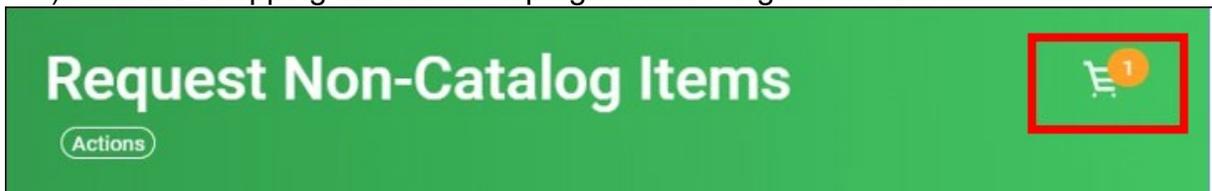
Extended Amount 120.00

Memo

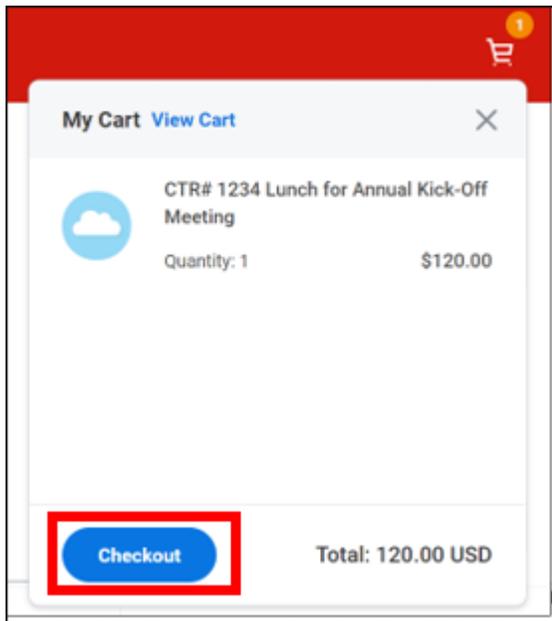
13) Click **OK** to confirm item has been added to the cart.



14) Click the shopping cart icon in top right corner to go to the **Cart**.



15) Click **Checkout**.



16) Under **Requisition Information**, confirm defaulted information is correct. Enter any comments for Catering under **Memo to Suppliers** and/or enter any additional comments regarding the order in the **Internal Memo** field, if needed.

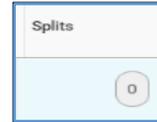
A screenshot of a form with two text input fields. The top field is labeled 'Memo to Suppliers' and the bottom field is labeled 'Internal Memo'. Both fields are currently empty and have a light gray border. The 'Internal Memo' field has a small double-slash icon in the bottom right corner, indicating it is a rich text editor.

17) Verify all the information is correct on the Check-out Page. The following fields defaulted in under **Services**:

- Deliver-To
- Ship-To Address
- Ship-To Contact
- Cost Center
- Division
- Fund

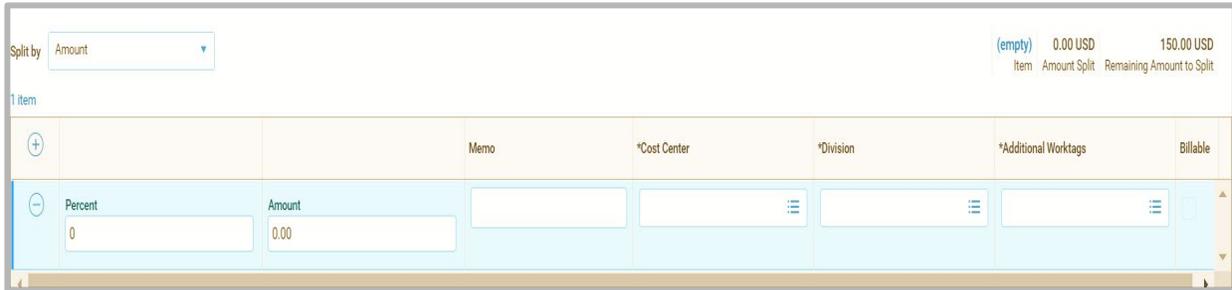
If different worktags need to be indicated, click the **X** in the corresponding field to remove the default and search for the appropriate worktag via the **prompt** icon.

To Split the Cost of a Line Item:



18) To split the cost of a line, scroll to the far right of the line and click the zero in the **Splits** column.

19) On the pop-up, click the drop-down to select if the split will be based on dollar amount or quantity.



20) On the displayed line, enter the percent or amount of the first portion of the split.

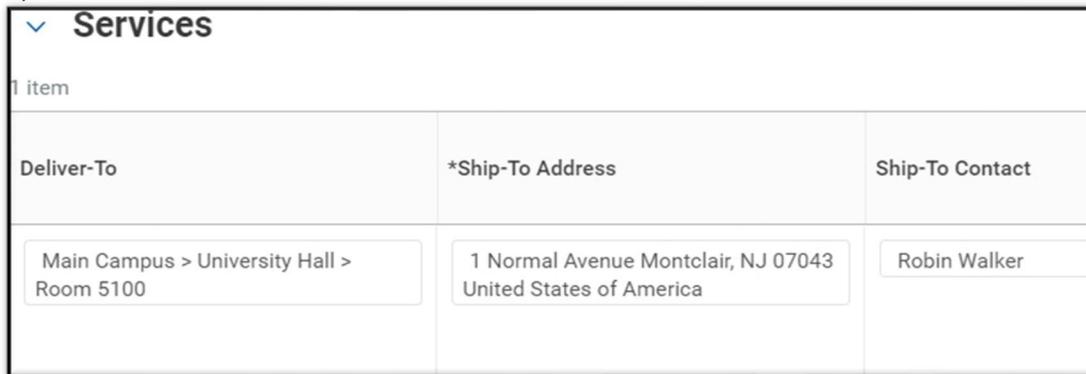
21) Enter the appropriate driver worktag in either the **Cost Center** field or the **Additional Worktags** field.

22) Click the **plus sign** immediately under the Item counter, and complete the split information on the inserted line.

23) Continue to add lines until 100% of the total line amount has been allocated.

24) Click **Done**.

25)



25) Under the Services, in the Supplier field, type in the **Supplier name** and the **Order-from Connection** field will default in. It is required to select an Order-from Connection.

	*Ship-To Address	Ship-To Contact	Supplier	Memo
love Road > ... ok Building	x 150 Clove Road Little Falls, NJ 07424 United States of America	x Robin Walker ...	Supplier x CHARTWELLS HIGHER ED Order-From Connection x 1 NORMAL AVE ... CATERING PO BOX 91337 CHICAGO IL MONTCLAIR NJ 07043 Supplier Contract	

Submit Save for Later Continue Shopping ...

26) Under **Attachments**, click **Select files** and attach the Catering Order Form that was emailed from Catering.

Note- The attachment is required in the system.

Attachments

Drop files here
or
Select files

27) Select **External** to ensure the Catering Order Form is sent to Catering.

Attachments

CATERING.docx
Successfully Uploaded!

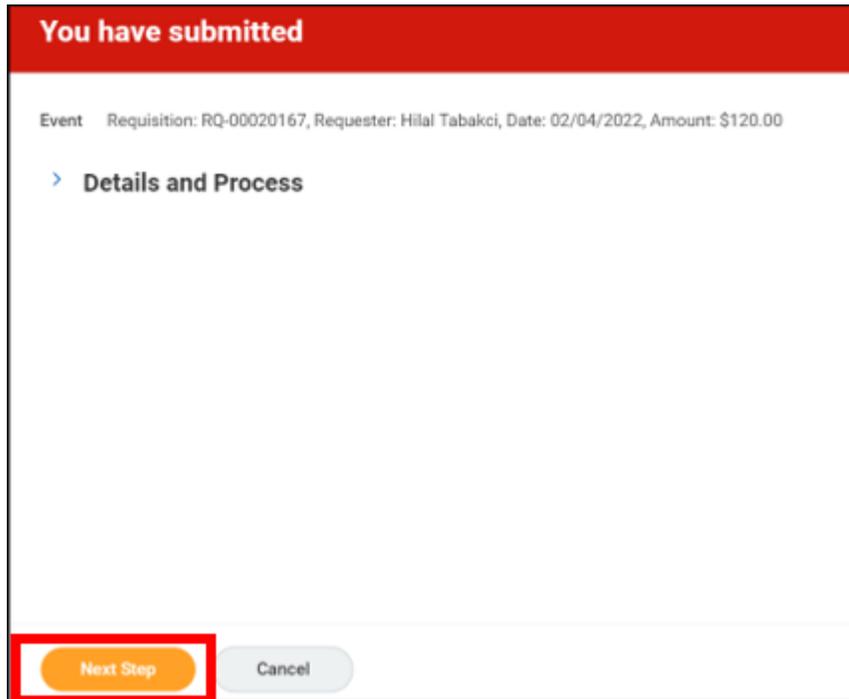
External

Comment

Upload

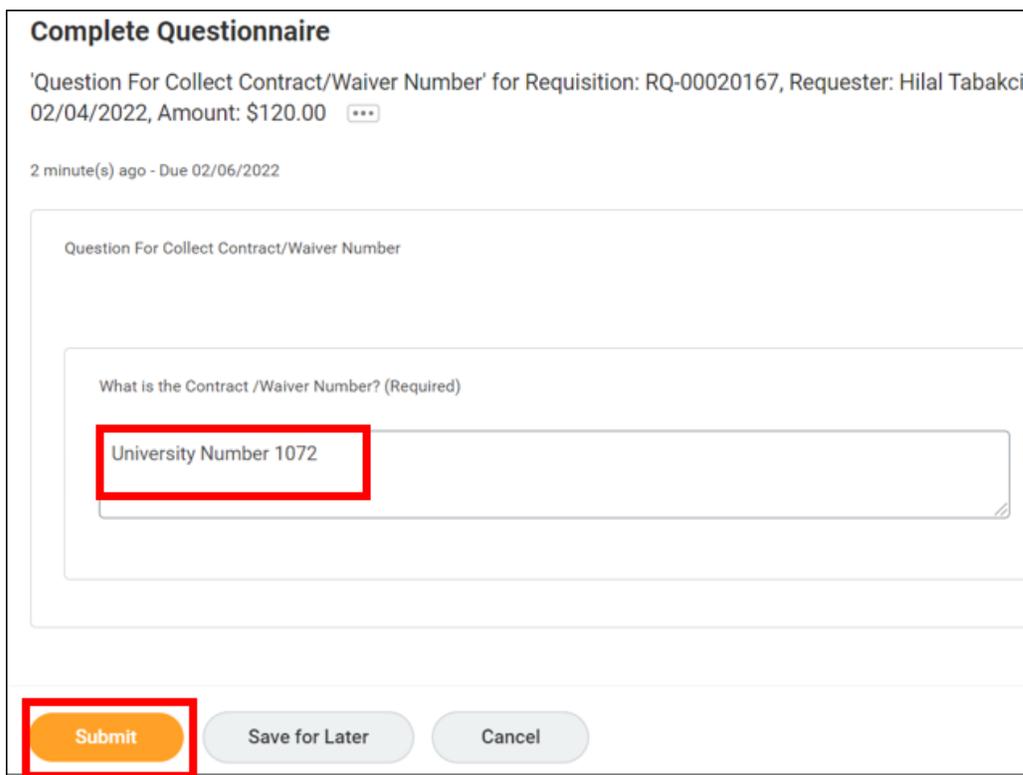
28) Click **Submit**.

29) Click the **Next Step** button.



The screenshot shows a confirmation screen with a red header that reads "You have submitted". Below the header, the text "Event Requisition: RQ-00020167, Requester: Hilal Tabakci, Date: 02/04/2022, Amount: \$120.00" is displayed. A link labeled "Details and Process" with a right-pointing chevron is visible. At the bottom of the screen, there are two buttons: "Next Step" (highlighted with a red box) and "Cancel".

30) Enter the University Contract Number (**1072**) in the field **What is the Contract/Waiver Number? (Required)**

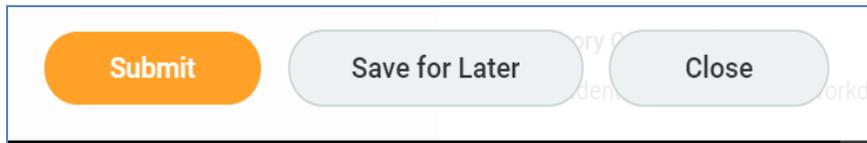


The screenshot shows a "Complete Questionnaire" form. The title is "Complete Questionnaire". Below the title, the text reads "'Question For Collect Contract/Waiver Number' for Requisition: RQ-00020167, Requester: Hilal Tabakci, 02/04/2022, Amount: \$120.00" followed by a three-dot menu icon. Below this, it says "2 minute(s) ago - Due 02/06/2022". The main question is "Question For Collect Contract/Waiver Number". Underneath, there is a sub-question: "What is the Contract /Waiver Number? (Required)". A text input field contains the text "University Number 1072" and is highlighted with a red box. At the bottom of the form, there are three buttons: "Submit" (highlighted with a red box), "Save for Later", and "Cancel".

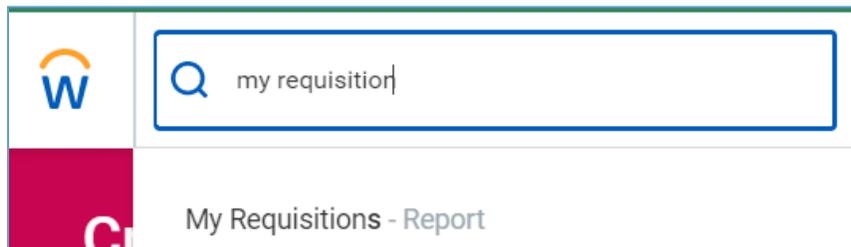
31) Click the **Submit** button to save this request and send it to the approver for review and processing.

Save for Later

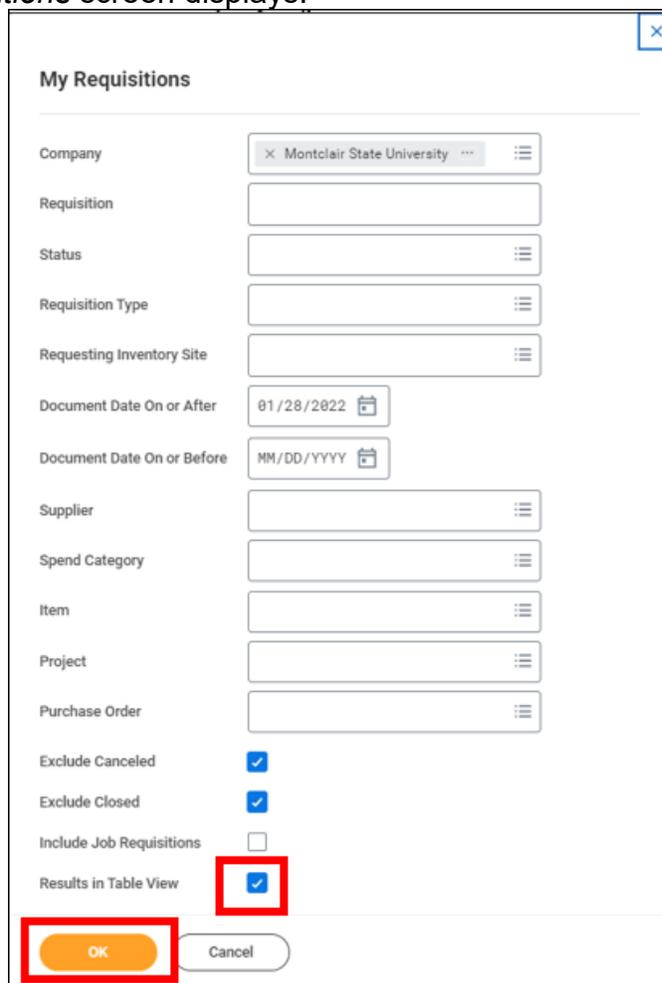
- 1) Click the **Save for Later** button to save your request and return to it later.



- 2) Type **My Requisitions** in the *Search* bar in the upper left corner of the screen and select the same option from the search results.



The *My Requisitions* screen displays.

A screenshot of a "My Requisitions" form. The form has a title bar with a close button. Below the title, there are several input fields and checkboxes. The fields include: Company (with a dropdown menu showing "Montclair State University"), Requisition, Status, Requisition Type, Requesting Inventory Site, Document Date On or After (with a date picker showing "01/28/2022"), Document Date On or Before (with a date picker showing "MM/DD/YYYY"), Supplier, Spend Category, Item, Project, and Purchase Order. There are four checkboxes: "Exclude Canceled" (checked), "Exclude Closed" (checked), "Include Job Requisitions" (unchecked), and "Results in Table View" (checked). The "Results in Table View" checkbox and the "OK" button at the bottom left are highlighted with red boxes.

- 3) Check the box for Results in Table View
- 4) Click the **OK** button in the bottom left corner to display a list of all related requisitions.

← My Requisitions

Create Requisition

Selection Criteria

Company [Montclair State University](#)

Document Date On or After 07/15/2019

Exclude Canceled Yes

Exclude Closed Yes

Procurement Requisitions

5 Items

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders
RQ-0000000146	University Contracts (UNC#)		08/14/2019	150.00	USD	COMPASS GROUP USA INC	PO-0000000127
RQ-0000000141	Other		08/13/2019	1,860.00	USD	MAACBA	
RQ-0000000137	University Contracts (UNC#)		08/12/2019	120.00	USD	COMPASS GROUP USA INC	

The report displays the list of your requisitions listing the requisition number, type, date, amount, supplier, corresponding purchase order number (if any), status, memo to supplier, and internal memo.

To review the specific requisition details, click the requisition number in the list.

Review Budget Check

If the system finds an issue with the budget versus your request, a “Review Budget Check” action and Review button displays on the screen, once the request is submitted. An item will also be sent to your Inbox, Actions tab. **NOTE-This request will NOT be sent to the approver for review if there is an issue with the budget.**

You have submitted

Supplier Invoice: [SI-0000000063](#), [LENOVO US INC](#) on 11/10/2019 for \$5,000,000.00 [Actions](#)

Up Next

 Patricia Conte

Review Budget Check

Due Date 11/11/2019

[Review](#)

> [Details and Process](#)

- 1) Click the **Review** button to drill into the request in order to find the issue. In the upper right corner, the budget status displays.
- 2) Click the **View** button on the line of Review Budget Check page to see the specific details of the request.

- 3) Review the columns of the report, and pay special attention to the Budget Amount versus the Current Transaction columns.

Budget Amount	Spend	Current Transaction	Available Budget	Line-Level Status
52,900.00	2,067.20	5,000,000.00	(4,949,167.20)	Fail (Insufficient Budget)

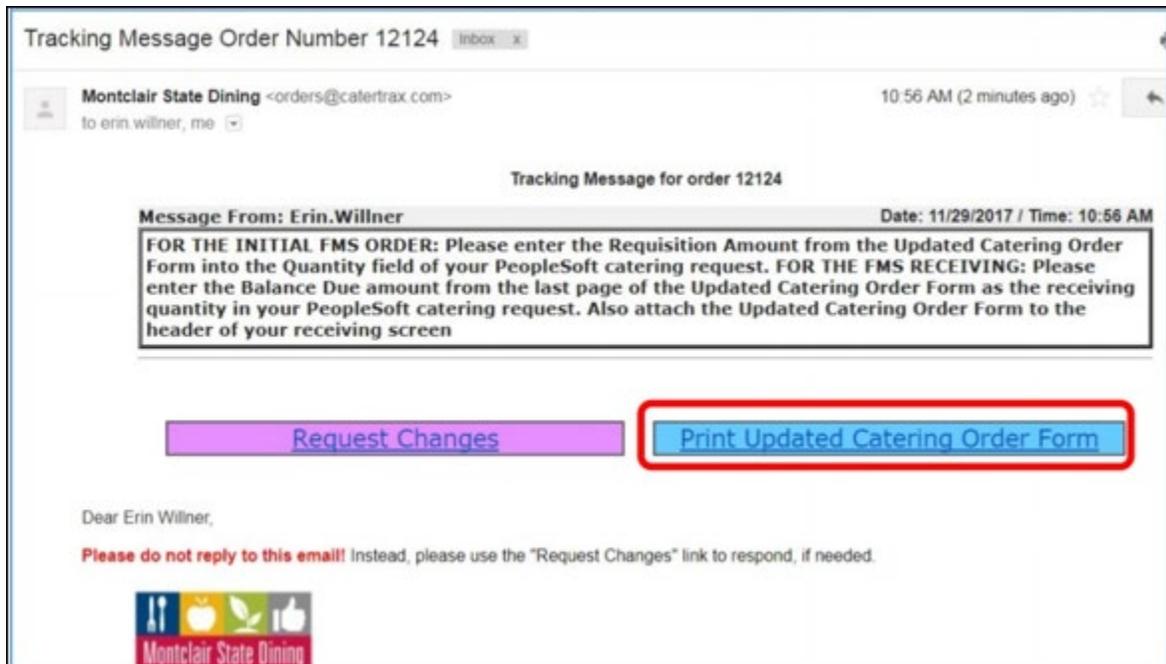
- 4) Based on the information provided, decide if a Budget amendment needs to be completed, or if the request should be edited to adjust the Worktags.

Receiving a Catering Event

All goods and services must be formally received within Workday in order to allow for processing of payment to the supplier. It is important to receive accurate, actual quantities within the system.

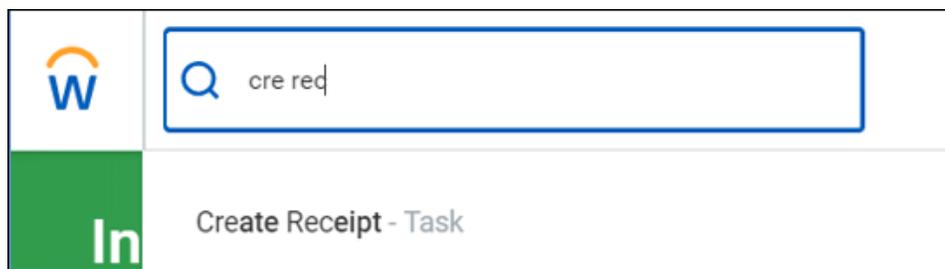
Once a catering event has occurred, the Requisitioner will receive an email from “Montclair State Dining” containing a survey invitation and the Updated Catering Order Form.

The Requisitioner will need to click the “Print Updated Catering Order Form” link to open and view the Updated Catering Order Form and the actual expense of the event (Balance Due field).



Once opened, the Requisitioner should save the updated form as a PDF in order to attach it to the receiving screen in Workday.

- 1) Enter **Create Receipt** into the *Search* bar and click **Create Receipt – Task**.



- 2) Enter Purchase Order # in the **Purchase Order** field. (Once the PO# has been issued, you will receive a Notification with the PO#.)
- 3) **DO NOT** check Fully Receive. This would include the 20% encumbrance.
- 4) Click **OK**.

Note: Compass Group will send the invoice directly to Accounts Payable. Do not send a copy of the catering order form to invoices@montclair.edu. AP cannot use this to process payment.

Create Receipt

Purchase Order

Supplier Contract

Alternate Supplier Contract

Fully Receive

- 5) Enter the invoice amount in the **Amount to Receive** field, located on the final line of the Updated Catering Order Form as the **Balance Due** field.
- 6) Click **Attachments** and attach the Final Catering Order Form.
- 7) Click **Submit**.

Service Order Line	Spend Category	Amount to Receive	Amount Ordered	Amount Already Received	Total Amount Received To Date	St Da
PO-0000000116 - Line 1	SC0002 Catering Food Services	0.00	100.00	0.00	0.00	

View All Requisitions

- 1) Enter **My Requisitions** in the *Search* bar and select **My Requisitions – Report**.

C My Requisitions - Report

- 2) Click **OK** to locate all of your requisitions.

My Requisitions

Company:

Requisition:

Status:

Requisition Type:

Requesting Inventory Site:

Document Date On or After:

Document Date On or Before:

Supplier:

Spend Category:

Item:

Project:

Purchase Order:

Exclude Canceled:

Exclude Closed:

Include Job Requisitions:

Results in Table View:

OK Cancel

My Requisitions

Create Requisition

Selection Criteria

Company: Montclair State University

Document Date On or After: 02/15/2022

Exclude Canceled: Yes

Exclude Closed: Yes

Edit Filters

Procurement Requisitions

8 items

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers
RQ-00020409	Other		02/15/2022	25.00	USD	DELL MARKETING LP
RQ-00020410	Punch-Out Catalogs		02/15/2022	19.67	USD	W B MASON (PUNCH OUT)