



# WORKDAY SEPTEMBER ENHANCEMENTS

## WHAT'S CHANGING?

### SUMMARY OF CHANGES

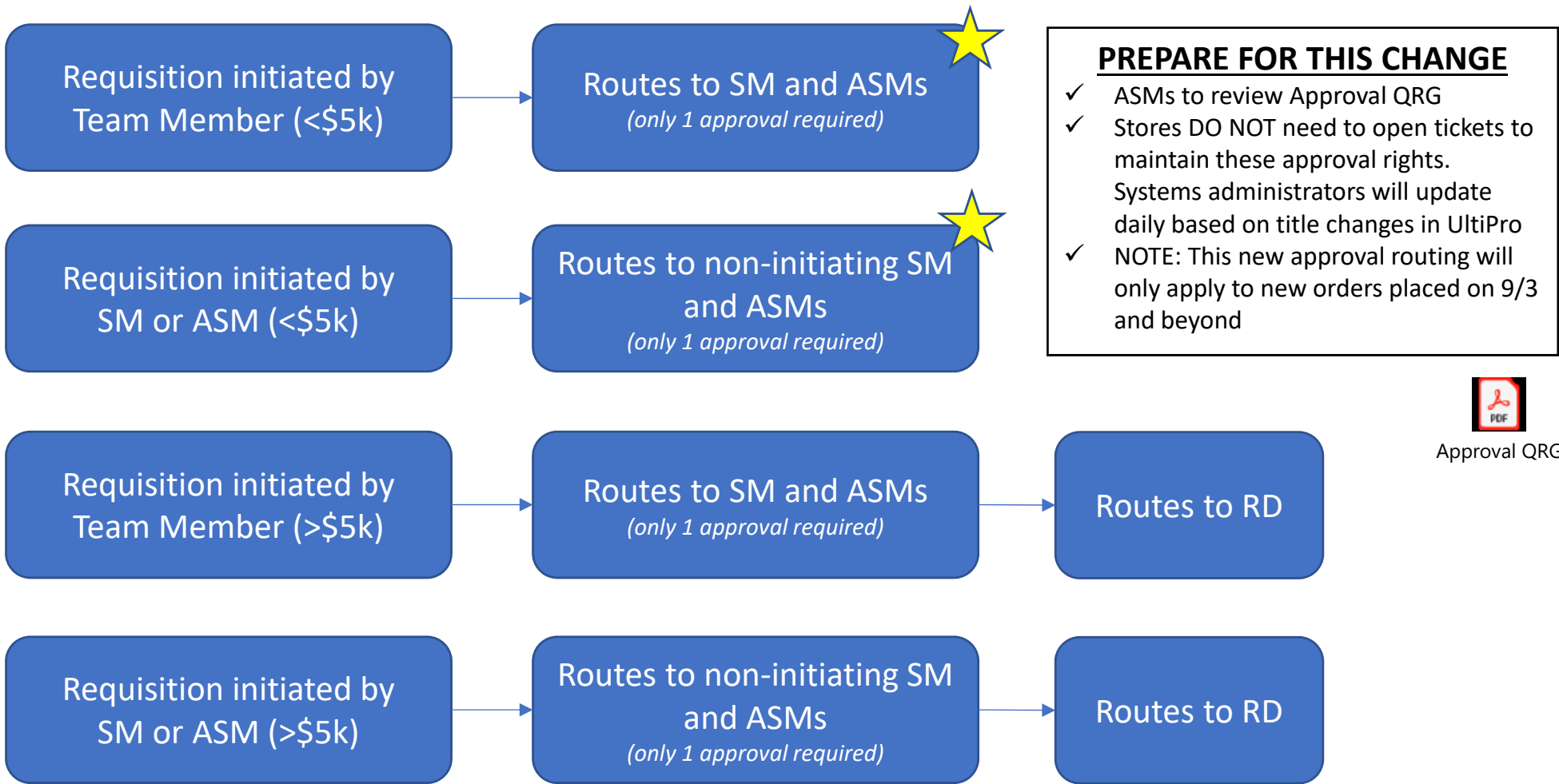
<p>9/3 (Store)</p>	<p><b>ASM Approvers</b></p>	<ul style="list-style-type: none"> <li>Assistant Store Managers (Perishable and Non-Perishable) have been granted the Store Cost Center Manager role to approve up to \$5k on Requisitions (non-Capital only)</li> <li>Requisitions will appear in inbox for all 3 Store approvers; only requires 1 approval</li> <li>3 Store approvers can approve for each other, eliminating the need for RD approvals &lt;\$5k</li> </ul>
<p>9/3 (Store)</p>	<p><b>Store Checkbook</b></p>	<ul style="list-style-type: none"> <li>"SFM – Store Checkbook"</li> <li>Displays total committed spend vs. budget for Supplies, R&amp;M and Staff Expense (current period only)</li> <li>Defines what has already hit P&amp;L, amounts received but not invoiced, and commitments made through approved requisitions and Purchase Orders</li> </ul>
<p>9/3 (All Users)</p>	<p><b>Procurement Research Report</b></p>	<ul style="list-style-type: none"> <li>"SFM – Procurement Research Report"</li> <li>Ties together key information from Requisition, Purchase Order, Receipt and Invoice</li> <li>Allows you to track status of purchases and see all related documents, and where they are in process</li> <li>Can be run for your cost center, by supplier, spend category or key dates</li> </ul>
<p>9/3 (Project Users)</p>	<p><b>Project Reports</b></p>	<ul style="list-style-type: none"> <li>Custom reports developed to help our Capital Project Managers and Approvers monitor project spend</li> <li>"SFM – Open Project POs for Receiving"      • "SFM – Project Spend Detail"</li> <li>"SFM – Projects Procurement Research Report"      • Projects Dashboard (on HomePage)</li> <li>These are available to team members involved in Capital Purchase process</li> </ul>
<p>9/7 (All Users)</p>	<p><b>Expense Reports</b></p>	<ul style="list-style-type: none"> <li>Memo &amp; Business Purpose are now on Header Level (still required)</li> <li>Tabular view for Header information, Attachments and Expense Lines (versus all displayed on 1 screen previously)</li> <li>Itemization section updated: Daily Expenses separated from Non-Recurring Charges (still only required for Hotel)</li> <li>3 Options: Submit, Save for Later, Close. "Cancel" has been eliminated as an option</li> </ul>
<p>9/7 (All Users)</p>	<p><b>Create Receipt</b></p>	<ul style="list-style-type: none"> <li>Tabular view for Information, Attachments, Lines</li> <li>Receipt Date defaults to current date, can no longer modify</li> <li>Line view shows lines down the left-hand of screen (versus table view on 1 screen previously)</li> <li>3 Options: Submit, Save for Later, Close. "Cancel" has been eliminated as an option</li> </ul>



# ASM APPROVAL RIGHTS

**EFFECTIVE 9/3**  
**IMPACTS: STORE USERS**

- KEY CHANGES**
- Assistant Store Managers (Perishable and Non-Perishable) have been granted the Store Cost Center Manager role to approve up to \$5k on Requisitions (Non-Capital Only)
  - Requisitions will appear in inbox for all 3 Store approvers; only requires 1 approval
  - 3 Store approvers can approve for each other, eliminating the need for RD approvals <\$5k





# STORE CHECKBOOK REPORT

AVAILABLE 9/3

IMPACTS: STORE USERS

The **Store Checkbook report** will allow you to monitor spend throughout the current period to see how you are tracking against budget. It will take into account all purchases, whether they are in the requisition phase, PO phase, or the actuals have already hit your P&L, so you can get a complete view of spend mid-month.

## 1. Access

- Via icon on your Home Page
- By Typing Report Name in Search Bar “SFM – Store Checkbook”
- Available to Store Manager, ASMs, DODs and Trainers



## 2. Fill Out Prompts, Hit OK

- Most fields will default
- Enter your 4-digit cost center for “Organization”
- This report can only be run for current period, so there will be no period prompt

SFM - Store Checkbook (Actions)

Company: X Total Company

Organization: [ ]

Plan Structure: X Financial Plan

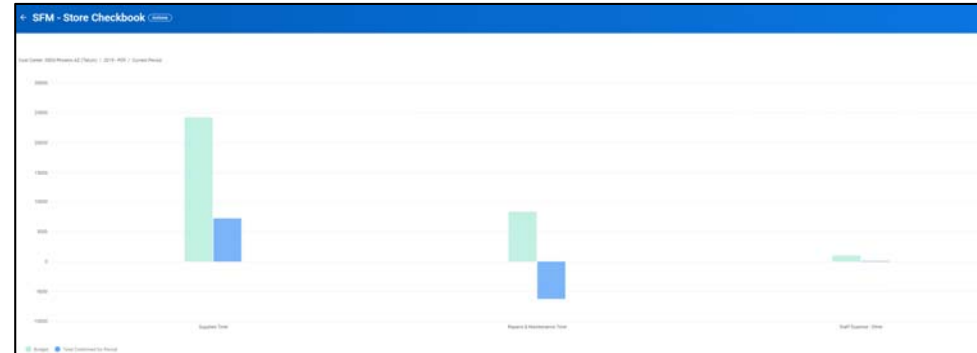
Plan Name: X FY19 Budget (Stores)

Book: X GAAP Book

Worktags: [ ]

Report Effective Date: MM / DD / YYYY

## 3. Graphical display of Budget vs Total Confirmed for Period Amount



## 4. Table view of key data is drillable and expandable

Accounts	A	B	C	D	E	F	G	H
Accounts	Budget	Actual - Invoices	PO Lines Received Not Invoiced	Total Confirmed for Period	Balance	Open Requisitions	Unreceived POs	Additional Committed
Supplies Total	24,244.99	1,245.77	3,980.50	5,226	19,019	262.92	7,392	7,655
Repairs & Maintenance Total	8,353.38	(1,576.47)	77.70	-1,499	9,852	0	777	777
Staff Expense - Other	1,010.50	100.00	0	100	911	0	0	0

- A Budget amount for current period for given spend category
- B Actual Invoice amounts that have hit your P&L for given spend category. This will not tie to P&L as it excludes Receipt Accrual/Reversal
- C PO Amounts you have received that have not been invoiced. These will definitely hit your P&L in current period at time of month-end Receipt Accrual (or sooner, when invoiced)
- D Actuals (B) + PO Lines Received Not Invoiced (C) = Total Confirmed for Period (D). This amount is guaranteed to hit your P&L during the current period (displayed in graph compared to budget)
- E Budget (A) – Total Confirmed for Period (D) = Balance (E). This is remaining budget for current period for given spend category
- F Open Requisitions that are in In-Progress (routing for approval) or Successfully Complete, but PO has not been issued yet. This amount should remain relatively small as POs are issued within an hour for catalog and supplier website orders
- G Unreceived POs includes any Issued PO lines that have not been Received, and represent obligation we’ve already made to our Supplier partner. This column is not drillable, but detail can be found in SFM – Open POs for Receiving report
- H Open Requisitions (F) + Unreceived POs (G) = Additional Commitments (H). These are amounts that may not hit in current period, but we’ve already committed to purchase



# PROCUREMENT RESEARCH REPORT

AVAILABLE 9/3  
IMPACT: ALL USERS

## 1. Access

- Via icon on your Home Page
- By Typing Report Name in Search Bar “SFM – Procurement Research Report”
- Available to All Users



Scroll Left to Right to view PO Line details (including PO status)...

Requisition Number	Requested by	Purchase Order	Supplier	PO Status	Cost Center	Spend Category	Location	Store Department	Line	Create Date
REQ-0000846	Angel Adrian	PO-0001003	NETWORK SERVICES COMPANY	Issued	0004 Phoenix AZ (Tatum)	Store Supplies - Foodservice Disposables	0004 - Phoenix	Meat	3	04/30/2019
REQ-0000846	Angel Adrian	PO-0001003	NETWORK SERVICES COMPANY	Issued	0004 Phoenix AZ (Tatum)	Store Supplies - Foodservice Disposables	0004 - Phoenix	Meat	4	04/30/2019
REQ-0000846	Angel Adrian	PO-0001003	NETWORK SERVICES COMPANY	Issued	0004 Phoenix AZ (Tatum)	Store Supplies - Foodservice Disposables	0004 - Phoenix	Meat	5	04/30/2019
REQ-0000846	Angel Adrian	PO-0001003	NETWORK SERVICES COMPANY	Issued	0004 Phoenix AZ (Tatum)	Store Supplies - Foodservice Disposables	0004 - Phoenix	Meat	6	04/30/2019
REQ-0000846	Angel Adrian	PO-0001003	NETWORK SERVICES COMPANY	Issued	0004 Phoenix AZ (Tatum)	Store Supplies - Foodservice Disposables	0004 - Phoenix	Meat	1	04/30/2019

## 2. Fill Out Prompts, Hit OK

- Company
- Cost Center (4-digits)
- Supplier or Spend Category (optional)

...Receipt details (including quantity or amount received)....

Receipt							Quantity Received	Amount Received
Receipt #	Receipt Status	Receipt Date	Receipt Created By	Receipt Memo	Line #			
REC-00003407	Approved	05/01/2019	Megan Sardo		PO-00001003 - Line 3	2	25.54	
REC-00003407	Approved	05/01/2019	Megan Sardo		PO-00001003 - Line 4	2	48.18	
REC-00003407	Approved	05/01/2019	Megan Sardo		PO-00001003 - Line 5	2	40.68	
REC-00003407	Approved	05/01/2019	Megan Sardo		PO-00001003 - Line 6	1	34.60	
REC-00003407	Approved	05/01/2019	Megan Sardo		PO-00001003 - Line 1	2	45.88	

...and Invoice details (including pmt status, match status, and quantity or amount invoiced)

Invoice Status	Invoice Date	Invoice Due Date	Budget Check Status	Workday Invoice Number	Supplier Invoice Number	Payment Status	Payment Date	Match Status	Match Exception Reasons	Invoice Quantity	Invoice Line Unit Cost	Invoice Tax Amount	Invoice Freight Amount	Invoice Line Amount
	05/01/2019	05/11/2019		Supplier Invoice: SINV-00748676	0091520960	Paid		Matched		2	12.77	2.06	0.00	25.54
	05/01/2019	05/11/2019		Supplier Invoice: SINV-00748676	0091520960	Paid		Matched		2	24.09	2.06	0.00	48.18
	05/01/2019	05/11/2019		Supplier Invoice: SINV-00748676	0091520960	Paid		Matched		2	20.34	2.06	0.00	40.68
	05/01/2019	05/11/2019		Supplier Invoice: SINV-00748676	0091520960	Paid		Matched		1	34.60	2.06	0.00	34.60
	05/01/2019	05/11/2019		Supplier Invoice: SINV-00748676	0091520960	Paid		Matched		2	22.94	2.06	0.00	45.88



# PROJECT REPORTS

AVAILABLE 9/3

IMPACT: PROJECT USERS & APPROVERS

## Project Dashboard



Project Dashboard

- Icon on Homepage
- Edit Settings to configure
- Available to team members involved in Capital Projects

Project Name	Budget w/ Amendments	Spend to Date	Available
New Store 0438	\$1,022,987	\$4,346,339	\$106,448
NS 0438 - FFE	\$1,022,987	\$4,346,339	\$106,448
NS 0438 - IT	\$1,246,331	\$1,942,718	\$305,819
NS 0438 - LH	\$290,000	\$147,715	\$142,285
NS 0438 - Other	\$4,236,676	\$4,275,500	\$270,090
	\$290,000	\$0	\$249,442

## SFM - Project Spend Detail

- Icon on Homepage or enter report name in search bar
- Select Project / Project Hierarchy
- Compares Project Spend against budget; drillable and expandable for additional detail

Project	Original Budget	Amendments	Budget w/ Amendments	Committed	Obligations	Actuals	Spend to Date	Available
Project	\$5,550,760	\$396,323	\$5,947,083	\$16,300	\$1,647,696	\$3,257,041	\$4,921,037	\$1,026,046
New Store 0625	\$5,550,760	\$396,323	\$5,947,083	\$16,300	\$1,647,696	\$3,257,041	\$4,921,037	\$1,026,046
NS 0625 - FFE	\$1,710,000	\$935,285	\$2,245,285	\$16,300	\$625,875	\$1,200,115	\$1,842,090	\$403,193
NS 0625 - IT	\$200,000	\$45,000	\$245,000	\$0	\$160,796	\$41,402	\$202,198	\$42,802
NS 0625 - LH	\$3,390,760	(\$183,962)	\$3,206,798	\$0	\$861,225	\$2,014,892	\$2,876,117	\$330,681
NS 0625 - Other	\$250,000	0	\$250,000	0	0	\$633	\$633	\$249,367

**SFM – Open Project POs for Receiving:** Same functionality as SFM – Open POs for Receiving, but filtered for Capital Spend and Project

**SFM – Projects Procurement Research Report:** Same functionality as SFM – Procurement Research Report, but filtered for Capital Spend and Project



# EXPENSE REPORT CHANGES

## EFFECTIVE 9/7

### IMPACT: ALL USERS

#### KEY CHANGES

1. Memo & Business Purpose are now on Header Level (still required)
2. Tabular view for Header information, Attachments and Expense Lines (versus all displayed on 1 screen previously)
3. Itemization section updated: Daily Expenses separated from Non-Recurring Charges (still only required for Hotel)
4. 3 Options: Submit, Save for Later, Close. "Cancel" has been eliminated as an option.

Note: These are mandatory changes resulting from Workday's semi-annual upgrade, and were not Sprouts-specific configuration updates

**Create Expense Report**

Expense Report Information

Expense Report For \* Employee: Jennifer York

Creation Options  
 Create New Expense Report  
 Copy Previous Expense Report

Memo

Company \* X SFN SFM, LLC

Expense Report Date \* 08 / 26 / 2019

Business Purpose

Store Department

Cost Center \* X 9250 Controllership Management

Location \* X 9900 - Corp HQ

Additional Worktags X Vintage: v1900

**Change Expense Report**  
 EXPRPT2019-00005274 WD33 Changes

Header Attachments **Expense Lines**

Add

Mon, Aug 26	
Ground Transportation Uber to Airport	21.39 USD
Hotel Workday Rising	500.00 USD
Meals- Travel	50.00 USD

Expense Line

Date \* 08 / 26 / 2019

Expense Item \* X Ground Transportation

Total Amount \* 21.39

Currency \* USD

Memo Uber to Airport

Store Department

\*Cost Center X 9250 Controllership Management

\*Location X 9900 - Corp HQ

Submit Save for Later Close

**Instructions**

Hotel expense (room rate and tax) must be itemized and include Quantity # of nights. Additional expenses on the hotel bill (in should include a business purpose)

**Item Details**

Hotel

Arrival Date \* MM / DD / YYYY

Departure Date \* MM / DD / YYYY

**Itemization**

Remaining Amount to Itemize 500.00/500.00 USD

Add [Click here to add non-recurring charges](#)

Edit [Click here to add Daily Room & Tax amount](#)

**Attachments from File**

Drop files here or Select files

Receipt Included



# CREATE RECEIPT CHANGES

**EFFECTIVE 9/7**  
**IMPACT: ALL USERS**

KEY CHANGES

1. Tabular view for Information, Attachments, Lines
2. Receipt Date defaults to current date, can no longer modify
3. Line view shows lines down the left-hand of screen (versus table view on 1 screen previously)
4. 3 Options: Submit, Save for Later, Close. "Cancel" has been eliminated as an option

*Note: These are mandatory changes resulting from Workday's semi-annual upgrade, and were not Sprouts-specific configuration updates*

1 Information Attachments Lines

Summary

Company SFN SFM, LLC

Supplier TAYLOR COMMUNICATIONS

Receipt Date 08/22/2019

Memo (empty)

4 Submit Save for Later Close

**IMPORTANT: Cancel Option has been removed**

- Anytime you click "Create Receipt" from a PO it will create a DRAFT RECEIPT
- Once a DRAFT RECEIPT has been created on PO, you will not be able to do "Create Receipt" from related actions on PO
- You will need to EDIT or CANCEL the DRAFT RECEIPT:
  - Search receipt number in search bar
  - Actions / Receipt
    - Edit to change quantity / amount and Submit
    - Cancel if draft receipt was created in error

3 Information Attachments Lines

6 items Sort By: ▾

Search

Goods Lines

12UP NEW FOR YOU REG SHELF... 500686BIB12UPREGNFY	0/1 Pack
8UP ORGANIC SIGN 500686SIGN8UPORG	0/1 Pack
1UP ORGANIC SIGN New 500686SIGN1UPORG	0/1 Pack

Line Information

Item 12UP NEW FOR YOU REG SHELF... New

Item Description 12UP NEW FOR YOU REG SHELF... New

Quantity to Receive 0

Unit of Measure \* X Pack

Fully Receive

Quantity Ordered 1

Quantity Already Received 0

View Receipt REC-00069272 for PO-00039169

REC-00069272

Actions

- Receipt >
- Audits >
- Business Process >
- Data Error >
- Favorite >
- Integration IDs >

Receipt Lines 1 item

Receipt Line or Return Line Description

Blackline Implementation Support