

# “In Progress” Conversion Guidance

## PURPOSE OF THIS GUIDE

This guide provides an overview on how Workday financial transactions that are *in progress* as we transition to the new Companies on June 1 will be treated as part of the conversion effort (e.g., if different ID numbers are created or if user action is required to re-create with new Companies). **This guide has the latest information but will evolve as additional testing is completed.**

This includes:

- [Expense Reports](#)
  - [Spend Authorizations](#)
  - [Purchase Requisitions](#)
- [Purchase Orders](#)
  - [Supplier Invoices](#)
- [Supplier Contracts](#)
  - [Customer Contracts](#)
  - [Ad Hoc Payments](#)

## EXPENSE REPORTS



**Starting June 1**, all new expense reports should be created [using the New Academy Companies](#). This includes expense reports created on behalf of workers, non-workers or pre-hires.


**You are encouraged to submit your draft expense reports by May 29 at 5p EST.** Expense reports in **Draft or Rejected Status as of May 29 at 5p must be [re-drafted after June 1](#)** using the New Academy Companies, if the Company has changed based on default Cost Center. Users will receive a hard-stop preventing them from submitting the incorrect combination of Company and Cost Center.

Status as of May 29 at 5pm	Conversion Approach & Action Required
<b>Draft:</b> Not submitted for approval	<b>Action Required:</b> Academy user must re-draft the expense report anytime after June 1 using the New Academy Companies, if the Company has changed based on their defaulted Cost Center (i.e., from 200 to 220).
<b>Rejected:</b> Submitted to disbursements queue for approval, but in a rejected status	<b>Action Required:</b> Academy user must re-draft the expense report anytime after June 1 using the New Academy Companies if the Company has changed based on their defaulted Cost Center (i.e., from 200 to 220).
<b>In Progress:</b> Awaiting approval	<b>No Action Required:</b> If later approved, expenses will be paid through Company 200.  If sent back for clarification after June 1, expense report can be re-submitted with Company 200 with no changes.
<b>Approved:</b> Approved and awaiting payment	<b>No Action Required:</b> Expenses will be paid through Company 200.

## SPEND AUTHORIZATION

Guidance for **spend authorizations** will be shared at a later date.

PURCHASE REQUISITIONS

 **Starting June 1**, net new purchase requisitions should be created using the New Academy Companies.

**You are encouraged to submit your draft purchase requisitions by May 30 at 5p. Purchase requisitions in Draft Status as of May 30 at 5p must be re-drafted** using the New Academy Companies, where the Company has changed based on default cost center. Users will receive a hard-stop preventing them from submitting the incorrect combination of Company and Cost Center.


Status as of May 30 at 5p	Conversion Approach & Action Required
Draft	<b>Action Required:</b> Academy user must re-draft the purchase requisition anytime after June 1 using the New Academy Companies, if the Company has changed based on the Cost Center (i.e., from 200 to 220).
In Progress: Waiting for approval	<b>No Action Required:</b> Purchase Order will be created and paid from Company 200.
Completed: Purchase Order (PO) has been created to fulfill the requisition	<b>No Action Required:</b> Purchase Order will be created and paid from Company 200.

PURCHASE ORDERS

**Purchase Order (PO) numbers will not change** as part of conversion efforts, including standing PO's or those that cross between FY25 and FY26.


PO Status as of May 30 at 5p	Conversion Approach & Action Required
Approved, Issued, Partially Invoiced, Partially Paid	<b>No Action Required:</b> New PO lines will be created automatically upon FY25 close (~ <b>June 18</b> ) to move the goods and services to the new companies, as applicable. <b>The PO number will not change.</b>  Between June 10 – June 18 there is a pause on processing FY26 transactions against Company 200 POs.

SUPPLIER INVOICES

 **Starting June 1**, net new Supplier Contracts should be created using the New Academy Companies.

Any open Supplier Invoices as of May 30, 2025 will be paid from Company 200. This includes Non-PO Supplier Invoices in Draft Status, which should be submitted using Company 200 (even if after June 1). You may cancel or process Credit Memos against these invoices after June 1.

SUPPLIER CONTRACTS


 **Starting June 1**, net new Supplier Contracts should be created using the New Academy Companies.

**A new Supplier Contract (SPC) number will be created for Supplier Contracts.** New SPCs will be created after FY25 close (mid-June), this includes:

- 1. **Sponsored Research Subawards** where (1) the associated [Award is converted](#), (2) the balance <> \$0 and (3) the Status = active, approved, amendment in process, or approval in process
- 2. **Non-Sponsored Research Subaward (Real Estate and Leases)** active and currently mapped to Cost Centers that will roll up to [the new Academy Companies](#).

The “Supplier Contract Name” for the New SPC will include the old ID # (e.g., [Supplier Contract Name] [Old SPC Number]). That way, if you search for the old SPC #, the new SPC will appear in search results. Accounts Payable will apply payments against the New Supplier Contracts.

CUSTOMER CONTRACTS

 **Starting June 1**, net new Customer Contracts should be created using the New Academy Companies.

For any open Customer Contracts as of May 30, 2025 related to Cost Centers now rolling up to a New Academy Company, a **new Customer Contract will be created after FY25 close** (mid-June).

Note: the *new* “Customer Contract Name” will include the old ID # (e.g., [Contract Name] [Old Contract Number]). That way, if you search for the old Contract #, the new # will appear.

AD HOC PAYMENTS

Ad Hoc Payments (whether created before or after June 1) should remain on Company 200 and the existing Bank Accounts.