Overview
Expenses is the Workday functional area equivalent to the Travel & Expenses business area used in PeopleSoft. The table includes terminology changes that come with adopting the new Workday processes for creating spend authorizations and expense reports.

Expenses Crosswalk

<table>
<thead>
<tr>
<th>Workday Functional Areas</th>
<th>Georgia Tech Business Process Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spend Authorization</td>
<td>Travel Authorization Request (TAR)</td>
</tr>
<tr>
<td>Expense Report</td>
<td>Travel Expense Statement (TES)</td>
</tr>
<tr>
<td>Expenses</td>
<td>Travel &amp; Expenses (T&amp;E)</td>
</tr>
<tr>
<td>Commitments</td>
<td>Pre-encumbrance</td>
</tr>
</tbody>
</table>

Customization vs. Configuration
Workday's software functionality is configurable. Customers are not able to customize the solution but they can configure it to the needs of the organization, ensuring that all users have the same experience across different business areas.

Need an example?
A company developing the Spend Authorization form, shown in the figure below, for its employees may wish to make changes to the “Business Purpose” field. The team working on the form will be able to configure the values displayed in the selection list for the field. However, they will not be able to customize it by renaming the field as “Business Reason” instead of “Business Purpose”.

![Figure 1. Spend Authorization Form](image-url)
**Worktags**

Worktags are attributes/labels used in Workday in order to indicate the business purpose of a financial transaction. They are combined to accurately categorize transactions for reporting and can be separated into two main categories: Driver and Related.

**Types of Worktags**

A Driver Worktag is selected based on the primary business purpose to which the transaction is related. The user will be able to select from 5 different types of driver worktags: custodial entity, designated, gift, grant, and project. Once the driver is determined, the related worktags will be auto-populated. Therefore, they will not be provided by the end user.

*For a full list worktag descriptions, download the “FDM Terminology Crosswalk” document found at [transformation.gatech.edu/resources](http://transformation.gatech.edu/resources)*

**Need More Information?**

Visit [www.transformation.gatech.edu](http://www.transformation.gatech.edu) to learn more about the Financials Transformation at Georgia Tech.

**Questions or Feedback?**

Contact us at [erp.ask@gatech.edu](mailto:erp.ask@gatech.edu).