Financials Transformation to Workday

Financials Overview

The Financials Transformation is an initiative that replaced Georgia Tech’s legacy financial software, PeopleSoft, with Workday. Workday is a cloud-based Enterprise Resource Planning (ERP) system. This implementation will help Georgia Tech to streamline administrative processes and resolve many pain points with today’s system.

Georgia Tech went live with Workday in July 2019. Training is available in the form of web-based training, seminars, job aids, and quick reference guides. See www.transformation.gatech.edu/financials-launch-resources for more information.

5 Things You Need To Know

1. **Travel Expense** - The process for filing and approving expenses lives within Workday. You can attach receipts and approve expenses using the mobile app. Notifications appear in your Workday inbox when a step is ready for your review or approval.

2. **Delegation** - You can request to temporarily delegate certain financial tasks such as preparing an expense report. Workday transparently tracks where in the process a transaction is and who has touched it, making it easier to view the progress on a task.

3. **Reporting** - Reporting on grants and gifts are both done within Workday. The Sponsored Award Budget Expense Report (SABER) report displays award real-time budgets, commitments, obligations, spend, remaining balance and grant attributes.

4. **Pre-encumbrance** - When a spend authorization or requisition is created in Workday, it will create commitments against the budget, ensuring accurate funding amounts.

5. **Subawards** - Subaward invoices will be routed in Workday for review and approval. Since these require direct approval by Principal Investigators (PIs), they will be routed to the PI for approval in Workday.

Visit [www.transformation.gatech.edu/resources/faculty-memos](http://www.transformation.gatech.edu/resources/faculty-memos) to access Faculty resources and helpful training materials.