

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

Workday Functional Areas	Georgia Tech Business Process Areas
Spend Authorization	Travel Authorization Request (TAR)
Expense Report	Travel Expense Statement (TES)
Expenses	Travel & Expenses (T&E)
Commitments	Pre-encumbrance

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”.

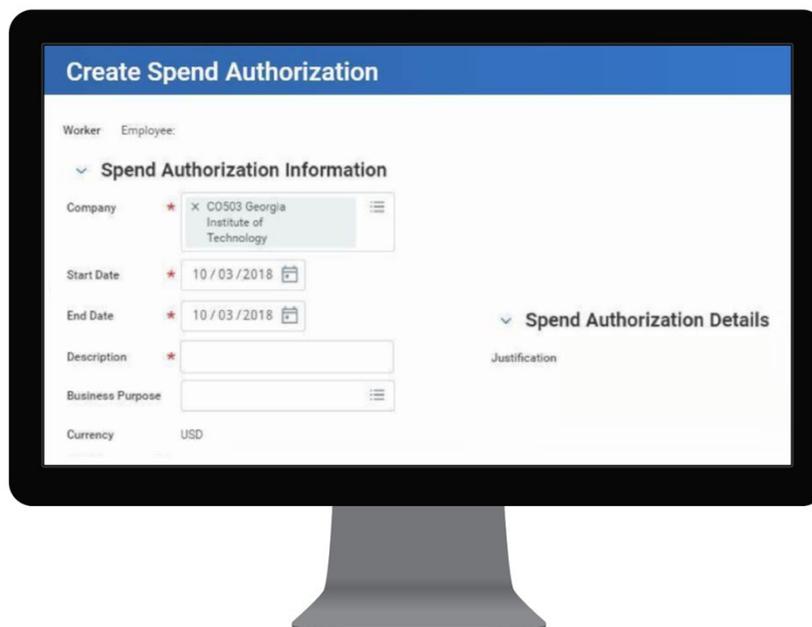


Figure 1. Spend Authorization Form

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.

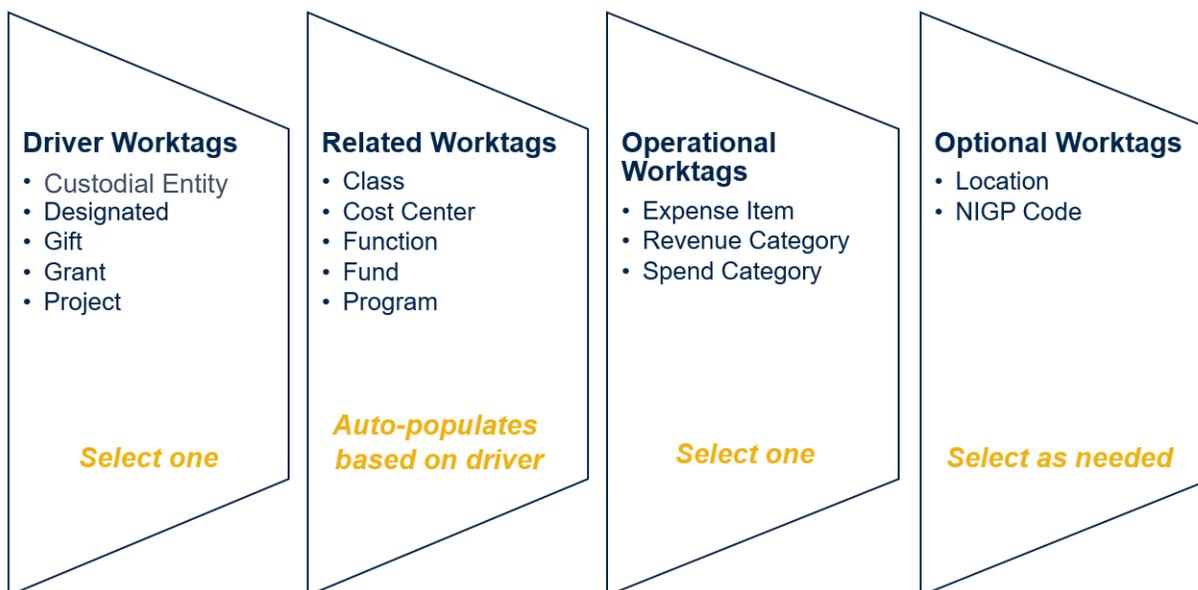


Figure 2. Selection Process for Worktags in Workday

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

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Questions or Feedback?

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