Workday Release 2023 R1
Expenses
Presenter

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HCM & Expenses
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OPT-IN OR AUTOMATICALLY AVAILABLE

- Set up required/Opt-in
- Automatically Available
#1. Distance Calculation for Expenses as an innovation service

## Feature Description

Workday continue to enhance distance calculation for expenses, reducing manual effort by now enabling you to enter round trips on a single line on expense reports and spend authorizations. For an improved user experience, Workday also now enable you to enter distances for daily commutes and route diversions separately.

## Date

Preview : 06/08/2022  
Production : 10/09/2022
#1. Distance Calculation for Expenses as an innovation service

If we consider a classic example of an expense report, booked in a company who pays mileage for their employee, we would do it through «create expense report».
#1. Distance Calculation for Expenses as an innovation service

With this update, Workday will be able to calculate and display the distance between your starting point and your destination, thanks to a new API.

Once your data is entered, the distance and the amount of the expense report will be automatically generated.
You will have, if needed the possibility to edit this amount. You will then be able also to set custom validation to define what is the maximum gap between the estimation and the amount that the employee put, otherwise an error will occur.
#2. Expense Protect Service in Business Processes

**Feature Description**

Workday streamlines the Expense Protect approval process by now enabling you to route expense reports based on risk. This helps save time and reduce manual effort for expense partners.

**Date**

Preview: 06/08/2022  
Production: 10/09/2022
We are first adding a new step with the « service » type and select « wait for expense protect inference ».

#2. Expense Protect Service in Business Processes
#2. Expense Protect Service in Business Processes

View Business Process Condition

IF Skip Review Step if Risk Score is low THEN Entry of a2 - Review Expense Report

Triggers Workflow Step: a2 - Review Expense Report
Condition Rule: Skip Review Step if Risk Score is low
Description: Skip Review Step if Risk Score is low
Comment: (empty)
Category: (empty)
Derived Logic: (Risk Score greater than 80)

Rule Conditions

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Source External Field or Condition Rule</th>
<th>Relational Operator</th>
<th>Comparison Type</th>
<th>Comparison Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Risk Score</td>
<td>greater than</td>
<td>Value specified in this filter</td>
<td></td>
</tr>
</tbody>
</table>
#2. Expense Protect Service in Business Processes

![Expense Report Interface](image)

- **Process:** Expense Report Event
  - **Step:** Expense Report Event
  - **Status:** Step Completed
  - **Completed On:** 07/15/2022 03:14:21 PM
  - **Due Date:** 07/22/2022

- **Process:** Expense Report Event
  - **Step:** Service: Wait for Expense Protect Inference
  - **Status:** Step Completed
  - **Completed On:** 07/15/2022 03:14:40 PM
  - **Due Date:** 07/22/2022

- **Expense Line:**
  - **Date:** 07/15/2022
  - **Expense Item:** Miscellaneous
  - **Quantity:** 1
  - **Total Amount:** 10.00 USD
  - **Currency:** USD

- **Expense Line:**
  - **Date:** 07/15/2022
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  - **Date:** 07/15/2022
  - **Expense Item:** Miscellaneous
  - **Quantity:** 1
  - **Total Amount:** 10.00 USD
  - **Currency:** USD
#2. Expense Protect Service in Business Processes
#3. Expenses paid with corporate cards

**Feature Description**

Workday continues to enhance how you submit expense reports by now enabling you to indicate expenses paid with corporate cards. This streamlines the expense report creation process and reduces duplicate expenses.

**Date**

Preview: 06/08/2022  
Production: 10/09/2022
#3. Expenses paid with corporate cards

## Maintain Feature Opt-Ins

This report displays features that are available for early opt in. Enable an opt in feature by selecting the Opt In to Feature button. Inactivate an enabled opt in feature by selecting the Opt Out of Feature button. If the report isn’t displaying opt-in features, none are currently available.

### Features Available for Opt In

<table>
<thead>
<tr>
<th>Feature Name</th>
<th>Feature Description</th>
<th>Feature Status</th>
<th>Irreversible</th>
<th>Feature Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Evaluation Performance Improvement</td>
<td>This improves constrained and unconstrained security evaluation performance on role-based security groups which will enhance search and task execution time.</td>
<td>ON</td>
<td></td>
<td>Opt Out of Feature</td>
</tr>
<tr>
<td>User Interface for Creating Academic Plans</td>
<td>When you create students’ academic plans, Workday now enables you to drag and drop academic plan items and academic requirements. We also improve usability on re-naming academic requirements. This helps you create academic plans more efficiently and achieve a higher student success rate.</td>
<td>OFF</td>
<td></td>
<td>Opt In to Feature</td>
</tr>
<tr>
<td>Redesign for Unsuccessful Package Content Completion</td>
<td>This enables you to view the redesigned user interface for unsuccessful completions of packaged content lessons.</td>
<td>OFF</td>
<td></td>
<td>Opt In to Feature</td>
</tr>
<tr>
<td>Article Languages</td>
<td>Enables support for these languages for Articles: <strong>English, French, Spanish, Arabic, Japanese, Chinese, Korean, Dutch, German, Italian, French, Finnish, Greek, Hungarian, Swedish, Turkish, Ukrainian</strong></td>
<td>OFF</td>
<td>Yes</td>
<td>Opt In to Feature</td>
</tr>
</tbody>
</table>

**Note:** Allow 8 hours after opting in for Articles to support these languages. Once you opt in, you cannot opt back out again.

**Enable Paid with Corporate Card on Expense Reports:**

This enables the Paid with Corporate Card check box on expense reports. | OFF | | Opt In to Feature |
#3. Expenses paid with corporate cards

Check this box while submitting your expense report.
#3. Expenses paid with corporate cards

This new feature comes with an update of the « expense report work area » report, which includes now 2 new columns: Has corporate card, & Last digit of credit card number.
#4. Schedule settlement runs

## Feature Description

We improve the security of scheduled settlement runs by now enabling authorized users to schedule and view settlement runs without needing access to additional financial tasks.

## Date

- Preview: 29/04/2022
- Production: 10/09/2022
#4. Schedule settlement runs

Workday improves here the management and the security of this new feature.

Through the « schedule settlement run task », you will be able to define criterias for your settlement run, from the basic ones, to the ones related to the schedule.
#4. Schedule settlement runs

 Possibility to define the recurrence, the start time with different time zones, and the range of recurrence.

 Workday provides here a new security enhancement, by delivering a new domain. Authorized viewers and users will be able to perform this without needing access to additional financial tasks.
#5. Journal Line Anomaly Reasons

## Feature Description

Workday continues to enhance Journal Insights functionality by providing more clarity on what is potentially making a journal line anomalous. This gives you increased visibility when we flag a journal line as an anomaly, enabling you to make a more informed decision to correct, confirm, or dismiss the anomaly.

## Date

- Preview: 06/08/2022
- Production: 10/09/2022
#5. Journal Line Anomaly Reasons

To have a look on the potential anomaly reasons, we use the Journal Insights.
#5. Journal Line Anomaly Reasons

You have now access to a big range of possible anomaly reasons to filter on
#5. Journal Line Anomaly Reasons

Clear view on the reason of the anomaly
#5. Journal Line Anomaly Reasons

Workday also provides here the recommended worktag to use
#6. Data migration for secondary asset books

### Feature Description

Workday now enables you to migrate an asset to a secondary asset book with beginning cost balances. This eliminates the need for separate cost adjustments when you add an asset book to an asset, streamlining multibook asset accounting.

### Date

- Preview: 06/08/2022
- Production: 10/09/2022
#6. Data migration for secondary asset books

### View Business Asset

<table>
<thead>
<tr>
<th>Asset ID</th>
<th>BA.6500 (Test Asset 014)</th>
<th>Status</th>
<th>In Service</th>
</tr>
</thead>
</table>

#### General Information
- **Company**: M600 1 Assets MBAX Services (USD)
- **Company Currency**: USD
- **Spend Category**: Desktops
- **Worktags**: Cost Center: 10000 Office of CEO
- **Location**: (empty)

#### Accounting Summary
- **Accounting Treatment**: Depreciable Capital Asset
- **Current Capital Cost**: 12,000.00

#### General Information
- **Asset Name**: Test Asset 014
- **Date Registered**: 07/13/2022
- **Date Placed in Service**: 01/01/2020
- **Total Asset Cost**: 12,000.00
- **Total Quantity**: 1
- **Quantity Available**: 1

#### Acquisition Information
- **Acquisition Method**: Purchased
- **Acquisition Date**: 01/01/2020
- **Asset Source**: Manual Registration

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### Books

#### Accounting
- **Depreciable Capital Asset**: 3 Year 25% Declining Balance with Half Year Convention
- **Straight Line**: Modified Half Period
- **Useful Life**: 3 years
- **Date Placed in Service**: 01/01/2022
- **Depreciation Start Date**: 07/01/2022
- **Historical Information**: Yes
#6. Data migration for secondary asset books
#6. Data migration for secondary asset books
Feature Description

We continue to improve how you email and print customer invoices by now delivering a high-volume grid that can support up to 10,000 customer invoices. This provides greater flexibility in invoice selection, reduces processing times, and improves security by preventing incorrect configurations.

Date

Preview : 06/08/2022
Production : 10/09/2022
In this example we are about to print invoices from 3 different companies. Important to notice that « Not real company » doesn’t have any delivery types, and that « Fake company » doesn’t have any email recipient set up, nor « bill to contact »
By clicking on this button, we can send all the invoices to their recipients simultaneously. Moreover, with this release, this function allows you to send 10,000 invoices at the same time.
#7. Customer Invoice Email and Print Process

As planned, the system had some issues emailing to customers without enough email datas.
#7. Customer Invoice Email and Print Process

Customers with Email Issues

These customer invoices are not eligible for email delivery because you haven't defined the contact email for these customers:
Fake Company Inc
NOT REAL COMPANY

Access the customer profile and define the email for the relevant contacts.

Customer Invoices Eligible for Email

<table>
<thead>
<tr>
<th>Company</th>
<th>Customer</th>
<th>Customer Invoice</th>
<th>Current Recipients</th>
<th>Customer Invoice Printing Run</th>
<th>Invoice Status</th>
<th>Invoice Date</th>
<th>Printed Date</th>
<th>Delivery Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>500.1 Global Modern Services, Inc. (USA)</td>
<td>Fake Company Inc</td>
<td>9709</td>
<td>Fake Company Inc</td>
<td>Customer Invoice Print</td>
<td>Approved</td>
<td>06/25/2022</td>
<td>06/28/2022</td>
<td>Email</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Customer Invoice: 9709) for</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>500.1 Global Modern Services,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Inc. (USA) on 2022-06-25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500.1 Global Modern Services, Inc. (USA)</td>
<td>Fake Company Inc</td>
<td>9710</td>
<td>Fake Company Inc</td>
<td>Customer Invoice Print</td>
<td>Approved</td>
<td>06/25/2022</td>
<td>06/28/2022</td>
<td>Email</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Customer Invoice: 9710) for</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>500.1 Global Modern Services,</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Inc. (USA) on 2022-06-25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500.1 Global Modern Services, Inc. (USA)</td>
<td>NOT REAL COMPANY</td>
<td>9711</td>
<td>NOT REAL COMPANY</td>
<td>Customer Invoice Print</td>
<td>Approved</td>
<td>06/25/2022</td>
<td>06/28/2022</td>
<td>Email</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Customer Invoice: 9711) for</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>500.1 Global Modern Services,</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Inc. (USA) on 2022-06-25</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
#8. Business Asset Reporting

**Feature Description**

With this release, Workday redesigns business asset reporting functionality. We streamline the general ledger reconciliation process by now enabling you to report on asset accumulated depreciation details, cost details, depreciation lines, and journal lines.

**Date**

Preview : 06/08/2022  
Production : 10/09/2022
#8. Business Asset Reporting

Possible selection of a range of period
#8. Business Asset Reporting

The one created with supplier invoice will appear in « asset cost detail with journals »

If we drill down those 2000, we have the details of our invoice, with informations associated to the asset ID

Two assets created, one through supplier invoice, one through manual registration
#8. Business Asset Reporting

The one created manually will appear in « asset cost detail without journals »

Since manually created asset doesn’t an accounting attached, we created a manual journal. You will find it in column D

If we drill down, we have the details of the manually registered asset, with informations associated to the asset ID
#8. Business Asset Reporting

You will find here the manual journal, to account for the missing depreciation journal.

We also added a journal source column in this report to help and reconcile depreciation transactions. You will be able to quickly locate transactions when reconciling.
## Feature Description

Workday now enables you to apply a customer's credit invoice adjustment to 1 or more different customers, giving you increased flexibility and control in how you apply adjustments.

## Date

- Preview: 06/08/2022
- Production: 10/09/2022
#9 Apply customer invoice adjustment to Multiple Customers

Today, many companies provide goods and services directly to their customer’s subsidiaries. At the time of payment, it is common for the parent organization to make a payment on behalf of the subsidiary. When this is the case, the parent organization may prefer to use adjustment from one subsidiary to use it on another invoice for another subsidiary, to streamline payment processing and decrease costs.

For this example, Imaginary company would be the parent company. We will use an adjustment from subsidiary B on an invoice from subsidiary A.
#9 Apply customer invoice adjustment to Multiple Customers

Invoice from GMS USA to Imaginary Company – Subsidiary A
#9 Apply customer invoice adjustment to Multiple Customers

We select the invoice of the subsidiary A, which has been sent by 500.1 GMS company. We must check the box « include invoice adjustments from other customers » to be able to apply an adjustment from another company on it.
#9 Apply customer invoice adjustment to Multiple Customers

We found our invoice and are now able to select the adjustment we want.

We found the adjustment from the other customer Subsidiary B and we can apply on our invoice.
We can see that we successfully applied the customer invoice adjustment from the subsidiary B to the invoice from the subsidiary A.
With this update, Workday provides the ability to include customer invoice attachments when you print them in a single PDF, reducing the manual effort associated with providing additional documents.

Date

Preview: 10/06/2022
Production: 10/09/2022
#10 Include invoice attachments in printed PDF
#10 Include invoice attachments in printed PDF
Once printed, we have access to «grouped printed customer invoices», where we have new fields: attachments printed with invoice (here 2), and the total attachment size.
#10 Include invoice attachments in printed PDF
Thank you for your attention

Please do not hesitate to contact us

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