



Your way to people success

Workday Release 2023 R1

Expenses

Presenter

Amir Elabdin

Workday Consultant

HCM & Expenses

SAFE HARBOR STATEMENT

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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

HR Path - Create Expense Report

Create Expense Report


EXP-00004664 [View](#)

Pay To	Status	Personal	Cash Advances Applied	Reimbursable	Total
Contingent Worker Libertyville (C)	Draft	\$ 00.00P	\$ 00.00P	\$ 00.00P	\$ 00.00P

Header Attachments Expense Lines

[Add](#)

There's nothing here



Additional Information

Related Links

[Business Policy Document](#)



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

The screenshot shows the 'Item Details' section of an expense report form. The 'Start Address' and 'Destination Address' fields are highlighted with a red oval. The 'Date' is set to 11/08/2017, and the 'Expense Item' is 'M. UK - Distance Expenses'. The 'Quantity' is 1, and the 'Rate used' is 'Range: 0.1000 (Rate: 0.45)'. The 'Accrualable Used' is 0, and the 'Total Amount' is 0.00. The 'Currency' is USD.

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 entered, the distance and the amount of the expense report will be automatically generated

The screenshot shows the same expense report form as above, but with the 'Start Address' and 'Destination Address' fields filled with 'Stanley London, France' and 'Arlford Road, Arford, Liverpool, UK' respectively. The 'Quantity' is still 1, but the 'Rate used' is now 'Range: 0.1000 (Rate: 0.45)'. The 'Accrualable Used' is 220.7, and the 'Total Amount' is 99.32. The 'Distance' field is now populated with 220.7. The 'Start Address' and 'Destination Address' fields are highlighted with a red oval.



#1. Distance Calculation for Expenses as an innovation service

Error

1. Page Error

You can't claim a trip distance 50% larger than the estimated distance

Origin Address

Destination Address

Estimated Distance of Driving (Route)

Trip Distance

Unit of Measure for Distance

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.

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



#2. Expense Protect Service in Business Processes

View Business Process Definition Expense Report Event for 500.1 Global Modern Services, Inc. (USA)

Effective Date: 07/15/2022 > Security Group Restrictions
Business Object: 500.1 Global Modern Services, Inc. (USA)
Most Recent Used Date: 07/15/2022
Due Date: 1 Week

View Diagram

Business Process Steps | Notifications | Allowed Actions by Role | Allowed Services | Related Links | Available Rules & Fields

Business Process Steps: 11 items

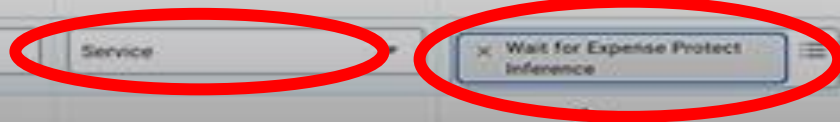
Step	Order	If	Type	Specify	Optional	Group	Additional Information
Q	1		Initiation		No		

We are first adding a new step with the « service » type and select « wait for expense protect inference »

Business Process Steps | Notifications | Allowed Actions by Role | Allowed Services | Related Links | Available Rules & Fields

Business Process Steps: 12 items

Parallel Step Index Order	If	Notes	Type	Specify	Optional	Group
			Service	Wait for Expense Protect Inference	<input type="checkbox"/>	





#2. Expense Protect Service in Business Processes

Q	a2	Skip Review Step if Risk Score is low?	Action	Review Expense Report	No	Expense Partner
---	----	--	--------	-----------------------	----	-----------------

W Search

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 | Rule Usage

Rule Conditions 1 item

And/Or	(Source External Field or Condition Rule	Relational Operator	Comparison Type	Comparison Value
And	(<input checked="" type="checkbox"/> Risk Score	greater than	Value specified in this filter	



#2. Expense Protect Service in Business Processes

View Expense Report EXP-00004467

Pay To Employee: Jake Lee (Exe VP, Mgr 7000) Status: Approved Personal: 0.00 USD Company Paid: 0.00 USD Cash Advance Applied: 0.00 USD Reimbursement: 10.00 USD Total: 10.00 USD

Header Attachments Business Process **Expense Lines**

1 item
Fri, Jul 15
Miscellaneous 10.00 USD

Expense Line

Date * 07/15/2022 Receipt Included No

Expense Item * Miscellaneous

Quantity * 1

Per Unit Amount * 10.00

Total Amount * 10.00

Currency * USD

Business Process 3 items

Process	Step	Status	Completed On	Due Date
Expense Report Event	Expense Report Event	Step Completed	07/15/2022 02:14:21 PM	07/23/2022
Expense Report Event	Service: Wait for Expense Protect Inference	Step Completed	07/15/2022 02:14:40 PM	07/23/2022
Expense Report Event	10	Not Required		07/23/2022



#2. Expense Protect Service in Business Processes

Pay To: Employee: Jake Lee (Exe VP, Mgr 7000) Status: Waiting on Expense Partner Personal: 0.00 USD Company Paid: 0.00 USD Cash Advance Applied: 0.00 USD Reimbursement: 10,000.00 USD Total: 10,000.00 USD

Header Attachments **Business Process** Expense Lines

1 item

Fri, Jul 15

Office Supplies	10,000.00 USD
-----------------	---------------

Expense Line

Date: 07/15/2022 Receipt Included: No

Expense Item: Office Supplies

Quantity: 1

Per Unit Amount: 10,000.00

Total Amount: 10,000.00

Currency: USD

Memo: (empty)

Business Process: 4 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)
Expense Report Event	Expense Report Event	Step Completed	07/15/2022 03:20:46 PM	07/22/2022	Jake Lee (Exe VP, Mgr 7000)
Expense Report Event	Service: Wait for Expense Protect Inference	Step Completed	07/15/2022 03:20:50 PM	07/22/2022	Jake Lee (Exe VP, Mgr 7000)
Expense Report Event	Review Expense Report	Awaiting Action		07/22/2022	Expense Partner_100 (Expense Partner)



#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

Expenses Paid with Corporate Cards
Stop In: 5:25

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: 17 items

Feature Name	Feature Description	Feature Status	Irreversible	Feature Setting
Security Evaluation Performance Improvement	This improves constrained and unconstrained security evaluation performance on role-based security groups which will enhance search and task execution time.	ON		Opt Out of Feature
User Interface for Creating Academic Plans	When you create students' academic plans, Workday now enables you to drag and drop academic plan items and academic requirements. We also improve stability on remaining academic requirements. This helps you create academic plans more efficiently and achieve a higher student success rate.	OFF		Opt In to Feature
Redesign for Unsuccessful Packaged Content Completion	This enables you to view the redesigned user interface for unsuccessful completions of packaged content lessons.	OFF		Opt In to Feature
Article Languages	Enables support for these languages for Articles: Bulgarian Czech Danish Dutch Estonian Finnish Greek Hungarian Lithuanian Norwegian Polish Swedish Turkish Ukrainian Note: Allow 1 hour after opting in for Articles to support these languages. Once you opt in, you cannot opt back out again.	OFF	Yes	Opt In to Feature
Enable Paid with Corporate Card on Expense Reports	This enables the Paid with Corporate Card check box on expense report lines. If enabled, employees paid with corporate cards can use the	OFF		Opt In to Feature



#3. Expenses paid with corporate cards

Linked Quick Expense

 image.jpg
Uploaded by Oliver Reynolds (OC, Mgr 1000)

Paid with Corporate Card

Date

Expense Item

Check this box while submitting your expense report

Error

1. Page Error

Paid with Corporate Card Checkbox Error

If this is an out of pocket expense, clear the Paid with Corporate Card check box. If you used a corporate credit card, follow these steps to link the expense to the credit card transaction:

1. Delete this expense line.
2. Add a new line and select the related credit card transaction.
3. Link the Quick Expense or Travel Booking Record to the credit card transaction line when applicable.



#3. Expenses paid with corporate cards

Expense Report Work Area

Search

Expense Reports 3 items

Expense Report	Action	Risk Level	Risk Insights	Status	Reason for Review	Number of Days in Queue	Send Back Earlier	Company	Expense Payee	Has Corporate Card	Last 4 Digits of Credit Card Number
EXP-00004371	Review			Waiting on Expense Partner		2846	Yes	500 1 Global Modern Services, Inc. (USA)	Employee: Oliver Reynolds (CO, Mgr 3000)	Yes	5603 5981 8118 9284
EXP-00004377	Review			Waiting on Expense Partner		2844	Yes	500 1 Global Modern Services, Inc. (USA)	Employee: Oliver Reynolds (CO, Mgr 3000)	Yes	5603 5981 8118 9284
EXP-00004378	Review			Waiting on Expense Partner		2844	Yes	500 1 Global Modern Services, Inc. (USA)	Employee: Oliver Reynolds (CO, Mgr 3000)	Yes	5603 5981 8118 9284
EXP-00004458	Review			Waiting on Expense Partner		23	No	500 1 Global Modern Services, Inc. (USA)	Candidate: Mehany Levine	No	

This new feature come 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.

Schedule Settlement Run

Run Frequency Daily Recurrence

Settlement Run Creation Schedule

Company

* ⋮

Currency

* Currencies (empty)
 All Currencies

Display Currency

* (empty)

Settlement Run Name

Run Date From Current Date In (Days)

Auto Select Filters

* ⋮

OK

Cancel



#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.

Settlement Run Creation **Schedule**

Priority

Daily Recurrence Criteria

Recurrence Type * Recurs Every Weekday
 Recurs Every x Day(s)

Start Time *

Time Zone *

Catch Up Behavior *

Range of Recurrence

Start Date *

End Date *

View Scheduled Runs

Scheduled Processes 2 items

Process Type	Process	Request Name	Run Frequency	Catch Up Behavior	Owned By	Start Date	End Date	Status	N
Job	Settlement Run Create	Settlement Run Creation on 2022 08 23 06 25 -0700	Daily Recurrence	Run Once	David Allaglo	08/24/2022	08/24/2022	Active	08



#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

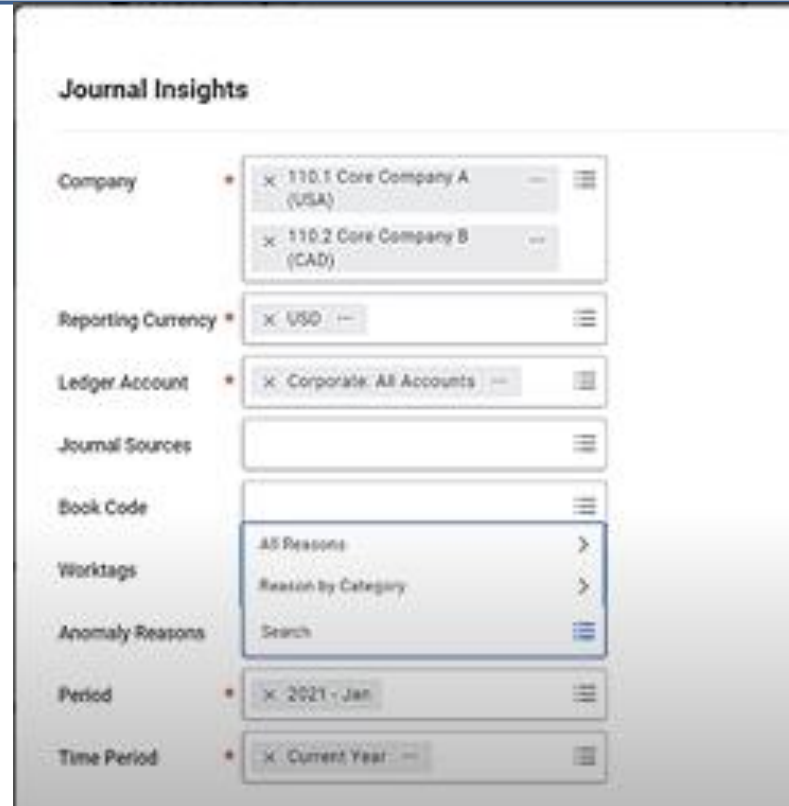
Production : 10/09/2022



#5. Journal Line Anomaly Reasons



To have a look on the potential anomaly reasons, we use the Journal Insights





#5. Journal Line Anomaly Reasons

Journal Insight

Company *

Reporting Currency *

Ledger Account *

Journal Sources

Book Code

Worktags

Anomaly Reasons

← Worktags

- All Hood Payee
- Bank Account
- Business Unit
- Campaign
- Channel
- Corporate Credit Card Account
- Cost Center
- Customer Contract
- Custom Worktag 08 (tenanted)
- Custom Worktag 09 (tenanted)
- Custom Worktag 10 (tenanted)
- Custom Worktag 7 (tenanted)
- Worktag 10 (tenanted)

Search

You have now access to a big range of possible anomaly reasons to filter on

Book Code

Worktags

Anomaly Reasons

← Additional Reasons

- Ledger Account
- Line Company

Search



#5. Journal Line Anomaly Reasons

Journal Insights

Impacted Debit Amount: 214,585.02 USD
Impacted Credit Amount: 195,210.88 USD
Anomaly Count: 111

Filters
Reporting Currency: USD
Company: 110.1 Core Company A (USA), 110.2 Core Company B (CAD)
Ledger Account: Corporate: All Accounts
Period: 2021 - Jan
Time Period: Current Year

Priority: All

Priority: 7 items

Ledger Account	Impacted Debit Amount	Impacted Credit Amount	Anomaly Count	
1000 Cash	2,928.06	1,292.00	12	View 12 Journal Lines
2000 Accounts Payable	1,415.00	49,236.30	10	View 10 Journal Lines
7900 Other Expenses	64,783.80	37.58	8	View 8 Journal Lines

Correct and Dismiss Journal Line Anomalies

Impacted Debit Amount: 2,928.06 USD
Impacted Credit Amount: 1,292.00 USD
Dismissed Anomalies: 3
Confirmed/Corrected Anomalies: 3

Filters
Company: 110.1 Core Company A (USA), 110.2 Core Company B (CAD)
Reporting Currency: USD
Period: 2021 - Jan
Time Period: Current Year

12 items | 1 selected

Priority	Anomaly Reason	Debit Amount	Credit Amount	Currency	Company	Journal Source	Book Code	Transaction	View Journal	Similar Lines Feed
Yes	Bank Account	102.55	0.00	CAD	110.2 Core Company B (CAD)	Manual Journal	Local GAAP Adjustments	7119	View Journal	
Yes	Bank Account	0.00	1,500.00	CAD	110.2 Core Company B (CAD)	Manual Journal		7113	View Journal	

Clear view on the reason of the anomaly





#5. Journal Line Anomaly Reasons

View Journal	3	07/09/2021	Test16_JL	Region: Missing Worktag Cost Center: 10000 Office of CEO Fund: AMU Cost Share Fund	Region: AA - Central Africa Cost Center: 10000 Office of CEO Fund: AMU Cost Share Fund	Super User
View Journal	3	08/06/2021	Test25_JL	Cost Center: 10000 Office of CEO Fund: AMU Cost Share Fund	Cost Center: 20000 Office of CRMO Fund: AMU Cost Share Fund	Super User
View Journal		08/04/2021	Test23_JL	Cost Center: 10000 Office	Cost Center: 20000 Office	Super User

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

Asset ID BA-5500 (Test Asset 014) Status In Service

General Information

Company M500 1 Assets MBAA Services (USD)
Company Currency USD
Spend Category Desktops
Worktags Cost Center: 10000 Office of CED
Location (empty)

Accounting Summary

Accounting Treatment Depreciable Capital Asset
Current Capital Cost 12,000.00

- General
- Custodian
- Accounting
- Cost Detail
- Books
- Historical Information
- Depreciation Summary
- Depreciation Detail
- Lifecycle

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

- General
- Custodian
- Accounting
- Cost Detail
- Books
- Historical Information
- Depreciation Summary
- Depreciation Detail
- Lifecycle

Asset Book Configurations 1 item

Asset Bk Config	Book View	Accounting Treatment	Depreciation Profile	Depreciation Method	Depreciation Convention	Useful Life	Date Placed in Service	Depreciation Start Date	Historical Information
1	Accounting	Depreciable Capital Asset	3 YR 26P SL Mod Half Period Upon Acq	Straight Line	Modified Half Period	36	01/01/2020	07/01/2020	Yes



#6. Data migration for secondary asset books

General Custodian Accounting Cost Detail **Books** Historical Information Depreciation Summary Depreciation Detail Lifecycle

Asset Book Configurations 2 items

Asset Bk Config	Book View	Accounting Treatment	Depreciation Profile	Depreciation Method	Depreciation Convention	Useful Life	Date Placed in Service	Depreciation Start Date	Historical Info
Q	Accounting	Depreciable Capital Asset	3 YR 24P SL Mod Half Period Upon Acq	Straight Line	Modified Half Period	36	01/01/2020	07/01/2020	Yes
Q	IFRS Accounting	Depreciable Capital Asset	2 YR SL 24P CurPer Upon Acq	Straight Line	Current Period	24	01/01/2020	01/01/2021	Yes

General Custodian Accounting Cost Detail **Books** **Historical Information** Depreciation Summary Depreciation Detail Lifecycle

Historical information at Time of Asset Registration 2 items

Depreciat Schedule	Book View	Date Placed in Service	Date Registered	Depreciation Start Date	Original Useful Life	Remaining Useful Life	Historical Cost Balance	Accumulated Depreciation	YTD Depreciation
Q	Accounting	01/01/2020	07/13/2022	07/01/2020	36	24	12,000.00	2,000.00	0.00
Q	IFRS Accounting	01/01/2020	07/13/2022	01/01/2021	24	24	12,000.00	3,000.00	0.00



#6. Data migration for secondary asset books

View Asset Depreciation Schedule

BA-5499 (Test Asset 013) - IFRS Accounting

Asset ID: BA-5499 (Test Asset 013) Asset Book: IFRS Accounting

Asset Status: In Service
Book Status: In Service

General Information

Company	M500.1 Assets MBAA Services (USD)
Currency	USD
Asset Cost	12,000.00
Fair Market Value	13,200.00
Residual Value	1,000.00
Date Acquired	01/01/2020
Accounting Treatment	Depreciable Capital Asset

Asset Information

Spend Category	Desktops
Asset Type	(empty)
Asset Class	(empty)
Location	(empty)
Worktags	10000 Office of CEO



#7. Customer Invoice Email and Print Process

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



#7. Customer Invoice Email and Print Process

Print Customer Invoices

Company: 500 1 Global Modern Services, Inc. (USA)
Company Currency: USD
Group Invoices:
Include Attachments for Grouped Invoices:

Customer Invoices: 5 items, 3 selected

<input checked="" type="checkbox"/>	Company	Customer Invoice Document	Number of Attachments for Printing	Customer	Invoice Type	Invoice Status	Transaction Date	Due Date	Currency	Total Invoice Amount	Amount Due	Delivery Type
<input checked="" type="checkbox"/>	500 1 Global Modern Services, Inc. (USA)	Customer Invoice: 9707		Imaginary Company Inc	Standard	Approved	06/25/2022	06/25/2022	USD	5,000.00	5,000.00	Email
<input checked="" type="checkbox"/>	500 1 Global Modern Services, Inc. (USA)	Customer Invoice: 9711		NOT REAL COMPANY	Standard	Approved	06/25/2022	06/25/2022	USD	400.00	0.00	
<input checked="" type="checkbox"/>	500 1 Global Modern Services, Inc. (USA)	Customer Invoice: 9710		Fake Company Inc	Standard	Approved	06/25/2022	06/25/2022	USD	8,000.00	8,000.00	Email

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 »



#7. Customer Invoice Email and Print Process

Customer Invoices

Customer Invoices 🔍




Company 500.1 Global Modern Services, Inc. (USA)

Run by

Percent Complete 100

Email Customer Invoice

Individual Printed Customer Invoices: 5 items

Company	Customer	Customer Invoice Document	Invoice Status	Print Run Type	Print Status	Delivery Type	Customer Invoice PDF	Attachments Printed With Invoice	To Attachm Size (f
500.1 Global Modern Services, Inc. (USA)	Fake Company Inc	Customer Invoice: 9709	Approved	Copy	Completed	Email	 9709 2022-06-28.pdf		
500.1 Global Modern Services, Inc. (USA)	Fake Company Inc	Customer Invoice: 9710	Approved	Copy	Completed	Email	 9710 2022-06-28.pdf		
500.1 Global Modern Services, Inc. (USA)	Imaginary Company Inc	Customer Invoice: 9707	Approved	Copy	Completed	Email	 9707 2022-06-08.pdf		

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

Confirm to Start Customer Invoice Email Process

Customers with Email Issues

These customers are set up for email document delivery, but don't have any email recipients defined.
 Fake Company Inc.
 If the customer has a primary email address, the invoice will be emailed to that address.
 To change email recipients, update the Document Delivery report on the Customer Profile.

Unselect customer invoices that you don't want to email.

Customer Invoices Eligible for Email Customer Invoices Ineligible for Email

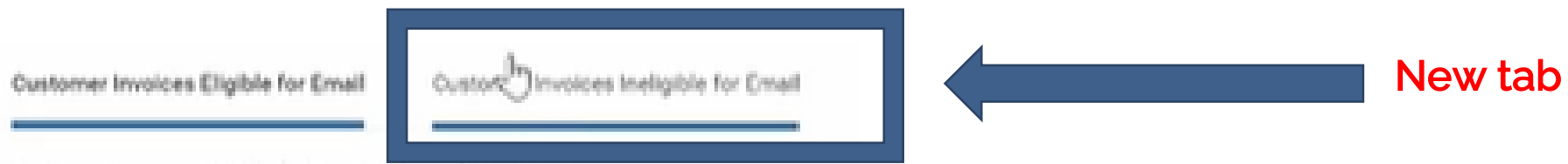
Customer Invoices Eligible for Email 2 items | 2 selected

<input type="checkbox"/>	Company	Customer	Customer Invoice	Current Recipients	Current Recipient Email Addresses	Customer Invoice Printing Run	Invoice Status	Invoice Date	Printed Date	Del Type
<input checked="" type="checkbox"/>	500 1 Global Modern Services, Inc. (USA)	Imaginary Company Inc	Customer Invoice: 9708	Collections Department	imaginarycollections@imaginaryinc.com	Customer Invoice Print (Customer Invoice: 9708) for 500 1 Global Modern Services, Inc. (USA) on 2022-06-28	Approved	06/25/2022	06/28/2022 05:09:59 AM	Fin
<input checked="" type="checkbox"/>	500 1 Global Modern Services, Inc. (USA)	Imaginary Company Inc	Customer Invoice: 9707	Collections Department	imaginarycollections@imaginaryinc.com	Customer Invoice Print (Customer Invoice: 9707) for 500 1 Global Modern Services, Inc. (USA) on 2022-06-28	Approved	06/25/2022	06/28/2022 05:09:59 AM	Fin

As planned, the system had some issues emailing to customers without enough email datas



#7. Customer Invoice Email and Print Process



Customer Invoices Eligible for Email 3 items | 0 selected

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 Ineligible for Email 3 items

Company	Customer	Customer Invoice	Current Recipients	Customer Invoice Printing Run	Invoice Status	Invoice Date	Printed Date	Delivery Type
500 1 Global Modern Services, Inc. (USA)	Fake Company Inc	Customer Invoice: 9709	Fake Company Inc	Customer Invoice Print (Customer Invoice: 9709) for 500 1 Global Modern Services, Inc. (USA) on 2022-06-28	Approved	06/25/2022	06/28/2022 05:09:59 AM	Email
500 1 Global Modern Services, Inc. (USA)	Fake Company Inc	Customer Invoice: 9710	Fake Company Inc	Customer Invoice Print (Customer Invoice: 9710) for 500 1 Global Modern Services, Inc. (USA) on 2022-06-28	Approved	06/25/2022	06/28/2022 05:09:59 AM	Email
500 1 Global Modern Services, Inc. (USA)	NOT REAL COMPANY	Customer Invoice: 9711	NOT REAL COMPANY	Customer Invoice Print (Customer Invoice: 9711) for 500 1 Global Modern Services, Inc. (USA) on 2022-06-28	Approved	06/25/2022	06/28/2022 05:09:59 AM	



#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

Asset to Ledger Reconciliation - Cost

Company:

Asset Book:

Period:

Time Period:

Report Date Option:

Ledger:

Ledger Accounts and Summaries:

Spend Category:

Journal Source:

Filter Name:

Manage Filters | Save

1 Saved Filters

Current Period

Search

- Current Period
- Current Period YTD
- Current Quarter to Date (Standard Corporate Schedule)
- Current Year
- Fiscal Current Period (Standard Corporate Schedule)
- Last 12 Periods
- Last 36 Periods
- Last 6 Periods
- Last 4 Quarters (Standard Corporate Schedule)
- Last 9 Periods
- Last 8 Periods



Possible selection of a range of period



#8. Business Asset Reporting

Asset to Ledger Reconciliation - Cost

Details


2 items

Ledger Account	Spend Category	Asset Cost Detail with Journals (A)	Asset Cost Detail without Journals (B)	Ledger Detail with Asset Transactions (C)	Ledger Detail without Asset Transactions (D)	Total Asset Cost Activity (A+B)	Total Ledger Activity (C+D)	Total Variance
1510 Buildings	Buildings Multi-book	0.00	100,000.00	0.00	100,000.00	100,000.00	100,000.00	0.00
1550 Furniture, Fixtures & Equipment	Hardware - Servers	2,000.00	0.00	2,000.00	0.00	2,000.00	2,000.00	0.00

Two assets created, one through supplier invoice, one through manual registration

1 Accounts and Summary

1510 Buildings
1550 Furniture, F



Asset Cost Detail with Journals (A)	Asset
0.00	
2,000.00	

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

Details View by: Select a Field... and Item by: Select a Field... Refresh

1 item

Asset Cost Activity	Asset ID	Ledger Period	Transaction Date	Accounting Date	Created Date	Ledger Account	Spend Category	Journal Source	Journal Line	Asset Source Document Line	Amount	Asset Share Percentage	Asset Markings
Asset BA-5485 entered on 05/01/2022 - Accounting	BA-5485	May 2022 Actuals (M500.1 Assets M5AA Services (250))	05/01/2022	05/05/2022	07/12/2022 05:22:57.316 PM	1550 Furniture, Fixtures & Equipment	Hardware - Servers	Asset Accounting Assignment	Operational Journal M500.1 Assets M5AA Services (250) - 05/01/2022 - 1550 Furniture, Fixtures & Equipment, Debt 2000 Credits Activity	Supplier Invoice: 10447 - 2000	2,000.00	0	Cost Center: CC1 Location: Pleasanton

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



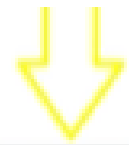
#8. Business Asset Reporting

Buildings
Furniture, Fixtures & Equipment



Asset Cost Detail without Journals (0)	Le
100,000.00	
0.00	

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



Ledger Detail without Asset Transactions (0)
100,000.00
0.00

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

Criteria View by: and then by:

1 item

Asset Cost Activity	Asset ID	Ledger Period	Transaction Date	Accounting Date	Created Date	Ledger Account	Spend Category	Journal Source	Asset Source Document Line	Amount	Asset Share Percentage	Asset Worktags
Asset BA-5486 acquired on 05/15/2022 - Accounting	BA-5486	May 2022 Assets (MCOE) Assets BASAA Services (MCOE)	05/15/2022	05/15/2022	05/13/2022 08:23:35:117 PM	1170 Buildings	Buildings-Multibook	Asset Accounting Assignment		100,000		1 Location Honolulu

If we drill down, we have the details of the manually registered asset, with informations associated to the asset ID



#8. Business Asset Reporting

Asset to Ledger Reconciliation - Accumulated Depreciation

Company: M500 3 Assets MBAA Services (USO)

Asset Book: Accounting

Period: 2022 - Jun

Time Period: Current Period

Report Date Option: Accounting Date

Ledger: Actuals

Ledger Accounts and Summaries: [Empty]

Spend Category: [Empty]

Journal Source: [Empty]

Filter Name: [Empty]

Manage Filters: Save

1 saved filters

Ok Cancel

Total Ledger Depreciation Activity	
	(1,000.00)

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.



#9 Apply customer invoice adjustment to Multiple Customers

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 provides good 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.

Customer	Customer ID	Customer Name	Customer Status	Customer Approval Status	Customer Category	C
Imaginary Company	C-0074	Imaginary Company	Active	Approved	Business Services	
Imaginary Company - Subsidiary A	C-0075	Imaginary Company - Subsidiary A	Active	Approved	Consumer Products	
Imaginary Company - Subsidiary B	C-0076	Imaginary Company - Subsidiary B	Active	Approved	Financial Services	

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 Status	Approved	Total Invoice Amount	500.00 USD	Amount Due	0.00 USD
Payment Status	Paid				
View Exceptions					
Invoice Information					
Company	500.1 Global Modern Services, Inc. (USA)				
Bill-To Customer	Imaginary Company - Subsidiary A				
Sold-To Customer	Imaginary Company - Subsidiary A				
Invoice Number	9700				
Invoice Type	Standard				
Invoice Date	06/11/2022				
Bill-To Address	(empty)				

Invoice from GMS USA to Imaginary Company – Subsidiary A



#9 Apply customer invoice adjustment to Multiple Customers

Perform Customer Invoice Maintenance

Company	<input type="checkbox"/> 500.1 Global Modern Services, Inc. (USA)
Bill-To Customer	<input type="checkbox"/> Imaginary Company - Subsidiary A
Currency	<input type="checkbox"/> USD
Include Invoice Adjustments from Other Customers	<input checked="" type="checkbox"/>
Invoice Due Date On or After	06/01/2022
Invoice Due Date On or Before	MM/DD/YYYY
Invoice Due Amount Greater Than or Equal To	0.00
Invoice Due Amount Less Than or Equal To	0.00



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

The screenshot shows a table titled "Customer Invoices to Maintain" with one item. A dropdown menu is open over the table, listing options: "Adjustments", "Adjustments by Customer", "Developer Prompts", and "Create Customer Invoice Adjustment".

Select	Invoice Number	Invoice Date	Due Date	Total Invoice Amount	Amount Due	Adjustment Amount to A
<input checked="" type="checkbox"/>	Customer Invoice: 9700	06/11/2022	07/11/2022	500.00	500.00	



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

The screenshot shows a selection screen for adjustments. A dropdown menu is open, showing "Imaginary Company - Subsidiary B" and "Adjustment 9701 (\$500.00)".

Amount Due	Adjustment	Adjustment Amount to Apply	Writeoff Amount
500.00	Adjustment 9701 (\$500.00)	0.00	0.00



We found the adjustment from the other customer Subsidiary B and we can apply on our invoice



#9 Apply customer invoice adjustment to Multiple Customers

Find Customer Invoice Maintenance Transactions

Company or Company Hierarchy: 500.1 Global Modern Services, Inc. (USA) Customer/~Sponsor~: Imaginary Company - Subsidiary A

2 of 4 items

Customer ID	Customer Category	Currency	Transaction Date	Status	Customer/~Sponsor~	Invoice/Adjustment	Adjustment Amount
	Consumer Products	USD	07/11/2022	Approved	Imaginary Company - Subsidiary A	Customer Invoice: 9700	500.00
					Imaginary Company - Subsidiary B	Customer Invoice Adjustment: 9701	(500.00)

We can see that we successfully applied the customer invoice adjustment from the subsidiary B to the invoice from the subsidiary A



#10 Include invoice attachments in printed PDF

Feature Description

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

View Customer Invoice 9706 ⋮

Invoice Status	Approved	Total Invoice Amount	Amount Due
Payment Status	Unpaid	250.00 USD	250.00 USD

[View Exceptions](#)

Invoice Information	Additional Information
Company 500.1 Global Modern Services, Inc. (USA)	Payment Type Check
Bill-To Customer Imaginary Company, Inc	Payment Terms Net 30
Sold-To Customer Imaginary Company, Inc	Due Date 06/25/2022
Invoice Number	Discount Date

View Customer Invoice 9707 ⋮

Invoice Status	Approved	Total Invoice Amount	Amount Due
Payment Status	Unpaid	300.00 USD	300.00 USD

[View Exceptions](#)

Invoice Information	Additional Information
Company 500.1 Global Modern Services, Inc. (USA)	Payment Type Check
Bill-To Customer Imaginary Company, Inc	Payment Terms Net 30
Sold-To Customer Imaginary Company, Inc	Due Date 06/25/2022
Invoice Number	Discount Date



#10 Include invoice attachments in printed PDF

Print Customer Invoices

Print Customer Invoices Criteria

Company *
x 500.1 Global Modern Services, Inc. (USA)

Invoice Status *
x Approved

Invoice Date Criteria

Invoice Date On or After
05/26/2022

Other Criteria

Invoice Type

Invoice Date On or Before

Invoice Header Worktag

Invoice Print Options

Include Invoices Already Printed

Print Invoices Ready for Final Print

None of the above

Exclude Invoices that are Consolidated

Group Invoices

Include Attachments for Grouped Invoices



#10 Include invoice attachments in printed PDF

Individual Printed Customer Invoices **Grouped Printed Customer Invoices**

1 item

Turn off the new tables view

Company	Customers	Customer Invoice Document	Print Status	Delivery Type	Grouped PDF	Attachments Printed With Invoice	Total Attachment Size (KB)
500.1 Global Modern Services, Inc. (USA)	Imaginary Company, Inc	Customer Invoice: 9706 Customer Invoice: 9707	Completed	Mail	Merged Customer Invoices for Customer Invoices: 500.1 Global Modern Services, Inc. (USA) on 05/26/2022, 10:06 AM.pdf	2	7.1

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

Merged Customer Invoices for Customer Inv... 1 of 4 >

Email G

Individual

Global Modern Services, Inc. (USA)
3039 The Embarcadero
San Francisco, CA 94111
+1 (415) 635-2701
gms@workday.net
+1 415-625-2700



INVOIC

Date	Invoice Number
05/29/2022	9706
Payment Terms	Due Date
Net 30	06/25/2022

Merged Customer Invoices for Customer Inv... < 2 of 4 >

Email G

Individual

Supporting Documentation for Customer Invoice 9706



Your way to people success

Thank you for your attention

Please do not hesitate to contact us

HR Path Corporate

HR Path Tour (Franklin) **11th floor**

100 -101 Terrasse Boieldieu

92042 Paris La Défense Cedex

+33 (0)1 53 62 22 14

