Workday Weekly Update

**Topic/Function:** Updated processes and practices in Workday Financials

**Audience:**
- Finance Administrative Assistants
- Cost Center Accounting Specialist
- Cost Center Budget Specialist

**Description:** Each week we will provide updates and changes to Workday configurations and business processes, tips for completing transactions, and address the issues we are hearing across the campus. If you have suggestions for topics you would like to see, please contact workday@unr.edu.

**New PCard Report**

The UNR Workday project team developed a new PCard report - **PCard Transaction Line Details - FIN - CR (UNR)**. The report contains details for individual transactions including the last 4 digits of the card, transaction amounts, and the line memo to help you easily find the exact transaction you are looking for.

**Accounting Adjustments for PCards**

Workday now allows the Cost Center Journal Specialist to complete Accounting Adjustments directly in PCard transactions rather than requiring a manual journal. Previously you were able to do this for Expense Reports and Supplier Invoices, but not PCard transactions. Now, rather than completing a manual journal, you can change the Spend Category or account directly in the transaction.

**How to Do an Accounting Adjustment for a PCard Transaction**

1. Use the Find Procurement Card Transaction Verification report or type the PCV (Procurement Card Verification) number in the Search field
2. Hover over the Related Actions button (the Twinkie), go to Accounting and then Adjust Accounting
3. Enter the adjustment and be sure to include the Change Reason
4. The transaction routes to the Accounting Manager in the Controller’s Office for approval

If you have any questions, submit a [Workday Help Desk Ticket](mailto:workday@unr.edu) or contact the Workday Help Desk at 775-784-6086.
Important Things to Know

- You can only do an Accounting Adjust for 100% of the charge. If you need to add additional lines or split accounts, you will need to complete a manual journal.
- Accounting Adjustments are only available for approved transactions that have completed a settlement run. If the related actions button only shows “View Accounting”, you should complete a manual journal or wait until the transaction is available.

Reminder – Include the Original Transaction Number in Manual Journals

Reminder, when completing a manual journal to reclassify transactions, you must include the original transaction # in the memo field. Please do not use the external reference field.

Spend Category for Non-Employee Expense

The Spend Categories SC0517 – Non-Employee Travel or SC0301- Non-Employee Expense map to the 6064 – Other Operating Expense ledger. They will not post against your travel line.

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