Workday Weekly Finance 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](mailto:workday@unr.edu).

**Reminder – Workday Budget Checks**

When a transaction is submitted with an inadequate budget, the initiator will receive a Review Budget Check message in their inbox. The initiator should NOT SUBMIT A BUDGET OVERRIDE. Below are the options when there are insufficient funds.

Your options are

1. Modify the transaction by the amount to match your budget.
2. View your budget and work with your Fiscal Officer to review and, if appropriate, update your accounts.
3. Employees should NOT Submit a Budget Override. This is a rare occurrence and only submitted with the consultation of the Cost Center Budget Specialist. This consultation will have to be done outside the system.

**Supplier Punchout**

CDW, Dell, and Henry Schein are the first vendors to participate in Workday's Punchouts functionality. Punchouts in Workday allow staff to connect directly to a supplier website, browse and select from available items, and return to Workday to complete the requisition process.

Purchasing through Punchouts will be available for small-dollar purchases under $5000 for items that are not fixed assets. Do not use PCards with the Punchout feature.

If you have any questions, submit a [Workday Help Desk Ticket](mailto:Workday Help Desk Ticket) or contact the Workday Help Desk at 775-784-6086.
A job aid with step-by-step instructions is available. From your Workday homepage, follow the NSHE Workday Training worklet to the training repository, then search for Punchouts. For additional assistance, you can also attend the Purchasing FIN Open labs on Thursdays from 10-11am.

**Workday Travel and Expense Training**

We are offering a Travel and Expense training on December 14 from 2:00 – 3:30 pm. The session will include the basics of how to do a Spend Authorization and Expense report as well as updates on any policy and practice changes that have occurred since we went live with Workday. Register using the [HR Training Calendar](#). Please share this training opportunity with your faculty and staff.

**Mileage Reimbursement in Workday**

Complete mileage reimbursement through Create Expense Report process. Finance Admin Assistants may process the mileage on behalf of workers and non-workers. When entering business related travel, use the Mileage – Business Expense Item. The Quantity is the total number of miles you are being reimbursed for.

You are still required to attach a map showing the origin, destination, and number of miles or a mileage log. A Business Reason is also required.

**Spend Category Clarification – Security Services vs. Armored Cars and Money Transport**

When entering a security related transactions, be sure to pick the right spend category.

- **Security Services**
  - Used for security personnel or protection
  - 1099 Reportable

- **Armored Cars and Money Transport**
  - Used for secure, protected transportation
  - Not 1099 Reportable

**Impact of Recharges on Budget Amendments**

In order to allow for a budget amendment on the Recharge Ledger (a negative budget) within Workday, Expense Account Validation was removed. Removing the Expense Account Validation allows for negative ledger budgeting which is necessary for budgeting recharge revenue. However, removing this control will also allow negative budgeting for all ledger accounts.

Planning, Budget and Analysis expects that all budget amendments will be thoroughly vetted to make sure that sufficient balance exists in all ledger accounts prior to advancing a budget amendment. Ledger account balances can be checked within Workday by running the Manager Balance - Budgeted by Ledger Account - FIN - CR (NSHE) (TCH-2093) report.

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