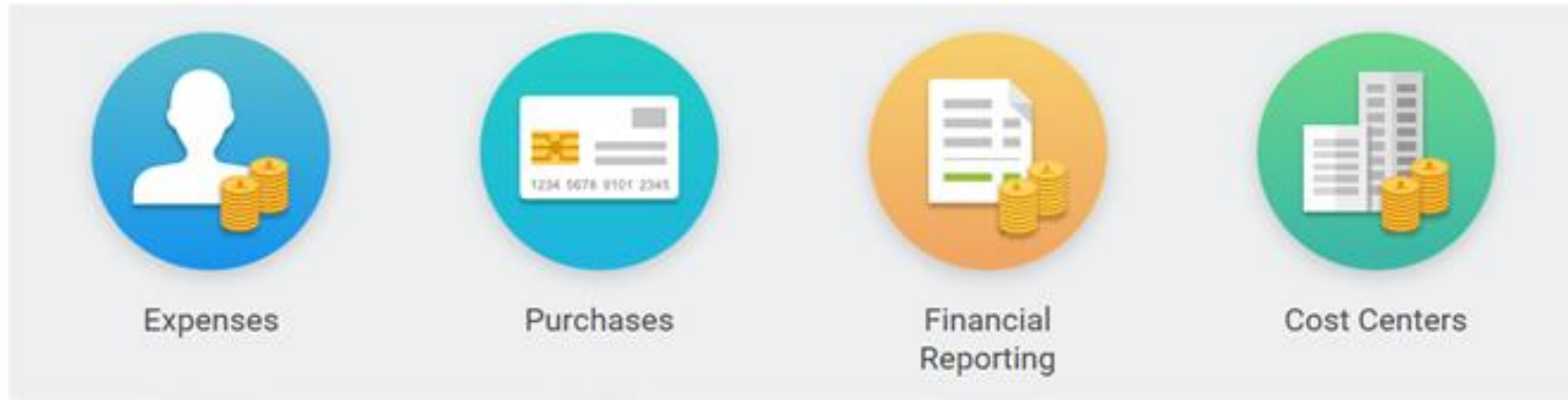# Workday Community Meeting #2

Workday Finance Functionality

- **Procurement to Payment**
- **Travel & Expense Reimbursement**
- **General Accounting**
- **Capital Projects & Fixed Asset**
- **Financial Reporting**
- **Budget to Actual Reporting**
- **Endowment and Restricted Gift Reporting**

Purchasing

On-line purchase request

"Punch-out" for Office Supplies

Invoices Routed for Approval Through Workday

Requests New Suppliers On-line

Procurement Cards

Transactions will be uploaded daily from JP Morgan

Transactions will be substantiated on-line

Expenses can be reallocated to the proper cost center and account

Eliminate multiple cards

Travel & Expense Reimbursement

Automated Travel Authorizations that Encumbers the Funds

Expense Reports Submitted and Approved On-line

Utilize Mobile-App to Capture Receipts

Used for Reimbursement for Local Travel and Other Expenses