

Function	Before The Launch Of Workday Finance	After The Launch Of Workday Finance	Task
Travel & Expense	Complete Paper Spend Authorization, Submit to Manager for Approval and Send to Financial	Complete Spend Authorization In Workday	Create Spend Authorization
Travel & Expense	File Travel Expense Report On Paper With Attached Receipts, Get It Signed By Your Manager	Create Expense Report In Workday, Attaching Photos Or Scans Of Your Receipts	Create Expense Report
Travel & Expense	Use your Procurement Card for Local Travel and Business Meals	Charge Local Meals, Entertainment & Travel to the Travel Card and Complete an Expense	Create Expense Report
Purchasing	Go To WB Mason Websites; Charge to Procurement Card	Connect To Supplier Website In Workday, University Pays Electronically	Create Requisition/Punchout
Purchasing	Purchase Over \$5,000; Complete 3-part Purchase Requisition	Create A Requisition In Workday	Create Requisition
Purchasing	Email Purchasing to Use a New Vendor	Complete Supplier Request Form in Workday to set up New Supplier	Create Supplier Request
Invoices submitted to A/P by Vendor	Receive Paper Copy of Invoice from Accounts Payable to Verify Receipt of Goods and Approve for Payment	Receive Supplier Invoice via Workflow through the Inbox, Approve for Payment	Approve from Workday Inbox
Check Requests – External Parties	Route for approval and send to Accounts Payable for Approval	Request Payment through Workday	Create Supplier Invoice Request*
Check Requests- Staff/Faculty	Submit a Check Request form for reimbursement of miscellaneous expenses for Faculty/Staff	All Reimbursements should be requested through the Travel and Expense Function	Create Expense Report
Procurement Card	Reconcile Your P-Card by Attaching Receipts to Monthly Statement	Verify Procurement Card Transactions In Workday and attach scanned receipts	Verify Procurement Card Transaction
Procurement Card	Charge Local Travel and Local Business Expenses to P Card	Charge Local Meals & Travel to the Travel Card and Complete an Expense Report	Create Expense Report
Reports	Print Reports from Cognos (formerly E-Prints)	Print Reports right from Workday	Reports will be listed in Reporting Dashboard

* Invoices and Check Requests Charged Against a Purchase Order Must Be E-Mailed to A/P @ GA_Acctpay@bentley.edu
Supplier Invoice Requests Can Only Be Requested for Existing Suppliers