



Banner to Workday Crosswalk of Tasks

FINANCE

| Before The Launch Of Workday Finance | After The Launch Of Workday Finance |
|--|---|
| Ask For Authorization To Travel Via Email, Shared Document, Or Paper Form | Spend Authorization In Workday |
| 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 |
| Go To Amazon, Stapleslink, B&H Or Grainger Websites To Make A Purchase | Connect To Supplier Website In Workday |
| Purchase Something Over \$1000 On Your P-Card | Create A Requisition (Prior To Purchase, Even When Paying With Your P-Card) In Workday |
| Reconcile Your P-Card In JP Morgan PaymentNet | Verify Procurement Card Transactions In Workday |
| Pay For Travel Arrangements On Your Procurement Card (P-Card) | Pay For Travel Arrangements On Your Corporate Card (C-card) |
| Make Regular Purchases On Your Corporate Card (C-card) | Make Regular Purchases On Your P-Card <i>or</i> Create A Requisition In Workday <i>or</i> Work With Your Administrative Assistant To Purchase With Their Procurement Card (P-Card) |
| Make Purchases Over \$1000 From A Vendor That Isn't In Banner | If Supplier Isn't Listed In Workday, Ask Supplier To Fill Out "Vendor Registration Form" On The Vassar Accounting Website |
| Create A Direct Payment (DP) For A Payment Request Without A Purchase Order | Create Supplier Invoice Request |
| Receive Purchase And Send An Email/Invoice To Accounts Payable Telling Them It's Okay To Pay | Create Receipt In Workday And Forward Supporting Supplier Invoice (If Applicable) To AP |
| Verify Amazon Purchases On Your P-Card In JP Morgan PaymentNet | Verify Procurement Card Transactions In Workday |
| Create A Journal Entry For Misplaced Charges | Create Journal In Workday |
| Request A Blanket Order | Create Requisition in Workday, Choose "Blanket Order" As The Requisition Type |
| Make Purchases Against A Blanket Order (Give Supplier PO Number) | Make Purchases Against A Blanket Order (Give Supplier PO Number) |
| Submit Paper Expense Report With Receipts | Create Expense Report in Workday (Digital Receipts Attached) |

| Before The Launch Of Workday Finance | After The Launch Of Workday Finance |
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| Cater An On Campus Event (e.g. Lunch, Dinner) Using An Off-Campus Vendor | When The Cost Is Under \$1,000 Use A P-Card. When Cost Is Over \$1,000 Create Requisition In Workday And Use P-Card. |
| Seek Approval Via Various Means For Expenses Charged To Grants | Grant Approvals Will Automatically Route To The Individuals Who Should Approve Grant Transactions. |
| Ask Your Administrative Assistant To File Your Expense Report, Request Your Spend Authorization Or Other Tasks | <p>Delegate Your Entire Workday Inbox Or Specific Tasks From Your Inbox For A Specified Period Of Time</p> <p>OR Delegate The Initiating Of A Task On Your Behalf (All Requests To Delegate Will Go Through An Approval Process)</p> |
| Send Hard Copies With Back-up To Purchasing (Procurement) | Create Requisition In Workday (With Back-up Attached) |
| Reimburse A Department For Charges Made On Another Department's P-Card | Verify Procurement Card in Workday (The Verifying Party Will Choose the Appropriate Cost Center To Be Charged) |
| Email Accounts Payable To Let Them Know An Order Was Received And Is OK To Pay | Create Receipt In Workday |
| Buy Furniture Without Consulting Procurement (Purchasing) | Create a Requisition For All Furniture Requests, Procurement (Purchasing) Will Review |
| Buy Computer Hardware, Software, Or Services Without Consulting Computing & Information Services (CIS) | Create a Requisition For All IT Purchases. Hardware Purchases Will Route To CIS For Approval. Software And Service Purchases Should Be Discussed With CIS Prior To Requisition |
| Dispose Of <i>or</i> Transfer College Assets Without Consulting The College | Create Requisition In Workday, Choosing "Asset Disposal" As Requisition Type |
| Purchase Something On Someone's Behalf | Create Requisition In Workday, Changing The Requestor |
| Be Unsure Of My Budget Spend | View Cost Center In Workday At ANY TIME! |
| Submit Paper Receipts To Accounting Services | Create Expense Report Or Verify Procurement Card Transactions In Workday, Attaching Photos Or Scans Of Your Receipts |