



The What, Who, and Why of Workday Expenses

What is Workday Expenses? Expense Management software that is part of the Workday System. In other words, it is an application you would see on the Workday homepage. It will replace UVA's current expense system, ExpenseUVA (Chrome River). Workday Expenses will roll out as part of the implementation of Workday Financials in July of 2022.

Who was Involved in this Decision? This was the first RAPID decision made by the FST project team in collaboration with our stakeholders. The project team engaged the Fiscal Administrators in this decision, and we will continue to work with them and other stakeholders as we configure the system. The Fiscal Administrators group can fully expect to be invited to participate as we continue the transition.

Why transition to Workday Expenses? Since Workday Expenses is part of Workday Financials, it reduces cost of implementation for the University and all Workday notifications/approvals (Finance & HR) will be in your Workday inbox. There are also the following transactional benefits:

- Easier to drill down to expense reports tied to actuals.
- Consistent user interface.
- Expense Codes will match Spend Categories.
- Easily recall or correct expense reports even after submitting without a cost transfer.
- The ability to stop submission of an expense report if the charge isn't allowable on a grant.
- You will still be able to upload pictures of receipts with an app, assign a delegate, track expense reports, and be paperless.

For More Information:

- FST Decision Log: <https://financetransformation.virginia.edu/fst-decision-log>
- Fiscal Administrators Meeting Page: <https://fro.vpfinance.virginia.edu/fiscal-administrator-meetings>