

THE WHO, WHAT, & WHY OF WORKDAY EXPENSES



WHAT IS WORKDAY EXPENSES?

Expense Management software that is part of the Workday System. 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 2022.

WHO WILL BE HELPING NEW SYSTEM USERS?

Similar to the Chrome River rollout, each school or unit has one or more Expense Ambassador(s) who will help answer employees' questions and use FST resources to assist in the introduction of the new processes. The Ambassadors are being trained in the new system so they can prepare to help answer questions, provide assistance, and recommend training.

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.

Stay informed as we keep driving toward July 1 go-live:



FST Decision Log:

<https://financetransformation.virginia.edu/fst-decision-log>

Fiscal Administrators Meeting Page:

<https://fro.vpfinance.virginia.edu/fiscal-administrator-meetings>