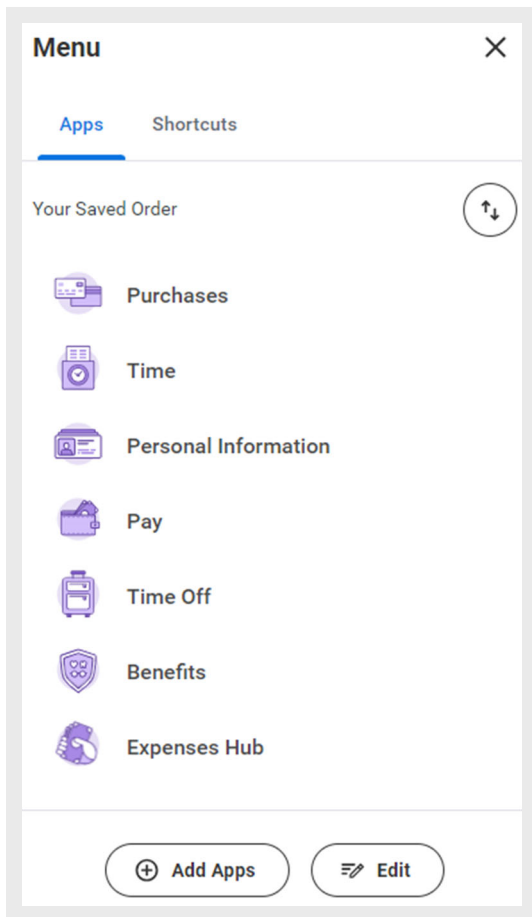


EXPENSES HUB

On the Apps Menu, the Expenses app is retired and replaced with the Expenses Hub app. The Expenses Hub centralizes expense tasks and reports to help users address pending expense-related actions quickly and easily. The Expenses Hub is not intended to manage expense-related tasks and transactions as a delegate or on behalf of others as part of an administrative role. The Expenses Hub appears by default at the bottom of the list of apps on the Apps Menu.



If the maximum of 20 apps are displayed on the Apps Menu, click Edit and move the Expenses Hub app higher on the list to ensure the app is visible. To include the Expenses Hub on the Your Top Apps section of the Workday homepage, move the Expenses Hub app to one of the first four items on the Apps Menu.

- The Expenses Hub includes quick links to tasks to create an expense report or spend authorization, cards that include pending items that need attention, and a navigation bar that displays expense-related reports, payment elections, and suggested links. The Overview section is the default page that appears when the Expenses Hub is opened and dynamically displays up to four cards that identify any pending items that need attention.

The screenshot displays the Workday Expenses Hub interface. On the left is a navigation menu with 'Expenses Hub' selected. The main area is titled 'Needs attention' and features four cards:

- Cash Advance Balance Owed:** Shows a balance of \$2,000.00. Description: 'The cash advance balance that you haven't yet expensed or repaid'. Link: 'View My Cash Advances'.
- Spend Authorizations to Submit:** Contains two items:
 - WAITING ON INITIATOR:** 08/25/2023 - SA-0000101095 - Baton Rouge, LA to Miami, FL. Total: \$500.00.
 - DRAFT:** 11/16/2023 - SA-0000101097 - Baton Rouge, LA to Mobile, AL. Total: \$0.00.
 Link: 'View My Spend Authorizations'.
- Expense Reports To Submit:** Contains two items:
 - DRAFT:** 09/07/2023 - ER-0000483896. Purchase of supplies. Total: \$361.88.
 - SENT BACK:** 08/29/2023 - ER-0000483897. Reconciliation of LaCarte Transactions. Total: \$7.00.
 Link: 'View My Expense Reports'.
- Transactions To Expense:** Lists three transactions:
 - 09/07/2023 - Uber. Quick Expense: \$19.05.
 - 06/28/2023 - AGENT FEE - AGENT FEE. Credit Card Transaction: \$7.00.
 - 06/28/2023 - SOUTHWES - SOUTHWES. Credit Card Transaction: \$147.73.
 Link: 'View My Expense Transactions'.

- Cash Advance Balance Owed:** Displays the total balance of all outstanding cash advances owed. The card links to the My Cash Advances report.

The screenshot shows the 'My Cash Advances' report. It displays a table with the following data:

Spend Authorization Document Number	Description	Spend Authorization Status	Spend Start Date	Spend End Date	Days after End Date	Cash Advance Total	Cash Advance Available Balance	Cash Out
SA-0000101096	Baton Rouge, LA to Houston, TX	Approved	09/19/2023	09/26/2023	-19	2,000.00	1,923.00	

- Spend Authorizations to Submit:** Displays spend authorizations awaiting action, including spend authorizations in draft status, awaiting completion of the spend authorization questionnaire, awaiting employee approval, or that have been sent back by an approver. The card links to the My Spend Authorizations report. The report includes an Actions button for spend authorizations that have available actions, such as cancel, change, close, edit, and submit.

Spend Authorization	Actions	Start Date	End Date	Spend Authorization Status	Description	Spend Authorization Remaining Balance	Sp
SA-0000101097	Actions	11/16/2023	11/18/2023	Draft	Baton Rouge, LA to Mobile, AL	0.00	
SA-0000099140	Actions	09/22/2023	09/29/2023	Approved	Baton Rouge, LA to San Francisco, CA	2,343.94	
SA-0000101096		09/19/2023	09/26/2023	Approved	Baton Rouge, LA to Houston, TX	1,638.12	



Users should not close spend authorizations as a spend authorization cannot be reopened once it is closed. Accounts Payable & Travel completes a mass close of spend authorizations annually.

- Expense Reports to Submit:** Displays expense reports awaiting action, including expense reports in draft status, awaiting employee approval, or that have been sent back by an approver. The card links to the My Expense Reports report. The report includes an Actions button for expense reports that have available actions, such as cancel, change, edit, and submit.

Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount
ER-0000483896	Actions	09/07/2023	Draft	Purchase of supplies	361.88	0.00
ER-0000483899	Actions	09/07/2023	Waiting on Cost Center Manager	Reconciliation of LaCarte Transactions	19.05	19.05
ER-0000483900		09/07/2023	Canceled	Purchase supplies for department	0.00	0.00
ER-0000483897	Actions	08/29/2023	Sent Back	Reconciliation of LaCarte Transactions	7.00	0.00

- **Transactions to Expense:** Displays outstanding expense transactions, including credit card transactions and quick expenses (mobile expenses). The card links to the My Expense Transactions report. The report includes an Edit My Expense Transactions button, which can be used to edit and remove new quick expenses.

Credit Card Transaction	Transaction Status	Transaction Date	Merchant	Charge Description	Transaction Amount	Currency	Billir Amou
Q	Pending	06/28/2023	AMERICAN AIR	AMERICAN AIR	284.88	USD	284.8
Q	Pending	06/28/2023	AGENT FEE	AGENT FEE	7.00	USD	7.0
Q	New	06/28/2023	AGENT FEE	AGENT FEE	7.00	USD	7.0



Credit card transactions related to business travel should not be submitted on an expense report until the trip is complete.

- On the Workday homepage, the 'You Have Credit Card Transactions Ready to Expense' action item under the Timely Suggestions section is retired and replaced with the 'Attention - You Have Expenses Awaiting Action' action item under the Awaiting Your Action section. The action item dynamically displays on the homepage if the user has any expense-related transactions awaiting action on the Expenses Hub. When selected, the action item redirects the user to the Expenses Hub.

Awaiting Your Action

- Expense Report: ER-0000483897, Mike The Tiger (00012089) on 08/29/2023 for \$7.00
Inbox - 43 minute(s) ago
DUE 09/09/2023
- Open Enrollment Change: Mike The Tiger (00012089) on 01/01/2024
Inbox - 8 day(s) ago
DUE 08/31/2023
- Attention - You Have Expenses Awaiting Action

[Go to All Inbox Items \(2\)](#)

EXPENSE REPORT ENHANCEMENTS

- Users can search for expense items related to a specific spend category by searching for the spend category number (e.g., SC0013) in the Expense Item field on an Expense Line. Users can click on the related actions (...) of the expense item to view the associated spend category.
- The Quantity and Per Unit Amount fields will no longer appear on Expense Lines for all non-mileage expense items. The Quantity and Per Unit Amount fields will still appear on Spend Authorization Lines but will not be enterable. This change is intended to reduce data entry required by users.



Users can click on the related actions (...) of the expense item to view the associated spend category.

- When printing an expense report to PDF, the expense report printout will include receipt attachments. This is limited to certain file types (e.g., .PDF, .PNG, JPG). If applicable, a summary of excluded file types (e.g., password protected .PDF, .DOCX) will be listed at the end of the expense report printout. The attachments will be included in the order they were added to the expense report.

Pay To	Status	Personal	Company Paid	Cash Advance Applied	Reimbursement	Total
Employee: Mike The Tiger (00012089)	Waiting on Cost Center Manager	0.00 USD	154.73 USD	0.00 USD	0.00 USD	154.73 USD

MANAGER EXPERIENCE ON WORKDAY HOMEPAGE

The manager experience on the Workday homepage is enhanced by displaying additional information, including two new sections, Important Dates and Team Highlights, and a Quick Review button.

- **Important Dates:** Displays up to four holidays, time off, birthdays, and anniversaries for direct reports within the next 30 days.
- **Team Highlights:** Displays up to four direct reports, giving easy access to view and navigate to direct reports.

Hi There

It's Thursday, September 7, 2023

Awaiting Your Action

[Time Off Request: Mike The Tiger \(00012089\)](#) Quick Review

Inbox - 10 hour(s) ago
DUE 09/09/2023

Spend Authorization: SA-0000101095, Mike The Tiger (00012089) on 08/25/2023 for 500.00 USD

Inbox - 13 hour(s) ago
DUE 09/09/2023

Open Enrollment Change: Joe Burrow (00001969) on 01/01/2024

Inbox - 9 day(s) ago
DUE 08/31/2023

[Go to All Inbox Items \(3\)](#)

Important Dates

SEP 13 Birthday 🎂
Mike The Tiger (00012089)

OCT 1 Anniversary ★
Leonard Fournette (00003912) - 11 years

Your Top Apps

- Directory**
- Personal Information**
- Pay**
- Time Off**

[View All Apps](#)

Announcements

Upcoming Annual Evaluation Changes
* Annual Evaluations for all Classified employees will be con...

LSU A&M Accessibility Statement

Team Highlights

- [Justin Jefferson \(00001193\)](#)
- [Leonard Fournette \(00003912\)](#)
- [Mike The Tiger \(00012089\)](#)

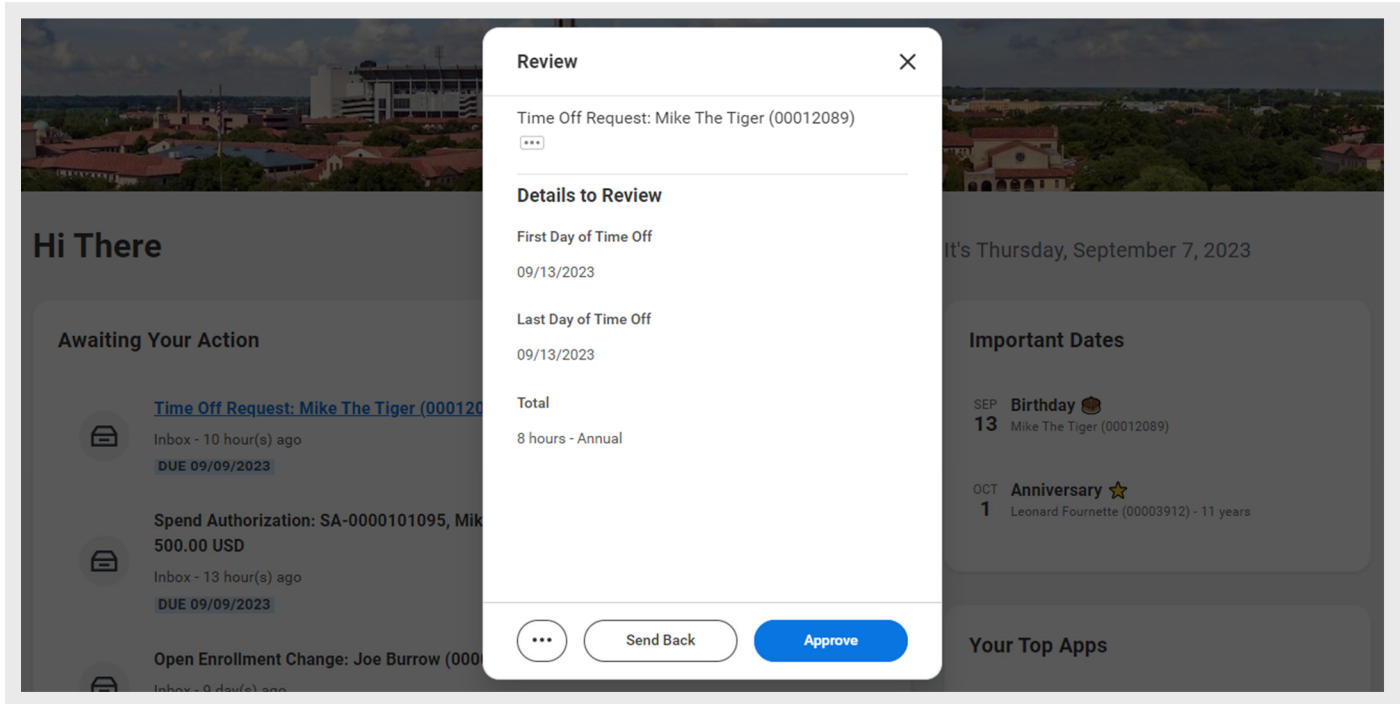
[Team Org Chart](#)

Timely Suggestions

LOUISIANA STATE UNIVERSITY WORKDAY TRAINING

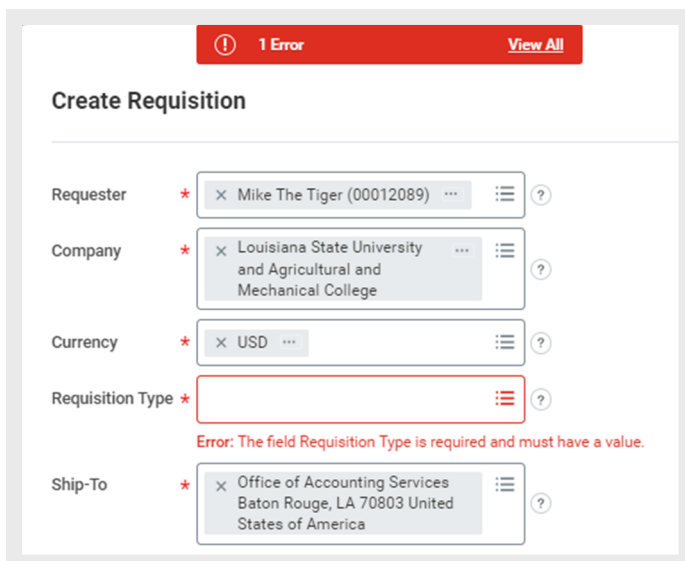
6
UPDATED 09/08/2023

- Quick Review:** Displays within the Awaiting Your Action section for managers to review and take action on transactions directly from the Workday homepage. When selected, the Quick Review button displays a pop-up window with summary information for the action item. If detailed information is needed, navigate to the action item in the inbox. Quick Review is available for Time Off Requests, Time Off Corrections, Leave Requests, and Leave Returns.



REAL-TIME ERROR VALIDATION

Error messages are displayed in real-time for required fields in supported tasks, improving the user experience and making it easier to immediately identify and resolve errors.



CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) RENAMED TO ASSISTANCE LISTING

The Catalog of Federal Domestic Assistance (CFDA) has been renamed to Assistance Listing. To help comply with updated terms in the federal assistance program, this terminology is updated (e.g., CFDA Number to Assistance Listing Number) on the Award Contract, Award Line, and any validation messages. Labels are updated on the Award Search, Award Special Conditions, Data Audit – Awards, and Data Audit – Award Lines reports.

AWD-002787: LSUAM | CARES Act: Higher Education Emergency Reli 04/21/2020 (version 5) ⋮

Sponsor Award Reference Number	P425E200790	Sponsor Direct Cost / Sponsor Facilities And Administration	44,848,416.00 / 0.00	Award Contract Dates	03/13/2020 - 06/30/2023
Sponsor	US Department of Education	Assistance Listing	84.425E - Education Stabilization Fund		

Award Lines
Overview
Amendments
Additional Reports
Billing & Receivables
Award Tasks
Budget
Set Up & History
Additional Data

GLOBAL ADDRESS LOOKUP (COMING SOON)

Google Maps technology is integrated with Workday and provides real-time address suggestions when any part of an address is entered in the Search Address field. In the Country field, select a country that has Global Address Lookup enabled and enter some portion of an address, such as a postal code or street name to retrieve possible matches. The lookup will not return PO Boxes. When an address is selected from the lookup, Workday populates all address component fields (e.g., Address Line 1, City, State, Postal Code), overwriting any existing information.

Address

Delete

Effective Date *

Country *

Search Address

powered by

> **Use of Address Lookup**

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County

CONTACT CHANGE FOR EXTERNAL COMMITTEE MEMBERS

The contact information for external committee members is split into two separate tasks, Change Home Contact Information and Change Work Contact Information. Previously, the Change Contact Information task allowed users to change work and home addresses on a single Edit External Committee Member Contact Information screen.

Ja'Marr Chase (ECM)

Actions

- Summary
- Overview
- Contact**
- Personal
- Committees

Contact

Edit

- Change Home Contact Information
- Change Work Contact Information

Address	Usage	Visibility	Shared With	Effective Date
2221 Burbank Drive Baton Rouge, LA 70808 United States of America	Home (Primary) Mailing Street Address	Private		09/08/2023

Phones 1 item

Phone Number	Device	Usage	Visibility	Shared With
+1 (225) 5789876	Mobile	Home (Primary)	Private	

FILTER CRITERIA FOR REQUISITION, PURCHASE ORDER, AND CHANGE ORDER LINES

Select fields on the Goods Lines and Service Lines tabs are unstacked to display in separate columns. The change allows users to filter additional data on requisition, purchase order, and change order lines, enabling better management of a high volume of lines. The change will require increased scrolling across the additional columns. For example, previously, the Item and Category column contained the Item, Item Description, and Spend Category fields stacked on top of each other in one cell with no ability to filter the data. Moving forward, these three fields are displayed in separate columns and the data in each column can be filtered.

Goods Lines Process History Integrations Balances

Goods Lines 1 item

Goods Order Line	Line	Item	Item Description	Spend Category	Supplier Item Identifier	Business Document Status	Tax	Tax Recoverability	Tax Option	Quantity	Unit of Measure	Unit Cost	Extended Amount	Due Date
Q	1		BenQ Mobiuz EX2710R LED monitor curved QHD...more	Computer Supplies (SC0172)	6661527		Tax Applicability Tax Code			Ordered: 2 Received: 0 Invoiced: 0	Each	413.14	826.28	