



FINANCE:
Account Transfers



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Benefits of using Workday Financials:

- Automates the request process
- Allows full visibility into the business processes and approval flow
- Standardized location of attachments
- Interconnected transactions within the lifecycle

The following roles within the system are related to the Internal Service Delivery functions:

- Cost Center Finance Specialist
- Cost Center/Gift/Grant Manager
- Internal Service Provider

The following roles within the system are related to the Accounting Adjustment (expense transfers) functions:

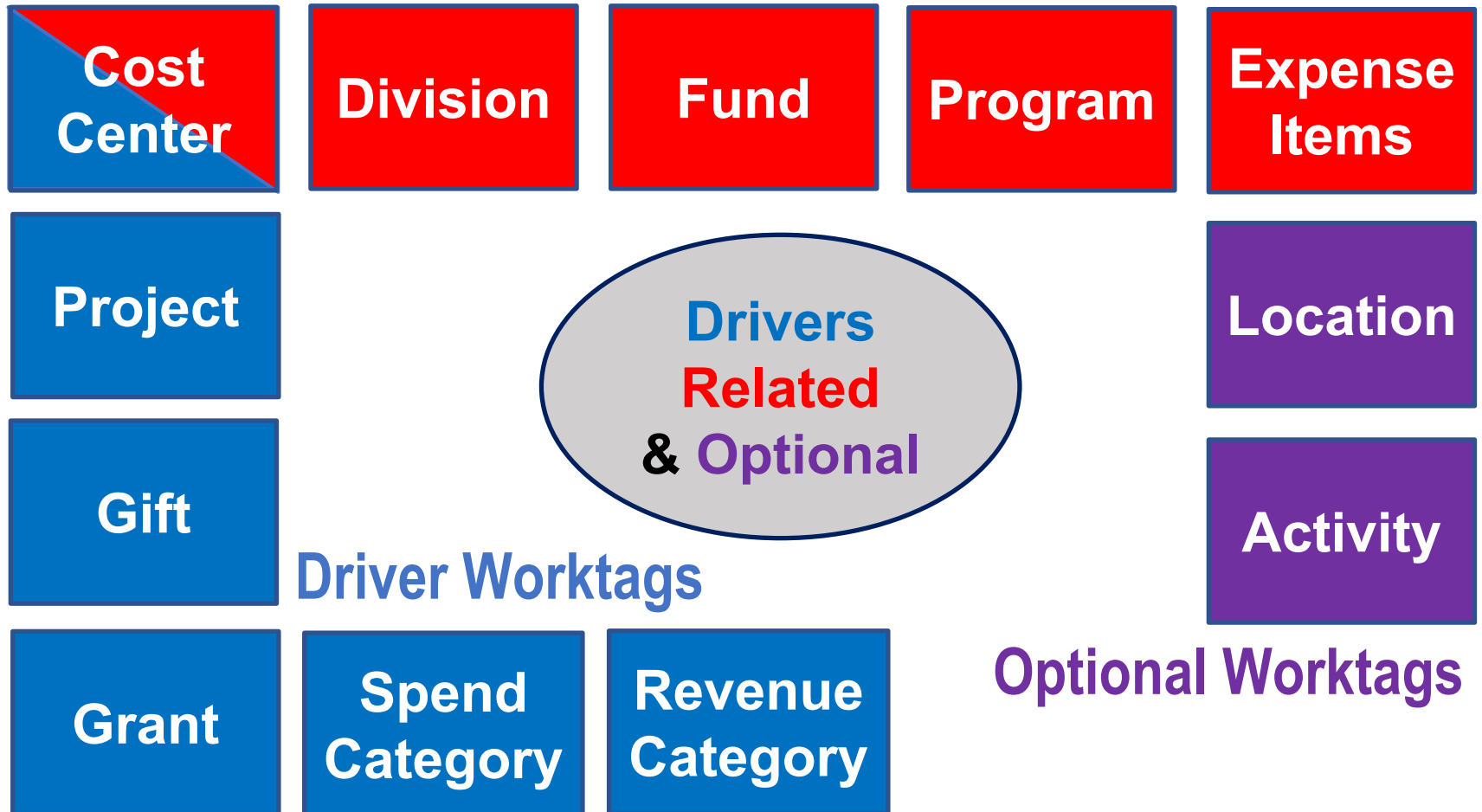
- Employee as Self (for Expense Reports)
- Cost Center Requisitioner
- Cost Center Finance Specialist
- Cost Center Manager

Performed on an expense report or supplier invoice in a PAID status.

The following roles within the system are related to the Accounting Journal functions:

- Cost Center Finance Specialist
- Cost Center, Gift Manager
- Cost Center Level Two Approver – if over \$100,000
- For Grant Journals, please see Grants Accounting

Related Worktags





RELATED COMMANDS




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**FIND EXPENSE REPORT LINES FOR ORGANIZATION -
FIND SUPPLIER INVOICE LINES FOR ORGANIZATION -**
to find specific document to adjust in the system

CREATE INTERNAL SERVICE DELIVERY - to request transfer of
funds for interdepartmental goods or services

FIND INTERNAL SERVICE DELIVERIES - to locate a specific request
for transfer of funds for interdepartmental goods or services



WHAT'S NEXT?



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- ★ **Financials and Performance Management** launch January 2020.
- ★ Keep up with the latest news and access training documentation on the Workday 2020 web page
- ★ For additional project questions, contact us at workday2020@montclair.edu
- ★ Need additional help? Contact the IT Service Desk at x 7971 option 2

OPEN LABS



WHAT?

- Bring Workday Finance questions/work
- Receive one-on-one help from Finance

WHEN?

- Begin the week of Go-Live
- Schedule is on the MSU Workday 2020 website
- Pick a day/time to work with a Finance Team Member

WHERE?

- University Hall