FINANCE:
Account Transfers
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

- Cost Center
- Division
- Fund
- Program
- Expense Items
- Project
- Gift
- Grant
- Spend Category
- Revenue Category
- Drivers
- Location
- Activity
- Related & Optional
- Optional Worktags
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
★ **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](mailto:workday2020@montclair.edu)

★ Need additional help? Contact the IT Service Desk at x 7971 option 2
POST TRAINING

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