

Workday 2024 R2 Release Impact Analysis

Expenses

2024

Expenses



Automatically available features

Expense - Credit Card Transactions

What's changing

With the 2024R2 release, Workday continues to make enhancements to credit card transactions by updating web services and removing fields that are no longer needed.

Additional considerations

Workday has updated these web services:

- Import Credit Card Transactions
- Put Expense Credit Card Transactions

Enabling you to accept updates on these fields from your financial institutions when credit card transactions are in draft, new, and pending status in expense reports:

- Air Routing
- Arrival Date
- Charge Description Line 1
- Class of Service
- Daily Rate

What do i need to do?

N/A

What happens if i do nothing?

N/A

Community link

<https://doc.workday.com/release-notes/en-us/finexp/8160605.html>

Expense - Credit Card Transactions (cont.)

Additional considerations (cont.)

- Departure Date
- Destination City
- Destination Country
- Destination State
- Domestic
- Merchant Tax ID
- Number of Days
- Origination City
- Origination Country
- Origination State
- Reference Number
- Ticket Number

With the retirement of Workday's Secured Credit Card Environment, Workday has removed:

- The **Maintain Credit Card Number** button from the **View Credit Card** report.
- The **Token Number** field from all Workday tasks, reports, and web services.

What do i need to do?

N/A

What happens if i do nothing?

N/A

Community link

<https://doc.workday.com/release-notes/en-us/finexp/8160605.html>

Workday 2024R2 automatically available features

Prior to 2024 release 1	Post 2024 release 2	Impact
<p>Some fields are not updatable regardless of credit card transactions status e.g. Air Routing, Arrival Date etc.</p> <p>The Maintain Credit Card Number button is still visible from the View Credit Card report.</p>	<p>Some fields (refer to the main slide for the list) can now be updated if the credit card transaction is in draft, new and pending status in expense report lines. This can be updated using the updated web services:</p> <p>Import Credit Card Transactions Put Expense Credit Card Transactions</p> <p>Maintain Credit Card Number button was removed from the View Credit Card report.</p>	<p>Y/N: Yes</p> <p>Impact description:</p> <p>Ensure to use the latest version of the impacted web services to use it for updating any of the fields.</p> <p>Update materials to reflect that the Maintain Credit Card Number is no longer available on the View Credit Card report.</p>

Effort

N/A

Additional description if applicable

Defect link

N/A

Community link

<https://doc.workday.com/release-notes/en-us/finexp/8160605.html>

Workday 2024R2 automatically available features

Before release

View Credit Card

Account Information

Credit Card	American Express - [redacted]
Credit Card Description	(empty)
Corporate Credit Card Billing Account	[redacted] - AMEX
Credit Card Category	~Worker~ Credit Card
Credit Card Network	American Express
Last 4 Digits of Credit Card Number	[redacted]
Cardholder	[redacted]
Cardholder Embossed Name	[redacted]
Credit Card Token	[redacted]
Alternate Account Identifier	(empty)
Has Transactions	No
Reassignment Enabled	No
Maintain Credit Card Number	<button>Maintain Credit Card Number</button>

After release

View Credit Card

Account Information

Credit Card	American Express - [redacted]
Credit Card Description	[redacted] P-Card 🌐
Corporate Credit Card Billing Account	[redacted] P-Card (Corp)
Credit Card Category	~Worker~ Credit Card
Credit Card Network	American Express
Last 4 Digits of Credit Card Number	[redacted]
Cardholder	[redacted]
Cardholder Embossed Name	[redacted]
Alternate Account Identifier	(empty)
Has Transactions	Yes
Reassignment Enabled	No

Expense - Expense email ingestion

What's changing

With the 2024R2 release, Workday enables you to more easily troubleshoot emailed receipts that weren't ingested by making enhancements to the **Expense Email Ingestion By Date Range** report.

Additional considerations

Workday has added new messages in the **Cause of Failure** column in the **Expense Email Ingestion By Date Range** report.

- When an email address isn't associated with a worker in Workday, then Workday displays: Email is not from an approved sender.
- When an email address is associated with a worker but belongs to a pre-hire, contingent worker or external committee member, Workday displays: Only employees and contingent workers can email expense receipts.
- When an email address is associated with multiple workers, Workday displays: More than 1 worker has the same email address.

What do i need to do?

N/A

What happens if i do nothing?

N/A

Community link

<https://doc.workday.com/release-notes/en-us/finexp/8156464.html>

Workday 2024 release 2 automatically available features

Prior to 2024 release 1	Post 2024 release 2	Impact
<p>The Expense Email Ingestion By Date Range does not include failure messages for the following:</p> <ul style="list-style-type: none">• Email is not from an approved sender.• Only employees and contingent workers can email expense receipts.• More than 1 worker has the same email address.	<p>With the upcoming release, the following failure messages have been added for the Expense Email Ingestion By Date Range report:</p> <ul style="list-style-type: none">• Email is not from an approved sender.• Only employees and contingent workers can email expense receipts.• More than 1 worker has the same email address.	<div>Y/N: Yes</div> <div>Impact description:</div> <p>Update materials to include the new messages as note for debugging expense email ingestion errors.</p>

Effort

N/A

Additional description if applicable

Defect link

N/A

Community link

<https://doc.workday.com/release-notes/en-us/finexp/8156464.html>

Expense - Enhanced security for travel booking data

What's changing

With the 2024R2 release, Workday has enhanced security for travel booking files imported from travel management companies, enabling you to provide users with only unconstrained access to travel booking files.

Notes:

- Workday automatically copies all security groups from the Process: Travel Booking domain to the new Process: Travel Booking Files domain, including pending security policy changes. As the new domain supports only unconstrained groups, you must remove constrained groups to avoid inconsistent behavior when running these tasks on the integration event for travel booking files:
 - **Edit Records with Errors from Travel Booking File**
 - **Maintain City Mapping**
 - **Maintain Merchant Mapping**
- If you add an intersection security group on the new Process: Travel Booking Files domain and the group includes constrained and unconstrained users, constrained users can still access tasks, reports, and data sources without restrictions. This is existing behavior and remains unchanged. The existing Process: Travel Booking domain will continue to support company-based roles and unconstrained security groups.

What do i need to do?

- Use the **Security Audit Exception** task to identify constrained security groups that are no longer permitted on the new Process: Booking Files domain.
 - Remove any constrained security groups that you identify from the security policy for the new domain.
 - The security groups that remain on the new domain will have unconstrained access to travel booking files.
- If you have constrained groups on your travel booking integration system, move them to unconstrained groups so your travel booking integrations aren't impacted.

Community link

<https://doc.workday.com/release-notes/en-us/finexp/8079700.html>

Expense - Enhanced security for travel booking data (cont.)

Additional considerations

Workday delivers a new Process: Travel Booking Files domain, enabling you to provide unconstrained access to users who manage travel booking record data that originates from travel booking files.

Workday automatically move the components listed below from the existing Process: Travel Booking domain to the new Process: Travel Booking Files domain.

- Tasks:
 - **Edit Records with Errors from Travel Booking File**
 - **Maintain City Mapping**
 - **Maintain Merchant Mapping**
 - **View Travel Booking File**
- Report: **Find Travel Booking Record Files**
- Data source: Travel Booking Files
- Web services:
 - Get Travel Booking Files
 - Import Travel Booking Records

What happens if i do nothing?

This feature is automatically available. If you choose to do nothing, Workday still:

- Copies all configured security groups from the existing Process: Travel Booking domain to the new Process: Travel Booking Files domain, including pending security policy changes.
- Moves the components detailed in the Changes field above, from the existing Process: Travel Booking domain to the new Process: Travel Booking Files domain.

Community link

<https://doc.workday.com/release-notes/en-us/finexp/8079700.html>

Workday 2024R2 automatically available features

Prior to 2024 release 1	Post 2024 release 2	Impact
Travel Booking Data or files can be access with company-based roles and unconstrained security groups.	<p>As travel booking data should not be accessed by constrained group, a new domain has been introduced (Process: Travel Booking Files) that will automatically copy the security of the existing Process: Travel Booking domain, but is only accessible for unconstrained security groups.</p> <p>The existing domain will continue to function as is, which can be accessed by company-based roles and unconstrained security groups.</p>	<div>Y/N: Yes</div> <div>Impact description:</div> <p>Since the security will be automatically copied, make sure to check, via Security Audit Exception report that the new domain will not have assigned security group/roles that is not unconstrained, otherwise there might be inconsistent behaviour when running related tasks.</p>

Effort

1 hour

Determine which security groups should be able to access the security domain

Defect link

N/A

Community link

<https://doc.workday.com/release-notes/en-us/finexp/8079700.html>

Workday 2024R2 automatically available features

Before release

View Domain

Process: Travel Booking

Domain Name

Process: Travel Booking

Description

This domain provides access to load travel booking records and view related reporting.

Domain Security Policy

Q

Functional Areas

Expenses

Allowed Security Group Types

Roles - Company
Unconstrained Groups

Count of Secured Items

19

> Data Source Filters

< Data Sources

Travel Booking Files

Travel Booking Records

> Instance Sets

< Reports and Tasks

Edit Records with Errors from Travel Booking File

Find Travel Booking Record Files

Find Travel Booking Records

Maintain City Mapping

Maintain Merchant Mapping

Maintain Travel Booking Records

View Travel Booking File

View Travel Booking Record

Less (3)

< Web Services

Get Travel Booking Files (Web Service)

Get Travel Booking Records (Web Service)

Import Travel Booking Records (WS Background Process)

After release

View Domain

Process: Travel Booking Files

Domain Name

Process: Travel Booking Files

Description

This domain enables users to load and manage travel-related files that originate from external sources. You can add only unrestricted users to this domain.

Domain Security Policy

Q

Functional Areas

Expenses

Allowed Security Group Types

Unconstrained Groups

Count of Secured Items

8

< Data Sources

Travel Booking Files

< Reports and Tasks

Edit Records with Errors from Travel Booking File

Find Travel Booking Record Files

Maintain City Mapping

Maintain Merchant Mapping

View Travel Booking File

< Web Services

Get Travel Booking Files (Web Service)

Import Travel Booking Records (WS Background Process)

Expense - Hide itemization for expense item

What's changing

Workday enables administrators to hide the itemization option during expense item configuration, resulting in the Itemize button not displaying in expense report lines for expense submitters. This reduces accidental itemizations on expense reports and helps expense submitters more quickly submit expense reports. This also reduces expense report processing costs by eliminating accidental itemizations that approvers would otherwise need to sift through.

Additional considerations

We add a new **Hide Itemization** check box to these tasks, enabling you to select the expense items to exclude from itemization:

- Create Expense Item
- Edit Expense Item

You can also view your selections for each expense item in the **View Expense Item** report.

What do i need to do?

N/A

What happens if i do nothing?

N/A

Community link

<https://doc.workday.com/release-notes/en-us/finexp/8025901.html>

Workday 2024 release 2 automatically available features

Prior to 2024 release 1	Post 2024 release 2	Impact
Itemization always appear on expense line regardless of the expense item selected.	A new feature to hide itemization for expense item has been introduced. This is to unnecessary show and populate the itemization details for items that it should be available.	<div>Y/N: Yes</div> <div>Impact description:</div> <div>Update materials for creating/editing expense item that hiding itemization is now available. It is recommendedd to not hide itemization for expense item related to Travel Journal, Hotel or that has itemization mapping.</div>

Effort

3 hours

Additional description if applicable

Defect link

N/A

Community link

<https://doc.workday.com/release-notes/en-us/finexp/8025901.html>

Workday 2024R2 automatically available features

Before release

Create Expense Item

Summary

Expense Item (empty)

Item Name *

Item Description

Search Keywords

Spend Category *

Expense Policy Group

Expense Item Group

Unit of Measure

Default Tax Applicability

Per Diem ☐

Enable Travel Journal ☐

Inactive ☐

After release

Create Expense Item

Summary

Expense Item (empty)

Item Name *

Item Description

Search Keywords

Spend Category *

Expense Policy Group

Expense Item Group

Unit of Measure

Default Tax Applicability

Per Diem ☐

Enable Travel Journal ☐

Hide Itemization ☐

Inactive ☐



Setup required features

Expense - Awareness for expense receipt submission

What's changing

With the 2024R1 release, Workday enables you to spread awareness for expense receipt submission by leveraging SMS and Expenses Hub.

This helps to spread awareness to first time Expenses Hub users regarding receipt submission, resulting in timely submission of expense receipts.

Additional considerations

Workday adds a new card in Expenses Hub letting users know how they can submit expenses. Workday also enables users to send the information to their phones with a text message.

Workday adds a new Email Forwarding Address section with a new Expense Receipt Email Forwarding Address field in the Configure Email Ingestion Settings task, enabling you to specify an email address for receipt forwarding.

Note: You might need to take additional steps to enable this feature depending on your organization's subscription service agreement.

Workday Messaging is currently available for: (1) Canadian, UK, and U.S. mobile phone numbers, (2) Customers who have a live Production tenant.

Workday Messaging doesn't support: (1) Attachments or rich-text formatting in SMS messages, (2) Mobile phone numbers with extensions.

What do i need to do?

To display the Email Forwarding option on the new card:

- Go to Email Ingestions task and select Expense Receipt in Notification Type.
- Notice the Expense Receipt Email Forwarding Address field is available.
- Administrators must enter an email address associated with the tenant's expense receipt submission. Example: Receipts@workday.com. The email entered displays in the new card.

To display the option to send information by Phone link:

- Opt-in to Workday Messaging service on the Innovation Services Opt-In task in the Cross Application Services category on the Available Services tab.
- Ensure users are opted-in to SMS.
- Ensure Users have a mobile phone defined on their profile.

Community link

<https://doc.workday.com/release-notes/en-us/finexp/7998131.html>

Expense - Awareness for expense receipt submission (cont.)

What do i need to do? (cont.)

To ensure SMS notification delivery:

- Access the Edit Tenant Setup - Notifications task.
- Select Expenses tab in the Notification Delivery Settings.
- Select the Override Parent Notification Type Settings check box.
- For Rule, create a Notification Routing Rule and give it a name.
- For Channel Frequencies:
 - Select Add.
 - For Channel, select SMS.
 - For Default Frequency, select Immediately.

What happens if i do nothing?

The new card will appear in Expenses Hub. To hide the card, access the Maintain Hubs report.

Community link

<https://doc.workday.com/release-notes/en-us/finexp/7998131.html>

Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
Expense Hub does not have guide on how to submit expense report and no receipt forwarding email is visible on the hub overview.	Expense Hub now added a section on the overview regarding: 1. Guide on Expense Report Submission 2. Show receipt forwarding email	<div>Y/N: Yes</div> <div>Impact description:</div> <p>This is a setup-based feature. Additional step might be needed to enabled this feature depending on your organization subscription service agreement. Once enabled, Expense Hub will have additional details e.g. Guide how to submit expense and email receipt forwarding.</p>

Effort

2 hours

Defect link

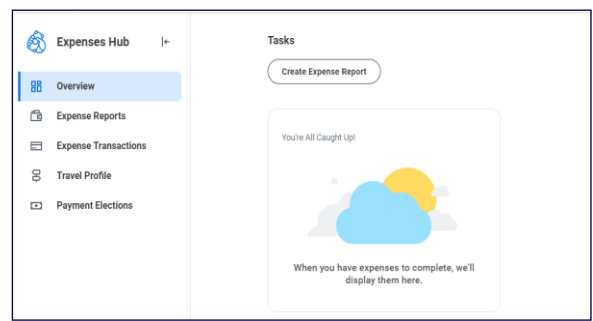
<Hyperlink here if applicable>

Community link

<https://doc.workday.com/release-notes/en-us/finexp/7998131.html>

Workday release setup based features

Before release



Allowed Senders

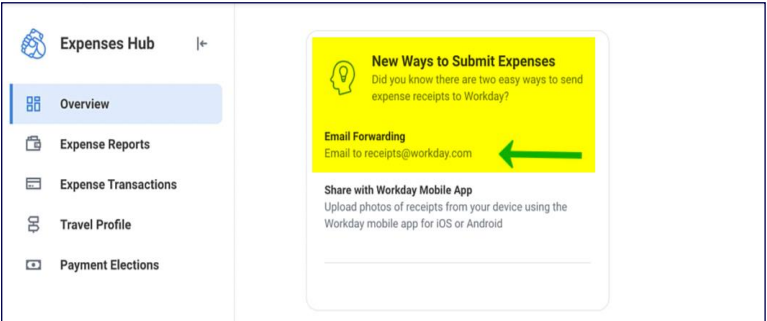
Workday accepts email receipts from all workers in Workday. Any new email addresses you include will be added to the list of allowed senders.

Add a row for each email address from which you want to accept emails. 0 items

<input data-bbox="282 958 308 979" type="button" value="+"/>	*Email Address
<div></div>	

Acknowledgement ☒

After release



Allowed Senders

Workday accepts email receipts from all workers in Workday. Any new email addresses you include will be added to the list of allowed senders.

Add a row for each email address from which you want to accept emails. 0 items

<input data-bbox="1518 908 1544 929" type="button" value="+"/>	*Email Address
<div></div>	

Email Forwarding Address

This email address is displayed to expense users for receipt forwarding.

Expense Receipt Email Forwarding Address

Acknowledgement ☒

Thank you