

Previously in IFAS

Purchase Request

Open PO
Additional encumbrance
Purchase Requisition (PR)
Lump-sum \$ amt for services, software, maint.
(Usually requiring a contract)

Payments to Employees

Employee reimbursement (supplies or other)
Mileage or Travel Claim Form
Trophies / Awards reimbursed to employee
CSEA books & student fees, paid to employees
Payroll correction (often exceeds \$200)
Retirement stipends paid to employee

Payments to Others

Referees, officials & other non-contract services < \$200
Trophies / Awards payment to vendor
Recruitment, candidate travel reimbursement
Prepaid travel (paid to vendor in advance, on behalf of employee)
Construction related fees (DSA, etc.)
CSEA books & student fees, paid to others
Retirement stipends paid to institution
Tuition reimbursement paid to non-employee
Legal settlement
Petty Cash replenishment
Guest Providers

Other Requests

Off-Campus activity Requests
Stores Requisitions
Athletic/Student Travel Advance

Other Definitions

Vendor
Customer
Keycode
Tops Code
Department
Cost Center
Site
Expense Object codes - 1xxx-7xxx
Revenue Object codes - 8xxx
Object codes - 9xxx
1 and 2 digits rollup of Object Codes
Budget
Subfund/Fund

Now in Workday

Blanket Purchase Order Requisition
Change Order Request Requisition
Regular Requisition (Goods)
Service Requisition (Services) Use for all PRs using Spend Categories:
5110, 5111, 5120, 5350, 5610, 5620, 5640, or 6220 & Othr Cont Signature Req
Use "Goods" PR for 5125 & 5127 as they usually add to existing Contracts

Expense Report
Expense Report
Expense Report
Expense Report
Payroll
Payroll

Supplier Invoice Request
Supplier Invoice Request
Supplier Invoice Request
Supplier Invoice Request
Supplier Invoice Request
Supplier Invoice Request
Supplier Invoice Request
Supplier Invoice Request
Supplier Invoice Request
Supplier Invoice Request
No change, Petty Cash Replenishment Form
No change, Guest Provider Form

No change - Off Campus Request Form
Office Max/Depot, P-Card or requisition
Spend Authorization

Supplier
Customer
SmartKey
Program
Cost Center (Site + 3 digits)
Zip
Business Unit
Salary Objects (1xxx - 3xxx) and Spend Categories (4xxx - 7xxx)
Revenue Categories (8xxx and some abatements)
Balance Sheet Ledger Accounts (9xxx)
Ledger Accounts & Ledger Account Summaries
Plan
Fund/Fund Hierarchy