



## Business Operations Overview

It's a New Day	IFAS to Workday Crosswalk	
How to Initiate Transactions	<p>Quick References and Quick References with screenshots</p> <ul style="list-style-type: none"><li>• Expense Report (payments to employees)<ul style="list-style-type: none"><li>○ Mileage</li><li>○ Travel</li><li>○ Other reimbursement</li></ul></li><li>• Supplier Invoice Request (payments to vendors)</li><li>• Transfer Between Funds</li><li>• Budget Amendment (transfers and budget increases/decreases)</li><li>• Journal Entry/Expense Transfer</li></ul>	
How to Review	<p>Cost Center Managers and other reviewers click on the Cloud or picture next to your name click on In-Box</p> <p>Review on Screen - consider:</p> <ul style="list-style-type: none"><li>*SmartKey correct? *Spend category correct?</li><li>*Appropriate purchase? *Ok using this budget?</li><li>*Consistent with department/site plans?</li></ul> <p>Your options for approval:</p> <ul style="list-style-type: none"><li>• Approve</li><li>• Return (with notes) - transaction will route back to initiator</li><li>• Deny - transaction will be cancelled</li></ul>	
How to See Reports	<p>In the Search Bar (in top left portion of screen)</p> <p><u>Type "Report" and a list will be displayed</u></p> <p>Click on a report option</p> <ul style="list-style-type: none"><li>• Report – Available Balance by 2 digit</li><li>• Report – Available Balance Multiple Keys</li><li>• Report – Zip Summary (Single Zip)</li><li>• Report – Zip Available Balances (Multiple Zips)</li></ul> <p><u>Lists of SmartKeys &amp; Categories</u></p> <ul style="list-style-type: none"><li>• FIN 049 Key List w Tops &amp; Mgr</li><li>• SmartKey by Cost Center Manager</li><li>• Spend Categories</li></ul>	