Procure to Pay Glossary

Buyer	Worker who sources the requisition to a PO and "owns" the PO from the supplier's perspective.
Company	Legal entity with separate tax ID and a balanced set of books.
Create Receipt	The process of recording the receipt of goods and services to facilitate three-way matching of the PO, Invoice and Receipt. Required for all POs.
Custom Validations	Errors and warnings to guide users and enforce policies.
Expense Card	Credit card set up for expense usage in Workday. May only be used for non-PO purchases. Distribution is similar to PCard today.
Expense Report	Used to pay back expenses that have happened out of pocket for: • Employees Also, can be for: • Contingent Workers • Pre-Hires • Students • Non-Workers To reconcile Expense Card and Declining Balance Card Transactions
Initiator/Requestor	Worker requesting the good and/or service
Invoice Date	Date provided by the supplier when creating the invoice.
Line Total Amount	Sum of the amounts in all invoice lines
Open Item	Supplier and customer invoices that have an amount owed or due. For expense reports, a line item to be paid or reconciled.
Organization Assignments	These are the FDM values entered onto the HCM worker's record. These values will default into all expense reports, requisitions and supplier invoice requests. This is the equivalent of the Banner Org code.
Payment Terms	Supplier's payment terms

Procurement Card	Credit card set up for procurement usage in Workday. May only be used for P.O. purchases. Distribution will be limited to select users at the college/division level and the Finance and Administrative Offices.
Punchout	A supplier's link within Workday that allows you to shop on suppliers websites, while completing checkout, approval, receiving and payment processes in Workday.
Purchase Order	Document sent to the supplier as a formal acknowledgment of the purchase.
Remit to	Contact that will receive all the invoices and payment notifications
Requisition	Transaction to request goods and/or services.
Requisition Template	A user generated template that can be used on future requisitions.
Settlement	Formerly known as the check run
Ship-to-Address	Address of the related business unit
Spend Authorization	Cash advances are requested via Spend Authorization. Can be used for preapproval for out-of-pocket expenses.
Spend Category	The spend category classifies the type of spend and is one of the drivers to link the various spend to the accounting associated with them. Requisitions and invoices will use Spend Categories on each line to designate where the line item should be charged. Expense reports will use Expense items, which are linked back to a Spend Category. Spend Category is the equivalent of the Account today.
Status	Status of the PO. This will usually be: "Issued", "In Progress", "Denied", or "Cancelled"
Supplier	Equivalent to a Vendor in Banner.
Supplier Invoice	Equivalent to a Voucher in Banner.
Supplier Invoice Adjustment	A change to the amount a supplier owes, can be an increase or a decrease in the amount dues.
Supplier's Invoice Number	The supplier's invoice number can be any combination of letters and numbers you like. Most Universities use a sequential combination like INV-001.
Total Invoice Amount	Total amount of invoice.
Worktags/FDM	The Workday Foundation Data Model (FDM) is a multi-dimensional data structure that serves as the backbone for transaction processing and reporting done with Workday. The attributes of the FDM are called Worktags. The FDM will replace our current FOAP. Multiple worktags are combined to accurately categorize transactions (multi-dimensional). The following attributes are Worktags: • Designation • Activity • Grant • Project • Gift • Cost Center • Addtl Worktags: Fund, program