THREE **PLUS** CONSULTING

Workday 2023R1 Feature Release

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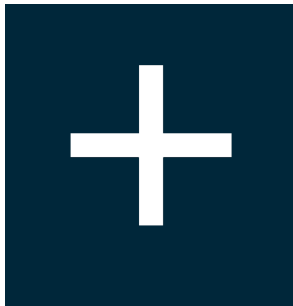
Workday Release Information

Workday Release

Workday delivers enhancements every week during the Weekly Service Update and more significant enhancements and features in the Workday Feature Releases twice a year

Prior to the availability of the Feature Release, Workday provides information and tools to assist customers as they plan, schedule, and manage the Feature Release process

Customers can preview new features and functionality for five weeks in advance of the Feature Release

At the conclusion of the preview window, the Feature Release is delivered to all tenant types on the same date

INFORMATION

For more information, we suggest you visit these resources:

WHAT'S NEW REPORT

The What's New in Workday report provides release notes for Workday features and enhancements delivered to your Preview and Production tenants.

You can filter the report by date and/or functional area to identify the features you want to test, then view the related What's New Posts to see video demonstrations and detailed configuration information for testing.

SEE COMMUNITY

- https://community.workday.com/feature-release/guidebook
- https://community.workday.com/node/1083215

Workday Release Management Tips and Best Practise

The key to leveraging new functionality from each release and optimizing your investment is to approach your release as you would prepare for an event

Information

Develop training plan

Learn from past events

Prepare for next event

Build your support team

Timings

Add to roadmap & strategic goals

Provide feedback

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What do you need to do?

When Workday releases new features, they are either:

- Automatically available – Feature will be automatically enabled in your tenant and none or minimal configuration is required
- Opt In – Feature is available in your tenant, but set up is required to enable it and if you do nothing, your tenant will remain the same

Automatically Available	Opt In
✓ Review the new feature and the impact to your organization	✓ Review the new feature and the impact to your organization
✓ Plan how to test the feature	✓ Prioritize features based on benefits and roadmap to decide when you will deploy
✓ Regression test in SBX Preview	✓ Plan how you will deploy the new feature
✓ Communicate changes to the Workers and update your training materials	✓ Design, configure and test the new feature
	✓ Deploy to Production
	✓ Communicate changes to the Workers and update your training materials

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Financial Accounting

Journal Line Anomaly Based on Amounts

IMPACT

EFFORT

FEATURE SUMMARY

Workday continues to enhance Journal Insights functionality by providing anomaly detection by individual journal line amounts. If a journal line debit or credit amount is abnormally high or low based on historical patterns

WHY YOU SHOULD CONSIDER THIS FEATURE

Workday will flag the journal line as an anomaly, enabling you to make a more informed decision to correct, confirm, or dismiss the anomaly.

WHAT DO I NEED TO DO

➢ This feature is automatically available as long as you have Journal Insights currently enabled in your tenant.
➢ We recommend that you update your training materials so that users are aware of the changes.

COMMUNITY LINK   https://community.workday.com/node/1095403

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Inactivate Account Sources

IMPACT

EFFORT

FEATURE SUMMARY

Workday enhances Accounting centre functionality by enabling you to inactivate an accounting source that is incomplete, wrongly configured or that you no longer need

WHY YOU SHOULD CONSIDER THIS FEATURE

Better management of tenant by reducing unwanted accounting sources

WHAT DO I NEED TO DO

➢ Create and activate the security policy for the Set Up: Accounting Centre – Inactivation domain

Domain Name	Set Up: Accounting Center
Description	This domain provides access to Accounting Center configuration tasks and related reporting.
Domain Security Policy	🔍
Functional Areas	Accounting Center
Subdomains	Set Up: Accounting Source
	Set up: Accounting Source - Inactivate
	Set Up: Custom Account Posting Rule Types
	Set up: Mapping Table Definitions
	Set Up: Mapping Tables
Allowed Security Group Types	Unconstrained Groups
Count of Secured Items	0

COMMUNITY LINK https://community.workday.com/node/1095471

THREE PLUS CONSULTING

Translation Adjustments for Financial Accounting

IMPACT

EFFORT

FEATURE SUMMARY

Workday now enables you to import and create translation adjustment journal lines using any combination of worktag types.
You can also adjust translated balances at any time of the year independent of the roll forward process

WHY YOU SHOULD CONSIDER THIS FEATURE

➢ Saves you time and effort.
➢ Provides a seamless experience.

WHAT DO I NEED TO DO

➢ Use the Create Manual Translation Adjustment check box on the Create Translation Adjustment task.
➢ To perform translation adjustment on income statement accounts, ensure the Opt-In to Roll Forward with Balance Sheet Ledger Account task has been enabled.
➢ Update your training materials

Create Translation Adjustment

Create Translation Adjustment

Company	*	
Accounting Date	*	MM/DD/YYYY
Ledger Type	*	✕ Actuals ···
Journal Source	*	
Translation Currency	*	
Book Code		
Account Set	*	
Account Translation Rule Set	*	
Ledger Accounts		
Create Manual Translation Adjustment	☐	

Customer Accounts

Apply Multiple Adjustments to a Single Invoice

IMPACT

EFFORT

FEATURE SUMMARY

Workday enables you to apply multiple adjustments to a single customer invoice in bulk

WHY YOU SHOULD CONSIDER THIS FEATURE

Enables you to apply large numbers of invoice adjustments efficiently

WHAT DO I NEED TO DO

Run the Perform Customer Invoice Maintenance task and apply multiple invoice adjustments to a single invoice

| COMMUNITY LINK | https://community.workday.com/node/1095428 |

THREE PLUS CONSULTING

Customer Connection Map for Salesforce Workday Connector

IMPACT

EFFORT

FEATURE SUMMARY

Workday now enables you to create a connection map automatically when you sync account data from Salesforce to a customer profile in Workday

WHY YOU SHOULD CONSIDER THIS FEATURE

Reduces manual work and improves efficiency

WHAT DO I NEED TO DO

Configure a new scenario in salesforce to sync the ship-to address for a Salesforce account with Workday customer profile

| COMMUNITY LINK | https://community.workday.com/node/1031604 |

THREE PLUS CONSULTING

Customer Invoice Write-off

FEATURE SUMMARY

Workday enables you to now configure a company for automatically populating the write-off amounts, invoice header worktags into write-off lines, and balancing worktags in the write-off grid

WHY YOU SHOULD CONSIDER THIS FEATURE

This eliminates manual data corrections, improves efficiency, and provides a consistent user experience

WHAT DO I NEED TO DO

Configure the Customer Account Options for each company or organization performing bad debt write-off to automatically populate write-off lines.
Note: This configuration only applies when you access the Write Off Bad Debt task from the related actions menu of the customer invoice or customer invoice adjustment

COMMUNITY LINK https://community.workday.com/node/1095458

Edit Customer Account Options   Global Modern Services, Inc. (USA)   ⋯   ⚙

⌄ **Print Invoice Options**

Prevent Changes to Invoice after Final Print Run   ☐

⌄ **Unique Invoice Numbering**

Enable Unique Invoice IDs for Credits, Debits, and Rebills *   ✕ Inherit From Tenant   ☰

⌄ **Electronic Invoicing Details**
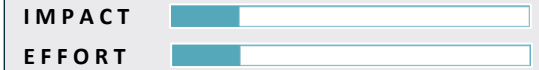
Electronic Invoicing Agreement Date   MM/DD/YYYY 📅

⌄ **Invoice Write-off Options**

Copy Invoice Header Worktags to Write-off Lines   [☰]

Autofill Write-Off Lines and Balancing Worktags   ☐

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Recommendations for Cross Customers and On-Behalf-Of Payments for Customer Payments Matching

IMPACT

EFFORT

FEATURE SUMMARY

Workday enables you to support making recommendations when the payment company is different from the invoice company, and when the payment remit-from customer is different than the bill-to customer

WHY YOU SHOULD CONSIDER THIS FEATURE

This streamlines the cash application process by reducing manual work.

Note: This functionality doesn't include consolidated invoices, payments missing the Remit-From Customer information, and cross currency payments in the recommendations.

WHAT DO I NEED TO DO

You must Opt In to the Innovation service on the Innovation Services and data Selection Opt-In task again.

| COMMUNITY LINK | https://community.workday.com/node/1095460 |

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Send Emails from Multiple From Addresses

FEATURE SUMMARY

Workday now enables you to send emails from multiple from addresses, allowing you to deliver emails from a different email address for each company or functional area within your organisation

WHY YOU SHOULD CONSIDER THIS FEATURE

➢ This streamlines communications from Workday.
➢ Allows you to tailor your email communication to suit your business needs.
➢ Improves visibility into your outgoing email

WHAT DO I NEED TO DO

Access the Create Email Configuration task to create a new Customer SMTP. When you create a custom business process notification for a business process definition, select the Customer SMTP config from the Email Configuration prompt

COMMUNITY LINK   https://community.workday.com/node/1095404

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Suppliers

Supplier Accounts Discovery Boards

IMPACT

EFFORT

FEATURE SUMMARY

Workday delivers a new Delivered Discovery Board experience for Supplier Accounts

WHY YOU SHOULD CONSIDER THIS FEATURE

Improves searchability, reduces manual effort, and increases analytics and reporting efficiency.

WHAT DO I NEED TO DO

Configure domain security policies and create a copy of the Supplier Accounts Discovery board to your drive

COMMUNITY LINK   https://community.workday.com/node/1095537

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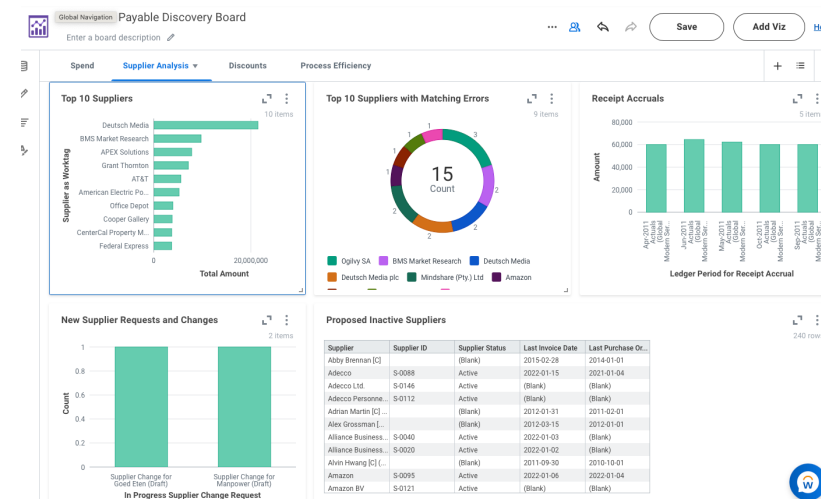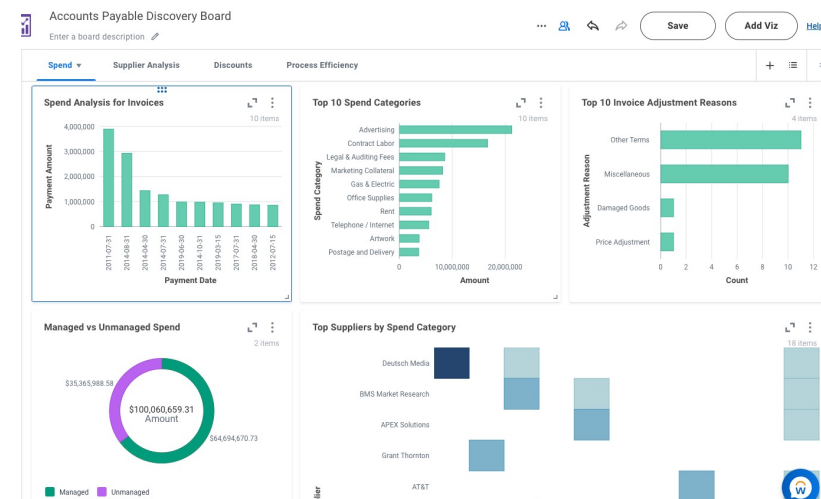
Cancel Reasons for Supplier Invoices

IMPACT

EFFORT

FEATURE SUMMARY

Workday enables you to maintain cancel reasons and associate a particular cancel reason at the time of cancelling a supplier invoice or an invoice adjustment from the Invoice works area.

WHY YOU SHOULD CONSIDER THIS FEATURE

Improves efficiency and report on cancelled invoices and adjustments for audit purposes

WHAT DO I NEED TO DO

Configure Supplier Invoice Cancel Reasons

COMMUNITY LINK https://community.workday.com/node/1095789

Maintain Supplier Invoice Cancel Reasons

1 item

	Invoice Cancel Reason (All)	*Cancel Reason
⊖		Incorrectly Captured

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Payment Purpose Codes for Supplier Payments

IMPACT
EFFORT

FEATURE SUMMARY

Workday now supports purpose codes for supplier payments, enabling you to enter payment purpose codes that are required for certain countries when making payments

WHY YOU SHOULD CONSIDER THIS FEATURE

Improves efficiency and helps with Regulatory reporting for certain countries

WHAT DO I NEED TO DO

➤ Enable the payment purpose code feature on the Edit Tenant Setup-Financials task.
➤ Configure payment purpose codes on the Maintain Payment Purpose Code task.

ˇ **Banking Options**

Exclude Bank Account Worktag on Ad Hoc Bank Transaction Accounting Lines ☑

ˇ **Settlement and Bank Account Options**

Enable Multi Currency Settlement Run ☑
Bank Account Masking for Payment Election ☑
Enable Dynamic Supplier Payment Date ☑
Default Supplier Payment Date * × Settlement Run Date

Disable BIC Validation for Payment Elections and Settlement Bank Accounts ☑
Consolidate Supplier Payments On Behalf of Multiple Companies ☑
Enable Payment Purpose Code ☐

Maintain Payment Purpose Codes

2 items

⊕	Payment Purpose	*Purpose Code	*Description	*Country	Originating Country	Receiving Country	Additional Information	Inactive
⊖		318001	Services, Incomes, Transfers & D	× Taiwan	☐	☑		☐
⊖		318002	Services	× Taiwan	☐	☑		☐

Originating country = *for payments that originate from the corresponding country*
Receiving country = *for payments received by the corresponding country*

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Banking & Settlement

Payment Return Web Service

IMPACT

EFFORT

FEATURE SUMMARY

Workday delivers a new public web service for payment returns

WHY YOU SHOULD CONSIDER THIS FEATURE

Enables you to process bulk payment return transactions and improve efficiency

WHAT DO I NEED TO DO

Create an EIB using the Submit Payment Return webservice to load payment returns

COMMUNITY LINK | https://community.workday.com/node/1095383

Procurement

Exclude Purchase Orders from Mass Close

IMPACT

EFFORT

FEATURE SUMMARY

You can now mark purchase orders to exclude them from mass close operations

WHY YOU SHOULD CONSIDER THIS FEATURE

Prevents users from closing PO's in error and avoids administration required to reopen PO's that are intended for roll forward across fiscal periods

WHAT DO I NEED TO DO

- ➤ Review and configure the new domain, and access the new Manage Exclusions from Mass Close Procurement Documents task.
- ➤ We recommend you update your training materials

COMMUNITY LINK   https://community.workday.com/node/1095740

Select Documents for Mass Close

General Information

Company or Company Hierarchy	Global Modern Services, Inc. (USA)
Procurement Document Type	Purchase Order
Action Type	Close
Request Name	* Exclude Purchase Orders 2022
Accounting Date Override	(empty)
Memo	

> **Selection Criteria**

Count of Documents Selected   0

Procurement Documents   333 items

	Business Document	Company	Supplier	Order-From Connection	Document Date	Last Activity Date	Buyer	Due Date	Supplier Contract	Currency	Total A
☐	PO-2906	Global Modern Services, Inc. (USA)	Dell		02/03/2009	02/16/2009		02/17/2009	CON-1002: New Hire Equipment	USD	34,9
☐	PO-2907	Global Modern Services, Inc. (USA)	Dell		02/03/2009	02/18/2009		02/17/2009	CON-1002: New Hire Equipment	USD	28,2
☐	PO-2909	Global Modern Services, Inc. (USA)	Dell		02/15/2009	02/16/2009		03/01/2009	CON-1002: New Hire Equipment	USD	1,0
☐	PO-2910	Global Modern Services, Inc. (USA)	AT&T		02/16/2009	02/16/2009		03/02/2009		USD	1,2
☐	PO-2911	Global Modern Services, Inc. (USA)	Hewlett Packard		02/16/2009	02/18/2009		03/02/2009		USD	22,5

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Create and Edit Purchase Item Business Process

FEATURE SUMMARY

We deliver a new business process that enables you to configure workflows and approvals for creating or editing a purchase item. You can also configure custom validations for this business process.

WHY YOU SHOULD CONSIDER THIS FEATURE

Provides greater control over how items are maintained and improves the quality of your item data

WHAT DO I NEED TO DO

- Configure the Purchase Item Event Business Process to meet your business needs.
- We recommend you update your training materials

COMMUNITY LINK   https://community.workday.com/node/1095490

View Business Process Definition   Purchase Item Event (Default Definition) •••

Effective Date   02/22/2023

Time Zone   GMT-05:00 Eastern Time (New York)

> Security Group Restrictions

(View Diagram)

| Business Process Steps | Notifications | Allowed Actions by Role | Allowed Services | Related Links | Available Rules & Fields |

Business Process Steps 1 item

Step	Order	Type	Specify	Optional	Group	All	Run As User	Due Date	Due Date Is Based On Effective Date	Complete
🔍	a	Initiation		No						

Create Supplier Contract from Requisitions

FEATURE SUMMARY

You can now source a requisition directly into a obligation type supplier contract

WHY YOU SHOULD CONSIDER THIS FEATURE

Provides greater visibility into the origin of a contract, approval process and fund eligibility.

WHAT DO I NEED TO DO

Configure the Supplier Contract request requisition type and grant users access to create contracts from requisitions

Maintain Requisition Types

8 items

	Requisition Type	*Name	Description	Inventory Replenishmen	Par Replenishmen	Just In Time	Bill Only	Consignment	Supplier Contract Request
⊖		Supplier Contract	Supplier Contract Request	☐	☐	☐	☐	☐	☑

COMMUNITY LINK   https://community.workday.com/node/1095397

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Projects & Project Billing

Project Phases and Tasks on Customer Contract Lines

IMPACT

EFFORT

FEATURE SUMMARY

You can now add project phases and tasks on project time and expense customer contracts, enabling you to bill and recognise revenue for billable projects without creating multiple projects

WHY YOU SHOULD CONSIDER THIS FEATURE

➢ This provides greater control on the details in your contracts.
➢ Improves efficiency

WHAT DO I NEED TO DO

Enter project phases and tasks as needed to configure project time and expense customer contract lines

COMMUNITY LINK   https://community.workday.com/node/1095520

Project Manager Hub – Billing Exceptional Table

IMPACT

EFFORT

FEATURE SUMMARY

Workday adds a new Billing Exceptions Table to the Project Manager Hub. This will display billable project transaction that aren't ready to be billed. Transactions may be unbillable, have a contract rate change which has not yet been applied to the time transaction, or have no billable rate.

Maintain Hubs

1 of 12 items

Hub
Project Manager Hub

Configure

WHY YOU SHOULD CONSIDER THIS FEATURE

➢ This provides greater control on the details in your contracts.
➢ Improves efficiency

WHAT DO I NEED TO DO

➢ If you selected the Customised Sections and cards option – you must manually configure the hub to display the new table.
➢ If you selected the Default Sections and Cards – Workday will automatically display the table.

COMMUNITY LINK | https://community.workday.com/node/1095529

Configure Hub by Admin — Project Manager Hub configuration screen

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Consolidated Billing Schedule Templates

IMPACT

EFFORT

FEATURE SUMMARY

You can now create templates to use on consolidated billing schedules and customer contract lines.

WHY YOU SHOULD CONSIDER THIS FEATURE

This improves efficiency by reducing manual effort

WHAT DO I NEED TO DO

Create billing templates using the Create Billing Template for Customer Contract Task.

COMMUNITY LINK   https://community.workday.com/node/1095522

Create Billing Template for Customer Contract

Template Name *

| Schedule Options | Installment | Transaction |

Schedule Type   *   ✕ Consolidated Billing ···

Schedule Description

Invoice Type

Invoice Memo

Recurring Invoice Day   0

Auto-Submit Invoices for Approval

Automatically Submit Schedules

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Configure Project manager Hub cards

IMPACT
EFFORT

FEATURE SUMMARY

You can configure and adjust card attributes

WHY YOU SHOULD CONSIDER THIS FEATURE

Improve productivity allowing you and your staff to better execute, manage and report on your projects

WHAT DO I NEED TO DO

Use the Maintain Hub task to configure the Billable Project Transactions for Review cards in the Project Manager Hub

COMMUNITY LINK https://community.workday.com/node/1095607

Announcements   Navigation Item Override   Suggested Links   **Content**

◉ Default Sections and Cards
◯ Customize Sections and Cards

Default Sections and Cards   4 items

			My Projects	My Projects	
			Tasks Ending	Tasks Ending	
	Project Financial Health	Project Financial Health			
			Project Forecasted vs. Actual Hours	Project Forecasted vs. Actual Hours	
			Worker Forecasted vs. Actual Hours	Worker Forecasted vs. Actual Hours	
			Aging Customer Invoices	Aging Customer Invoices	
			Billable Project Transactions for Review 61+ Days	Transactions Awaiting Review	Edit
			Billable Project Transactions for Review 31-60 Days	Transactions Awaiting Review	Edit
			Billable Project Transactions for Review 0-30 Days	Transactions Awaiting Review	Edit

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Additional Enhancements

FEATURE	FEATURE DESCRIPTION	OPT IN / AUTOMATICALLY AVAILABLE
Supplier Accounts – Miscellaneous Enhancements	We deliver a new Cancel Supplier payment web service to cancel Supplier Payments. Additionally for consistency, we have enabled the activity stream to capture comments for supplier invoices as well as an added activity tab to display payment history. Configuration is required for the activity stream only.	Automatically available
Unapply Customer Payments Web Service	Workday delivers the new Unapply Customer Payments web service to unapply customer payments that were applied in error. You can setup integrations to imitiate the mass unapply of customer payments from external applications. Configure the web service to uptake this feature.	Automatically available
Customer Overpayment Web Service	Workday delivers 3 new Customer Overpayment web services to record overpayments for multiple payments simultaneously and get existing overpayment data. Configure the web services to uptake these features.	Automatically available
Copy Cash Sales	Workday now allows cash sales to be copied. Access the new copy cash sale task from the related actions menu of an existing cash sale.	Automatically available

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FEATURE	FEATURE DESCRIPTION	OPT IN / AUTOMATICALLY AVAILABLE
Supplier Accounts Email Ingestion	Workday enables automatic ingestion of invoices from emails to support supplier invoice automation. Invoices from email automatically get scanned by OCR, increasing processing for invoices that come through email. Configure email ingestion settings	Opt in
Supplier Accounts – Miscellaneous Enhancements	1. Workday now allows you to retain select manually applied tags on a Supplier invoice after running the PO Override or Supplier Contract Override tasks. 2. Workday has enhanced the Payables Aging Report 3. You can now edit attributes on the Change Approved Invoice tasks 4. We deliver a new Put Supplier Invoice Links web service that enables you to mass update document link field on invoices in any status.	Automatically available
Supplier Invoice Automation OCR Scanning Enhancements	When you scan supplier invoices, we automatically convert the invoice images into draft invoices in Workday. This improves processing efficiency, data integrity and invoice cycle times. You will need to update your OCR tenant Options..	Opt in
Business Process for Ad Hoc Project transactions	We streamline the creation of ad hoc project transaction by delivering a new business process. You can now review, revise and create validations for new ad hoc project transaction, improving the accuracy of your projects and reducing rework. You will need to set up the Ad Hoc Project Transactions business process.	Automatically available
1-Sided Intercompany Transactions	Workday enables you to enter 1-sided intercompany transactions between 2 companies. When you create a 1-sided intercompany transaction, having defined an intercompany ledger account and an intercompany affiliate worktag on your detailed journal line, the resulting Accounting Centre summary will be available for settlement and reconciliation.	Automatically available

FEATURE	FEATURE DESCRIPTION	OPT IN / AUTOMATICALLY AVAILABLE
Streamlined Receiving	We improve the process of creating receipts for increased flexibility and a better user experience	Automatically available
Automatically Close Partially Received Lines	You can now automatically close partially received purchase order lines. You can also use multiple requisition types as criteria to close lines for receiving.	Automatically available
Mass Maintain Purchase Item Worksheet Enhancements	You can now efficiently import large volumes of data into purchase items worksheets and submit worksheets while in draft mode.	Automatically available
Change Supplier Connection on Issued Purchase Order	You can now edit the Order-From Connection field on issued purchase orders using a change order. This enables you to select a different order-from connection without closing the purchase order and re-issuing it to the correct supplier division.	Automatically available
Show Source Information at Search	Workday now enables you to view sourcing location for searched items on the Requisition worklet. You can also filter your catalog search results to only show items sourced from inventory. This simplifies the discovery of items to request and add to your cart, increasing compliance and streamlining the requisition process.	Automatically available
Project Planner	Workday has improved how you create and view project plans. This increases efficiency and engagement to provide a better user experience. You will need to configure your tenant to use the project planner.	Automatically available

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