Scenario	Workday Function	Task in Workday
Reconcile Company Paid Expenses After Charging Meals, Entertainment and Travel – T&E Card	Create Expense Report in Workday to Submit Receipts for Travel & Entertainment Card Purchases	Create Expense Report
Reconcile Company Paid Purchases – PCard	Verify Procurement Card Transactions and Upload Receipts for Procurement Card Purchases	Verify Procurement Card Transactions
Purchase Office Supplies, Teaching Materials, Etc. from Amazon, WB Mason, Grainger and B&H Photo	Connect to Supplier Website in Workday, Order is Placed Electronically, University is Invoiced Automatically	Create Requisition, Connect to Supplier Website
Submit a Requisition/Obtain a Purchase Order to Buy Goods and/or Services	Create a Purchase Requisition in Workday	Create Requisition
Process an Invoice for Payment Without a Purchase Order *Including Honorariums	Create a Supplier Invoice Request in Workday	Create Supplier Invoice Request
Purchase Goods and/or Services or Process and Invoice From a Supplier That is Not in Workday	Add Supplier Information to Workday by Completing a Supplier Request Form	Create Supplier Request
Reimburse Out of Pocket Expenses for Staff/Faculty *Including Student Workers in Workday	Create Expense Report in Workday	Create Expense Report
Reimburse Out of Pocket Expenses for Students	Create Miscellaneous Payment in Workday	Create Miscellaneous Payment
Create One-Time Refund to an Individual or Entity (Including Students) for Money Paid to RISD	Create Miscellaneous Payment in Workday	Create Miscellaneous Payment
Pay Awards or Prizes to a Student *W-9 Required with Request	Create Miscellaneous Payment in Workday	Create Miscellaneous Payment