OVERVIEW

Workday go-live was on July 1, 2019, some of the processes for Accounts Payable has changed. All invoices are still to be delivered to apinvoices@gatech.edu with a valid Workday PO number. This crosswalk serves a guide on pre Workday processes and how the same tasks can be accomplished in Workday.

For additional questions or concerns, please submit a ServiceNow request to Accounts Payable

*PLEASE NOTE – This document will be saved on AP website and ERP Training website for reference.

Expenses:

Payables Type	Pre- Workday	Workday	Notes / Use / Description – Identifier (spend cat, group)
Program Advance	Employee Payment Request Form	Expenses	Submit a spend authorization
Refunds (Key Deposit, Course Deposit, Buzz card, Parking Refund) (Non-Employee)	AP Payment Request From	Expenses	Submit an expense report
Reimbursement (Travel & Non-Travel)	AP Payment Request Form	Expenses	Submit an expense report
Reimbursement to Student Organization Personnel	AP Payment Request Form	Expenses	Submit an expense report

Supplier Invoice with Purchase Order:

Payables Type	Pre-Workday	Workday	Notes / Use / Description – Identifier (spend cat, group)
Catering / Food Services	Supplier Invoice with Purchase Order and Food/Group Meal Form	Supplier Invoice with Purchase Order and Food/Group Meal Form	
Construction	Form approval within ImageNow	Supplier Invoice with Purchase Order	
Hotel	Supplier Invoice with Purchase Order	Supplier Invoice with Purchase Order	
Subawards	Form Approval within ImageNow	Supplier Invoice with Purchase Order	

Supplier Invoice Request (SIR):

Payables Type	<mark>Pre-Workday</mark>	<mark>Workday</mark>	Notes / Use / Description – Identifier (spend cat, group)
Affiliate Transfer, (formerly Inter-Agency Transfer) Affiliated Org, Joint Staffing	AP Payment Request Form	SIR	Payments to GTF, GTRC, etc.
Buzzcard Center Payments	AP Payment Request Form	SIR	Spend Category: SC214014
Emergency ACH Payroll Request	Check Request	SIR	Sent over from Payroll Only 6 Vendors: **American Association & Univ Professors, GA Tech Athletic, GA Tech Foundation, GA SCCP c/o America's Charities, Midtown Alliance, Path 2 College 529 Plan**
Department of Homeland Security Payment	Buzzmart ePayment	SIR	Invoice# =LASTNAMEmmyy Handling Code: Call for pick up Spend Category:SC751117, SC727100
Honorarium	Honorarium Form	SIR	Spend Category Honorariums: SC751108
Legal	AP Payment Request Form	SIR	Spend Category: SC793101 for Legal Settlements
Non-GT Student Training Stipends, Non-Employee Awards	AP Payment Request Form for less than 3 payments	SIR for less than 3	Spend Category: SC751111
Non-GT Student Training Stipends, Non-Employee Awards	Buzzmart Recurring Form for 3 or more payments of the same amount	Recurring Supplier Form for 3 or more payments of the same amount – Use new recurring payment request form for U.S. & Non U.S. Payee's and email to apinvoices@gatech.edu	
Postage, Shipping and Mailing Services	BuzzMart ePayments	SIR	Spend Category: SC714110
Pre-Payment: Subscription, Institutional Membership, Certification, Deposits	AP Payment Request Form	SIR	
Registration (Conference, Workshop)	AP Payment Request Form	SIR	
Royalty Payments	AP Payment Request Form	SIR	Spend Category: SC727800
Student Center/Ferst Center Performer	AP Payment Request Form	SIR	
Student Payments	Student Payment Request Form	SIR	
Telecomm Services Paid to Provider/Utilities	BuzzMart ePayments	SIR	Use Spend Categories to delineate type

Supplier Invoice Request (SIR) –OR- Supplier Invoice with Purchase Order:

Payables Type	Pre Workday	Workday	Notes / Use / Description – Identifier (spend cat, group)
Foreign Supplier Payments	AP Payment Request or Supplier Invoice	SIR (**Non PO Expenses only**) Supplier Invoice with **Purchase Order**	Supplier must be registered with a Supplier Category of "Foreign"
Rush Payment	Rush Payment Request Form emailed to ServiceNow	Sir (**Non PO Expenses only**) Supplier Invoice with **Purchase Order**	Use handing code "Rush" and provided justification, additional approval in work flow Submit ticket to ServiceNow with rush request form attached and invoice
Wire Payments	Wire Payment Request Form	SIR (**Non PO Expenses only**) – include Wire form with banking info. Supplier Invoice with **Purchase Order**—include Wire form **only** if supplier invoice does not have banking info. on it	Use handing code "One Time Wire" on SIR. AP to override payment type to manual wire *Wire payments do not equate to RUSH payments they are **ONLY** a payment type

Other:

Payables Type	<mark>Pre- Workday</mark>	<mark>Workday</mark>	Notes / Use / Description – Identifier (spend cat, group)
Human Subjects/Research Participants	AP Payment Request Form	Ad Hoc Payment w/New Research Participant form	Email form to apinvoices@gatech.edu Human Subjects SC751115
Real Estate Leases	Buzzmart Recurring Payment Request Form	Supplier Contract Invoice Schedule	