Grossmont-Cuyamaca Community College District
IFAS to Workday Crosswalk

Previously on IFAS	Now on Workday

Purchase Request

- Open PO	Blanket Purchase Order Requisition
- Additional encumbrance	Change Order Request Requisition
- Purchase Requisition (PR)	Regular Requisition (Goods)
- Lump-sum $ amt for services, software, maint. (usually **requiring a contract**)	Service Requisition (Services)-use for all transactions with 5110, 5120, 5350 or 5610

Payments to Employees

- Employee reimbursement (supplies or other)	Expense Report
- Mileage or Travel Claim Form	Expense Report
- Trophies / Awards reimbursed to employee	Expense Report
- CSEA books & student fees, paid to employees	Expense Report
- Payroll correction (often exceeds $200)	Payroll
- Retirement stipends paid to employee	Payroll

Payments to Others

- Referees, officials & other non-contract services < $200	Supplier Invoice Request
- Trophies / Awards payment to vendor	Supplier Invoice Request
- Recruitment, candidate travel reimbursement	Supplier Invoice Request
- Prepaid travel (paid to vendor in advance, on behalf of employee)	Supplier Invoice Request
- Construction related fees (DSA, etc.)	Supplier Invoice Request
- CSEA books & student fees, paid to others	Supplier Invoice Request
- Retirement stipends paid to institution	Supplier Invoice Request
- Tuition reimbursement paid to non-employee	Supplier Invoice Request
- Legal settlement	Supplier Invoice Request
- Petty Cash replenishment	No change, Petty Cash Replenishment Form
- Guest Providers	No change, Guest Provider Form

Other Requests:

- Off-Campus activity Requests	No change - Off Campus Request Form
- Stores Requisitions	Office Max/Depot, P-Card or requisition
- Athletic/Student Travel Advance	Spend Authorization

IFAS	*Other Definitions*	Workday
Vendor		Supplier
Customer		Customer
Keycode		SmartKey
Tops Code		Program
Department		Cost Center (Site + 3 digits)
Cost Center		Zip
Site		Business Unit
Expense Object codes - 1xxx-7xxx		Salary Objects (1xxx - 3xxx) and Spend Categories (4xxx - 7xxx)
Revenue Object codes - 8xxx		Revenue Categories (8xxx and some abatements)
Object codes - 9xxx		Balance Sheet Ledger Accounts (9xxx)
1 and 2 digits rollup of Object Codes		Ledger Accounts & Ledger Account Summaries
Budget		Plan
Subfund/Fund		Fund/Fund Hierarchy