



Workday 31 New Features



Feature	Description
Account Certification	With Workday 31, we'll enable you to include multiple ledger accounts and account summaries in a single certification. We will also provide greater insight into account certifications.
Allocations for the Pro-Rata Ledger Account	We'll improve allocation definitions so that you can prorate ledger balances from multiple or non-source companies. This will provide greater flexibility and streamline the pro-rata process.
Bank Account Transfer for Settlement Draw Down	Workday 31 will enable you to initiate drawdowns from payee bank accounts using bank account transfers for settlement. You'll be able to initiate transfers in and out of the same originating bank account, improving liquidity management.
Electronic Invoice Framework	Workday 31 will enable you to store electronic customer invoicing fields with a new electronic invoicing framework. You'll also be able to build custom integrations to transmit files in a variety of electronic formats using new fields. This will help you reduce invoicing costs and improve the collection process.
Expense Report User Interface	We'll make it easier to maintain expense reports by providing a more consistent user experience and improving expense report performance in Workday and Workday on Android, iPad, and iPhone.
Credit Card Integrations	We'll deliver the ability to automatically populate merchant address and document number on expense report lines, reducing the time it takes to submit expenses.
Scan Put-Away on Mobile	You'll be able to scan stock during the put-away process on Workday for Android, iPad, and iPhone. This will improve operation efficiency by helping to reduce manual entry and potential data errors.
Proof of Delivery on Mobile	With Workday 31, we'll provide the ability to capture signatures as proof of delivery on Workday for Android, iPad, and iPhone, streamlining the delivery process.
Supplier Backorders	We'll provide a new centralized tool to detect, track, and manage backorders from suppliers. This will provide more visibility into supplier backorders so that you can make better-informed decisions when addressing backorders.
Select Lines from Requisition Templates	With Workday 31, you'll be able to specify requisition template lines to add to your shopping cart, minimizing manual entry and reducing the risk of ordering errors during the requisition process.
Ad Hoc Time Transactions for Projects	Workday 31 will enable you to create ad hoc project time transactions for calculating project costs and project budget actuals, making it easier to assess profitability.
Define Daily Billing Rates	Workday 31 will update project budgets to include daily rate sheets and billing rate rules. This will enable you to use daily billing rates and any contract exceptions like overrides and caps within project budgets to more accurately create and track revenue projects.
Prorated Revenue Installments	You'll be able to create prorated revenue recognition installments for contracts, eliminating manual calculations.
Automatically Update Billing and Revenue Schedule Amendments	To help you reduce downstream operating costs, Workday 31 will enable you to configure automatic billing and revenue schedule updates based on amendments to customer contracts.
Ad Hoc Sales Item Bundles	You'll be able to make changes to predefined sales item bundles after adding them to a contract line, eliminating the need to create a new product offering.
Submit Closed Billing Schedules	Workday 31 will enable you to import legacy billing schedules that include billings with a Closed installment status, eliminating the need to manually close processed invoices.
Supplier Invoice Taxes on Supplier Portal	We'll enable you to enter tax information on supplier invoices using the supplier portal. This will reduce the need to manually edit invoices, improving data integrity and efficiency.
Supplier Invoice Zero Cost Lines	With Workday 31, you'll be able to submit zero-cost supplier invoice lines. This will help you account for free-item purchases and eliminate the need to create additional lines to process credits.
Tax Reporting for Taxable Document Changes and Cancellations	Workday 31 will improve tax reporting capabilities when you change or cancel approved taxable documents after the ledger period closes. You'll be able to report accurately on financial transaction tax amounts as well as reconcile tax reporting with ledger activity.



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Job Management Organization Headcount Planning	We'll deliver the ability to add open job requisitions for unfilled positions to your plan, enabling you to plan for future headcount.
Diversity Dimensions in Workforce Plans	Workday 31 will make it easier to plan for a diversified workforce and comply with regulatory requirements.
Safety Incident Tracking	Workday will deliver improvements to safety incident tracking that make it easier to collect data and report safety incidents.
Eligible for Hire and Rehire Prompts	Workday 31 will replace the Not Eligible for Hire and Not Eligible for Rehire check boxes with new prompts. This will provide more flexibility when you manage employment eligibility statuses for pre-hires and departing workers at your organization.
Organization Assignment Changes on Future-Dated Terminations	Workday 31 will enable you to change organization assignments on workers with a future-dated termination, expanding your ability to reassign organizations.
National ID Masking	With Workday 31, we'll now automatically mask National IDs for self-service users, providing more control over personal data. We'll also enable workers to verify their National IDs to improve security for personally identifiable information.
Effective Dating for Time Off	With Workday 31, we'll deliver effective dating for absence time off setup, enabling you to create effective-dated versions of time off, time off plans, or accrual.
Severance Matrix	Workday 31 will streamline and expand your ability to manage severance matrices and deliver more flexibility in reporting on severance compensation. We'll also expand severance matrices to support multiple matrices per worker.
Bundle Resumes	We'll enable you to group resumes for multiple candidates into 1 PDF file, saving you the time and effort of printing and distributing the resumes individually.
Candidate Self-Service Email Address Update	Workday 31 will give candidate self-service users more control over their information by enabling them to update their own email addresses on the external career site.
Segmented Security for Recruiting Questionnaire Responses	Workday 31 will enable you to use segmented security to control who can view questionnaire responses on reports and composite views, improving privacy and confidentiality.
Global Phone Number	Workday 31 will perform country-specific validations on phone numbers for candidates and prospects to improve usability and ensure consistency of phone number data.
Personal Reminders on Candidates	We'll enable you to set personal reminders about specific candidates and prospects, providing a more personalized and efficient recruiting process.
Faceted Report for Retro Processing	Workday 31 will provide a single report where you can view and analyze causes of your retro processing and retro effects on your payroll results, enabling you to find and take action on the information in a central location.
Terminate, Replace Payment, and Rehire in the Same Pay Period	Workday will provide the ability to include workers in the regular pay cycle after terminating and creating on-demand or manual replacement payments for them in the same period, eliminating the need to manually process payroll for rehired workers.
Time Tracking and Ongoing Multiple Work Jurisdictions	Workday 31 will allocate state and local taxes for non-exempt workers with ongoing multiple work jurisdictions by accepting time blocks from Workday Time Tracking, improving compliance and reducing manual processing.
Award Composite View	Workday 31 will deliver a detailed composite view of your awards, making it easier for you to access data from a single source.
New Profile Layout for Student Prospects	We'll deliver a new visual interface that streamlines your access to information about student prospects.
Engagement Plan Condition Rules	With Workday 31, we'll enable you to use condition rules on engagement plans, improving your ability to target particular recipients.