



Workday Updates – Validations and Reports

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Validation: High-Risk Travel Spend Authorization

- Warning validation (yellow) added to spend authorization to remind users to verify high-risk travel to restricted regions and foreign adversaries is approved, per PM-13 and FASOP AS-18
- Validation message:
 - Company 10 (LSUAM): High-risk travel has been indicated based on the spend authorization questionnaire responses. Verify that the appropriate approved high-risk travel form (AS295 or AS296) is attached to the spend authorization. This warning will not disappear after the attachment is added.
 - All Other Companies (Non-LSUAM): High-risk travel has been indicated based on the spend authorization questionnaire responses. Verify that the appropriate approval has been obtained.

Validation: High-Risk Travel Spend Authorization

- Validation is triggered when a 'Yes' response is provided to **either** of the questions indicating travel to:
 - ▣ Country with a U.S. Department of State Travel Advisory of Level 3 or 4
 - ▣ Foreign adversary country

Is there a US Department of State Travel Advisory Level 3 or 4 for the destination?
[US Department of State Travel Advisories](#)
(Required)

Yes - Refer to campus-specific high-risk policy and obtain the appropriate approvals.
 No

Will this travel include any foreign adversary countries as defined in [15 CFR §791.4, Determination of Foreign Adversaries?](#)
(Required)

Yes
 No

Validation: High-Risk Travel Spend Authorization

- Validation will display in My Tasks for approvers and will not disappear since Workday cannot confirm the contents of an attachment

The screenshot displays a Workday interface for a spend authorization. The main content area shows a list of items with the following details:

Gift	(empty)
Grant	(empty)
Cost Center	CC00312 LSUAM Col of Coast and Envir Dear's Office
*Fund	FD100 Unrestricted Fund
Function	FN40 Academic Support
Additional Worktags	(empty)
Instructional Text	

An alert is displayed in the center of the screen:

Alert

1. Page Alert
- High-risk travel has been indicated based on the spend authorization questionnaire responses. Verify that the appropriate approved high-risk travel form (AS295 or AS296) is attached to the spend authorization. This warning will not disappear after the attachment is added. (Spend Authorization)

Below the alert, the 'Attachments' section shows a PDF file named 'AS295.pdf' uploaded by 'Mike The Tiger (00003661)' 1 minute ago. The 'Questionnaire Responses' section shows 2 items.

At the bottom of the interface, there are buttons for 'Approve', 'Send Back', 'Add Approvers', and a menu icon.

Validation: Special Meal Expense Reports

- Critical validation (red) added to expense reports to prevent special meal expense items from being used with business purposes:
 - ▣ Athletics - Recruiting Supplies
 - ▣ Procurement - LaCarte - No Travel
 - ▣ Procurement - Reimbursement - No Travel
- This validation will only impact expense reports with header companies:
 - ▣ Louisiana State University and Agricultural and Mechanical College
 - ▣ Louisiana State University at Alexandria
 - ▣ Louisiana State University at Eunice
 - ▣ Pennington Biomedical Research Center
- Validation message:
 - ▣ Special Meal expense items cannot be submitted on an expense report with this business purpose. Select the Header tab and edit the business purpose.

Validation: Special Meal Expense Reports

- Validation will display on Create Expense Report task and user will be unable to submit the expense report until the business purpose is corrected on the Header tab

The screenshot displays the 'Expense Lines' tab of an expense report. A red notification bar at the top right indicates '1 Error'. An error dialog box is open in the center, titled 'Error', with the following text: '1. Page Error - Special Meal expense items cannot be submitted on an expense report with the Procurement - LaCarte - No Travel business purpose. Select the Header tab and edit the business purpose.' The background interface shows a table with one item: 'Special Meal - Business Meeting/Event' for 994.40 USD. Below the table, there are fields for 'Credit Card Transaction', 'Charge Description', 'Expense Date', 'Expense Item', and 'Total Amount'. An 'Add' button is visible next to the 'Expense Item' field.

Expense Line	Amount
Special Meal - Business Meeting/Event CHICK-FIL-A #04002	994.40 USD

Credit Card Transaction	12/03/2025 CHICK-FIL-A #04002 994.40 USD
Charge Description	CHICK-FIL-A #04002
Expense Date	* 12/03/2025
Expense Item	* Special Meal - Business Meeting/Event
Total Amount	994.40

Report: Journal Line Details

- Journal Line Details report updated to add column for Credit Card Charge Description
- Field only displays data if journal source is expense report
- Field will be blank for out-of-pocket expense report lines

Header	Attachments	Worker Payment	Credit Card Payment	Business Process	Expense Lines
1 item					
Sun, Nov 16					
Network Charges ATT		119.70 USD			
Expense Line					
Credit Card Transaction 11/16/2025 ATT 119.70 USD					
Charge Description		ATT			
Expense Date		* 11/16/2025			
Expense Item		* Network Charges			
Total Amount		119.70			
Currency		* USD			
Memo		(empty)			

Journal Source	Revenue Category	Spend Category	Supplier	Credit Card Charge Description	Sponsor	Customer	Sales Item
Expense Report		Travel - Meals - Per Diem (SC0210)					
Expense Report		Travel - Lodging (SC0207)		TOWNEPLACE SUITES MONR			
Supplier Invoice		Freight Services (SC0179)	CELLINK LLC				
Expense Report		Network Charges (SC0028)		ATT			
Supplier Invoice		PP&E - Scientific & Research Equipment - \$5,000 or greater per item (SC0314)	CELLINK LLC				

Report: Financial Reports I Can Run

- New report created to assist with locating finance-related custom reports
 - ▣ Report does not display delivered reports (e.g., Find Expense Reports)
- Report Output
 - ▣ Report Name
 - ▣ Report Description
 - ▣ Allows Saved Filters
 - ▣ Report Tags
 - Owning Department (Owner)
 - Functional Area (Area)
 - Report Usage (Usage)
- Reports are still being cleaned up, so not all reports will have descriptions and tags
- Report will be available later today (Tuesday, April 14th)

Report: Financial Reports I Can Run

- Recommend running the report without any parameters initially to view all available finance-related custom reports and see how report tags are used on the output

Financial Reports I Can Run ✕

Instructions It is recommended to initially run the report without any parameters to familiarize yourself with the associated report tags.
Executing the report without parameters will return all financial-related custom report accessible to the current user.

Owning Department

Functional Area

Report Usage

OK Cancel

Report: Financial Reports I Can Run

Financial Reports I Can Run



Additional reporting guidance can be located at the link below:
https://lsu.edu/workday/finance_training.php

For questions or feedback, please reach out to the Owning Department.

192 items



Report Name	Report Description	Allows Saved Filters	Owning Department	Functional Area	Report Usage
Aged Listing of Outstanding Encumbrances	Identifies open purchase orders and the related obligation balance, which the ability to specify search criteria, such as supplier, spend category, worktag, and purchase order date.	Yes	Owner: Accounts Payable & Travel	Area: Supplier Accounts	Usage: Dashboard
All Contract RQs - CCA/RGA/SRS		Yes	Owner: Office of Procurement	Area: Spend Management	
Annual PO Report on all LSU Campuses			Owner: Office of Procurement	Area: Spend Management	
Asset Cost to OSF Validation	Utilized by Property Management to reconcile asset cost fields to total original source of funds amount.		Owner: Property Management (PM)	Area: Business Assets	Usage: Data Audit
Asset Cost to OSF Detail	Utilized by Property Management to view	Yes	Owner: Property Management (PM)	Area: Business Assets	Usage: Data Audit