

## Workday.Workday-Procure-to-Pay.v2026-09-17.q24

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### NEW QUESTION: 1

A worker creates a requisition for a new laptop. The buyer receives the requisition.

What action can the buyer perform in Workday from the requisition?

- A. Forward the requisition to the supplier
- B. Create a purchase item
- C. Issue the requisition
- D. Specify a supplier

**Answer: (SHOW ANSWER)**

After a worker submits a requisition, it is routed through the requisition business process to a buyer for sourcing, the step in which the buyer determines how the requisition will be fulfilled. The Official Workday Pro Procure-to-Pay Guide describes sourcing as the point where the buyer reviews requisition lines and assigns or confirms the supplier that will fulfill the order, among other sourcing actions such as setting pricing. Specifying a supplier is therefore a core action the buyer performs directly on the requisition during this step. Option A is incorrect because requisitions are internal documents and are not forwarded directly to suppliers; communication with suppliers occurs through purchase orders. Option B is incorrect because creating a purchase item is a separate procurement catalog setup activity, unrelated to processing an individual requisition. Option C is incorrect because Issue is an action performed on a purchase order after it has been created from the sourced requisition, not an action available directly on the requisition itself.

### NEW QUESTION: 2

Refer to the following scenario to answer the question below.

You are ready to load a list of procurement items into your system. You will need to report on the items in various capacities for different uses. You must identify all items as Office Supplies. It is possible that you will need to categorize an item to additional uses, such as General Use or Promotional.

You need to associate more than one classification, not category, to a single item.

What will you use to do so?

- A. Item substitutes
- B. Spend category
- C. Related worktags
- D. Purchase Item groups

**Answer:** ([SHOW ANSWER](#))

Every purchase item in Workday must be assigned exactly one spend category, which serves as its primary, required classification, but organizations frequently need to report on items using additional, secondary classifications that do not fit within the single spend category model. The Official Workday Pro Procure-to- Pay Guide identifies Related Worktags as the mechanism for associating one or more additional classification values, such as General Use or Promotional, with a single item, supplementing its primary spend category without altering it. Option A is incorrect because item substitutes define alternative items that can be used in place of another for sourcing purposes, and have no role in classification or reporting tags. Option B is incorrect because spend category is limited to a single required value per item, the Office Supplies classification in this scenario, and cannot be used to add further classifications. Option D is incorrect because purchase item groups bundle multiple distinct items together for grouped reporting, rather than adding multiple classification tags to a single item.

### **NEW QUESTION: 3**

When creating a company or making a change to the overall structure of an organization hierarchy, describe what is needed?

- A. Custom worktags should be created to capture the changes.
- B. Cost center changes should be routed through the business process.
- C. A reorganization event must be created.
- D. Workers must be re-assigned to the appropriate sub-type.

**Answer:** ([SHOW ANSWER](#))

Changes to an organization's overall structure, such as creating a new company or restructuring how organizations relate to one another within a hierarchy, affect historical reporting, security, and financial data, and therefore require a controlled, effective-dated mechanism to implement properly. The Official Workday Pro Procure-to-Pay Guide describes the reorganization event as the required mechanism for creating a company or making structural changes to an organization hierarchy, ensuring that the change is properly effective-dated, documented, and that dependent data, such as worker assignments and reporting relationships, is updated consistently. Option A is incorrect because custom worktags are reporting dimensions used for tagging transactions and do not themselves capture or implement organizational structure changes. Option B is incorrect because, while transactional changes to cost centers may route through business processes, the question concerns structural changes to the organization hierarchy itself, which specifically requires a reorganization event. Option D is incorrect because reassigning workers to appropriate sub-types is typically a consequence that occurs as part of, or following, a reorganization event, not the mechanism that creates the structural change itself.

**NEW QUESTION: 4**

A company requires buyers to consolidate several requisitions into a single purchase order for a supplier.

To configure this requirement, where must you navigate?

- A. Maintain Procurement Reasons
- B. Maintain Procurement Conditional Rules
- C. Edit Order-From Connections
- D. Edit Company Procurement Options

**Answer:** ([SHOW ANSWER](#))

Many organizations prefer to reduce the number of purchase orders sent to a single supplier by allowing buyers to combine multiple approved requisitions destined for the same supplier into one consolidated purchase order during the sourcing process. The Official Workday Pro Procure-to-Pay Guide identifies Edit Company Procurement Options as the configuration task containing the setting that enables this consolidation behavior, allowing buyers to combine requisition lines for the same supplier into a single PO when sourcing.

Option A is incorrect because Maintain Procurement Reasons manages reason codes used for actions such as cancellations or returns, and has no connection to PO consolidation. Option B is incorrect because Maintain Procurement Conditional Rules, to the extent such configuration exists, addresses conditional business logic rather than the consolidation of requisitions during sourcing. Option C is incorrect because Edit Order-From Connections configures which supplier and location combinations are valid sourcing relationships, not whether multiple requisitions can be merged into a single purchase order.

**NEW QUESTION: 5**

Refer to the following scenario to answer the question.

You are ready to load a list of procurement items into your system. You will need to report on the items in various capacities for different uses. You must identify all items as Office Supplies. It is possible that you will need to categorize an item to additional uses, such as General Use or Promotional.

What must you set up to fulfill the required association of Office Supplies?

- A. A spend category named Office Supplies
- B. A purchase group named Office Supplies
- C. An item tag named Office Supplies
- D. An alternate item identifier named Office Supplies

**Answer:** ([SHOW ANSWER](#))

In this scenario, every procurement item being loaded must be identified as Office Supplies, which represents the single, required classification that every purchase item in Workday must carry through its spend category assignment. The Official Workday Pro Procure-to-Pay Guide explains that fulfilling this required association means creating a spend category named Office Supplies and assigning it to these items, since spend category is the mandatory, primary

classification field on every purchase item. Option B is incorrect because purchase groups provide additional, optional grouping for reporting but are not the required, primary classification mechanism that spend category represents. Option C is incorrect because item tags, or related worktags, are used for additional, non-required classifications, such as the General Use or Promotional categorizations described in the related scenario, not for the mandatory primary classification. Option D is incorrect because alternate item identifiers store supplementary reference codes, such as part numbers, and have no role in fulfilling a categorical classification requirement like Office Supplies.

#### **NEW QUESTION: 6**

You are a supplier contract specialist. One of your approved supplier contracts lists an incorrect contract amount.

How can you correct the amount on the contract?

- A.** Change the catalog associated with the contract.
- B.** Add an attachment listing the correct amount.
- C.** Create an invoice to replace the contract.
- D.** Create an amendment with the corrected amount.

**Answer:** ([SHOW ANSWER](#))

Supplier contracts in Workday are formal, approved agreements that govern terms such as pricing, dates, and total contract amount with a supplier. Once a contract reaches Approved status, its terms are locked and cannot simply be overwritten through direct editing. Per the Official Workday Pro Procure-to-Pay Guide, the correct mechanism for changing approved contract data, such as the contract amount, is to initiate a Create Contract Amendment business process. The amendment creates a new version of the contract with the corrected amount while preserving the original document and a full audit trail of the change, including any required re-approval. Option A is incorrect because catalogs hold pricing for items, not the overall contract amount, and changing a catalog does not alter the contract record itself. Option B is incorrect because an attachment is purely supplementary documentation; it does not update the actual data field driving contract value or downstream processing. Option C is incorrect because invoices are transactional documents created against POs or contracts during the procure-to-pay cycle and cannot be used to replace or modify a contract record.

#### **NEW QUESTION: 7**

Your company requires all supplier invoices over 10,000 USD that tag a specific cost center to route to the assistant controller for approval. You need to accommodate this requirement in a business process step with an entry condition rule.

Aligning with Workday best practice for tenant performance, in what order should the condition rule evaluate these fields?

- A.** Company > Amount > Cost Center
- B.** Amount > Company > Cost Center
- C.** Company > Cost Center > Amount

**D. Cost Center > Company > Amount**

**Answer: ([SHOW ANSWER](#))**

When configuring entry condition rules on business process steps, the order in which fields are evaluated can affect tenant performance because some field types, such as organizational worktags, are typically more efficient to evaluate first than numeric amount comparisons, and evaluating broader organizational fields before narrower ones helps the system filter the applicable population efficiently. The Official Workday Pro Procure-to-Pay Guide recommends structuring condition rules to evaluate organizational and categorical fields, such as Company and then Cost Center, before numeric fields like Amount, aligning with the requirement to route invoices over 10,000 USD tagging a specific cost center to the assistant controller.

Option A is incorrect because placing Amount before Cost Center evaluates a numeric comparison before narrowing by the more specific organizational dimension. Option B is incorrect for the same reason, leading with Amount rather than organizational fields. Option D is incorrect because evaluating Cost Center before Company does not follow the broad-to-narrow organizational hierarchy, since Company is the higher-level organizational dimension that should be evaluated first.

#### **NEW QUESTION: 8**

As the buyer, you would like to report on a specific purchase item (laptop) under office supplies, as well as computers.

What can you request to be created to enable this?

- A. Catalog items**
- B. Web items**
- C. Purchase item groups**
- D. Spend categories**

**Answer: ([SHOW ANSWER](#))**

Every purchase item carries one required spend category, but organizations often need to analyze spend across additional, overlapping groupings that cut across spend categories, such as wanting to see a laptop reported both under its existing Office Supplies spend category and alongside other items classified as Computers. The Official Workday Pro Procure-to-Pay Guide identifies Purchase Item Groups as the mechanism for creating these additional, flexible groupings of items for reporting purposes, allowing the laptop to be included in a Computers group without changing its primary spend category assignment. Option A is incorrect because catalog items describe how items are presented for ordering, such as through punch-out or internal catalogs, and are not a reporting classification mechanism. Option B is incorrect because web items relate to externally hosted, punch-out catalog integrations and do not provide a grouping mechanism for cross-category reporting.

Option D is incorrect because spend categories are limited to one per item, the existing Office Supplies assignment, and cannot be used to add the additional Computers reporting dimension.

#### **NEW QUESTION: 9**

Refer to the following scenario to answer the question below.

You are setting up Workday Procure to Pay and need to manage procurement items. You must ensure that when a requisition or purchase order is created, the system will track the manufacturer part number as well as prioritize suppliers. You need to allow the addition of the manufacturer part number to the procurement item.

How will you do so?

- A. Set up Alternate Item Identifiers on the spend category.
- B. Set up Alternate Item Identifiers on suppliers.
- C. Set up Alternate Item Identifiers on supplier contracts.
- D. Set up Alternate Item Identifiers on purchase items.

**Answer: ([SHOW ANSWER](#))**

Purchase items can carry additional reference codes beyond their standard Workday item identifier, which is useful when organizations need to track external identifiers, such as manufacturer part numbers, and associate suppliers with specific identifier values to support sourcing decisions and supplier prioritization. The Official Workday Pro Procure-to-Pay Guide identifies Alternate Item Identifiers configured on the purchase item as the correct setup for tracking manufacturer part numbers and linking suppliers to those identifiers, since this is where item-specific identifier and supplier association data is maintained directly on the item record. Option A is incorrect because spend categories classify broad groups of items for reporting and accounting purposes and do not hold item-specific identifiers like manufacturer part numbers. Option B is incorrect because configuring identifiers on suppliers would not tie a specific manufacturer part number to a specific purchase item in a structured, reusable way. Option C is incorrect because supplier contracts govern pricing and contractual terms and are not the storage location for alternate item identifier data on procurement items.

#### **NEW QUESTION: 10**

What types of messages can a custom validation display to users?

- A. Only warning messages
- B. Warning and error messages
- C. Only error messages
- D. No messages display

**Answer: ([SHOW ANSWER](#))**

Custom validations allow administrators to enforce business rules on transactions beyond standard system requirements by evaluating condition rules and displaying a message when conditions are or are not met. The Official Workday Pro Procure-to-Pay Guide explains that custom validations can be configured to display either a Warning message, which alerts the user but allows them to continue, or an Error message, which blocks the user from proceeding until the issue is corrected. This dual capability gives administrators flexibility to either guide users with soft reminders or enforce hard stops for critical business rules. Option A is incorrect because restricting custom validations to warnings only would prevent administrators from enforcing mandatory rules that must block submission. Option C is incorrect because limiting to errors only

would remove the ability to provide non-blocking guidance, which is a commonly used and valuable feature.

Option D is incorrect because the entire purpose of a custom validation is to communicate a message to the user when a defined condition is triggered; a validation that displays no message would serve no functional purpose.

#### **NEW QUESTION: 11**

An administrator wants to ensure that supplier invoices and invoice adjustments with attachments will display side by side when applicable.

Where will they configure this?

- A.** Edit Tenant Setup - Financials
- B.** Edit Company Accounting Details
- C.** Edit Company Procurement Options
- D.** Edit Supplier Account Options

**Answer:** ([SHOW ANSWER](#))

Workday provides tenant-wide configuration options that control how documents and their related attachments are displayed to users across the system, and these settings are centralized in a single configuration task to ensure consistent behavior across all companies in the tenant. The Official Workday Pro Procure-to-Pay Guide identifies Edit Tenant Setup - Financials as the task containing the option to display supplier invoice and invoice adjustment attachments side by side when applicable, improving usability for accounts payable staff reviewing supporting documentation. Option B is incorrect because Edit Company Accounting Details configures company-specific accounting settings such as ledger assignment and fiscal calendars, not document display preferences. Option C is incorrect because Edit Company Procurement Options governs procurement-specific behaviors like sourcing and requisition defaults, and does not control invoice attachment display. Option D is incorrect because Edit Supplier Account Options is not the task that manages tenant-level display configuration for supplier invoice attachments; this setting is a financial display preference configured at the tenant level.

#### **NEW QUESTION: 12**

How does Workday determine which ledger account to use in the account posting rules?

- A.** It chooses what the end user selects.
- B.** It chooses a rule after reading through all the rules.
- C.** It chooses the most specific rule.
- D.** It chooses the first rule that meets all the conditions.

**Answer:** ([SHOW ANSWER](#))

Account Posting Rules determine which general ledger account a transaction posts to based on the combination of worktags present, such as company, spend category, and cost center. Because a tenant can have multiple posting rules with varying numbers of conditions, Workday needs a deterministic method for choosing among them when more than one rule's conditions are satisfied by a transaction. The Official Workday Pro Procure-to-Pay Guide confirms that Workday

selects the most specific applicable rule, meaning the rule with the greatest number of matching conditions or dimensions, ensuring that granular, targeted rules take precedence over broad, general ones. Option A is incorrect because ledger account determination in posting rules is automated and is not a manual selection made by the end user during transaction entry. Option B is incorrect because Workday does not simply read through all rules without a hierarchy; specificity, not sequence of review, governs selection. Option D is incorrect because relying on the first rule that merely meets conditions, regardless of how specific it is, could cause a broad rule to incorrectly override a more targeted one.

#### **NEW QUESTION: 13**

What configuration can you perform using the Maintain Worktag Usage task?

- A.** Add conditional requirements for transactions.
- B.** Add required worktags for non-transactional objects.
- C.** Add primary worktags for non-transactional objects.
- D.** Add additional worktags for transactions.

**Answer:** ([SHOW ANSWER](#))

Maintain Worktag Usage is the central configuration task that defines, for each worktag type, how that worktag behaves on different transactional business objects, such as requisitions, purchase orders, and supplier invoices. The Official Workday Pro Procure-to-Pay Guide explains that through this task, administrators can add additional worktags, beyond the standard delivered set, making them available for entry on specific transaction types by setting their usage to Optional, Required, or Primary for those transactions. Option A is incorrect because conditional, rule-based requirements that depend on transaction data are configured through Maintain Custom Validations, not Maintain Worktag Usage. Option B is incorrect because Maintain Worktag Usage applies to transactional business objects, such as purchase orders and supplier invoices, not non-transactional objects like suppliers or purchase items. Option C is incorrect for the same reason, non-transactional objects fall outside the scope of this task, and additionally Primary designations are most relevant to transactional documents where routing and reporting are based on the primary worktag value.

#### **NEW QUESTION: 14**

You discovered that an incorrect quantity of received goods was recorded.

How will you correct the error?

- A.** Create a Receipt Adjustment
- B.** Edit the Purchase Order
- C.** Create a Return to Supplier
- D.** Close Purchase order line for receiving

**Answer:** ([SHOW ANSWER](#))

Receipts in Workday record the quantity of goods or services that have arrived against a purchase order line, and these records sometimes contain data entry errors that need correction without disturbing the underlying purchase order. The Official Workday Pro Procure-to-Pay Guide

identifies the Create Receipt Adjustment task as the correct tool for correcting an incorrect quantity that was recorded on a previously entered receipt, allowing the quantity to be revised up or down while maintaining an accurate audit trail of receiving activity.

Option B is incorrect because editing the purchase order changes the ordered quantity or terms, not the quantity that was actually recorded as received. Option C is incorrect because Return to Supplier represents a physical return of goods back to the supplier and is used when goods need to be sent back, not simply to correct a recording error. Option D is incorrect because closing the PO line for receiving prevents future receipts but does nothing to correct the inaccurate quantity already recorded on the existing receipt.

#### **NEW QUESTION: 15**

An administrator wants to enhance the efficiency of catalog searches. The goal is to eliminate purchase items if there are catalog or supplier items associated to the procurement item.

What subtab in company procurement options would they use?

- A. Purchase Order
- B. Requisition
- C. Receipt
- D. Sourcing

**Answer:** ([SHOW ANSWER](#))

Edit Company Procurement Options is organized into multiple subtabs, each governing settings relevant to a specific stage of the procurement process, such as Requisition, Purchase Order, Receipt, and Sourcing, allowing administrators to configure behaviors precisely where they apply. The Official Workday Pro Procure-to-Pay Guide indicates that the setting to eliminate generic purchase items from search results when catalog or supplier-specific items already exist for the same procurement item is found on the Requisition subtab, since this setting affects what requesters see when searching for items to add to a requisition. Option A is incorrect because the Purchase Order subtab addresses settings relevant to PO creation and behavior, not requisition-time catalog search results. Option C is incorrect because the Receipt subtab configures receiving-related options and has no bearing on catalog search efficiency during requisitioning. Option D is incorrect because the Sourcing subtab manages settings related to the sourcing process, such as request for quote behaviors, rather than how items appear in requisition search results.

#### **NEW QUESTION: 16**

Your organization implemented a new policy requiring all supplier invoices exceeding \$5,000 to undergo an additional approval step by an accounting manager. This approval should only trigger for invoices above this threshold.

How would you configure this?

- A. Edit the definition in your Accounting journal business process to add a new step and configure the new step conditions.
- B. View the business process security policy for the Accounting journal event.

- C. View the business process security policy for the Supplier invoice event.
- D. Edit the definition in your Supplier invoice business process to add a new step and configure the step conditions.

**Answer: (SHOW ANSWER)**

Business process definitions in Workday define the sequence of steps, including approvals and reviews, that a transaction follows, and these definitions can be edited to insert new steps with condition rules that determine when those steps apply, such as triggering only above a specific amount threshold. The Official Workday Pro Procure-to-Pay Guide explains that to require an additional approval by an accounting manager only for supplier invoices exceeding \$5,000, the administrator edits the Supplier Invoice business process definition, adds a new approval step, and configures a condition rule based on the invoice amount so the step triggers only for qualifying invoices. Option A is incorrect because the Accounting Journal business process governs journal entries, not supplier invoices, so editing it would not affect supplier invoice approval routing. Option B is incorrect because it both views rather than edits a policy and references the wrong business process, Accounting Journal, for this requirement. Option C is incorrect because viewing a security policy shows who can perform actions but does not add or configure a new conditional approval step within the supplier invoice workflow.

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#### **NEW QUESTION: 17**

You must create a new spend category called Office Machines. The business asset accountant needs to review goods received using this spend category.

What item must you apply when assets in this spend category require registration?

- A. Track Items
- B. Alternate Item Identifiers
- C. Allocate Other Charges
- D. Classification

**Answer: (SHOW ANSWER)**

When setting up a new spend category, administrators determine certain item-level controls that apply to purchase items assigned to that category, including whether items must be individually tracked once received, which is particularly important for assets that require formal registration, such as equipment reviewed by a business asset accountant. The Official Workday Pro Procure-

to-Pay Guide identifies Track Items as the configuration that must be applied so that goods received under the Office Machines spend category can be individually identified and registered as trackable assets. Option B is incorrect because Alternate Item Identifiers store additional reference numbers, such as manufacturer part numbers, for identification purposes, but do not enable the asset tracking and registration workflow. Option C is incorrect because Allocate Other Charges is used to distribute additional costs, such as freight or handling, across lines and is unrelated to asset registration. Option D is incorrect because Classification provides a categorization or tagging mechanism for items but does not drive the requirement for individual item tracking and registration upon receipt.

### **NEW QUESTION: 18**

You are an implemented and your customer requires multiple organization units of the same type. These organizations will have a budget and they will group financial transactions and workers. Certain employees will need to approve transactions and run reports about these organizations. What delivered organization type should you create?

- A. Allocation Pool
- B. Cost Center
- C. Supervisory Organization
- D. Department

**Answer: ([SHOW ANSWER](#))**

Cost Centers are a delivered Workday organization type designed to group both financial transactions and workers for budgeting, management, and reporting purposes, and they support assigned managers who can approve transactions and run reports specific to their organization. The Official Workday Pro Procure-to-Pay Guide identifies Cost Center as the appropriate organization type when an implementation requires multiple units of the same type that have budgets, group financial transactions and workers together, and allow designated employees to approve transactions and report on the organization, all of which are defining characteristics of Cost Centers. Option A is incorrect because Allocation Pools are used to redistribute costs across other organizations or worktags after transactions have posted, rather than serving as a primary grouping for workers, budgets, and approvals. Option C is incorrect because Supervisory Organizations primarily structure staffing and reporting relationships within Human Capital Management rather than serving as the financial budget and transaction grouping described. Option D is incorrect because Department is not the delivered organization type that natively supports budgets, transaction grouping, and approval routing in the way Cost Center does.

### **NEW QUESTION: 19**

A large university needs to track the location of all equipment for their School of Engineering. What organization type allows for this tracking?

- A. Company Organization
- B. Locations Organization
- C. Region Organization

#### **D. Cost Center Organization**

**Answer: B ([LEAVE A REPLY](#))**

Workday's Location organization type represents physical places, such as buildings, campuses, or rooms, and can be structured hierarchically to reflect an institution's physical footprint, while also serving as a worktag that can be applied to assets and transactions to indicate where they are physically situated. The Official Workday Pro Procure-to-Pay Guide identifies Locations Organization as the appropriate organization type for a large university needing to track the physical location of equipment for a specific school, such as the School of Engineering, since locations can be defined down to granular levels like buildings or rooms and associated with equipment records. Option A is incorrect because Company Organization represents the legal and financial entity, not physical equipment locations. Option C is incorrect because Region Organization is typically used for broader geographic groupings for reporting rather than granular, building-level equipment tracking. Option D is incorrect because Cost Center Organization groups financial spend and budgets by department or function, and does not represent physical locations where equipment resides.

#### **NEW QUESTION: 20**

A new employee in the Accounts Payable department needs to be able to create supplier invoices. Which security group will you assign?

- A. Accounts Payable Data Entry Specialist**
- B. Security Administrator**
- C. Finance Administrator**
- D. Accounts Receivable Specialist**

**Answer: ([SHOW ANSWER](#))**

Workday delivers a set of predefined security groups aligned to common roles within the procure-to-pay process, each granting the specific domain permissions needed for that role's typical responsibilities, such as entering supplier invoices for accounts payable staff. The Official Workday Pro Procure-to-Pay Guide identifies Accounts Payable Data Entry Specialist as the security group designed to grant the permissions necessary to create supplier invoices, making it the appropriate assignment for a new employee in the Accounts Payable department with this responsibility. Option B is incorrect because Security Administrator grants broad access to configure security groups, roles, and policies across the tenant, which is unrelated to and far exceeds the access needed for routine invoice entry. Option C is incorrect because Finance Administrator typically provides broad configuration access across financial setup areas, again exceeding what a data-entry-focused new hire requires. Option D is incorrect because Accounts Receivable Specialist relates to the order-to-cash and customer billing side of the ledger, the opposite function from accounts payable supplier invoicing.

#### **NEW QUESTION: 21**

An accountant uses the Create Journal task to create a balanced accounting journal entry in an open period.

One of the journal lines contains a new spend category worktag. The other journal line contains a liability account. The finance administrator did not configure the Account Posting Rules.

What is the status of the accounting journal after it completes the business process?

- A. Unposted
- B. Error
- C. In Progress
- D. Posted

**Answer:** ([SHOW ANSWER](#))

Manual journal entries created through the Create Journal task differ from operational journals in that the accountant directly specifies the ledger accounts on each journal line, rather than relying on Account Posting Rules to derive the accounts from worktag combinations. The Official Workday Pro Procure-to-Pay Guide clarifies that because the journal described is balanced, with explicit accounts entered on both lines including the liability account, and the period is open, the journal will successfully complete its business process and reach a Posted status, regardless of whether Account Posting Rules have been configured for the new spend category worktag, since posting rules are not required for manually entered journals. Option A is incorrect because a balanced manual journal in an open period does not remain Unposted upon completing its process.

Option B is incorrect because an Error status would arise from issues like an unbalanced entry or invalid period, not from missing posting rules that are irrelevant to manual journals. Option C is incorrect because the scenario specifies the business process has completed, meaning the journal has reached a final status rather than remaining In Progress.

## **NEW QUESTION: 22**

On a supplier invoice, you need to divide the total line amount by different cost centers.

What field will you use?

- A. Unit Cost
- B. Item Tags
- C. Splits
- D. Matching

**Answer:** ([SHOW ANSWER](#))

On a supplier invoice line, the total line amount represents the cost being billed for a given item or service, but in many organizations that cost must be allocated across multiple cost centers or other worktag combinations for accounting purposes. The Official Workday Pro Procure-to-Pay Guide identifies the Splits field as the mechanism for dividing a single invoice line's total amount across multiple sets of worktags, whether by percentage or by specific amounts, so that the expense is recorded against the appropriate cost centers in the ledger. Option A is incorrect because Unit Cost reflects the per-unit price used in quantity-based calculations and has no function for allocating an amount across cost centers. Option B is incorrect because Item Tags are used to categorize or label items for identification purposes, not to distribute monetary amounts.

Option D is incorrect because Matching refers to the three-way matching process that reconciles invoice, purchase order, and receipt data, and does not provide a mechanism for splitting an amount across accounting dimensions.

#### **NEW QUESTION: 23**

A requisition was created and approved. There is no purchase order generated from the requisition.

What do you need to do to generate the purchase order?

- A.** Create a purchase order,
- B.** Submit the requisition again.
- C.** Issue the purchase order.
- D.** Source the requisition.

**Answer:** ([SHOW ANSWER](#))

After a requisition is approved, it must still go through sourcing, the step in which a buyer confirms or assigns the supplier, pricing, and other purchase order details, before Workday can generate the corresponding purchase order; certain on-contract or catalog items may source automatically, but others require manual buyer action. The Official Workday Pro Procure-to-Pay Guide explains that if an approved requisition has not yet produced a purchase order, the next required action is to source the requisition, completing the step that converts the requisition line into a purchase order line. Option A is incorrect because manually creating a separate purchase order would bypass the requisition-to-PO linkage and audit trail that sourcing the existing requisition preserves. Option B is incorrect because resubmitting the requisition would restart the approval business process unnecessarily on a requisition that has already been approved. Option C is incorrect because issuing a purchase order presumes that a purchase order already exists, but the scenario states none has been generated, meaning there is nothing yet to issue.

#### **NEW QUESTION: 24**

A financial analyst needs to upload a large number of journal entries into Workday. They created an EIB to import this information, but a necessary column is missing from the template.

What action do they take to ensure the journals post correctly?

- A.** Edit the template in Excel.
- B.** Create an EIB.
- C.** Launch the integration.
- D.** Edit the template in Workday.

**Answer:** ([SHOW ANSWER](#))

Enterprise Interface Builder, or EIB, integrations commonly use a spreadsheet template, generated by Workday, that defines the columns and structure expected when bulk-loading data such as journal entries. If the analyst discovers that a needed column, representing a required field for the journals, is missing from this template, the underlying spreadsheet itself must be updated before the data can be loaded successfully. The Official Workday Pro Procure-to-Pay Guide indicates that the appropriate action is to edit the template in Excel, adding the missing

column with the correct header so the data aligns with the EIB's expected input format and field mapping. Option B is incorrect because an EIB has already been created; the issue is with the existing template's structure, not the absence of an EIB. Option C is incorrect because launching the integration with an incomplete template would simply load the data without the missing field, failing to resolve the underlying issue. Option D is incorrect because the spreadsheet template used for EIB data entry is maintained and edited in Excel, not directly within Workday.

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