

How to Use Gifts in Workday

QUICK TAKE: Gifts

Using Gifts when creating:

- Expense Report
- Create Supplier Invoice Request
- Create Requisition

How to Use Gifts for Expense Report

Create Expense Report

Expense Report Information

Expense Report For * Employee: La'Sandra N. Lockett

Creation Options * Create New Expense Report
 Copy Previous Expense Report

Memo

Company *

Expense Report Date *

Business Purpose

Fund *

Cost Center

Grant

Gift

Additional Worktags

Credit Card Transactions

Select All

← All Gifts

- 1100001 DNU_Luce Endowed (Inactive)
- 1st Family James Criner
- 1st Family Sallie Mae
- A/R Ballston CCC
- A. Caribbean Club
- A.N.Credentialing
- Active Minds
- Adv.CyberSecurity Camp
- Aging Well
- Alexander C. Croft Sch
- Alpha Phi Omega
- Alumni Association Scholarship

Search

Create Expense Report

Expense Report Information

Expense Report For * Employee: La'Sandra N. Lockett

Creation Options * Create New Expense Report
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Fund *

Cost Center

Grant

Gift

Additional Worktags

Credit Card Transactions

Select All

Once Gift is selected, Fund and Cost Center will automatically populate

How to Use Gifts for Supplier Invoice Request

- Goods Line
- Service Line

Item:

Item Description:

Spend Category:

Quantity:

Unit of Measure:

Unit Cost:

Extended Amount:

*Fund:

Cost Center:

Grant:

Gift:

Additional Worktags:

← All Gifts

- 1100001 DNU_Luce Endowed (Inactive)
- 1st Family James Criner
- 1st Family Sallie Mae
- A/R Ballston CCC
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Search

- Goods Line
- Service Line

Item:

Item Description:

Spend Category:

Quantity:

Unit of Measure:

Unit Cost:

Extended Amount:

*Fund:

Cost Center:

Grant:

Gift:

Additional Worktags:

Once Gift is selected, Fund and Cost Center will automatically populate

How to Use Gifts for Create Requisition

Company * X Marymount University ...

Requester * X La'Sandra N. Lockett ...

Currency * X USD ...

Requisition Type

Deliver-To X Main Campus ...

Ship-To * X 2807 N. Glebe Rd. Arlington, VA
22207 United States of America

Fund X 10 Operating

Cost Center X 4700000 Financial Services
Operations

Grant

Gift Select Gift

Function

Additional Worktags

- All Gifts
 - 1100001 DNU_Luce Endowed
(Inactive)
 - 1st Family James Criner
 - 1st Family Sallie Mae
 - A/R Ballston CCC
 - A. Caribbean Club
 - A.N.Credentialing
 - Active Minds
 - Adv.CyberSecurity Camp
 - Aging Well
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 - Alpha Phi Omega
 - Alumni Association Scholarship
- Search

Create Requisition

Company * X Marymount University ...

Requester * X La'Sandra N. Lockett ...

Currency * X USD ...

Requisition Type

Deliver-To X Main Campus ...

Ship-To * X 2807 N. Glebe Rd. Arlington, VA
22207 United States of America

Fund X 11 Private Restricted

Cost Center X 8000089 Gifts and
Endowments General

Grant

Gift X Active Minds

Function

Additional Worktags

Once Gift is selected,
Fund and Cost Center will
automatically populate