



2025 R1 Release Sign Off



WORKDAY 2025 R1 RELEASE

Let's get you ready to understand and enable the features and functionality that will be available in your next Workday Feature Release.

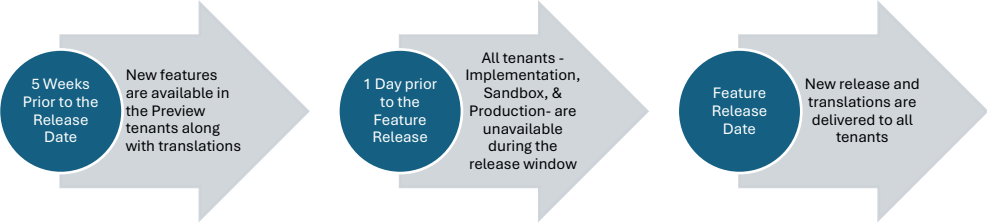
Allison Orr



General Feature Release Information

Important Dates

As per Workday’s feature release timelines, this will take place bi-annually. Although subject to change, this typically takes place during the months of March and September, respectively. It is important for customers using Workday to be prepared for these releases and thus the following timelines are important to note in your calendars:



Keeping Up with Feature Releases

To get the full value of your Workday tenant, it’s important to stay up to date with the what, how and why of new features. Understanding the changes may help you enable business needs that were previously unavailable to you on Workday. Here are some of the places where you can stay up to date with the changes:

Release Center

[This](#) is a central place where all information related to upcoming releases resides.

Feature Release Schedule

Review the upcoming dates for each feature release and incorporate them into your planning process:

Feature release name	Start of release preparation window	Feature release delivery
Workday 2024 Release 2	17 August 2024	21 September 2024
Workday 2025 Release 1	8 February 2025	15 March 2025
Workday 2025 release 2	16 August 2025	20 September 2025

For more information for the upcoming release visit the [customer preparation timeline](#)

Feature Release Overviews

Workday provides recorded strategy presentations covering what's in scope for the next Feature Release and the current vision for future Feature Releases. These are available on Workday Community.

What's New Videos

Workday's product management makes these videos available to describe new features targeted for Feature Release

Workday Documentation

Workday publishes documentation to walk you through deployment and configuration for each new release.

Announcing of Next Feature Release

An overview of the features and functionality that is expected to be delivered in the next Feature Release, as well as information on Workday technical requirements can be found on Workday Community

What's New in Workday

By simply searching for the report "What's New in Workday" in your tenant, you will have a view of new features and whether they are auto available or require setup.

Important to Note

Automatically Available Features

This means that the feature will be automatically included in the release and customers should ensure that necessary training material has been updated.

Features to be Configured

This means that the feature -although available- requires configuration for it to be used in the tenant. Customers should ensure that necessary training material has been updated.

Albida

As a Workday Partner, we are well versed in the features and functionality available on your Workday tenant. Our role is to ensure that you can realise the value of your tenant and help impact your business in a positive way.

R1 2025 Workday FINS Accounting and Finance

R1 2025 Automatically Available Features

Feature	Description
Worktags for Expense Journal Lines	Tax Accountants can now see tax worktags on the spend journal line that was generated for the expense report line. The following worktags are included for spend lines when accounting is generated for expense reports with tax: • Tax Applicability • Tax Code
View Journal Lines	Workday provides a new journal line drill down and related action on operational and accounting journal entries. This feature enables you to: • Drill into journal lines for related details. • Perform related actions on journal lines.
Write Off Customer Invoices with VAT on Payment	Workday further streamlines your customer write-off process by now automatically reversing tax when you write off customer invoices with balancing worktags and value-added tax (VAT) on payment enabled. This update eliminates the need to create manual journals to reverse tax when you write off customer invoices with balancing worktags and VAT on payment enabled, saving you time and reducing the risk of data entry errors.
Tax Accounting for Customer Invoice Adjustments	When you apply adjustments to customer invoices with balancing worktags and value-added tax (VAT) on payment enabled to decrease the amount due from a customer, Workday now reverses the corresponding tax amounts on the customer invoice applications. This update increases the accuracy of your accounting and reporting.

R1 2025 Features to be Configured

Feature	Description
Worktag Change Lease Amendments	Workday provides a new Worktag Change lease amendment type that you can use to change worktags on the contract lines for operating lease contracts with straight-line or ROU asset operating expense accounting methods, enabling you to automatically update the lease accounting transactions. This update streamlines the lease amendment process and eliminates manual effort in making changes to worktags for lease contracts.

R1 2025 Workday FINS Close and Consolidate

R1 2025 Features to be Configured

Feature	Description
Assign Match Status for Intercompany Journal Lines	To support manual intercompany matching and reconciliation reporting, Workday delivers new tasks to mark intercompany journal lines as available or unavailable for matching. These tasks give you the flexibility to include or exclude intercompany journal lines you want to manually match across 2 or more companies.
Display Custom Reports on the Close and Consolidation Hub	You can now customize the cards on the Overview tab of the Close and Consolidation hub to display custom matrix reports of your choice, rather than reports delivered by Workday. You can quickly view the information most relevant to your needs.
Allocation Plans for Financial Accounting	With this release, Workday enhances the Allocation Pools feature and delivers new Allocation Plans. These plans support a financial process that allocates shared costs or revenue across various dimensions based on a top-down, customer-configured structure. You can use allocation plans to comply with legislative requirements, or a defined expense or revenue allocation. This allows for managing and reporting of shared costs across companies, cost centers, grants, and programs.

R1 2025 Workday FINS Accounting Center

R1 2025 Automatically Available Features

Feature	Description
Accounting Source Analytics Data Source Security Configuration	Workday now enables you to make bulk updates to the Prism Data Source security configuration for all reportable tables and datasets for an accounting source. You no longer have to access and run the Edit Data Source Security task for each table and dataset individually. You can now use a single task to change the reporting permissions for each table and dataset in an accounting source.
Support for Multiple Transaction Currencies in Accounting Center	Workday now enables you to process transactions that use multiple transaction currencies. You no longer have to use the same transaction currency for all journal lines created from a transaction. This increases efficiency when generating a balanced journal entry for transactions with multiple transaction currencies.

R1 2025 Features to be Configured

Feature	Description
Accounting Center Detailed Journal EIB and Attachments Functionality	Accounting Center Detailed Journal EIB is useful in certain cases, including: — Correct data created by traditional batch processing. — Create reversing accruals in the current period for source data that isn't yet in the Accounting Center. Workday now delivers a new Accounting Center Detailed Journal EIB template, enabling you to add additional attributes in columns instead of rows on the Accounting Center Detailed Journal EIB. Also, Workday now secure the tasks for adding and changing or deleting attachments to separate subdomains. The new domain enables you to secure access at a more granular level and prevents unintended access to tasks.
Analytic Dimensions in Accounting Center	By utilizing the new Instance Mapping Stage in Prism to convert a Text field to an analytic dimension Instance field, you will have the ability to group, filter, and prompt on these fields when reporting on a Prism data source using Workday reporting tools. You can add Analytic Dimensions to your Accounting Center data in the enrichment stage of an Accounting Source and leverage them as additional attributes on your Detailed Journal Lines, or introduce Analytic Dimensions in the Prism pipeline after Accounting Center processing is complete.
Contextual Security by Accounting Source	With Workday 2025 R1, Workday delivers contextual security by accounting source. Access to accounting sources are governed by the source system. When you create or edit an accounting source and select a source system, Workday limits access to the accounting source based on the constrained Roles - Source System security group defined for the source system.
Support for Interworktag Affiliate Values in Accounting Center (only applicable if primary worktag balancing is enabled in your tenant).	Workday now enables you to process transactions with interworktag affiliate values when you balance a journal by the required balancing worktag in Accounting Center. This enables you to define interworktag affiliate values for use on Accounting Center detailed and summary journal lines. You can also create financial reports by applying interworktag eliminations for journal lines from Accounting Center.

R1 2025 Workday FINS Prism

R1 2025 Automatically Available Features

Feature	Description
Join Stage Join Types	Workday continues to improve the Join Stage task by adding a new Join Type. You can now select a Left Anti Join or Right Anti Join as a join type in a Join Stage, enabling you to quickly return only

	the values that do not match. You can now select a Left Anti Join or Right Anti Join as a join type in a Join Stage, enabling you to quickly return only the values that do not match.
Prism Calculated Field Expression Validation	Workday strengthens and adds more validation checks of boolean expressions in Prism calculated fields, communicating to dataset editors even earlier of invalid calculations.

R1 2025 Features to be Configured

Feature	Description
Analytic Dimensions for Prism Analytics	You can now bring in external dimensional data and store it in Prism Analytics as user-defined instance data. By storing external dimension data in Prism as an Instance field instead of a Text field, you can take advantage of more functionality in Workday's reporting tools, such as grouping, filtering, and prompting.

R1 2025 Workday FINS Accounts Receivable

R1 2025 Automatically Available Features

Feature	Description
View Intercompany Receipt Fields	With this release, we update the View Intercompany Receipt report to include additional fields and data.
Workday Docs for Layouts for Customer Statements	With this release, you can add custom business form layouts based on Workday Docs for Layouts when you create or edit customer statement print layouts.

R1 2025 Features to be Configured

Feature	Description
Customer Refund Reporting	With this update, we deliver new customer refund report fields that you can use in your custom reports. Note: To use these report fields, you must opt in to the Customer Refunds Optimization feature on the Maintain Feature Opt-Ins report.
Separate Payments for Customer Refunds in Settlement Runs	With this release, we enable you to process separate payments for customer refunds in a settlement run. We also rename and group the payment separation options on the customer and sponsor profile for clarity. Note: To use this enhancement, you must opt in to the Customer Refunds Optimization feature on the Maintain Feature Opt-Ins report.

R1 2025 FINS Workday Projects

R1 2025 Automatically Available Features

Feature	Description
Enhance Schedule Project Budget Mass Update	We enhance the Schedule Project Budget Mass Update task by preventing multiple updates to the same project budget from running concurrently, ensuring that your project budgets remain accurate.
Project Budgets - Time and Expense for Phase and Task	We enhance Project Budgets by enabling you to use time and expense contract lines to create revenue plan lines at the project phase and task level.

Report Field - Worker Is Assigned or Associated

We add a new report field, Worker is Assigned or Associated, that returns a true or false value depending on whether a worker is assigned or associated to any project. It replaces the field Worker Projects - Do Not Use, which Workday plans to fully retire in a future release.

R1 2025 Features to be Configured

Feature	Description
Task Level Forecasts on Resource Forecaster	We enhance the Resource Forecaster by enabling you to create and edit task level resource forecasts. We add a new Task column to the grid which you can sort and filter to display Project Plan Tasks.

R1 2025 Workday FINS Project Billing

R1 2025 Automatically Available Features

Feature	Description
Midweek Project Changes with Enter Time by Type	With this release, workers can enter project time in Enter Time by Type after midweek project or project plan task eligibility changes, or midweek project inactivations.
Workday Docs for Layouts for Customer Statements	With this release, you can add custom business form layouts based on Workday Docs for Layouts when you create or edit customer statement print layouts.

R1 2025 Workday FINS Revenue Management

R1 2025 Automatically Available Features

Feature	Description
Project Phases and Tasks for Fixed Fee Customer Contract Lines, for Cost-Based % Complete	You can add project phases and tasks on fixed fee project customer contract lines, enabling you to enter amounts at a more granular level, bill, and recognize revenue for multiple stages of a project, eliminating the need to create multiple projects. This capability already exists for: • Project time and expense contract lines. • Value-based project contract lines. • Fixed fee project contract lines when percent complete is calculated by hours. We now extend this capability to fixed fee project contract lines when percent complete is calculated by cost. For this release, we support phase and task granularity for percent complete configurations using these Estimated Cost Factor options: • Baseline • Forecast • Manual Input

R1 2025 Features to be Configured

Feature	Description
Transfer Project Time Blocks within Closed Time Entry Periods	We now enable you to transfer time blocks within closed time entry periods without triggering time calculations or retroactive payroll calculations to run.

R1 2025 Workday FINS Asset Management

R1 2025 Features to be Configured

Feature	Description
Worktag Change Lease Amendments	Workday provides a new Worktag Change lease amendment type that you can use to change worktags on the contract lines for operating lease contracts with straight-line or ROU asset operating expense accounting methods, enabling you to automatically update the lease accounting transactions. This update streamlines the lease amendment process and eliminates manual effort in making changes to worktags for lease contracts.

R1 2025 Workday FINS Supplier Accounts

R1 2025 Automatically Available Features

Feature	Description
Header Field Highlighting for Workday Scanned Supplier Invoices	With this release, Workday delivers additional features for Supplier Invoice Scanning (OCR) by highlighting equivalent header fields between your scanned invoice PDF and Workday invoice. These enhancements improve your user experience, assisting with visual scanning and helping reduce time to review and process invoices
Data Stamping on Supplier Invoices	Workday permanently stores legally required information from supplier invoice fields. Workday retains the original information from various invoice fields after you approve the invoice, which helps with compliance and auditing requirements. The following is delivered: • A Remit-to-Address report field to enable you to report on this field when the remit-to-address is different from the supplier's address. • A Supplier Invoices as of Approval Date relational data source to enable you to report on supplier invoices approved before or after a date you specify.
Supplier Invoice Work Area Improvements	Workday delivers various enhancements to the Supplier Invoice Work Area that improve usability of columns, search criteria, button appearance, and labeling, among others.

R1 2025 Features to be Configured

Feature	Description
Touchless Supplier Invoices	Workday automatically submits purchase order-related OCR supplier invoices into the business process according to a set of rules that you configure. This feature increases OCR invoice processing efficiency by eliminating any manual intervention on the supplier invoice up to the submission of the invoice; it also reduces invoice processing cycle times.
Ensure OCR Supplier Invoices Have Required Fields	This feature ensures that you are able to configure required fields for your touchless supplier invoices before auto-submission, which helps to avoid delays where supplier invoices need to be reworked to be usable.
Hide or Show Optional Fields on Supplier Invoices	Workday now enables you to hide or make optional fields required on supplier invoices and supplier invoice adjustments. The ability to make fields required on supplier invoices makes the field display with a red asterisk in the label. This renders the requirement more visible to you when you're entering invoice data and prevents users from submitting an invoice with missing required data.
Machine Learning Automatically Links Supplier Invoice Lines to Associated Purchase Order Lines	Machine Learning now automatically links supplier invoice lines to their associated purchase order lines when you create a supplier invoice. Enabling Machine Learning for purchase order line linking improves supplier invoice processing efficiency by eliminating the need for you to link supplier invoice lines to their associated purchase order lines manually when you create a supplier invoice.

Purge Supplier Accounts Attachments

Workday now enables you to purge attachments from key supplier accounts documents in your tenant. Purging attachments helps you meet privacy and document retention requirements.

R1 2025 Workday Expenses

R1 2025 Features to be Configured

Feature	Description
Visa Level 3 Hotel Data for Expense Credit Cards	Workday continues to enhance data for credit cards and credit card transactions. We update the Visa Commercial Format 4.4 (VCF 4) integration template, enabling you to view and report on level 3 hotel data from Visa credit card transactions. You can also now use Visa level 3 hotel credit card transaction data to automatically populate itemization lines on hotel expenses.
Enhanced Security for Credit Card Accounts, Files, and Transactions	We enhance security for credit card-related domains to provide greater control over data that's related to corporate credit card billing accounts, credit cards, credit card transactions, and files. This feature impacts all areas of Workday that use expense credit cards, credit card transactions, and billing accounts.

R1 2025 Workday FINS Procurement

R1 2025 Automatically Available Features

Feature	Description
Display All Names for Requisitions Awaiting Action by Multiple Users in the Requisitions Worklet	Workday enables you to view the names of all users for requisitions awaiting action by more than one user. This enhancement improves the efficiency of your requisitioning process.
Add Reasons and Comments for Cancelling or Closing Requisitions in the Requisitions Worklet	Workday enables you to now add reasons for canceling or closing requisitions in the Requisitions worklet. We also enable you to add an accounting date override when closing a requisition. You can now record reason codes and comments when you cancel or close a requisition in the Requisitions worklet, enabling you to maintain a system of record for auditing and tracking purposes.
Manually Close and Reopen Requisition Lines	With this update, we enable you to close individual requisition lines while keeping the partially sourced requisition open. You can now also reopen closed lines manually. This update provides you with more flexibility with requisition sourcing. This reduces overhead created by managing requisition lines that don't need to be sourced, and reduces downstream effects of sourcing unneeded goods or services.

R2 2024 Features to be Configured

Feature	Description
Bulk Import Submit Procurement Mass Close Web Service	We deliver a new Bulk Import Submit Procurement Mass Close web service. This expedites your mass close requests and streamlines business processes.
Manufacturer & Manufacturer Part Number as Primary Attributes for Purchase Items	With Workday 2025 R1, we deliver the ability to display an item's manufacturer and manufacturer part numbers as primary attributes on a purchase item's header information, instead of in its alternate Item identifier information. These fields are crucial for various supply chain activities such as procurement, standardization, value analysis, and recall management. By making these fields unique primary item attributes, we better enable search functionalities, and enhance visibility within the item and in reporting.
Expand Multi-Supplier Functionality to Multi-Participant Contract Types.	With this release, we now enable you to select both multi-supplier and multi-participant options when configuring contract types. We improve contract management, enabling you to manage a single contract with multiple suppliers and participants instead of having to create multiple contracts for each participant or supplier, improving efficiency.

R1 2025 Workday FINS Banking and Settlement

R1 2025 Automatically Available

Feature	Description
Bank Account Number Format Validators	We enhance the Format Validator prompt on the Create Payee Bank Account Validation Override task by adding new filters that display country-specific validation attributes and all other validation attributes in your tenant. You can now select from recommended country-specific attributes or other attributes for all countries when you configure bank account number format validators to display for payee bank accounts, enabling you to meet banking requirements and improve financial efficiency.
Bank Accounts Associated to Company Hierarchy for Workday Bank Connectivity	With this release, Workday adds support for company hierarchy-owned bank accounts for Workday Bank Connectivity. You can now integrate hierarchy-owned bank accounts by specifying the legal owning company. Workday uses this company as referential data for the Kyriba system. This enhancement enables you to use a single payroll bank account to fund payroll payments for multiple entities within a company hierarchy when you use Workday Bank Connectivity.

R1 2025 Features to be Configured

Feature	Description
Additional Settlement Run Advanced Filters	Workday expands the advanced settlement filtering for payment categories by enabling you to now select open intercompany transactions as well as on-cycle and off-cycle payroll payments in settlement runs using reporting capabilities. This enhancement provides you with more granular control over payable documents that you're settling, greater flexibility in filtering open items, and extended use for your custom report fields.

R1 2025 Workday Business Processes

R1 2025 Automatically Available Features

Feature	Description
Automatic Advance of Business Processes when Integrations Fail	With this release, we now enable you to automate whether your business processes can advance, even if associated integrations fail.
Edit To Do Task	Workday now enables you to use a standalone task or related action to edit To Dos.
Latest Event Record Moment for Reassigned Business Process Tasks	With this release, we provide a more accurate date and time when a business process task is successfully reassigned to another person to act on.
Routing Modifier Support on the Request Business Process	With this release, we add support for the Primary Position and Additional Positions routing modifiers on the Request business process.

R1 2025 Workday OfficeConnect

R1 2025 Features to be Configured

Feature	Description
---------	-------------

Support for Multiple Reporting Models	With this release, for OfficeConnect for Financial Management, Workday enables you to create up to 3 different reporting models. You can have different reporting models for different groups in your organization with different dimensionality for financial analysis.
Historical Data in the Reporting Model	We now enable you to report on 5 years of historical data in OfficeConnect for Financial Management. By reporting on additional historical years, you can: • Track historical trends. • Support end-of-year closing. • Do ad hoc historical analysis.
View Reporting Model Configuration History Report	We deliver a new View Reporting Model Configuration History report, enabling you to track configuration changes to the reporting model. This report is available to only OfficeConnect for Financial Management.
Support for Accounting Center Data in OfficeConnect for Financial Management	For OfficeConnect for Financial Management, we now enable you to report on these data stored in Prism data sources: • Accounting Center data • Other ledger-like data

R1 2025 Workday Reporting

R1 2025 Automatically Available Features

Feature	Description
Mass Copy Composite Report Rows	Workday simplifies report authoring by enabling you to mass copy composite report rows. This feature improves report implementation productivity, reduces the time and effort to maintain reports, and helps promote report consistency.
Configurable Facet Sorting on Search Reports	With this release, we give you more control over custom search reports by enabling you to sort facet values. This feature improves search report usability and productivity by giving you more control over how facet values display.
Maintain Calculated Fields Task	With this release, we enhance the Maintain Calculated Fields task by providing additional columns and options. We add these 2 new columns on the Maintain Calculated Fields task: • Usage, which enables you to view where you use the calculated field. • Convert, which enables you to convert a tenant-wide calculated field into a report-specific calculated field.
Maintain Calculated Fields for Report Task	With this release, we enhance the Maintain Calculated Fields for Report task by providing additional columns and options. We add these 2 new columns on the Maintain Calculated Fields for Report task: • Usage, which enables you to view where you use the calculated field. • Convert, which enables you to convert a report-specific calculated field into a tenant-wide calculated field. You can click Convert All to quickly convert all report-specific calculated fields into tenant-wide calculated fields.
Arithmetic Summarization Calculations for Advanced Reports	With this release, Workday continues to make improvements to advanced reports by supporting arithmetic summarization calculations. For easier extraction of values, you can now use advanced reports enabled as Reports-as-a-Service when they include Workday-delivered summarization calculations.
Business Views for Reporting	Workday improves on the Report Writer authoring experience by enabling you to use business view data sources that blend data from multiple data sources on composite reports and dashboards. This feature enables you to perform more robust analyses on your data by using Workday-delivered and custom reports that use business view data sources.

R1 2025 Workday User Experience

R1 2025 Automatically Available Features

Feature	Description
Supplier Invoice Pop Out for Attachment Previewer	Workday now enables you to undock the supplier invoice attachment previewer to a separate window.