OneRF Terminology Crosswalk

Last Update: January 28, 2026

This document presents a glossary of terms used by legacy processes of the Research Foundation of the City University of New York (RFCUNY) alongside new terms used by RFCUNY's OneRF platform. This is a living document and will be updated as necessary.

RFCUNY Legacy Term	OneRF	Description
1099 Reviewer	1099 Specialist	These are the individuals responsible for processing your 1099 requests.
Accrual Balances (Charged and Accrued Balances)	Absence Balance View Time Off Report "Time off Results by Period"	Provides visibility into accrued, used, and remaining time off balances by period.
Anticipated Award Amount	Anticipated Sponsor Direct Cost; Anticipated Facilities And Administration; Anticipated Sponsor Total	N/A
Appointment	Job / Position	Appointments are now structured as Jobs tied to Positions.
Area of Discipline	NSF Code	Used for reporting research and development (R&D) expenditure data to the NSF Higher Education Research and Development (HERD) Survey.
Assistant Project Administrator (APA)	Assistant Grant Manager (AGM)	New RFCUNY title displayed in OneRF
Attributes / Columns	Reportable Item	A term used by OneRF's Workday platform to describe data that can be included in reports.

RFCUNY Legacy Term	OneRF	Description
Authorized Signatory	Authorized Signatory (Contingent Worker Role)	A role in OneRF which continues to approve financial and personnel actions.
Award Period	Award Calendar and Award Schedule	Award period start and end dates are now found in the Award Calendar and Schedule in OneRF.
Budget	Plan	May be referred to as budget or plan within the OneRF system.
Budget Line	Position Budget	Budgeted amount associated with a position.
Budget Period	Award Calendar and Award Schedule	Award period which includes Budget Period.
Campus / Department	Supervisory Organization (Sup Org)	Defines reporting lines and approval routing.
CFDA#	Assistance Listing	Assistance Listing is the identifying number assigned to federally sponsored and federal pass-through awards, as reflected in the Awards Overview tab.
College	Cost Center	In OneRF, the term "College" replaces "Cost Center" to mean an organizational unit used to track where costs are incurred.
P&P Administrator	Procurement Settlement Specialist	Perform procurement settlement functions for assigned organizations. Examples include generating procurement card transaction payments. Approval authority for settlement business processes.
Contractor/ Consultant	Contingent Worker	A contingent worker (formerly contractor) is a person or company that signs a contract to supply materials or workers to perform a service that takes more than a day to perform the service.

RFCUNY Legacy Term	OneRF	Description
Co-PI	Principal Investigator (Grant)	All Principal Investigators, including Co-PIs, are now classified as PIs within OneRF.
Customer Invoice (Internal)	Internal Service Delivery (ISD)	This transaction type will be used for internal customer billings (CUNY PIs) where the Service Center Fund will receive Revenue and Service Center Usage fees will be allocated to Grants (either GC or AF grants).
Customer Invoice (External)	Customer Invoice	This transaction type will be used for external customer billings (non-CUNY PIs) for Service Center usage.
Degree Program	Academic Level	Degree program information is in our data collection form for stipend awardees.
Document ID	Sponsored Award Reference	Reference used for Awards other than Federally Sponsored
Dual Appointment	Additional Job	Multiple appointments are handled as multiple jobs under one worker record.
Employee Type FT /PT	Time Type	Indicate if employee is Full-Time or Part-Time
Encumbrances	Obligations	An obligation is a confirmed commitment (e.g., PO that was issued)
ePay preparer	Preparer	This can be a delegate or individual that are assigned as a preparer who assists the PI
E-payment in the Queue	Notification	Alerts that are triggered to notify users about important events or actions required in the system.
E-payment invoice review	Match Exception	Once a purchase order is created, match exception rules will be applied to validate and match the invoice against the purchase order and receipt

RFCUNY Legacy Term	OneRF	Description
E-payment Request	Supplier Invoice Request	Purchases should be made primarily through the Requisition à Purchase Order route. To pay a supplier when there is no related purchase order, use the "Supplier Invoice Request" task in OneRF's Workday platform.
F&A	Current Rate	In Award Lines F&A Section- indicates F&A rate
Fringe	Region	Same Fringe rates from before F1/J1 2%, FT/PT-A 35%, PT-B 8%, Fixed fringe 8%, and Sabbatical 8%
Fringe Benefits	Benefits / Employer Paid Costs	Fringe is calculated and applied automatically in OneRF's Workday platform. .
Fringe Rate	Benefit Rate	Managed centrally and applied system-wide.
Fringe Status	Fringe Benefit	F1/J1, Fixed Fringe, or Sabbatical
Fund Group	Revenue Category	Selected as Federal, City, State, or Private during the award establishment process
G&C	Grant Management	The process of tracking and managing funds provided by grants, ensuring compliance with regulations.
Grants Officer (GO)	Grants Officer (GO) *(Contingent Worker role)*	GOs are "hired" into OneRF's Workday platform to enable HCM and financial transactions.
Group Manager	Sponsored Program Manager (SPM)	N/A
Hour Per Biweekly Period	Scheduled Weekly Hours	Hours are now recorded on a weekly basis not biweekly

RFCUNY Legacy Term	OneRF	Description
Hours/Period	Weekly Hours	Displays the employee's scheduled weekly work hours
HR Staff / RFCO	HR Partner / HR Administrator	Elevated authority roles that can initiate and finalize transactions.
Item Description	Sales Items/Sales Item Group Name	This is equipment that is being used and billed for at each of the Service Centers.
Items Purchased	Goods	Tracks spend for physical objects, which can be expensed, capitalized, or issued to a worker.
Leave of Absence	Leave of Absences Leave Type	Leave of absence types and balances
Leave of Absence balances (Extended period of leave)	Leave Balance	Shows balances related to extended leave of absence entitlements
Leaves Administrator	Absence Partner	HR Team responsible for managing and supporting time off and leave processes.
Legacy system, no record or audit trail of when time off and leave of absence was requested	In OneRF, there will be record and approval audit trail under "Absence Requests/Time off Requests" section	Maintains a record of when time off was requested, approved, or denied.
Legacy system, there is no record of leave of absence approval, and duration visible to the employee and PI	In OneRF, there is a report called "View Leave Results"	Employees and PIs can view leave of absence history, duration, and leave type.
Location	Cost Center	Campus Location
Manager	Manager (Sup Org Manager)	Drives workflow approvals and visibility.
Manager of Business Systems	Accounts Payable Settlement Specialist	Perform accounts payable settlement functions for assigned organizations. Examples include generating supplier payments and ad hoc payments. Approval

RFCUNY Legacy Term	OneRF	Description
		authority for supplier accounts and settlement business processes.
Mode Pay	Award Line Types	Cost Reimbursable or Fixed. Specification is made by GMs to correctly identify the billing method in the award establishment process.
MOU/ ICA/ Subaward Contract	Supplier Contract	A formal agreement between an organization and a supplier that outlines the terms, conditions, pricing, and delivery schedules for a certain period or transaction.
N/A (Term did not exist in RFCUNY Legacy Systems)	Application	The employee's homepage in OneRF contains a dashboard with applications, also called Worklets, that contain shortcuts to useful links, reports, and tasks. These applications vary depending on the employee's OneRF profile.
N/A (Term did not exist in RFCUNY Legacy Systems)	Manager Metrics	The Manager Metrics section is exclusively accessible to those in the Accounts Payable Lead role. It offers a comprehensive overview of the following: Invoices: View available invoices, identify who submitted them, and see which ones are in draft status. **Assigned Invoices:** Check which invoices are currently assigned or note if none are assigned. **Reports:** Access various reports, including processing metrics. **Manual vs. Supplier Request:** Compare manual invoices with supplier requests. **PO Invoices:** Once Purchase Orders (POs) are created, view PO vs. non-PO invoices. **Managed vs. Unmanaged Spend**: Track and compare managed vs. unmanaged spending.

RFCUNY Legacy Term	OneRF	Description
		• **Filter:** Use the filter button (blue link) to set date ranges and filter reports based on managed and unmanaged spend. The Manager Metrics dashboard provides a detailed overview to effectively manage and track accounts payable tasks.
N/A (Term did not exist in RFCUNY Legacy Systems)	Buyer - Grant	AP staff at RFCUNY
N/A (Term did not exist in RFCUNY Legacy Systems)	Grant Financial Analyst	RF Staff - view access to grant
N/A (Term did not exist in RFCUNY Legacy Systems)	Accounts Receivable	The management of money owed to the organization by customers or clients.
N/A (Term did not exist in RFCUNY Legacy Systems)	Application	The employee's homepage in OneRF's Workday platform. It contains a dashboard with applications, also called Worklets, that contain shortcuts to useful links, reports, and tasks. These applications vary depending on the employee's Workday profile.
N/A (Term did not exist in RFCUNY Legacy Systems)	Award (version 0, 1, 2) version #	Award version other than zero indicates that Award or Budget Amendments were made in the initially created award or budget
N/A (Term did not exist in RFCUNY Legacy Systems)	Award History	Sequence of Tasks and Events performed by G&C that can have time stamps and names of Individuals who performed the tasks.
N/A (Term did not exist in RFCUNY Legacy Systems)	Award Line Types	Cost Reimbursable or Fixed. Specification is made by GMs to correctly identify the billing method in the award establishment process.

RFCUNY Legacy Term	OneRF	Description
N/A (Term did not exist in RFCUNY Legacy Systems)	Award Lines	Each award can have one or more Award Lines to reflect different funding periods or conditions within one project (e.g., initial and supplemental funding)
N/A (Term did not exist in RFCUNY Legacy Systems)	Basis Type	Base for F&A calculations and exclusion applied to arrive at MTDC Base for F&A, e.g., MTDC no Equipment, Stipends, Scholarships, and Fellowships, Tuition and Fees, Construction and Renovations, and Subaward
N/A (Term did not exist in RFCUNY Legacy Systems)	Billing Schedule	A schedule that is created for the award to ensure correct billing method and invoicing the sponsor in specific intervals, e.g., monthly, quarterly
N/A (Term did not exist in RFCUNY Legacy Systems)	Budget Check	Step in the business process where the budget balance is reviewed and the transaction can be stopped due to insufficient budget funds
N/A (Term did not exist in RFCUNY Legacy Systems)	Business Process	The set of tasks that need to be completed for an event to occur, the order in which they must be done, and who has a specific security role to do them.
N/A (Term did not exist in RFCUNY Legacy Systems)	Commitments	Pre-encumbrance and a financial obligation for a future expense before the actual cost is incurred-funds that RF promised or earmarked to spend.
N/A (Term did not exist in RFCUNY Legacy Systems)	Goods Receipt	Confirmation that the goods have been physically received from the supplier. This step is used to match items against the Purchase Order and initiate payment processing.

RFCUNY Legacy Term	OneRF	Description
N/A (Term did not exist in RFCUNY Legacy Systems)	In-Subaward	Field that indicates who the subawardee's sponsor is. "Prime Award" becomes a required field if "In Subaward" box is checked in the award establishment process.
N/A (Term did not exist in RFCUNY Legacy Systems)	NACUBO	The term NACUBO refers to the National Association of College and University Business Officers, which provides standardized financial reporting frameworks widely adopted in higher education. Institutions utilize NACUBO's guidelines to ensure consistency and compliance in financial reporting, particularly for expenditures and fund allocations
N/A (Term did not exist in RFCUNY Legacy Systems)	Object Class	A code that is used to establish a group considered as one class for spend categories.
N/A (Term did not exist in RFCUNY Legacy Systems)	Payment Election	Before creating an expense report, employees must add a payment election, which specifies where the reimbursement should be routed.
N/A (Term did not exist in RFCUNY Legacy Systems)	Positions	A seat or seats that a specific worker occupies. A position is not a job title in OneRF's Workday platform. A worker can have multiple position
N/A (Term did not exist in RFCUNY Legacy Systems)	Procurement Buyer	An individual responsible for creating and managing purchase orders, negotiating prices, and overseeing supplier relationships
N/A (Term did not exist in RFCUNY Legacy Systems)	Punchout	A supplier's link within OneRF's Workday platform that allows PIs to shop on suppliers' websites, using their

RFCUNY Legacy Term	OneRF	Description
		catalogs while completing checkout, approval, receiving and payment processes.
N/A (Term did not exist in RFCUNY Legacy Systems)	Requisition Approval Workflow	The sequence of approvals required for a purchase requisition to be approved before a purchase order is created. It ensures the correct person reviews and approves the requisition.
N/A (Term did not exist in RFCUNY Legacy Systems)	Requisition Sourcing Console	The Requisition Sourcing Console displays any requisitions that are awaiting sourcing. From this view, you can see the assigned sourcing buyer and take action directly on the requisitions as needed.
N/A (Term did not exist in RFCUNY Legacy Systems)	Roles	A group of people with specific responsibilities and permissions
N/A (Term did not exist in RFCUNY Legacy Systems)	Security Group	A collection of users assigned specific permissions to access or perform certain tasks and data.
N/A (Term did not exist in RFCUNY Legacy Systems)	Sourcing	The process of identifying, evaluating, and selecting suppliers. OneRF's Workday platform supports sourcing by managing RFPs, RFQs, and supplier evaluations.
N/A (Term did not exist in RFCUNY Legacy Systems)	Spend Authorization	Payment request for travel or travel reimbursement
N/A (Term did not exist in RFCUNY Legacy Systems)	Spend Management	The Spend Management Overview provides access to key areas such as settlement, supplier management, procurement, and expenses. When you

RFCUNY Legacy Term	OneRF	Description
		click the overview button, it opens a dashboard that includes useful reports and a list of to-do tasks.
N/A (Term did not exist in RFCUNY Legacy Systems)	Supplier Contract	A formal agreement between an organization and a supplier that outlines the terms, conditions, pricing, and delivery schedules for a certain period or transaction
N/A (Term did not exist in RFCUNY Legacy Systems)	Supplier Performance	Evaluation of a supplier's efficiency, quality of service, timeliness of deliveries, and compliance with terms.
N/A (Term did not exist in RFCUNY Legacy Systems)	Supplier Portal	A self-service portal that allows suppliers to manage and track their purchase orders, invoices, and contracts with the organization.
N/A (Term did not exist in RFCUNY Legacy Systems)	Uninvoiced Purchase Orders	The Uninvoiced Purchase Orders report is a critical tool that helps identify purchase orders that have not yet been invoiced. The report displays key details such as the number of uninvoiced items, the corresponding invoice amounts, and the associated suppliers.
N/A (Term did not exist in RFCUNY Legacy Systems)	User Base/Role Base	The user base is assigned to a specific person. Role base is assigned to a role.
N/A (Term did not exist in RFCUNY Legacy Systems)	Workday Reports	Reports that exist in within OneRF's Workday database

RFCUNY Legacy Term	OneRF	Description
N/A (Term did not exist in RFCUNY Legacy Systems)	Worktag	Worktags are Keywords assigned to transactions and supporting data to establish common relationships through classification. OneRF's Workday platform assigns specific worktags such as PI's Name, Cost Center, GC Grant Team to correctly link every related transaction.
NRA Approval	NRA Reviewer	The NRA Reviewer is a custom group designated for reviewing transactions. If you're working with a non-U.S.-based entity or foreign individual transactions will be routed to this group for review.
Object Code	Cost Center/ Spend Category	A worktag that represents "where" revenue or expenses are being recorded. Cost Centers generally have departmental budgets assigned to them.
Object Code	Revenue Category	This refers to the account where the revenue is recorded upon invoice payment and application.
Official Final Invoice	Supplier Invoice	A document sent by a supplier requesting payment for goods or services provided. It can be matched against the Purchase Order (PO) and goods receipt to ensure accuracy.
Outlook/Manual email	E-mail Ingestion	You can configure a designated email address where all your suppliers can send invoice copies or related documents. Once set up, the system will automatically ingest and populate the information into OneRF.
P&P	Accounts Payable (AP)	The process of managing the organization's liabilities to suppliers, including payments and invoices.

RFCUNY Legacy Term	OneRF	Description
P&P Administrator	Accounts Payable Data Entry Specialist	Perform accounts payable data entry functions for assigned organizations. Accounts payable data entry specialists is the invoice processors. Examples include creating supplier invoices and recurring supplier invoices.
P&P Administrator	Procurement Data Entry Specialist	Perform procurement data entry functions for assigned organizations. Approval authority for procurement card verification only.
P&P Administrator	Purchase Order Buyer	Perform sourcing functions for assigned organizations. Examples include units of measure, purchase items, requisitions, purchase orders, and receipts. Approval authority for procurement business processes.
P&P Administrator	Supplier Contract Specialist	Perform supplier contract functions for assigned organizations. Examples include supplier contracts and recurring supplier invoices. Approval authority for procurement business processes.
P&P Approved	Business Process Approval	A process step where a manager or authorized person reviews and approves or denies a request or action in OneRF.
P&P Managers	Accounts Payable Operations Lead	Your Accounts Payable Operations Lead typically functions in a managerial role, with approval authority. While they can perform transactions, their primary responsibility is overseeing approvals, and they are usually the ones I've set up in your environment or tenant to handle most of the approval processes.

RFCUNY Legacy Term	OneRF	Description
PA/APA	Grant Manager and Assistant Grant Manager	Grant Manager and Assistant Grant Manager who manage the project budgets. They make sure there is enough funds in the grant to pay invoices.
Payment Request	Processor Metrics	You can view anything that's pending approval, along with the number of days it has been pending. Additionally, there is a helpful graph that visualizes the status of these invoices, providing an overview of the pending approvals.
Payment Request/Kuali/Front End	Supplier Accounts Hub	If your work involves invoices or anything invoice-related, you'll be spending the majority of your time here. This area serves as a one-stop shop for all invoice-related tasks. In this work area, you can view your defaulted tasks and access a range of invoice-related functions. You are able to: • View work priorities and identify past due invoices. • Create invoices, adjustments, recurring records, and refunds. • Review default invoice reports, along with any other available reports. • See what has been submitted, what's pending approval, and what has been scanned in. This area provides a centralized view of your invoice processing activities.
P-card	Expense Card	The procurement card (P-Card) is a corporate liability card issued to an individual. The card is a fast, convenient way for departments to spend money directly from their designated budgets.
Physical Work Location	Primary Job Posting Location	Employee's work location
PI#1	Lead PI	Primary PI on Award

RFCUNY Legacy Term	OneRF	Description
PO Amendment	PO Change Order	PO amendment is when you need to edit/update the purchase order.
Position Type	Worker Sub-Type	Indicate if the employee position such as a GRA, On-Call, PT Instructor, Regular, Seasonal/Recreational, or Temporary
Preparer	Preparer	The individual who initiates transactions on behalf of the PI.
Principal Investigator (PI)	Principal Investigator (PI) (Contingent Worker role)	Same functional role; approval occurs within the routing process within OneRF's Workday platform.
Projected Annual Leave Hours	N/A There is no annual leave accrual projection in OneRF.	Annual leave accrual projections are no longer available in OneRF.
PRSY	Grant	A 9-digit grant account number is assigned to a specific grant or sponsored project account within an CUNY institution.
PRSY	Award Lines	An Award Line is a component of an Award that defines the authorized funding amount, effective date range (From Date and To Date), billing schedule, Facilities & Administrative (F&A) rate. Each Award Line is linked to a single Grant. In OneRF, the terms Award Line and Grant are used interchangeably to refer to this level of financial tracking.
PRSY	Funds	The Service Centers are being created under a Fund Hierarchy.
PRSY	Grant ID	Each Award Line must have its own Grant ID. The GR ID is automatically created to ensure proper routing and approval of transactions. Multiple grants and award lines can exist within one award - the lines define funding amounts and timeframes.

RFCUNY Legacy Term	OneRF	Description
PRSY # established as Parent	Primary Award Line 1	Parent Account
PRSY Status Active, Inactive, Closed	Award Lifecycle Status	There is no Inactive status of the Award Line; two statuses "Active" or "Closed" are used in OneRF to indicate the Awar Line Status
Purchase Order	Purchase Order Lines Not Received	This is a helpful report to review items that have been ordered but not yet received. It displays key information such as the quantity ordered, quantity issued, and what remains outstanding. You can also see the associated PO on the left side, along with the specific line item.
Purchase Order Business Process	Purchase Order Workflow	The process for creating, reviewing, and approving a purchase order
Purchase Order Requisition (Email/Kuali)	Buyer Hub	In the Supplier Hub, you can create requisition purchase orders and contract supplier requests. You can also view: Requisitions in draft, Requisitions requiring your review, Requisitions to source, Purchase orders and draft purchase orders for review, Purchase orders to issue and change orders, Acknowledgements with associated receipts and invoices, Supply contracts expiring within 30 days, Match exceptions review and supplier invoices to review.
Purchase Threshold	Purchase Approval Limits	The thresholds defined for different employees or roles to approve procurement activities. For example, employees may be authorized to approve purchases within a certain value range.

RFCUNY Legacy Term	OneRF	Description
Quote/ Quotation	Request for Quotation (RFQ)	A document that invites suppliers to submit pricing information for specific goods or services before an order is placed.
Reappointment	Change Job	Renewals or extensions are processed as a Change Job BP.
Recruiter	Primary Recruiter	Recruiter for the position being hired for
Recurring Payments | Stipends	Supplier Contract	Recurring payments are automatic, regularly scheduled payments made to individuals at set intervals such as weekly, monthly, quarterly, or annually.
Reimbursements	Spend Authorization	Equivalent to a purchase order (PO) for travel or reimbursement. Our current system, we don't do purchase order for travel.
Retro Pay	Retroactive Pay	Handled via payroll processing rather than manual adjustments.
RF Object Class	Spend Category	Example: spend category 6200 is assigned to budget to allocate funds to Office Supplies. Spend Category Code 6910 is assigned to allocate Domestic Travel funding
RFCUNY Research Foundation of the City University of New York	Company	N/A
Salary Allocation	Costing Allocation	How payroll expenses are split across grants or funding sources.
Salary Rate	Compensation	Pay details are entered and maintained within the compensation fields in OneRF's Workday platform.

RFCUNY Legacy Term	OneRF	Description
Sick Leave/ PTO	Leave of Absence (LOA)	An employee's approved time away from work, such as for medical or personal reasons.
Signed Invoice	Procurement Receipt	The official acknowledgment of receipt of items against a purchase order. This confirms that the items delivered are accurate and acceptable. It can be a signed invoice against a purchase order.
Sponsor ID	Federal Award ID	ID included in award documents issued by federal sponsors.
Sponsored Project	Award	The Award in OneRF is the master record for a sponsored project and captures the essential administrative and financial attributes of the award. These attributes include the sponsor, funding information, special conditions, budget details, and billing schedules. An Award may consist of one or multiple Award Lines, each of which is associated with a Grant.
Stipend Awardee/ Honorarium	Miscellaneous Payment Request	When you need to give a one-time payment to a non RISD employee or create a reimbursement or nonservice payment to a RISD student. This task is used for non-taxable payments.
Super College	Organizations for Award	Primary recipient of the award
Supporting Info Tab	Upload and Scan	For an invoice, you can upload it using the "Upload and Scan" feature, which will automatically populate the information into OneRF's Workday platform.
Termination Form	Terminate Employee / End Job	Processed directly in OneRF's Workday platform. with reason codes and effective dates.

RFCUNY Legacy Term	OneRF	Description
Time and Leave System: Entering Time Off Charged	Request Absence and Absence Calendar: *Employees will be required to request time off using the Absence Calendar*	Employees must request time off through the Absence Calendar; approved time flows to the timesheet.
Time Off Accruals	Time off Plan Absence Plan	List of Time off plan types.
Timesheet "Other Paid" Column	All Other Paid (Miscellaneous time off has its own separate time off plan)	Miscellaneous paid time off is tracked under distinct time off plans rather than a single column.
Timesheet approver	Timekeeper (Grants)	These individuals can prepare and approve timesheets
Timesheet preparer	Timekeeper	These individuals can only prepare a timesheet
Title Code	Job Profile	Standardized job definitions used across OneRF.
Total Budget Amount	Funding Details	Sub-tab under Overview tab in which PI can verify Sponsor Direct Cost, Sponsor Facilities And Administration, Cost Share Total, Award Total, Entered Line Amount, and Authorized Amount
Total Direct Cost budget	Sponsor Direct Cost	N/A
Total F&A budget	Sponsor Facilities And Administration	N/A
Unreserve pending requests	My Work Queue	In this area, you can view invoices, reassign them, and apply new work tags. You also have the ability to perform mass actions, such as: Mass cancellation, Mass conversion (if you need to convert an invoice into an adjustment).

RFCUNY Legacy Term	OneRF	Description
Vendor	Supplier	A company or individual that provides a product or service. Suppliers are used by Purchasing to procure goods and/or to source services.
Vendor Invoice	Supplier Invoice	A document sent by a supplier requesting payment for goods or services provided. It must be matched against the Purchase Order (PO)
Web reports	Custom Reports	Reports created by RFCUNY's IT Department
Workflow	Business Process	A business process in OneRF's Workday platform. includes tasks that you can initiate, act upon, and complete to accomplish a desired business objective. Business Processes are created using a combination of actions, approvals, approval chains, and/or To Dos. Within the process, conditions can be defined which will identify whether a step should be initiated.