Expense Reports for Expense Ambassadors

Finance
Strategic
Transformation

University of Virginia

Introduction | Course Agenda

Agenda	
1	Expense Reports Overview • Roles and Approval process • Create Expense Report for self and worker • Delegation • Mobile app
2	Other Actions for Expense Reports • View expense reports • Edit and Change expense reports • Cancel expense reports
3	Spend Authorization
4	Reports
5	Course Wrap-Up

Introduction | Course Objectives

After completing this course, you will be able to:

- Create an expense report for self
- Create an expense report for worker
- Explain the overall business process and approval routing for expense reports
- Explain the delegation process for expense functionality
- Describe how to create an expense report in the Workday mobile app
- View, Edit, Change, and Cancel an expense report
- Create a spend authorization for yourself
- Create a spend authorization for worker
- Identify reports to view and find expense reports, spend authorizations and credit card transactions.

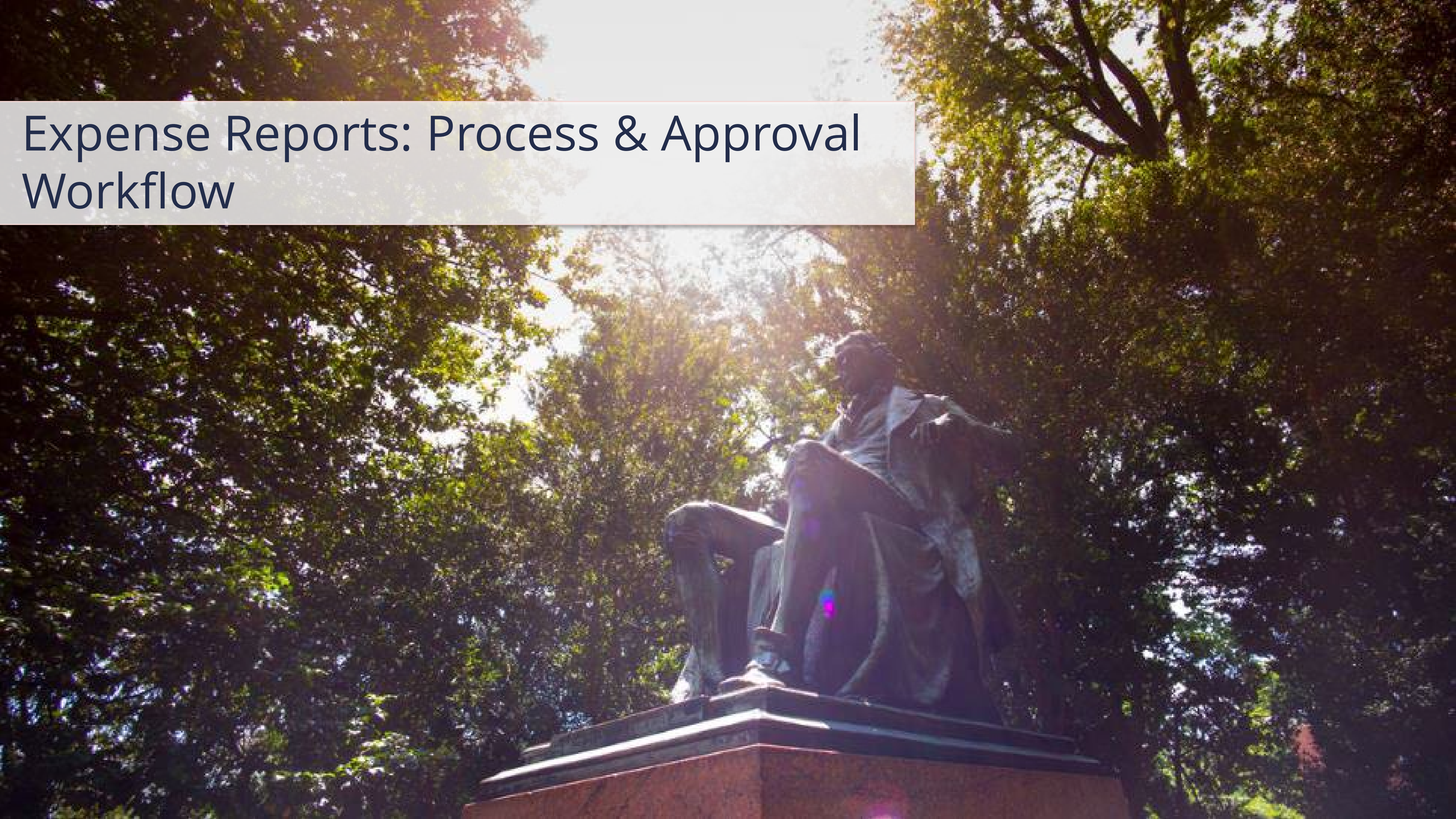
Reference materials = Expense Quick Reference Guides

Introduction | Which are you?

Select View Options > Annotate

Continuing Expense Ambassador	New Expense Ambassador	Not an Expense Ambassador

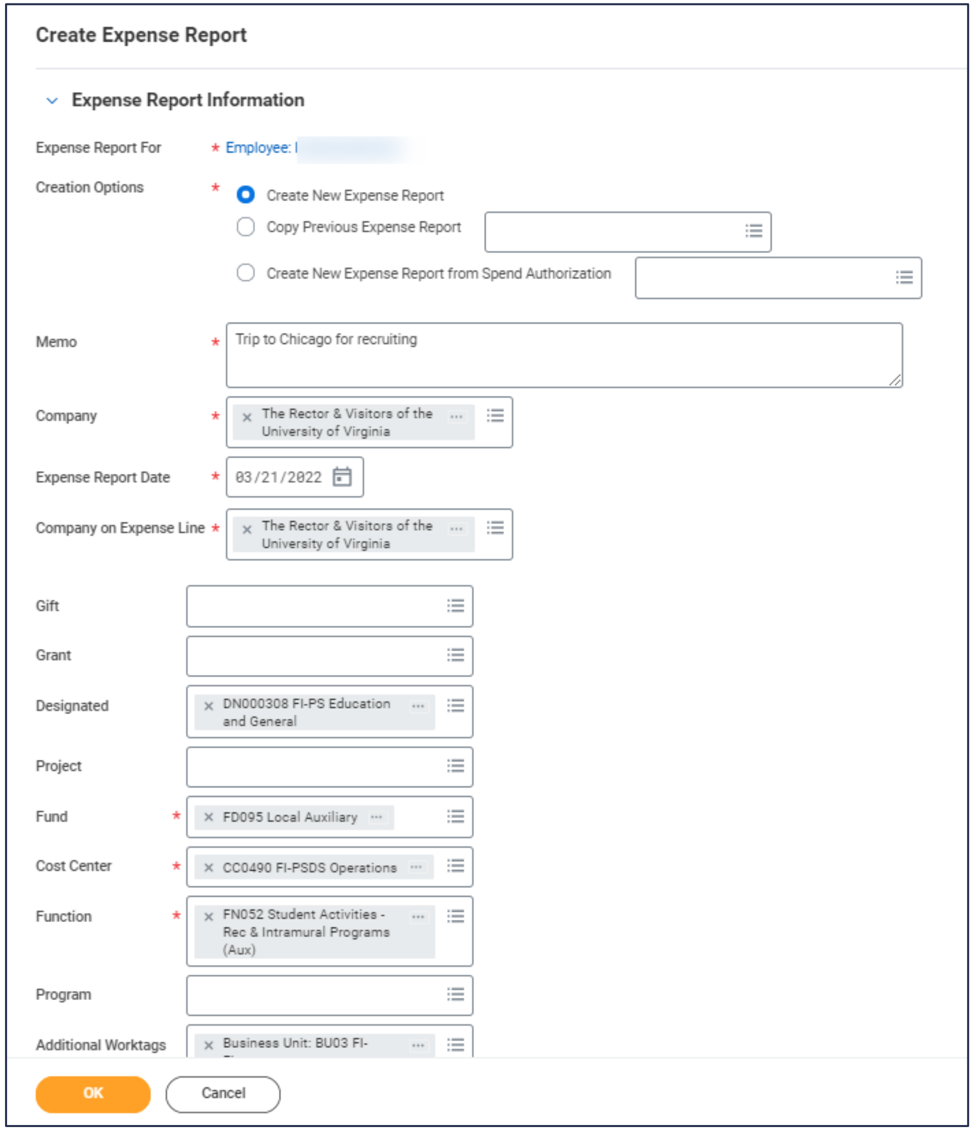
Expense Reports: Process & Approval Workflow



Expense Report Overview | What is an Expense Report?

- Used to **request reimbursement** for out-of-pocket charges and reconcile credit card transactions for charges made to a UVA Travel & Expense (T&E) credit card.

- Created by **You** for yourself (or by a Delegate) or by **Expense Data Entry Specialists** for other employees.



Expense Report Overview | Main Features

There are three main features of Expense Reports:

Upload Receipts

All receipts and supporting documentation can be uploaded and attached to expense reports.

Generate Reports

Multiple expense reports are allowed for a single trip or can combine multiple expenses in one report.

Manage On-the-Go

Expense reports can be managed on the go using the Workday mobile app on a smart device (i.e., iPad, iPhone, and Android).

Expense Report Overview | What are the Benefits?

One Stop Shop for Self-Service

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The Expenses functionality in Workday allows for self-service in initiating and tracking requests related to Finance and HCM (HR) all in one place.

HCM=Human Capital Management

Enhanced Reporting

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The Expenses functionality in Workday allows for an enhanced and user-friendly reporting experience.

Robust Approval

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The Expenses functionality in Workday has a robust approval process, allowing approvers to view the entire expense report rather than individual expense lines.

Expense Report Overview | Key Terminology

Workday Term	Definition	Legacy Term
Memo	The field (on the Header page) used to provide the title to the expense report.	Report Name
Expense Item	Expense items define the transactions workers use in expense reports.	Expense Type
Expense Group	A group used to help workers search for and select expense items.	Main Expense Tiles
Spend Category	Grouping to search and report on purchases. It is tied to the expense item and drives accounting behavior.	Expenditure Type
Cost Center	The area that owns a subset of revenues and/or expenses to support management decision making or accountability.	Organization
Purchase Justification	The required reasoning for an event or a missing document.	Justification

Expense Report Overview | High-Level Process Overview

The following represents a **high-level look** into the **steps** and **roles** involved for expense reports.

Steps

1. **Incur Expense (Travel / Non-travel Expense)**
2. Workday — **Create and Submit Expense Report**
3. Workday — **Approve Expense Report**
4. **Settlement Run for Reimbursement**
5. Workday — **Receive Reimbursement**

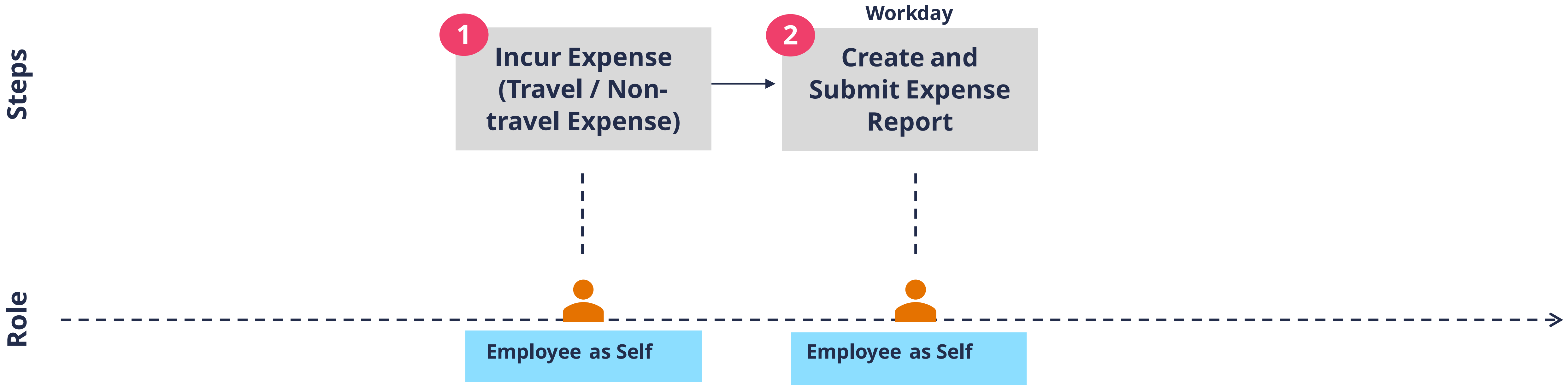
Role

- Step 1:
  - Employee as Self
- Step 2:
  - Employee as Self
  - Expense Data Entry Specialist
- Step 3:
  - Expense Support Specialist
  - Other Approval Roles
- Step 5:
  - Employee as Self

Workday Roles
Employee as Self
Employee Data Entry Specialist
Expense Support Specialist
Approval Roles

Expense Report Overview | Employee as Self Role

All employees will have the **Employee as Self** role. This role enables you to create and submit expense reports **for yourself** in Workday.



Workday Roles
Employee as Self
Expense Data Entry Specialist
Expense Support Specialist
Other Approval Roles

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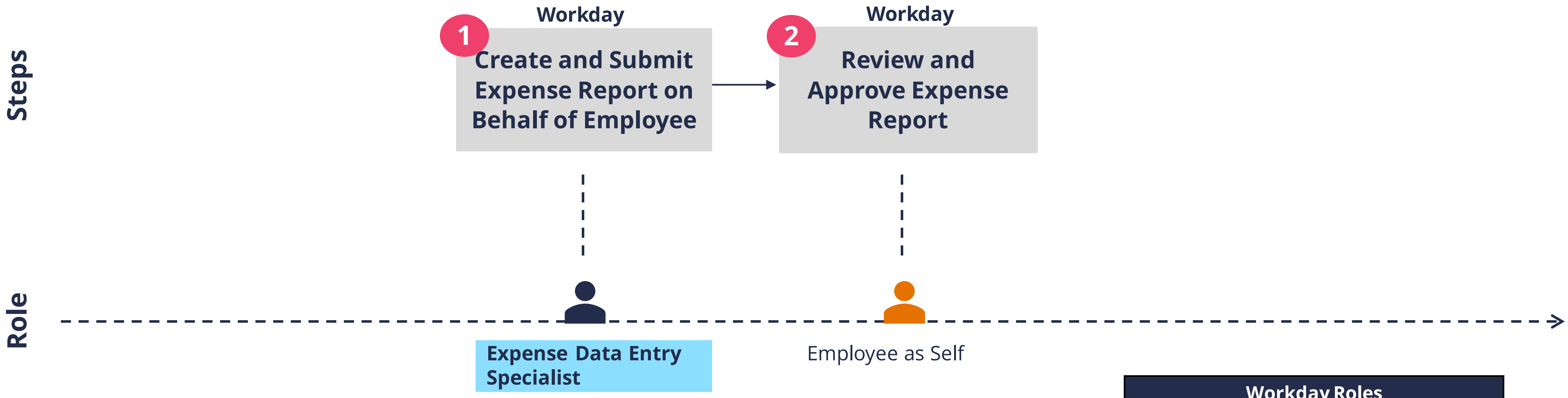
Expense Report Overview | Expense Data Entry Specialist Role

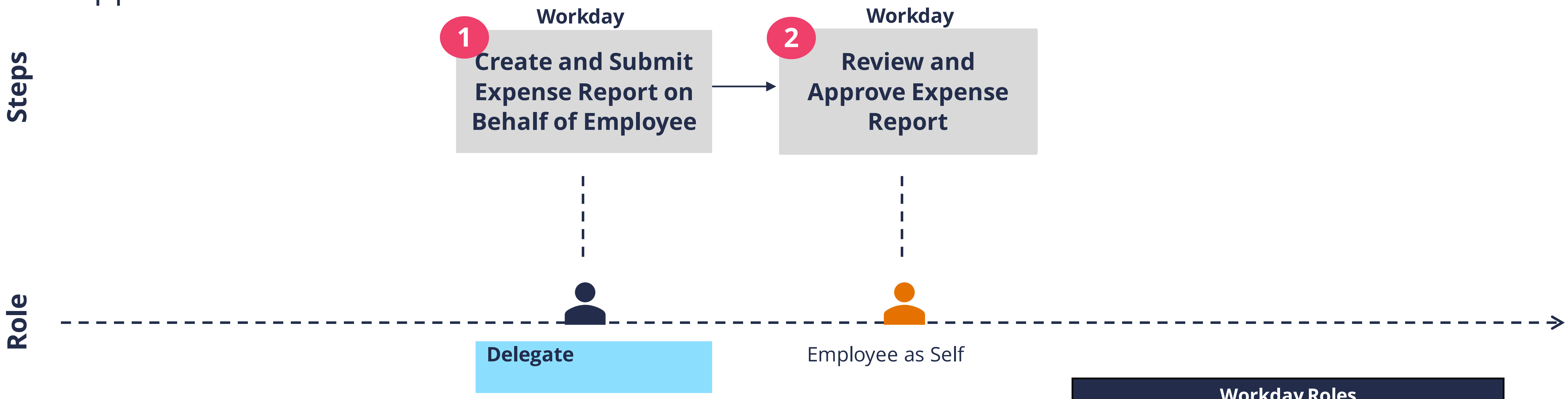
- Assigned mainly to Expense Ambassadors.
- Can create, edit, and submit an expense report **on behalf of an employee**.
- Once an Expense Data Entry Specialist submits the report, it will route to the **employee** for review and approval.



Workday Roles
Employee as Self
Expense Data Entry Specialist
Expense Support Specialist
Other Approval Roles

Expense Report Overview | Delegate

- Employees can assign a **Delegate** to submit expense reports on their behalf via the **My Delegations**.
- Delegate can create, edit, and submit an expense report **on behalf of an employee**.
- Once the Delegate submits the report, it will route to the **employee** for review and approval.



Workday Roles	
	Employee as Self
	Expense Data Entry Specialist or Delegate
	Expense Support Specialist
	Other Approval Roles

Expense Report Overview | Expense Support Specialist Role

When submitting an expense report, the report **will route** to the **Expense Support Specialist** first for approval. **Additional approvers** will also be triggered based on **certain criteria**.*

Steps

Workday

1 Create and Submit Expense Report

Workday

2 Approve Expense Report

Role

Employee as Self

Or

Expense Data Entry Specialist

Expense Support Specialist

And

***Other Approval Roles**

Additional Approvers:

- *The expense report will route to a specific approver based on the entered fields in the expense line.*
- *Exceptions will route to the Senior Department Finance Approver or Expense Partner for review and approval.*

Workday Roles
Employee as Self
Expense Data Entry Specialist
Expense Support Specialist
Other Approval Roles

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Expense Report Overview | Who Approves?

Additional approval is required based on the following criteria:

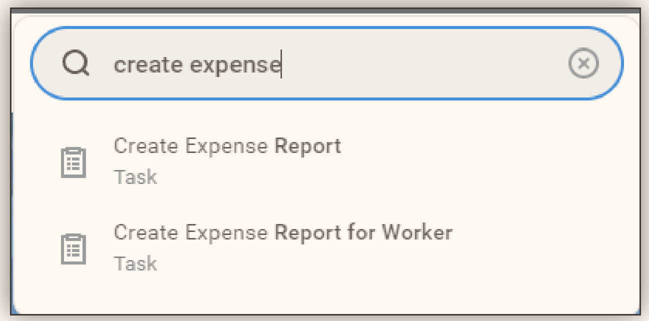
Criteria:	Routes to:
Expense report has **an expense line** with a **grant worktag**	Grant Manager
Expense report has **an expense line** with a **project worktag**	Project Budget Specialist
Expense report has an **expense line** with a **gift worktag** (non-allocated gift)	Unit Gift Manager
Expense has an **expense line** with a **designated worktag** or **gift worktag** (allocated gift)	P2P Approver
Expense report includes a **policy exception**	Sr Dept Finance Approver

Expense Reports: Create Reports

Expense Report Overview | What are the Key Steps?

OVERVIEW

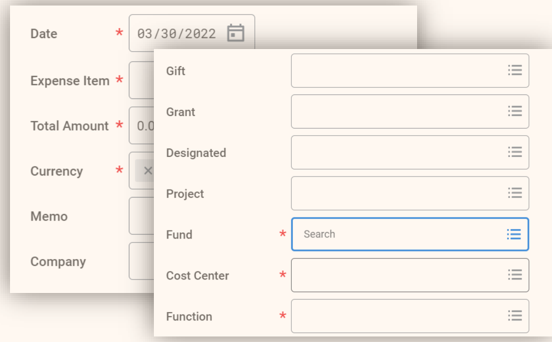
Create Expense Report



You will **start** the Create Expense Report / Create Expense Report for Worker task.*
For UVA Travel & Expense (T&E) credit card transactions, you will receive a ***notification*** in Workday and can start the expense report ***from that page***.*

CREATE REPORT

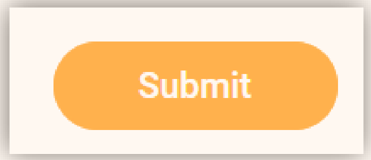
Enter Expense Details



You will **enter** expense details & add expense lines as needed. **Worktags** will **populate** based on your HR profile.*
Besides the required fields, ensure at least* ***one* *of the four worktags are entered:* ***Gift, Grant, Designated or Project*** *prior to submission. Leverage the expense item group in the Expense field to narrow down results.*

ENTER DETAILS

Submit Expense Report

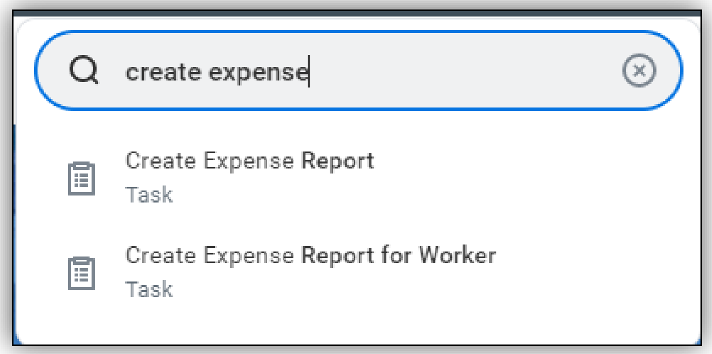


You will **submit** the expense report and it will be routed to the approvers based on the information in your report.*
If you receive an* ***error message*, ***review and reconcile*** *in order to submit your expense report. For example,* ***receipts*** *are* ***required*** *for most expenses.*

SUBMIT REPORT

Expense Report Overview | Create Expense Report

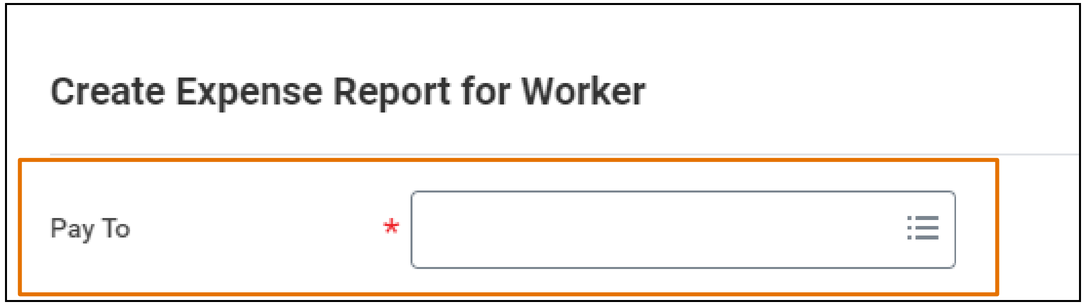
Create Expense Report



CREATE REPORT

The Expense Report can be created in two ways:

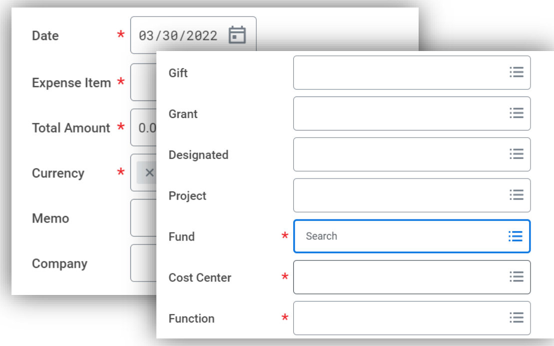
- **Expense Report for Self** – Search **Create Expense Report** and select the task.
  - The **Expense Report For** field will automatically display your name.
- **Expense Report for Worker*** – Search **Create Expense Report for Worker** and select the task.
  - The **Pay To** field is completed to identify the employee who incurred the expense.



The access to **Create Expense Report for Worker task is dependent on security role (Expense Entry Data Specialist)*

Expense Report Overview | Enter Expense Details (Header page)

Enter Expense Details



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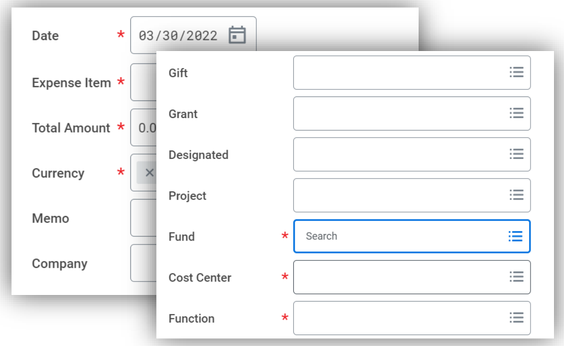
ENTER DETAILS

- **Memo** – Serves as the **Header/Title** of your report. It is suggested to write a **descriptive memo** to provide adequate information to the approver.
- **Company on Expense Line** – Refers to the company responsible for the expenses. For an **intercompany expense report**, select the **company** responsible for the expenses from the drop-down list.
- **Credit Card Transactions Tab** – Transactions that are **not expensed** will **appear** at the bottom of the screen.
- **Quick Expenses Tab** – Any **scanned receipts** uploaded via the Mobile app **appear** at the bottom of the screen.

Expense Report Overview | Enter Expense Details (Expense Line)

Enter Expense Details

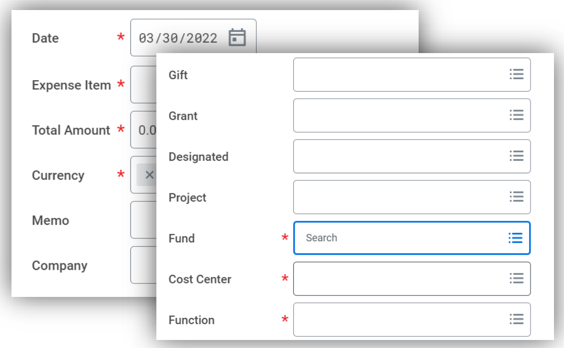


ENTER DETAILS

- **Expense Item** – To find expense items, select the **By Expense Item Group** to **narrow** down results. Find **further details** for **expense items** by selecting the related actions (…) icon.

- **Memo -** Describes your expense item. Be specific to provide the approver with adequate information.
- **Item Details Section** – After entering the Expense Item, this section **appears** and **requires** you to enter specific fields.
- **Itemization Section** – Use this to **split** the expense between **more than one** worktag string (accounts) or when you have **more than one** expense item on the **same receipt**. Expense items such as, Hotel Accommodations also require itemization.

Submit Expense Report



SUBMIT REPORT

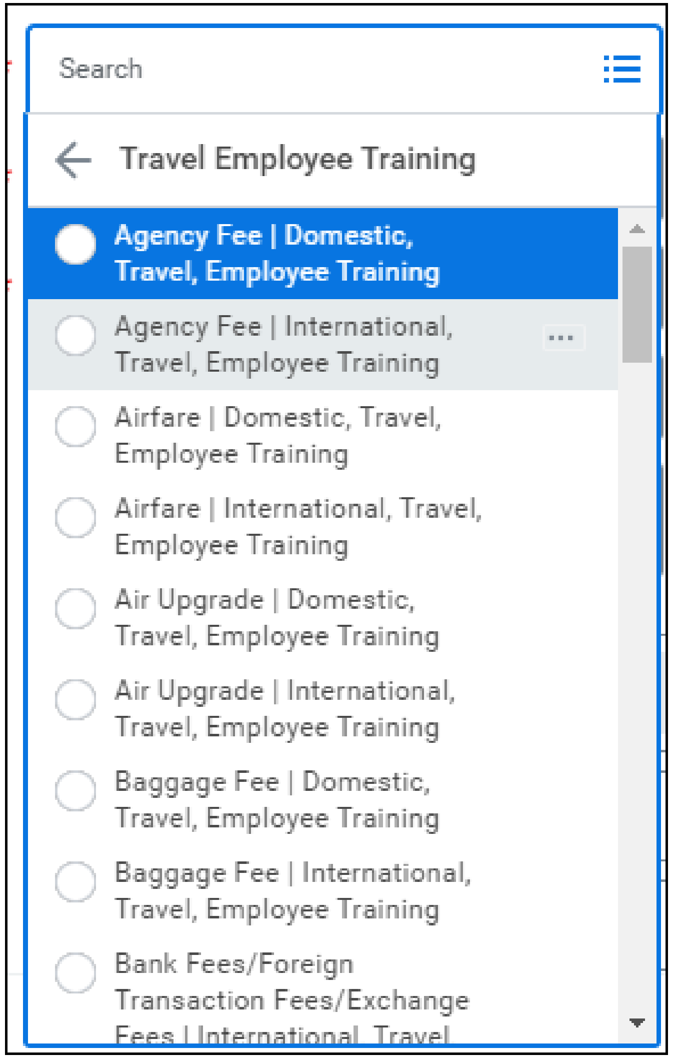
- **Error Messages** – These only display if **certain fields/actions** were **not completed** that were required before submitting the expense report.
- You will need to **review** and **reconcile** any **errors** in order to submit the report.

3 Errors

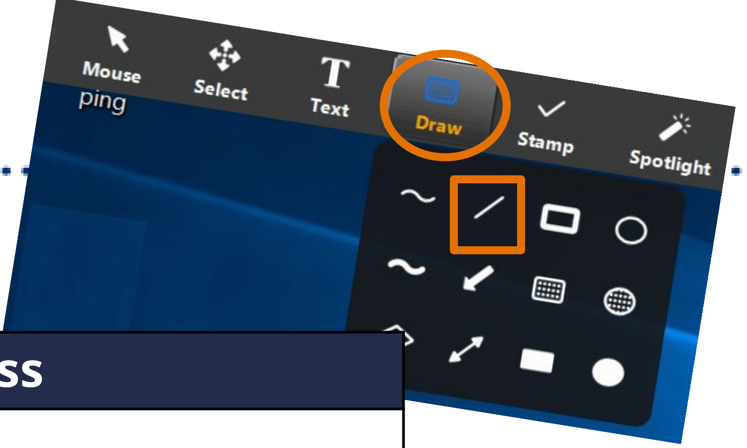
- The expense report routes to the appropriate approvers based on the information in your report.

Expense Report Overview | Travel Employee Training Expense Items

- **Travel Employee Training** expense items must be used for expenses related to training, workshops, conferences and other professional development.
- This is required for **State reporting** purposes.
- Find them via the **Travel Employee Training expense group** or other applicable travel expense group.



Expense Report Overview | Matching



Match the task with the main step in the process:

Task	Step in Process
Enter the Expense items	Submit Expense Report
Enter the title of your report	Enter Details on Expense Line
Reconcile any error messages	
Enter Itemization if needed	Enter Details on Header Page

Expense Report | Create Expense Report Demo

- In this demonstration, you will see how to create an expense report for yourself and another employee.

Spend Authorization | Create Expense Report for Self Activity (1)

10 minutes

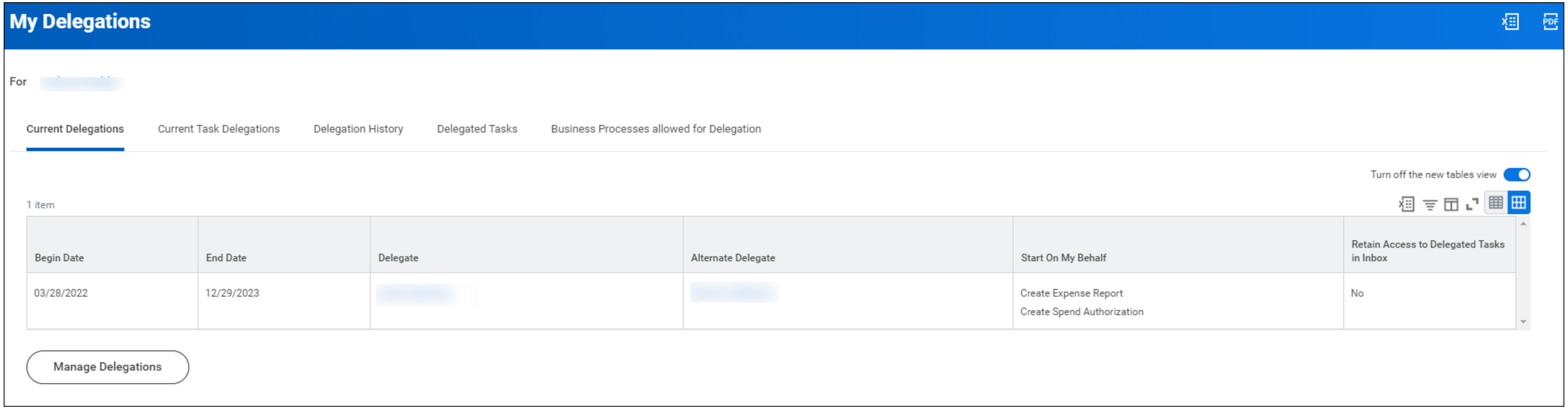
- In this scenario, you will practice how to create an expense report for yourself.

Break | Stretch Break

Expense Reports: Delegation

Expense Report Overview | Delegating Expense Reports

- Another way to create an expense report for another employee, is to be **assigned as a delegate**.
- Unlike the Expense Data Entry Specialist, **Delegates** create expense reports for the specific employee for whom they are a delegate.
- Delegation is set up in the My Delegations report.



My Delegations

For

Current Delegations | Current Task Delegations | Delegation History | Delegated Tasks | Business Processes allowed for Delegation

Turn off the new tables view

1 item

Begin Date	End Date	Delegate	Alternate Delegate	Start On My Behalf	Retain Access to Delegated Tasks in Inbox
03/28/2022	12/29/2023			Create Expense Report Create Spend Authorization	No

Manage Delegations

Expense Report Overview | Delegating Expense Reports

Search and Access My Delegations

Enter Details for the Delegate

Submit Delegation

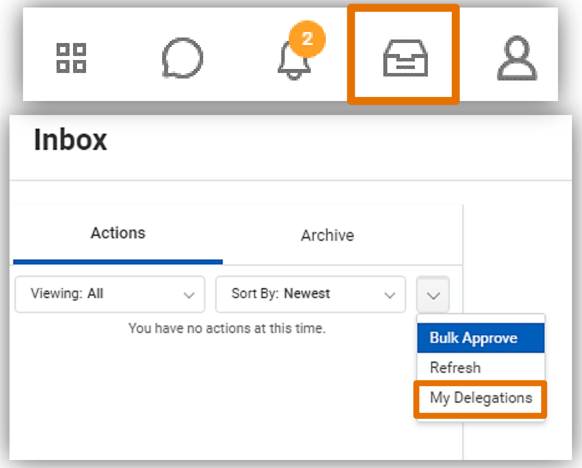
*Access **My Delegations** through your **Workday Inbox** or **Search** and select **Manage Delegations.***

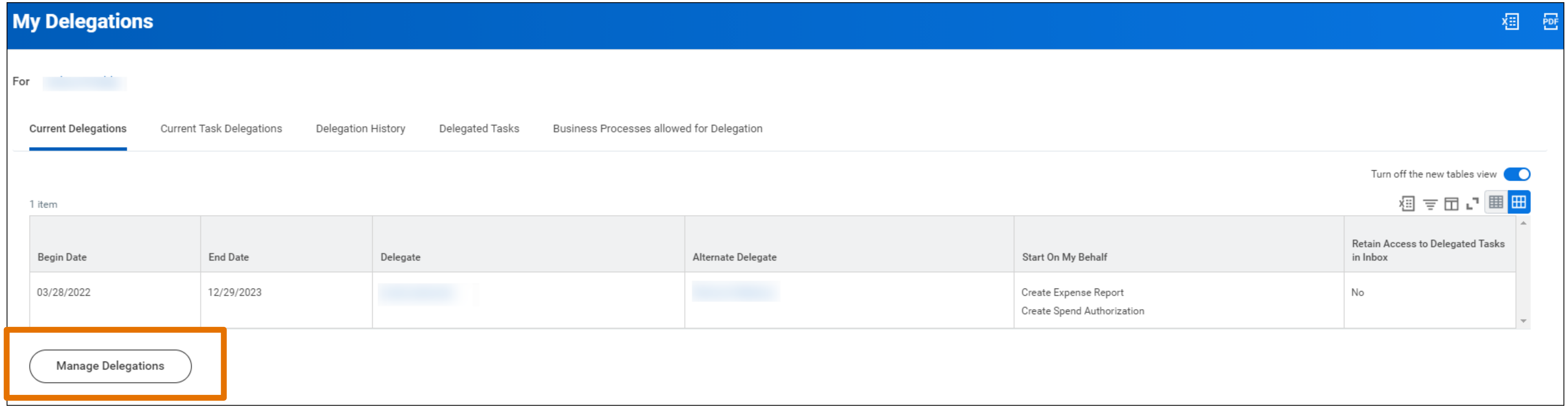
*Select the person to be **your delegate**. Select the **Create Expense Report** task in the **Start On My Behalf** field to enable your delegate to create an expense report on your behalf.*

Once submitted, the delegation becomes active.

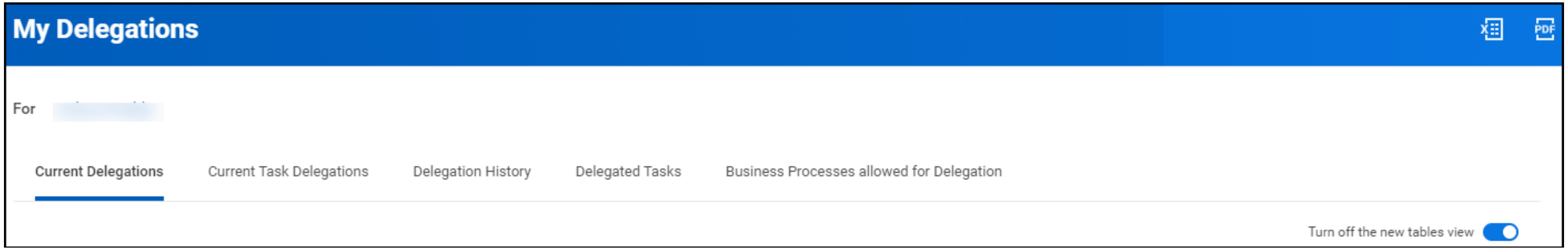
Expense Report Overview | My Delegations

- View tasks or business processes that you delegated to others by accessing **My Delegations** from your **Workday Inbox** (or the **Search** field).
- Navigate to each tab for relevant information about your delegations.
- Select **Manage Delegations** to **assign a delegate** to Create Expense reports for you.





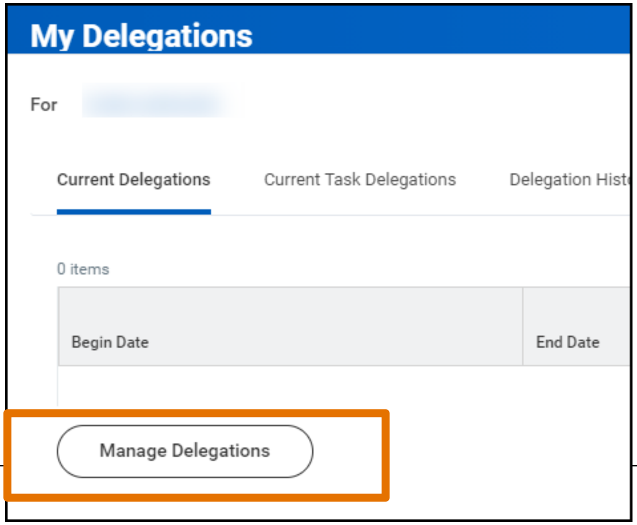
Expense Report Overview | Delegating Expense Reports

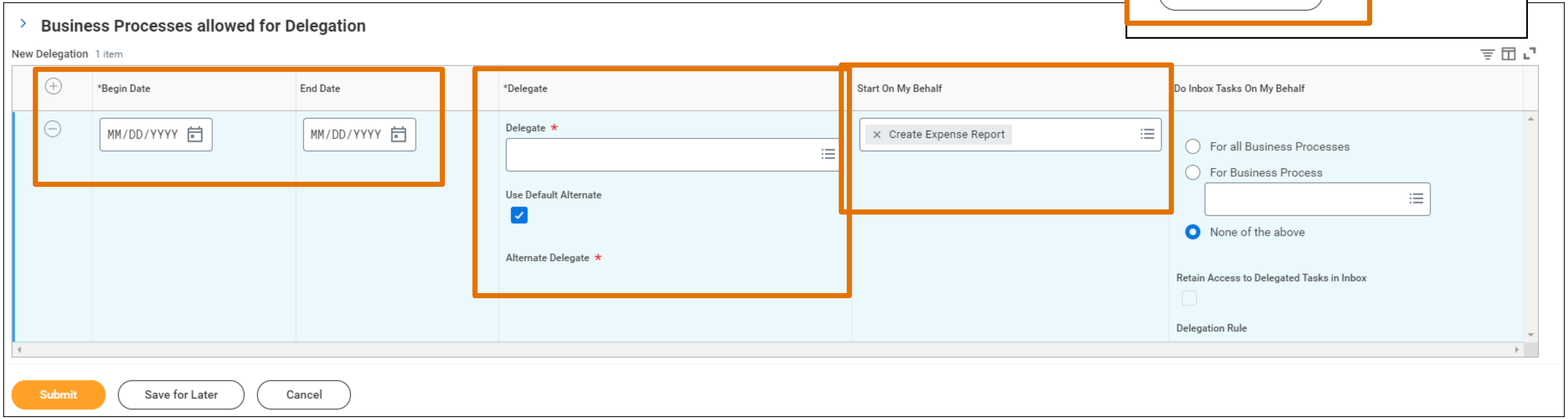


Status	Description
Current Delegations	Displays your active delegations. Delegations are removed from this tab per the End Date or you stop the delegation.
Current Task Delegations	Displays all tasks that you've delegated and that the delegate hasn't yet completed.
Delegation History	Displays all your delegations including those that have expired or been stopped.
Delegated Tasks	Displays all tasks that a delegate has completed on your behalf.
Business Processes allowed for Delegation	Lists all the business processes that you can delegate.

Expense Report Overview | Delegating Expense Reports

1. Click **Manage Delegations** to **assign a delegate** to Create Expense reports for you.
2. Enter the **Begin** and **End Dates**.
3. Select the **delegate** and an **alternate**.
4. Select **Create Expense Report** in the **Start On My Behalf** column.



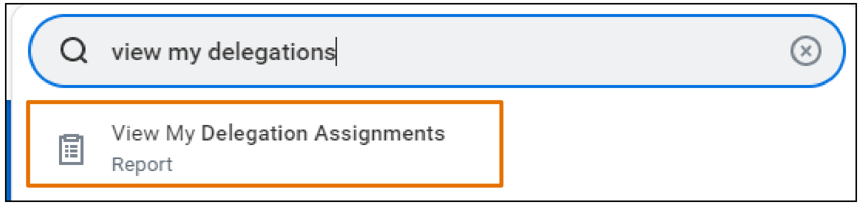


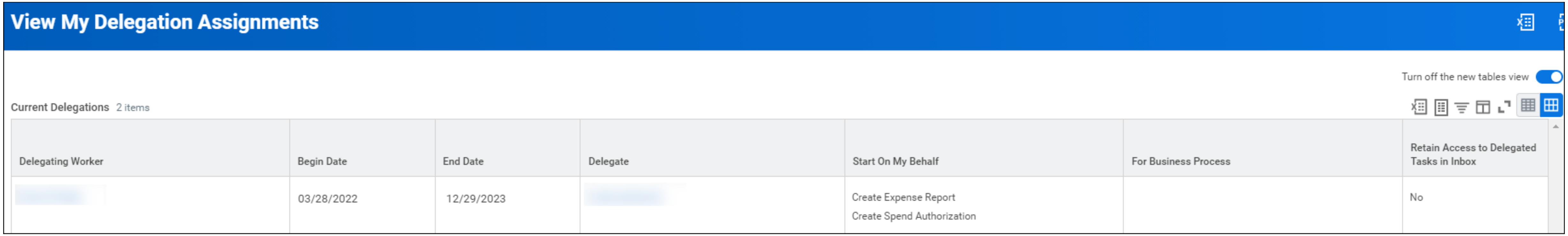
Expense Report | My Delegations Demo

- In this demonstration, you will see how to access the My Delegations report and set up a delegate via Manage Delegations.

Expense Report Overview | Delegation Assignments

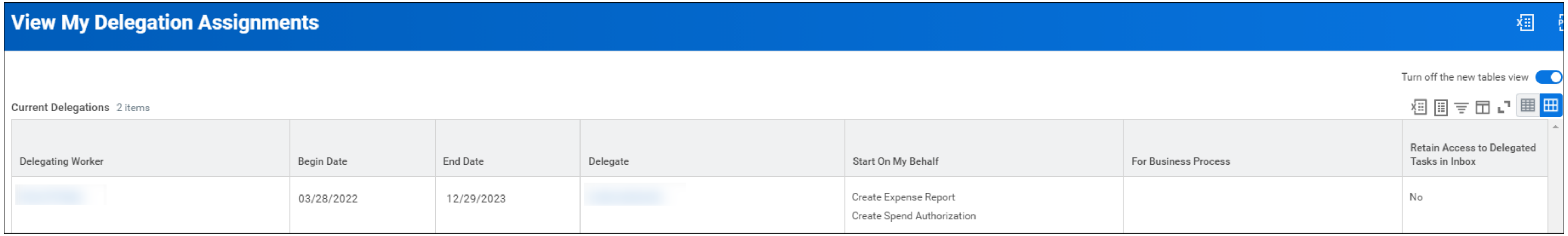
You can view tasks or business processes that have been delegated to you by accessing **View My Delegation Assignments** from the **Workday Search** field.





Delegating Worker	Begin Date	End Date	Delegate	Start On My Behalf	For Business Process	Retain Access to Delegated Tasks in Inbox
	03/28/2022	12/29/2023		Create Expense Report Create Spend Authorization		No

Expense Report Overview | Delegation Assignments

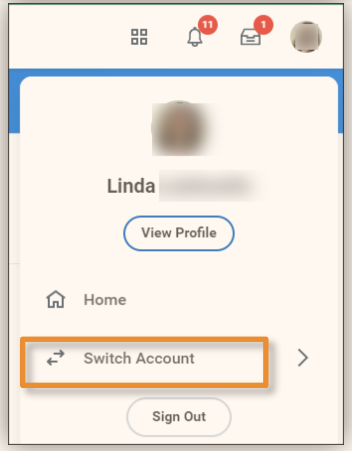


Status	Description
Delegating Worker	The employee that you are a delegate for.
Begin Date / End Date	The dates that the delegation assignment begin and end.
Delegate	The delegate's name (your name).
Start On My Behalf	Displays the tasks you can start on the employee's behalf.
For Business Process	The business processes you can perform on the employee's behalf (from Inbox).
Retain Access to Tasks in Inbox	Defines whether or not the employee can still access their inbox tasks for which you are a delegate.

Expense Report Overview | Access Expense Report Task as a Delegate

OVERVIEW

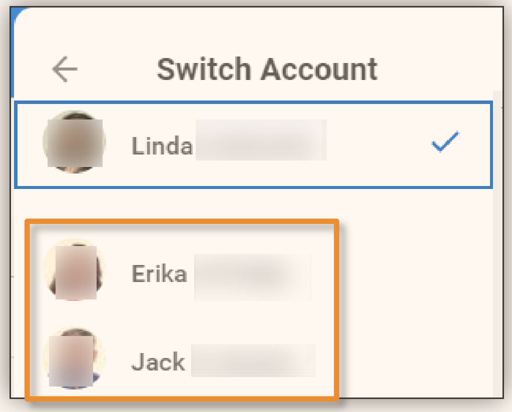
Switch Account



Delegate clicks their profile picture in Workday and selects **Switch Account**.

Switch Account

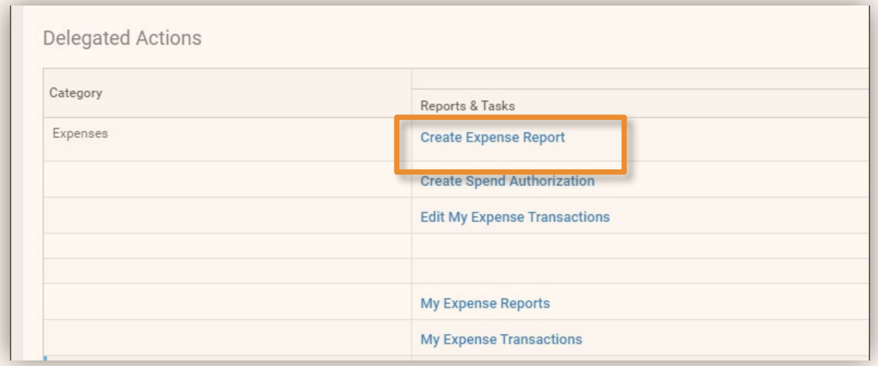
Select Account



Delegate selects the **appropriate account** from the list.

Select Account

Select the Task



Delegate selects **Create Expense Report** from the Delegation dashboard.

Select the Task

Expense Report | Create Expense Report as a Delegate

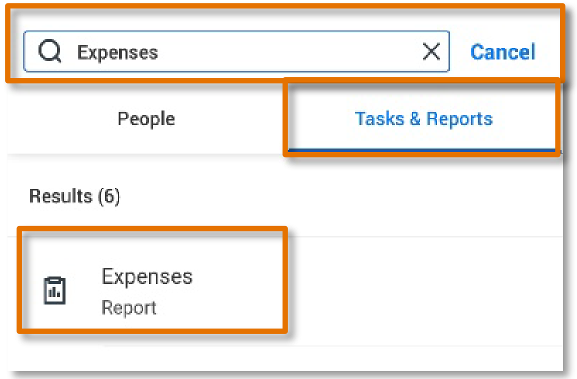
- In this demonstration, you will see how to start an expense report as a delegate.

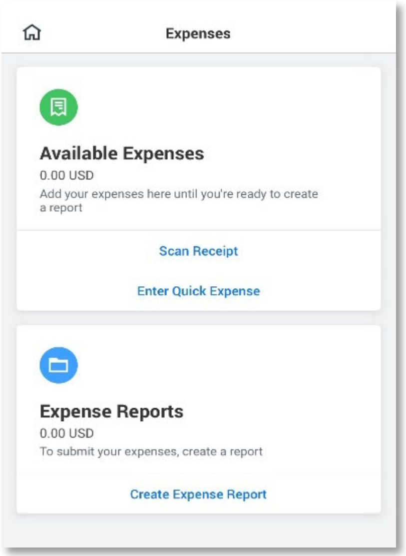
Mobile App

Expense Report Overview | Mobile App

You can also create an expense report in the **Workday Mobile app**. The steps are very similar to creating an expense report on your computer with some **considerations** to note.

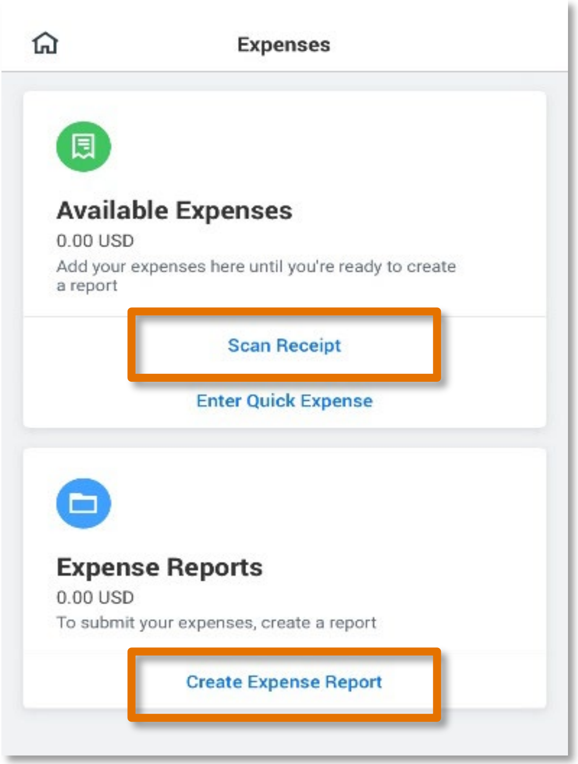
- Start creating your expense report by typing **Expenses** in the **Search** field.
- Navigate to the **Tasks & Reports** section of the search results.
- Under **Results**, select **Expenses.**





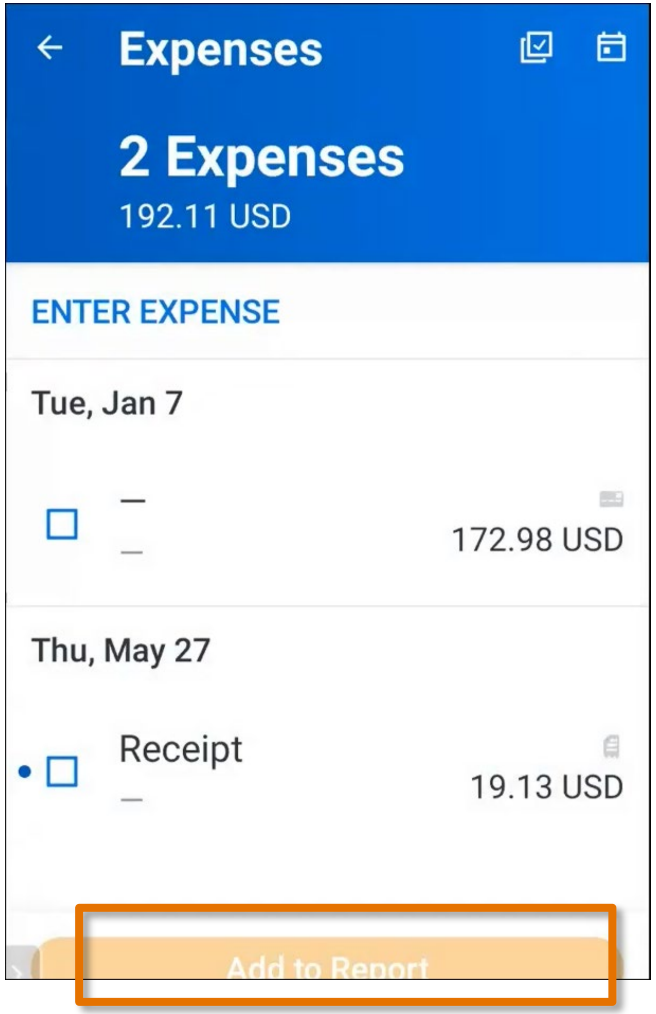
Expense Report Overview | Mobile App

- Under **Expenses Reports**, select **Create Expense Report.**
- You can also **scan** and **upload receipts** for transactions that need to be expensed.



Expense Report Overview | Mobile App

- Once the receipt is uploaded, select the receipt you want to add to a report, and select:
  - **Add to Report**, then
  - **Create Expense Report**



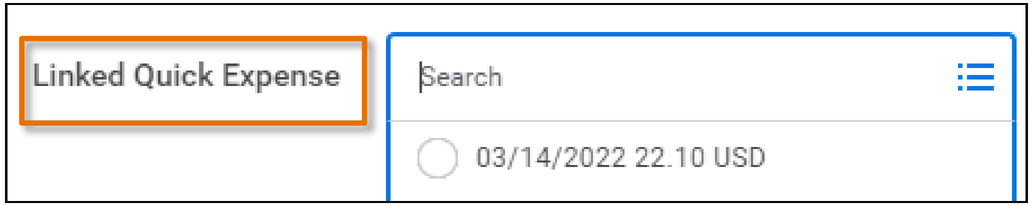
Expense Report Overview | Mobile App

- Uploaded receipts can also be expensed from **Workday Expenses** on your computer**.**

- Uploaded receipts display under the **Quick Expense** tab in the desktop version.

  AND

- Can be linked to the expense report via the **Linked Quick Expense** field within an expense line.



Expense Report Application | Key Considerations

- **Workday Roles –** There are different types of Workday roles that play a part in the Expense Report process.
  - **Employee as Self** are all employees who can create and submit an expense report **for themselves**.
  - **Expense Data Entry Specialists** can create, edit, and submit an expense report **on behalf** of another employee.
  - **Expense Support Specialists** receive submitted expense reports **for review and approval**.
  - **Additional** approvers will be triggered **depending** on the information included in the report.

- **Approvers** – The approvers for a submitted expense report will be based on the **information contained** in your report. E.g., If the expense line contains a **grant worktag,** then that will be routed to the **Grant Manager** for approval.

- **New Expenses –** There are **two types** of expenses you can submit, **Manual** and **Credit Card Transactions**. For **credit card transactions**, you will receive a **notification** in Workday to reconcile and can start the expense report from that page. These **transactions** also appear in the **drop-down menu** when adding a new expense report.

- **Expense Fields** – Depending on the transaction and your HR profile, **certain fields** will **populate** on your expense report. Besides the required fields, ensure **at least one** of the four fields are entered: **Gift**, **Grant**, **Designated** or **Project** prior to submission. When entering the Expense Item field, you can use the **expense item group** to **narrow** down results.

- **Itemization –** Use **Itemization** when you need to **split the expense** between more than one worktag string (accounts) or more than one expense item. Some expense items require itemization such as, Hotel Accommodations (domestic and international).

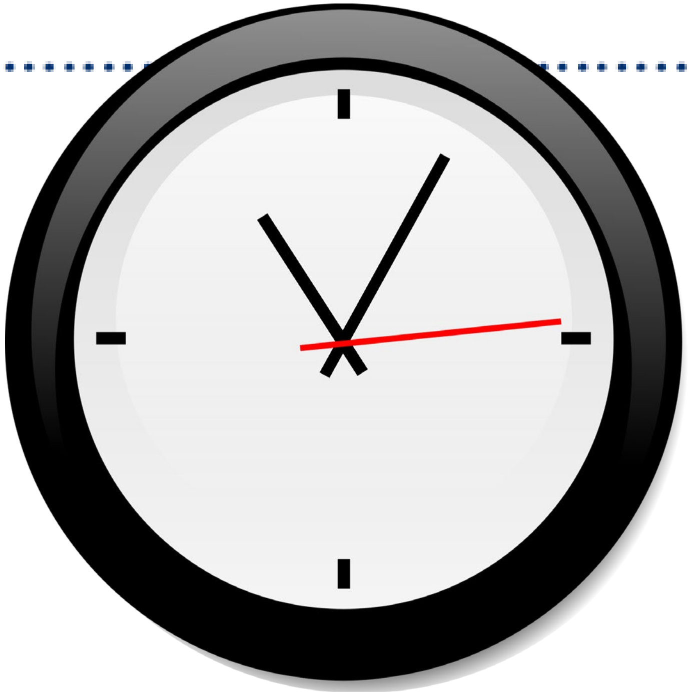
Expense Report | Create Expense Report – Quick Expense Demo

- In this demonstration, you will see how to create an expense report and enter a Quick Expense.

Break | Let's Take a Break

Take a

Break



Other Actions for Expense Reports

Expense Report Application | View, Edit, Change and Cancel Expense

View, Edit, Change and Cancel are other actions you can perform on an expense report once it is created. The action you can perform **will be based on the status** of the expense report.

The table below describes the different expense report statuses and the subsequent actions allowed on them:

Status	Description	Actions allowed
Paid	Report which has been paid	View
Draft	Report yet to be submitted	View, Edit, and Cancel
In Progress	Report pending some action in the business process	View, Change, and Cancel
Approved	Report received all the required approvals	View, Change, and Cancel
Canceled	Report which has been cancelled	View

Expense Report Application | How to View Expense Reports (WBT)

Expense reports can be viewed from the following routes:

- Search
- Expenses Worklet
- Notifications
- Shortcuts (Quick Access)

Viewing Expense Reports

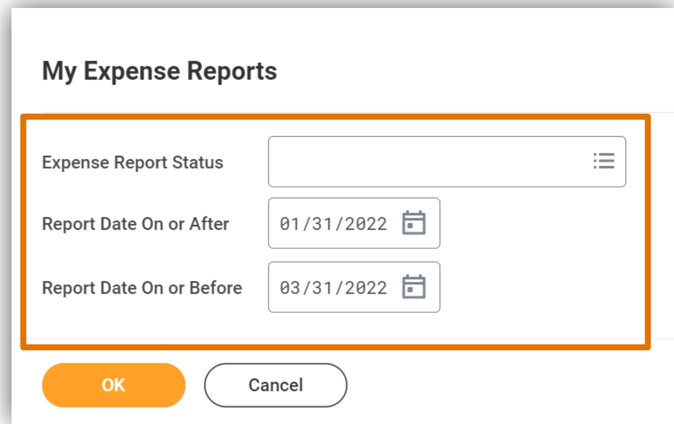
**The expenses worklet may need to be set up individually to have it appear on your dashboard.*

View Expense Report | Simplified Process Flow

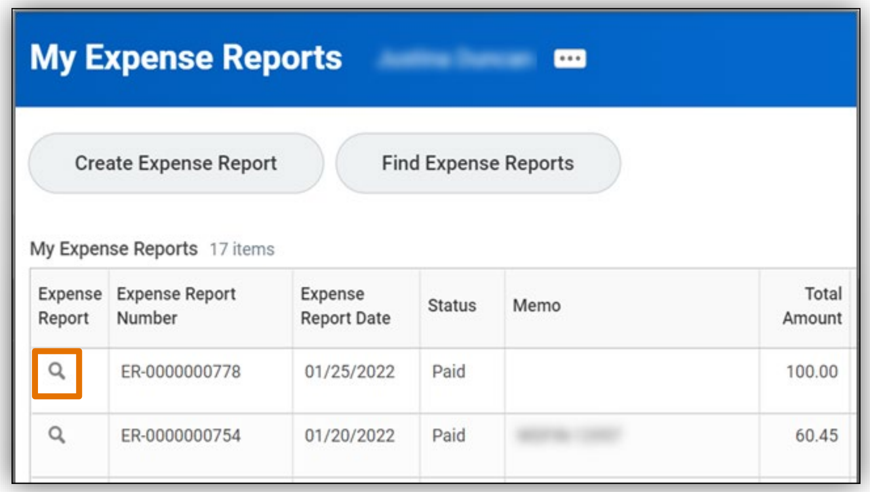
Below is the high-level process flow for **viewing an expense report**:

Access My Expense Reports	Filter the Report	View Report
Access the My Expense Reports report.	*Filter the report by entering status details and date range of the report(s) that you want to view.*	*Select the relevant report from the displayed results and view the report.*

View Expense Report | How to View Expense Reports



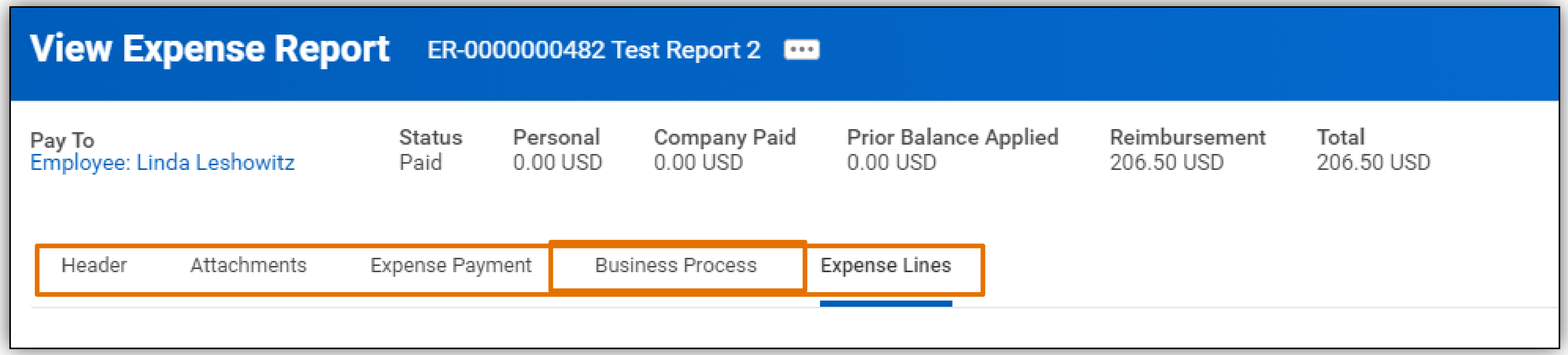
- In the **My Expense Reports** prompts window, you can specify the **report status** and **date range**.
- You can clear the default dates displayed but you then **must select** a **status**.



- Click the **magnifying glass icon** to view the selected report.

View Expense Report | Viewing an Expense Report

- Defaults to the Expense Lines tab.
- Select any of the other tabs (**Header**, **Attachments**, **Expense Payment**, or **Business Process**) to review the **associated details**.*
- Select **Business Process** to see track approval routing.



**The tabs that display are dependent on the status of the report.*

Other Actions | View an Expense Report Demo

- In this demonstration, you will see how to view an expense report.

Spend Authorization | View My Expense Reports Activity (2)

3 minutes

- In this scenario, you will practice how to view your expense reports.

Edit Expense Report | Simplified Process Flow

You can edit expense reports that have not been submitted yet i.e., the reports which are in **Draft** status. Below is the high-level process flow for editing an expense report:

Access My Expense Reports

Access the "Edit" action on My Expense Reports report.

Edit the Report

Make edits to the expense report details and expense line information.

Submit Report

Once updated, submit the report.

Edit Expense Report | How to Edit Expense Reports

1

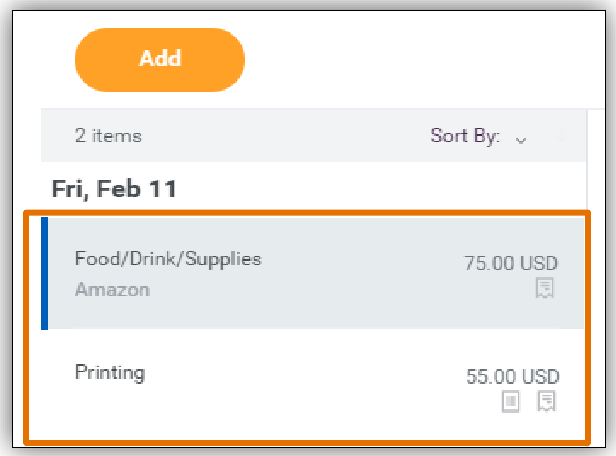
- Follow the steps to view my expense reports and filter the status by **Draft** to run the report.
- Click **Edit Expense Report** (on the right side of the screen) in the **row of the report** you want to edit.

Reimbursement Amount	Worker Paid	Personal Amount	Currency	Company	
0.00		0.00	USD	The Rector & Visitors of the University of Virginia	Edit Expense Report
125.00		0.00	USD	The Rector & Visitors of the University of Virginia	Edit Expense Report

Edit Expense Report | How to Edit Expense Reports

2

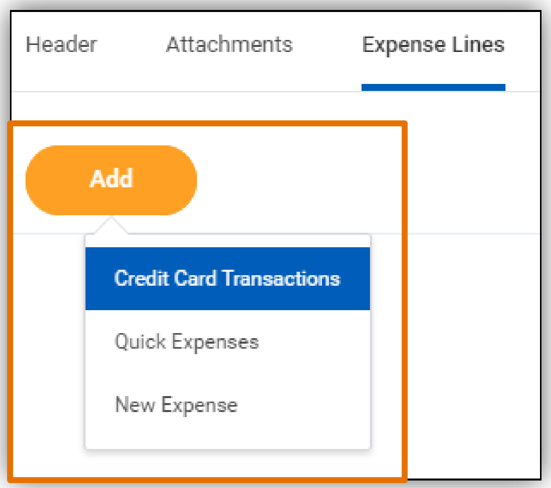
- Select the expense line you want to edit on the left side of the screen.
- The totals at the top of the screen update based on the amounts you enter in the expense report. You may need to select the expense line on the left side to “refresh” the totals.



3

To **add**:

- a **credit card transaction**, select **Credit Card Transactions** and then select the transaction from the list.
- a **receipt uploaded through the mobile app**, select **Quick Expense**, and then select the quick expense (receipt) from the list.
- a **new expense item** for reimbursement, select **New Expense**.



Change Expense Report | Simplified Process Flow

You can change expense reports that have been submitted or approved, i.e., the reports which are in **In Progress** or **Approved** status. When you change an expense report, it will need to be re-submitted.

Access My Expense Reports	Change the Report	Submit Report
Access the "Change" action on My Expense Reports report.	*Make changes to the expense report details and expense line information.*	*Re-submit the report once updated.*

If changed and submitted, then the expense report will route through all levels of approval again.

Edit Expense Report | How to Change Expense Reports

1

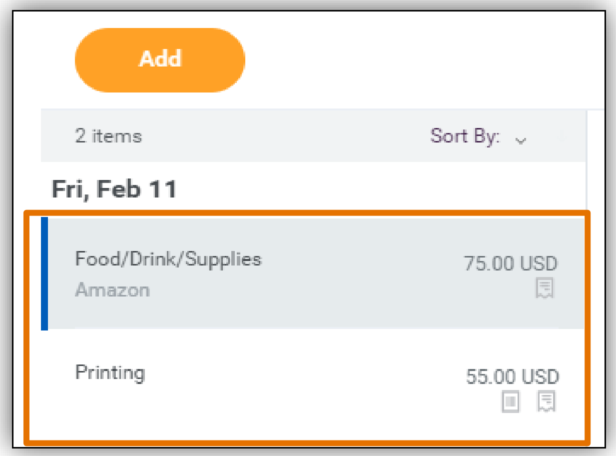
- Follow the main steps to view my expense reports and filter the status by **In-progress** or **Approved** to run the report.
- Click **Change Expense Report** (on the right side of the screen) in the **row of the report** you want to edit.

Company Paid Credit Card Amount	Credit Card Paid	Personal Amount	Currency	Company	
		0.00	USD	The Rector & Visitors of the University of Virginia	Change Expense Report
320.98	Yes	0.00	USD	The Rector & Visitors of the University of Virginia	Change Expense Report

Edit Expense Report | How to Change Expense Reports

2

- Select the expense line you want to change on the left side of the screen.
- The totals at the top of the screen update based on the amounts you enter in the expense report. You may need to select the expense line on the left side to "refresh" the totals.

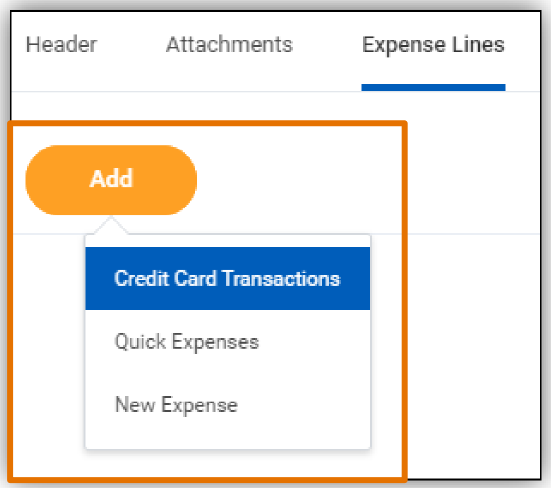


Edit Expense Report | How to Change Expense Reports

3

To **add**:

- a **credit card transaction**, select **Credit Card Transactions** and then select the transaction from the list.
- a **receipt uploaded through the mobile app**, select **Quick Expense**, and then select the quick expense (receipt) from the list.
- a **new expense item** for reimbursement, select **New Expense**.



Other Actions | Edit and Change Expense Report Demo

- In this demonstration, you will see how to edit and change an expense report.

Cancel Expense Report | Simplified Process Flow

You can cancel expense reports in **Draft, In Progress**, or **Approved** status.

Access My Expense Reports

Access the My Expense Reports report to access the "Cancel" action.

→

Filter the Report

Add status details and date range to filter the report.

→

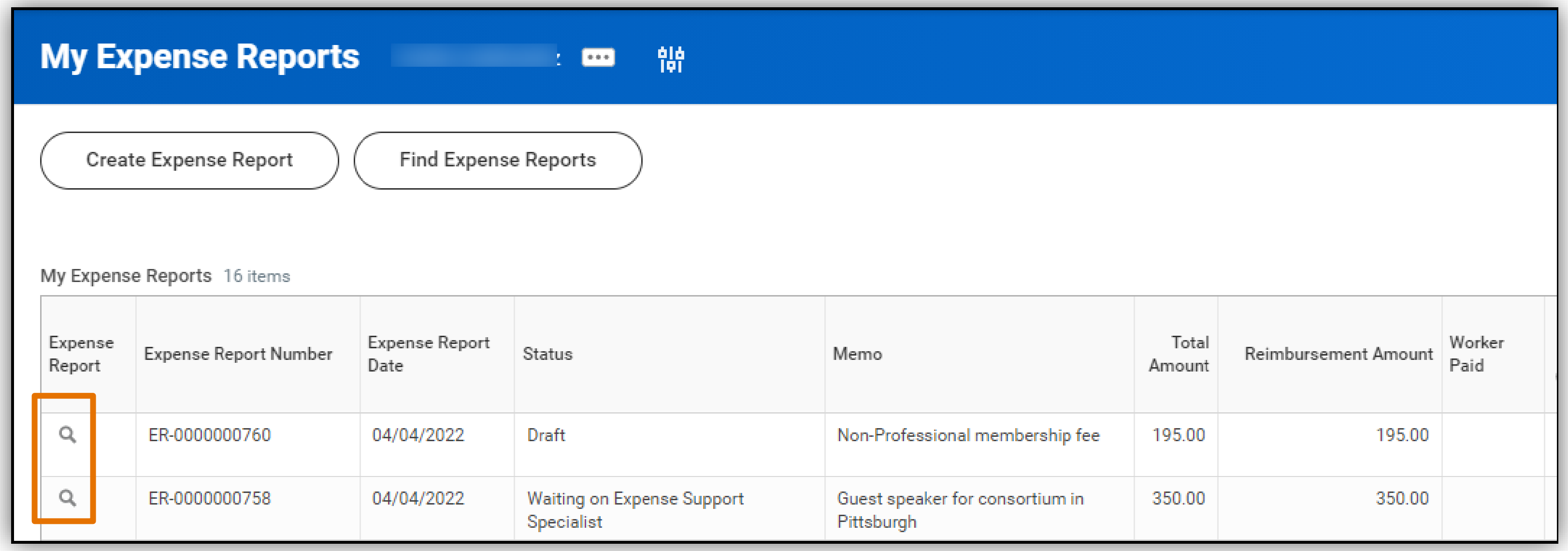
Cancel Report

Cancel the appropriate expense report.

Edit Expense Report | How to Cancel Expense Reports

1

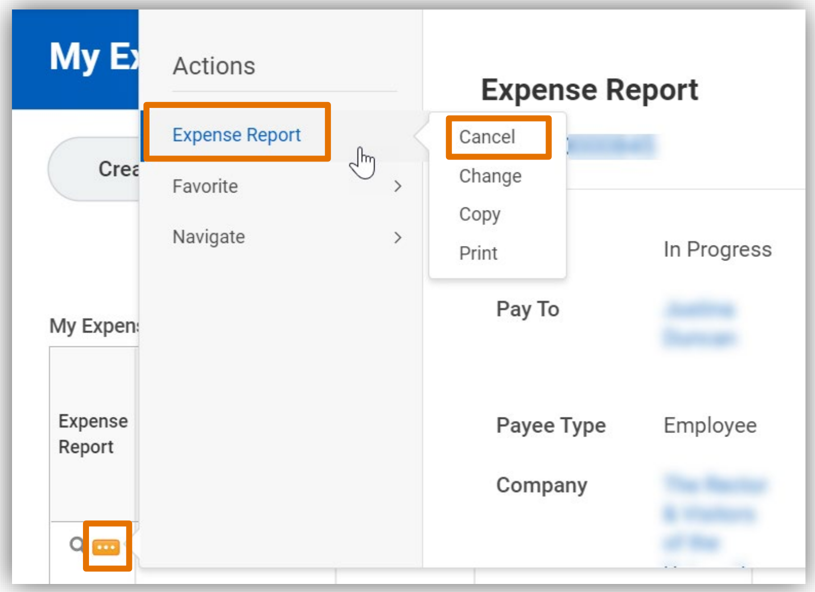
- Follow the main steps to view my expense reports and filter the status by **Draft**, **In-progress or Approved** to run the report.
- Hover your mouse over Expense Report column (on the right side of the screen) in the **row of the report** you want to cancel to display the **related actions** (…) icon.



Edit Expense Report | How to Cancel Expense Reports

2

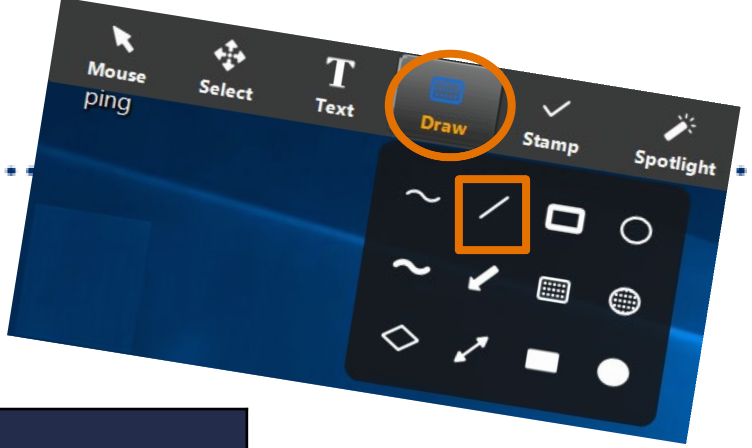
- Click the related **Actions/ellipsis** (…) icon.
- Hover your mouse over **Expense Report**, then click **Cancel**.



Other Actions | Cancel Expense Report Demo

- In this demonstration, you will see how to cancel an expense report.

Expense Report Application | Matching



Match the status with the actions allowed:

Status	Actions allowed
Paid & Canceled	View, Change, and Cancel
Draft	View
In Progress & Approved	View, Edit, and Cancel

Break | Stretch Break

Spend Authorization

Spend Authorization Overview | What is Spend Authorization?

A **Spend Authorization** is created to approve certain ***companion travel*** expenses before they can be purchased. They can be created by the **Employee as Self** & **Expense Data Entry Specialist** roles.*

- To better comply with the Internal Revenue Service (IRS), UVA is implementing the Spend Authorization process for specific companion travel. The **companion travel** must have a **bona fide business purpose** to be an allowable expense and reimbursable by UVA.

- Refer to FIN-004 for the policy details and Does My Expense Qualify as a Bona Fide Business Purpose.

- To establish the companion travel as bona fide and request approval for your estimated travel companion expenses, you **must submit** a **Spend Authorization.*** A spend authorization must be submitted and approved before you make the purchase.

**A separate Expense Report needs to be created to close out each spend authorization.*

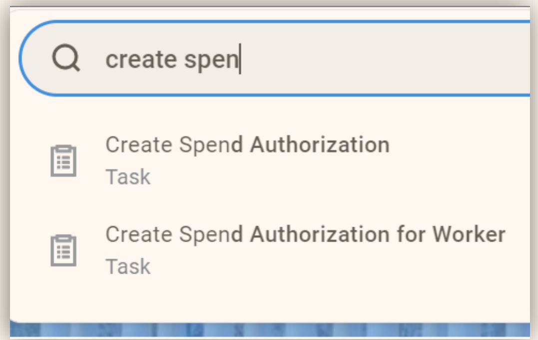
Spend Authorization Overview | Expense Items

The following companion travel expenses require a spend authorization:

- Agency Fee |Domestic
- Agency Fee | International
- Air Fare | Domestic
- Air Fair | International
- Air Upgrade |Domestic
- Air Upgrade |International
- Baggage Fee |Domestic
- Baggage Fee |International
- Entrance Fee | Domestic
- Entrance Fee | International
- Public Transit |Domestic
- Public Transit | International
- Rail | Domestic
- Rail | International

Spend Authorization Overview | What are the Key Steps?

Create Spend Authorization

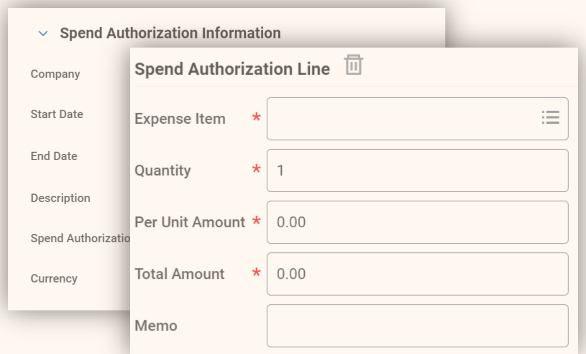


OVERVIEW

You will **start** the **Create Spend Authorization** task.
**The start and end dates will auto-populate with the current date. Adjust them to the start and end dates of your travel.*

CREATE AUTHORIZATION

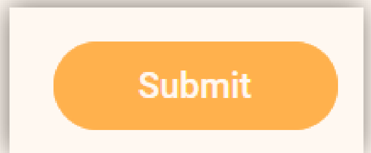
Enter Spend Details



You will **enter** spend details and add spend authorization lines as needed. Certain worktags will populate based on your HR profile.*
Besides the required fields, ensure at least **one of the four worktags are entered: **Gift, Grant, Designated or Project** prior to submission. Leverage the expense item group field to narrow down results.*

ENTER DETAILS

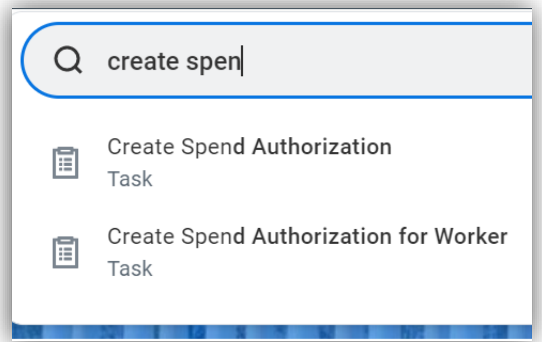
Submit Spend Authorization



You will **submit** the Spend Authorization. Once the task is completed, it will be routed based on the approver workflow.
If you receive an **error message, **review and reconcile** in order to submit your spend authorization report.*

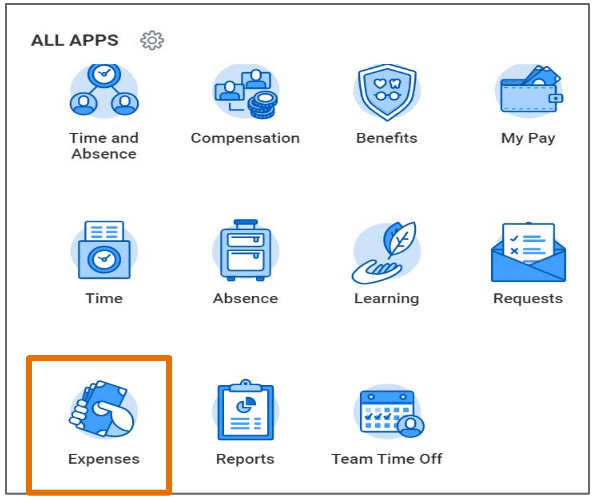
SUBMIT AUTHORIZATION

Create Spend Authorization



- Search **Create Spend Authorization** and select the task.

The Create Spend Authorization task is also **available** via the **Expenses worklet**.

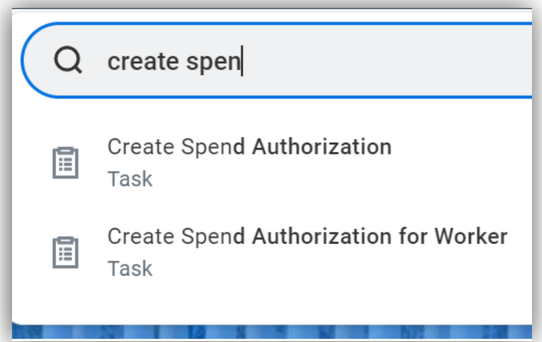


OVERVIEW

**The start and end dates will auto-populate with the current day's date. Adjust them to the start and end dates of your travel.*

CREATE AUTHORIZATION

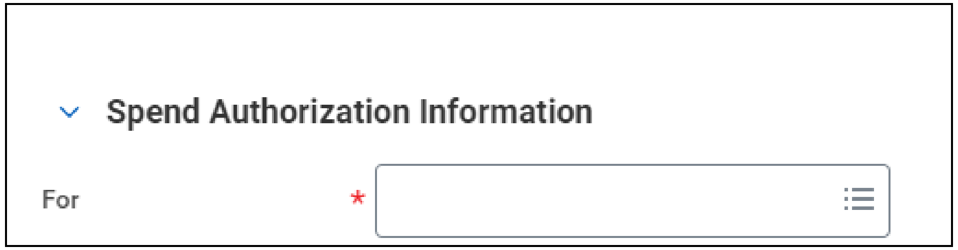
Create Spend Authorization



CREATE AUTHORIZATION

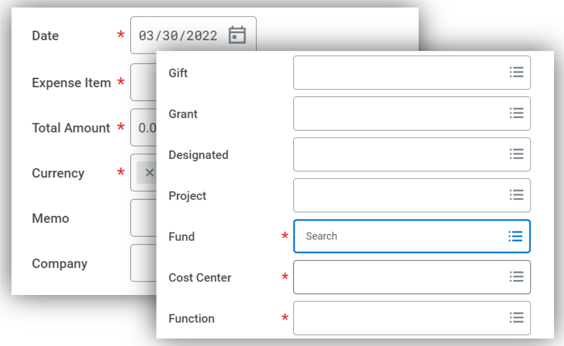
Expense Data Entry Specialists <u>only</u>

- Search **Create Spend Authorization for Worker** and select the task.
- Select the applicable person in the **For** field.



Spend Authorization Overview | Enter Spend Details

Enter Spend Details

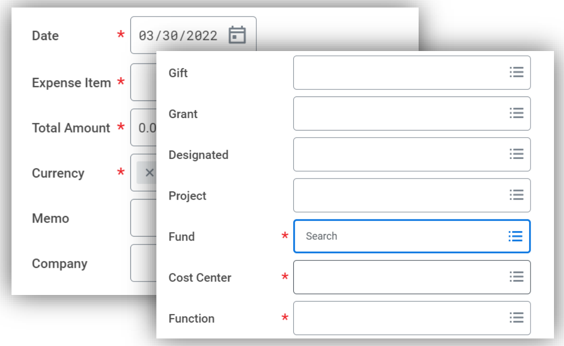


ENTER DETAILS

- **Description** – Describes **who** the companion travel is for and the **reason** for the companion travel expense.
- **Expense Item Field** – When entering the expense item fields, select the **By Expense Item Group** to **narrow** down results. Each expense item category provides further details by selecting the related actions icon.

- **Item Details Section** – After entering the Expense Item Field, this section will appear and **require** you to enter specific required fields.
- **Bona Fide Business Purpose** – At the expense line level, describes the purpose for the expense. Provide as much detail as you can. Must be a **bona fide business purpose**.

Submit Spend Authorization



SUBMIT AUTHORIZATION

- **Error Messages –**
- Display if **certain fields/actions** were **not completed** that were required before submitting the spend authorization.
- **Review** and **reconcile** any **errors** in order to submit the authorization.

- Spend Authorization routes to Expense Partner and then appropriate approver depending on the worktags entered.

Spend Authorization Overview | Approval Routing

Expense Partner (Central) > Approver based on worktags entered (Gift, Grant, Designated or Project)

Spend Authorization Lines | **Process History** | Balances

Turn off the new tables view

7 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Spend Authorization	Spend Authorization	Step Completed	03/31/2022 02:48:02 PM			1	
Spend Authorization	Review Spend Authorization	Not Required				0	
Spend Authorization	Approval by Expense Partner	Approved	03/31/2022 02:51:01 PM		(Expense Partner)	1	
Spend Authorization	Approval by Grant Manager	Not Required				0	
Spend Authorization	Approval by Project Budget Specialist	Not Required				0	
Spend Authorization	Approval by Unit Gift Manager	Not Required				0	
Spend Authorization	Approval by P2P Approver	Approved	03/31/2022 02:52:04 PM		(P2P Approver) ()	1	

Spend Authorization | Create Spend Authorization for Self Demo

- In this demonstration, you will see how to create a spend authorization for yourself.

Spend Authorization | Create Spend Authorization for Self Activity (3)

5 minutes

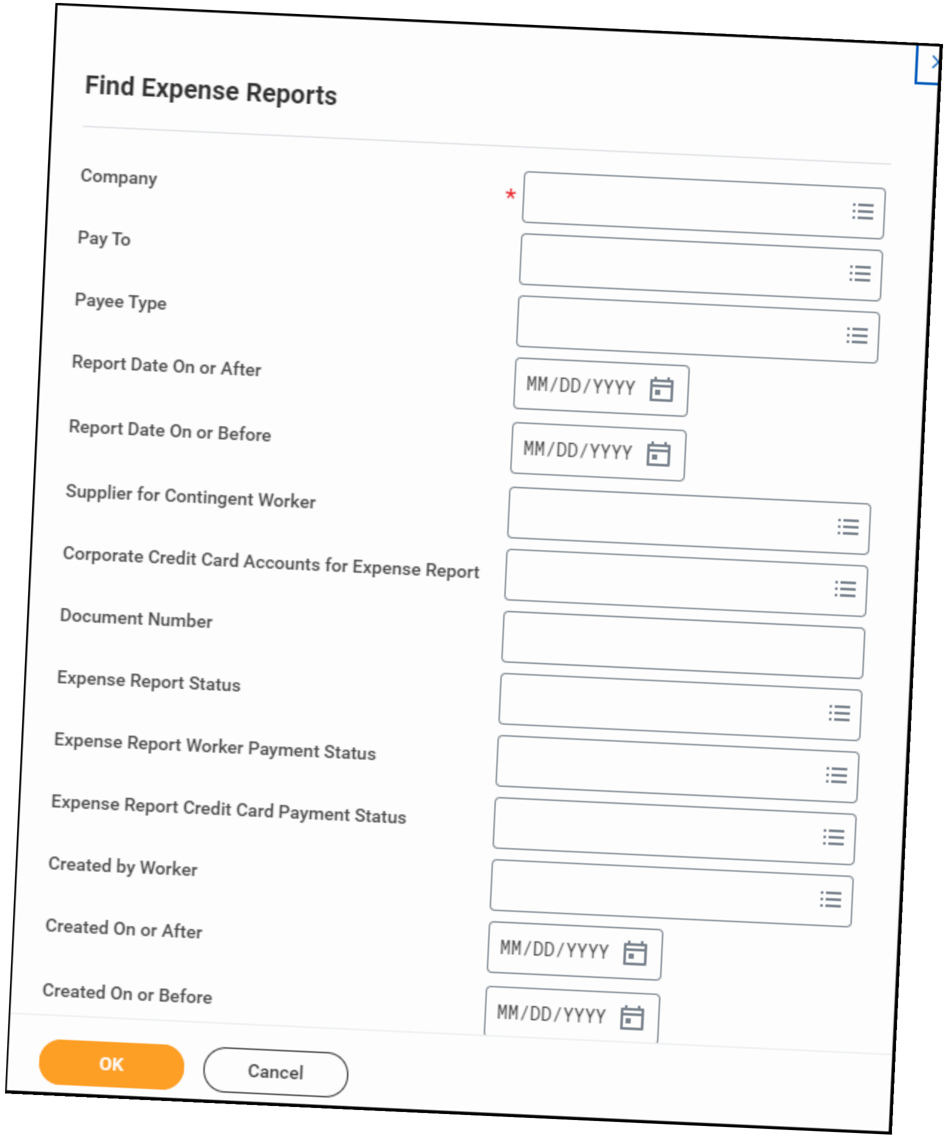
- In this scenario, you will practice how to create a spend authorization for yourself.

Reports

Reports | Find Expense Reports, Spend Auth & Transactions

Reports

- **My Spend Authorizations** – Lists your spend authorizations and their statuses
- **My Expense Transactions** – Lists your T&E credit card transactions and uploaded receipts (Quick Expenses)
- **Find Expense Reports** – search for expense reports for others than yourself.
- **Find Spend Authorizations** – search for spend authorizations other than yourself.
- **Fiscal Admins Persona Spotlight** – a variety of finance reports geared toward fiscal administrators; includes Expense related reports


Find Expense Reports

Company *

Pay To

Payee Type

Report Date On or After MM/DD/YYYY

Report Date On or Before MM/DD/YYYY

Supplier for Contingent Worker

Corporate Credit Card Accounts for Expense Report

Document Number

Expense Report Status

Expense Report Worker Payment Status

Expense Report Credit Card Payment Status

Created by Worker

Created On or After MM/DD/YYYY

Created On or Before MM/DD/YYYY

OK Cancel

Reports | View and Find Expense Reports and Spend Authorizations

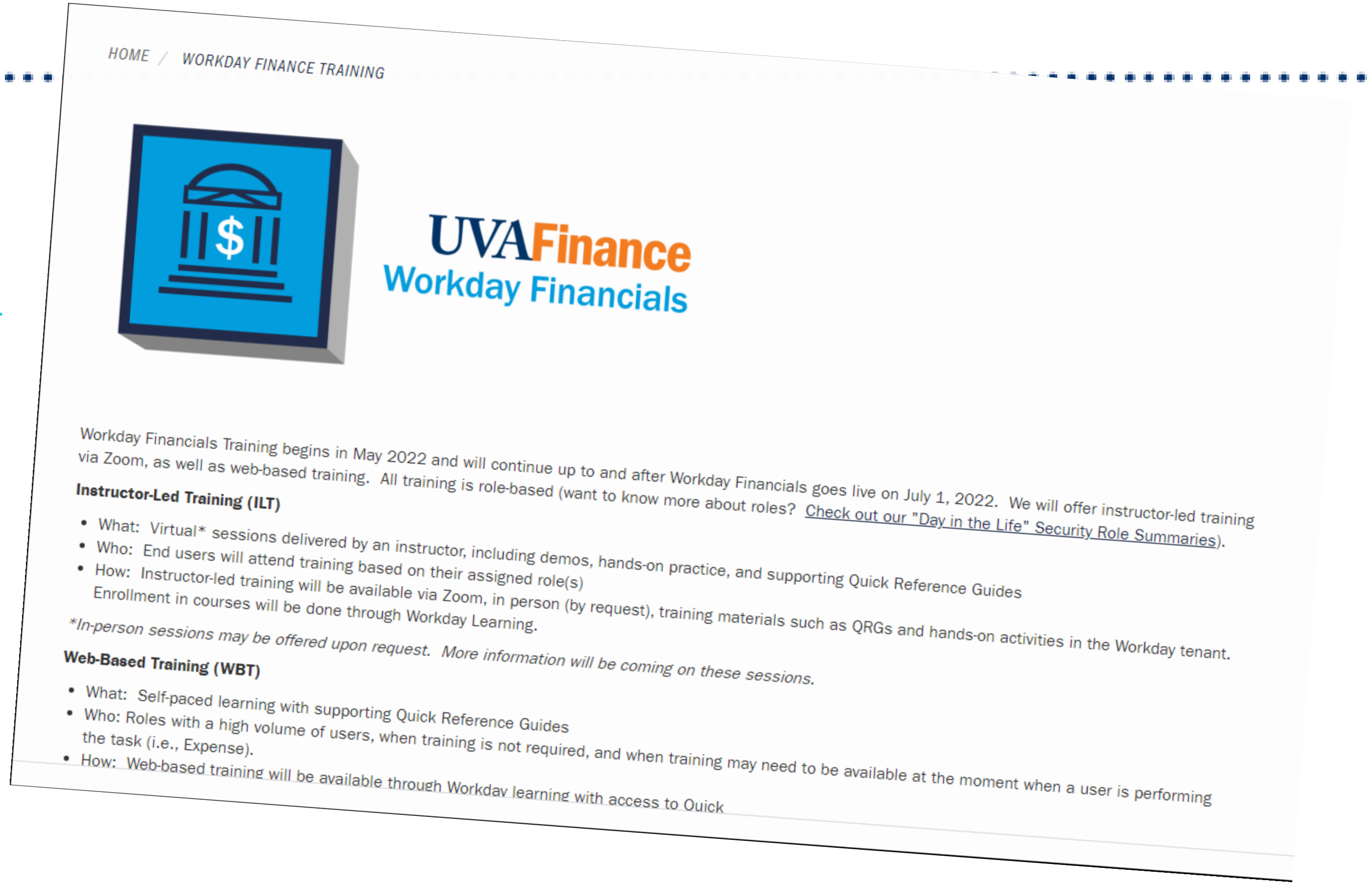
- In this demonstration, you will see how to view and find expense reports/transactions and spend authorizations.

Course Wrap-Up | Course Summary

In this course, we covered the following topics:

- Business and approval process for expense reports
- Creating an expense report
- Setting up and using the Delegation function
- Using the Workday mobile app to upload receipts and create expense reports
- Viewing, Editing, Changing, and Canceling an expense report
- Creating a spend authorization
- Reports for viewing your expense reports, spend authorizations and credit card transactions and finding expense reports and spend authorizations for other employees

Course Wrap-Up | Resources


HOME / WORKDAY FINANCE TRAINING

UVAFinance
Workday Financials

Workday Financials Training begins in May 2022 and will continue up to and after Workday Financials goes live on July 1, 2022. We will offer instructor-led training via Zoom, as well as web-based training. All training is role-based (want to know more about roles? Check out our "Day in the Life" Security Role Summaries).

Instructor-Led Training (ILT)

- What: Virtual* sessions delivered by an instructor, including demos, hands-on practice, and supporting Quick Reference Guides
- Who: End users will attend training based on their assigned role(s)
- How: Instructor-led training will be available via Zoom, in person (by request), training materials such as QRGs and hands-on activities in the Workday tenant. Enrollment in courses will be done through Workday Learning.

In-person sessions may be offered upon request. More information will be coming on these sessions.

Web-Based Training (WBT)

- What: Self-paced learning with supporting Quick Reference Guides
- Who: Roles with a high volume of users, when training is not required, and when training may need to be available at the moment when a user is performing the task (i.e., Expense).
- How: Web-based training will be available through Workday learning with access to Quick

- Expense Report Quick Reference Guides
- Community Hub
  - Expense Business Process
  - FST Home Page
- UVA Business Terms

Need access to the Community Hub?

- Contact the *UVAFinance Communications Manager* at bv8h@virginia.edu.

University of Virginia

UVAFinance

Course Wrap-Up | Course Evaluation

Your feedback is important to us!

Please take a moment to complete a brief survey on today's training session.

UNIVERSITY of VIRGINIA

Thank you!