



Expense Reports for Expense Ambassadors



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





Continuing Expense Ambassador	New Expense Ambassador	Not an Expense Ambassador	* •





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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 	ort Information	
Expense Report For	* Employee: I	
Creation Options	Create New Expense Report Copy Previous Expense Report Create New Expense Report from Spend Authorization	
Memo	* Trip to Chicago for recruiting	
Company	★ The Rector & Visitors of the := University of Virginia	
Expense Report Date	* 03/21/2022 🖬	
Company on Expense l	ine ★ X The Rector & Visitors of the := University of Virginia	
Gift		
Grant		
Designated	× DN000308 FI-PS Education := and General	
Project		
Fund *	× FD095 Local Auxiliary …	
Cost Center *	× CC0490 FI-PSDS Operations … :=	
Function *	× FN052 Student Activities - ···· : Rec & Intramural Programs (Aux)	
Program		
	🗴 Business Unit: BU03 FI :=	

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?

HCM=Human Capital Management

in one place.

expense report rather than individual

expense lines.

Expense Report Overview | Key Terminology

Workday Term	Definition	Legacy Term
Мето	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.

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.

Expense Support Specialist

Other Approval Roles

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.

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.

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**.*

Other Approval Roles

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 report includes a reimbursement over \$2000 .	Expense Partner (central)

Expense Reports: Create Reports

Expense Report Overview | What are the Key Steps?

Create Expense Report

Q	create expense
	Create Expense Report Task
	Create Expense Report for Worker Task

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

Date * 03	3/30/2022 🖬			
Expense Item *	Gift			:=
Total Amount * 0.1	Grant			:=
Currency *	Designated			:=
	Project			:=
Memo	Fund	*	Search	:=
Company	Cost Center	*		:=
_	Function	*		:=

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

VERVIEW

UVAFinance 18

Expense Report Overview | Create Expense Report

Create Expense Report Task Create Expense Report for Worker	Q	create expense
Create Expense Report for Worker		Create Expense Report Task
- Task		Create Expense Report for Worker Task

CREATE REPORT

- (1) 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.

Create Expe	ense Report for Worker	
Рау То	*	:=

*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

Date * 03	/30/2022 🖬		
Expense Item *	Gift		:=
Total Amount * 0.0	Grant		:=
	Designated		:=
Currency *	Project		:=
Memo	Fund	* Search	
Company	Cost Center	*	:=
_	Function	*	

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 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.

Expense Report Overview | Submit Expense Report

Date *	03/30/2022 🖬		
Expense Item *	Gift		
Total Amount *	Grant		
Currency *	Designated		:=
Currency * ×	Project		:=
Memo	Fund	*	Search :=
Company	Cost Center	*	
	Function	*	

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.

• 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:

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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					×⊞	PDF
For						
Current Delegations Current Tas	sk Delegations Delegation H	listory Delegated Tasks Business Processes allowe	ed for Delegation			
					Turn off the new tables view 🦲)
1 item					/ᆁ ╤ 🖬 ଅ 🎟 🎟	1
Begin Date Er	End Date	Delegate	Alternate Delegate	Start On My Behalf	Retain Access to Delegated Tasks in Inbox	
03/28/2022 12	2/29/2023			Create Expense Report Create Spend Authorization	No	
Manage Delegations	/					

Expense Report Overview | Delegating Expense Reports

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 > My Tasks (or the Search field).
- Navigate to each tab for relevant information about • your delegations.
- Select Manage Delegations to assign a delegate to ٠ Create Expense reports for you.

My Delegations						rove
For						Delegations
	Current Delegations Current T	ask Delegations Delegation I	History Delegated Tasks Business Processes allowe	ed for Delegation		
						Turn off the new tables view 🔵
	l item					/// 2 □ 🖓 🖽
	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					

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All Items

Filters

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My Tasks

Expense Report Overview | Delegating Expense Reports

My Delegations	S				전 전	[⁴]
For						
Current Delegations	Current Task Delegations	Delegation History	Delegated Tasks	Business Processes allowed for Delegation		
					Turn off the new tables view 🔵	

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

 Click Manage Delegations reports for you. 	reate Expense	Ay Delegations					
2. Enter the Begin and End Dates .							
3. Select the delegate and an		0 items					
4. Select Create Expense Rep • Business Processes allowed for Delegation New Delegation 1 item	ehalf column.	Manage Delegations					
+ *Begin Date End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf				
─ MM/DD/YYYY ➡ MM/DD/YYYY ➡	Delegate * 	× Create Expense Report ∷Ξ	 For all Business Processes For Business Process image: second second				
4			Delegation Rule				
Submit Save for Later Cancel							

.

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

Current Delegations 2 items

XII

Turn off the new tables view ▨▥៑◧▯▦▦

Expense Report Overview | Delegation Assignments

/iew My Delegation Assignments						
Current Delegations 2 items						Turn off the new tables view 💽
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

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

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



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**.







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







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







- 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.



Linked Quick Expense	Search :=
	O3/14/2022 22.10 USD





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.









47



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:



*The expenses worklet may need to be set up individually to have it appear in your apps Menu.





View Expense Report | Simplified Process Flow

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

Expense Report Status		:=
Report Date On or After	01/31/2022 💼	
Report Date On or Before	03/31/2022	

My E	xpense Rej	ports		-	
Crea	ate Expense Repor	t Fin	d Expense	e Reports	
My Expen	se Reports 17 items	5			7.4.1
Report	Number	Report Date	Status	Memo	Amount
۹	ER-000000778	01/25/2022	Paid		100.00
		01/00/0000	Daid		(0.15

- 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.

View Expense Repo	rt ER-00000	00482 Te	est Report 2 🛛 🚥			
Pay To Employee: Linda Leshowitz	Status Po Paid 0.	rsonal 00 USD	Company Paid 0.00 USD	Prior Balance Applied 0.00 USD	Reimbursement 206.50 USD	Total 206.50 USD
Header Attachments	Expense Payment	Busi	ness Process	Expense Lines		

*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:







Edit Expense Report | How to Edit Expense Reports



- 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.

					√□ □ = □□	n.
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



- 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.







Edit Expense Report | How to Edit Expense Reports

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**.





3



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.





Edit Expense Report | How to Change Expense Reports



- 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.

					▨▥束┉๓ェ
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

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**.





3



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.







Edit Expense Report | How to Cancel Expense Reports



- 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.

My E	xpense Report	S	: ••• •				
Cre	eate Expense Report	Find Expens	se Reports				
Му Ехре	nse Reports 16 items						
Expense Report	Expense Report Number	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid
٩	ER-000000760	04/04/2022	Draft	Non-Professional membership fee	195.00	195.00	
۹	ER-000000758	04/04/2022	Waiting on Expense Support Specialist	Guest speaker for consortium in Pittsburgh	350.00	350.00	





Edit Expense Report | How to Cancel Expense Reports

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





2



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:







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Select

Text

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Mouse

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Break Stretch Break







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 <u>FIN-004</u> for the policy details and <u>Does My Expense Qualify as a Bona Fide Business</u> <u>Purpose</u>.
- 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 Task Create Spend Authorization for Worke Task
Create Spend Authorization Task Create Spend Authorization for Worke Task
Create Spend Authorization for Worke Task

Enter Spend Details

Company	Spend Authorization Line	
Start Date	Expense Item *	
End Date	Quantity * 1	
Description		
Spend Authorizat	Per Unit Amount * 0.00	
Curropov	Total Amount * 0.00	



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. 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.

CREATE AUTHORIZATION

ENTER DETAILS

SUBMIT AUTHORIZATION




Spend Authorization Overview | Create Spend Authorization

Create Spend Authorization

Q	create spen
1	Create Spen d Authorization Task
	Create Spen d Authorization for Worker Task

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

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

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







Create Spend Authorization

Q	create spen
[]	Create Spen d Authorization Task
1	Create Spen d Authorization for Worker Task

CREATE AUTHORIZATION

- Expense Data Entry Specialists only
- Search Create Spend Authorization for Worker and select the task.
- Select the applicable person in the For field.

~	Spend Authorizatio	on Information	
For	*	:=]





Spend Authorization Overview | Enter Spend Details

Enter Spend Details

Date * 0:	3/30/2022 葍				
Expense Item *	Gift			:=	
Total Amount * 0.	Grant 0			:=	
Currency *	Designated			:=	
	Project			:=	
Memo	Fund	*	Search	:=	
Company	Cost Center	*		:=	
	Function	*		:=	

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.

Expense Item * X Airfare | Domestic :=

- 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.





Spend Authorization Overview | Submit Spend Authorization

Submit Spend Authorization

Date * 03	/30/2022 🖬		
Expense Item *	Gift		:=
Total Amount * 0.0	Grant		:=
	Designated		:=
	Project		:=
Memo	Fund	* Search	:=
Company	Cost Center	*	:=
	Function	*	

• 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.



SUBMIT 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 o	off the new tables view 🚺
7 items						⊠ ⊞	≡ 00 🖽 🗗 🎟 🎟
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 | 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.
- Credit Card Transactions Not Expensed or Approved – search for cc transactions that haven't been submitted or approved on an expense report.
- **Fiscal Admins Persona Spotlight** a variety of finance reports geared toward fiscal administrators; includes Expense related reports

Find Expense Reports		
Company	*	
Рау То		
Рауее Туре		
Report Date On or After	MM/DD/YYYY 🛱	:=
Report Date On or Before	MM/DD/YYYY 首	
Supplier for Contingent Worker		:=
Corporate Credit Card Accounts for Expense Report		:=
Document Number		
xpense Report Status		:=
xpense Report Worker Payment Status		
xpense Report Credit Card Payment Status		:=
reated by Worker		
eated On or After	MM/DD/YYYY	
ated On or Before	MM/DD/YYYY 📄	
OK Cancel		





Reports | Credit Card Transaction Statuses

Credit card transactions can have different statuses. Regardless of their status, they must be submitted via an expense report within 30 days of posting.

The table below describes the different credit card transaction statuses available in Workday and that may be seen in reports:

Status	Description
New	An unpaid credit card transaction is available to include in an expense report.
Pending	The credit card transaction is on an expense report that's in <i>Draft</i> or <i>In Progress</i> status and not yet paid.
Expensed	The credit card transaction is on approved expense report and not yet paid.
Prepaid	The credit card transaction is paid and not on a fully approved Expense report.
Paid	The credit card transaction is on a paid and approved expense report.





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

- Expense Report Quick Reference Guides
- <u>Community Hub</u>
 - Expense Business Process
 - FST Home Page
- <u>UVA Business Terms</u>



HOME / WORKDAY FINANCE TRAINING

Need access to the Community Hub?

• Contact the UVAFinance Communications Manager at bv8h@virginia.edu.





Your feedback is important to us!

Please take a moment to complete a <u>brief survey</u> on today's training session.





Thank you!

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