Workday How-To Guide

WORKDAY PROCEDURES

Business Office
ANDERSON UNIVERSITY |
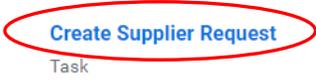
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Creating a Supplier Request

1. Search 'Create Supplier Request' in your Workday search bar and select the task as shown below.

Tasks and Reports

Create Supplier Request
Task

2. You will then input the supplier's name and address and any additional contact information. Once that is complete, click over to the 'Attachments' tab where you can drag and drop or search for the supplier's W-9. *The W-9 is required for the supplier to be approved.*

Create Supplier Request

Contact Information   Classification   Attachments   Supplier Contact

Please attach the supplier's W-9 form if it's available at this time.

Attachments

Worker	* Jones, Abbie D
Supplier Name	*
DUNS Number	
Unique Entity Identifier	
Restricted to Companies	
Supplier Category	
Parent	
Tax Authority Form Type	select one ▼
TIN Type	
Tax ID	
Justification	

Drop files here
or
Select files

Contact Information   Classification   Attachments   Supplier Contact

Phone
Add

Address
Add

Email
Add

Instant Messenger
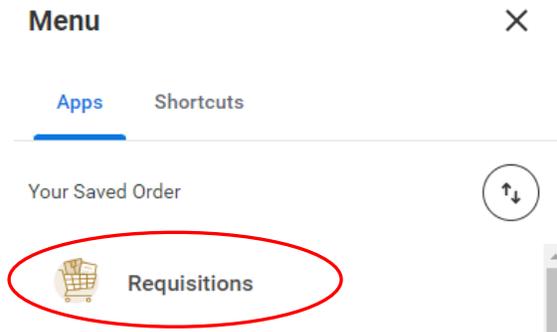Add

Web Address
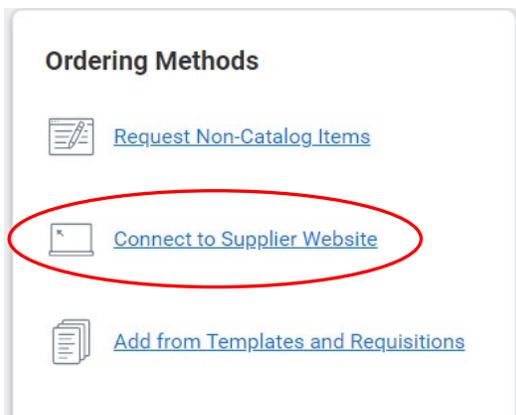Add

OK   Save for Later   Cancel

Requisition/Purchase Order/Invoice Process

To Create Requisition from <u>Supplier Website</u> (The ONLY Supplier Catalogs available are Amazon and FSI).

1. Select **Menu** (top left) to View All Apps
2. Select Requisitions App

3. Select Connect to a Supplier Website

4. Choose the supplier you need to connect to.

5. Search for and find the item(s) you want to purchase and add to cart.
6. Select Proceed to Checkout when you have placed all items in cart.
7. Type your name in Deliver To: field and select the applicable address. (Do not add a new address. All purchases should be routed to one of the preloaded addresses. Per Fiscal Policy and Procedures, items may not be shipped to employee homes without approval from applicable Senior Vice President.) After selecting address, click deliver to this address.

3   Choose a shipping address

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: Darlene Morgan   This will be applied to only this order.

Group *Anderson University* addresses

Shipping to more than one address?

- ● **Anderson University** 316 BOULEVARD, ANDERSON, SC, 29621-4002, United States, Phone: 864-760-1168
- ○ **Anderson University** 431 WILLIAMSTON RD, ANDERSON, SC, 29621-5943, United States, Phone: 864-231-2067
- ○ **Anderson University** 225 S PLEASANTBURG DR STE A7, GREENVILLE, SC, 29607-2533, United States, Phone: 864-328-1764
- ○ **Anderson University** 225 S PLEASANTBURG DR STE B3, GREENVILLE, SC, 29607-2533, United States, Phone: 864-622-6084
- ○ **Anderson University** 200 BLECKLEY ST, ANDERSON, SC, 29625-4325, United States, Phone: 864-622-6006
- ○ **Anderson University** HOLDREDGE-BEARWOOD CENTER, 3031 HIGHWAY 81 N, ANDERSON, SC, 29621-3621, United States, Phone: 8642312067

Use this address

8. All employees have access to Prime shipping through Anderson University's Business account. If Prime shipping is available for the order you are placing, you may choose that delivery option at no additional cost. After selecting shipping option, click continue.

Choose your shipping options

Continue

Shipment 1 of 1

Shipping from Amazon.com (Learn more)

Shipping to: Holly Barthelmes, 316 BOULEVARD, ANDERSON, SC, 29621-4002 United States

- **Simple Designs LD1003-BLK Basic Metal Flexible Hose Neck Desk Lamp, Black**
  $11.99 - Quantity: 1
  Business Price ⌄
  Sold by: Amazon.com Services LLC

Change quantities or delete

Choose your Prime delivery option:

- ● **Monday, Oct. 25**
  FREE Prime Delivery
- ○ **Monday, Oct. 25**
  FREE Amazon Day Delivery
  Get your orders together in fewer boxes and deliveries each Monday. Change delivery day

9. Choose **Pay by Invoice** as Payment Method.

4   Choose a payment method

Darlene, pay invoices how you want.
Make payments through wire, check, or ACH online.

Anderson University Test credit and debit cards

+ Add a credit or debit card › Amazon accepts all major credit cards.

Anderson University Test line of credit

- ● **Pay By Invoice**
  Provided by your organization

Other payment methods

10. After reviewing your order information, click submit order for approval to be taken back to Workday to complete placing your order. **Order will not be placed with Amazon until you have finished filling everything out in Workday.

Review your order

⚠ This order requires approval.

ⓘ **Keep operating hours up to date**
If your hours ever change at an address, click **Edit delivery preferences** to update them.

Group
Anderson University
Change

Shipping address Change
Holly Barthelmes
316 BOULEVARD
ANDERSON, SC 29621-4002
United States
Phone: 864-760-1168

Payment method Change
ending in
Amazon Business Line of Credit ending in 1563

Billing address Change
Anderson University
316 BOULEVARD
ANDERSON, SC 29621-4002
United States

Promotional Codes:

Enter Code   Apply

Submit order for approval

By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy notice.

Order Summary
Items: $11.99
Shipping & handling: $0.00
Total before tax: $11.99
Estimated tax to be collected: $0.84

Order total: **$12.83**

How are shipping costs calculated?
Prime shipping benefits have been applied to your order.

11. If all items correctly show up in your Workday cart, you may "checkout".

View Cart

Company	Requester	Requisition Type	Total Amount	Currency
Anderson University	Barthelmes, Holly	Less than $500 Requisition	$11.99	USD

1 item

Simple Designs LD1003-BLK Basic ... $11.99	1

Edit

Description	Simple Designs LD1003-BLK Basic Metal Flexible Hose Neck Desk Lamp, Black
Supplier Item Identifier	B00CM5SBSO
Spend Category	(empty)
Supplier	Syncb Amazon
Supplier Contract	(empty)
Quantity	1
Unit of Measure	Each
Unit Cost	11.99
Extended Amount	11.99
Item Identifiers	(empty)
Memo	

Checkout   **Continue Shopping** ▾

12. In your checkout screen, you can review the goods lines. Information will default from the supplier's website. You can click on Edit More Details/Edit More to complete the required information. You may also utilize "Access Advanced Checkout" (top right blue link) if you prefer this layout for entering the required information.

Requisition Details ATTENTION REQUIRED

Requesting for	Company	Ship-To Address
Morgan, Darlene	Anderson University	316 Boulevard, Anderson, SC
		29621, United States of America

Edit More Details

Requisition Summary

Subtotal	24.75
Freight	0.00
Other Charges	0.00
Total	$24.75 USD

My Cart (2)

Item	Price	Quantity *	Worktags *		Actions
PILOT G2 Premium Refillable & Retractable ... ATTENTION REQUIRED	$13.99 Each	1	Cost Center: ✕ Cost Center: CC00002616 Business Office Grant	Gift Project	Edit More 🗑
Amazon Basics Twin Pocket File Folders wit... ATTENTION REQUIRED	$10.76 Each	1	Cost Center: ✕ Cost Center: CC00002616 Business Office Grant	Gift Project	Edit More 🗑

> Attachments

You must fill in:

    a. Freight Amount (optional): should not be applicable to most Amazon and FSI charges

    b. Other Charges (optional): tax may be entered in this field

    c. Memo to Suppliers (required for FSI): ***For FSI, please type in the building and room number you would like your order to be delivered to. Character count in this field should not exceed 25 characters to ensure the driver can see the full message.

    d. Internal Memo (optional): This field may be used to provide any information you would like the Business Office to know.

    e. Spend Category (required): select the most appropriate spend category. *Budget funds are allocated at the cost center level, not the spend category level.

    f. Memo (preferred): Type anything that may be helpful for the Business Office/Supplier to know, such as a business purpose for the purchase.

    g. Driver Worktags (Cost Center, Gift, Grant, Project, and Agency) (required): Cost Center will default based on your employee setup. If applicable, search for cost center to charge purchase to or remove cost center and search gift, grant, project, or agency.

        i. ***Do not change or remove fund/program additional worktags. These will default based on the cost center, gift, grant, project, or agency you select.

        ii. If the good line needs to be split between multiple driver worktags/cost centers, you will need to go to the link Advanced Checkout and select the number under the splits column and choose to split by amount or quantity. Click the plus sign to add a line for the number of ways you want to split the transaction. *Note: only the driver worktags may be selected. You cannot select multiple spend categories per line.

13. When finished filling in applicable information, click submit. If the order is less than $3000, the order will automatically be placed with Amazon or FSI. If the order is greater than $3000, the requisition will be routed to your Cost Center Manager, Dean/Director, Vice President, and the Business Office for approval.

To Create Requisition for **Non-Catalog Items (All Suppliers other than FSI or Amazon)**

1. Select **Menu** (top left) to View All Apps
2. Select Requisitions App
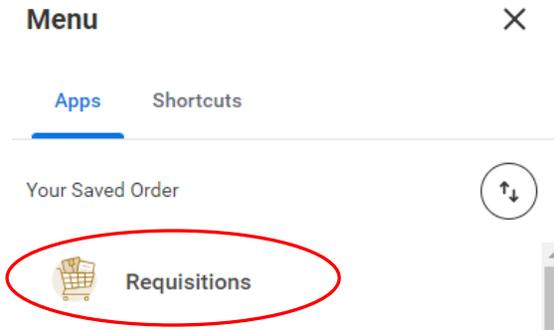
3. Select Request Non-Catalog Items OR "Start Requisition"
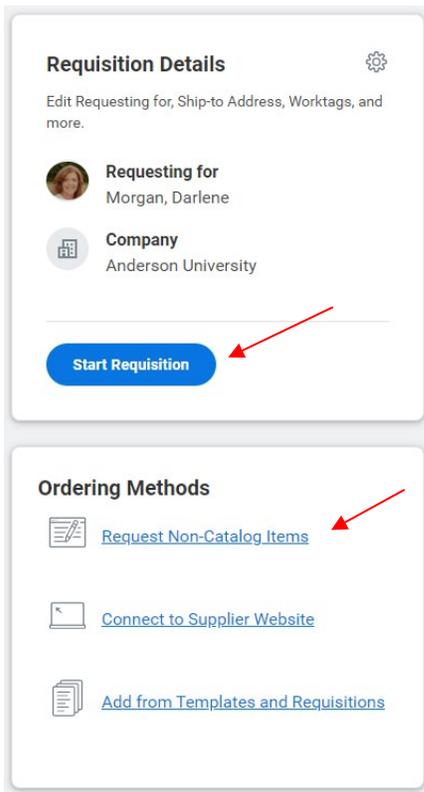
4. Give a good description of what you are ordering and choose if this is a goods or service. If service, click "other details to add" and enter supplier and total cost of service. If goods, enter quantity, unit of measure, and price as well as the supplier. Do not include taxes on any goods or services lines. Tax amounts go in the field "Other Charges." This will be entered upon checkout.

    a. For Goods:
        i. Requisition Type: select "Goods Requisition"
        ii. Item Description: general description of one specific item you are requesting. *If purchasing multiple types of items, each will need to be entered separately.

iii. Spend Category (required): select the most appropriate spend category. *Budget funds are allocated at the cost center level, not the spend category level.
iv. Supplier (required): select the supplier you want to purchase from. You may type in the supplier's name or search by one of the subcategories
v. Quantity (required for good request type): number of each type of item you are requesting.
vi. Unit Cost (required for good request type): amount for one item
vii. Unit of Measure (required for good request type): select the most applicable. If unsure which one to select, choose "each."
viii. Memo (optional): information applicable to charge
ix. Select Add to Cart

What do you need to order?

Description *

Microscope

What type of order is it?

Spend Category *

× Equipment

Is this a goods item or a service?

◉ Goods
○ Service

What is the quantity and cost?

Quantity *

1

Unit of Measure *

× Each

Price

1500.00

Subtotal $1,500.00 USD

⌄ **Other details to add**

Supplier

Search

× Martin Microscope Company

Supplier Contract

b. For Services:
i. Requisition Type: select "Services Requisition"
ii. Item Description: general description of one specific item you are requesting. *If purchasing multiple types of items, each will need to be entered separately.
iii. Spend Category (required): select the most appropriate spend category. *Budget funds are allocated at the cost center level, not the spend category level.
iv. Supplier (required): select the supplier you want to purchase from. You may type in the supplier's name or search by one of the subcategories

v.   Start Date: start date of the service
vi.   End Date: end date of the service
vii.   Extended Amount: total amount of the service
viii.   Memo (optional): information applicable to charge
ix.   Select Add to Cart

What do you need to order?

Description *

Meal for Business Office Meeting
11/15/22

What type of order is it?

Spend Category *

× Contract Services Meals

Is this a goods item or a service?

○ Goods
● Service

∨   Other details to add

Supplier

× AVI Foodsystems, Inc

Supplier Contract

Start Date

MM/DD/YYYY 📅

End Date

MM/DD/YYYY 📅

Price

575.00

Memo

5. Enter each goods or service you are ordering on a separate line by clicking Add to Cart after entering each item. A new screen will appear each time you click Add to Cart so that you can enter the next item description/spend category/price etc.... This is important for receipting in Workday and Fixed Asset tracking. Once all items are entered, click Checkout.
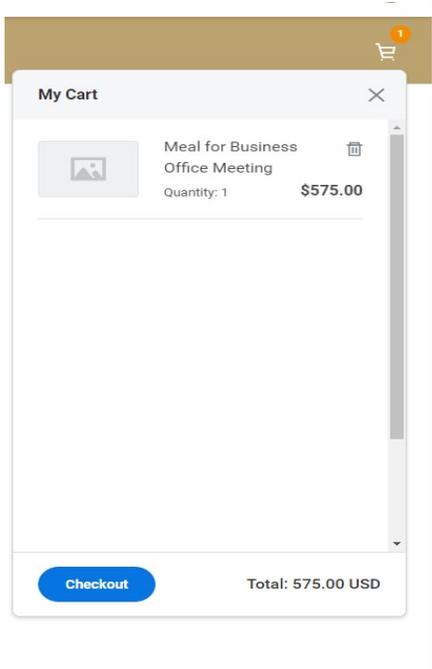
6. In your checkout screen, you can review the goods/services lines. Click on Edit More Details/Edit More to complete the required information. You may also utilize "Access Advanced Checkout" (top right blue link) if you prefer this layout for entering the required information.

You must fill in:
   a. Freight Amount (optional)
   b. Other Charges (optional): tax may be entered in this field
   c. Memo to Suppliers (optional)
   d. Internal Memo (optional): This field may be used to provide any information you would like the Business Office to know.

e. Spend Category (required): select the most appropriate spend category. *Budget funds are allocated at the cost center level, not the spend category level.
f. Memo (preferred): Type anything that may be helpful for the Business Office/Supplier to know, such as a business purpose for the purchase.
g. Driver Worktags (Cost Center, Gift, Grant, Project, and Agency) (required): Cost Center will default based on your employee setup. If applicable, search for cost center to charge purchase to or remove cost center and search gift, grant, project, or agency.
   i. ***Do not change or remove fund/program additional worktags. These will default based on the cost center, gift, grant, project, or agency you select.
   ii. If the goods line needs to be split between multiple driver worktags, select the number under the splits column and choose to split by amount or quantity. Click the plus sign to add a line for the number of ways you want to split the transaction. *Note: only the driver worktags may be selected. You cannot select multiple spend categories per line.
h. If your order is >$500, you must attach a document from the supplier that shows the price of the goods/services. Documents that may be attached include:
   i. Quote
   ii. Invoice
   iii. Order Form
   iv. Approval Email for External Services from Business Office
   v. Email correspondence from the Supplier regarding pertinent purchasing information.
7. When finished filling in applicable information, click submit. The order will be routed automatically to the applicable approvers.

Up Next

Pierce, Victoria Johnson

Approval by Cost Center Manager (All)
Due Date   10/23/2021

> **Details and Process**

Obtaining your Purchase Order

After a requisition has been fully approved, the purchase order will automatically be created and issued overnight. At this time, the requestor will receive a notification in Workday that the purchase order is available. From the related actions on the purchase order, a printable version of the PO may be obtained

Purchase Order   PO2022-00⬛⬛⬛

to be sent to the supplier by the requestor (email or mail). It is up to the requestor to send the purchase order to the supplier if needed. The Business Office will not be sending purchase orders to suppliers.
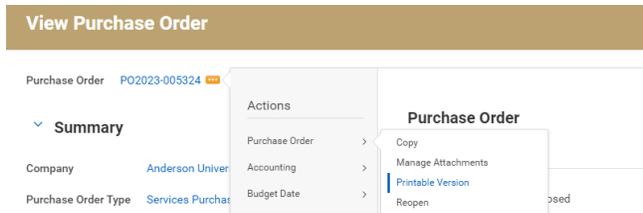
Click on the Related Actions, Printable Version and OK.

Click on Refresh Button until 100% and a PDF Version has been uploaded. This is the PO that can be sent to the supplier.

View Progress of Requisition/Create Receipt

After the purchase order has been created, it MUST be issued before a receipt can be created. PO issuance will occur every night. Therefore, the receipt may be submitted the next day.

**Receipts should not be submitted until goods have been received or services have been performed. Any exceptions needed should be addressed with the Business Office prior to creating the receipt.

1. Select **Menu** (top left) to View All Apps
2. Select Requisitions App
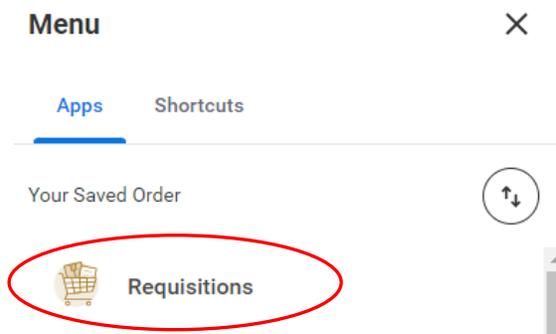
1. From this requisition dashboard, you can view the progress of all requisitions by clicking the small icons that will appear above the words Ordering/Ordered, Receiving/Received, and Invoicing/Invoiced. The words will change, and icons will appear as the requisition moves along in process.
2. To create the receipt, find the requisition number and above the word Ordered, click on the small icon to view the PO number. Click on the PO# to view it and go off the related actions button to create receipt.

Requisitions

Open (1) Completed (0)

REQ2022-004810 ···   Approved
Total Amount: $267.50 Created on 08/16/2022
1 item ⌄

Ordering

PO2022-004673
Status: Approved
Contact: Morgan, Darlene
Supplier: AVI Foodsystems, Inc

View Purchase Order

Purchase Order   PO2022-005049 ···

⌄ **Summary**

		Actions		**Purchase Orde**
Company	Anderson Univer	Purchase Order >		PO2022-005049
Purchase Order Type	Less than $500 F	Budget Date >		
		Favorite >		Status
Supplier	Fisher Scientific	Integration IDs >		Company
		Receipt	Create	
Currency	USD			Document Date
Document Date	11/11/2022			Purchase Order Ty

3. The purchase order number will default in the next screen and will have all the information from your requisition defaulted into your receipt. Select ok.
4. Review your purchase order information. Amounts in line items may not contain shipping or tax. These amounts will be reviewed and added by Accounts Payable if not defaulted. Toggle between all lines to receive each applicable one. **Only receive items that match to the invoice**
   a. For Goods: select the quantity to receive (should match the invoice). If all items are being received, select "receive in full" check box
   b. **For Services: enter the dollar amount to receive** (should match to invoice). If the full amount is being received, select "receive in full" check box

==***If you have multiple invoices for one purchase order, please create separate receipts for each invoice. This will ensure that suppliers can easily see which invoices we are paying.==

Line Information

Item Description   Microscope

PO Line   PO2021-000199 - Line 1

Quantity to Receive	1
Unit of Measure	Each
Fully Receive	☑
Quantity Ordered	1
Ordered Quantity Invoiced	0
Total Quantity Already Received	0
Memo	

5. In the attachment section, attach your invoice for Accounts Payable to review. (File type cannot be Live Photo -. HEIC)

Attachments

PDF   Blank Receipt.pdf
✓ Successfully Uploaded!

Comment

6. Select Submit which will route your receipt to accounts payable for the invoice to be created in Workday and paid.

Find Where Requisition is in Process

1. Requisition status will show up beside the requisition number on the requisition dashboard.

Requisitions

Clear Filters   Edit Filters

Open (1)   Completed (0)

REQ2022-001060 •••   <mark>Approved</mark>
Total Amount: $50.00   Created on 03/01/2022
1 item ∧

                             Ordered   Receiving   Invoicing

Item		Status	
	Test Amount: $50.00	Requested Ordered	$50.00 $50.00

2. Once the requisition is approved and purchase order is issued, a small icon will appear above the word Ordered. This is where the PO # can be found.
3. When items/service is received and a receipt has been created (see above for instructions), a small icon will appear above the word Received. You can click on the icon to see if the receipt has been denied/approved or is still in progress.
4. When the receipt is approved and a supplier invoice has been created by accounts payable in Workday, a small icon will appear above Invoicing/Invoiced. You can click into this icon to see the payment status.

Invoice Payment Status

1. If the requisition has been submitted but not received, status will show as ordered.

Requisitions

Clear Filters   Edit Filters

Open (1)   Completed (0)

REQ2022-001060 •••   Approved
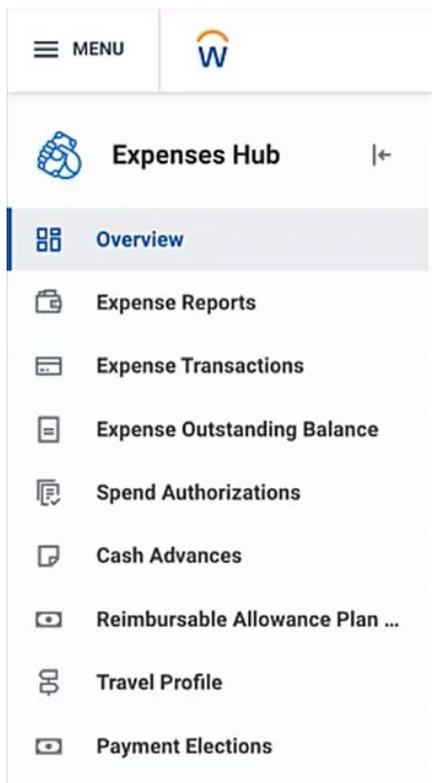Total Amount: $50.00   Created on 03/01/2022
1 item ∧

                             Ordered   Receiving   Invoicing

Item		Status	
	Test Amount: $50.00	Requested Ordered	$50.00 $50.00

2. If the requisition has been submitted and received against but not paid, status will show as received.

Requisitions

Edit Filters

Open (1)   Completed (0)

REQ2022-001060 ···   Approved
Total Amount: $50.00   Created on 03/01/2022
1 item ⌄

Ordered ⊘ —— Received ⊘ —— Invoicing

3. If the requisition has been submitted, received, and payment is processing, status will show as invoiced.

Requisitions

Clear Filters   **Edit Filters**

Open (1)   Completed (0)

REQ2022-001060 ···   Approved
Total Amount: $50.00   Created on 03/01/2022
1 item ⌄

Ordered ⊘ —— Received ⊘ —— Invoiced ⊘

Expense Reports
Creating an Expense Report with Credit Card Transactions

1. Select **Menu** to View All Apps
2. Select Expenses Hub ***Note – you may need to add the Expense Hub as an app by clicking the 'Add App' button at the bottom of the screen.***

3. Once in the Expenses Hub you can navigate using the tabs on the left side of your screen.
   *Note that you will only see the tabs with relevant data here so the appearance may vary*

4. Select Create Expense Report – this is available on the Overview, Expense Reports, and Expense Transactions tab. *(Alternately, you can type in 'Create Expense Report' in the search bar of Workday.)*

5. On the header page, complete the following fields and then select OK.
    a. **Creation Option:** Use Create New Expense Report.
    b. **Memo:** This should be a brief description of what your expense report is for (i.e., Football recruiting trip in Columbia, SC on 6/1-6/5/23)
    c. **Expense Report Date:** Select the last day of the month for the charges you are completing (i.e., If your charges are all in June, the date should be 6/30)
    d. **Business Purpose:** Select the most applicable business purpose that summarizes your charges.
    e. **Cost Center, Agency, Gift, Grant, Project, Additional Worktags:** Leave these values defaulted. You will be able to change these values on a later screen, if needed.
    f. **Credit Card Transactions**: Select the credit card transactions at the bottom of the screen that relate to the business purpose selected.
6. Complete the following fields for each transaction listed on the left side of the screen and select submit.
    a. **Select Files:** Attach a copy of your receipt. *If you are missing a receipt, use the Missing Receipt Form with your VP's approval signature.*
    b. **Expense Item:** Select what is most appropriate to the item description. *Budget funds are allocated at the cost center level, not the expense item level. All food and beverages for groups should be Group Meal/Food.
        i. Item detail fields may appear to the right based on the expense item selected.
    c. **Memo:** Include the business purpose for the charge
    d. **Driver Worktags** (Cost Center, Gift, Grant, Project, and Agency) (required): Cost Center will default based on your employee setup. If applicable, search for cost center to charge purchase to or remove cost center and search gift, grant, project, or agency.
        i. **Do not change or remove fund/program additional worktags.** These will default based on the cost center, gift, grant, project, or agency you select.
        ii. If the expense needs to be split between multiple driver worktags, select the add button under Itemization. The full amount of the charge must be allocated.
    e. **Itemization:** *Only* itemize if multiple driver worktags (budgets) will be used. See Driver Worktag bullet for details.
    f. **Personal Charge:** If you made a personal charge on the credit card that needs to be reimbursed to the University, select this check box.
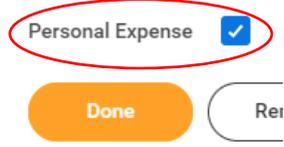
    g. **Receipt Included:** this check box is not required to be checked to submit your report but may be checked for tracking purposes. **(File type cannot be Live Photo -. HEIC)**
7. If you need to add additional credit card transactions to the expense report, select the orange add button and select Credit Card Transactions.
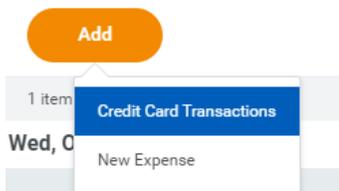
8. Select Submit. The request will then be routed to applicable approvers.

You have submitted

Up Next: Pierce, Victoria Johnson, Approval by Cost Center
Manager (All), Due Date 10/24/2021
View Details

Creating an Expense Report for Employee Reimbursement

1. Select **Menu** to View All Apps
2. Select Expenses Hub ***Note – you may need to add the Expense Hub as an app by clicking the 'Add App' button at the bottom of the screen.***

 Expenses Hub

3. Once in the Expenses Hub you can navigate using the tabs on the left side of your screen.
   Note that you will only see the tabs with relevant data here so the appearance may vary
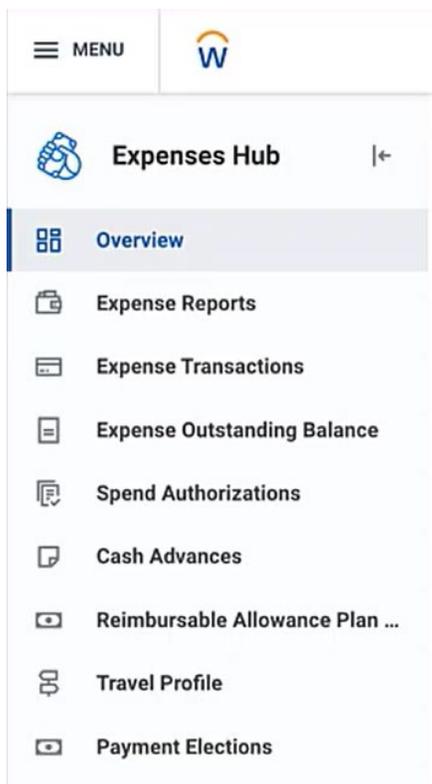
4. Select Create Expense Report – this is available on the Overview, Expense Reports, and Expense Transactions tab. *(Alternately, you can type in 'Create Expense Report' in the search bar of Workday.)*

My Expense Reports

Create Expense Report

5. On the header page, complete the following fields and then select OK.
   a. **Creation Option:** Use Create New Expense Report.
   b. **Memo:** This should be a brief description of what your expense report is for (i.e., football recruiting trip in Columbia, SC on 6/1-6/5/21
   c. **Expense Report Date:** select the last day of the month for the charges you are completing (i.e., If your charges are all in June, the date should be 6/30)
   d. **Business Purpose:** select the most applicable business purpose that summarizes your charges. ***Only one business purpose may be selected for each expense report.
   e. **Cost Center, Agency, Gift, Grant, Project, Additional Worktags:** Leave these values defaulted. You will be able to change these values on a later screen, if needed.
6. Click the orange Add button for each new expense you need to add. Each receipt should be listed as a separate expense.

Add

7. Complete the following fields for each transaction listed on the left side of the screen and select submit.
   a. **Select Files:** attach a copy of your receipt. The receipt should show the method of payment (i.e., last four digits of card, card type, cash)
   b. *If you have an AU credit card, there will be a check box that is checked which says, "Paid with Corporate Card." Please uncheck this box if you made the purchase some other way.*

Paid with Corporate Card ✓

   c. **Date:** Select the date the transaction occurred.
   d. **Expense Item:** Select what is most appropriate to the item description. *Budget funds are allocated at the cost center level, not the expense item level.
      i. Item detail fields may appear to the right based on the expense item selected.
   e. **Amount:** Enter the amount of the charge that you are requesting reimbursement for.
   f. **Memo:** Include the business purpose for the charge
   g. **Driver Worktags** (Cost Center, Gift, Grant, Project, and Agency) (required): Cost Center will default based on your employee setup. If applicable, search for cost center to charge purchase to or remove cost center and search gift, grant, project, or agency.
      i. **Do not change or remove fund/program additional worktags. These will default based on the cost center, gift, grant, project, or agency you select.**
      ii. If the expense needs to be split between multiple driver worktags, select the add button under Itemization. The full amount of the charge must be allocated.
   h. **Itemization:** *Only* itemize if multiple driver worktags (budgets) will be used. See Driver Worktag bullet for details.
   i. **Receipt Included:** This check box is not required to be checked to submit your report but may be checked for tracking purposes. **(File type cannot be Live Photo -. HEIC)**

8. Select Submit. The request will then be routed to applicable approvers.

You have submitted

Up Next: Pierce, Victoria Johnson, Approval by Cost Center
Manager (All), Due Date 10/24/2021
View Details

Viewing your Expense Reports

1. Select **Menu** to View All Apps
2. Select Expenses Hub ***Note – you may need to add the Expense Hub as an app by clicking the 'Add App' button at the bottom of the screen.***

 Expenses Hub

3. Select Expense Reports tab

Expenses Hub |←

⊞ Overview

🗂 **Expense Reports**

▭ Expense Transactions

4. From the Expense Reports tab, you will see a list of all your expense reports.

My Expense Reports   Jones, Abbie D ⋯

Create Expense Report   Create Expense Report for Pre-Hire   Find Expense Reports

My Expense Reports 11 items

Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Company Paid Credit Card Amount	Personal Amount	Currency	Company
EXP2023-002679	Actions ▼	08/29/2023	Waiting on Cost Center Manager	August Travel Expenses	84.25	84.25			0.00	USD	Anderson University
EXP2023-002678	Actions ▼	08/25/2023	Draft	NACUBO Conference 9/25/23 Registration	384.60	384.60			0.00	USD	Anderson University
EXP2023-002677	Actions ▼	08/15/2023	Approved	Test	65.50	65.50			0.00	USD	Anderson University
EXP2023-002578	Actions ▼	06/30/2023	Waiting on Cost Center Manager	June TD Bank Mileage Reimbursement	22.93	22.93			0.00	USD	Anderson University
EXP2023-002134		05/31/2023	Paid	May Bank Mileage	27.51	27.51	Yes		0.00	USD	Anderson University
EXP2023-001914		04/30/2023	Paid	April 2023 Bank Mileage Reimbursement	18.34	18.34	Yes		0.00	USD	Anderson University
EXP2023-001039		03/27/2023	Paid	March Bank Trip Mileage	27.51	27.51	Yes		0.00	USD	Anderson University

5. Reports that can be edited will have an Actions button. By clicking the Actions button, you can edit, cancel, or submit the report.
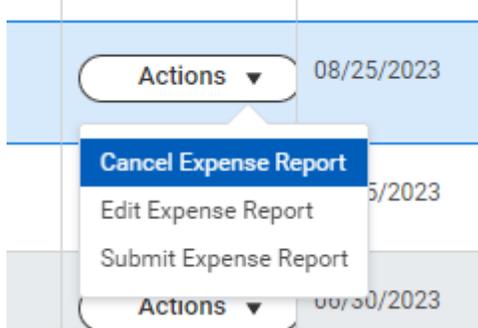

6. You can click on the darker gray header of each column to open sort options specific to each column. In the status column, you will see the report's status.
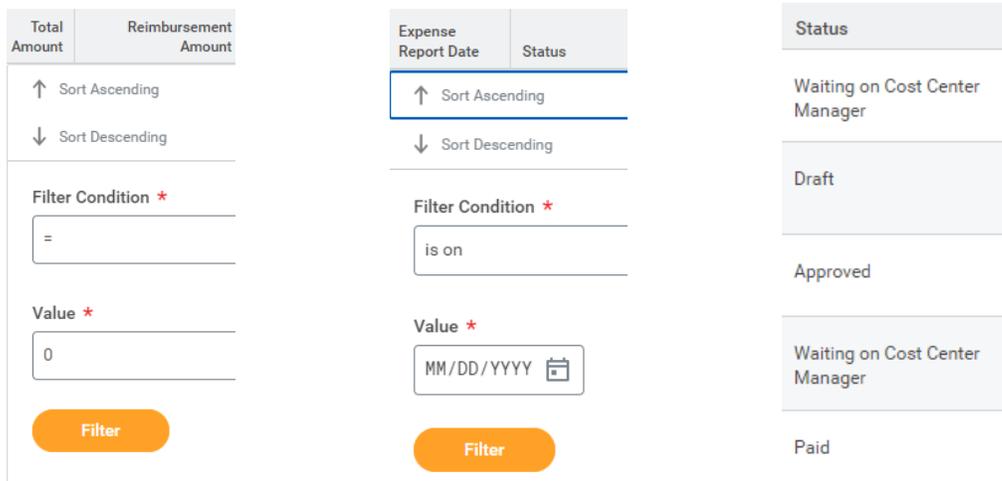
   a. Draft: this expense report has not been submitted yet.
   b. Waiting on '_____': this expense report is in the approval process but has not completed approvals yet.
   c. Approved: this expense report has been fully approved but not paid yet.
   d. Paid: this expense report is complete, and the funds should show in your bank account if it is a reimbursement.
7. To scroll through the approvals, open the report and select the Business Process tab.
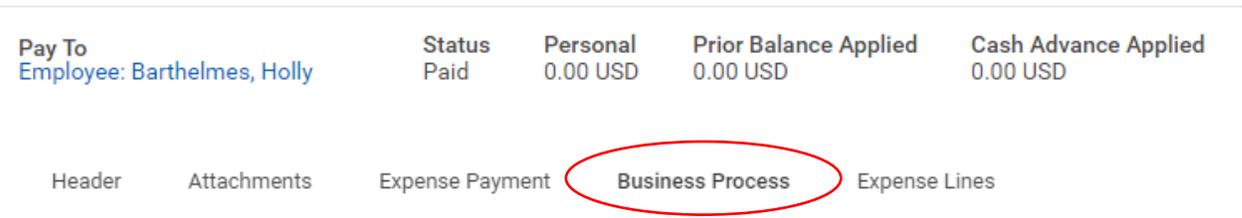
Creating Spend Authorization

All spend authorizations have to be cleared by (1) turning in any unused cash; (2) submitting an expense report with receipts for used funds.

Unused cash should be turned in to the Business Office as soon as possible.

Checks are printed every Thursday. Be sure you submit your request in time for it to be approved and included in the weekly check run.

1. Go to the Menu and select the Expenses Hub. *Note – you may need to add the Expense Hub as an app by clicking the 'Add App' button at the bottom of the screen.*

Expenses Hub

2. Click Expense Reports from the menu on the left or from the quick link on the Overview tab.
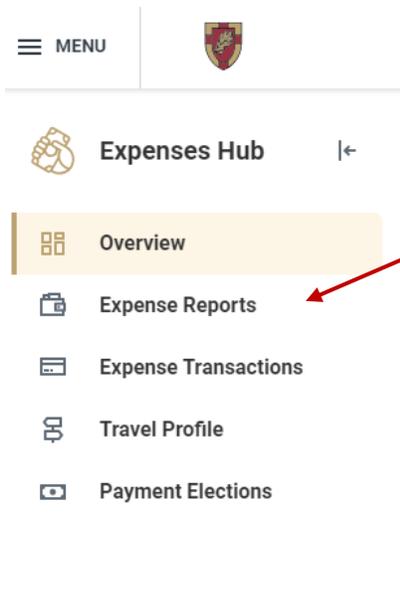
3. Click 'Create Spend Authorization' *(Alternately, you can type in 'Create Spend Authorization' in the search bar of Workday.)*
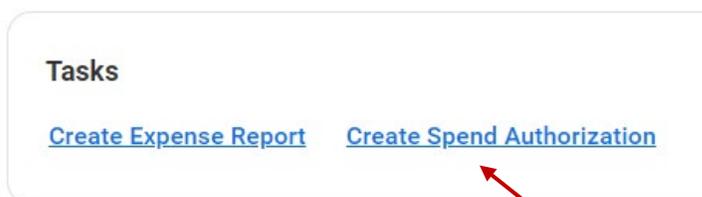
Create Spend Authorization

For   Employee: Jones, Abbie D | Cash Advance Requested   Spend Authorization Total
800.00 USD   800.00 USD

Refer to Fiscal Policies & Procedures and Employee Handbook for full list of purchasing policies.

∨ Spend Authorization Information

Company	*	× Anderson University ···
Start Date	*	11/16/2023
End Date	*	11/16/2023
Description	*	Thanksgiving Break Meal Money
Business Purpose		× Misc Department Purchases ···

∨ Spend Authorization Details

Reimbursement Payment Type	*	× Check ···
Justification		

1. Change the Start Date to the date the check is needed by.
2. Fill in the Description field with what the advance will be used for.
3. **Use the Reimbursement Payment Type of 'Check'**
4. Click the 'Add' button to add the remaining information needed.
5. **Be sure to check the 'Cash Advance Requested' box.**
6. Click Submit.

Spend Authorization Lines   Attachments

⊕ Add   Viewing

Group Meals/Food	800.00

Spend Authorization Line 🗑

Expense Item	*	× Group Meals/Food ···	Instructional Text	
Quantity		1	Please include names of those who ate	
Per Unit Amount		800.00	Item Details	
Total Amount	*	800.00	Attendee(s)	× Jones, Abbie D ···
Budget Date	*	11/16/2023	Number of Persons	20
Memo	*	Thanksgiving Meal Money		
Cash Advance Requested		☑		

Worktags

Cost Center	× CC00002616 Business Office ···
Agency	
Gift	
Grant	
Project	
*Additional Worktags	× Fund: FD001 Unrestricted Fund × Program: PG00004 Institutional Support

Expense Report for Spend Authorization

All spend authorizations must be cleared by (1) turning in any unused cash; (2) submitting an expense report with receipts for used funds.

Unused cash should be turned into the Business Office as soon as possible.

1. Go to the Menu and select the Expenses Hub.

2. Click Expense Reports from the menu on the left or from the quick link on the Overview tab.

3. Select the option "Create New Expense Report from Spend Authorization". If you only have one spend authorization, then you will only have one option to select from the list.

4. On the header page, complete the following fields and then select OK.
   a. **Creation Option:** Use Create New Expense Report.
   b. **Memo:** This should be a short description of what your expense report is for (ie Football recruiting trip in Columbia, SC on 6/1-6/5/23)
   c. **Expense Report Date:** Select the last day of the month for the charges you are completing (ie. If your charges are all in June, the date should be 6/30)
   d. **Business Purpose:** Select the most applicable business purpose that summarizes your charges. ***Only one business purpose may be selected for each expense report.
   e. **Cost Center, Agency, Gift, Grant, Project, Additional Worktags:** Leave these values defaulted. You will be able to change these values on a later screen, if needed.

5. At the bottom of the page, select the Orange OK button.

6. Click the orange Add button in the top left corner and click 'New Expense' for each new expense you need to add. Each receipt should be listed as a separate expense.
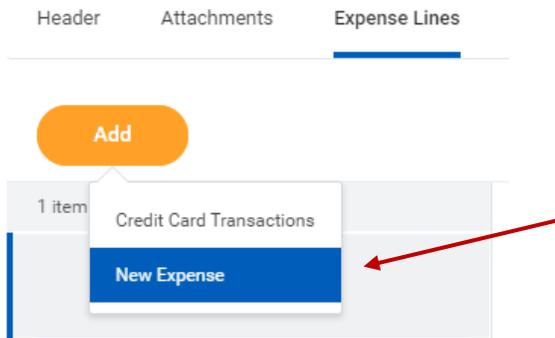
7. Complete the following fields for each expense line added and select submit.
   a. **Select Files:** attach a copy of your receipt or meal money disbursement form.
   b. **Date:** Select the date cash was used.
   c. **Expense Item:** Select what is most appropriate to the item description. *Budget funds are allocated at the cost center level, not the expense item level.
      i. Item detail fields may appear to the right based on the expense item selected.
   d. **Amount:** Enter the amount of the cash advanced that was *used.* If there is money left over, return it to the Business Office as soon as possible.
   e. **Memo:** Include the business purpose for the charge.
   f. **Driver Worktags** (Cost Center, Gift, Grant, Project, and Agency) (required): Cost Center will default based on your employee setup. If applicable, search for cost center to charge purchase to or remove cost center and search gift, grant, project, or agency.
      i. **Do not change or remove fund/program additional worktags. These will default based on the cost center, gift, grant, project, or agency you select.**
      ii. If the expense needs to be split between multiple driver worktags, select the add button under Itemization. The full amount of the charge must be allocated.
   g. **Itemization:** Only itemize if multiple driver worktags will be used. See Driver Worktag bullet for details.
   h. **Receipt Included:** This check box is not required to be checked to submit your report but may be checked for tracking purposes.

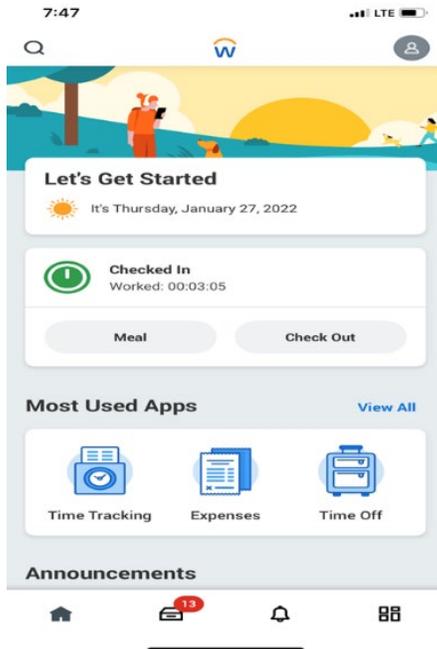8. Select Submit. The request will then be routed to applicable approvers.

You have submitted

Up Next: Pierce, Victoria Johnson, Approval by Cost Center Manager (All), Due Date 10/24/2021
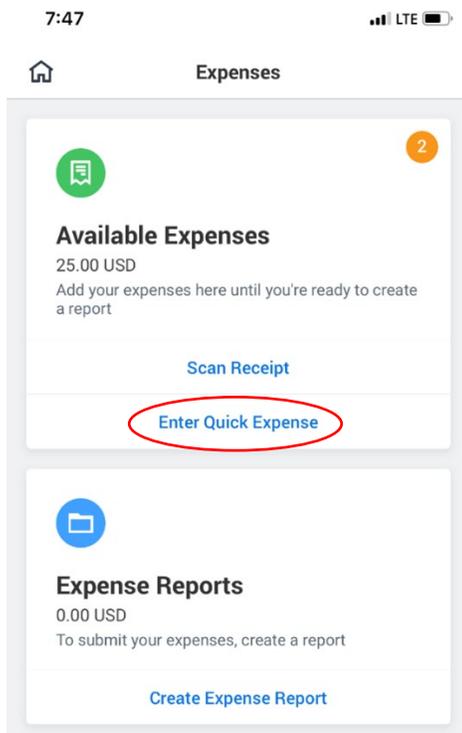
View Details

Quick Expense and Workday App

1. Use the Workday App on your phone. If your Expenses Hub does not show up in the Most Used Apps, pick View All and locate the Expenses Hub.

2. Select the Expenses Hub. When the Hub opens, select Enter Quick Expense.

3. The Quick Expense screen will open. Select Add Attachments. You will have the option here to take a photo of your receipt. You can also choose a photo that was taken earlier. Make sure your photo captures the complete receipt – merchant name, date, purchase details and totals. All other information is optional, but I would complete at the least the merchant's name and the amount of the receipt so you can distinguish between your quick expenses when you add them to your expense report.

4. This is the Quick Expense with the receipt attached and additional info filled in. Select Done. You can add as many of these Quick Expense records as you like. You can use these Quick Expense records in your Expense Report.

5. Create your expense report. Attach the credit card transactions to the report. When you select an individual transaction to work on, this is how it will look. You will see a field for Linked Quick Expense.

6. Click on the 3-bar icon on the right. Your Quick Expense list will open. It looks like this.

7. Pick the Quick Expense record to attach to the credit card transaction line. This is what it looks like after you attach the Quick Expense. The Quick Expense attaches the receipt to the transaction on the expense report.

Linked Quick Expense   ✕ 12/23/2021 Qt 18.10 USD ···   ☰

IMAGE.JPG
Uploaded ████████████

Credit Card Transaction   12/23/2021 QT 1116 18.19 USD

Charge Description   QT 1116
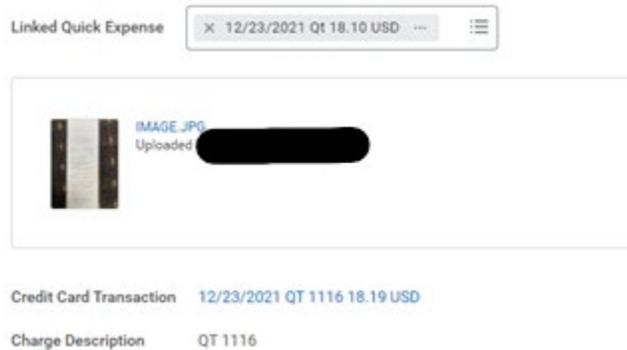
8. Once you use the Quick Expense it is removed from the list of available transactions. If you attach the wrong Quick Expense, click the small x on the left to remove it and then pick another one.

You do not have to do an "all or nothing" expense report – you can have transactions that you need to attach a Quick expense and you can have transactions that you need to attach a receipt from another source like an email or scanned document.

Reporting

Trial Balance

1. Search for Trial Balance in the search bar. Click on AU_Custom_Trial Balance – Manager View
2. In the filter box, select your driver worktag (cost center, project, grant, gift, or agency) or any combination of available worktags. Select the most recent period to view all activity year to date.

×

AU_Custom_Trial Balance - Manager View ⋯

Worktags		☰
Organization *	✕ Cost Center: CC00001700 Business Assets ⋯	☰
Period *	✕ FY 2022 - May	☰
Time Period *	✕ Current Period YTD ⋯	☰

Filter Name

Manage Filters

0 Saved Filters

Save

OK   Cancel

3. Every ledger account with activity will populate. Click on the applicable ending balance amount for the ledger account you want to see activity for.

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
5221:Occupancy	0	80.00	0.00	80.00

4. In the pop-up box, you can filter/summarize the data in a variety of ways.
   a. Filter on the column by clicking the header and changing the conditions.

   b. Summarize the data by specific criteria (such as supplier, spend category, journal source)

| Criteria | View by: | Journal Source ▼ | and then by: | Select a Field... ▼ | Refresh |

3 items 📄 ▦ ▤ ☰ 📊

Journal Source	Total		
	Amount	Translated Debit Amount	Translated Credit Amount
Ad Hoc Payment	30.00	30.00	0.00
Supplier Invoice	50.00	50.00	0.00
Total	80.00	80.00	0.00

    c.   Summarize by 2 specific criteria (such as journal source and spend category)

| Criteria | View by: | Journal Source ▼ | and then by: | Spend Category as Worktag ▼ | Refresh | × |

3 items 📄 ▦ ▤ ☰ 📊

Journal Source	Contract Services Electricity			Total		
	Amount	Translated Debit Amount	Translated Credit Amount	Amount	Translated Debit Amount	Translated Credit Amount
Ad Hoc Payment	30.00	30.00	0.00	30.00	30.00	0.00
Supplier Invoice	50.00	50.00	0.00	50.00	50.00	0.00
Total	80.00	80.00	0.00	80.00	80.00	0.00

    5. Continue to click on blue fields and filter until you get the reporting you are looking for.
    6. To view specific transactions, click on the magnifying glass under the journal column.

| Criteria | View by: | Select a Field... ▼ | and then by: | Select a Field... ▼ | Refresh | × |

1 item 📄 ▦ ▤ ☰ 📊

Journal	Journal Source	Accounting Date	Ledger Account	Worktags	Expense	Revenue Category	Spend Category	Debit Amount	Credit Amount	Translation Currency
🔍	Ad Hoc Payment	03/01/2022	5221:Occupancy	Cost Center: CC00001700 Business Assets Fund: FD001 Unrestricted Fund Program: PG00020 No Program Spend Category: Contract Services Electricity Supplier: Duke Energy			Contract Services Electricity	$30.00	$0.00	USD

7. Click on the operational transaction to see the original transaction.

Budget vs Actual

1. Search for AU Custom Budget vs Actual by Spend Category – Manager View in the search bar.
    a. Organization: You can search the drop down for your cost center or type it in "CC0000_____"
        i. It is recommended to view one cost center at a time for this report, but you have the ability to select more than one.
    b. Period: Fiscal Period > FY 20__ > [choose through which month you want to view]
    c. Click OK

2. At the left corner of the "Cost Center" column, click the grey circle to expand to spend category level.
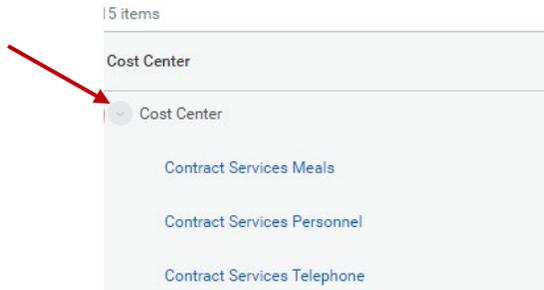
3. Click on blue amounts to drill into detail.
   a. To see breakdown of budget over the year:
      i. Click on any amount in "Budget YTD" *Please note if you do not choose through 'May' for fiscal period, this will only be prorated budget amount through the month selected*

22 items

Cost Center	Budget YTD	Actuals YTD	YTD Variance
Cost Center	62,774	42,543	20,231
Accounting	0	0	0
Contract Services Maintenance	0	150	(150)
Contract Services Meals	250	0	250
Contract Services Personnel	20,500	19,202	1,298

      ii. At the top left, change drop down to say "Plan Period"

Criteria   View by: Plan Period ▼   and then by: Select a Field... ▼   (Refresh)

13 items

Plan Period		Budget Amount
FY 2024 Apr (FY24	Select a Field...	333
FY 2024 Aug (FY24	Academic Period as Worktag	333
	Business Unit	
FY 2024 Dec (FY24	Company	333
	Cost Center	
FY 2024 Feb (FY24	Expense Item	333
	Ledger Account	
FY 2024 Jan (FY24	Location	333
	Pay Component	
FY 2024 Jul (FY24	Plan Period	333
FY 2024 Jun (FY24	Procurement Item	333

      i. Click Refresh
4. Typically, the annual budget is spread evenly across 12 months, however there may be exceptions.

5. If there have been budget transfers, you can see those listed within that month's budget allocation.

b. To easily see how expenditures have been classified in the cost center:
    i. Click on any amount in "Actuals YTD"

22 items

Cost Center	Budget YTD	Actuals YTD	YTD Variance
Cost Center	62,774	42,543	20,231
Accounting	0	0	0
Contract Services Maintenance	0	150	(150)
Contract Services Meals	250	0	250
Contract Services Personnel	20,500	19,202	1,298

ii. At top left, you can change the view by criteria for various options:
    1. Supplier
    2. Activities and Fees
    3. Fiscal Period
    4. Expense Item
    5. Etc.

Criteria   View by: Supplier as Worktag ▼   and then by: Select a Field... ▼   Refresh

5 items

Supplier as Worktag	Actuals Amount
Amazon - Puncho	1,404
Eastern Business	675
Nelco Solutions	367
(Blank)	449
Total	2,895

Select a Field...
Academic Period as Worktag
Activities and Fees
Business Unit
Company
Cost Center
Expense Item
Financial Header Memo
Fiscal Period
Journal Line Memo
Journal Source
Ledger Account

b. Click Refresh
    i. *The only Salaries that are included are Workstudy, Adjunct, and Overload.*
    ii. Change the "View By" criteria if helpful in summarizing the data.
    iii. Drill further into amounts and transactions as needed.
    iv. This report can be exported to Excel/PDF.

(If you wish to view a GIFT, AGENCY, GRANT, or PROJECT, you must use the AU Custom Trial Balance – Manager View report).

6. If a service or subscription is spread over multiple periods, Workday can amortize that expense over the periods that service or subscription is in use.

a. To view if an expense has been amortized, the "Journal Source" column will say, "Prepaid Spend Amortization." This means the expense has been allocated monthly.

Journal	Fiscal Period	Journal Source	Ledger Account	Worktags	Program	Revenue Category	Spend Category	Actuals Amount	Currency	Financial Header Memo	Journal Line Memo
🔍	Jan-FY 2024 Actuals (Anderson University)	Prepaid Spend Amortization	5200:Contract Services	Cost Center: ▬▬▬ Fund: FD001 Unrestricted Fund Program: PG00004 Institutional Support Spend Category: Contract Services Leased Equipment Suppli▬ ▬▬ Tax Applicability: USA Taxable	PG00004 Institutional Support		Contract Services Leased Equipment	$3,240	USD		

b. To view the full service or subscription amount, right click the ellipsis beside the magnifying glass to view in a new tab. Click the supplier invoice in blue to see the full invoice amount.