Workday How-To Guide

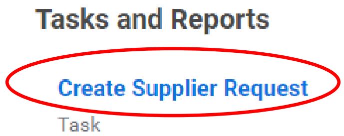
WORKDAY PROCEDURES

Business Office
ANDERSON UNIVERSITY |

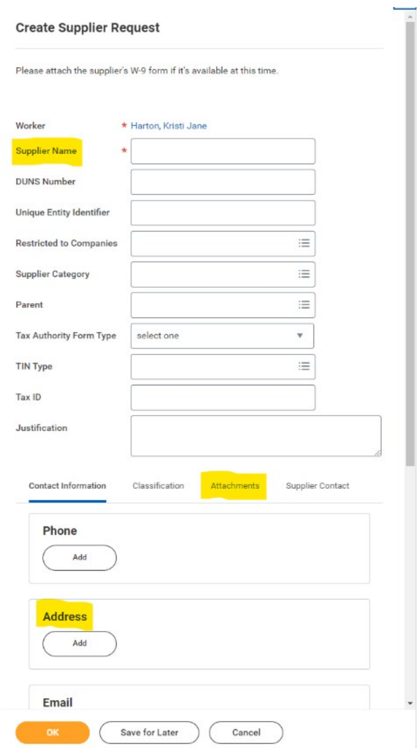
Table of Contents

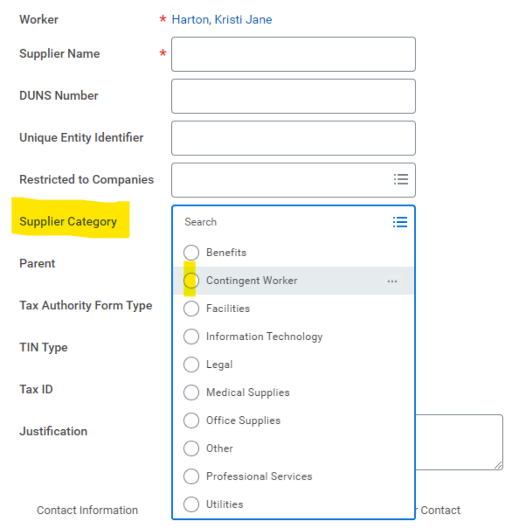
Creating a Supplier Request

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



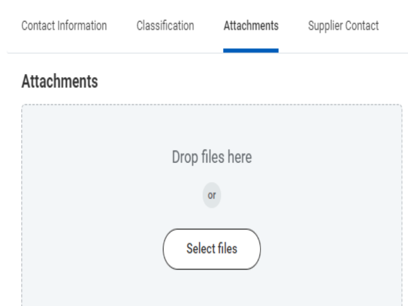
2. Input the supplier's name and address and any additional contact information.
3. Choose the supplier category.
   a. If this is an External Services provider, you are **Required** to choose **"Contingent Worker.**





   b. For all other supplier requests, choose the most appropriate type.

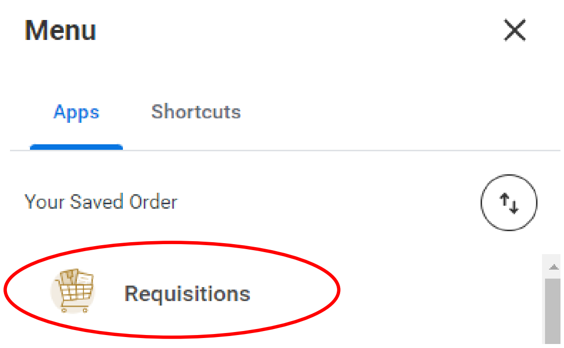
4. Click on the 'Attachments' tab to upload or drag and drop attachments.
   a. **W-9 – always required.**
   b. **COI (Certificate of Insurance) – required for work on campus.** Example: Business Performing Maintenance, Repairs to Equipment, Photography, Party Rentals, etc.
   c. **Background Check – required if close interaction with students.**
   d. **Supplier Request for Contingent Worker – required for all Contingent Workers.**



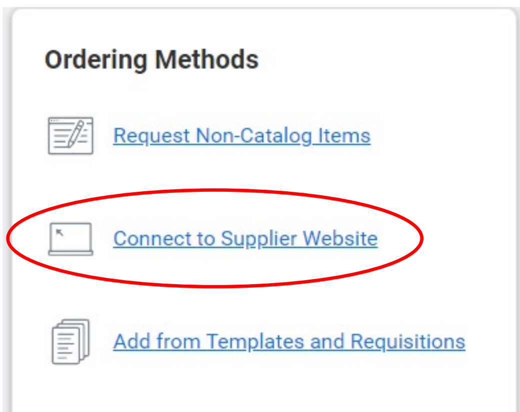
Requisition/Purchase Order/Invoice Process

To Create Requisition from **Supplier Website** (The ONLY Supplier Catalogs available are Amazon and FSI).

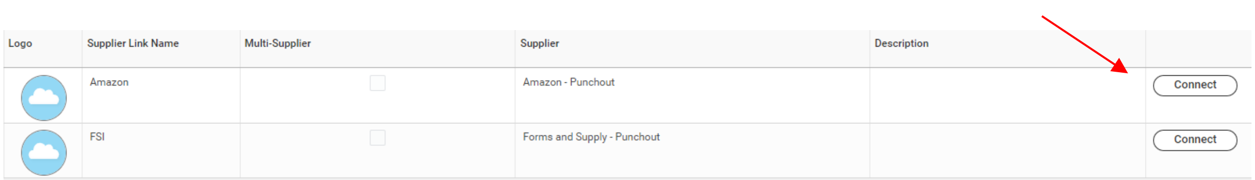
1. Select **Menu** (top left) to View All Apps
2. Select Requisitions App



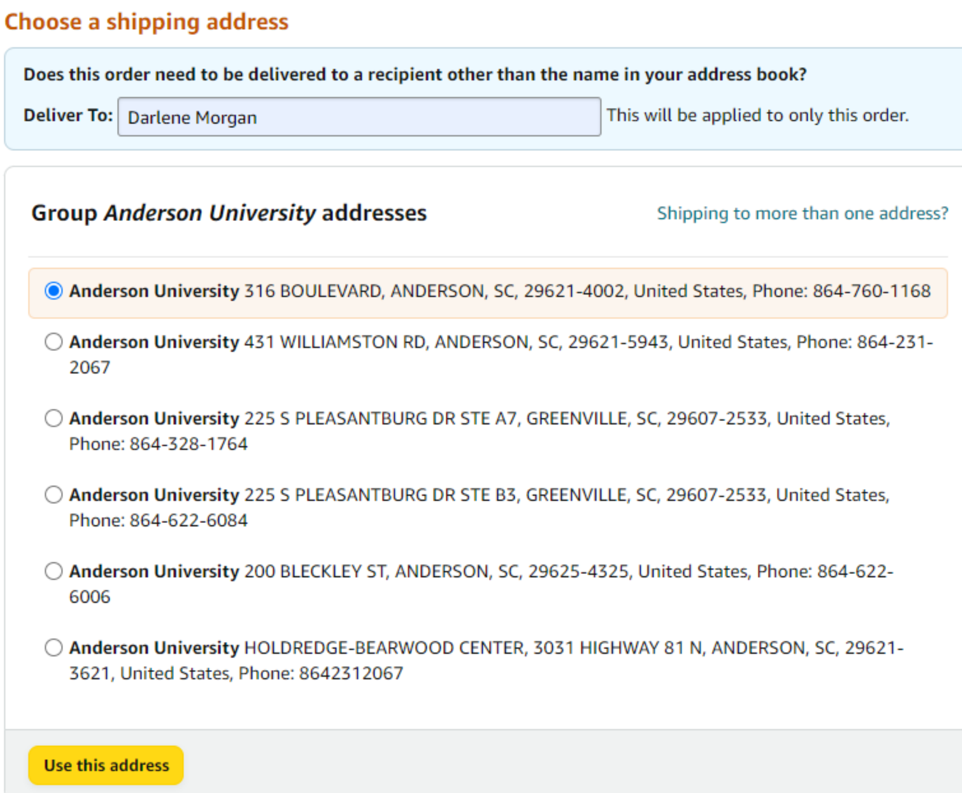
3. Select Connect to a Supplier Website



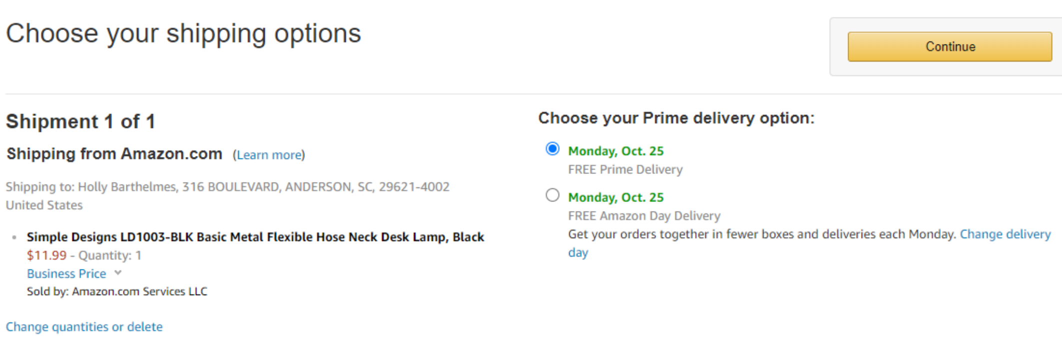
4. Choose the supplier you need to connect to.



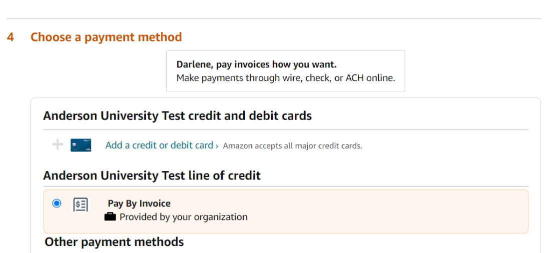
5. Search for and find the item(s) you want to purchase and add to cart.
6. Select Proceed to Checkout when you have placed all items in cart.
7. Type your name in Deliver To: field and select the applicable address. (Do not add a new address. All purchases should be routed to one of the preloaded addresses. 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.



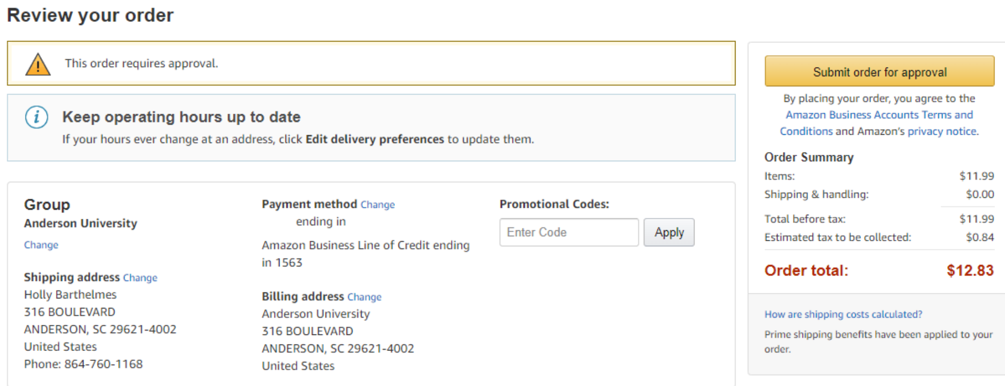
8. All employees have access to Prime shipping through Anderson University's Business account. If Prime shipping is available for the order you are placing, you may choose that delivery option at no additional cost. After selecting shipping option, click continue.



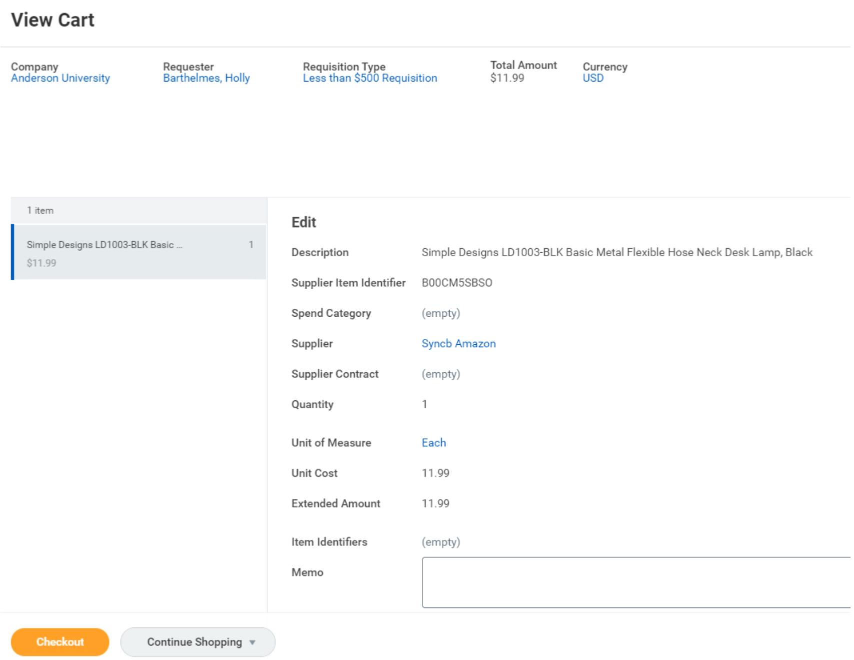
9. Choose **Pay by Invoice** as Payment Method.



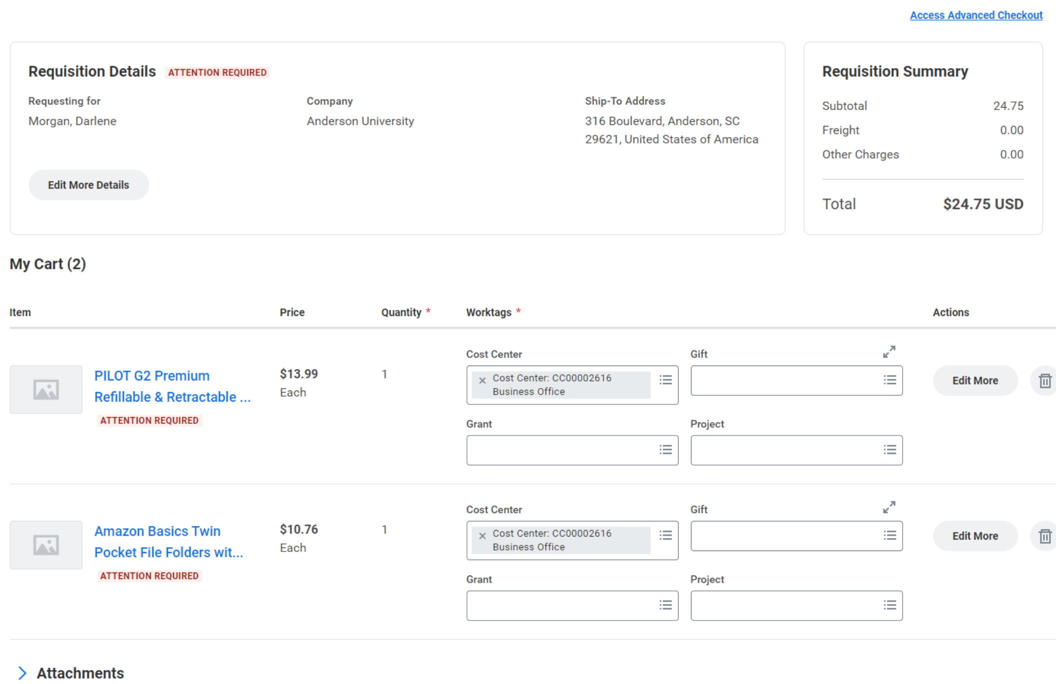
10. After reviewing your order information, click submit order for approval to be taken back to Workday to complete placing your order. **Order will not be placed with Amazon until you have finished filling everything out in Workday.



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



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.



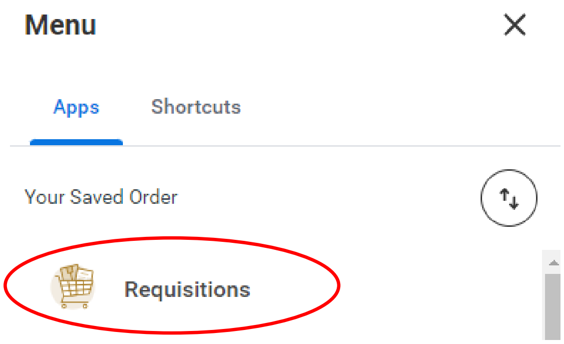
You must fill in:

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.

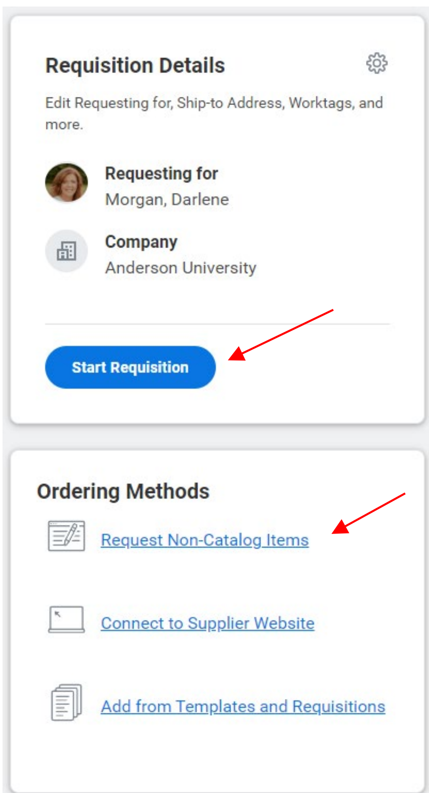
13. When finished filling in applicable information, click submit. If the order is less than $3000, the order will automatically be placed with Amazon or FSI. If the order is greater than $3000, the requisition will be routed to your Cost Center Manager, Dean/Director, Vice President, and the Business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



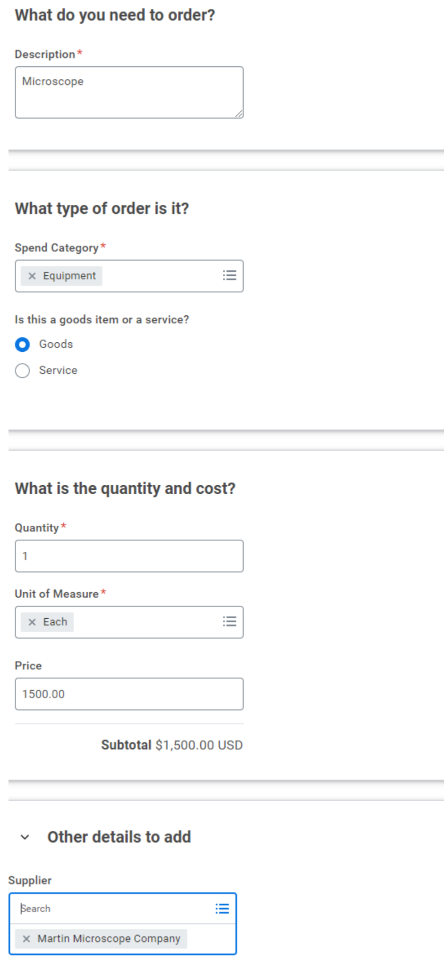
3. Select Request Non-Catalog Items OR "Start Requisition"



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.

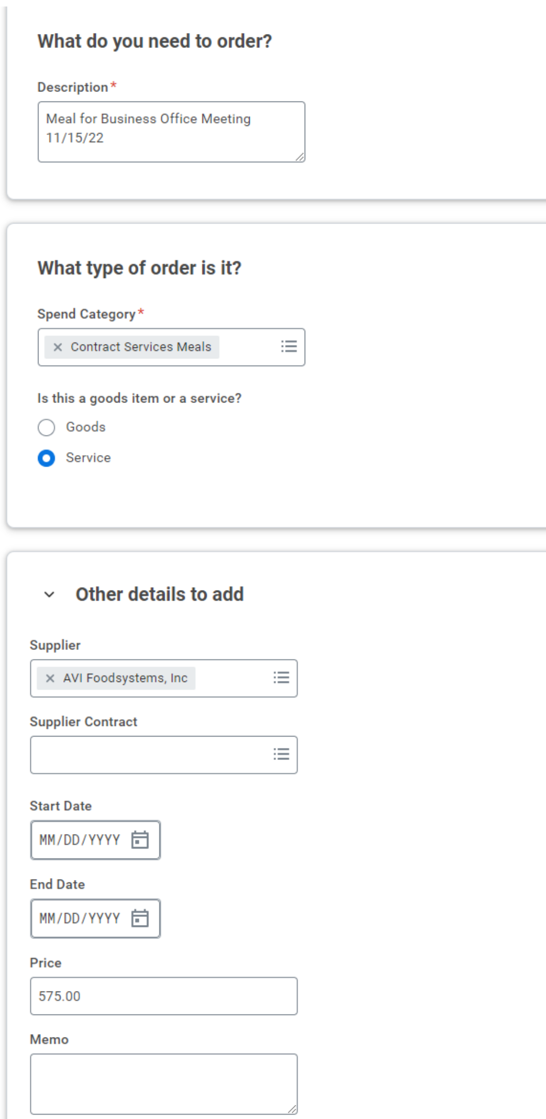
   a. For Goods:
      i. Requisition Type: select "Goods Requisition"
      ii. Item Description: general description of one specific item you are requesting. *If purchasing multiple types of items, each will need to be entered separately.

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



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



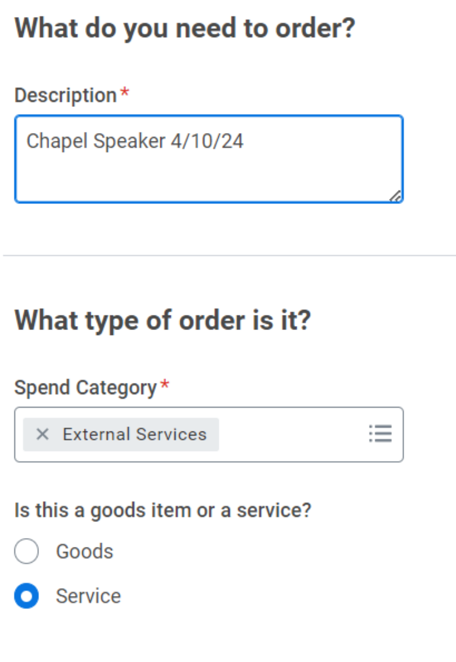
c. For External Services

x. Requisition Type: select “External Services”
xi. Item Description: general description of Contingent Worker
xii. Spend Category (required): External Services
xiii. Supplier (required): Select the Contingent Worker who is providing services.
xiv. Start Date: start date of the service (required)
xv. End Date: end date of the service (required)
xvi. Extended Amount: total amount of the service
xvii. Memo (optional): information applicable to charge

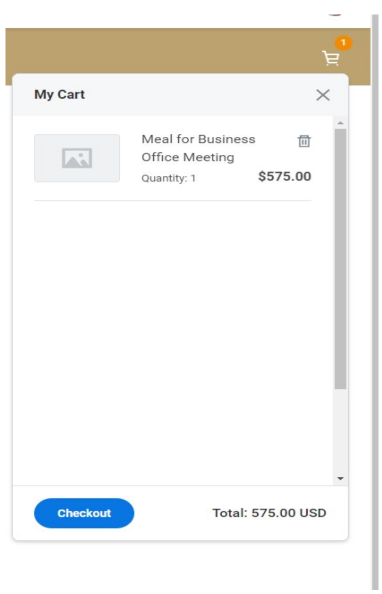
xviii. Select Add to Cart

xix. Attachments

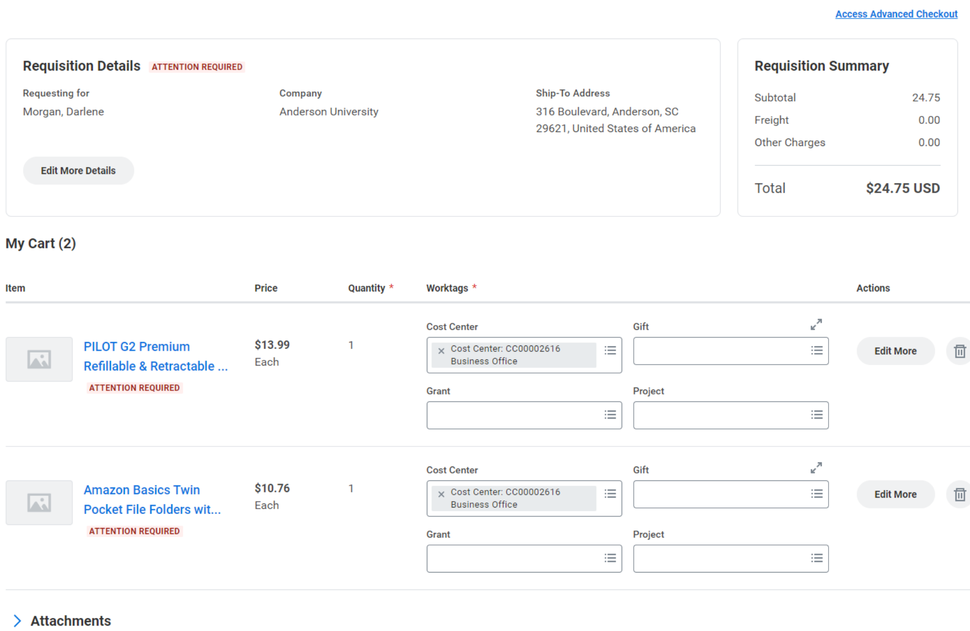
1. Supplier Request for Contingent Worker or Honorarium
2. COI (Certificate of Insurance) – required for work on campus (Example: business performing maintenance, repairs to equipment, photography, party rentals, etc.)
3. Background Check Agreement (if not currently on file)



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.

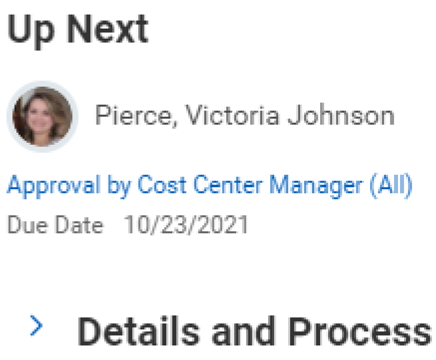


You must fill in:

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.

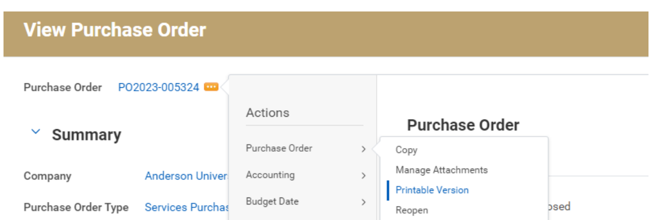
7. When finished filling in applicable information, click submit. The order will be routed automatically to the applicable approvers.



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

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.

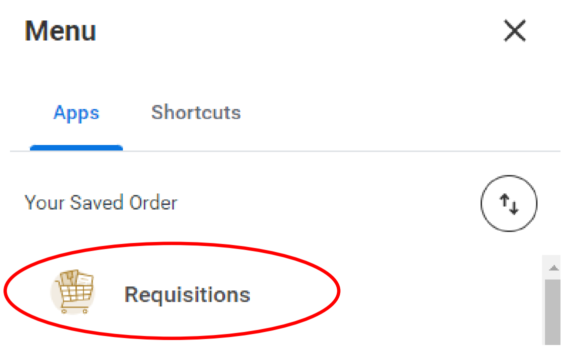
View Progress of Requisition/Create Receipt

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.

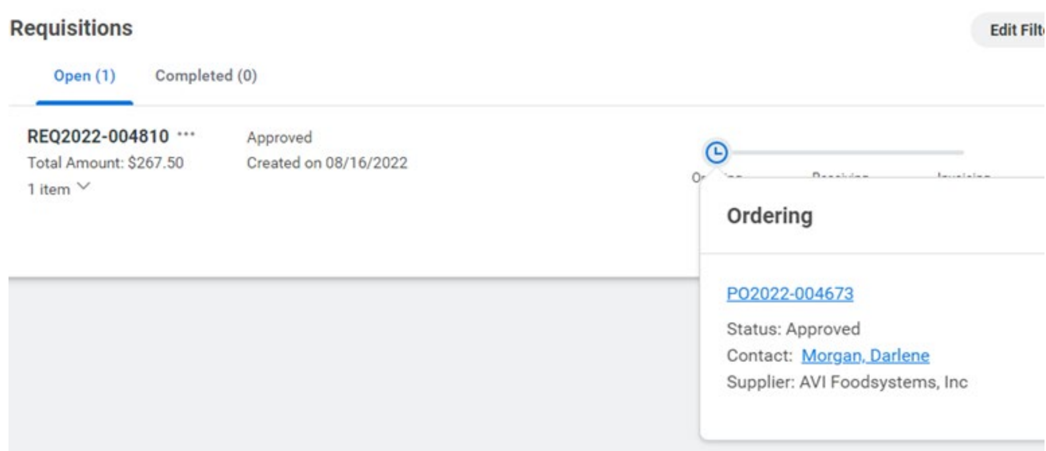
**Receipts should not be submitted until goods have been received or services have been performed. Any exceptions needed should be addressed with the Business Office prior to creating the receipt.

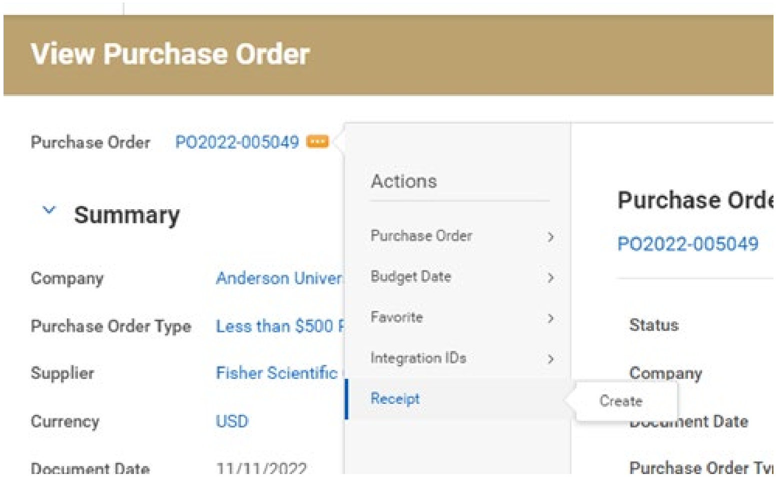
1. Select **Menu** (top left) to View All Apps

2. Select Requisitions App



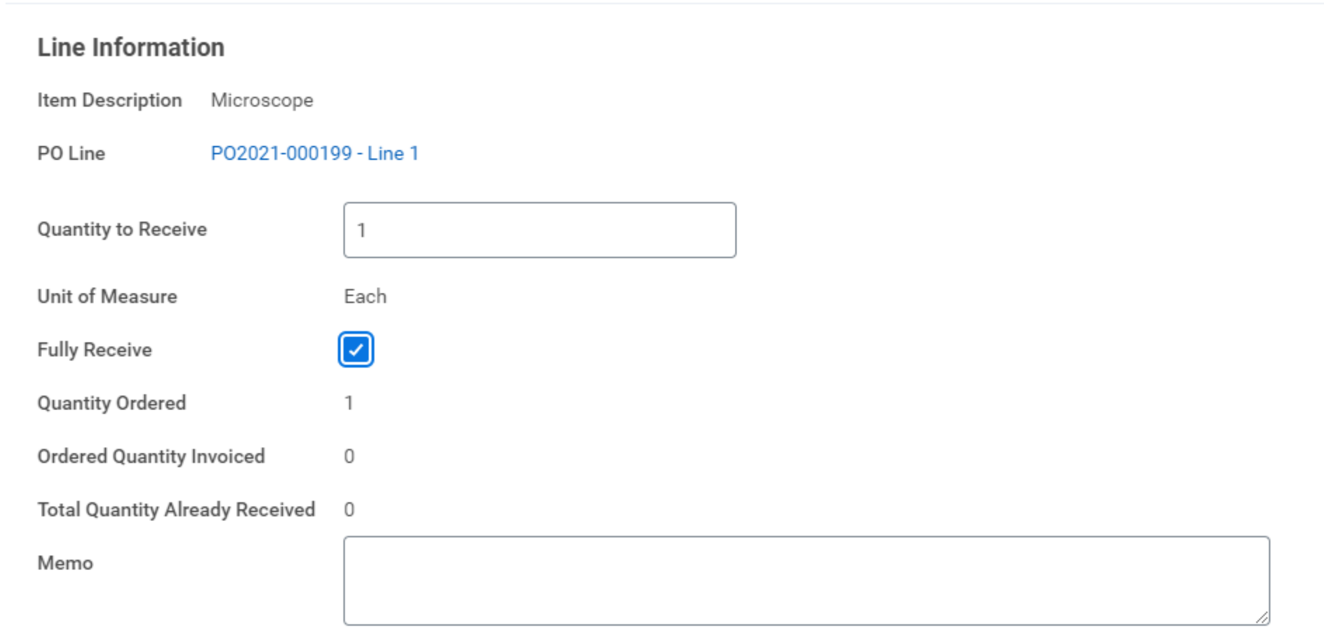
1. From this requisition dashboard, you can view the progress of all requisitions by clicking the small icons that will appear above the words Ordering/Ordered, Receiving/Received, and Invoicing/Invoiced. The words will change, and icons will appear as the requisition moves along in process.
2. To create 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.



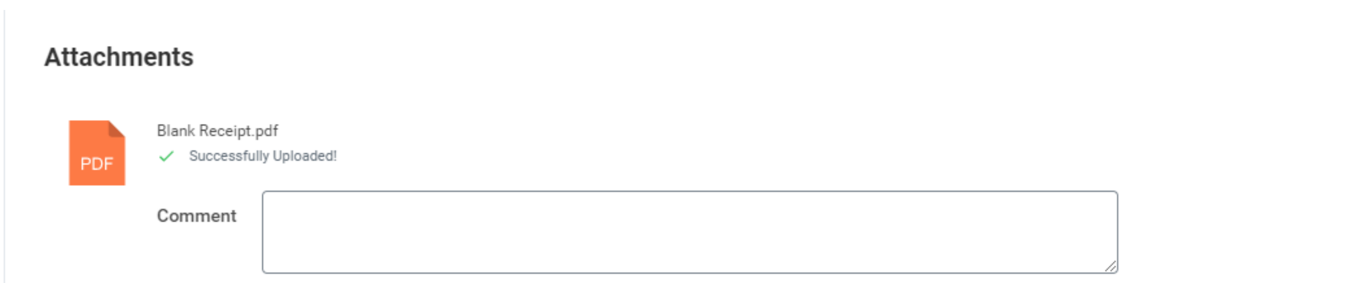


3. The purchase order number will default in the next screen and will have all the information from your requisition defaulted into your receipt. Select ok.
4. Review your purchase order information. Amounts in line items may not contain shipping or tax. These amounts will be reviewed and added by Accounts 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.



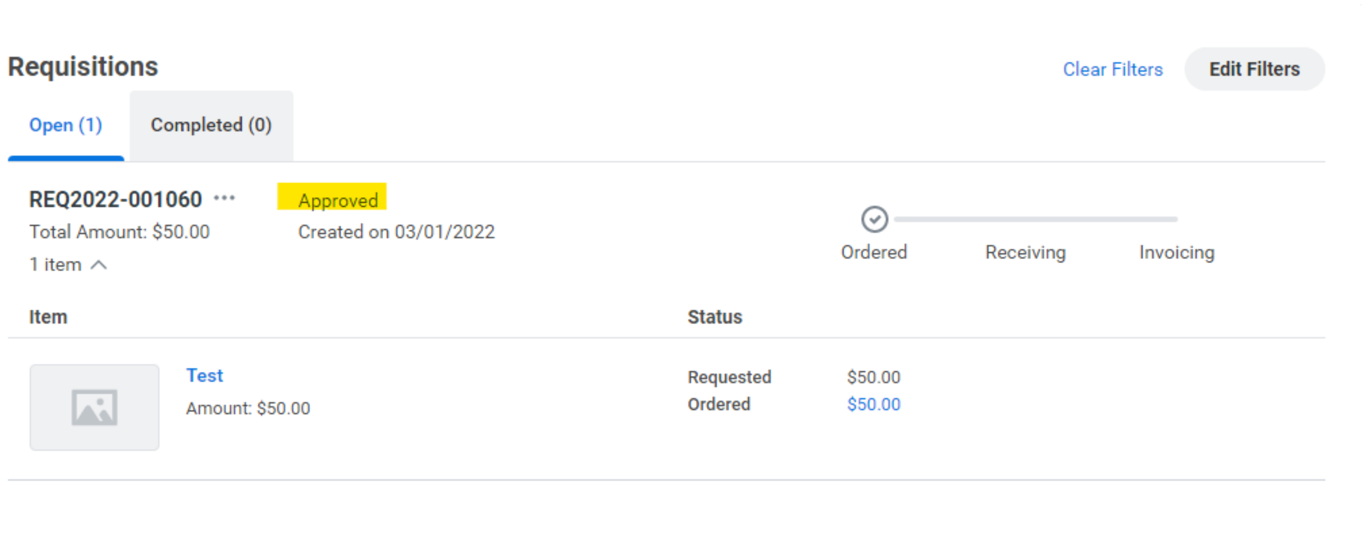
5. In the attachment section, attach your invoice for Accounts Payable to review. (File type cannot be Live Photo -. HEIC)



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

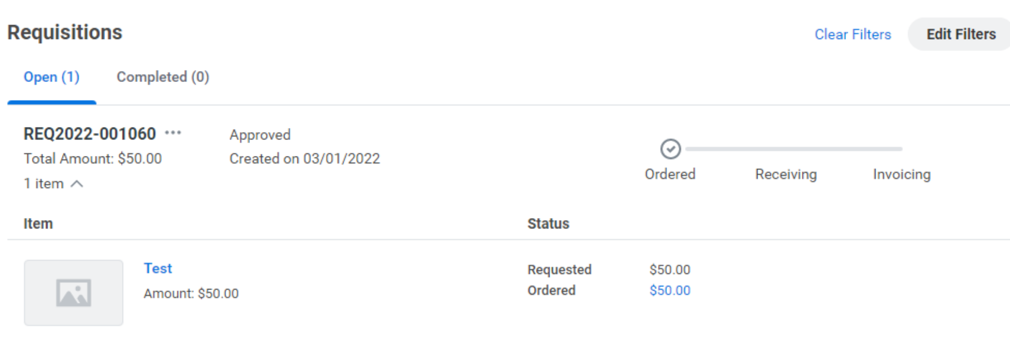
1. Requisition status will show up beside the requisition number on the requisition dashboard.



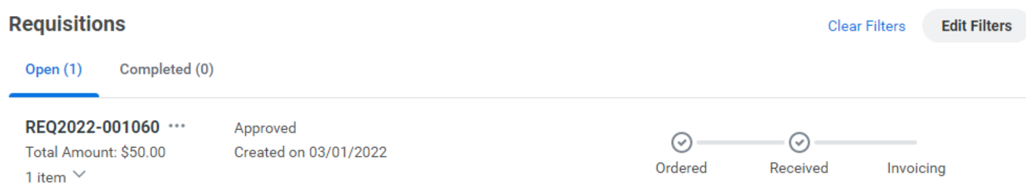
2. Once the requisition is approved and purchase order is issued, a small icon will appear above the word Ordered. This is where the PO # can be found.
3. When items/service is received and a receipt has been created (see above for instructions), a small icon will appear above the word Received. You 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

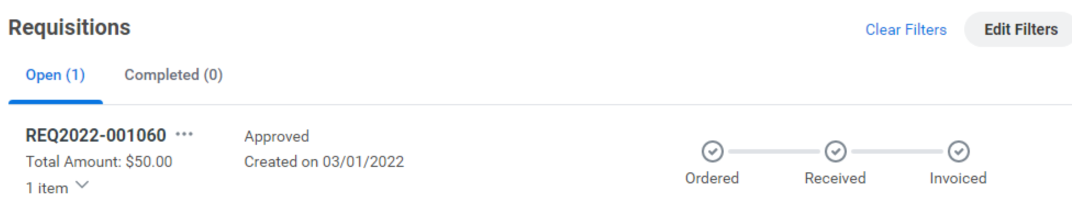
1. If the requisition has been submitted but not received, status will show as ordered.



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



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

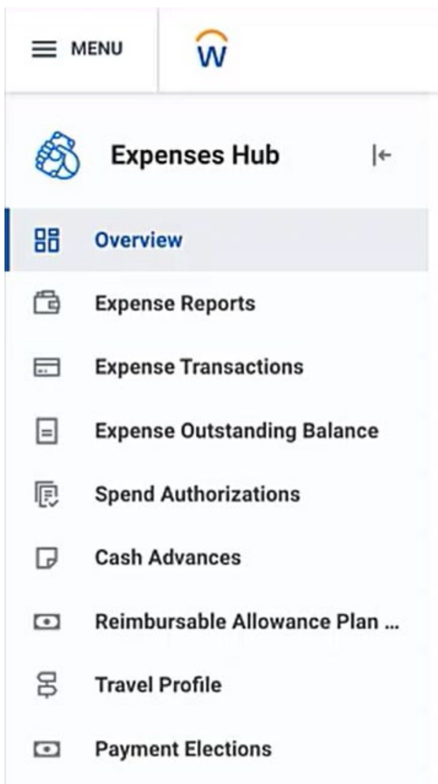


Expense Reports

Creating an Expense Report with Credit Card Transactions

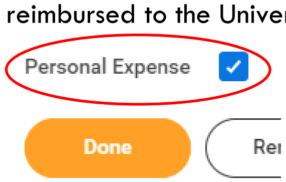
1. Select **Menu** to View All Apps
2. Select Expenses Hub ***Note – you may need to add the Expense Hub as an app by clicking the 'Add App' button at the bottom of the screen.***

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**

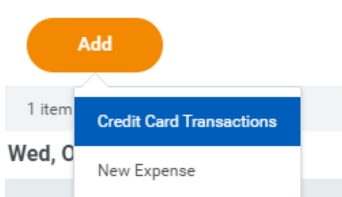


4. Select Create Expense Report – this is available on the Overview, Expense Reports, and Expense Transactions tab. ***(Alternately, you can type in 'Create Expense Report' in the search bar of Workday.)***

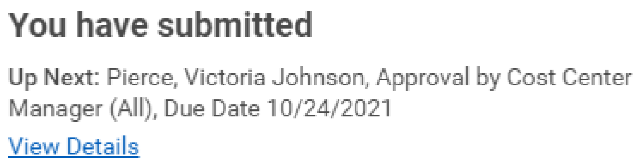
5. On the header page, complete the following fields and then select OK.
    a. **Creation Option:** Use Create New Expense Report.
    b. **Memo:** This should be a brief description of what your expense report is for (i.e., Football recruiting trip in Columbia, SC on 6/1-6/5/23)
    c. **Expense Report 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.



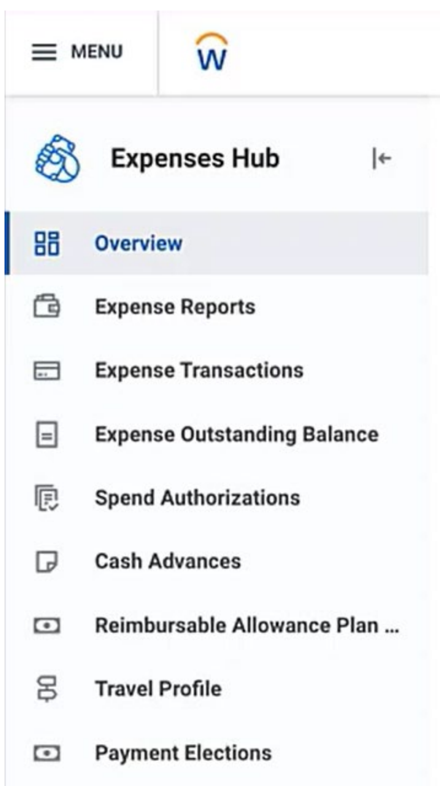
8. Select Submit. The request will then be routed to applicable approvers.



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.***

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**



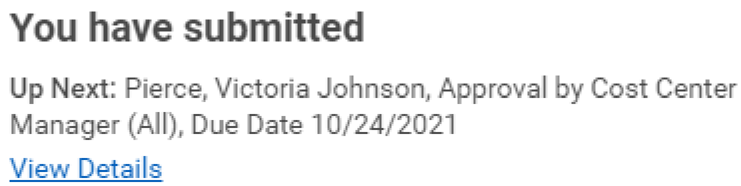
4. Select Create Expense Report – this is available on the Overview, Expense Reports, and Expense Transactions tab. ***(Alternately, you can type in 'Create Expense Report' in the search bar of Workday.)***

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 6/1-6/5/21
    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.

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.*

    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)**

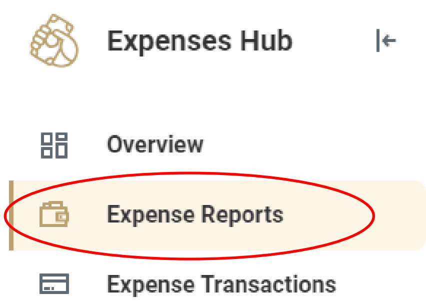
8. Select Submit. The request will then be routed to applicable approvers.



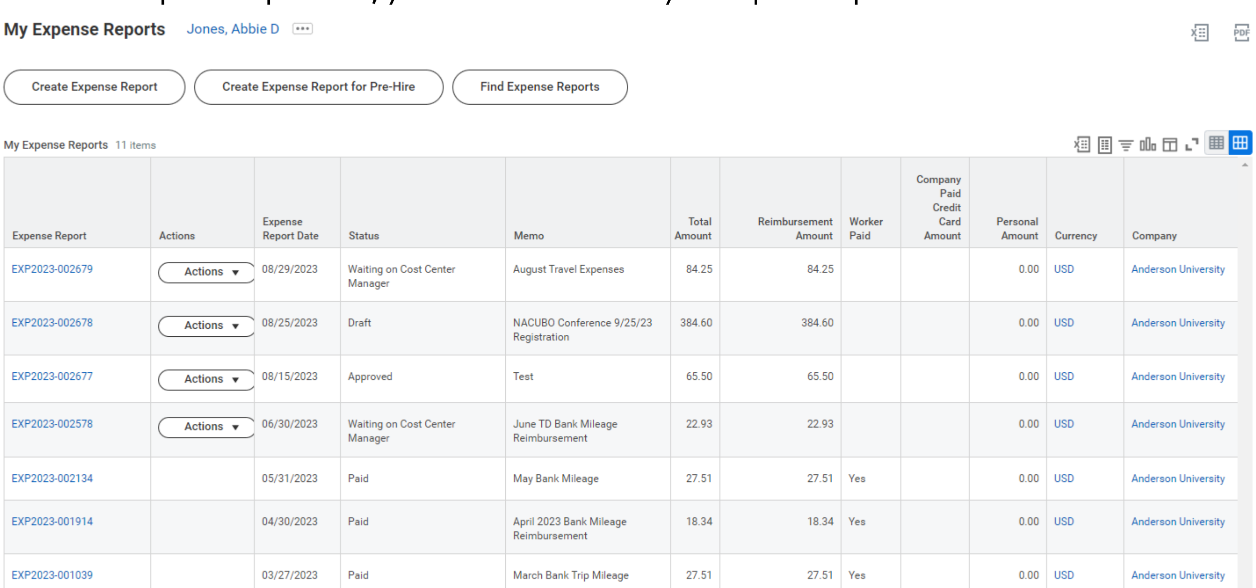
Viewing your Expense Reports

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.***

3. Select Expense Reports tab



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



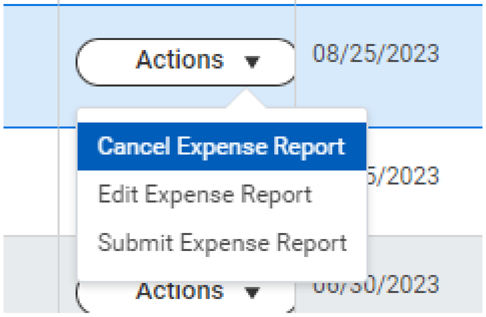
My Expense Reports Jones, Abbie D

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

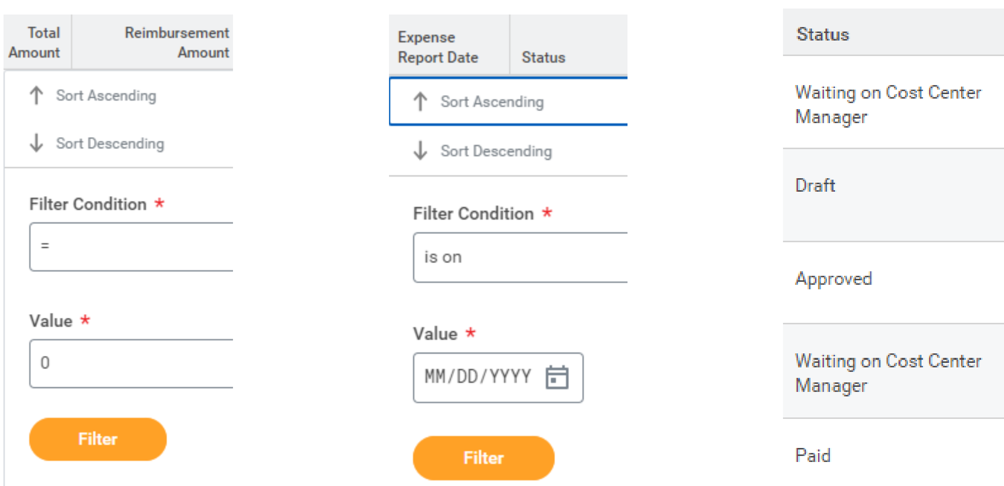
My Expense Reports 11 items

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.

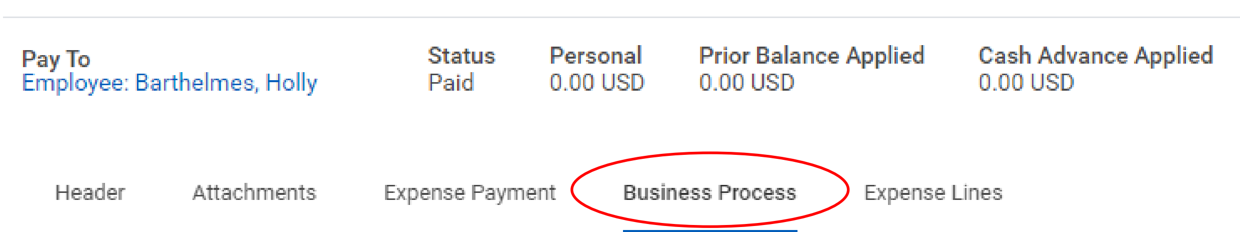


6. You can click on the darker gray header of each column to open sort options specific to each column. In the status column, you will see the report's status.



   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

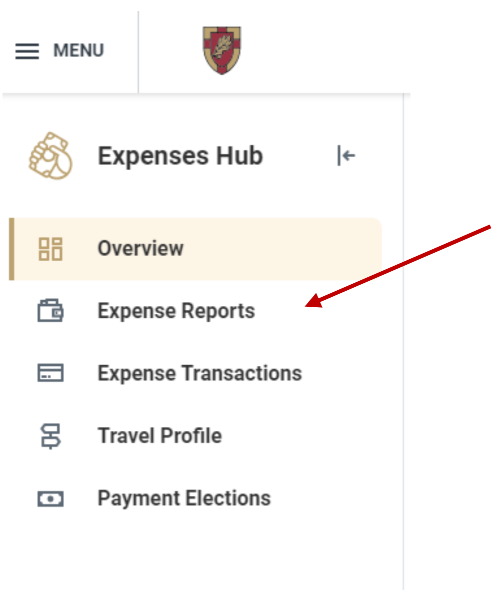
All spend authorizations have to be cleared by (1) turning in any unused cash; (2) submitting an expense report with receipts for used funds.

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

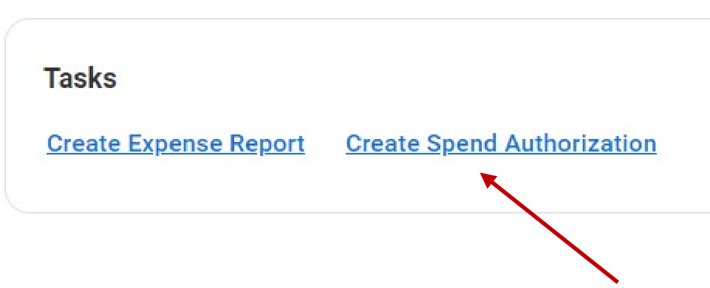
Checks are printed every Thursday. Be sure you submit your request in time for it to be approved and included in the weekly check run.

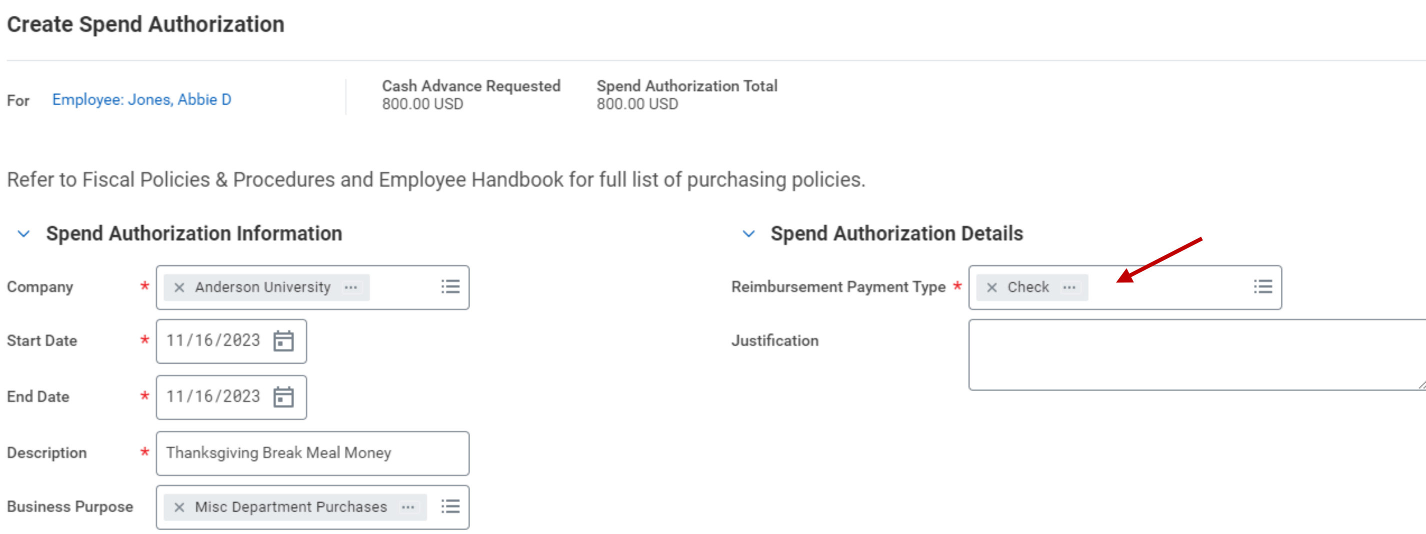
1. Go to the Menu and select the Expenses Hub. ***Note – you may need to add the Expense Hub as an app by clicking the 'Add App' button at the bottom of the screen.***

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

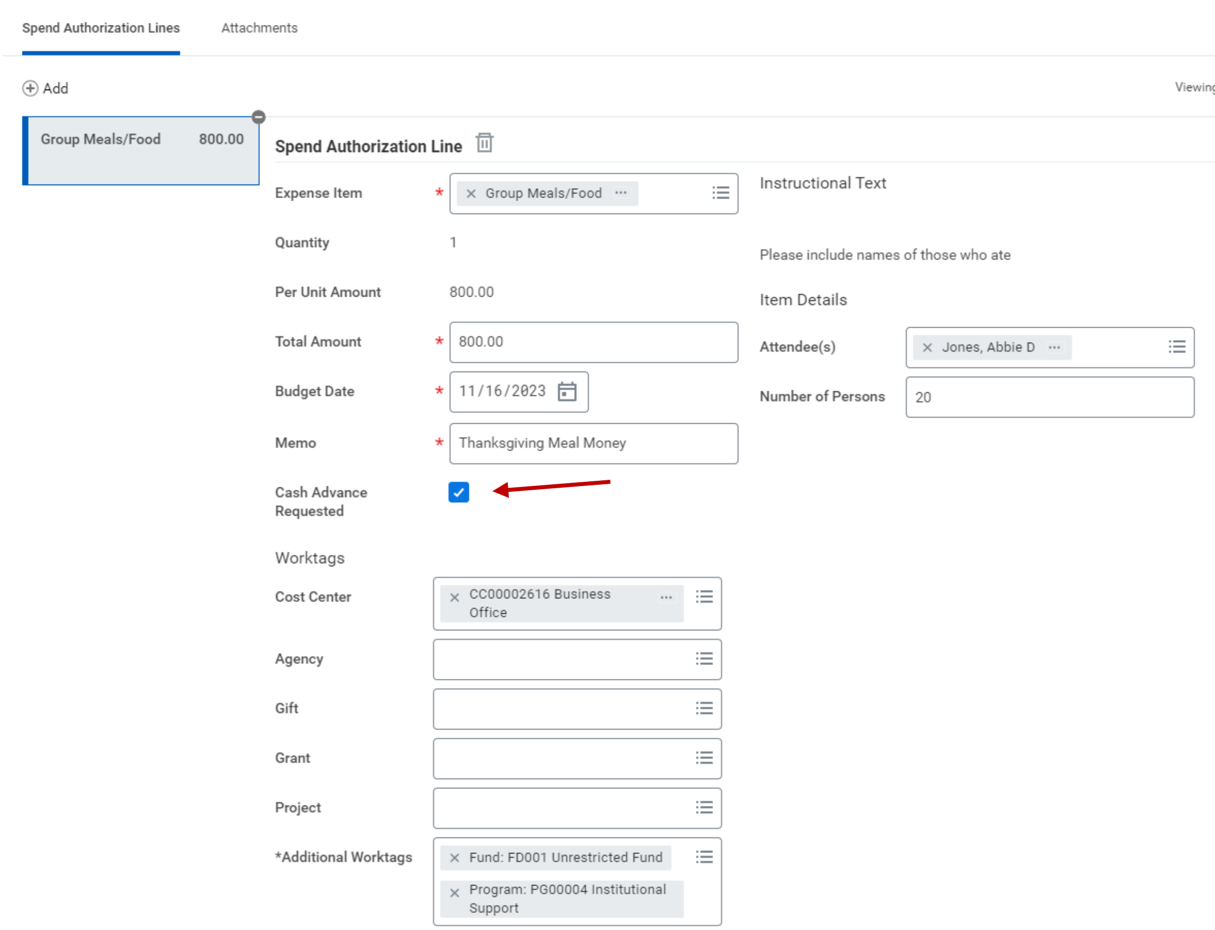


3. Click 'Create Spend Authorization' ***(Alternately, you can type in 'Create Spend Authorization' in the search bar of Workday.)***





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.



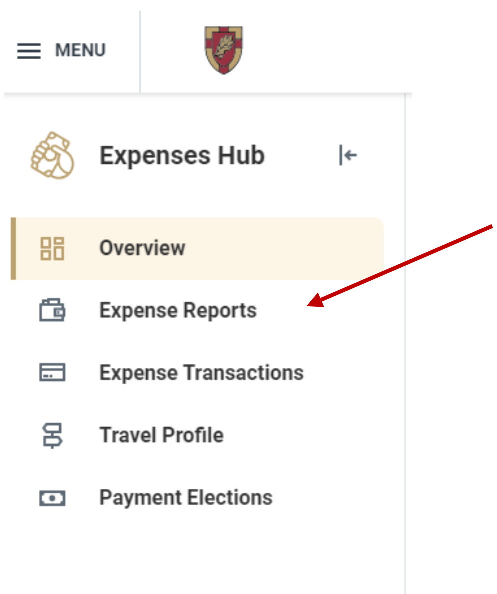
Expense Report for Spend Authorization

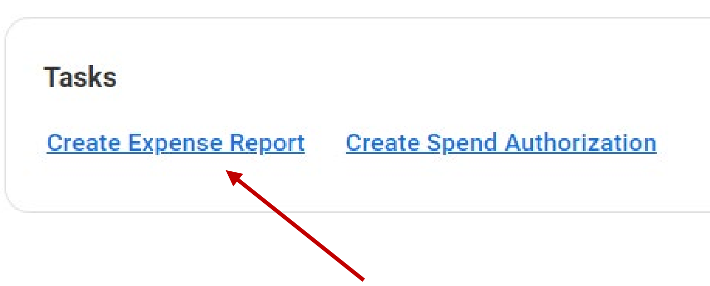
All spend authorizations must be cleared by (1) turning in any unused cash; (2) submitting an expense report with receipts for used funds.

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

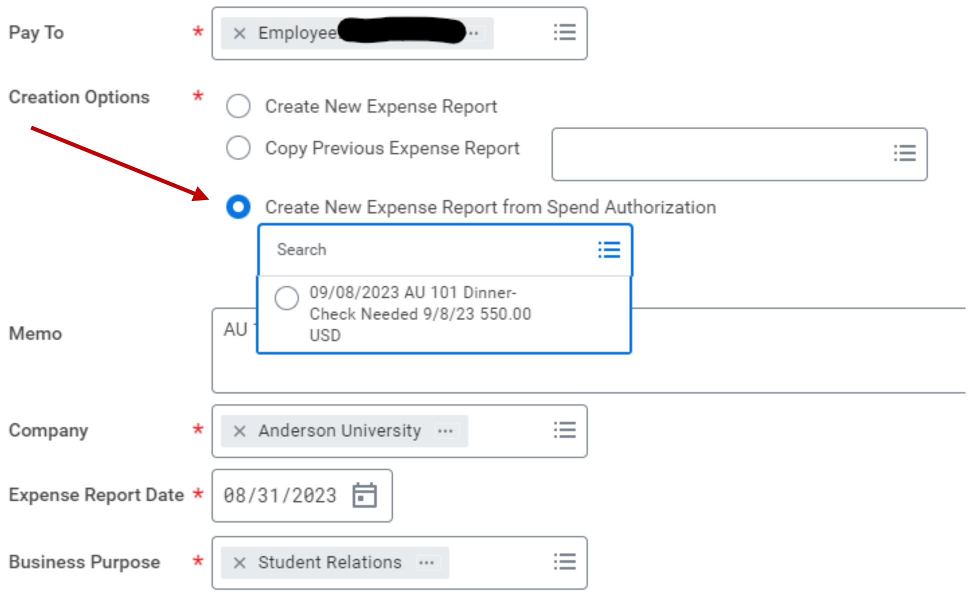
1. Go to the Menu and select the Expenses Hub.

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



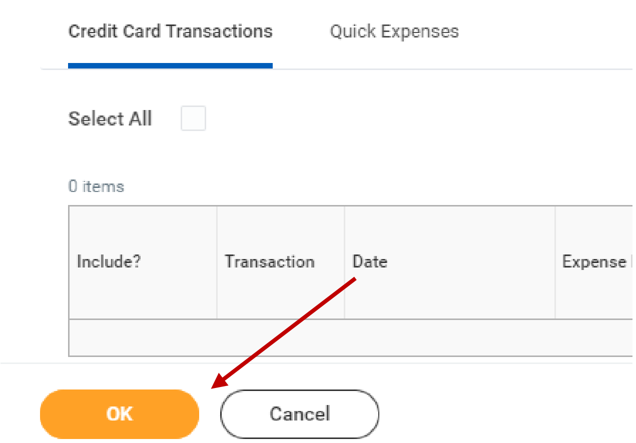


3. Select the option "Create New Expense Report from Spend Authorization". If you only have one spend authorization, then you will only have one option to select from the list.

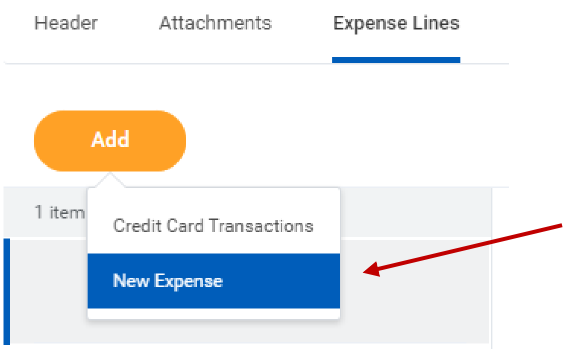


4. On the header page, complete the following fields and then select OK.
    a. **Creation Option:** Use Create New Expense Report.
    b. **Memo:** This should be a short description of what your expense report is for (ie Football recruiting trip in Columbia, SC on 6/1-6/5/23)
    c. **Expense Report 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.

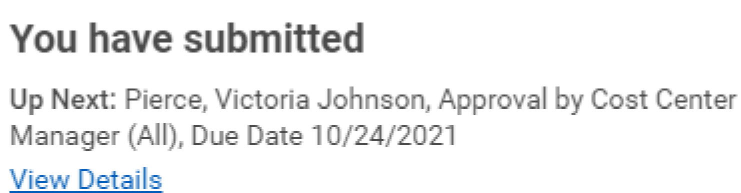


6. Click the orange Add button in the top left corner and click 'New Expense' for each new expense you need to add. Each receipt should be listed as a separate expense.



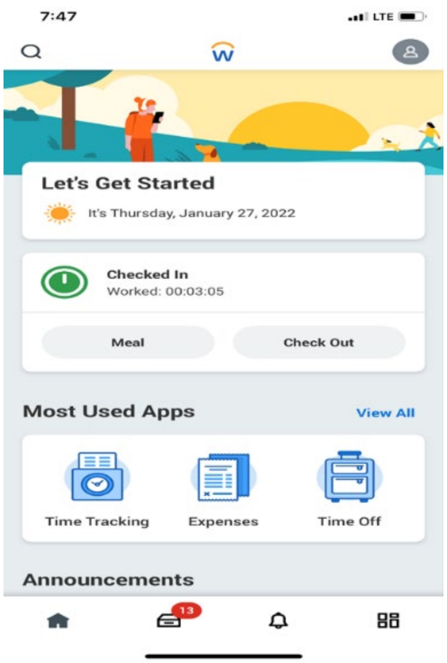
7. Complete the following fields for each expense line added and select submit.
    a. **Select Files:** attach a copy of your receipt or meal money disbursement form.
    b. **Date:** Select the date cash was used.
    c. **Expense Item:** Select what is most appropriate to the item description. *Budget 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.

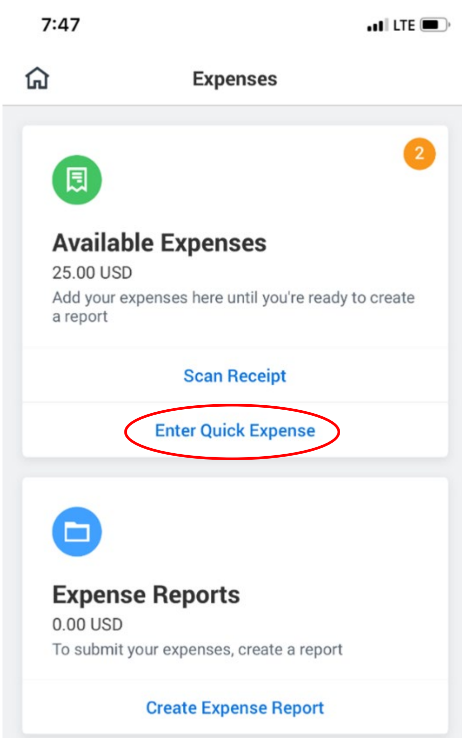


Quick Expense and Workday App

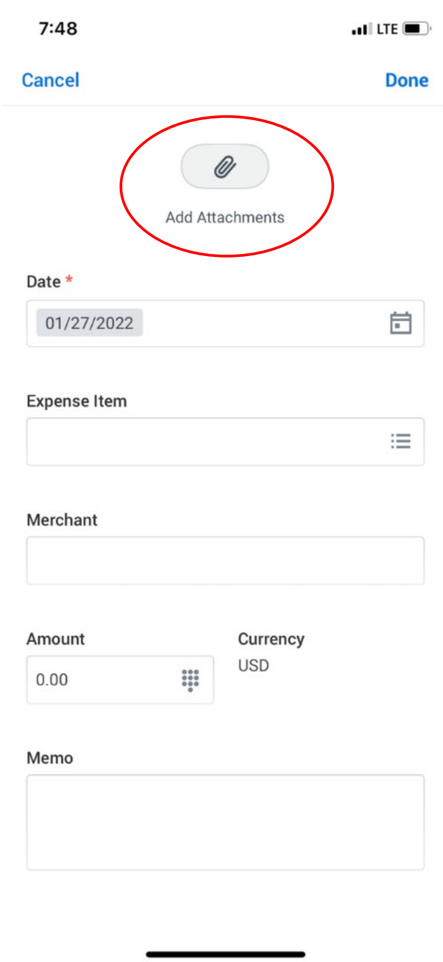
1. Use the Workday App on your phone. If your Expenses Hub does not show up in the Most Used Apps, pick View All and locate the Expenses Hub.



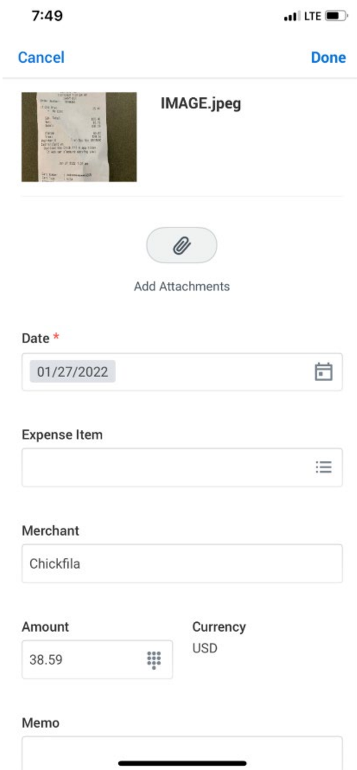
2. Select the Expenses Hub. When the Hub opens, select Enter Quick Expense.



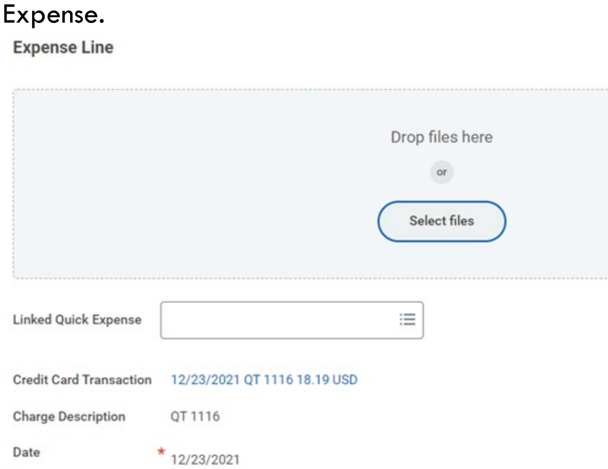
3. The Quick Expense screen will open. Select Add Attachments. You will have the option here to take a photo of your receipt. You can also choose a photo that was taken earlier. Make sure your photo captures the complete receipt – merchant name, date, purchase details and totals. All other information 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.



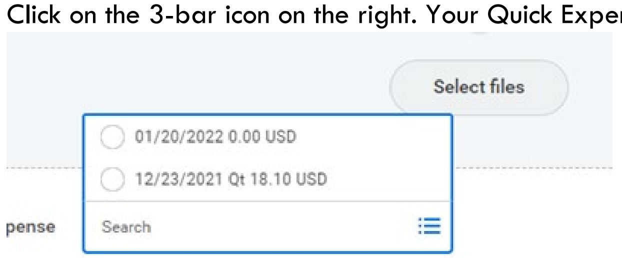
4. This is the Quick Expense with the receipt attached and additional info filled in. Select Done. You can add as many of these Quick Expense records as you like. You can use these Quick Expense records in your Expense Report.



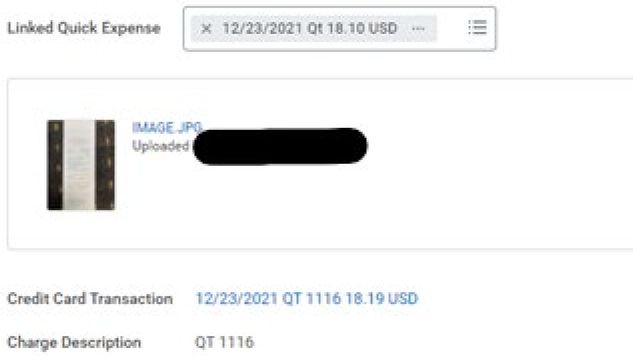
5. Create your expense report. Attach the credit card transactions to the report. When you select an individual transaction to work on, this is how it will look. You will see a field for Linked Quick Expense.



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.



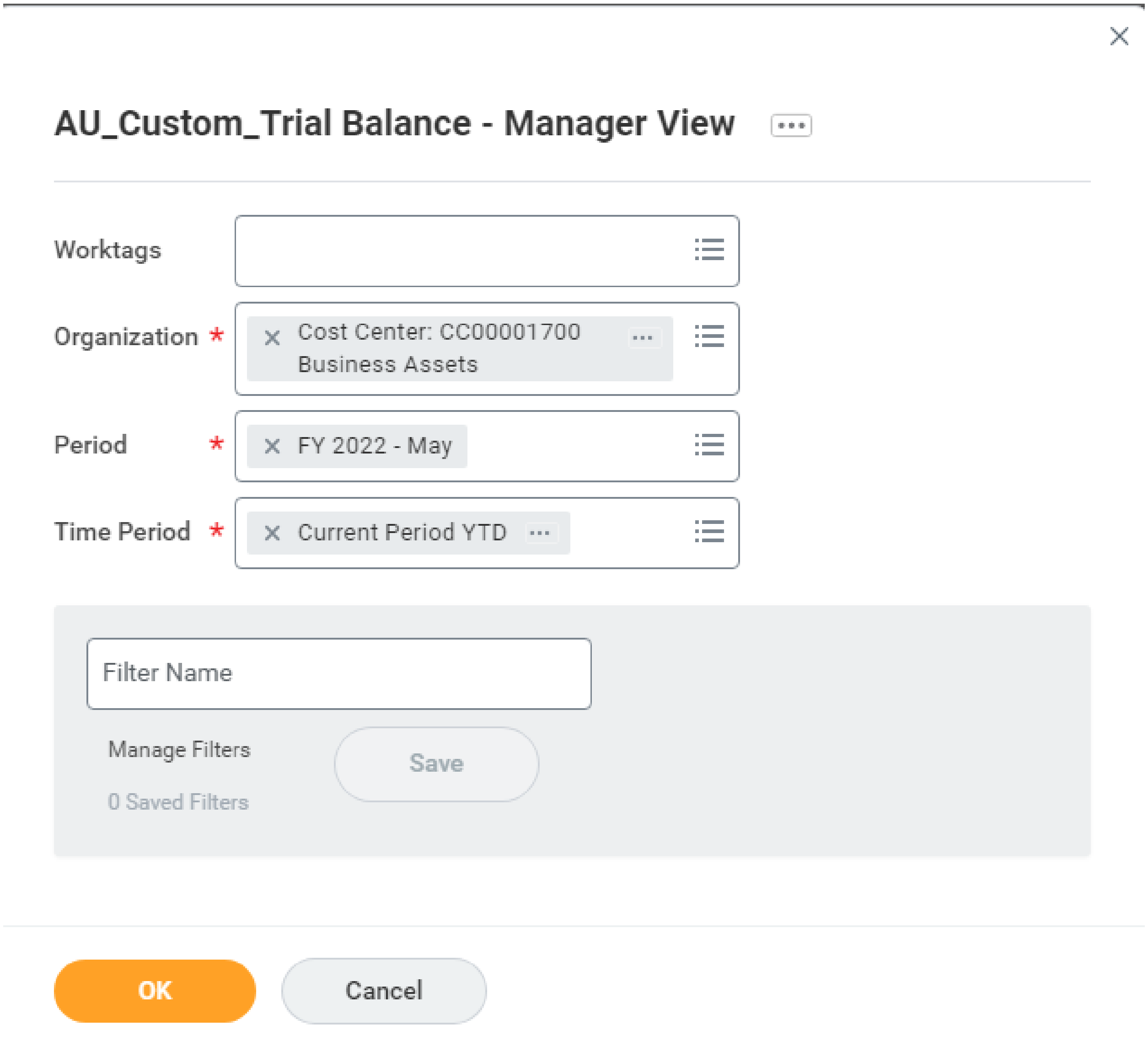
8. Once you use the Quick Expense it is removed from the list of available transactions. If you attach the wrong Quick Expense, click the small x on the left to remove it and then pick another one.

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

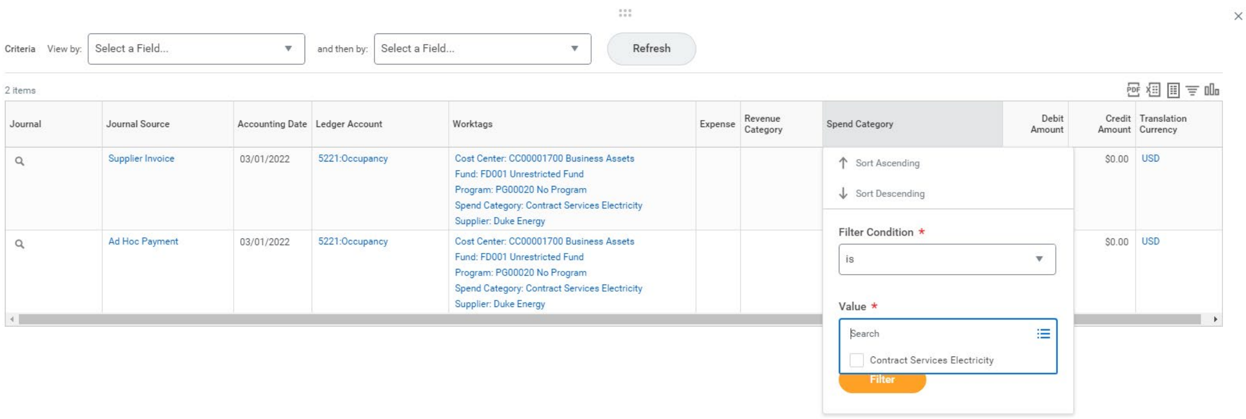
1. Search for Trial Balance in the search bar. Click on AU_Custom_Trial Balance – Manager View
2. In the filter box, select your driver worktag (cost center, project, grant, gift, or agency) or any combination of available worktags. Select the most recent period to view all activity year to date.



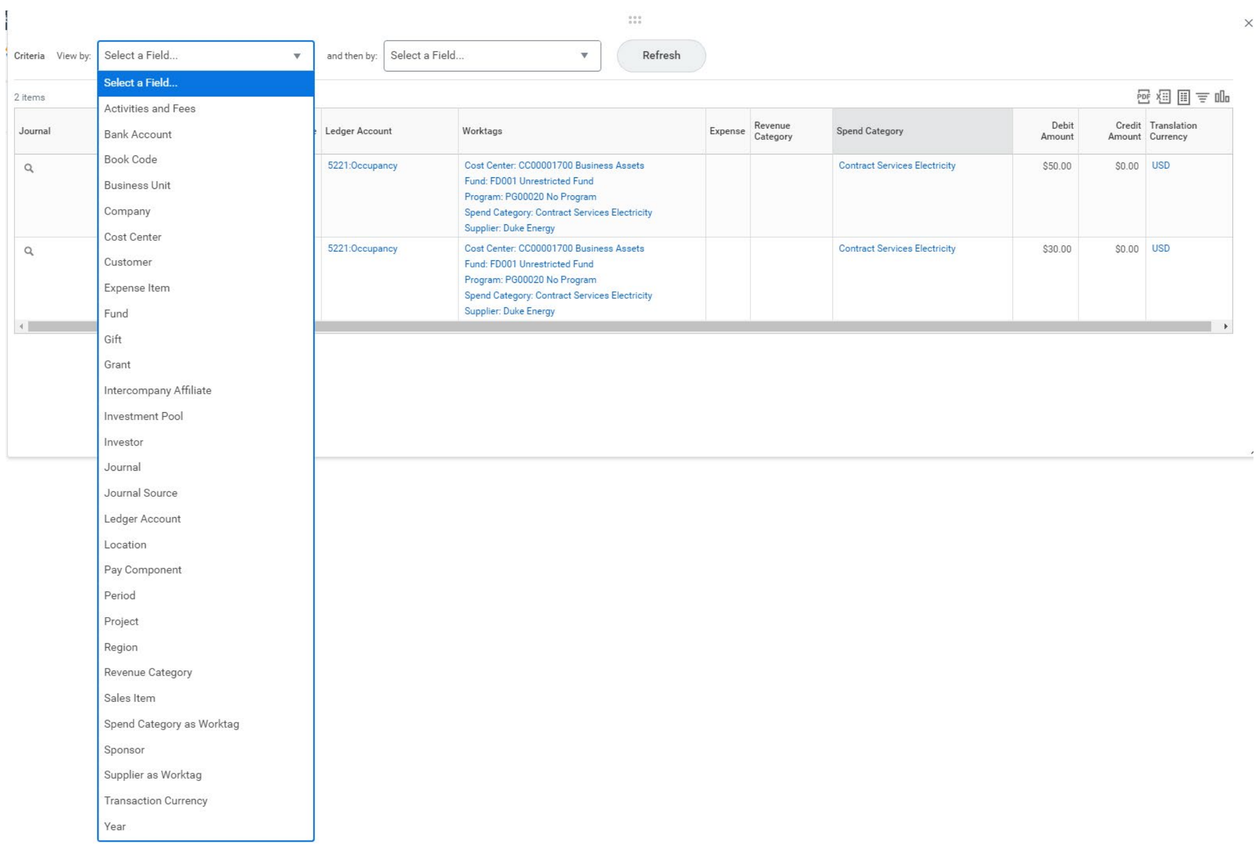
3. Every ledger account with activity will populate. Click on the applicable ending balance amount for the ledger account you want to see activity for.

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

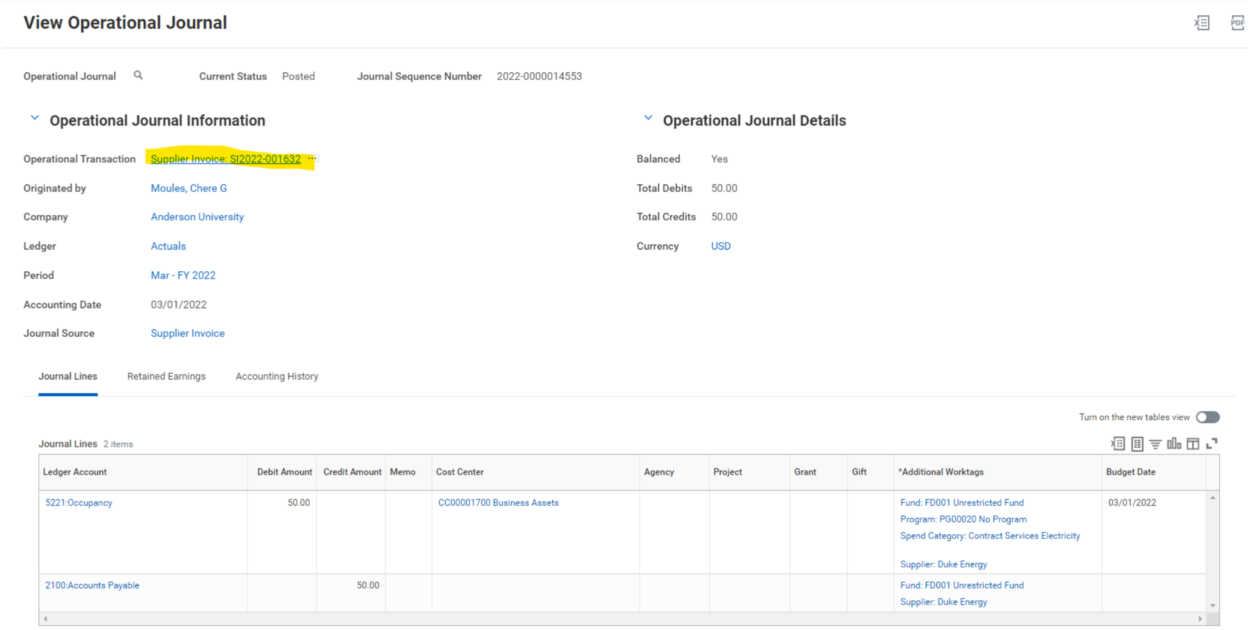
5. Continue to click on blue fields and filter until you get the reporting you are looking for.
6. To view specific transactions, click on the magnifying glass under the journal column.

Criteria View by: Select a Field... and then by: Select a Field... Refresh

1 item

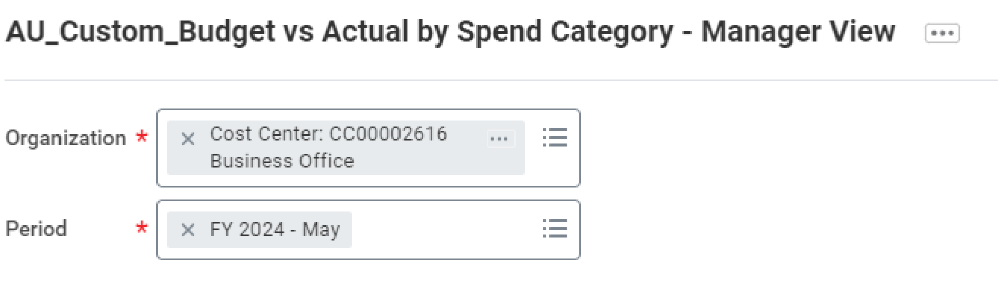
Journal	Journal Source	Accounting Date	Ledger Account	Worktags	Expense	Revenue Category	Spend Category	Debit Amount	Credit Amount	Translation Currency
	Ad Hoc Payment	03/01/2022	5221:Occupancy	Cost Center: CC00001700 Business Assets Fund: FD001 Unrestricted Fund Program: PG00020 No Program Spend Category: 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.

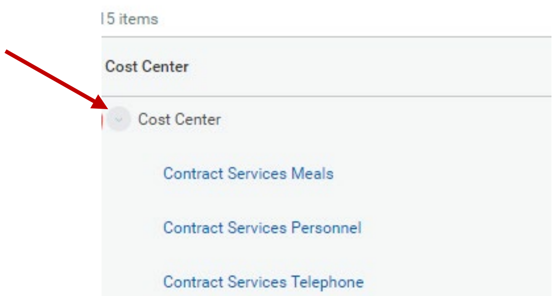


Budget vs Actual

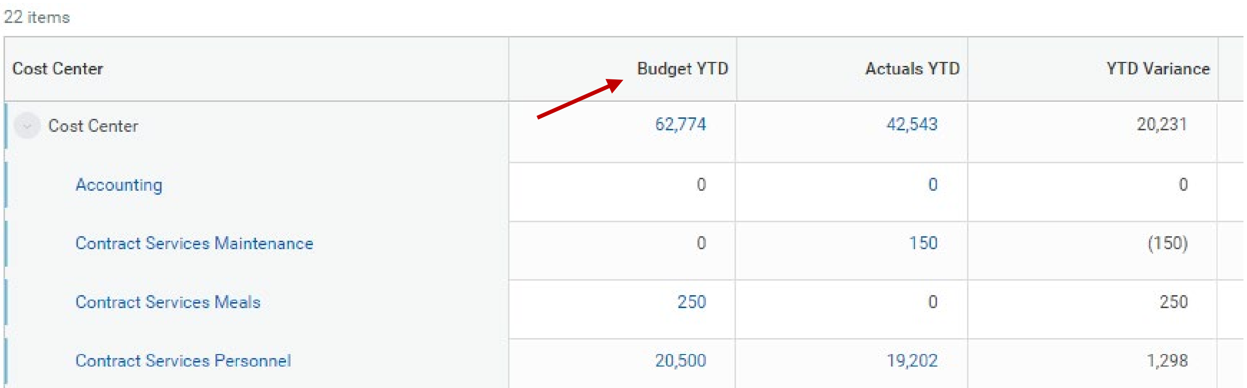
1. Search for AU Custom Budget vs Actual by Spend Category – Manager View in the search bar.
   a. Organization: You can search the drop down for your cost center or type it in "CC0000____"
      i. It is recommended to view one cost center at a time for this report, but you have the ability to select more than one.
   b. Period: Fiscal Period > FY 20__ > [choose through which month you want to view]
   c. Click OK



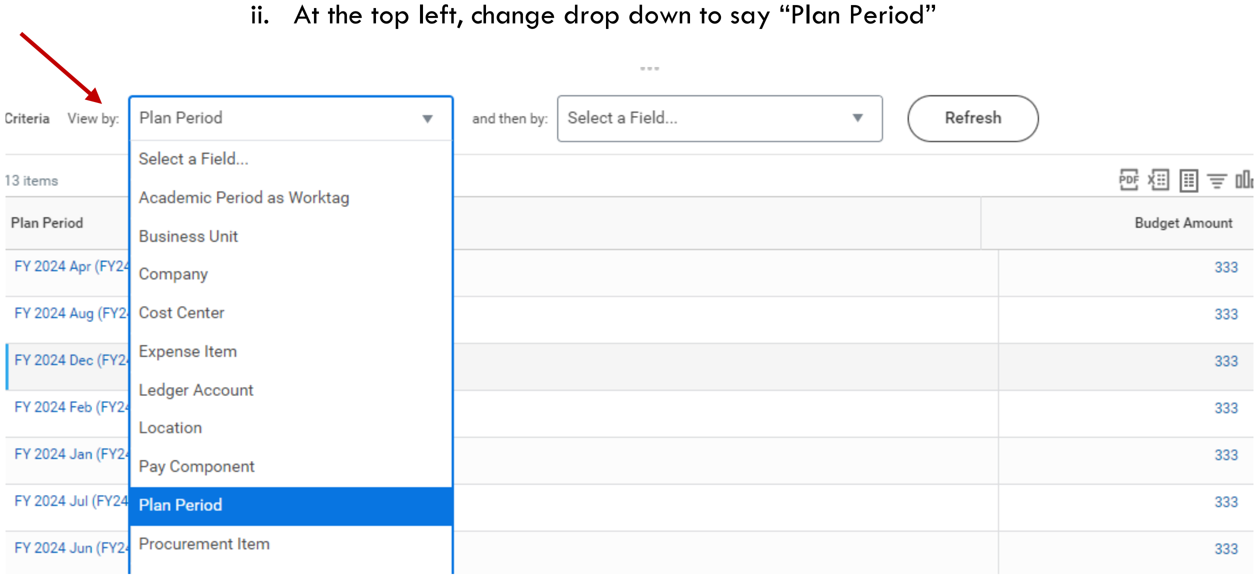
2. At the left corner of the "Cost Center" column, click the grey circle to expand to spend category level.



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**



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



      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:

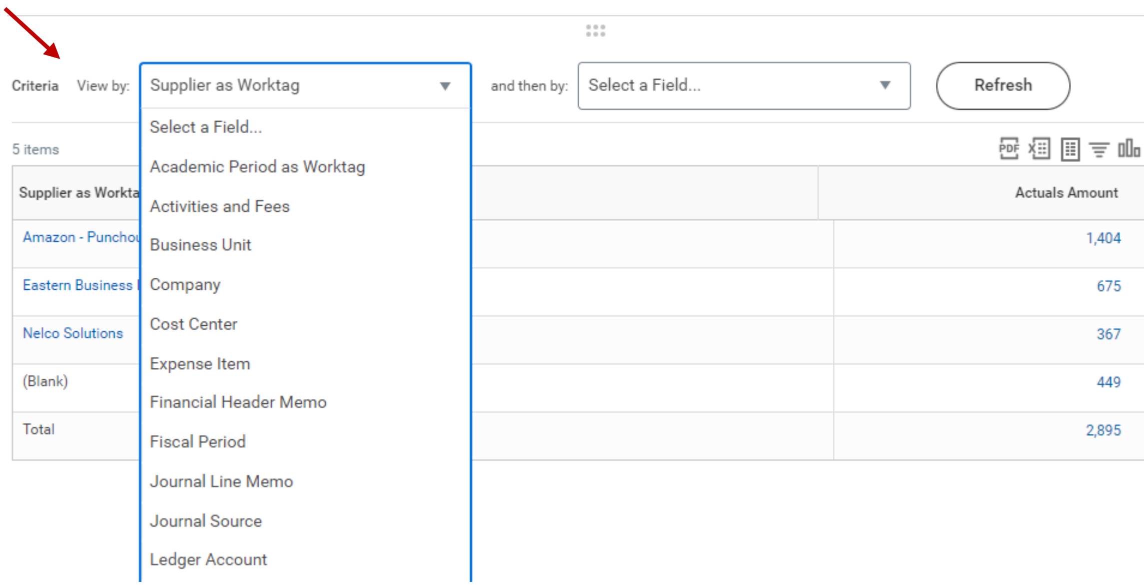
i. Click on any amount in "Actuals YTD"

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.



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: [redacted] Fund: FD001 Unrestricted Fund Program: PG00004 Institutional Support Spend Category: Contract Services Leased Equipment [redacted] 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.