Workday How-To Guide

WORKDAY PROCEDURES

Business Office
ANDERSON UNIVERSITY |

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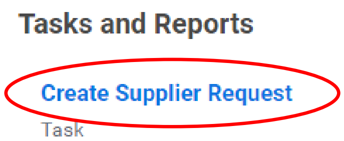
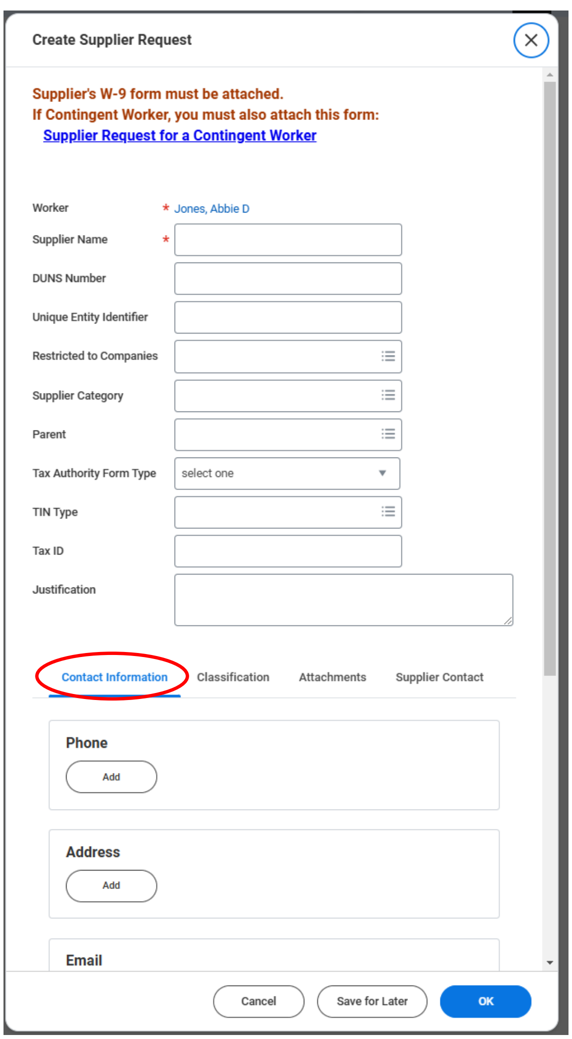
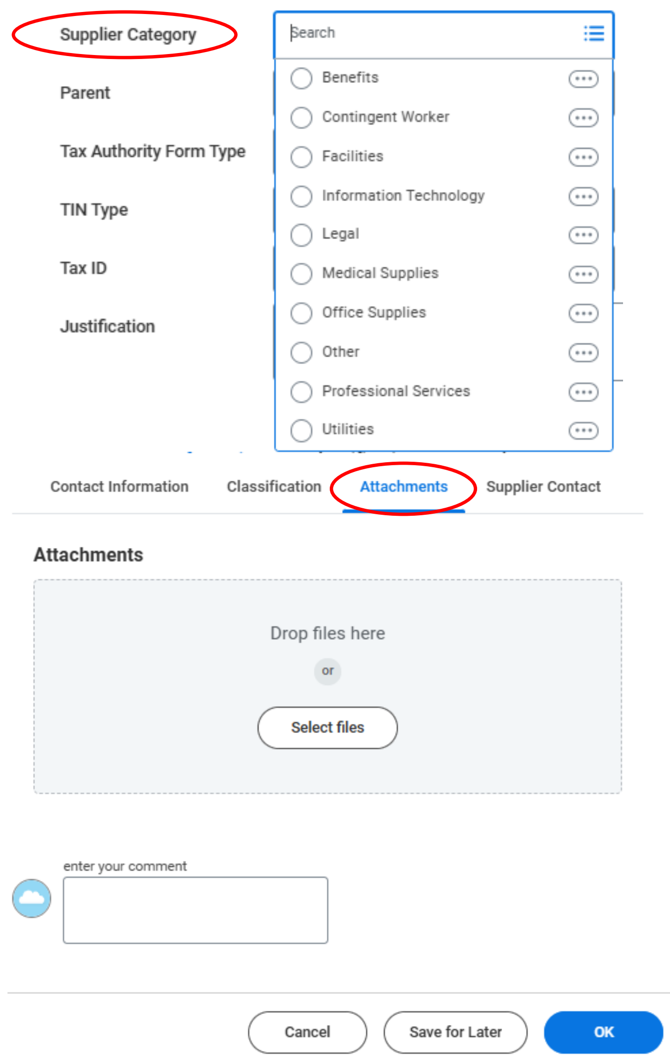
Creating a Supplier Request

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



2. Input the supplier's name, address, email 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.**

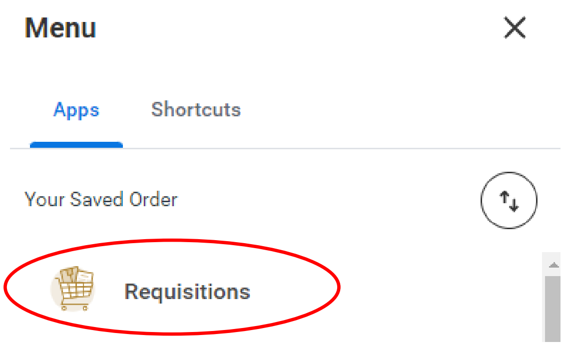




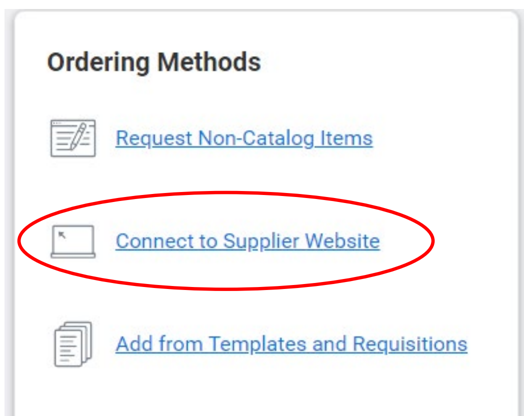
Requisition/Purchase Order/Invoice Process

To Create Requisition from **Supplier Website** (**Amazon and FSI**).

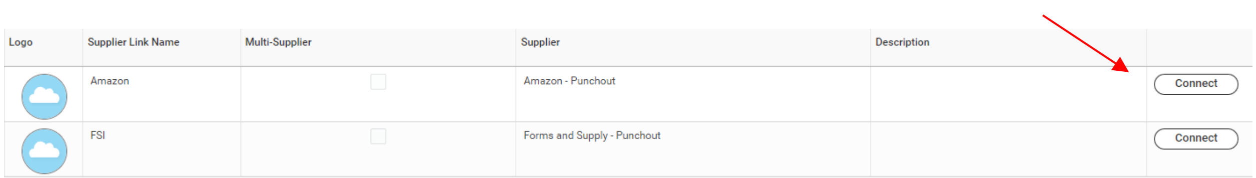
1. Select **Menu** (top left) to View All Apps
2. Select Requisitions App



3. Select Connect to a Supplier Website

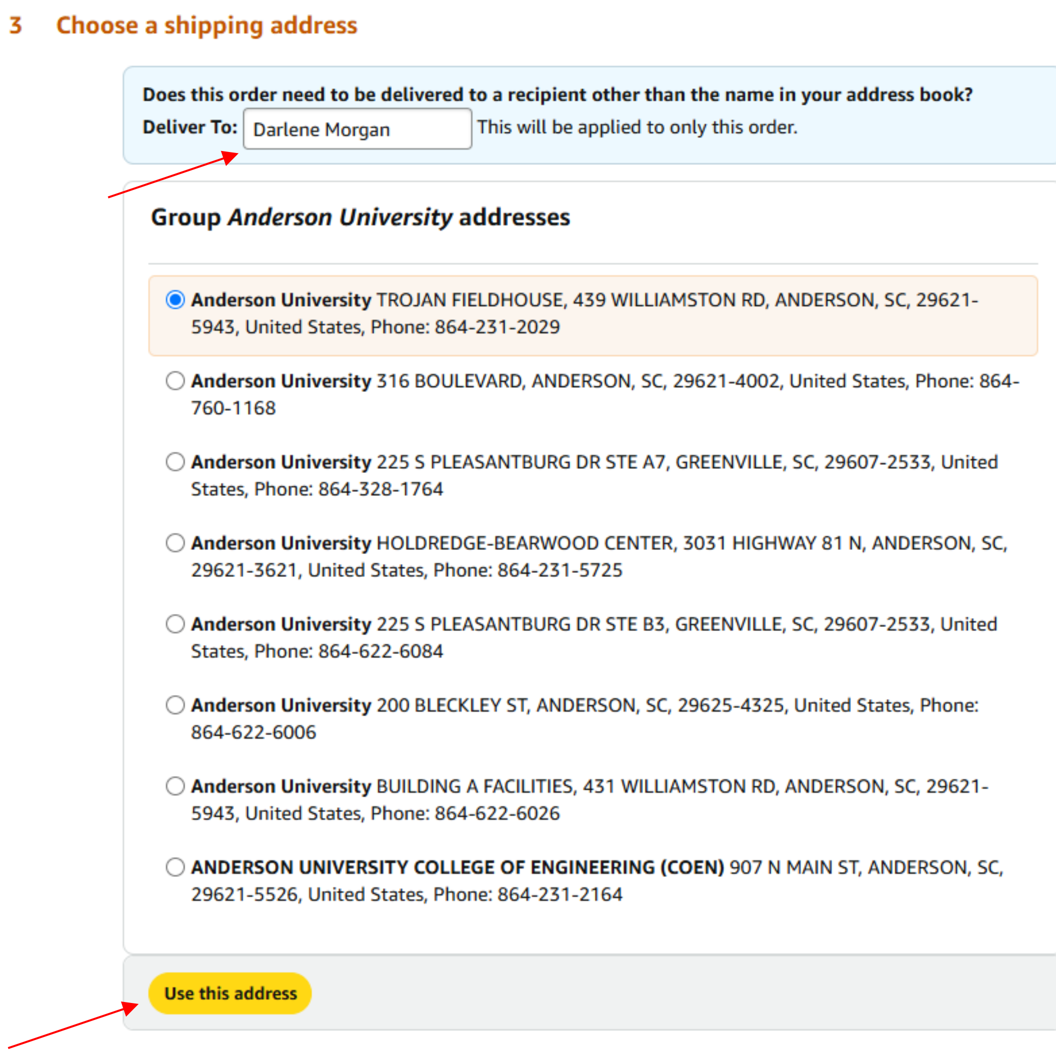


4. Choose the supplier you need to connect to.

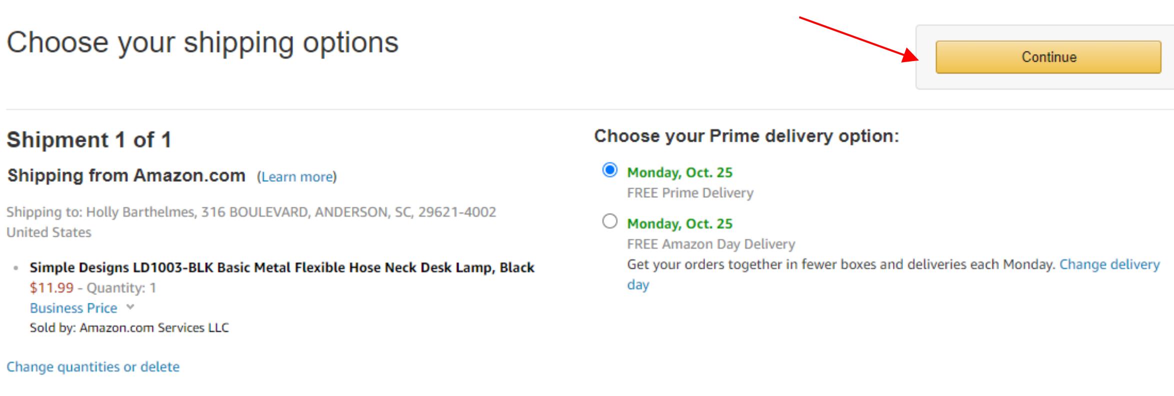


Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	Amazon		Amazon - Punchout		Connect
	FSI		Forms and Supply - Punchout		Connect

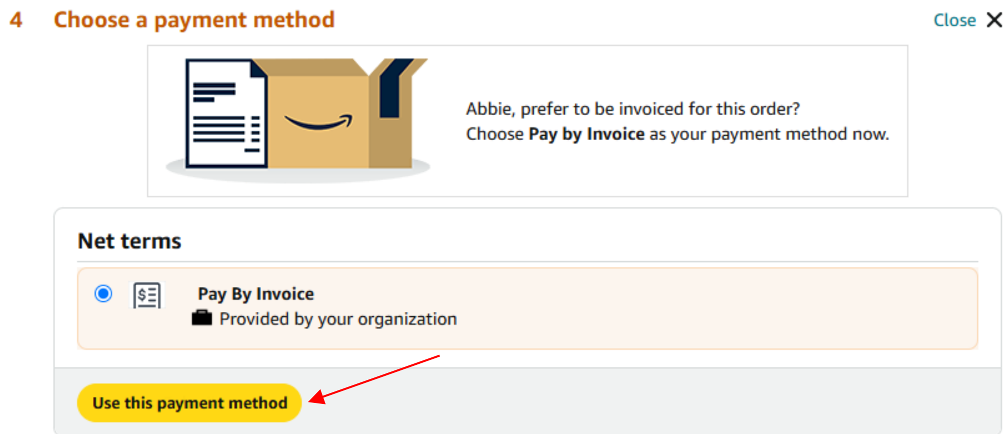
5. Search for and find the item(s) you want to purchase and add to cart.
6. Select Proceed to Checkout when you have placed all items in cart.
7. **Type your name in Deliver To: field and select the applicable address.** (Do not add a new address. All purchases should be routed to one of the preloaded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



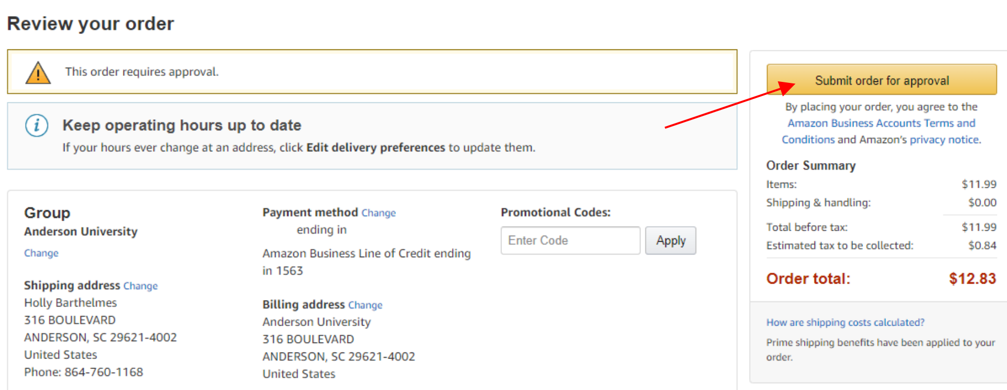
8. All employees have access to Prime shipping through Anderson University's Business account. If Prime shipping is available for the order you are placing, you may choose that delivery option at no additional cost. After selecting shipping option, click continue.



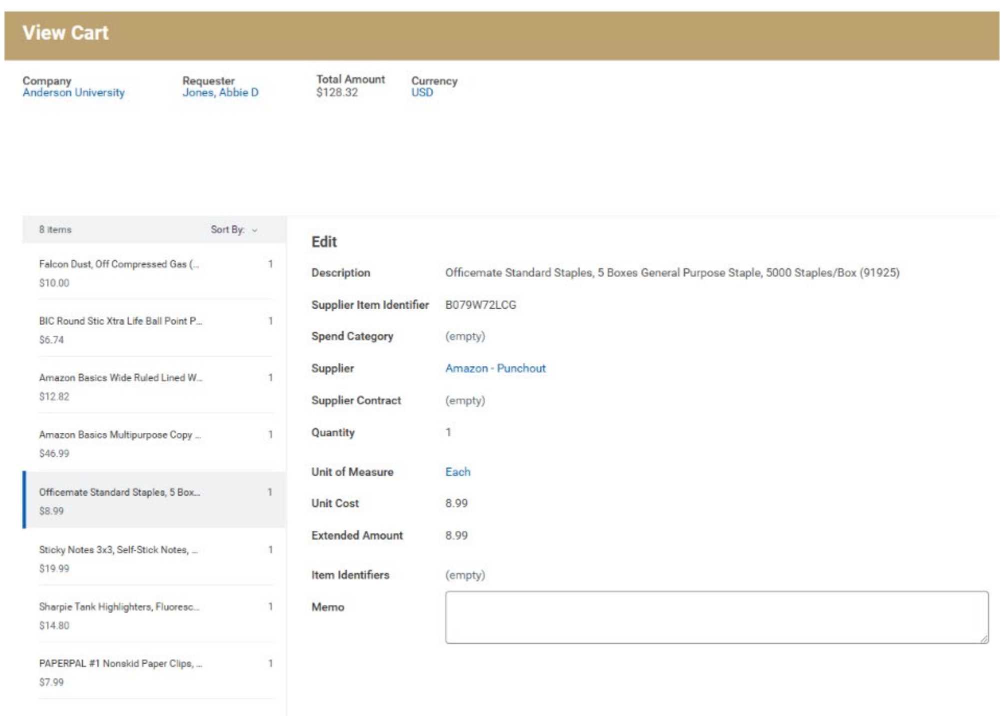
9. Choose **Pay by Invoice** as Payment Method.



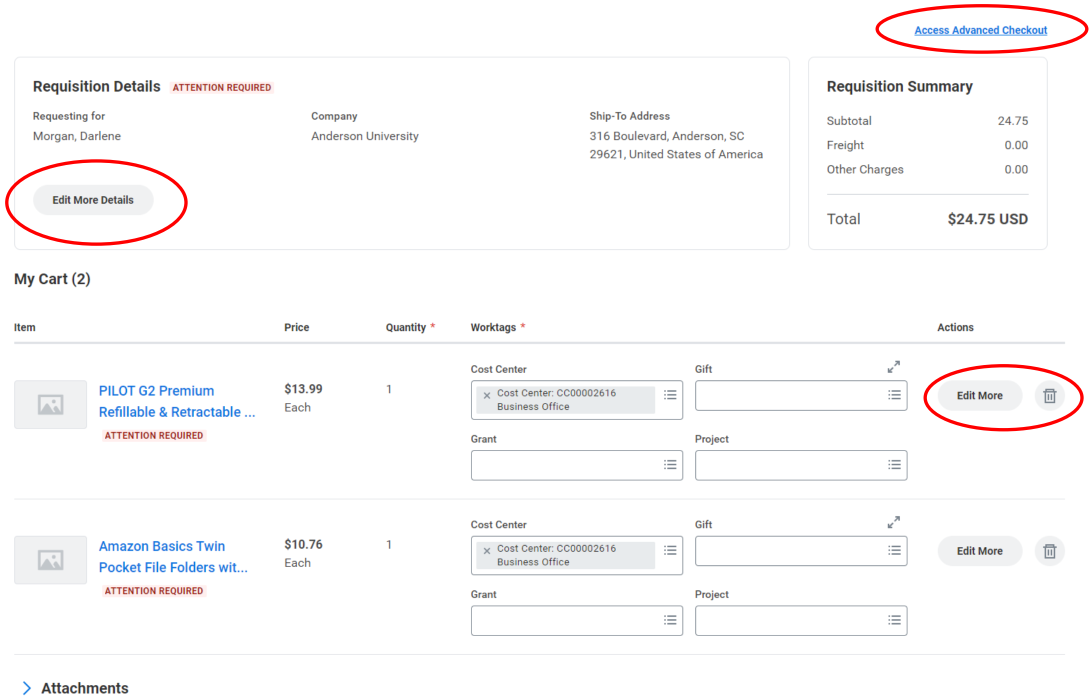
10. After reviewing your order information, click submit order for approval to be taken back to Workday to complete placing your order. Order will not be placed with Amazon until you have finished filling everything out in Workday.



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:

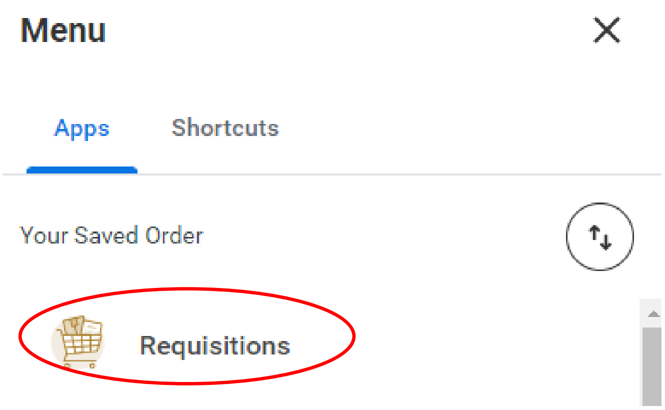
a. Freight Amount (optional): should not be applicable to most Amazon and FSI charges
b. Other Charges (optional): tax may be entered in this field
c. Memo to Suppliers (required for FSI): For FSI, please type in the building and room number you would like your order to be delivered to. Character count 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. Do not use Miscellaneous unless no other spend category will work.
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. 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.

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

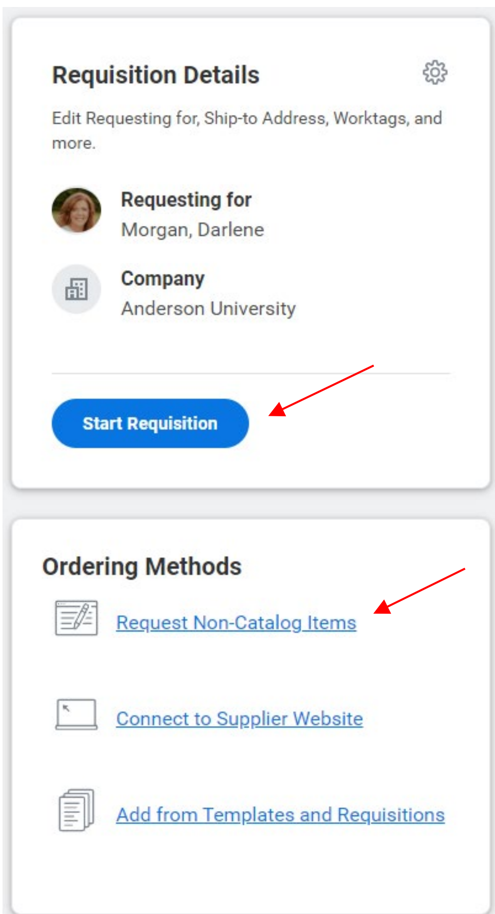
13. When finished filling in applicable information, click submit. If the order is less than $3000, the order will automatically be placed with Amazon or FSI. If the order is greater than $3000, the requisition will be routed to your Cost Center Manager, Dean/Director, Vice President, and the Business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

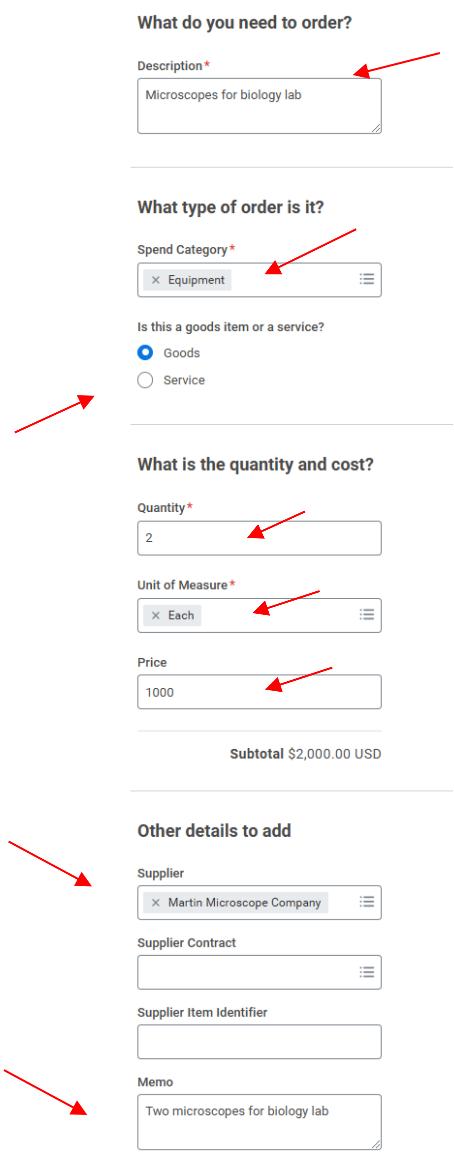


For Goods:

1. Building Your Cart:

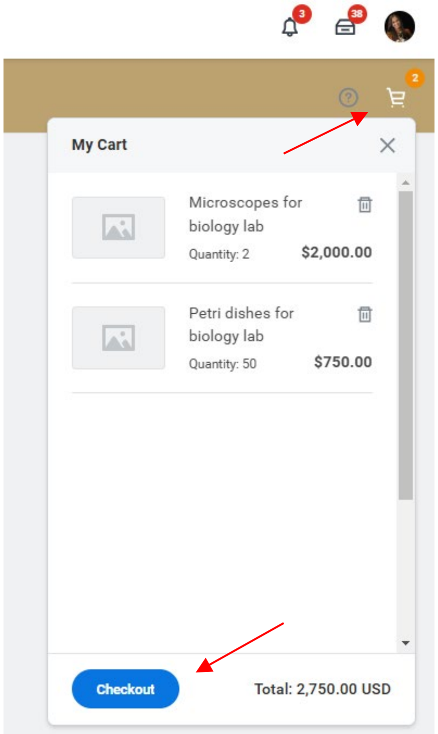
Complete steps a-i below for each item you are ordering to build your cart. After clicking 'Add to Cart' a fresh screen will appear to allow you to continue adding items. Once you have added all items from the invoice/quote, you will then checkout. The goal is for your cart to match your invoice/quote. Do not include taxes or shipping at this stage. This will be entered upon checkout.

a. **Description:** general description of the specific item you are requesting.
b. **Spend Category:** Select the most appropriate spend category.
c. **Select 'Goods' Note: Goods and Services can be added to the same requisition based on this selection.**
d. **Quantity:** Number of each type of item you are requesting.
e. **Unit of Measure:** Select the most applicable. If unsure which one to select, choose "each."
f. **Price:** Amount per unit of measure.
g. **Supplier:** Select the supplier you want to purchase from. You may type in the supplier's name or search by one of the subcategories.
h. **Memo** (optional): information applicable to charge.
i. Select **Add to Cart**. Once you select Add to Cart the page will refresh and allow you to add more items.

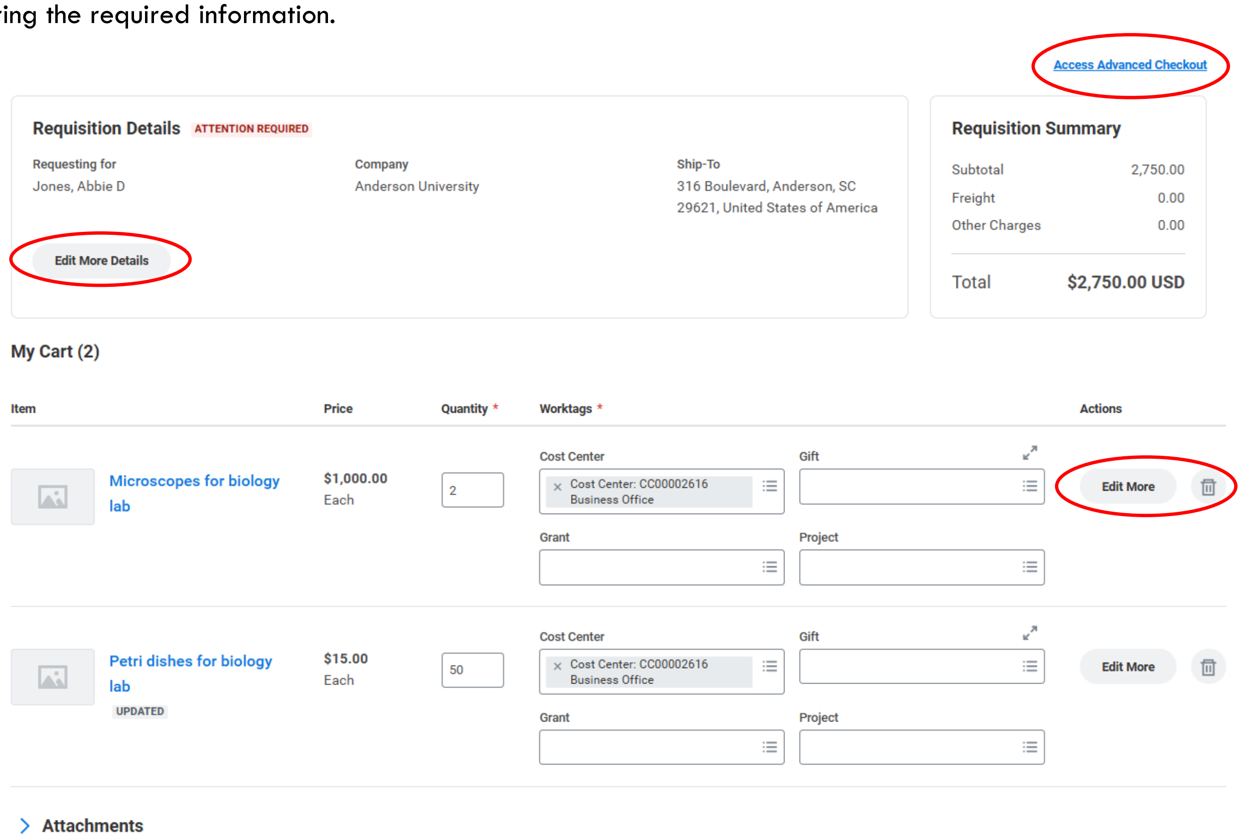


Checking Out:

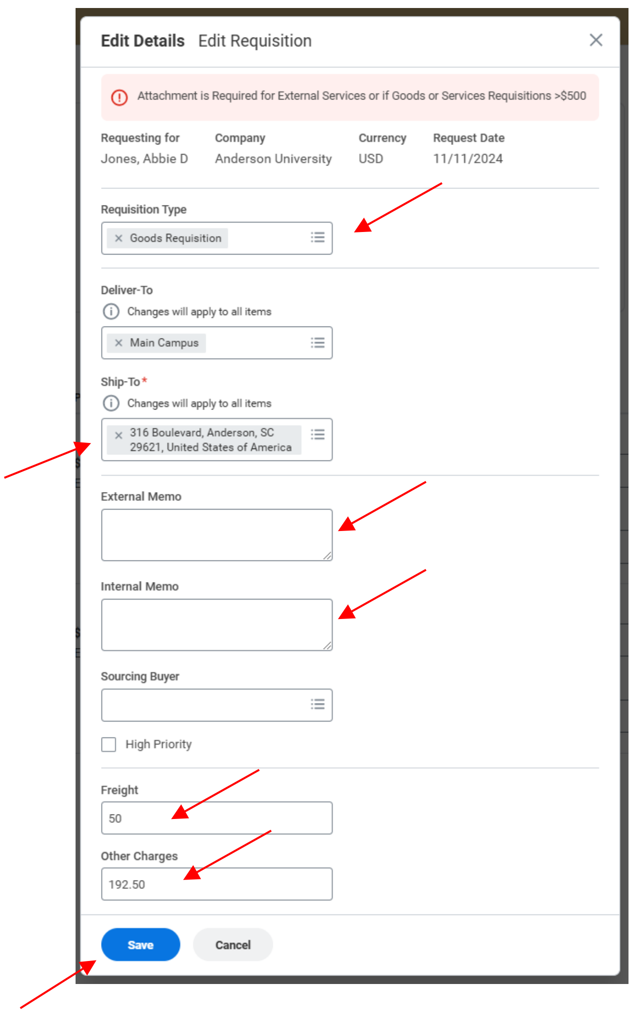
1) Once all items are entered for the invoice/quote, click the shopping cart in the top right corner of the screen and then click 'Checkout'.

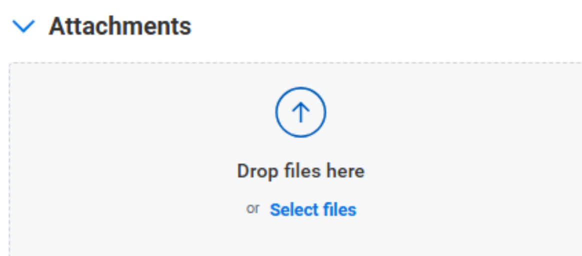


2) In your checkout screen, you can review the goods/services lines. Click on Edit More Details/Edit More to complete the required information. You may also utilize "Access Advanced Checkout" (top right blue link) if you prefer this layout for entering the required information.



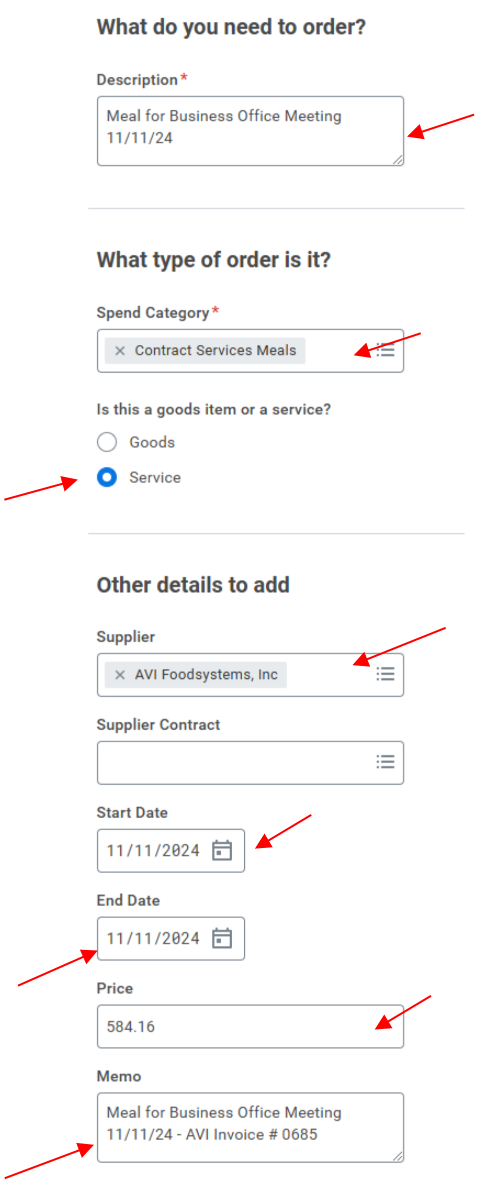
3) In the Edit More Details/Access Advanced Checkout screen:
   i. **Requisition Type:** If this does not default, choose the correct requisition type. This field cannot be blank.
   ii. **Ship to Location:** Choose the appropriate location for your items to be shipped.
   iii. **Freight Amount** (optional): Shipping amount may be entered in this field
   iv. **Other Charges** (optional): Sales tax may be entered in this field
   v. **External Memo** (optional): Enter memo for supplier
   vi. **Internal Memo** (optional): Enter any additional information for approvers to see
   vii. *Available in Advanced Checkout Screen:* 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. **Do not change or remove fund/program additional worktags. These will default based on the cost center, gift, grant, project, or agency you select.**
   viii. **Click Save**
4) 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:
   b. Quote
   c. Invoice
   d. Order Form
   e. Email correspondence from the Supplier regarding pertinent purchasing information.
5) When done entering all information and attaching documents as needed, click 'Submit'. The order will be routed automatically to the applicable approvers.





For Services:

1. Building Your Cart: Complete steps a-i below for each item you are ordering to build your cart. After clicking 'Add to Cart' a fresh screen will appear to allow you to continue adding items. Once you have added all items from the invoice/quote, you will then checkout. The goal is for your cart to match your invoice/quote. Do not include taxes or shipping at this stage. This will be entered upon checkout.
   Note: See 'External Services' section for specific instructions on submitting External Services requisitions.
   a. **Description:** General description of one specific item you are requesting.
   b. **Spend Category:** Select the most appropriate spend category.
   c. **Select 'Service' Note: Goods and Services can be added to the same requisition based on this selection.**
   d. **Supplier:** Select the supplier you want to purchase from. You may type in the supplier's name or search by one of the subcategories
   e. **Start Date:** Start date of the service
   f. **End Date:** End date of the service
   g. **Price:** <u>Total</u> amount of the service
   h. **Memo** (optional): information applicable to charge
   i. Select **Add to Cart.** Once you select Add to Cart the page will refresh and allow you to add more services.


What do you need to order?

Description*

Meal for Business Office Meeting 11/11/24

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

11/11/2024

End Date

11/11/2024

Price

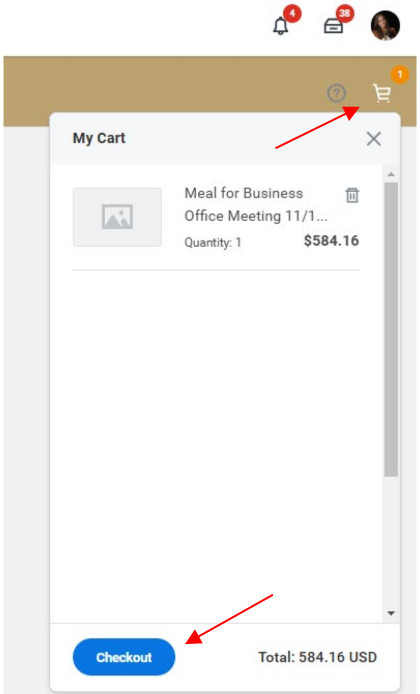
584.16

Memo

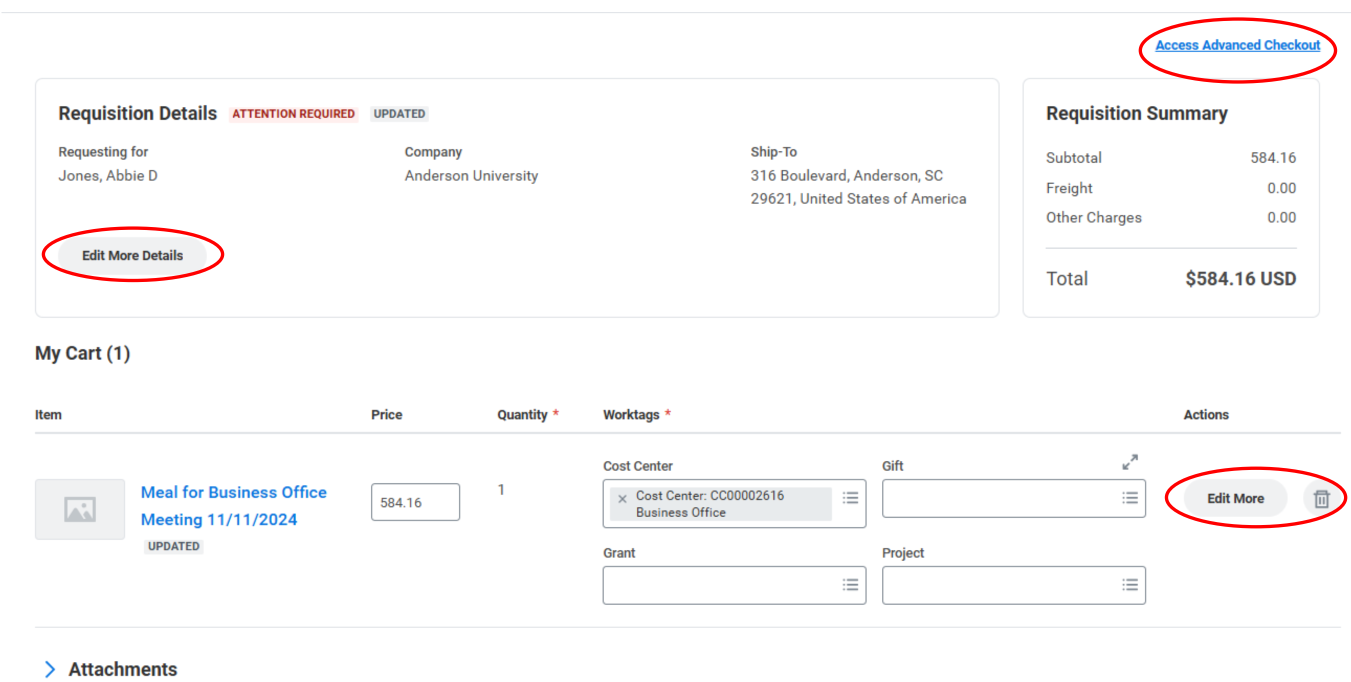
Meal for Business Office Meeting 11/11/24 - AVI Invoice # 0685

2. Checking Out:

a. Once all items are entered for the invoice/quote, click the shopping cart in the top right corner of the screen and then click 'Checkout'.



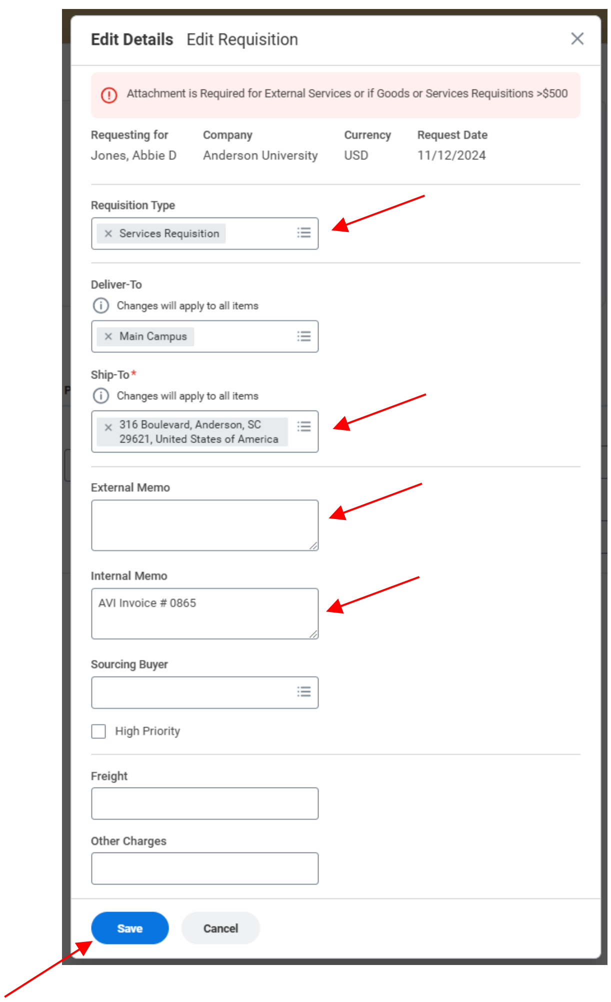
b. In your checkout screen, you can review the goods/services lines. Click on Edit More Details/Edit More to complete the required information. You may also utilize "Access Advanced Checkout" (top right blue link) if you prefer this layout for entering the required information.

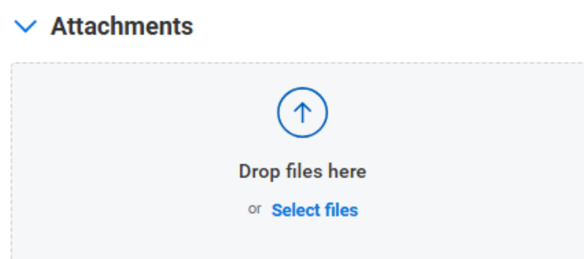


c. In the Edit More Details/Access Advanced Checkout screen:
   i. **Requisition Type:** If this does not default, choose the correct requisition type. This field cannot be blank.
   ii. **Ship to Location:** Choose the appropriate location for your items to be shipped.
   iii. **Freight Amount** (optional): Shipping amount may be entered in this field
   iv. **Other Charges** (optional): Sales tax may be entered in this field
   v. **External Memo** (optional): Enter memo for supplier
   vi. **Internal Memo** (optional): Enter any additional information for approvers to see
   vii. *Available in Advanced Checkout Screen:* 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. **Do not change or remove fund/program additional worktags. These will default based on the cost center, gift, grant, project, or agency you select.**
   viii. **Click Save**

d. 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. Email correspondence from the Supplier regarding pertinent purchasing information.

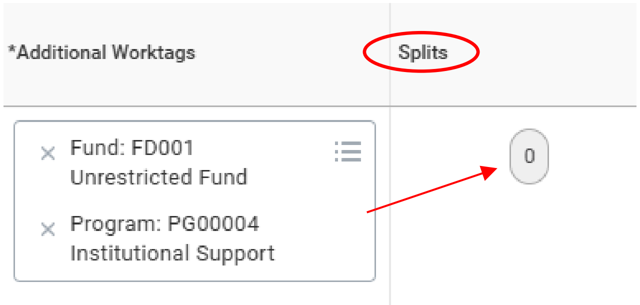
e. When done entering all information and attaching documents as needed, click 'Submit'. The order will be routed automatically to the applicable approvers.

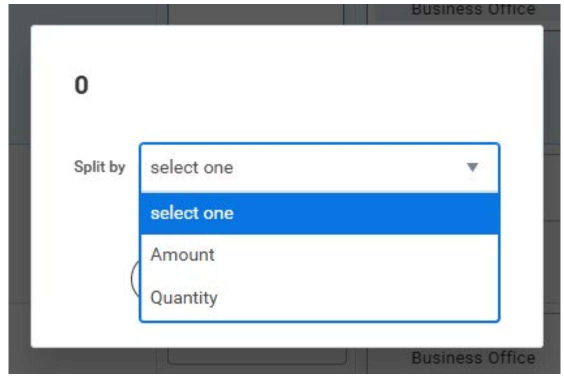




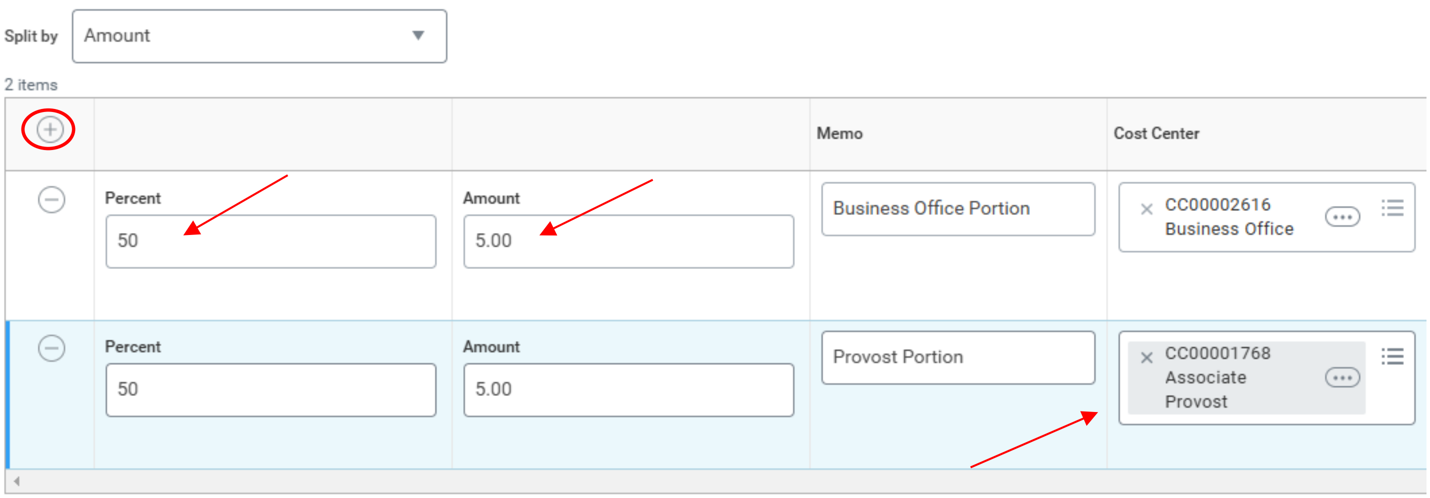
To Split the Cost of Requisitions

1. **If the cost of the goods needs to be split between multiple driver Worktags/cost centers (budget),** you will need to go to the Access Advanced Checkout link. Once you are in the Advanced Checkout screen, **use the scrollbar to scroll all the way to the right of the screen.** In the Splits column, select the number "0" and choose to split by amount or quantity.

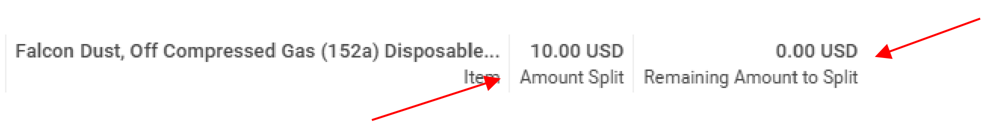




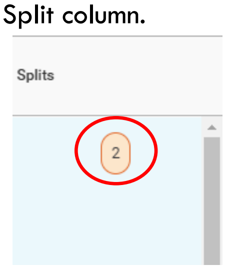
2. Click the plus sign to add a line for the number of ways you want to split the transaction. Fill in the amount/percent each driver Worktag (cost center, gift, grant, project, agency) is to be charged and add the driver Worktags as needed. <u>Note: Only the driver Worktags may be selected. You cannot select multiple spend categories per line.</u>



3. On the far-right side of the screen, you will see the amount remaining to be split. You must split the entire cost in this process. Leaving an amount not allocated to a driver Worktag on a goods line will result in an error.



4. Once you have completed the split ($0.00 remaining) click Done. You will now see the number of ways the item is split in the Split column.

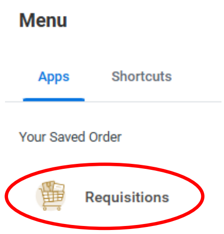


5. When finished filling in applicable information, click submit. The order will be routed automatically to the applicable approvers.

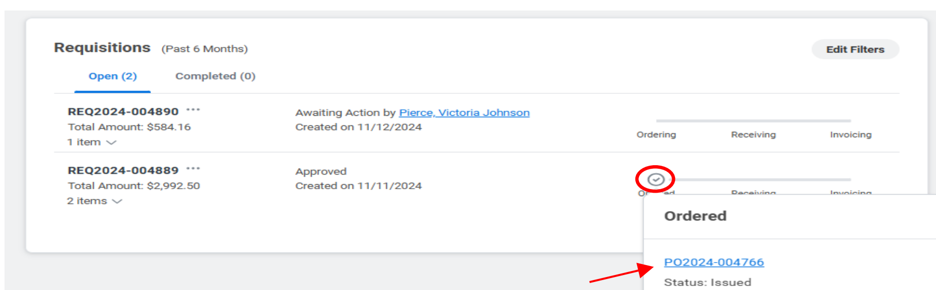
Obtaining your Purchase Order

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.

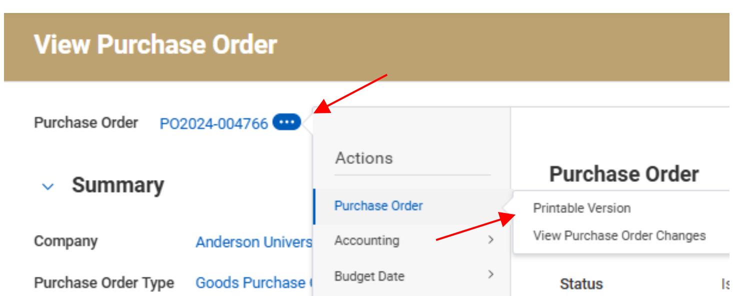
1. Select **Menu** (top left) to View All Apps
2. Select Requisitions App



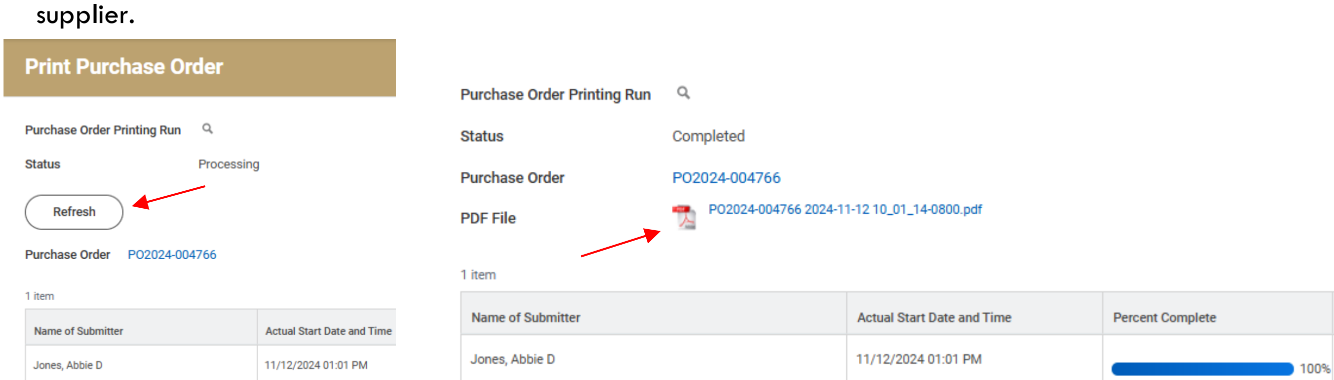
3. Locate your requisition on the Requisition dashboard. If the status shows 'Ordered' the PO has been issued and you can now print your Purchase Order.
4. Click on the icon above 'Ordered' and click on the blue PO link as shown below.



5. In the screen that opens after clicking on the PO link, click the related actions icon (…) and hover over 'Purchase Order.' Click 'Printable Version' and 'OK'.



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

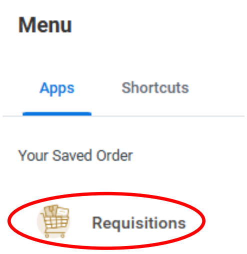


Create Receipt

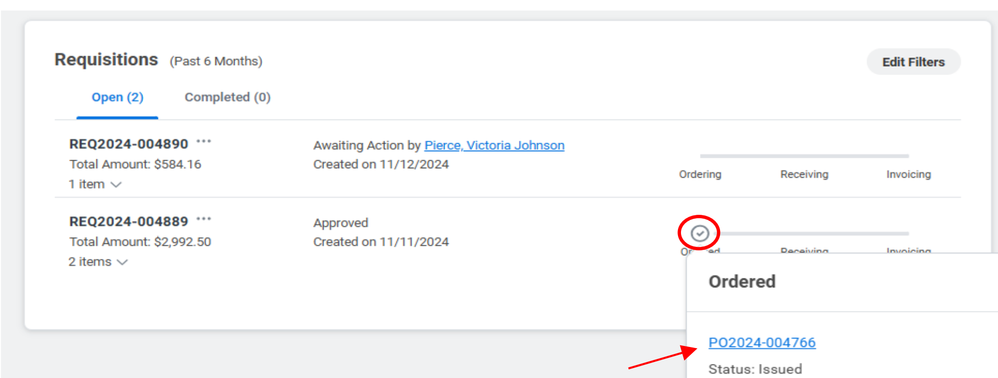
After the purchase order has been created, it MUST be issued before a receipt can be created. PO issuance will occur every night. Therefore, the receipt may be submitted the next day.

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.

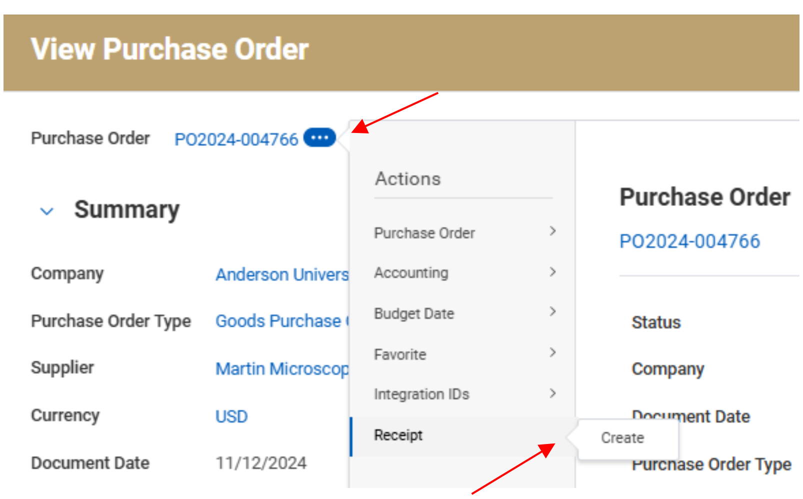
1. Select **Menu** (top left) to View All Apps
2. Select Requisitions App



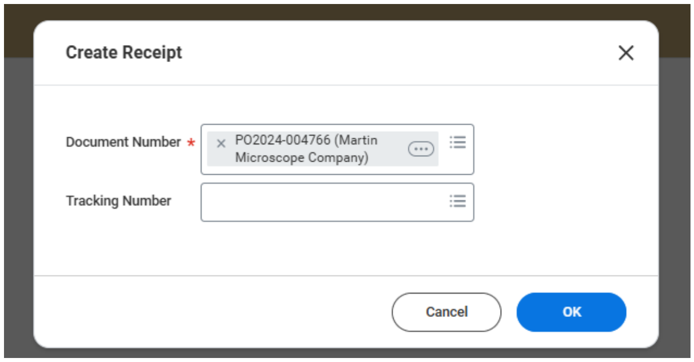
3. To create the receipt, find the requisition number and click on the icon above 'Ordered' and click on the blue PO link as shown below.



4. In the screen that opens after clicking on the PO link, click the related actions icon (…) and hover over 'Receipt.' Click 'Create'

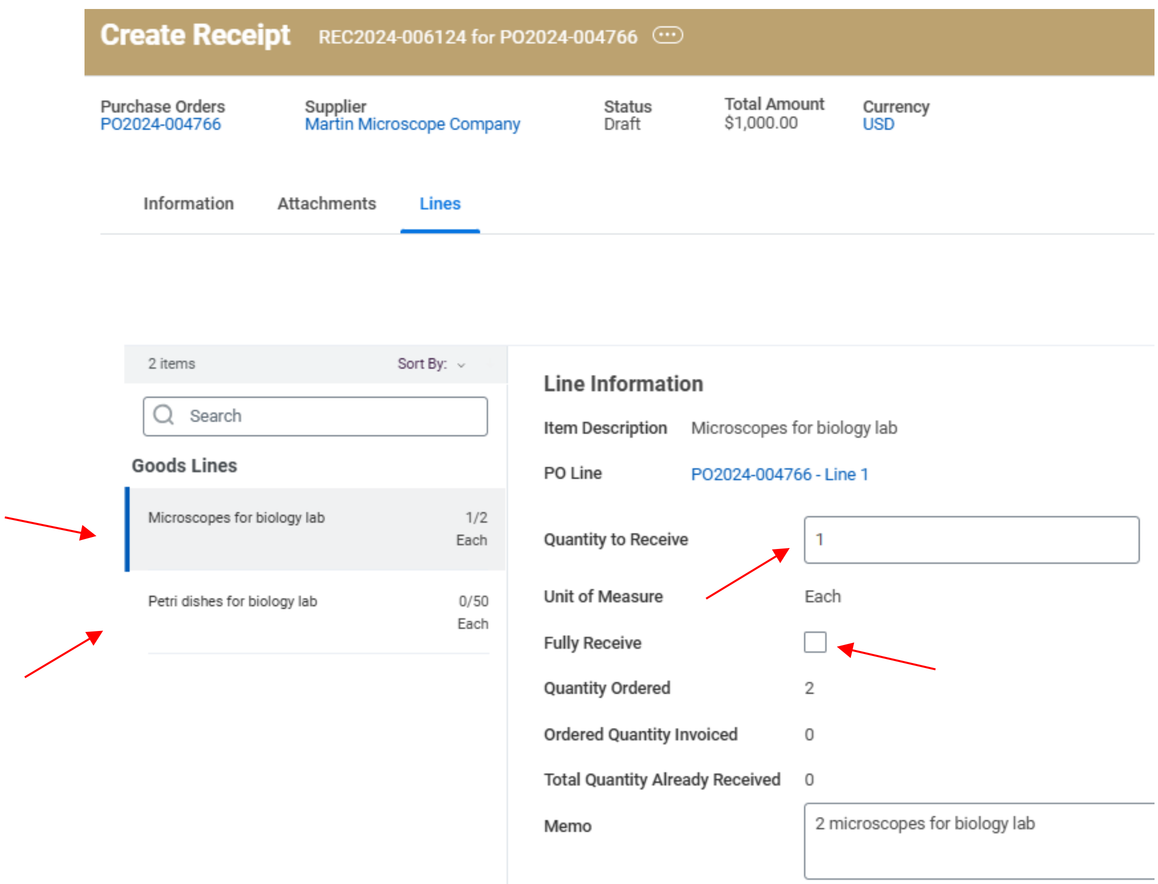


5. The purchase order number will default in the next screen and will have all the information from your requisition defaulted into your receipt. Select ok.

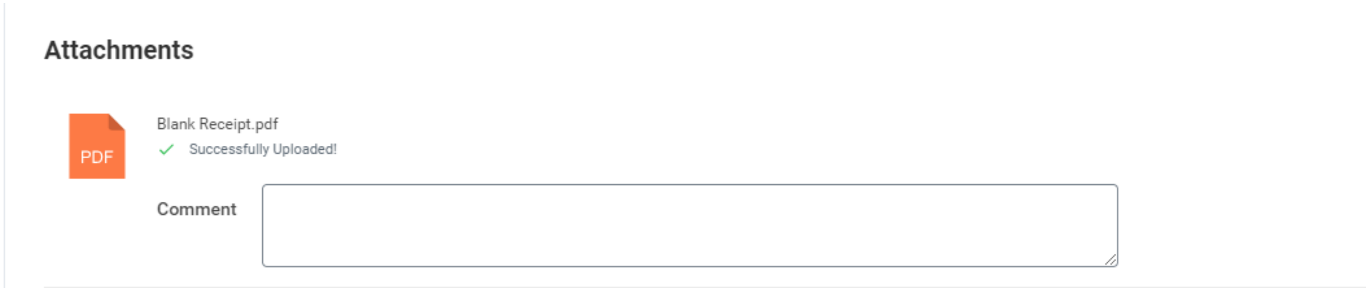


6. Review your purchase order information. Amounts in line items may not contain shipping or tax. These amounts will be reviewed and added by Accounts Payable if not defaulted. Click on the Goods or Service lines to receive each applicable one. **Only receive items that match the invoice.**
    a. **For Goods:** Select the quantity to receive (should match the invoice). If all items are being received, select "Fully Received" check box.
    b. **For Services:** Enter the dollar amount to receive (should match to invoice). If the full amount is being received, select "Fully Received" 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.



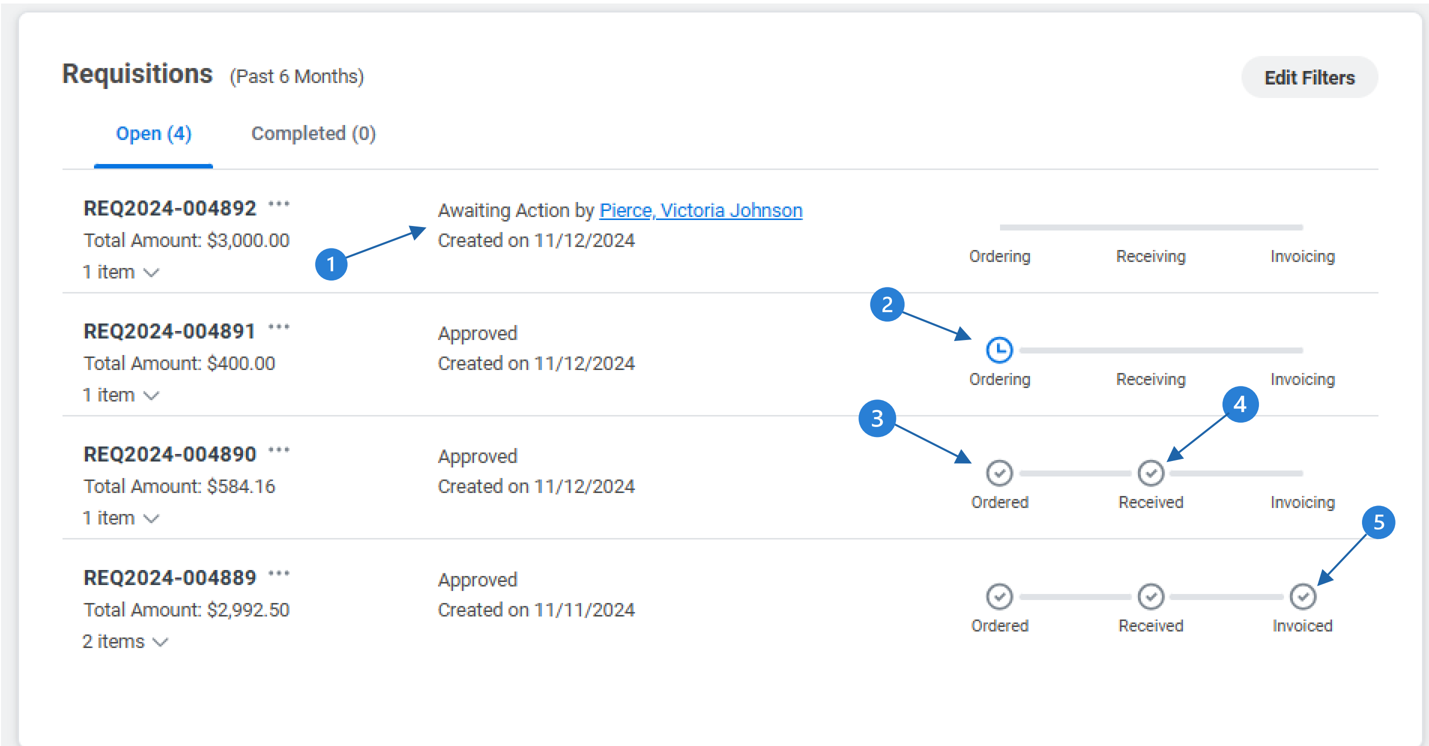
7. In the attachment section, attach your invoice for Accounts Payable to review. (File type cannot be .HEIC)



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

Find Where Requisitions are in Process

1. Go to the Requisitions App. 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.



1 If your requisition has been submitted but has not been approved, it will show that it is Awaiting Action by the next person in the approval process.

2 Once the requisition is **approved**, a small icon will appear above the word Ordering. This is where the PO # can be found. Click on the icon for more information and to access the PO. At this stage you can print the PO for the supplier.

3 Once the PO is **issued**, a check mark will appear above the word Ordered. At this stage, you can create the receipt for your order once goods/services are received/completed. **The receipt is what prompts the payment process.**

4 Once you have created a receipt for your order, a check mark will appear above the word Received. You can click on the icon for more information to see if your receipt is in progress (awaiting approval or sent back for revision) or approved.

5 Once the receipt has been approved, a check mark will appear over the word Invoiced. You can click on the icon for more information to see if the invoice has been paid or is awaiting a settlement run.

External Services

All requests for External Services must be **submitted at least two weeks prior** to the date of service regardless of payment.

No Payment / Volunteer

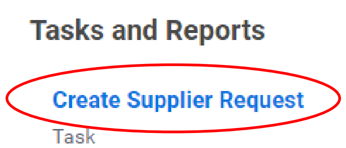
1. If no payment will be made to the individual providing services submit a Volunteer Application to externalservices@andersonuniversity.edu
2. The Business Office will review the application, and you will be contacted with a decision or any questions.

Payment Involved

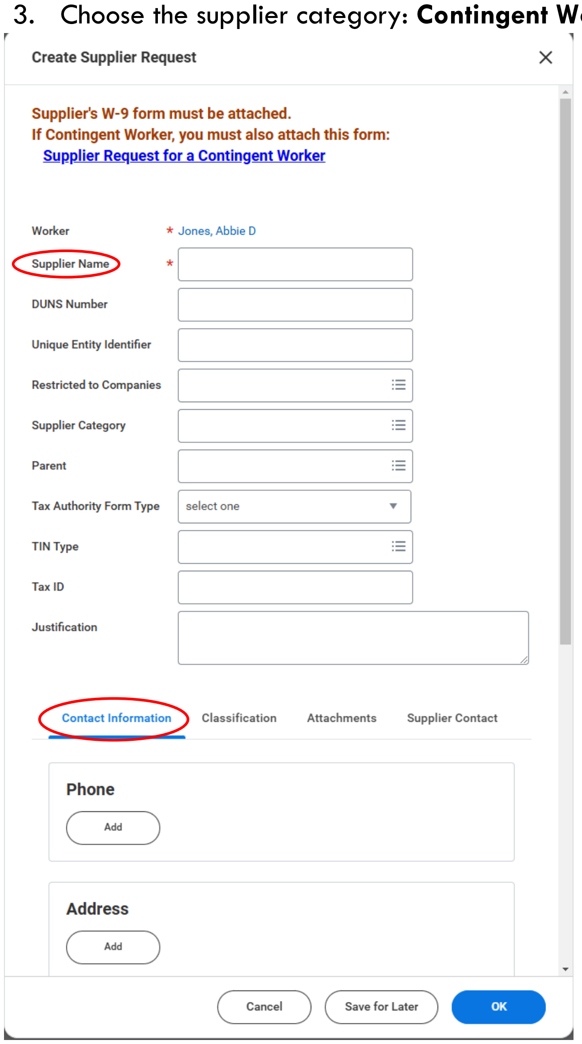
1. Submit a supplier request if the individual/company is not already set up in Workday.

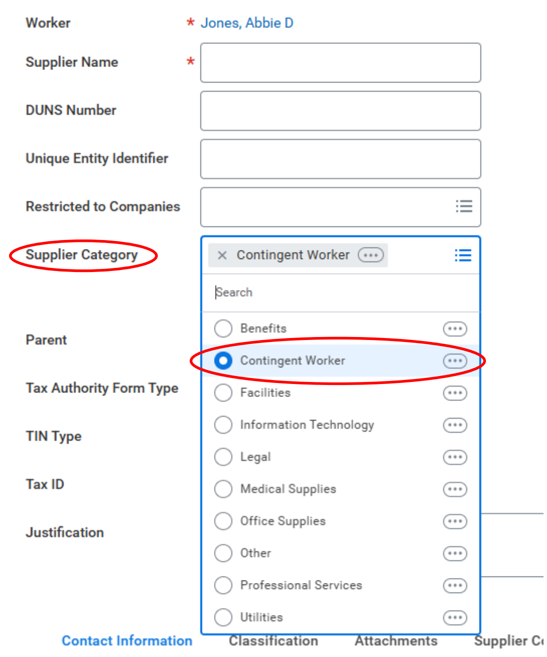
Creating a Supplier Request

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: **Contingent Worker.**





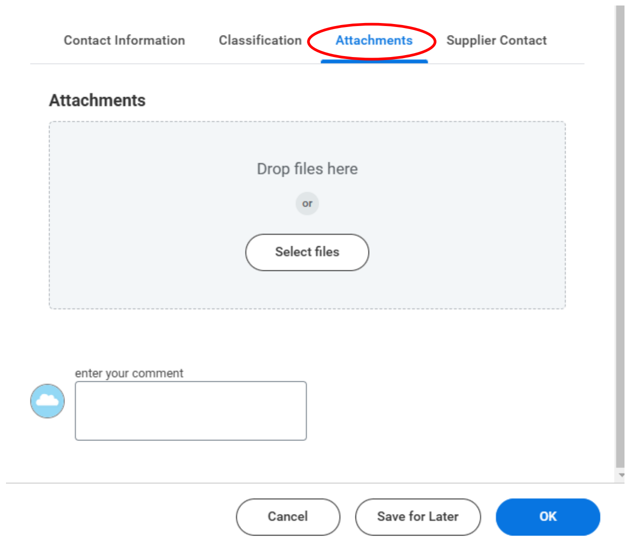
4. Click on the 'Attachments' tab to upload or drag and drop attachments. All forms can be found HERE.

Required:

a. W-9
b. Supplier Request for Contingent Worker

Potentially Needed: Please refer to Fiscal Policy & Procedures Pages 17-18 to determine if these are needed.

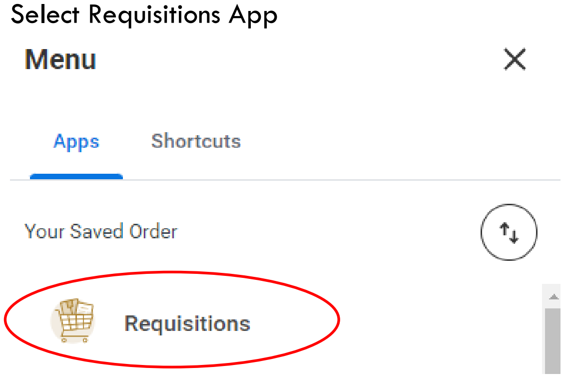
c. COI (Certificate of Insurance) – required for work on campus. Example: Business Performing Maintenance, Repairs to Equipment, Photography, Party Rentals, etc.
d. Background Check – required if close interaction with students.



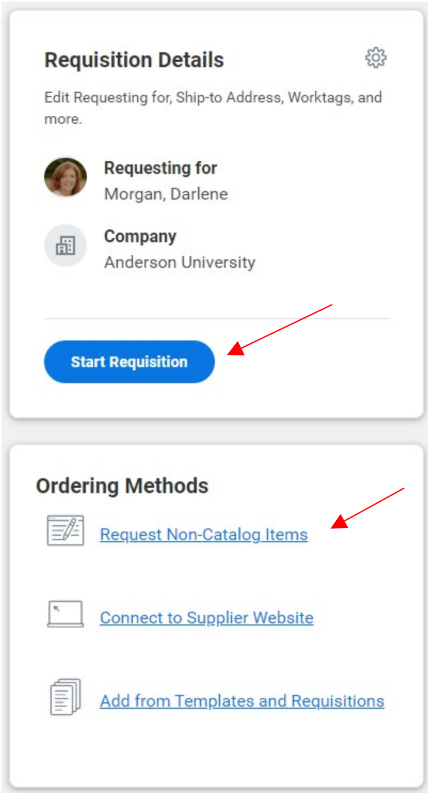
Once you have submitted your Supplier Request it will be routed to the appropriate departments for review and approval. If approved, you will receive a notification in Workday. You can also check the status of your request by viewing the 'My Supplier Request' report. This can be found by searching for it in the search bar at the top of your screen in Workday.

Requisition for External Service Provider (Requesting Payment)

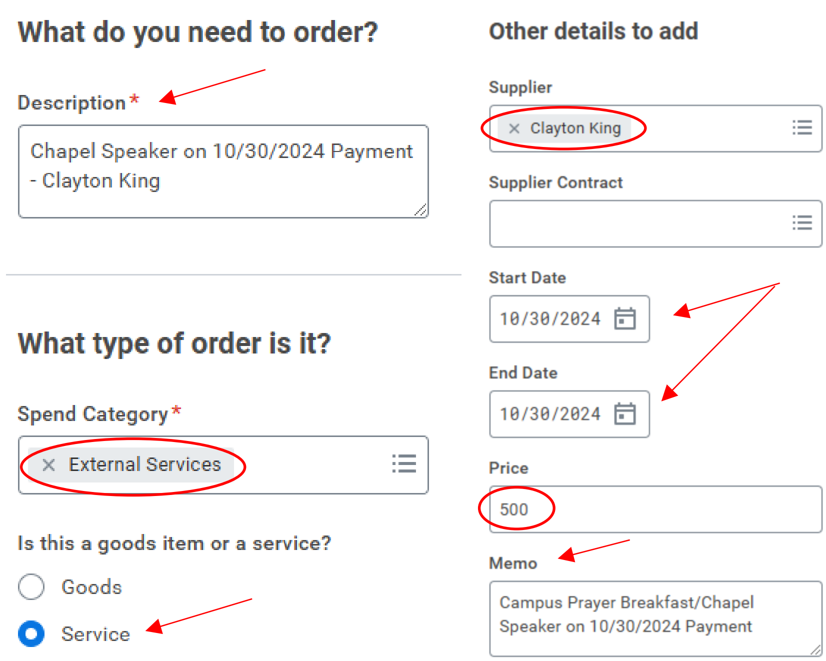
1. Select **Menu** (top left) to View All Apps
2. Select Requisitions App



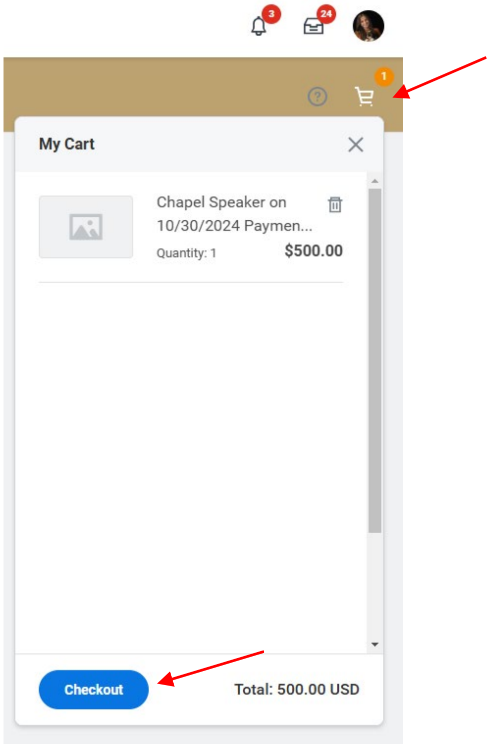
3. Select Request Non-Catalog Items OR “Start Requisition”



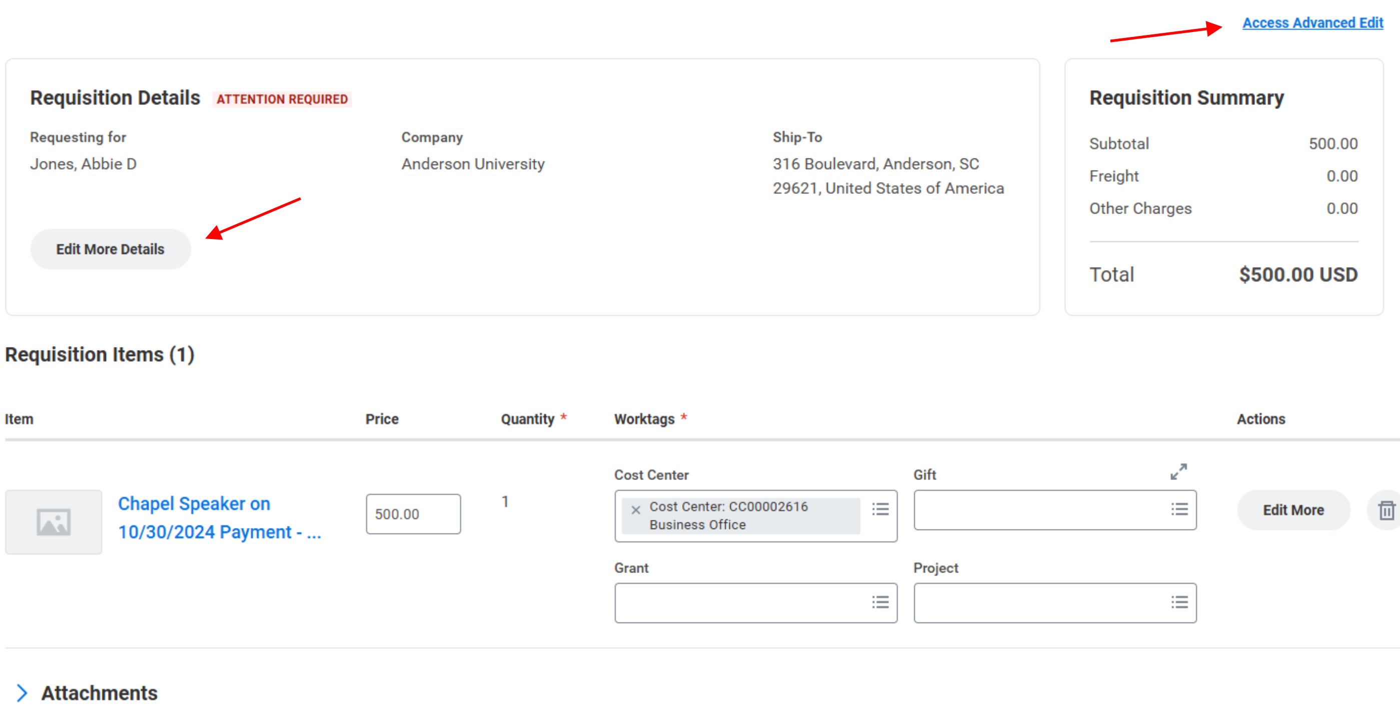
4. **Description (Required):** Give a good description of what the payment is for and services being provided.
5. **Spend Category (Required):** Select ‘External Services’
6. **Select ‘Services’**
7. **Supplier (Required):** Select the Contingent Worker who is providing services.
8. **Start/End Dates (Required):** Select the relevant start and end dates for the services being provided.
9. **Price (Required):** Enter total amount to be paid for services.
10. **Memo (Optional):** Enter information applicable to the charge.
11. Click the blue **‘Add to Cart’** button in the lower left corner.



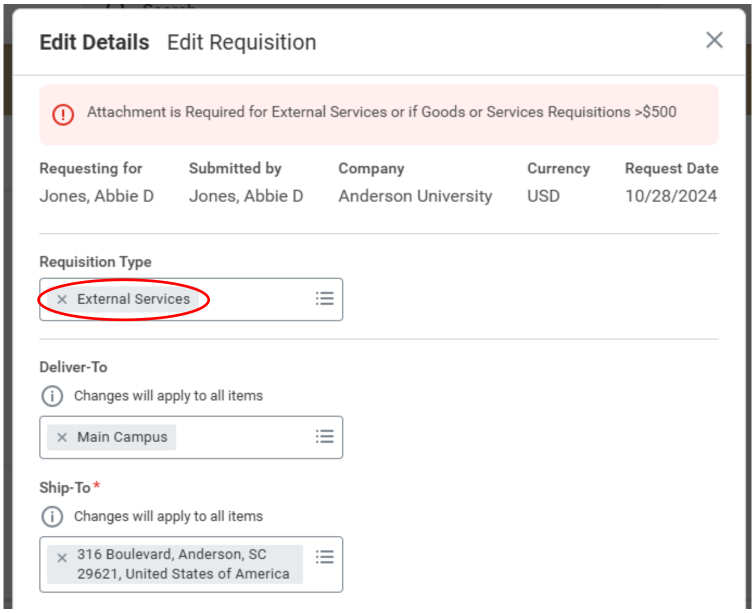
12. Click on the shopping cart in the top right corner and click checkout.



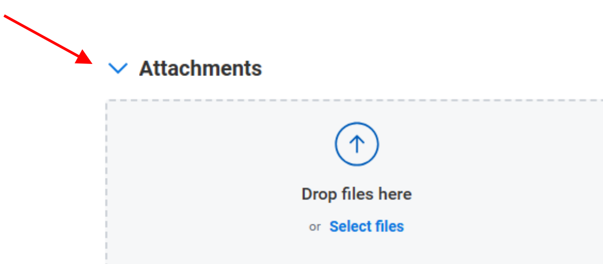
13. In your checkout screen you will be able to review your service line. Click ‘Edit More Details’ to complete the required information. You may also utilize ‘Access Advance Checkout” (top right blue link) if you prefer this layout.



14. Once you have clicked 'Edit More Details' you will see the screen below. Change the Requisition Type to 'External Services'. This is required – your requisition will not go through without this change. Once you have made this change, click the blue 'Save' button at the bottom of the screen.



15. Click the blue arrow next to Attachments to expand the area to allow files to be uploaded or dragged and dropped.
    - **Independent Contractor Attachments *(Individual/Company Set Their Price)***
        - Agreement for Services
        - Independent Contractor – Waiver and Release
        - W9 (if updates to address/tax information)
    - **Honorarium Attachment(s) *(Anderson University Set the Price)***
        - Honorarium Form
        - W9 (if updates to address/tax information)

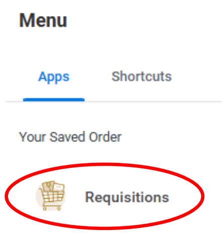


16. Click 'Submit' for the requisition (payment request) to be routed to the appropriate departments for approval.

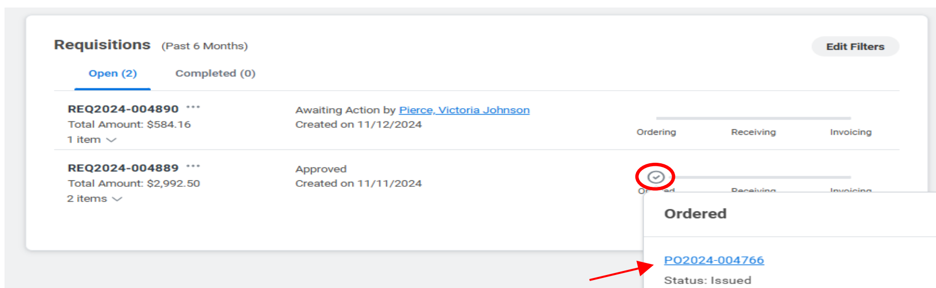
Obtaining your Purchase Order

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.

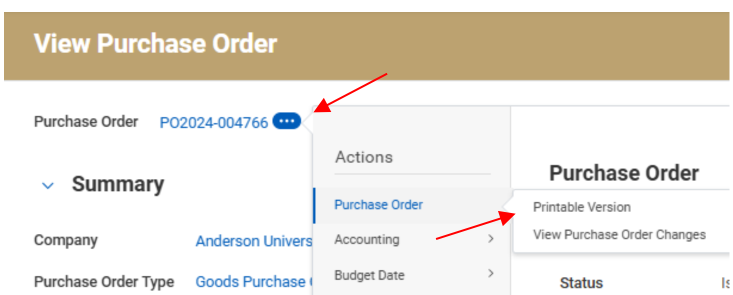
1. Select **Menu** (top left) to View All Apps
2. Select Requisitions App



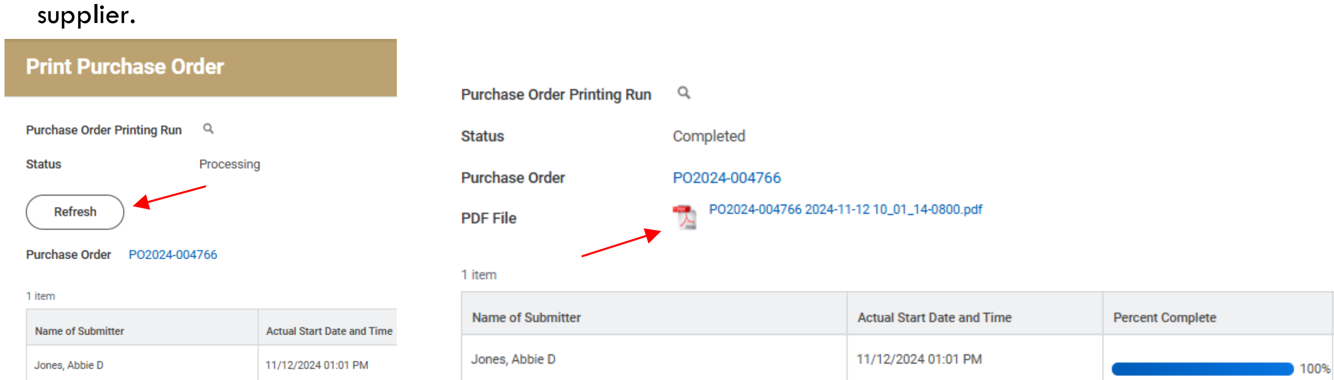
3. Locate your requisition on the Requisition dashboard. If the status shows 'Ordered' the PO has been issued and you can now print your Purchase Order.
4. Click on the icon above 'Ordered' and click on the blue PO link as shown below.



5. In the screen that opens after clicking on the PO link, click the related actions icon (…) and hover over 'Purchase Order.' Click 'Printable Version' and 'OK'.



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

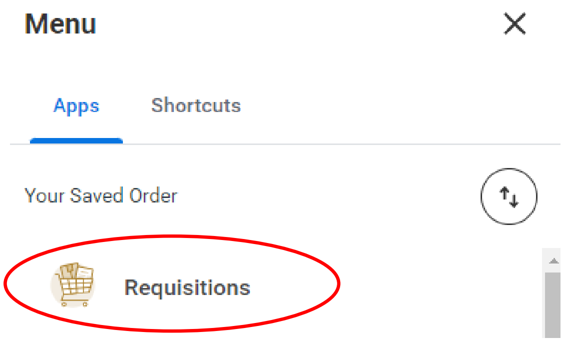


Create Receipt

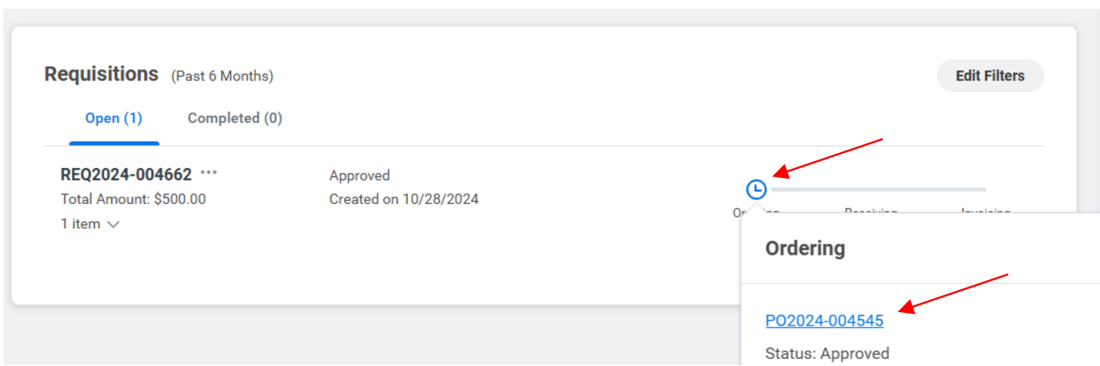
After the purchase order has been created, it MUST be issued before a receipt can be created. PO issuance will occur every night. Therefore, the receipt may be submitted the next day.

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

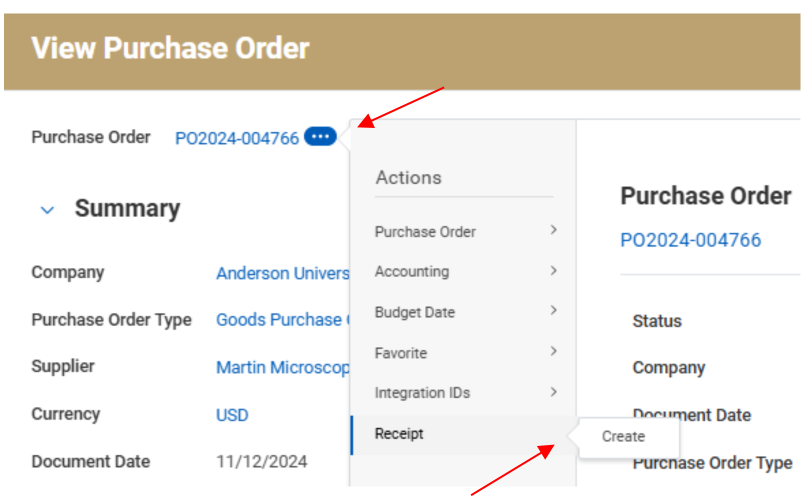
1. Select **Menu** (top left) to View All Apps
2. Select Requisitions App



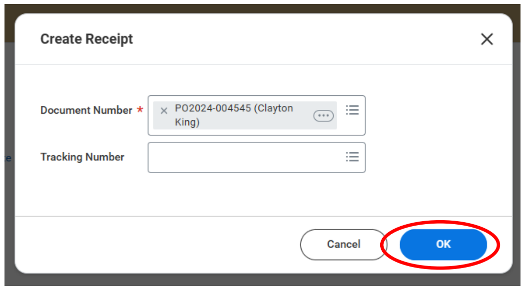
3. To create the receipt, find the requisition number and click on the icon above 'Ordered' and click on the blue PO link as shown below.



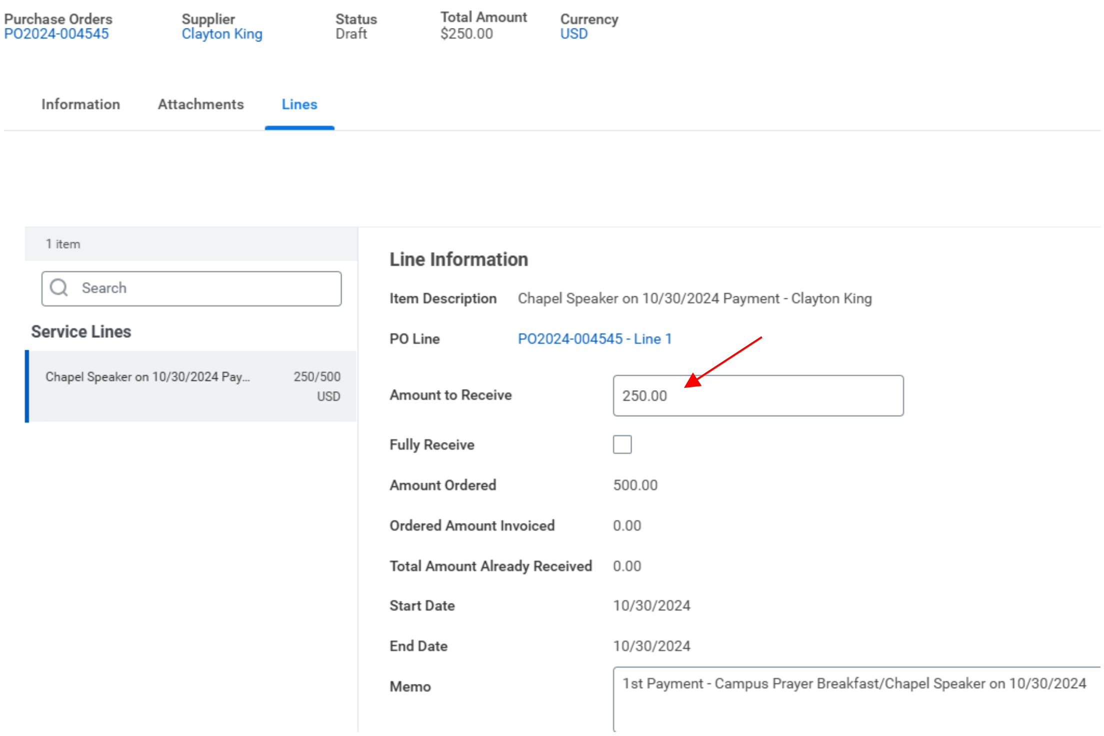
4. In the screen that opens after clicking on the PO link, click the related actions icon (…) and hover over 'Receipt.' Click 'Create'



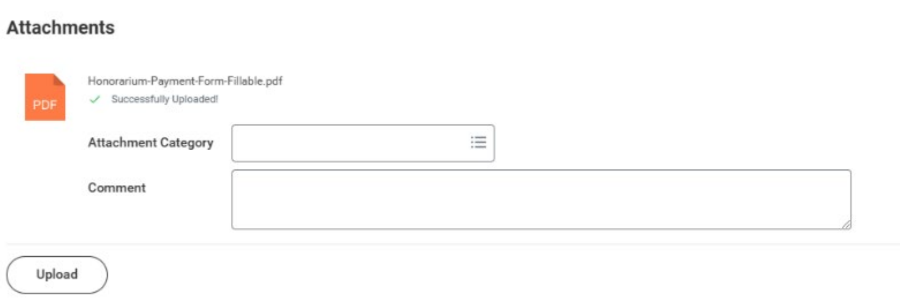
5. A window will pop up where you will confirm the PO that you wish to create a receipt for. Click the blue 'OK' button to move to the next page.



6. Review your purchase order information. Enter the amount to be paid in the 'Amount to Receive' field.
NOTE: **<u>If one payment</u>** is needed, enter the full amount due.
<u>If multiple payments</u> need to be made, **only** enter the amount to be paid at the time of the current receipt.
<u>You can create more than one receipt off the same P.O. until payment is made in full.</u>



7. In the attachment section, attach your <u>Agreement for Services</u> and <u>Independent Contractor – Waiver and Release</u> **OR** <u>Honorarium Form</u> for Accounts Payable to review. (File type cannot be .HEIC)

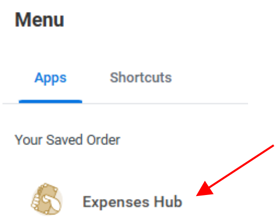


8. Select Submit which will route your receipt to accounts payable for payment to be processed.

Expense Reports

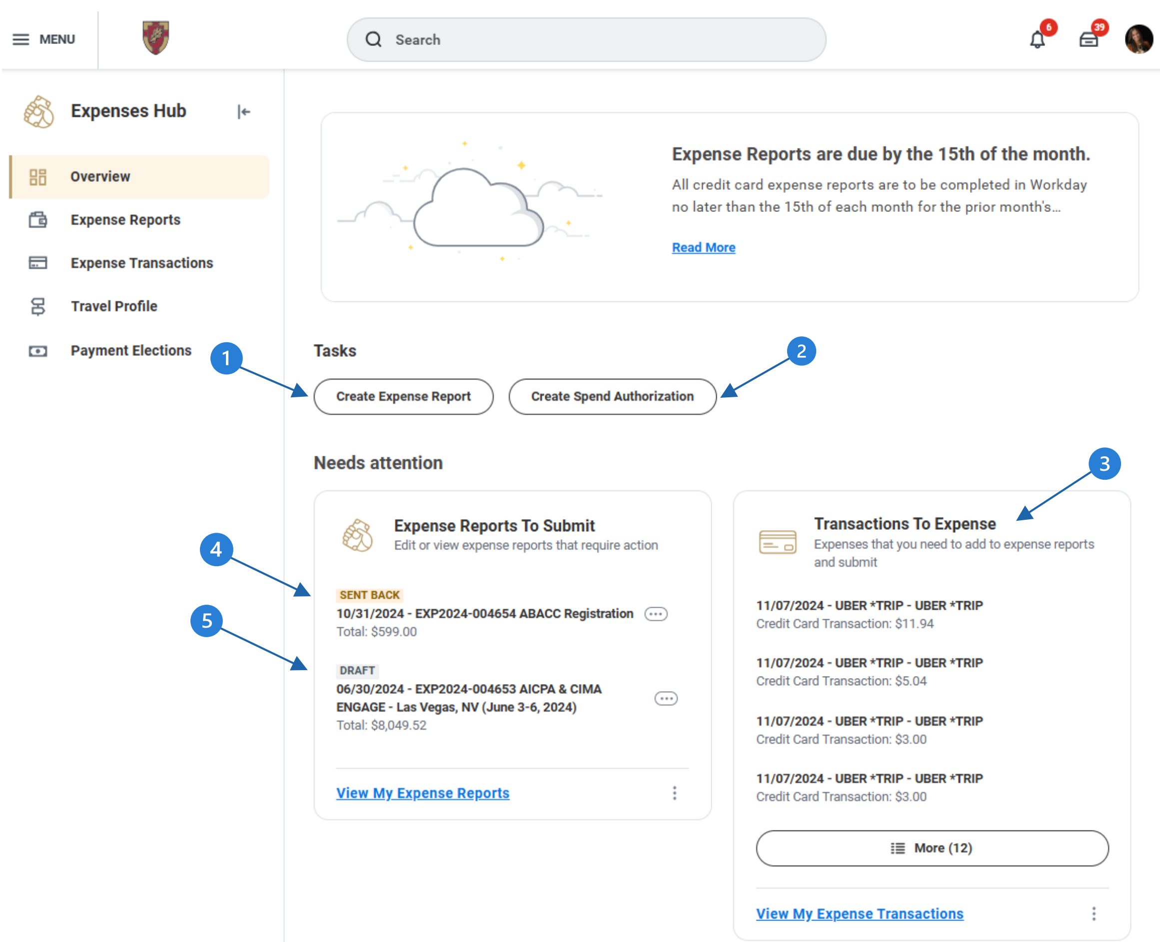
Using the Expenses Hub App

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



1. Use the '*Create Expense Report*' task to create a new report.
2. Use '*Create Spend Authorization*' task to create a new spend authorization (cash advance).
3. *Transactions to Expense* will list all currently available credit card transactions that need to be added to a report.
4. If an expense report is <u>sent back</u> for revision, it will appear under 'Expense Reports To Submit' with "Sent Back"
5. If you have started a report and <u>saved it for later</u>, it will appear under 'Expense Reports To Submit' with "Draft"

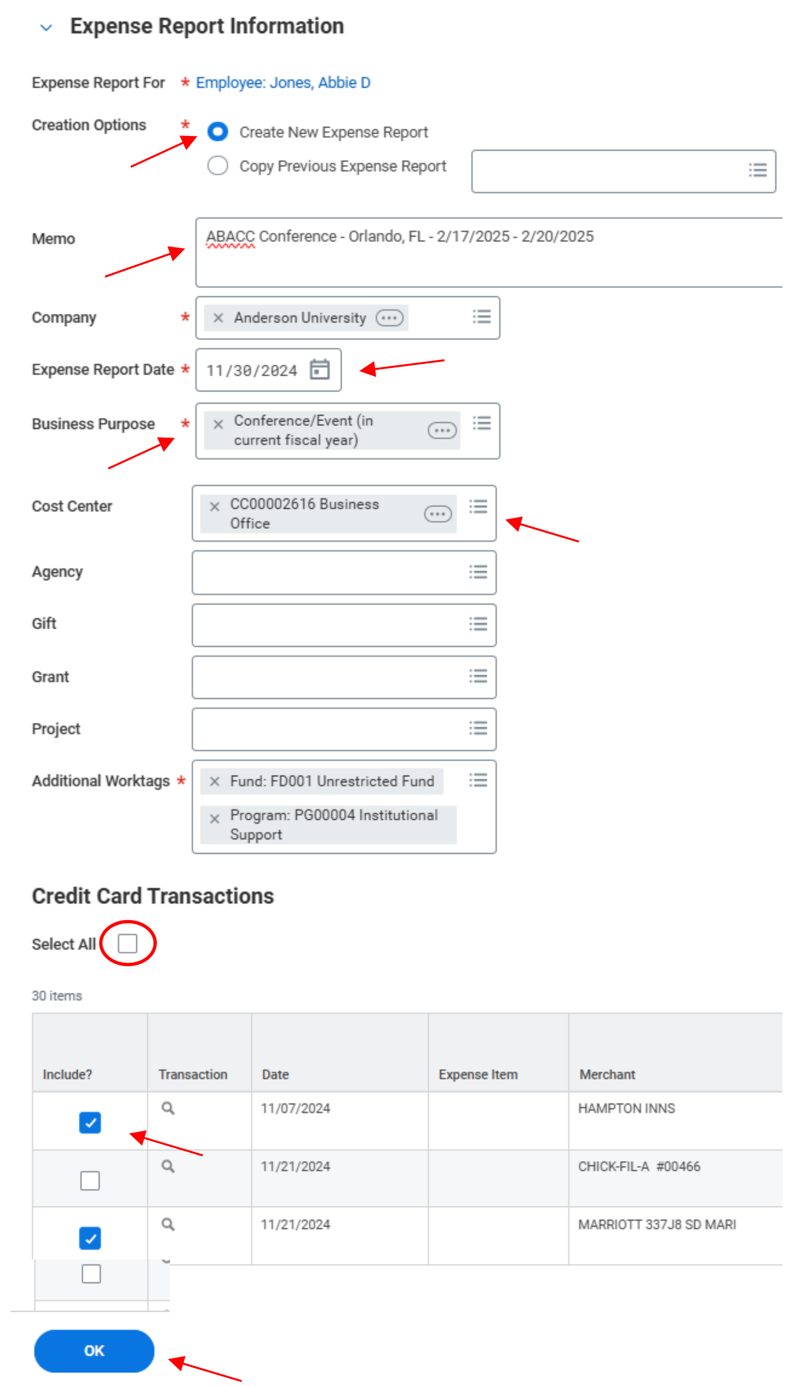
The Expenses Hub should be used as your starting point for expense related items. The tabs on the left of the screen can be used to access additional information including a list of all your expense reports, credit card transactions, and payment elections for reimbursements.



Create an Expense Report

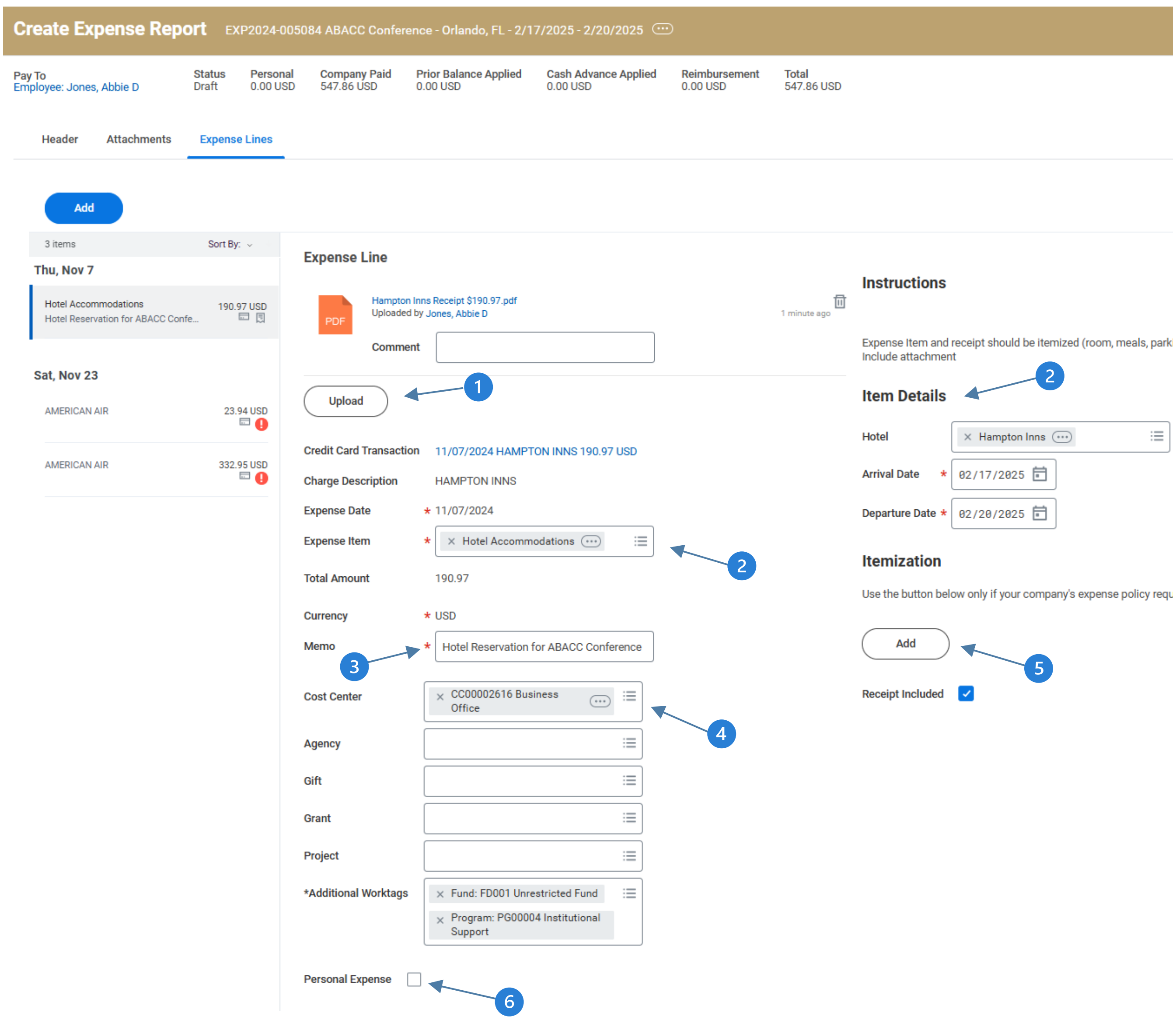
1. Select **Menu** to View All Apps
2. Select the **Expenses Hub** app **Note – you may need to add the Expenses Hub as an app by clicking the 'Add App' button at the bottom of the screen.**
3. Select 'Create Expense Report' – this is available on the Overview, Expense Reports, and Expense Transactions tab. ***(Alternately, you can type in 'Create Expense Report' in the search bar of Workday.)***

4. On the header page, complete the following fields and then select OK.

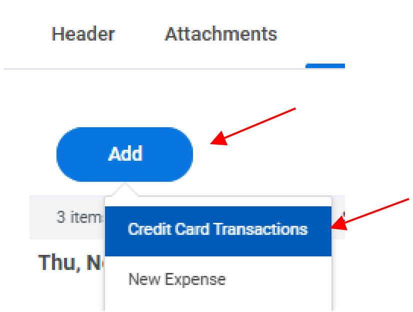


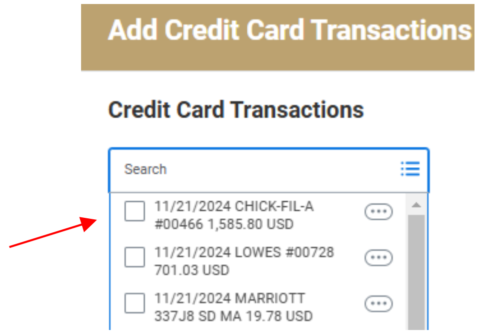
   a. **Creation Option:** Use Create New Expense Report.
   b. **Memo:** This should be a brief description of what your expense report is for. (If expenses are related to conference, include conference name, location and dates.)
   c. **Company:** Anderson Univeristy will default and does not need to be changed.
   d. **Expense Report Date:** <u>This date is important and will affect how the charges hit your budget/accounts.</u> Select the last day of the month for the charges you are completing. (i.e., If your charges are all in November, the date should be 11/30/XX)
   e. **Business Purpose:** Select the most applicable business purpose that summarizes your charges.
   f. **Cost Center, Agency, Gift, Grant, Project, Additional Worktags:** The cost center will default based on your employee setup. If you need to change the cost center to a different budget account or use an agency, gift, grant, or project account you can remove the defaulted cost center and type in the appropriate account code/name. Do not change the Fund and Program in Additional Worktags – these default based on the other account being used.
   g. **Credit Card Transactions**: Select the credit card transactions at the bottom of the screen that relate to the business purpose selected. You can also use 'Select All' if applicable.
   h. Click 'OK' to move to the next step.

5. Complete the following fields for each expense line/transcation:
    1. **Receipt:** Attach a copy of your receipt. <u>If you are missing a receipt, use the Missing Receipt Form with your VP's approval signature.</u> Attempts to obtain a reprint of the receipt must be made prior to using the Missing Receipt Form. The file type HEIC cannot be used.
    2. **Expense Item:** Select what is most appropriate to the item description. *Item detail fields may appear to the right based on the expense item selected. Complete these fields as appropriate.*
    3. **Memo:** Include the business purpose for the charge. This should be more detailed than the memo used on the Header tab and relate specifically to the transaction.
    4. **Worktags** (Cost Center, Gift, Grant, Project, and Agency): Cost Center will default based on your employee setup unless you changed it on the Header Tab. If applicable, search for cost center to charge purchase to or remove cost center and search gift, grant, project, or agency.
        i. **Additional Worktags:** You can add <u>Activity & Fee</u> tags for additional reporting detail here, but do not remove the 'Fund' or 'Program' that defaults based on the other Worktags used.
    5. **Itemization:** *Only* itemize if multiple driver Worktags (budgets) will be used. If the expense needs to be split between multiple driver Worktags, select the add button under 'Itemization'. See the 'Split the Cost' section for more information.
    6. **Personal Charge:** If you made a personal charge on the credit card that needs to be reimbursed to the University, select this check box.

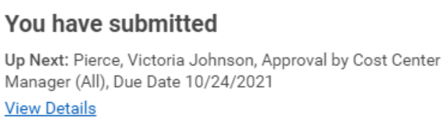


6. If you need to add additional credit card transactions to the expense report, select the blue add button and select Credit Card Transactions.





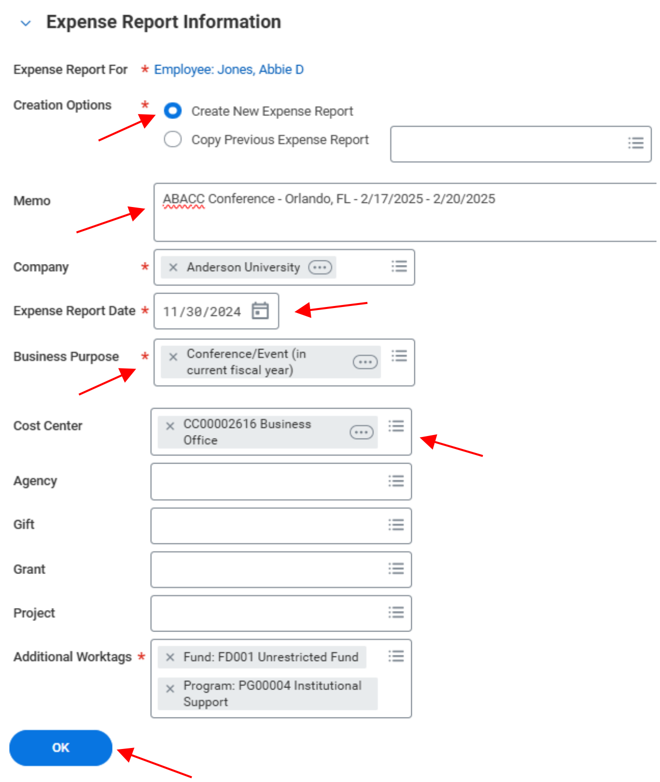
7. Once you have completed all necessary fields, select Submit. The request will then be routed to applicable approvers.



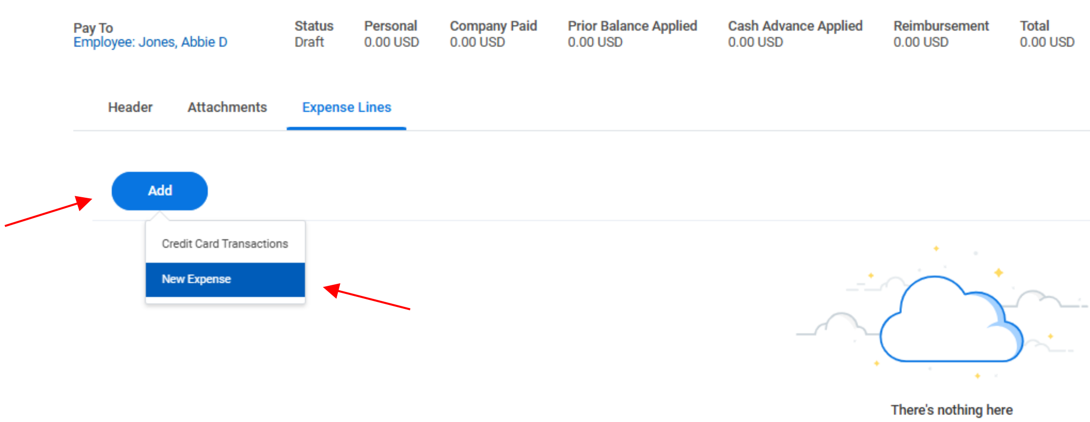
Creating an Expense Report for Employee Reimbursement

1. Select **Menu** to View All Apps
2. Select the **Expenses Hub** app **Note – you may need to add the Expenses Hub as an app by clicking the 'Add App' button at the bottom of the screen.**
3. 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.)***

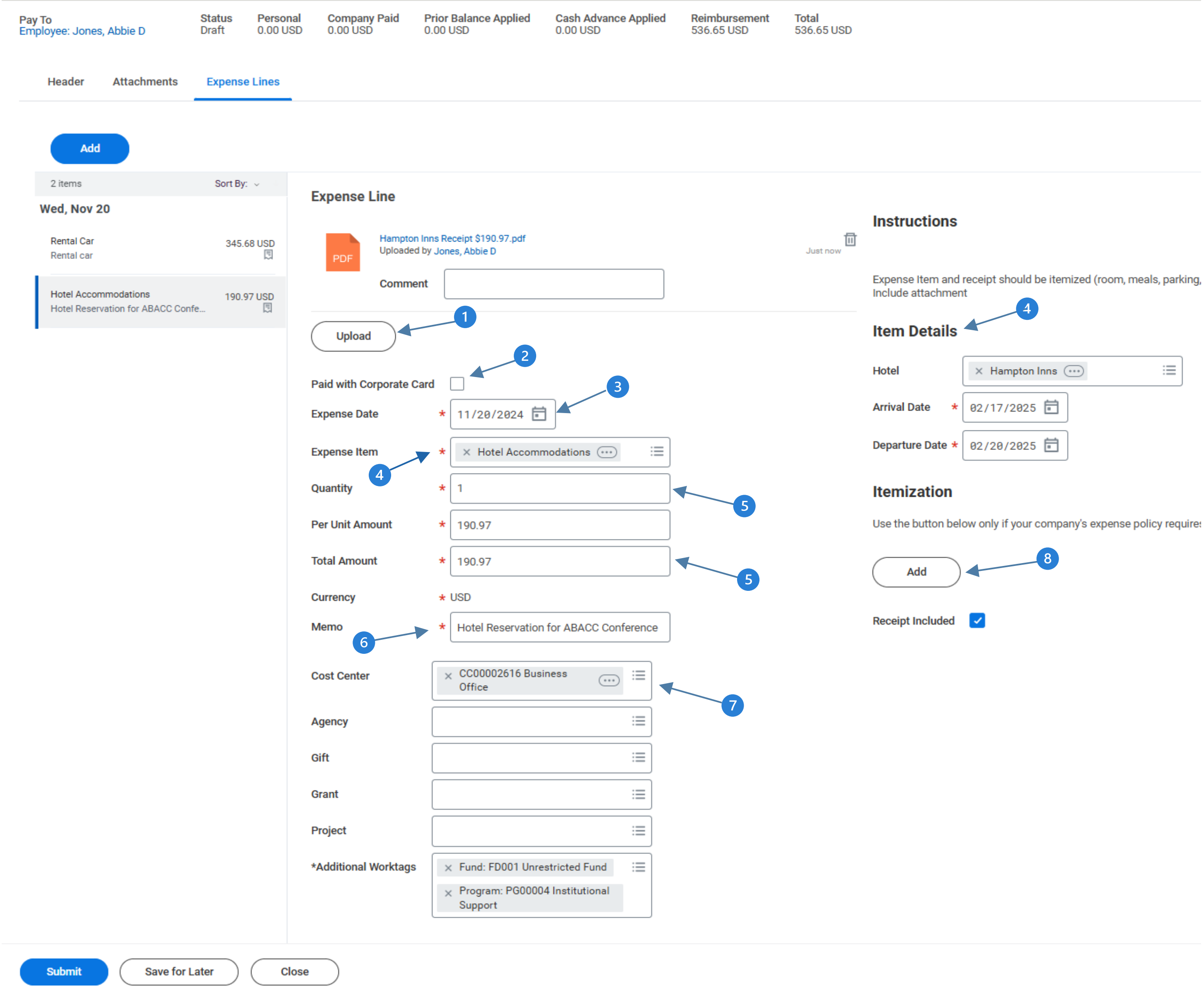
4. On the Header page, complete the following fields:
   a. **Creation Option:** Use Create New Expense Report.
   b. **Memo:** This should be a brief description of what your expense report is for. (If expenses are related to conference, include conference name, location and dates.)
   c. **Company:** Anderson Univeristy will default and does not need to be changed.
   d. **Expense Report Date:** This date is important and will affect how the charges hit your budget/accounts. Select the last day of the month for the charges you are completing. (i.e., If your charges are all in November, the date should be 11/30/XX)
   e. **Business Purpose:** Select the most applicable business purpose that summarizes your charges.
   f. **Worktags:** The cost center will default based on your employee setup. If you need to change the cost center to a different budget account or use an agency, gift, grant, or project account you can remove the defaulted cost center and type in the appropriate account in the corresponding field. Do not change the Fund and Program in Additional Worktags – these default based on the other account being used.
   g. Click 'OK' to move to the next step.



5. You will need to add a 'New Expense' for each receipt you are requesting reimbursement for. To do this, click the blue 'Add' button and select 'New Expense'.



6. Complete the following fields for each expense line/transaction:
   1. **Receipt:** Attach a copy of your receipt. Receipts should be itemized and show the payment method. The file type HEIC cannot be used.
   2. If you have an AU credit card, there will be a checkbox that says "Paid with Corporate Card." This must be unchecked to generate reimbursement.
   3. **Expense Date:** Select the date that matches the date of the transaction/date on receipt.
   4. **Expense Item:** Select what is most appropriate to the item description. *Item detail fields may appear to the right based on the expense item selected. Complete these fields as appropriate.*
   5. **Quantity/Amount:** Fill in the amount that corresponds to the receipt.
   6. **Memo:** Include the business purpose for the charge. This should be more detailed than the memo used on the Header tab and relate specifically to the transaction.
   7. **Worktags** (Cost Center, Gift, Grant, Project, and Agency): Cost Center will default based on your employee setup unless you changed it on the Header Tab. If applicable, search for cost center to charge purchase to or remove cost center and search gift, grant, project, or agency.
      ii. **Additional Worktags:** You can add Activity & Fee tags for additional reporting detail here, but do not remove the 'Fund' or 'Program' that defaults based on the other Worktags used.
   8. **Itemization:** *Only* itemize if multiple driver Worktags (budgets) will be used. If the expense needs to be split between multiple driver Worktags, select the add button under 'Itemization'. See the 'Split the Cost' section for more information.



7. If you need to add additional transactions to the expense report, select the blue add button and select New Expense.
8. Once you have completed all necessary fields, select Submit. The request will then be routed to applicable approvers. Reimbursements are paid via direct deposit and are processed weekly on Thursdays.

You have submitted

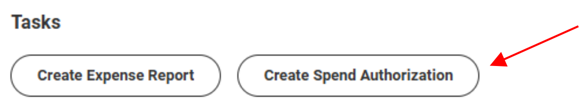
Up Next: Pierce, Victoria Johnson, Approval by Cost Center Manager (All), Due Date 10/24/2021

View Details

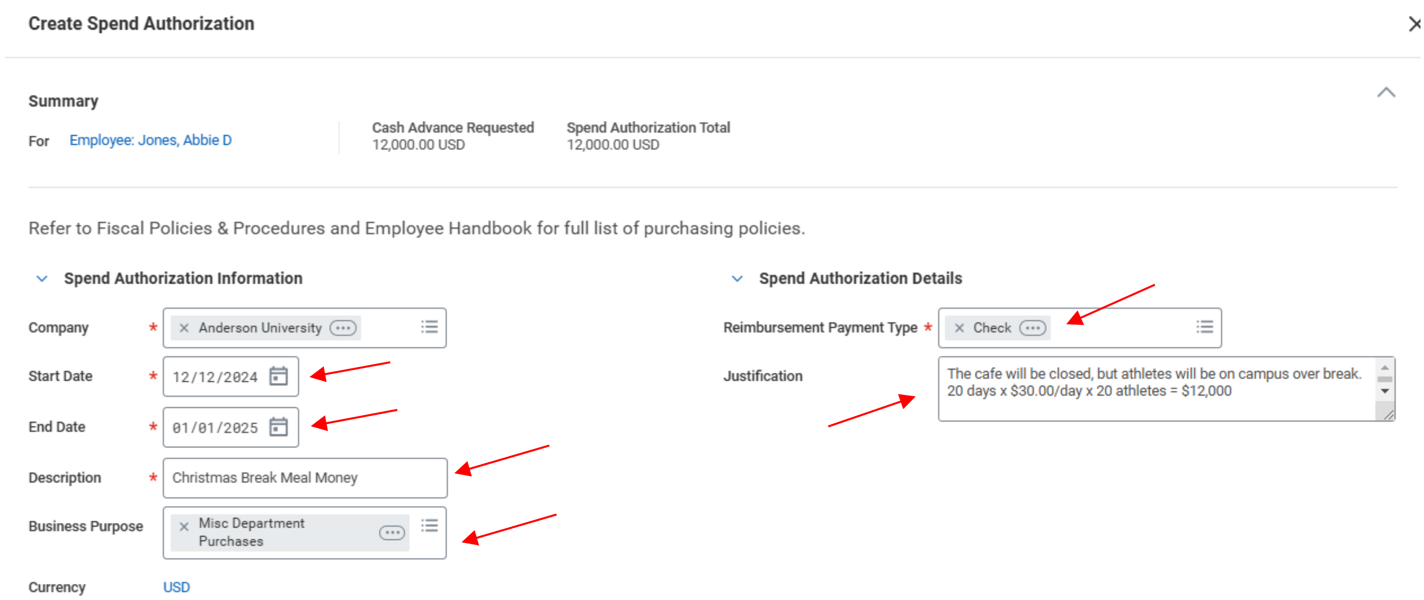
Creating Spend Authorization/Cash Advance

All spend authorizations must be cleared by (1) turning in any unused cash (2) submitting an expense report with receipts for used funds. 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. ***Unused cash must be returned to the Business Office as soon as the event/trip has ended.***

1) Select **Menu** to View All Apps
2) Select the **Expenses Hub** app **Note – you may need to add the Expenses Hub as an app by clicking the 'Add App' button at the bottom of the screen.**
3) Select 'Create Spend Authorization' – this is available on the Overview. ***(Alternately, you can type in 'Create Spend Authorization' in the search bar of Workday.)***

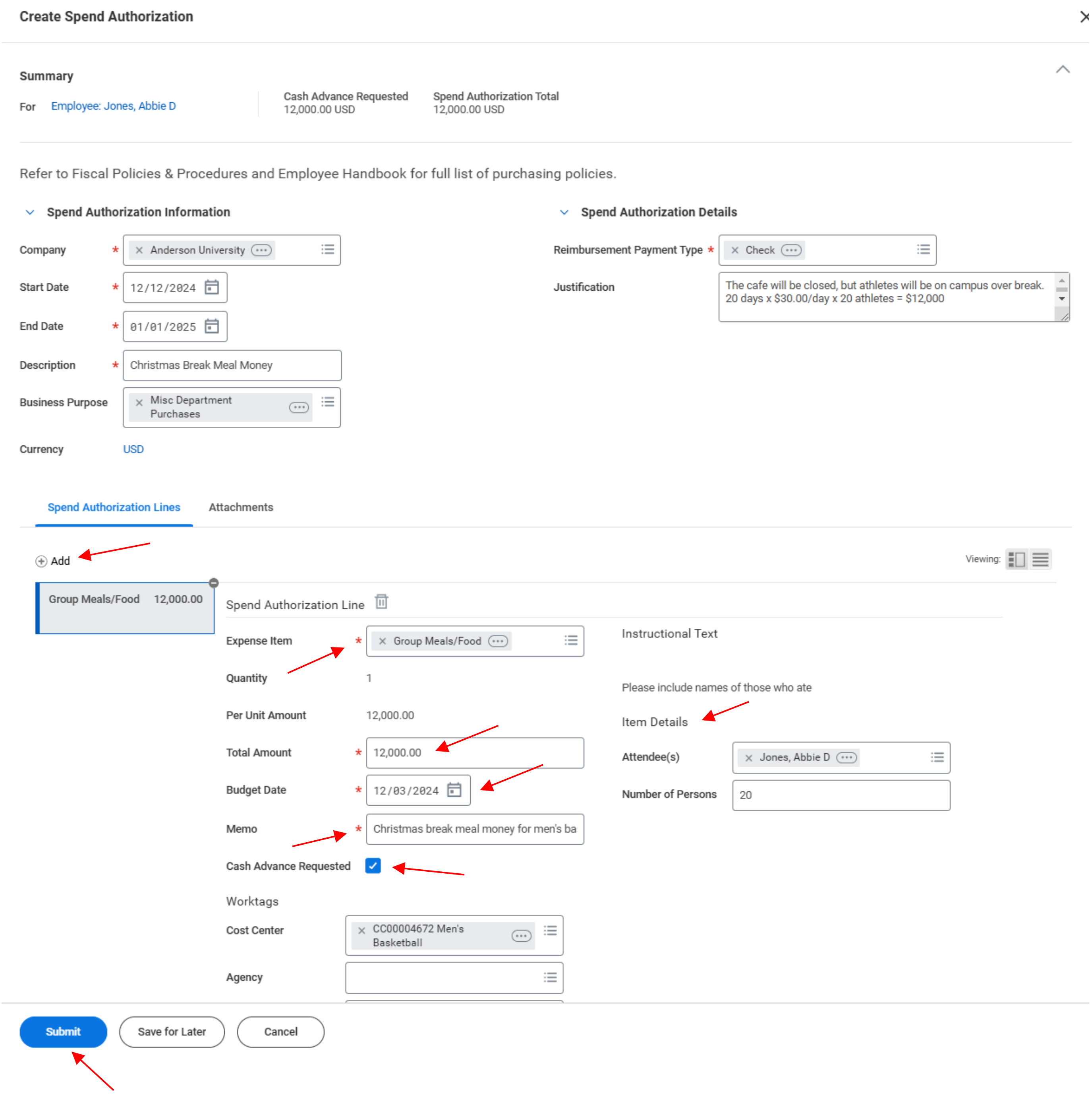


4) Complete the following fields for the Spend Authorization Information section:
   a) **Start Date:** Your start date should be the date you need the check by.
   b) **End Date:** If you are requesting cash to be used over a period of time, choose the last day the cash will be used.
   c) **Description:** A general description of what the cash will be used for.
   d) **Business Purpose:** Choose the most appropriate business purpose.
   e) **Reimbursement Payment Type:** This needs to be changed to 'Check'
   f) **Justification:** Provide more detail on what your cash advance will be used for. This will help with the approval process.



5) Click the 'Add' button found under Spend Authorization Lines
6) Complete the following for the Spend Authorization Line:
   a) **Expense Item:** Choose the appropriate expense item that relates to what the cash will be used for. Additional Item Details may appear on the right based on the Expense Item used. Complete the additional fields as needed.
   b) **Quantity/Amount:** Fill in the quanity and amount needed.
   c) **Budget Date:** Use a date within the month the check will be printed.
   d) **Memo:** Include a brief description of what the cash will be used for.
   e) **Cash Advanced Requested**: This check box **MUST** be checked in order for a check to be generated.
   f) **Worktags:** (Cost Center, Gift, Grant, Project, and Agency): Cost Center will default based on your employee setup unless you changed it on the Header Tab. If applicable, search for cost center to charge purchase to or remove cost center and search gift, grant, project, or agency. Do not change the Fund/Program in the Additional Worktag field – these default based on the other fields used.
   g) **Attachments Tab:** Include attachments if available.

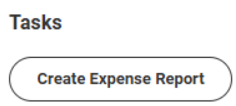
h) Click ‘Submit’ to route the request to applicalbe approvers.



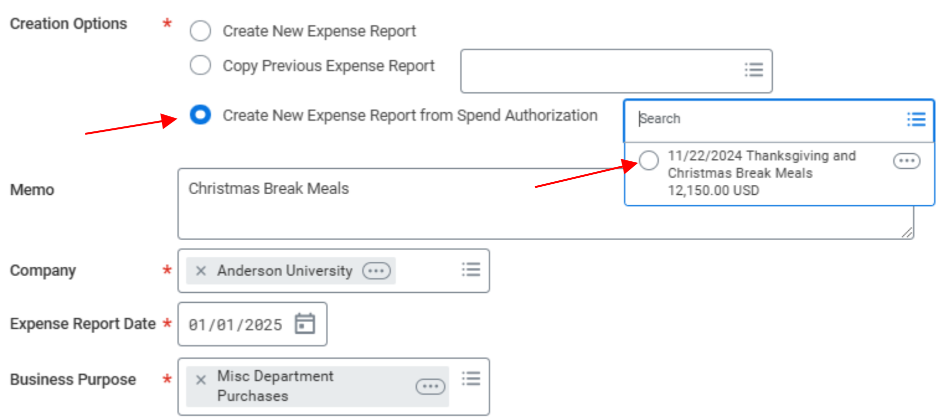
Expense Report for Spend Authorization

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 must be returned to the Business Office as soon as the event/trip has ended.***

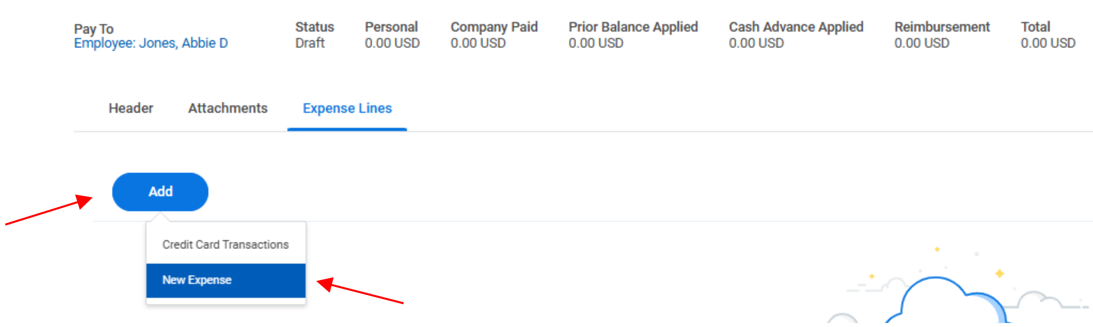
1. Select **Menu** to View All Apps
2. Select the **Expenses Hub** app **Note – you may need to add the Expenses Hub as an app by clicking the 'Add App' button at the bottom of the screen.**
3. Select 'Create Expense Report' – this is available on the Overview, Expense Reports, and Expense Transactions tab. ***(Alternately, you can type in 'Create Expense Report' in the search bar of Workday.)***



   a. Select the option "Create New Expense Report from Spend Authorization".
   b. Select the appropriate Spend Authorization.
   c. **Memo:** The memo will default based off what was used on the Spend Authorization.
   d. **Expense Report Date:** Change this to a day within the month the cash was used.
   e. **Business Purpose:** This will default based off what was used on the Spend Authorization.



4. At the bottom of the page, select the blue OK button.
5. Click the blue 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.



6. Complete the following fields for each expense line added.
   a. **Receipt:** Attach a copy of your receipt or Meal Money Disbursement Form. Receipts should be itemized and show the payment method. The file type HEIC cannot be used.
   b. If you have an AU credit card, there will be a checkbox that says "Paid with Corporate Card." This must be unchecked.
   c. **Expense Item:** Select what is most appropriate to the item description. *Item detail fields may appear to the right based on the expense item selected. Complete these fields as appropriate.*
   d. **Expense Date:** Select the last date the cash was used.
   e. **Quantity/Amount:** Enter the amount of the cash that was **used/disbursed.**

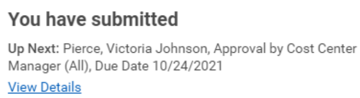
f. **Memo:** Include the business purpose for the spend authorization.

g. **Worktags** (Cost Center, Gift, Grant, Project, and Agency): Cost Center will default based on your employee setup unless you changed it on the Header Tab. If applicable, search for cost center to charge purchase to or remove cost center and search gift, grant, project, or agency.

    i. **Additional Worktags:** You can add Activity & Fee tags for additional reporting detail here.

h. It**emization:** *Only* itemize if multiple driver Worktags (budgets) will be used. If the expense needs to be split between multiple driver Worktags, select the add button under 'Itemization'. See the 'Split the Cost' section for more details.

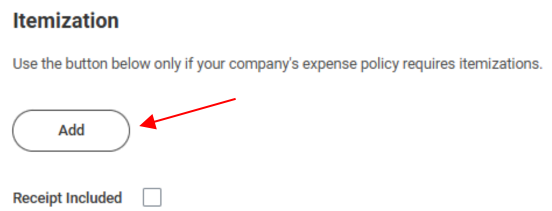
7. Select Submit. The request will then be routed to applicable approvers.



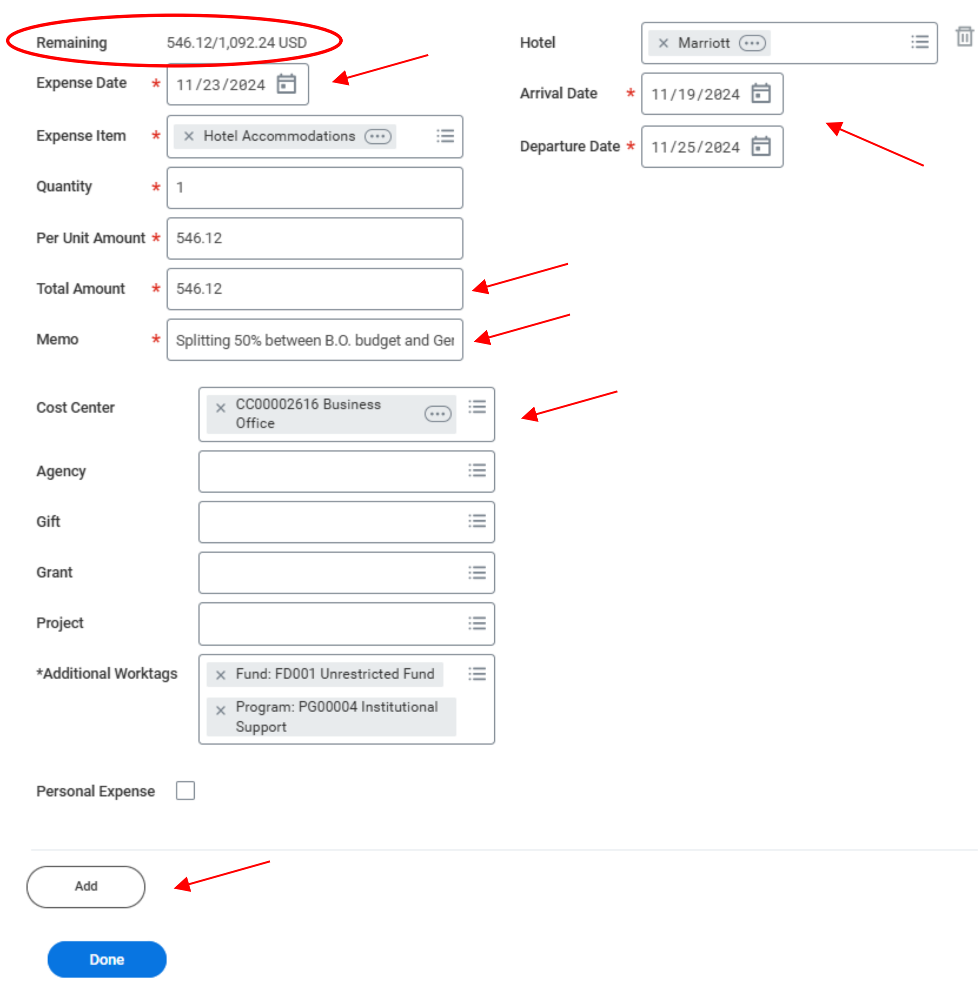
Splitting the Cost/Itemization on Expense Reports

If you need to split the cost of an expense/transaction between accounts, you can use the add button under Itemization found on the right of the screen. You must split the entire cost within the Itemization (there cannot be an amount remaining that is not allocated.)

1) On the expense line that needs to be split, click the 'Add' button found under Itemization on the right side of the screen.



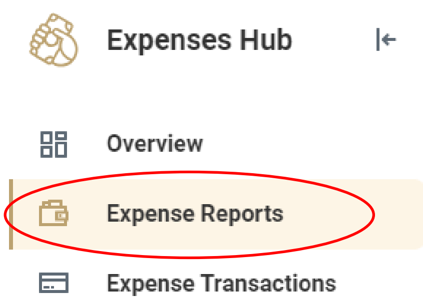
2) The following fields must be completed for **each** split made.
    a) **Expense Date:** Enter the appropriate expense date (it will default to the transaction date but can be changed.)
    b) **Expense Item**: Choose the appropriate expense item (if you have already selected an expense item before itemizing, it will default to that but can be changed.) ***Additional fields may populate on the right and will need to be completed based on the expense item used.***
    c) **Quantity/Amount**: Enter the quantity/amount for the first account to be charged. (You will see the amount remaining to allocate at the top.)
    d) **Memo**: A memo is required on each split as well as on the main expense line.
    e) **Worktags:** Enter the account to be charged for the first split.
    f) **Add:** Click 'Add' at the bottom to continue this process until you have **$0.00 remaining**.



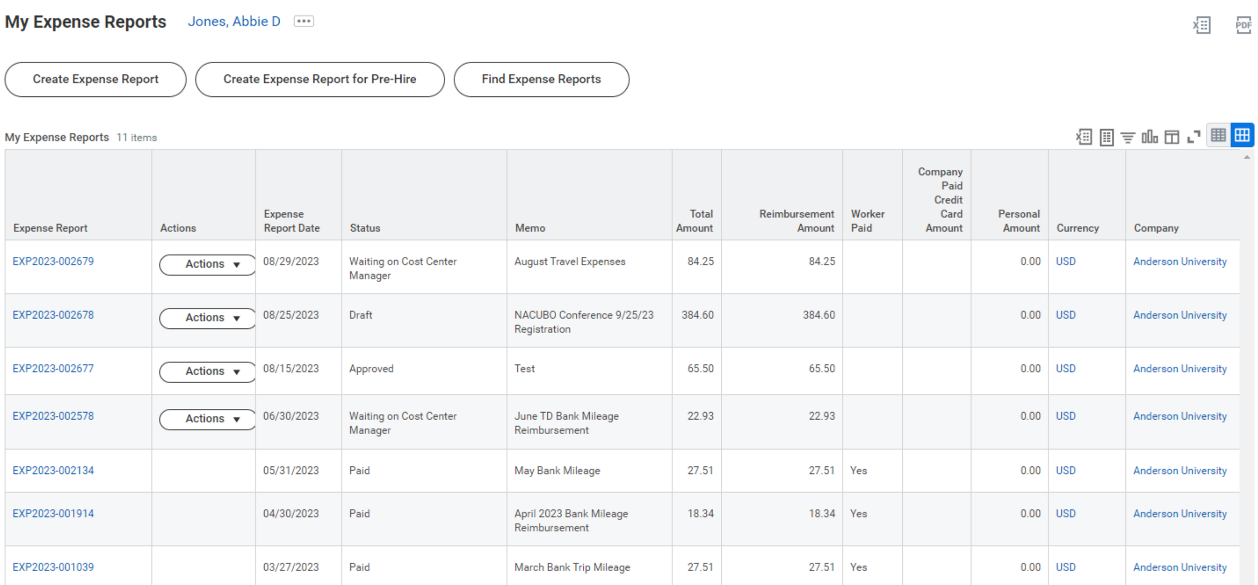
Viewing your Expense Reports

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

3. Select Expense Reports tab

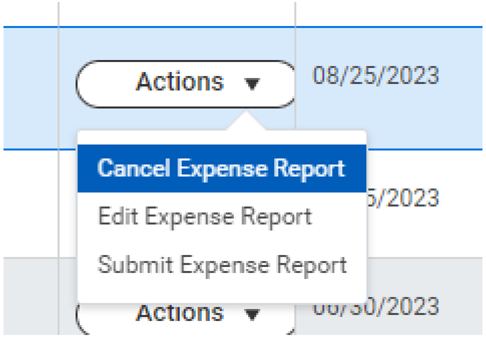


4. From the Expense Reports tab, you will see a list of all your expense reports.

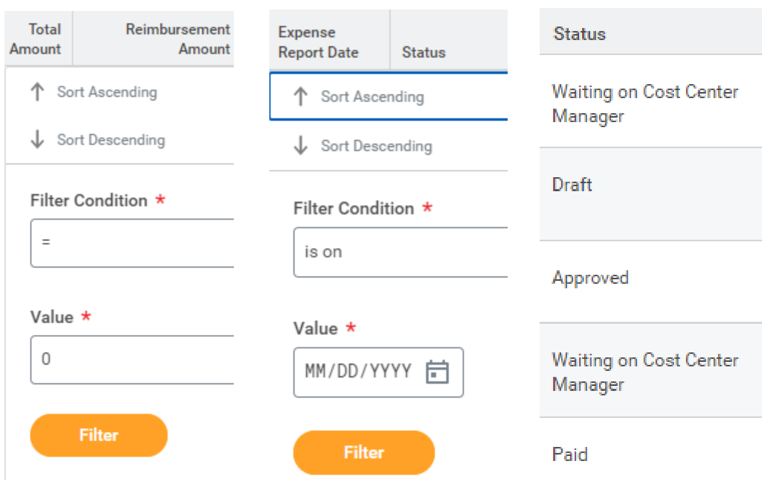


Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Company Paid Credit Card Amount	Personal Amount	Currency	Company
EXP2023-002679	Actions	08/29/2023	Waiting on Cost Center Manager	August Travel Expenses	84.25	84.25			0.00	USD	Anderson University
EXP2023-002678	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

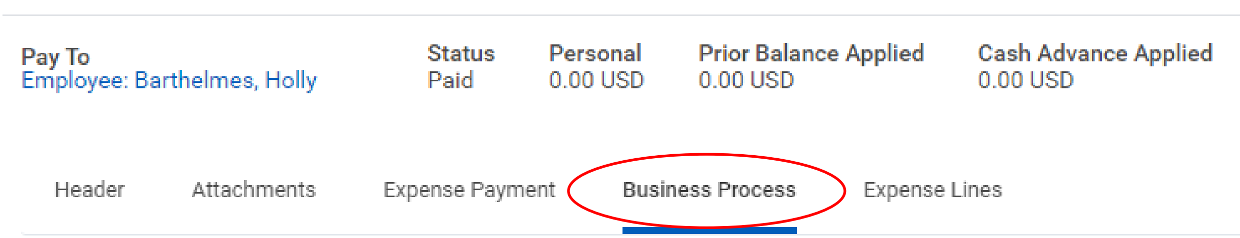
5. Reports that can be edited will have an Actions button. By clicking the Actions button, you can edit, cancel, or submit the report.



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.

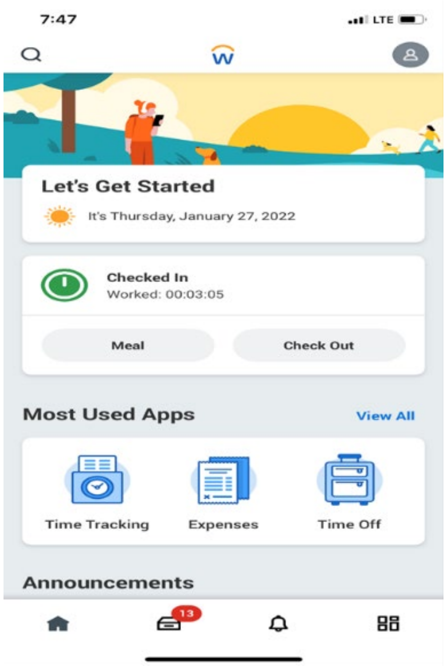


7. To scroll through the approvals, open the report and select the Business Process tab.

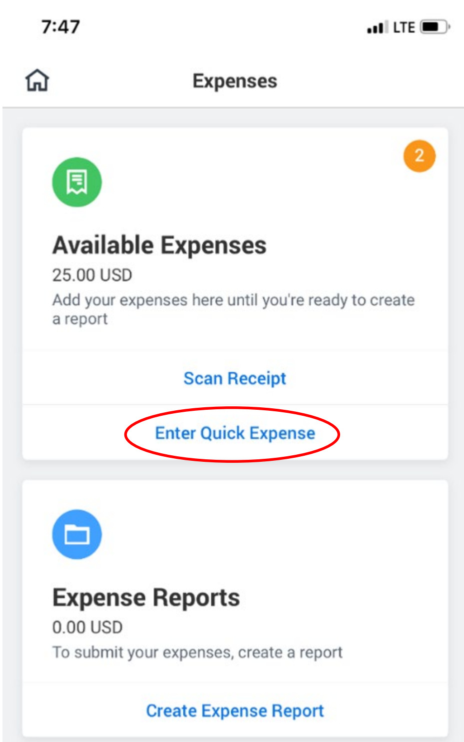


Quick Expense and Workday App

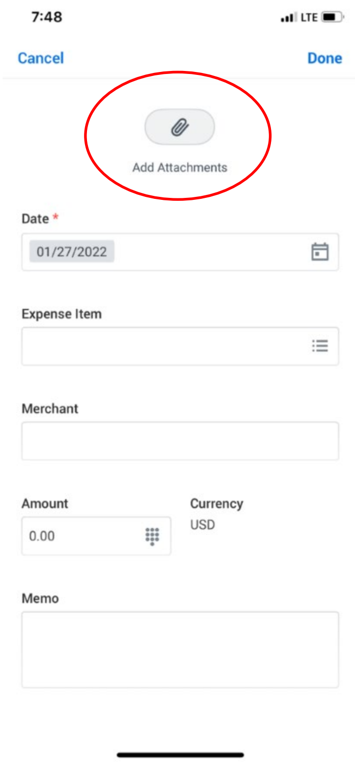
1. Use the Workday App on your phone. If your Expenses Hub does not show up in the Most Used Apps, pick View All and locate the Expenses Hub.



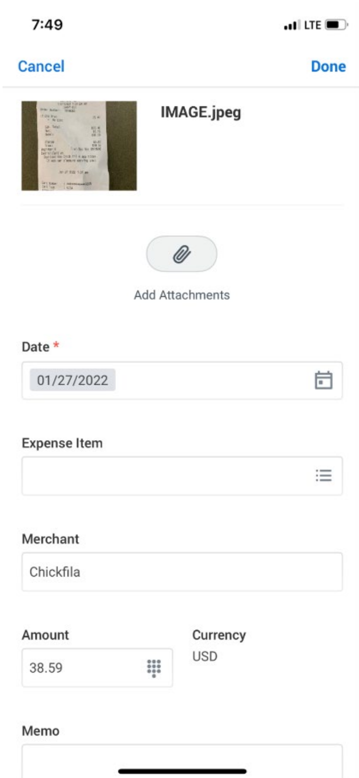
2. Select the Expenses Hub. When the Hub opens, select Enter Quick Expense.



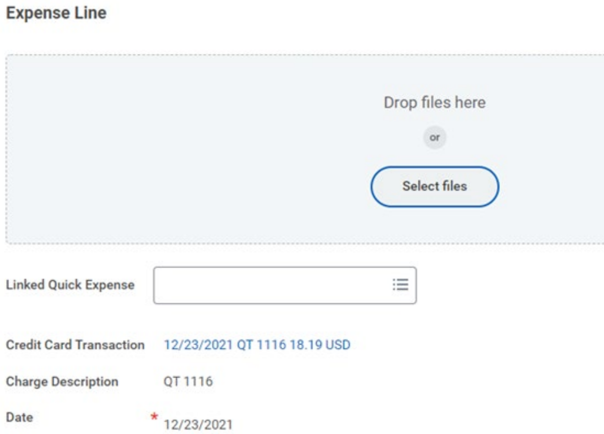
3. The Quick Expense screen will open. Select Add Attachments. You will have the option here to take a photo of your receipt or you can also choose a photo that was taken earlier. Make sure your photo captures the complete receipt – merchant name, date, purchase details and totals. All other information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



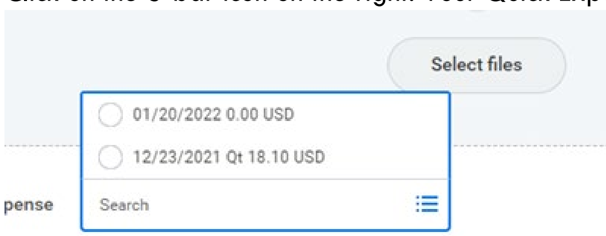
4. This is the Quick Expense with the receipt attached and additional info filled in. Select Done. You can add as many of these Quick Expense records as you like. You can use these Quick Expense records in your Expense Report.



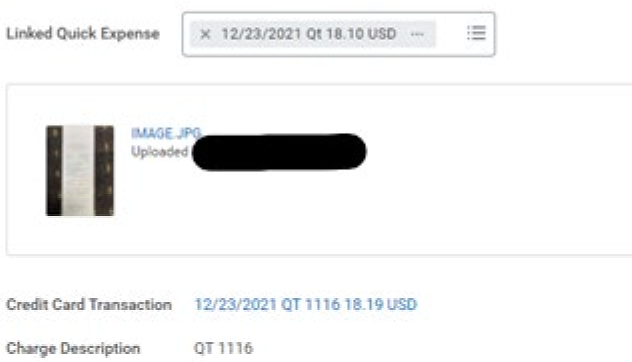
5. **Create your expense report**. Attach the credit card transactions to the report. When you select an individual transaction to work on, this is how it will look. You will see a field for Linked Quick Expense.



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.



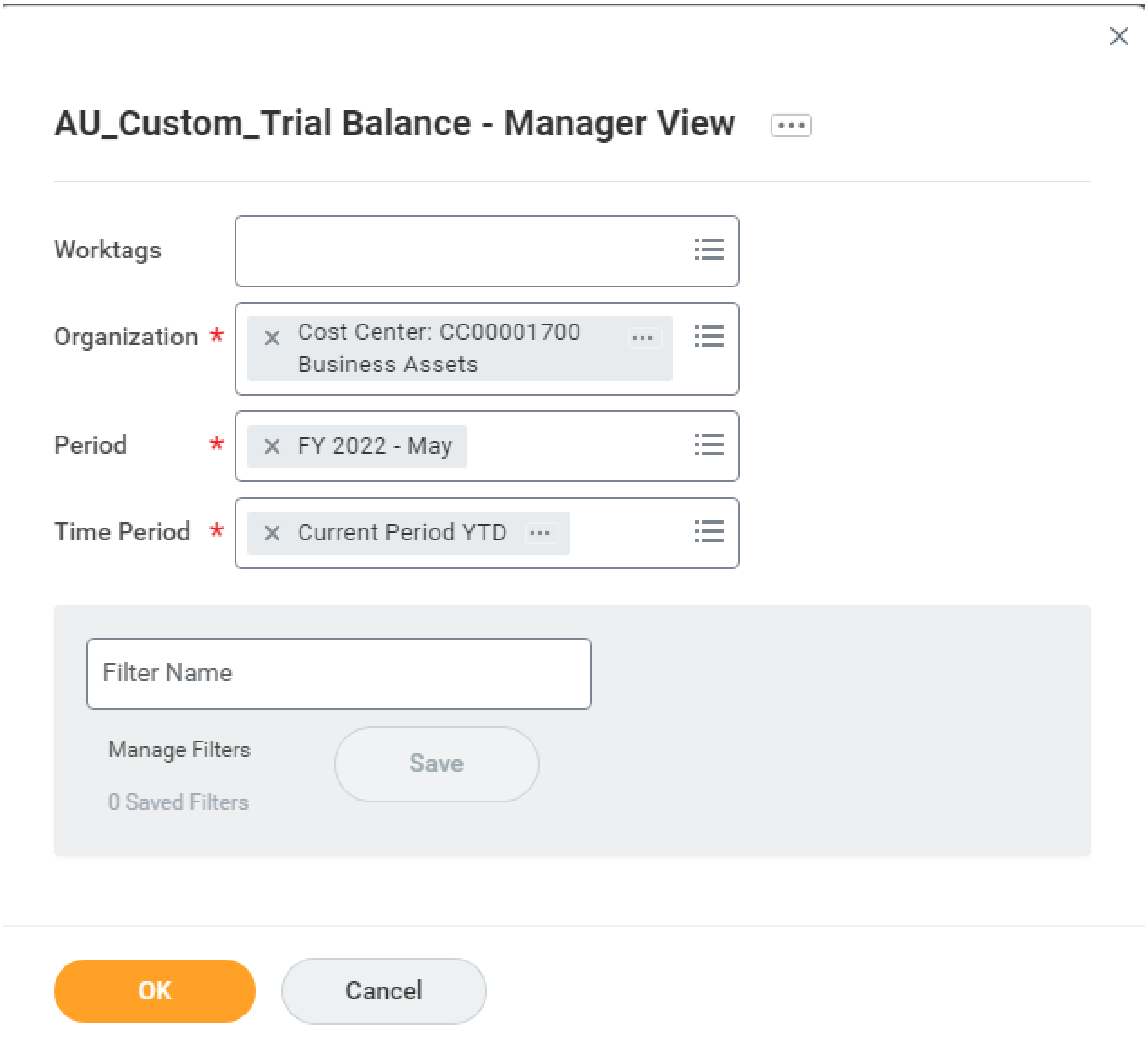
8. Once you use the Quick Expense it is removed from the list of available transactions. If you attach the wrong Quick Expense, click the small x on the left to remove it and then pick another one.

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

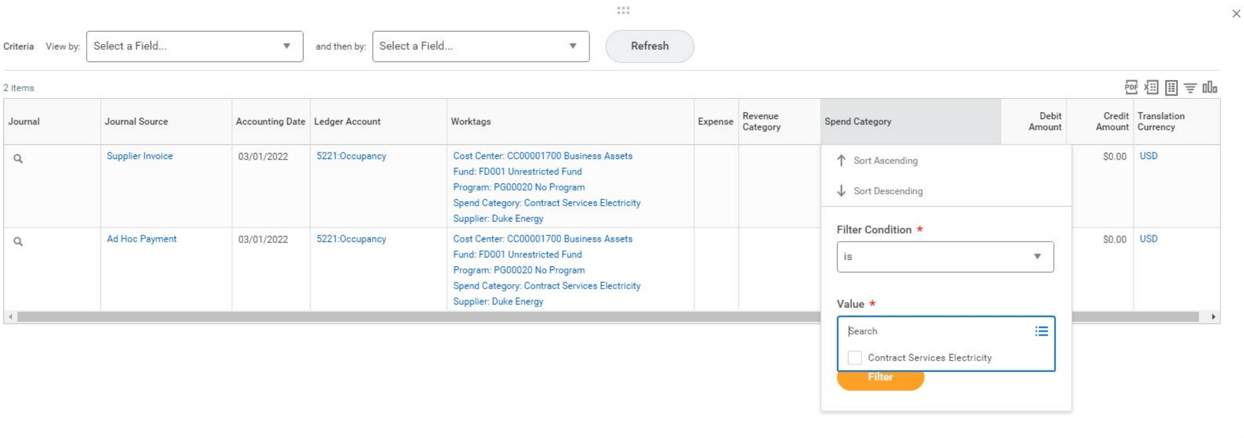
1. Search for Trial Balance in the search bar. Click on AU_Custom_Trial Balance – Manager View
2. In the filter box, select your driver worktag (cost center, project, grant, gift, or agency) or any combination of available worktags. Select the most recent period to view all activity year to date.



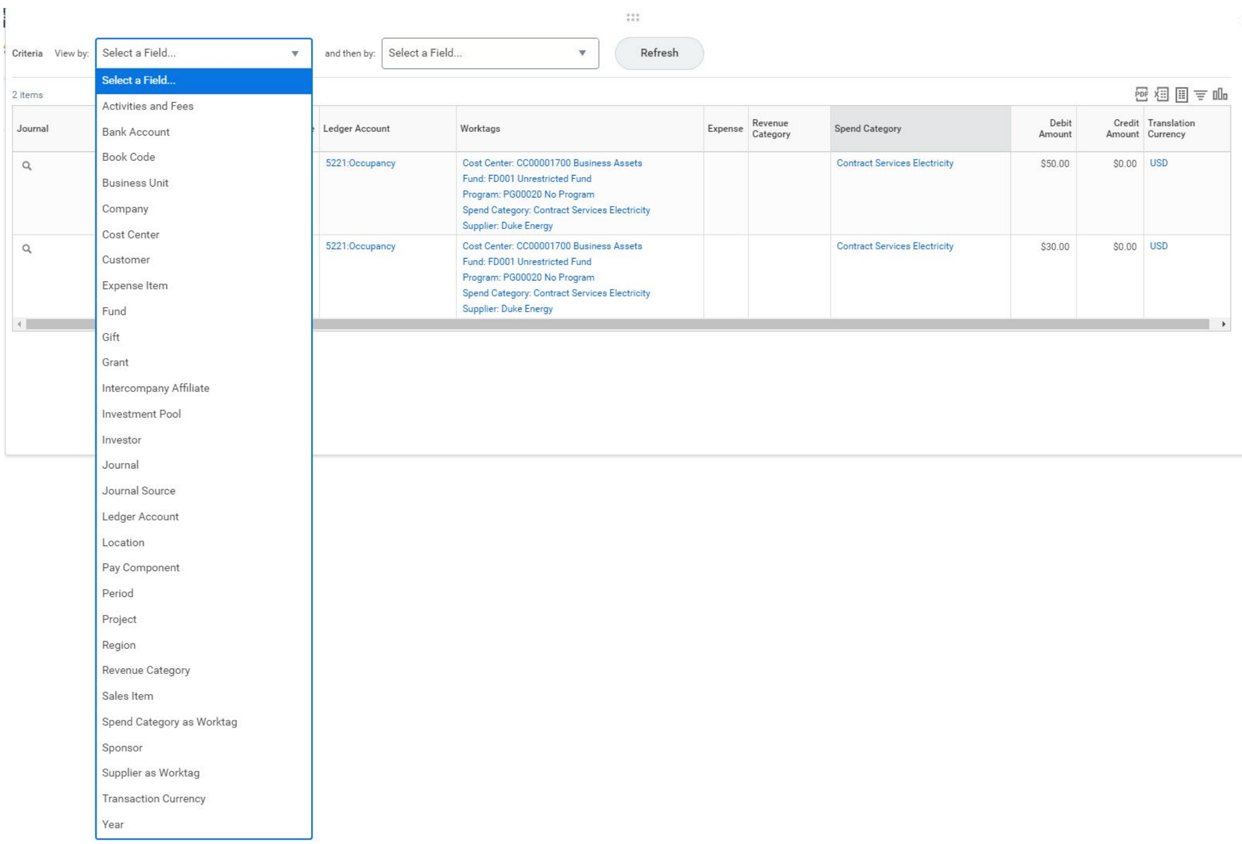
3. Every ledger account with activity will populate. Click on the applicable ending balance amount for the ledger account you want to see activity for.

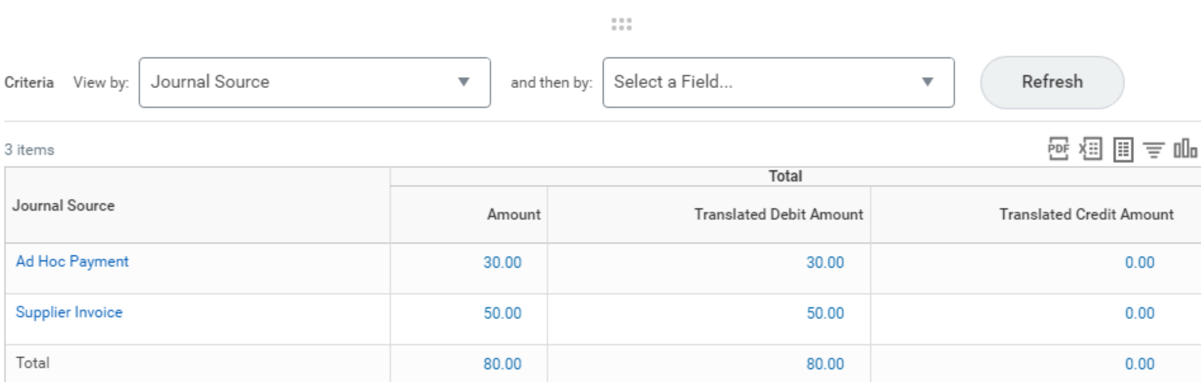
Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
5221:Occupancy	0	80.00	0.00	80.00

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)





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

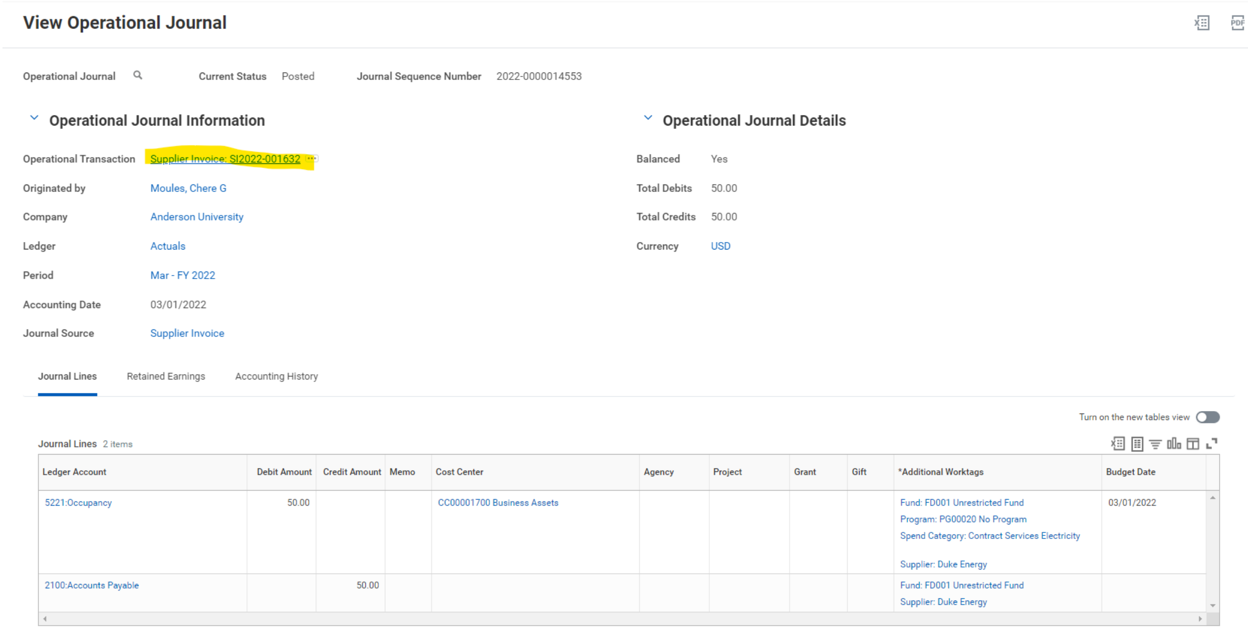
5. Continue to click on blue fields and filter until you get the reporting you are looking for.
6. To view specific transactions, click on the magnifying glass under the journal column.

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

1 item

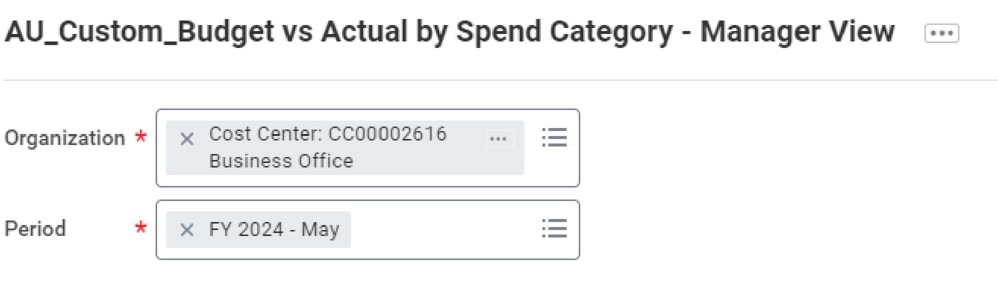
Journal	Journal Source	Accounting Date	Ledger Account	Worktags	Expense	Revenue Category	Spend Category	Debit Amount	Credit Amount	Translation Currency
	Ad Hoc Payment	03/01/2022	5221:Occupancy	Cost Center: CC00001700 Business Assets Fund: FD001 Unrestricted Fund Program: PG00020 No Program Spend Category: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

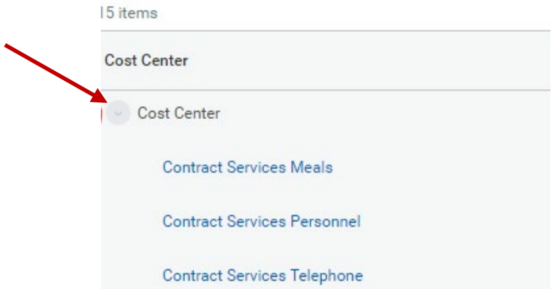


Budget vs Actual

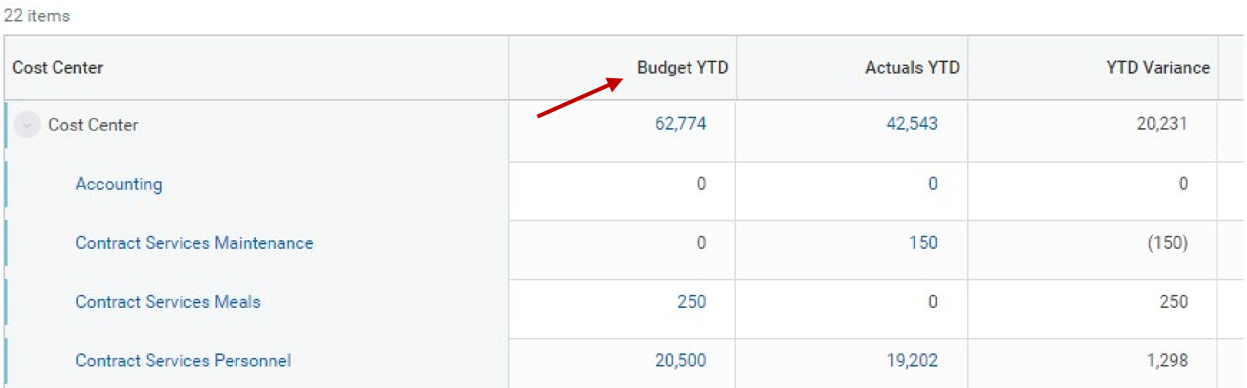
- Search for AU Custom Budget vs Actual by Spend Category – Manager View in the search bar.
    - Organization: You can search the drop down for your cost center or type it in "CC0000____"
        - It is recommended to view one cost center at a time for this report, but you have the ability to select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



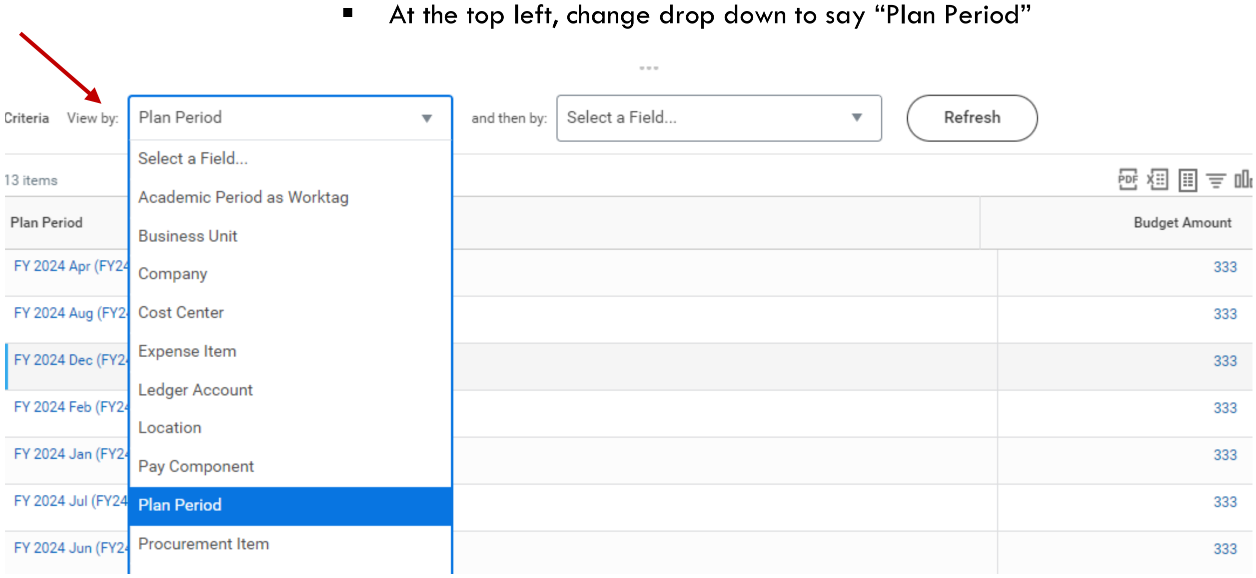
- At the left corner of the "Cost Center" column, click the grey circle to expand to spend category level.



- Click on blue amounts to drill into detail.
  - To see breakdown of budget over the year:
    - 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**



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



1. Click Refresh
   - Typically, the annual budget is spread evenly across 12 months, however there may be exceptions.
   - If there have been budget transfers, you can see those listed within that month's budget allocation.

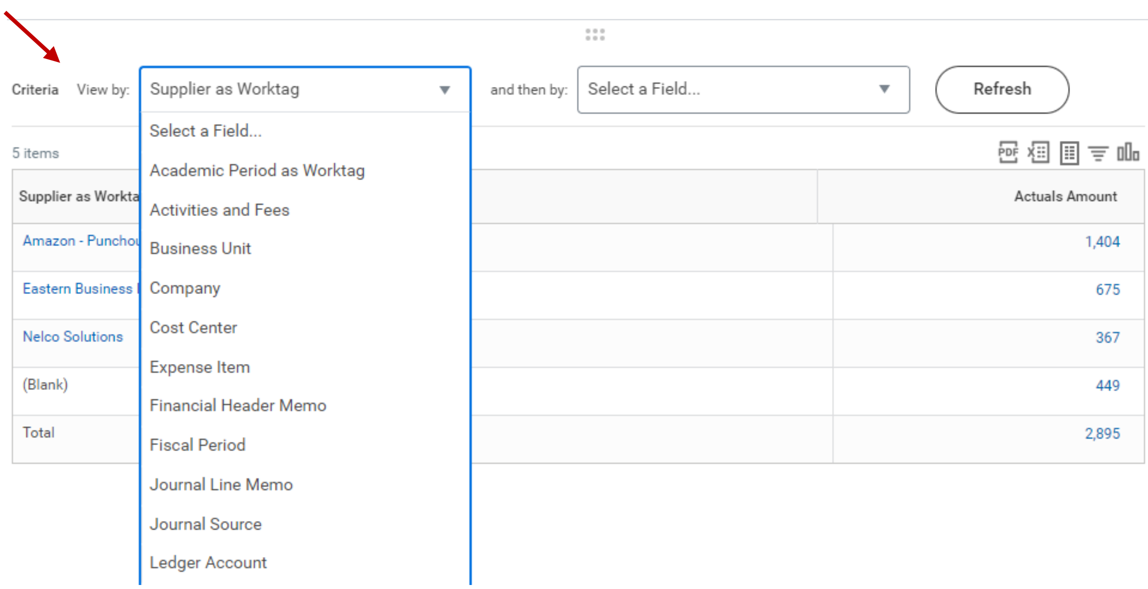
1. To easily see how expenditures have been classified in the cost center:
   i. Click on any amount in "Actuals YTD"

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:

2 Supplier
3 Activities and Fees
4 Fiscal Period
5 Expense Item
6 Etc.



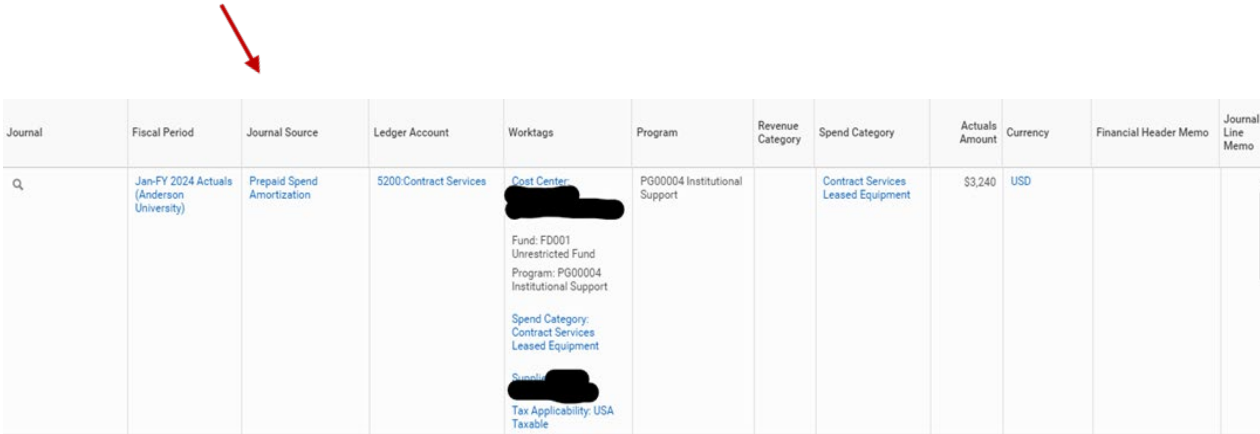
b. Click Refresh

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).

- 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.

b. 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		

c. 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.