



# Workday Updates

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Accounts Payable & Travel

# Topics

- What's New
- Expense Report Changes
- Reports
- Scheduled Trainings



# **Expense Reports for Non-Workers**

# Expense Reports for Non-workers

Expense Report for Non-workers in Workday replaces:

- ✓ AS300-NW, Travel Expense Reimbursement Requests for Non-Workers
- ✓ AS541-NW, Expense Reimbursements for Non-Workers
- ✓ **Exception:**  
**Reimbursements to international visitors/guests**  
**Payments will continued to made by Wire**

**Expense Data Entry Specialist** can create an Expense Report for Non-Workers

- ✓ Supplier Enrollment/Record or SSN is not required
- ✓ Reimbursements only
- ✓ Payments will be made by check
- ✓ Professional Service Payments will need a supplier record

# Expense Reports for Non-Workers

## Configuration

- ✓ External Committee
  - Committee Type: Expense Committee for Non-workers
  - Membership Type: Visitor/guest (includes non-employed students)
  
- ✓ Expense Report Approvals for ECMs/Non-workers
  - Cost Center Managers (CCMs)
  - Department Head approval will be required if the Expense Data Entry Specialist/initiator and CCM/approver are the same individual

## Job Aid, “Expense Report for Non-Workers”

- Provides step-by-step instructions on how to create an External Committee Member (ECM)/Non-worker and the related Expense Report

## Demo

# Change in Approval Order

## Expense Reports

- Cost Center Manager
  - Recognize changes
  - Send Back to initiators
- Manager

## Spend Authorizations

- Approval order was reversed back to original order
  - Manager
  - Cost Center Manager – responsibility to ensure appropriate additional approvals are obtained (i.e., travel greater than 30 days and/or High Risk Travel)

# Changes to “Itemize” Requirement

“Lodging” expense item no longer requires that the expense be itemized, unless for one of the following reasons:

- Charge the expense to multiple accounts
- Other expenses are included in the lodging (i.e. Internet, Parking or Room Service, etc.)
- Portion of the expense is considered personal

Please make sure that your faculty and staff are aware of this change.

# Changes to “Expense Item Detail”

Simplified the data entry on Expense Reports by reducing the Expense Item Detail for the travel expense items.

At a minimum, Destination will still be required.

- In-state
- Out-of-State
- Foreign

Exceptions:

- Airfare, Baggage Fee, Single Day Meals and Meal Per Diem and Federal Meal Per Diem expense items.





# Reports



# Spend Authorization Report

## Find Spend Authorization for Cost Center

- Ability to search by employee or worktag

## Enhanced Report:

## Find Spend Authorization for Cost Center

- Ability to search by employee or worktag
- Provides linked Expense Reports along with status and total amount
- Displays the balance of Spend Authorization

# Credit Card Transactions Reports

## Find Credit Card Transactions by Employee Cost Center

- Provides all credit card transactions for all statuses

## New Report:

## **Find Outstanding Credit Card Transactions by Employee Cost Center Report**

- Provides only credit card transactions not included on a Submitted expense report
- This report will be beneficial in monitoring credit card transactions expensed/not expensed for June 30

# Expense Report Reports

## Find Expense Reports for Cost Center

- Search by employee and worktag
- Displays the Expense Report total amount, but not by worktag – manually view each Expense Report for the worktag amounts

## New Report:

## Find Expense Reports by Worktag

- Search by employee and worktag
- Displays the Expense Item Line amount by worktag
- Select the Expense Report Status:
  - Draft & In Progress Statuses
    - Tentative Expense Report amounts by worktag

# Scheduled Trainings

## **AP & Travel Business Policies/Processes**

- Monday, April 24
  - Rm. 225 Peabody (9:00 – 11:30am)
- Thursday, May 11
  - Rm. 225 Peabody (9:00 – 11:30am)

## **AP & Travel Workday Drop-In Lab**

- Monday, April 24
  - Rm. 171 Coates (1:30-3:30pm)
- Thursday, May 11
  - Rm. 133 Himes Hall (1:30-3:30pm)