





FINANCE TRAINING – COST CENTER MANAGER

Workday Approvals: Spend Authorization, Expense Report, Requisition, Invoice & Creating Budget Amendments

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COST CENTER MANAGER ROLES & RESPONSIBILITIES APPROVING A SPEND AUTHORIZATION APPROVING AN EXPENSE REPORT APPROVING A PURCHASE REQUISITION APPROVING AN INVOICE CREATING AN OPERATING BUDGET STRUCTURE AMENDMENT

Cost Center Managers in Workday

RESPONSIBILITIES

Cost center managers are fiscally responsible for the transactions charged to their applicable cost center, as well as monitoring the status of their overall budget. Cost center managers are responsible for verifying the coding of revenue and expenses on transactions, as detailed in the Financial Data Model (FDM). They are required to follow the written policies and procedures of the college and exercise fiscal responsibility when spending university and external funds. All expenditures should be necessary and reasonable, and requests for payment or reimbursement should include full documentation and be coded to the appropriate expense category within the manager's budget. Cost center managers are aware that funds are not to be spent simply because they are available or may be lost at the end of a fiscal year.

Cost center managers are able to transfer budget funds between accounts within their cost center, with some exceptions (ex. salaries, capital projects, etc.) to cover actual expenditures. If cost center managers feel that funds in their budget are not sufficient to carry out the operations of their cost center, they must work with their vice president who may have funds available in other cost centers within a division.

KEY TRANSACTIONS

Cost center managers will be designated authority to initiate and/or approve transactions (\$25K and under) on many financial transactions in Workday such as:

- Budget Amendments (Transfers)
- Procurement Requisitions / Non-requisition Purchase Orders
- Purchasing Card Spend
- Supplier Invoice Approvals / Ad-Hoc Payments
- Travel & Expense Reimbursement

Cost center managers will be accountable for their budgets and are expected to monitor their budgets throughout the fiscal year as these key transaction cycles occur, paying attention to encumbrances, actual spending to-date, and remaining available budget funds in their cost center.

APPROVING A SPEND AUTHORIZATION

- To successfully transfer funds between capital projects and submit for Purpose: approval.
- **Helpful Hints:** Be sure to check your Workday inbox daily for required approvals including spend authorizations
- 1. Spend Authorizations will show up in your inbox.
- 2. Use the scroll bar at the bottom of the transaction detail to move to the right and review Worktags. Additional Worktags used will show up in the same box as the required worktags of division, fund, and program.
- 3. Review worktags to ensure they are **appropriate**. If incorrect, use the **send back** button to return the spend authorization **back** to the initiator, as only the initiator can make changes to the authorization. Review the authorization in accordance with the **business expense** policy. Cost center managers are responsible for verifying that the coding on transactions is appropriate and that the spend authorization is complete and fully documented.
- 4. Add approver can be used if another person needs to approve the spend authorization. Note that when selecting Add Approver the authorization will not return to you and Workday continues the process, considering this your **approval**.

Comments can be added to notify the added approver of what they should review.

Questions: For help with Workday Finance, please visit the Help Page on the

Bentley Workday website.

5. If the spend authorization is **over budget** an orange **alert** notification will be on the right hand side. This alert notifies the reviewer that there is insufficient budget in the ledger account connected to the spend category the initiator has specified. Although the transaction will not be stopped if the reviewer approves the authorization, it is the responsbility of the reviewer to perform a budget amendment or inform the Cost Center Manager to perform a budget amendment to ensure sufficient funds.

The next step in the process will not happe	n until the additional approvals are done
Additional Approvers ★	1
Comment	



6. Review any attached documents submitted by the initiator that support the transaction.



- 7. If everything is correct, select **approve**.
- 8. If the **supervisory manager** is different than the **cost center manager**, the spend authorization will automatically be forwarded to the cost center manager.
- 9. Warning: Using deny erases the transaction. It does not alert the requestor that the transaction has been denied. If you wish to change something about the transaction, use send back. Cancel saves the spend authorization in your inbox to be approved at a later time.

Deny	
Cancel	
More	~

APPROVING AN EXPENSE REPORT

Purpose: The purpose of this task is to approve an expense report

Helpful Hints: Make sure to review any attached documents and confirm that the business purpose is in accordance with University Policy

1. Expense Reports needing approval will show up in your inbox.

	oboin	Nancy Antunes on 00/14/2017 for \$000.00 (Actions)		
33 second(s) ago - Due 08/16/2017	7; Effective	08/14/2017		
For Expense Repo	ort: EX0012	8		
Overall Process Expense Repo	ort: Nancy A	Intunes on 08/14/2017 for \$660.00		
Overall Status In Progress				
Details to Review				
Expense Report Inf	formatio	n	Expense Report Reference	ce Information
Company Bentley L	University		Beimbarsement	660.00
Expense Report Date 08/14/20	017		Personal	0.00
Created On 08/14/20	017		Company Paid	0.00
Approval Date (empty)			Reimbursement Currency	USD
Business Purpose Conferen	nces and Ti	raining	Reimbursement Payment Type	Direct Deposit
Total Amount 660.00			Spend Authorization	Spend Authorization: Nancy Antunes on 07/18/2017 for 920.0
			Final Expense Report for Spend Authoriza	tion
			Mema	Workday Rising
Click here to sort		Expense Report Line	Mema	Workday Rising
Click here to sort 08/14/2017 1	120.00	Expense Report Line	Memo	Workday Rising
Click here to part 08/14/2017 1 Travel Meals (Worker(s)	120.00	Expense Report Line Date + 08/14/2017 Expense Item + Tasl and Ground Travel	Memo	Workday Rising
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Click here to part 08/14/2017 1 Travel Meals (Worker(s) Only) 08/14/2017 1 D8/14/2017 1 1 Taxie and Ground Travel 08/14/2017 4 Auftare 4	120.00	Date ØS/14/2017 Expense Memory Dute/Provide Memory Size and Ground Travel Occurry Dute/Unit Memory 10 00 Size and Ground Travel Size and Ground Travel	Memo Remized Spend Author Available Spend Aut Attachments I	Workday Rising ization Line holization Unes Taxi and Ground Travel - 0.00 USD from Mobile Application seures
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Click here to sort OB/14/2017 Travel Meals (Worker(s) OR/14/2017 Taxi and Ground Travel OB/14/2017 4 Airfare	120.00 120.00 120.00 420.00	Expense Report Line Date • 08/14/2017 Expense Item • 1 at and Ground Travel Quantity • 1 Per Usin Amount • 120.00 Total Amount • 120.00 Memo Parking for Investment committee meeting. Per Sonal 2020 Financial Operations	Mema Remized Spend Author Available Spend Author Attachments f	Workday Rising ization Line horization Line Taxi and Ground Travel - 0.00 USD from Mobile Application sp. JPg aded by Nancy Amunes
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- Use the scroll bar at the bottom of the transaction detail to move to the right and review Worktags. Additional Worktags used will show up in the same box as the required worktags of division, fund, and program.
- Review the expense report in accordance with the business expense policy and ensure that it represents an appropriate bona fide business purpose. Cost center managers are responsible for verifying that the coding on transactions is appropriate. All expenditures should be necessary and reasonable.

4. View the receipts and make sure they are **justifiable**. Make sure that each expense

report line over \$40 has a receipt

At	tachmen	ts	
	DOC	test receipt. Uploaded by	docx / Lindsay Connors
		Comment	(empty)

 Original spend authorizations can been seen through the "actions" button at the top of the page and then by clicking on the hyperlink "Expense Report".

Review	Expense Report: Lindsay Connors on 10/23/2017 for \$500.0	00 Actions
Event Ex	pense Report: Lindsay Connors on 10/23/2017 for \$500.00	
Subject	Expense Report: EX00055	
Overall Status	In Progress	
Initiated On	10/23/2017 09:10:24 AM	
Due Date	10/25/2017	
Effective Date	10/23/2017	e

- 6. Review worktags to ensure they are appropriate. If any errors, use the send back button to return the expense report back to the initiator as only the initiator of the expense report can make necessary changes.
- 7. Add approver can be used if another person needs to approve the expense report. Note that when selecting Add Approver the expense report will not return to you and Workday continues the process and considers this your approval. Comments can be added to notify the added approver of what they should review.

The next step in the process will not happ	en until the additional approvals are don
Additional Approvers *	
Comment	

- the reviewer that there is insufficient budget in the ledger account connected to the spend category the initiator has specified. Although the transaction will not be stopped if the reviewer approves the expense report, it is the responsibility of the reviewer to perform a budget amendment or inform the Cost Center Manager to perform a budget amendment to ensure sufficient funds. 9. If everything is accurate, **approve** the expense report.
- 10. Warning: Using deny erases the transaction. It does not alert the requestor that the transaction has been denied. If you wish to change something about the transaction, use send back. Cancel saves the expense report in your inbox to be approved at a later time.

8. If the expense report is over budget an orange alert

notification will be on the right hand side. This alert notifies

Deny Cancel More

Manager





APPROVING A PURCHASE REQUISITION

Purpose: The purpose of this task is to approve a purchase requisition

Helpful Hints:

- In order to see all details of the transaction it is necessary to use the scroll bar at the bottom of the box of detail information.
- Pay close attention when reviewing that the spend category is correct to ensure the most accurate reporting.
- Review the budget of the ledger account related to the spend category prior to approval as the budget alert occurs after requisition is approved.

1. Purchase Requisitions will show up in your inbox.

Review	Requisi	tion: RQ-100060, Requ	ester: Andrev	v Coole, Date: 10)/23/2017, Amount: \$20	0,000.00 (Actions)	÷ 0
3 minute(s) ag	go - Due 10/25/	/2017					
For	RQ-100	060					
Overall Proce	ess Requisi	tion: RQ-100060, Requester: Andrew Coo	le, Date: 10/23/2017, An	iount: \$200,000.00			
Overall Statu	is In Progr	ress					
Due Date	10/30/2	2017					
Details to	o Review						
Shipt	oina Addre	ess					
PI							
Information	mation						
	8						
Servi	ces						
1 item							۲ 🖽 ۲
Line	Image	Item	Fulfillment Source	Supplier	Amount	Date	Ship-To Address C
٩	0	Item Description KPMG External Audit Services FY2018 Spend Category Accounting & Auditing Services	Purchase Order	KPMG LLP	Requested 200,000.00 Ordered 0.00	Start Date 07/01/2017 End Date 06/30/2018	450 Beaver Street Waltham, MA 22452 United States of America
4							

 Use the scroll bar at the bottom of the transaction detail to move to the right and review Worktags. Additional Worktags used will show up in the same box as the required worktags of division, fund, and program.

Deliver-To	Memo	*Cost Center	Gift	Grant	Project	*Additional Worktags	Splits
Bentley Campus		2020 Financial Operations				Division: Division of Admin & Finance	
						Faculty Research Accounts: FA70703 Faculty Grant	
						Fund: 1100 Operating Fund - E&G	
						Program: 600 Institutional	
						Support	
							31

Page 9

- 3. Review worktags to ensure they are **appropriate**. If incorrect, use the **send back** button to return the purchase requisition **back** to the initiator, as only the initiator can make changes to the requisition. Review the requisitions in accordance with the **purchasing** policy. Cost center managers are responsible for verifying that the coding on transactions is appropriate.
- 4. Add approver can be used if another person needs to approve the requisition. Note that when selecting Add Approver the requisition will not return to you and Workday continues the process and considers this your **approval**. **Comments** can be added to notify the added approver of what they should review.
- 5. Please confirm the correct spend category is selected

of the purchase requisition is accurate.

- 6. If the dollar amount of your request exceeds authority limit, it with automatically be forwarded to the next approval level.
- 7. Review any attached documents submitted by the initiator that support the transaction.
- If everything is accurate, approve the purchase requisition.
- 9. If the purchase requisition is over budget an orange alert notification will be on the top of the page after the

requisition is approved. This alert notifies the reviewer that there is **insufficient budget** in the ledger account connected to the spend category the initiator has specified. It is the responsiblity of the reviewer to perform a **budget amendment** to ensure sufficient funds.

Submit	Cancel
and tha	t the supplier and amount

The next step in the process will not happen until the additional approvals are do

Add Approvers

Additional Approvers * Comment

Attachments

test receipt.docx Uploaded by Lindsay Connors Comment (empty)



Manager

10. Warning: Using deny erases the transaction. It does not alert the requestor that the transaction has been denied. If you wish to change something about the transaction, use send back. Cancel saves the purchase requisition in your inbox to be approved at a later time.

Deny	
Cancel	
More	~

APPROVING A SUPPLIER INVOICE

- Purpose: The purpose of approving a supplier invoice is to make sure goods and services were received and the invoice is accurate. Based on the invoice, Bentley will pay the supplier
- **Helpful Hints:** Although the yellow alerts will not stop a transaction, is important to review any that may appear on your reviewer screen.
 - **1. Supplier Invoices** will come into your inbox.

Revie	ew Sup	oplie	er Invoice											*1
41 minut	te(s) ago - D	Due 10/	24/2017; Effective 10/23/2017											
Supplier	r Invoice	Q,	Invoice Number SI	-100047	Payment Status	Unpaid Budget Check	k Status	Warn (No Budget) on 10/23/20	017					
 ✓ In 	nvoice Ir	nform	nation			 Terms and 	Taxes				Invoice Reference	e Information		
Compar	ny	*	× Bentley University	\equiv		Payment Terms	*	× Net 30	=		Ship-To Address	× 450 Beaver Street Waltham,	∷≡	
Supplier	r	*	× KPMG LLP	:=		Discount Date		(empty)				MA 02452 United States of America		
Remit-T	To Connecti	ion (empty)			Due Date		11/22/2017			Handling Code		∷≡	
Currenc	су	*	× USD	:=		Due Date Override		11 / 22 / 2017			On Hold			
Invoice	Date	*	10 / 23 / 2017			Default Payment Type		EFT			Supplier Document Received			
Control	Total Amou	unt	0.00			Override Payment Typ	be		=		Supplier Reference Number	88596231747		
Total In	voice Amou	unt 2	23 000 00			Tax Option		select one	\sim		External PO Number			
Freight	Amount	(0.00			Default Tax Code			=		Invoice Type		=	
Other C	harges		0.00			Default Withholding T	ax Code		:=		Supplier Contract		:=	
						Tax Amount		0.00			Total Contract Amount	0.00		
						Withholding Tax Amo	unt	0.00			Memo			
								Update Tax						
Inv	voice Lines	5	Tax Currency Rate	F	Prepaid Details	Attachments								
Invo	oice Lines	1 item											Ŷ	, m 5
	(+) o	Order	*Company		Item		Item Desc	cription	Supplier Item	Purchase I	tem	Spend Category		Ship-

- Use the scroll bar at the bottom of the transaction detail to move to the right and review worktags. Additional Worktags used will show up in the same box as the required worktags of division, fund, and program.
- 3. As a reviewer, you can directly edit the invoices (unless the invoice is applied to a purchase order), eliminating the need to send back. Make any changes necessary and review worktags to ensure they are **appropriate**. Review the invoices in accordance with the **business expense policy**. Cost center managers are **responsible** for verifying that the coding on transactions is appropriate. All expenditures should be **necessary and reasonable**.

- Manager
- 4. Confirm that the following information is accurate:
 - a. Terms and Taxes
 - b. Invoice Reference Information
 - c. Item Description
 - d. Additional Worktags
- 5. Add approver can be used if another person needs approve of this supplier invoice. Note that when selecting Add Approver the supplier invoice **will not return** to you and

Workday continues the process and considers this your

approval. **Comments** can be added to notify the added approver of what they should review.

 If the invoice is over budget an orange alert notification will be on the top of the page. This alert notifies the

reviewer that there is **insufficient budget** in the ledger account connected to the spend category the initiator has specified. It is the responsibility of the reviewer to perform a **budget amendment** to ensure sufficient funds.

- Review any attached documents submitted by the initiator that support the transaction.
- 8. If everything is accurate, **approve** the invoice.
- 9. Warning: Using deny erases the transaction. It does not alert the requestor that the transaction has been denied. If you wish to change something

about the transaction, use send back. **Cancel** saves the invoice in your inbox to be approved at a later time.



he next step in the process will not happe	n until the additional approvals are done.
Additional Approvers \star	iter
Comment	





CREATING AN OPERATING BUDGET STRUCTURE AMENDMENT

Purpose: To successfully submit a transfer of budget dollars to better align with actual spending

- **Helpful Hints:** You may search in any field by free typing in the box and hitting enter, this is useful when knowing only one or two key words
 - To decrease a budget use a negative "-" sign in front of the dollar amount
 - In order to enter information into a blank field, click the **Prompt** icon on the far right side of the box to display a list of available values to choose from.
 - Fields with an asterisk (*) are required
- 1. Search Create Budget Amendment in the search bar.
- Under Plan Structure, select Operating
 Budget Structure.

Under Company select Bentley University

 Under Plan Name, determine the fiscal year operating budget you want to use.

Plan Structure ★	× Operating Budget Structure ∷
Company *	× Bentley University
Plan Name 🔸	× FY2018 Operating Budget

	5.	Click	Ok
--	----	-------	----

- Select the amendment date you want to use.
- Give a brief description of the amendment in the Description box

Plan		FY2018 Operating Budget		
Organizing Dimension Type		Cost Center		
Amendment Date	*	10 / 03 / 2017		
Description	*	Move to cover expenses		
Amendment Type	*	search	≣	
		× Temporary Budget Amendment		
Entry Type		Temporary		
Balanced Amendment				

- 8. Select whether the amendment is temporary or permanent in the Amendment Type box.
- 9. Scroll down to the Budget Amendment Lines section.

Budget Am	nendmei	nt Lines Attachments	
Budget Ame	endmen	t Lines 1 item	
+	Order	*Period	Ledger Account/Summary
.	₹ •	× FY 2018 (FY2018 Operating := Budget)	★ 7000:Supplies Expense 🗄

- **10.** Under the **Period** column, click the prompt icon on the far right of the box, and select the appropriate time period (there should only be one option).
 - ≣
- **11.** In the **Ledger Account/Summary** tab, select the account you want to increase.
- Select the appropriate cost center under the *Additional Worktags tab, the *Fund will default when you select the cost center.
- **13.** Determine the amount you would like to increase by in the **Amount Change** tab.
- **14.** Under the **Memo** tab, you may provide any additional details.

*Worktags	Amount Change	Memo	
× Cost Center: 1216 Marketing	5,000.00		*
X Fund: 1100 Operating Fund - E&G		4	Ŧ

15. Once completing the increase, click the \oplus button, which will add a row to your

transaction. There are two buttons, both of which will perform the same task.

16. Under the **Period**, select the appropriate budget period (there should be only one option)

17. In the **Ledger Account/Summary** tab, select the account you want to decrease.

Budget Am	endme	nt Lines Attachments	
Budget Ame	endmen	t Lines 1 item	
+	Order	*Period	Ledger Account/Summary
÷	₹ •	× FY 2018 (FY2018 Operating ∷ Budget)	× 7203:Travel & Entertainment Expenses

- Select the appropriate cost center in the *Additional Worktags tab, the *Fund will again default when you select the cost center.
- **19.** Determine the amount you would like to **decrease** by in the **Amount Change** tab.
- 20. Provide any additional details in the Memo field.

*Worktags		Amount Change	Memo	
× Cost Center: 1216 Marketing	:=	-5,000.00		*
× Fund: 1100 Operating Fund - E&G				

- 21. Note that the amount increase and amount decrease needs to balance in order to submit budget amendment. In order to make a decrease to a budget add a negative sign (-5,000) to the front of the number.
- 22. Click Submit.
- **23.** Once submitted, the amendment will be sent to the Budget Office for approval.