FINANCE TRAINING – COST CENTER MANAGER

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

CONTENTS:

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

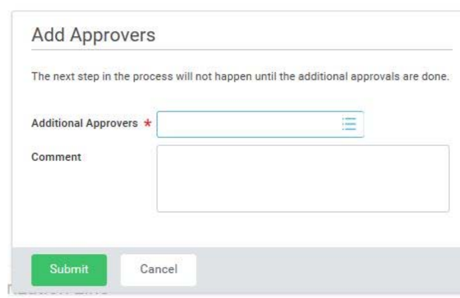
Cost center managers will be accountable for their budgets and are expected to monitor their budgets throughout the fiscal year as these key transaction cycles occur, paying attention to encumbrances, actual spending to-date, and remaining available budget funds in their cost center.

APPROVING A SPEND AUTHORIZATION

Purpose: To successfully transfer funds between capital projects and submit for approval.

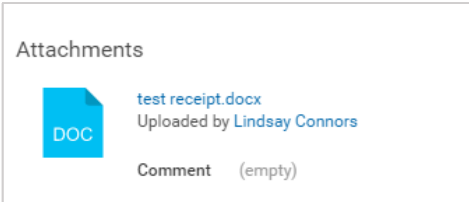
Helpful Hints: Be sure to check your Workday inbox daily for required approvals including spend authorizations

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.

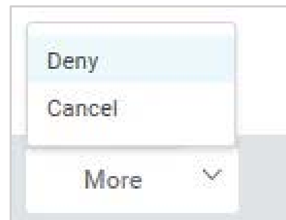


5. If the spend authorization is **over budget** an orange **alert** notification will be on the right hand side. This alert notifies the reviewer that there is **insufficient budget** in the ledger account connected to the spend category the initiator has specified. Although the transaction **will not 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.

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.

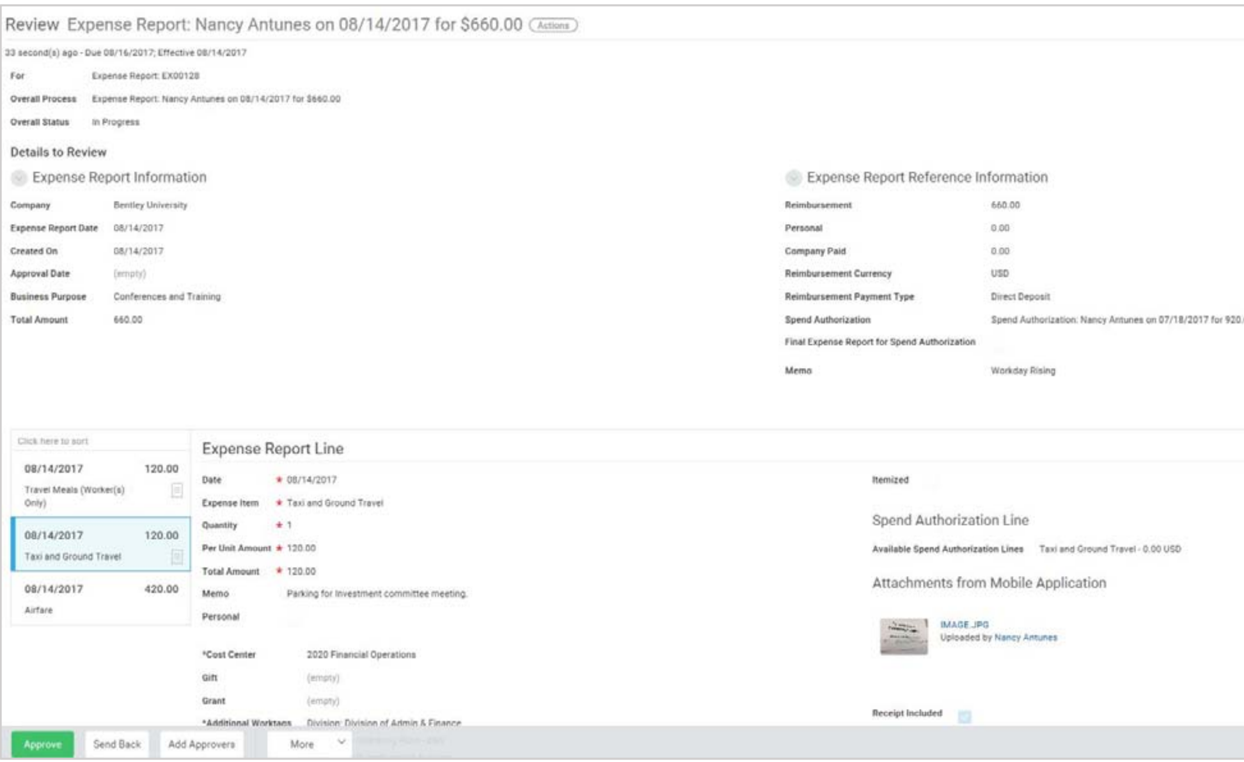


APPROVING AN EXPENSE REPORT

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

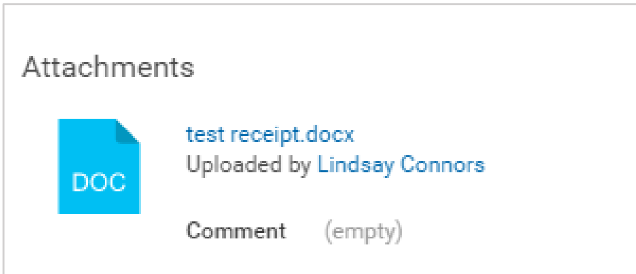
1. **Expense Reports** needing approval will show up in your inbox.



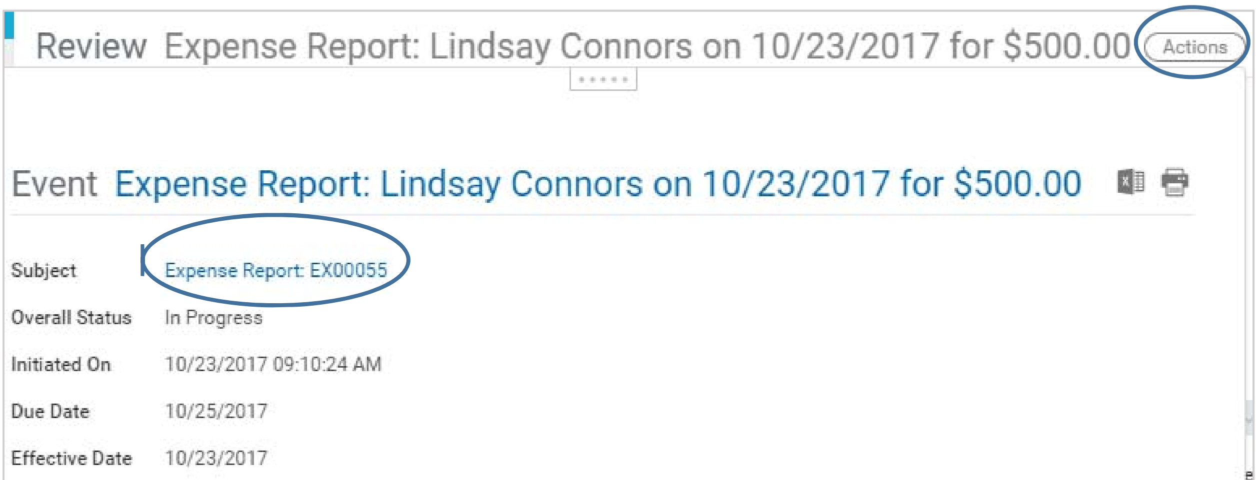
2. Use the scroll bar at the bottom of the transaction detail to move to the right and review **Worktags**. Additional Worktags used will show up in the same box as the required worktags of **division, fund**, and **program**.

3. Review 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

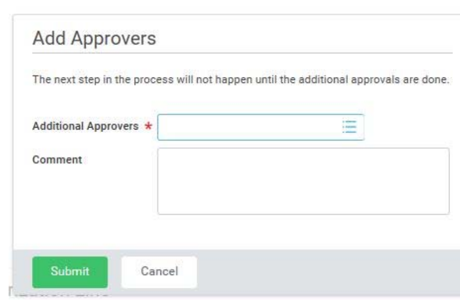


5. Original spend authorizations can been seen through the "**actions**" button at the top of the page and then by clicking on the hyperlink "**Expense Report**".



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.

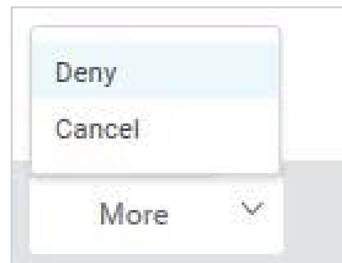
7. **Add approver** can be used if another person needs to approve the expense report. Note that when selecting Add Approver the expense report **will not return** to you and Workday continues the process and considers this your **approval**. **Comments** can be added to notify the added approver of what they should review.



8. If the expense report 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 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.



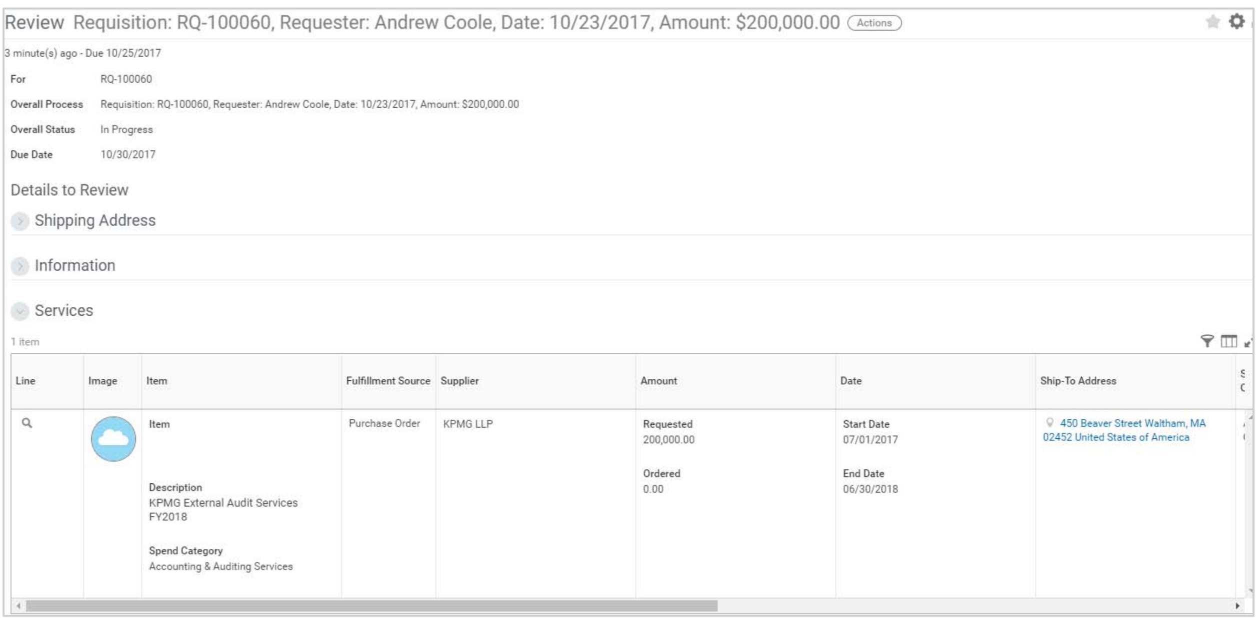
APPROVING A PURCHASE REQUISITION

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

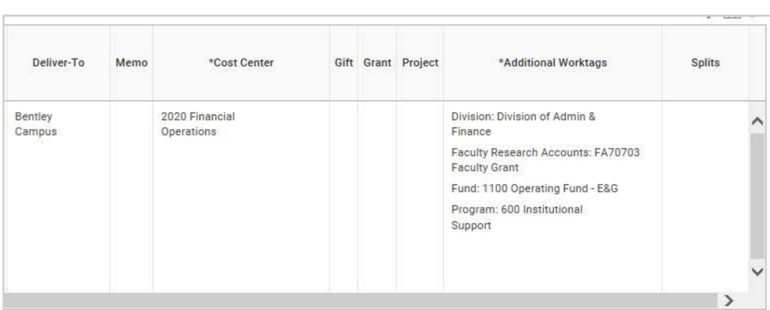
Helpful Hints:

- 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.

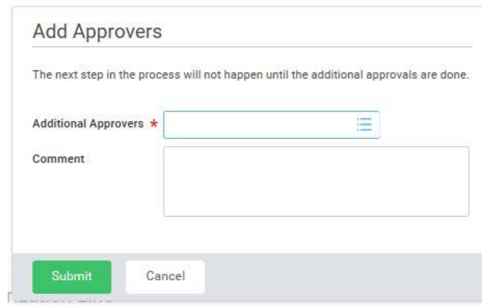
1. **Purchase Requisitions** will show up in your inbox.



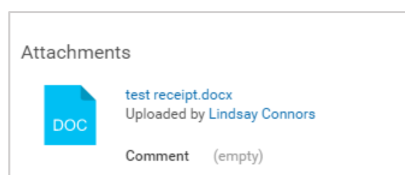
2. Use the scroll bar at the bottom of the transaction detail to move to the right and review **Worktags**. Additional Worktags used will show up in the same box as the required worktags of **division, fund**, and **program**.



3. Review worktags to ensure they are **appropriate**. If incorrect, use the **send back** button to return the 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.

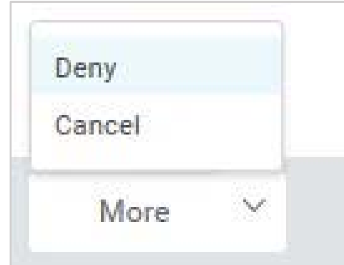


5. Please **confirm** the correct **spend category** is selected and that the supplier and amount of the purchase requisition is accurate.
6. If the dollar amount of your request **exceeds authority limit**, it with automatically be forwarded to the next approval level.
7. Review any attached documents submitted by the initiator that support the transaction.



8. 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 requsition 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 responsbility of the reviewer to perform a **budget amendment** to ensure sufficient funds.

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.

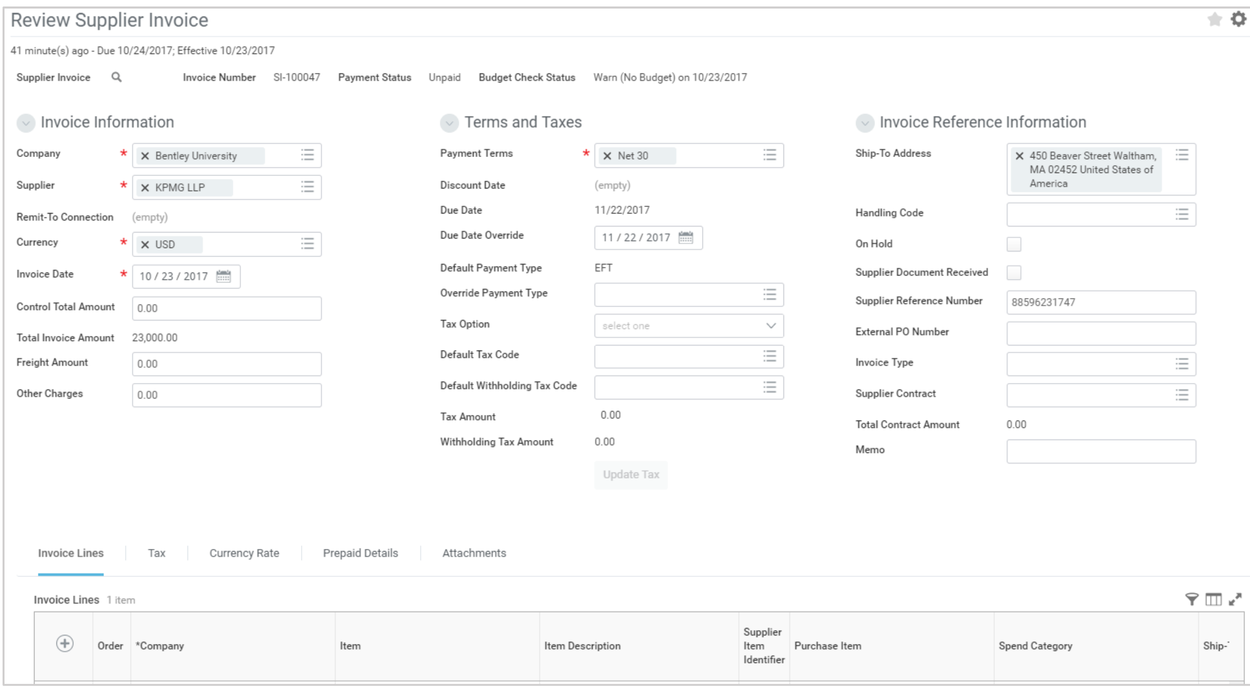


APPROVING A SUPPLIER INVOICE

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

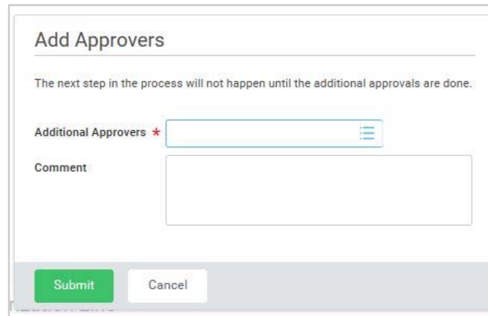
Helpful Hints: Although the yellow alerts will not stop a transaction, is important to review any that may appear on your reviewer screen.

1. **Supplier Invoices** will come into your inbox.



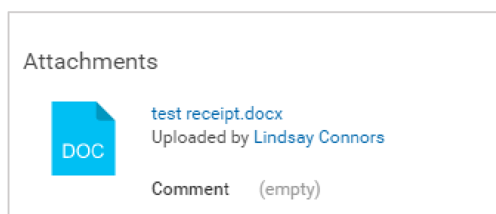
2. Use the scroll bar at the bottom of the transaction detail to move to the right and review **worktags**. Additional Worktags used will show up in the same box as the required worktags of **division, fund**, and **program**.
3. As a reviewer, you can directly edit the invoices (unless the invoice is 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**.

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.

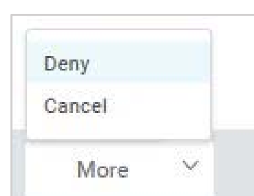


6. If the invoice is **over budget** an orange **alert** notification will be on the top of the page. This alert notifies the reviewer that there is **insufficient budget** in the ledger account connected to the spend category the initiator has specified. It is the responsbility of the reviewer to perform a **budget amendment** to ensure sufficient funds.

7. 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.



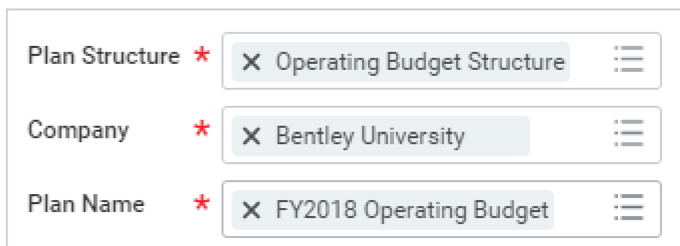
CREATING AN OPERATING BUDGET STRUCTURE AMENDMENT

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

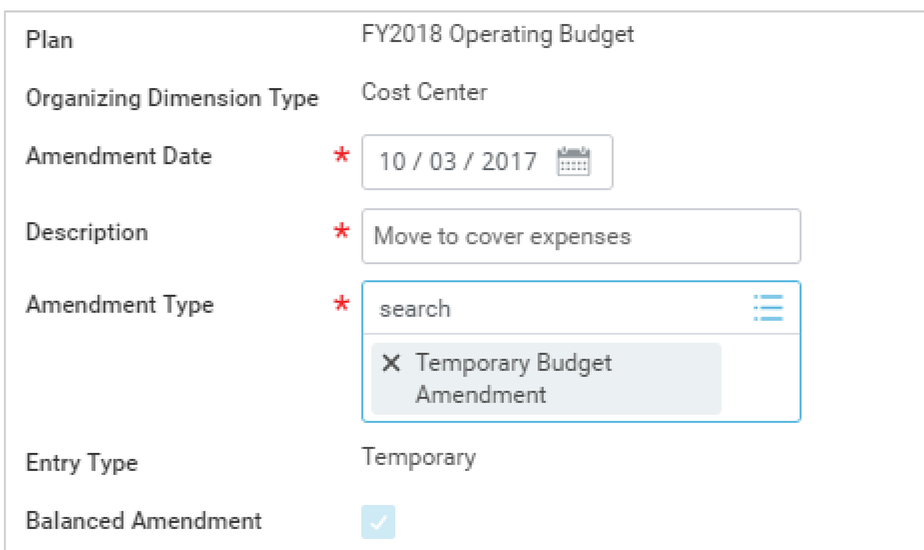
Helpful Hints:

- 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 Amend**ment in the search bar.
2. Under **Plan Structure**, select **Operating Budget Structure.**
3. Under **Company** select Bentley University.
4. Under **Plan Name**, determine the fiscal year operating budget you want to use.

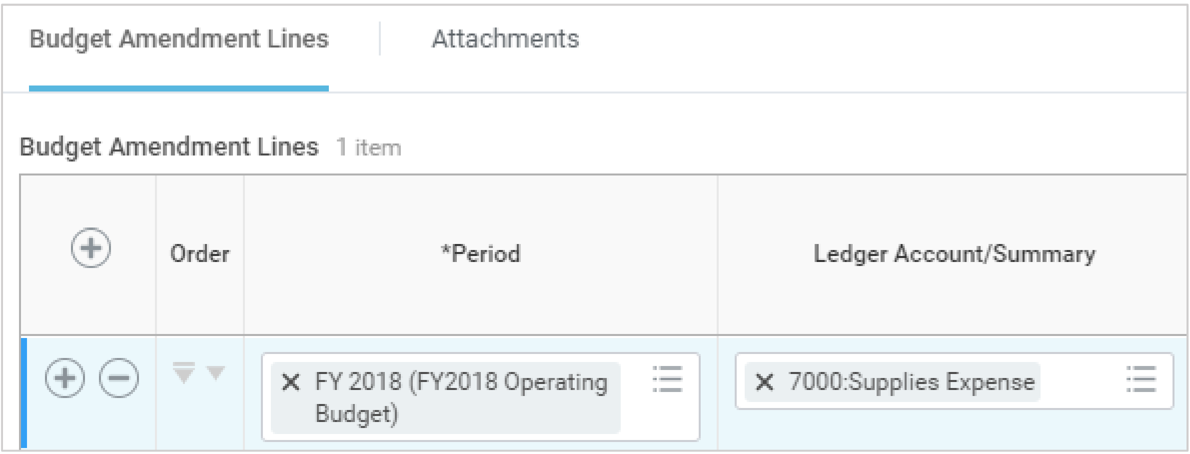


5. Click **Ok**
6. Select the amendment date you want to use.
7. Give a brief description of the amendment in the **Description** box



8. Select whether the amendment is temporary or permanent in the **Amendment Type** box.

9. Scroll down to the **Budget Amendment Lines** section.



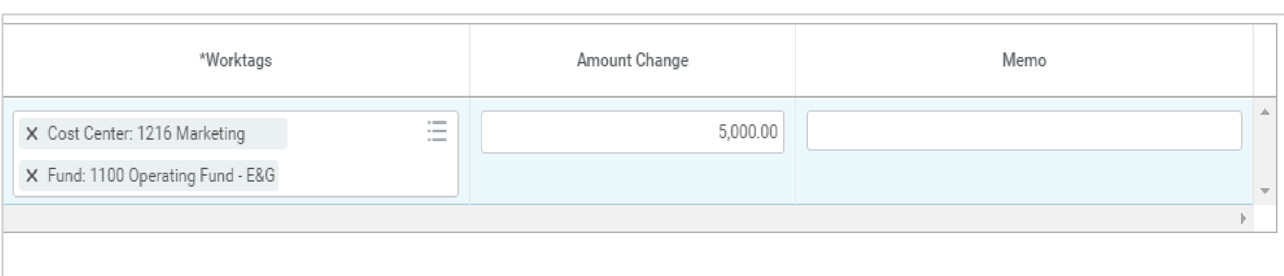
10. Under the **Period** column, click the prompt icon on the far right of the box, and select the appropriate time period (there should only be one option). 

11. In the **Ledger Account/Summary** tab, select the account you want to increase.

12. 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.

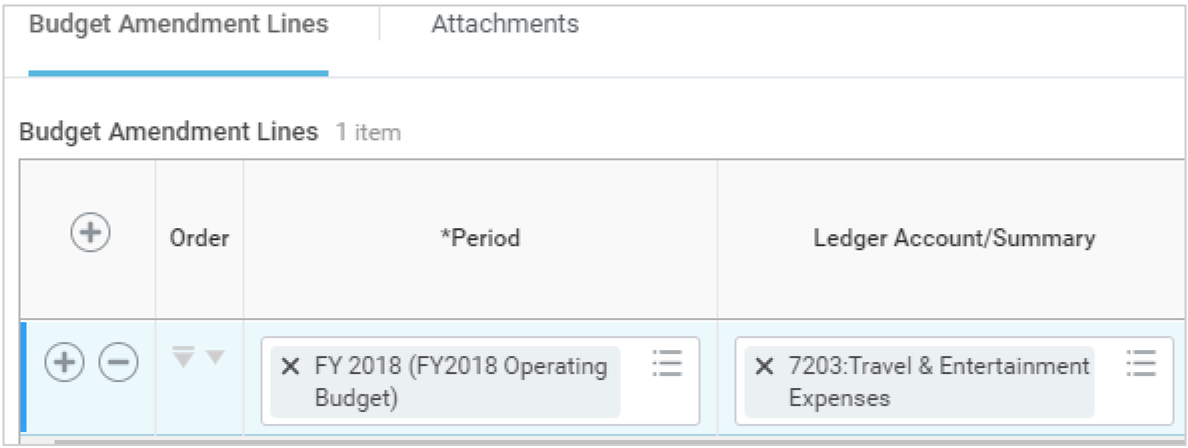
14. Under the **Memo** tab, you may provide any additional details.



15. Once completing the increase, click the  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)

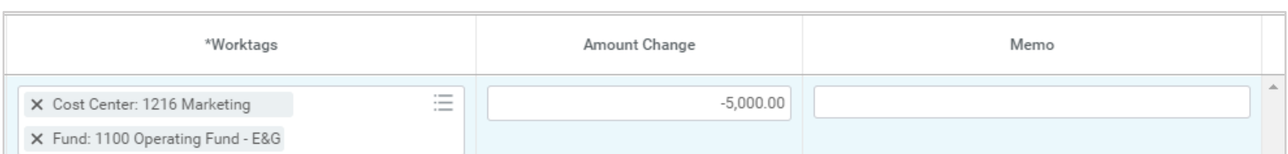
17. In the **Ledger Account/Summary** tab, select the account you want to decrease.



18. 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.**



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.