BENTLEY UNIVERSITY

workday

FINANCE TRAINING

Spend Authorization & Expense Reimbursement

CONTENTS:

1. CREATING A SPEND AUTHORIZATION

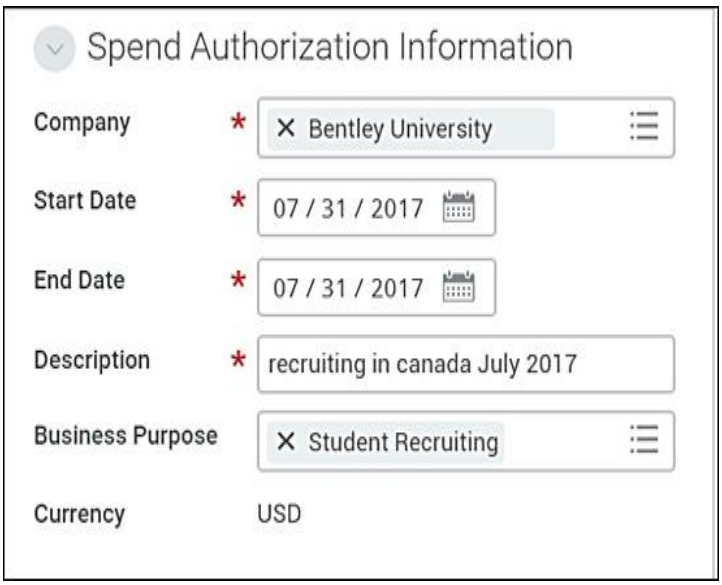
Purpose: The purpose of this task is to create a spend authorization for the expenses you plan to incur

Helpful Hints:

- Spend authorizations are not necessary for local travel or other
- Spend authorizations will encumber your budget dollars

1. Click the Expenses worklet, then **Create Spend Authorization** or search for “create spend authorization” in the search bar.

2. Fill out all required fields, including **Start Date, End Date, Description**, and **Business Purpose.**

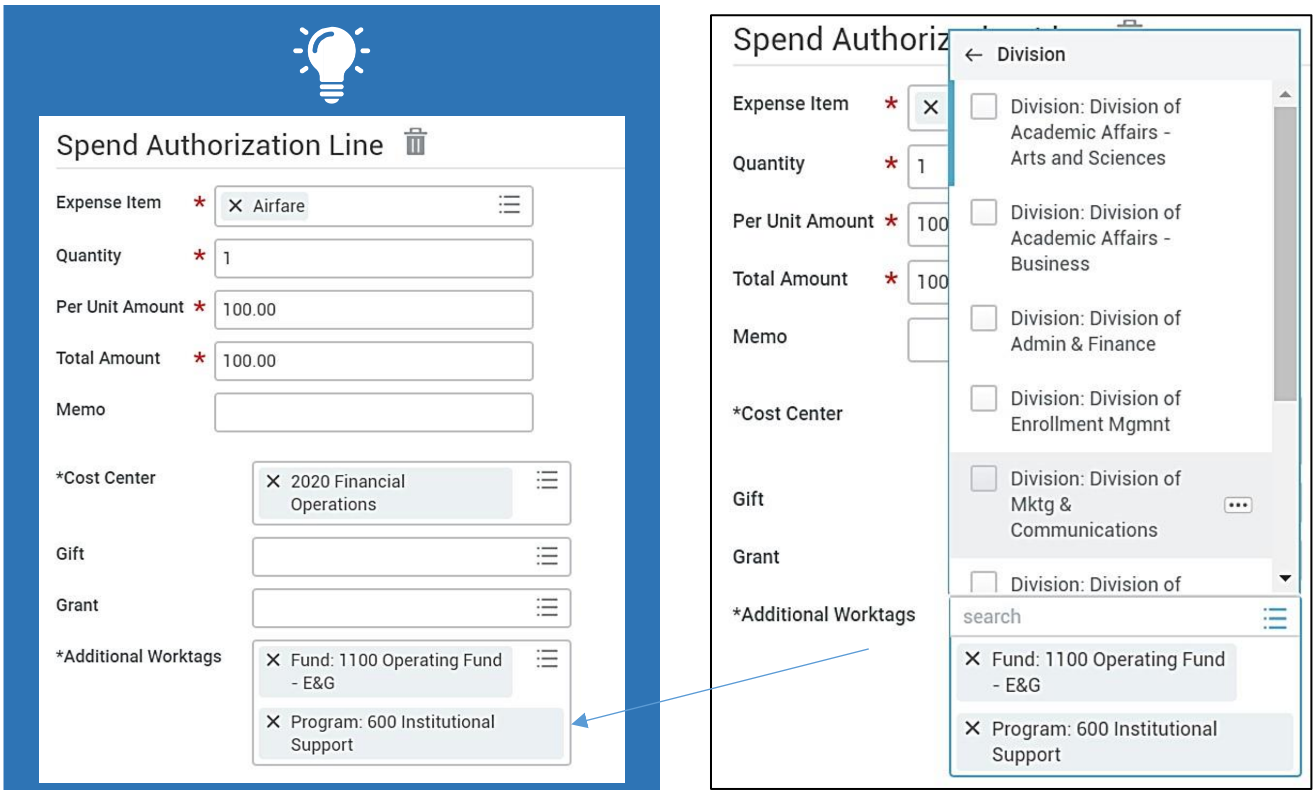


Note 1: When creating a Spend Authorization, you must select a business purpose, even though no asterisk appears

3. Fill out the **Justification Field** which is a more detailed purpose for the spend authorization.

4. Click the ⊕ Add button for each expense item you want to include. Do not click **Submit** until you have added all desired expense items. If you accidentally click **Submit**, please refer to the section titled “View and Edit Spend Authorizations.”

5. For each expense item, the fields **Cost Center, and the Additional Worktags of Division, Fund** and **Program** will default from your employee profile. If **Division** does not default, you must click on additional worktags and select the appropriate division. Change these worktags only if you need to change the expense to another cost center (although once you change the cost center, these three worktags should change to the default on that cost center as well). This will then route to the appropriate approver.



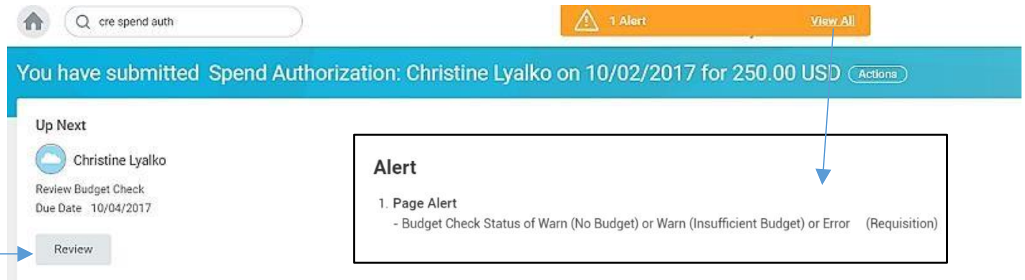
6. Click  Add to include any additional expenses. *Do not press submit until all expense lines are entered*.

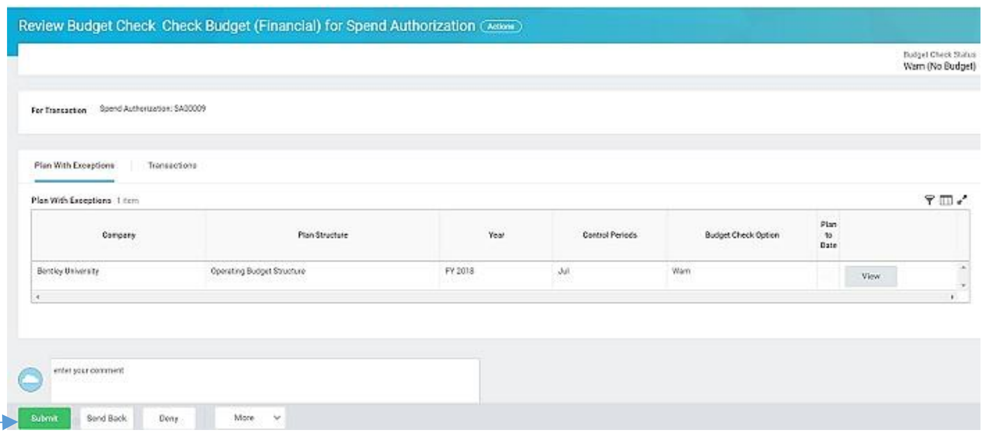
<u>Note</u>: Some expense items require additional information. For example, if expense item selected is airfare, you must include the country you are flying to.

7. If you would like to provide any additional details, include them in the **Memo** field of each expense item or in the **Attachments** tab.

8. Once all expenses are complete, press **Submit.**

Workday will check for a sufficient budget to complete the purchase. If the budget check fails you will receive an alert. Click **Review** and submit or deny the budget check.





If you forget to review your budget check, you must go back into your inbox and approve the budget check before the spend authorization is forwarded on to the next approval step.

Once completed your spend authorization report will be forwarded to your direct manager and cost center manager for approval.

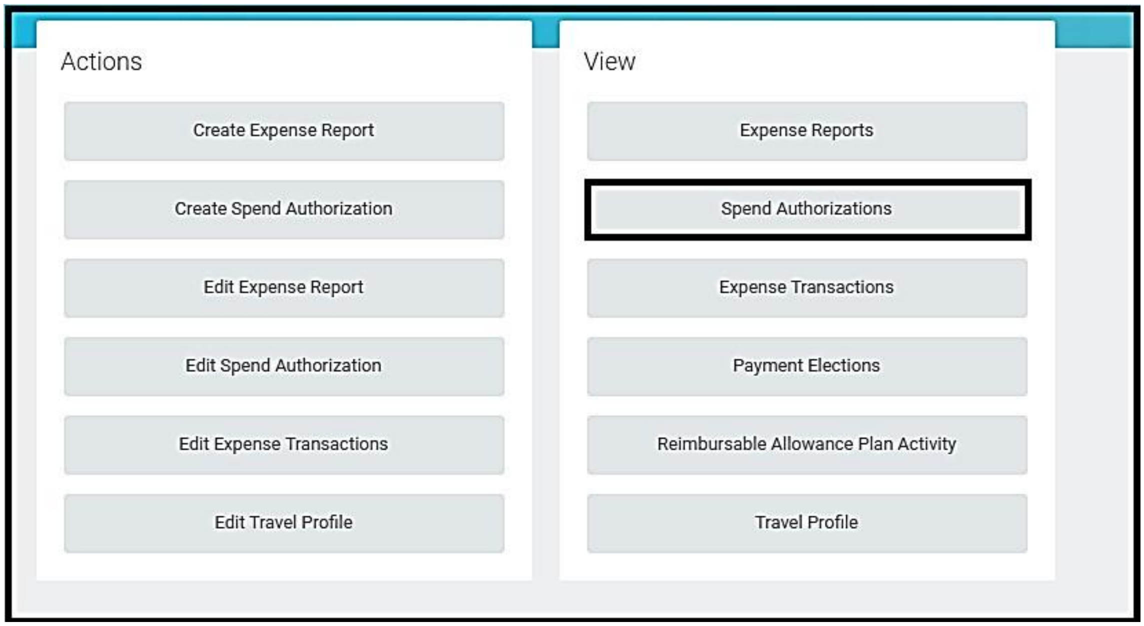
2. VIEW AND EDIT SPEND AUTHORIZATIONS

Purpose: The purpose of this task is to view or edit existing spend authorizations

Helpful Hints: This task is used to view requests for reimbursement for travel and edit if necessary, which sends the Spend Authorization back through the approval process.

1. From the Workday home screen click **Expenses** worklet.

2. Under **View,** click **Spend Authorizations.**



3. To edit a spend authorization that is "in progress", click the **Change Spend Authorization** button and make changes.

4. To view without changing, click the magnifying glass  on the Spend Authorization you want to view.

5. Once in view, if you want to change it, click **Actions** located at the top of the screen. Next, select **Spend Authorization** and then **Change**.

6. Make your changes and then click **Submit.**

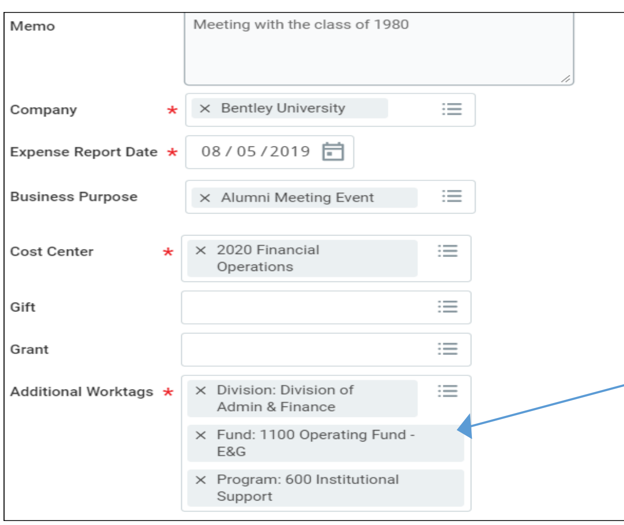
3. CREATE A NEW EXPENSE REPORT

Purpose: The purpose of this task is to create an expense report from scratch.

Helpful Hints:

- This task is used to request reimbursement for travel.
- Reimbursements also include local expenses like business meals and parking.
- Do NOT press the back arrow while creating an expense report as this will delete your report. You can always click “Save for Later” if you want to save the report before submitting it.
- When “Other Business Purpose” is selected, you are required to include additional explanation in the **Memo** field

1. Click the **Expenses** worklet or search for **Create Expense Report** in the search box.
2. Click **Create Expense Report.**
3. In the “Creation Options” section, specify that you are creating a new expense report.
4. The **Expense Report Date** will automatically default to today’s date but can (and should) be updated to reflect the last date of travel or the date the reimbursable expense was incurred
5. Provide a detailed explanation of the business purpose in the Memo field
6. Business Purpose is a required field and must be selected for all expense reports
7. Company, Cost center, division, fund and program should default from your employee profile. If division does not default, you must click on additional worktags and select your division. If you need to change to another cost center you may do that here as well. The expense will route automatically to the appropriate approver based on the selections.



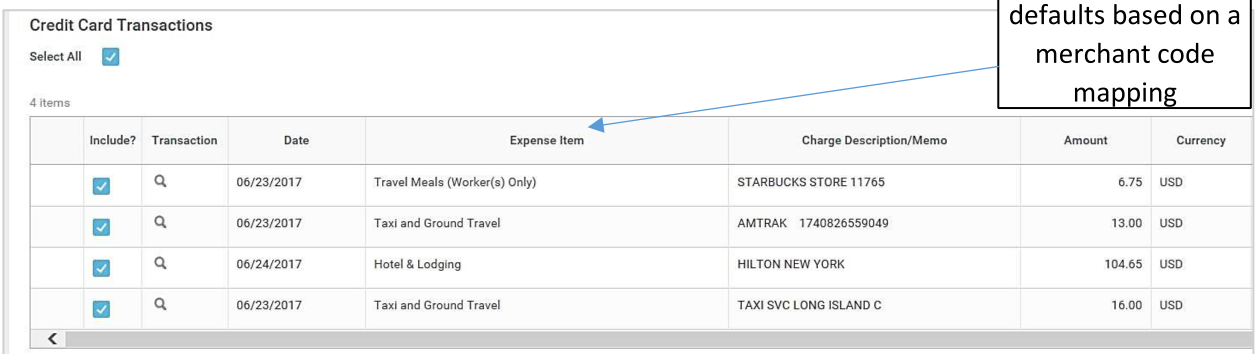
Memo	Meeting with the class of 1980
Company *	× Bentley University
Expense Report Date *	08 / 05 / 2019
Business Purpose	× Alumni Meeting Event
Cost Center *	× 2020 Financial Operations
Gift	
Grant	
Additional Worktags *	× Division: Division of Admin & Finance × Fund: 1100 Operating Fund - E&G × Program: 600 Institutional Support

Note: Division may not default and may have to manually be selected

8. If you have a Bentley issued travel card, your credit card transactions will appear at the bottom of

the page. Check the box for the transactions that apply to this expense report.

The expense item defaults based on a merchant code mapping



Credit Card Transactions

Select All

4 items

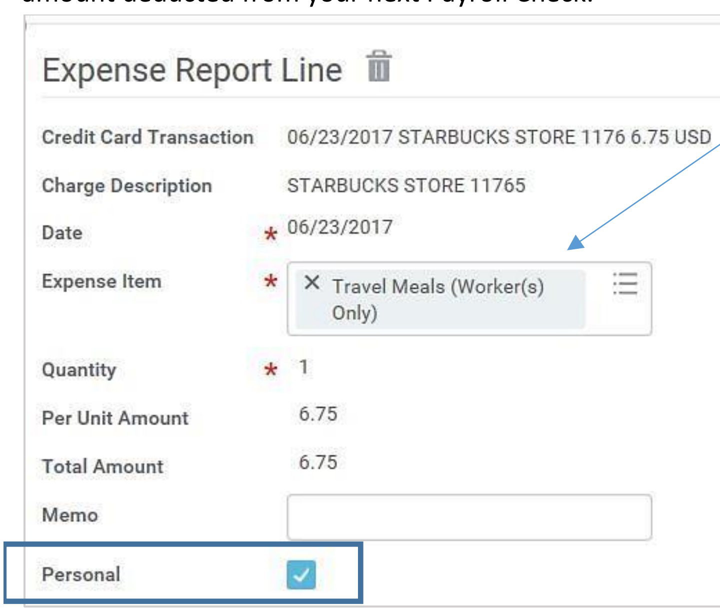
Include?	Transaction	Date	Expense Item	Charge Description/Memo	Amount	Currency
☑		06/23/2017	Travel Meals (Worker(s) Only)	STARBUCKS STORE 11765	6.75	USD
☑		06/23/2017	Taxi and Ground Travel	AMTRAK 1740826559049	13.00	USD
☑		06/24/2017	Hotel & Lodging	HILTON NEW YORK	104.65	USD
☑		06/23/2017	Taxi and Ground Travel	TAXI SVC LONG ISLAND C	16.00	USD

9. Then Click **OK** to modify/add /memo the Expense Lines

10. If you selected travel card expenses for the expense report, the lines of your expense report can be edited on this page to add additional information if needed. (Note: Airfare requires a country to be specified)

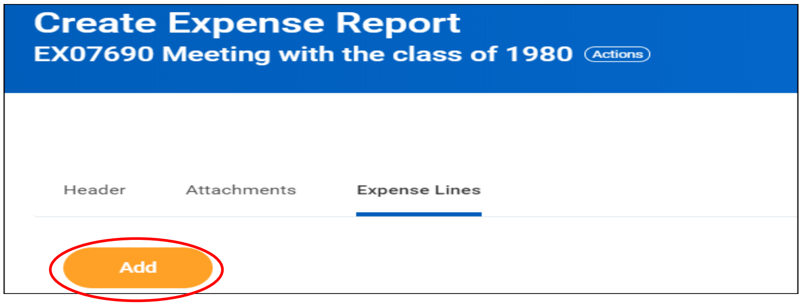
11. If the travel card was used for a personal reason, that line of the expense report must be edited and the **Personal Expense** box must be selected. This will subtract the amount from the reimbursement owed to you.

12. If the personal portion exceeds your calculated reimbursement, you will be contacted to have the amount deducted from your next Payroll Check.

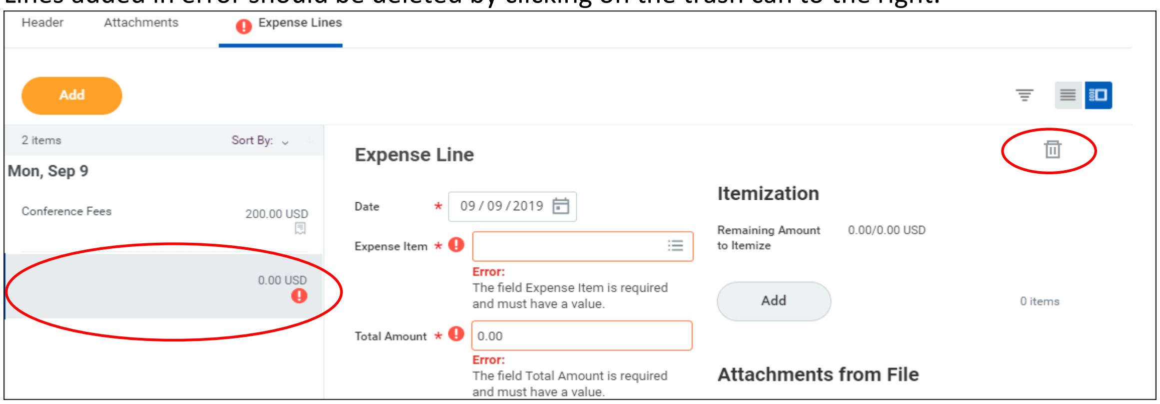


If this meal includes non-Bentley employees, select business meals from the drop down menu and complete the additional required info.
Travel meals is only intended for Bentley employees whiles traveling. (Local meals falls under Business meals since travel is not involved)

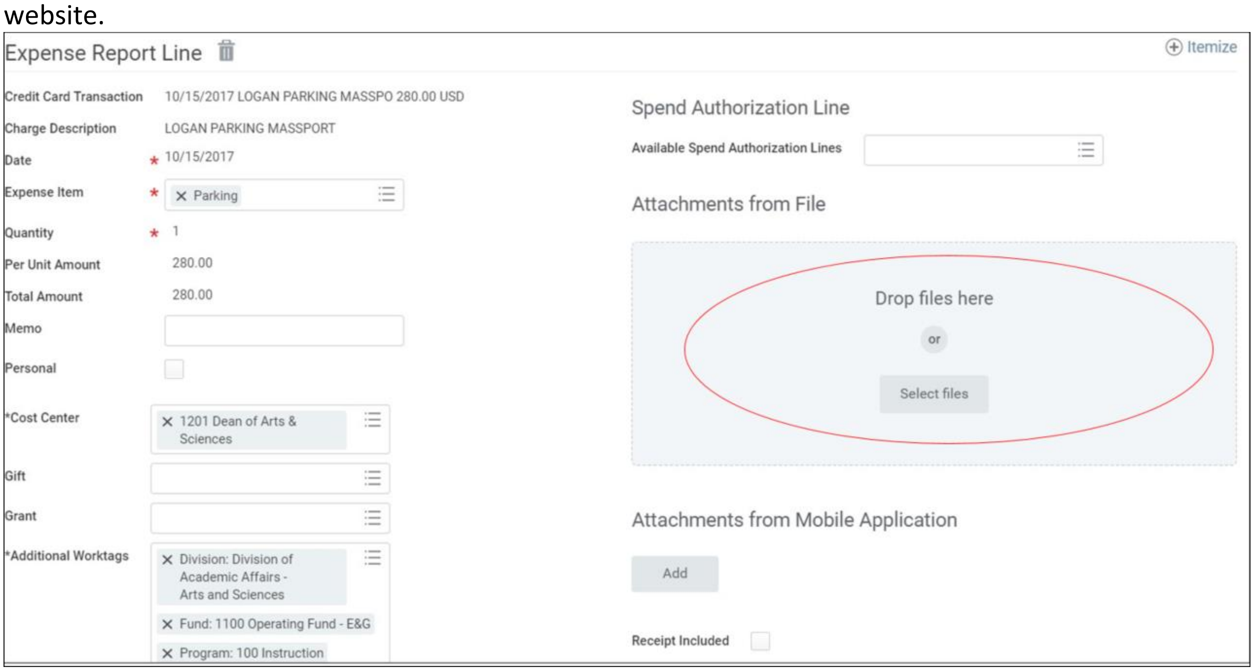
13. For all items not included in the travel card transactions, Click **Add** to include any additional New Expenses.



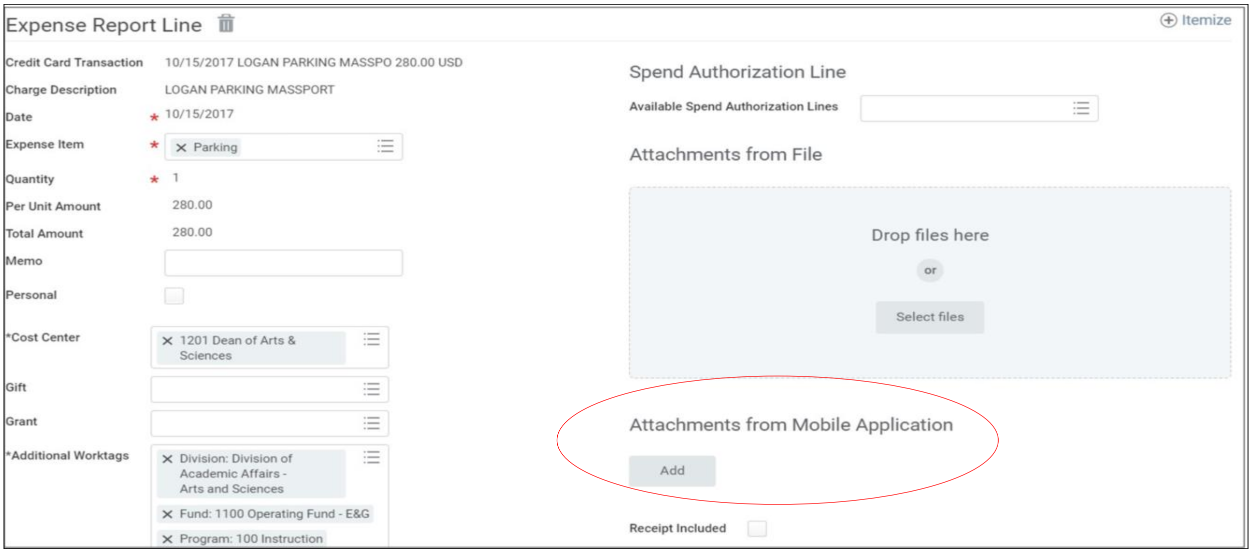
14. Lines added in error should be deleted by clicking on the trash can to the right.



15. All expenses $40.00 or more must have a receipt attached. If the receipt is lost, you must complete and attach a *Workday Missing Receipt Form*. This form can be found on the Accounts Payable website.



16. To use a receipt that you uploaded from the mobile app, click the **Add** button under the "Attachments from Mobile Application" section. Select each receipt you would like to include for this expense report.



17. If you select Business Meals:

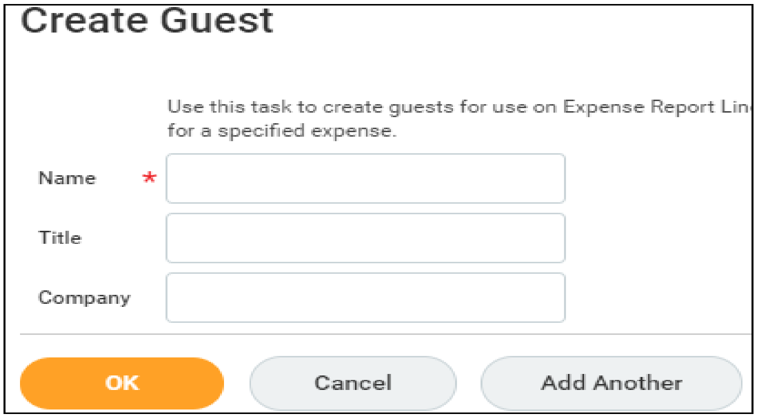
   a. An itemized receipt is required as well as the summary with tip and must be uploaded as an attachment (see steps 15-16 for attachment instructions).

   b. Business topics discussed the meeting must be documented in the **Business Topics** section.

   c. The IRS requires the names of attendees in the business meal. If there are less than 6 people list their names and affiliation. Your name will automatically populate in the **Attendee(s)** field. Click on the three lines in this box and type the name of other Bentley employees that attended. Once you type their name, hit Enter and their name should populate as this list should hold the names of all employees.

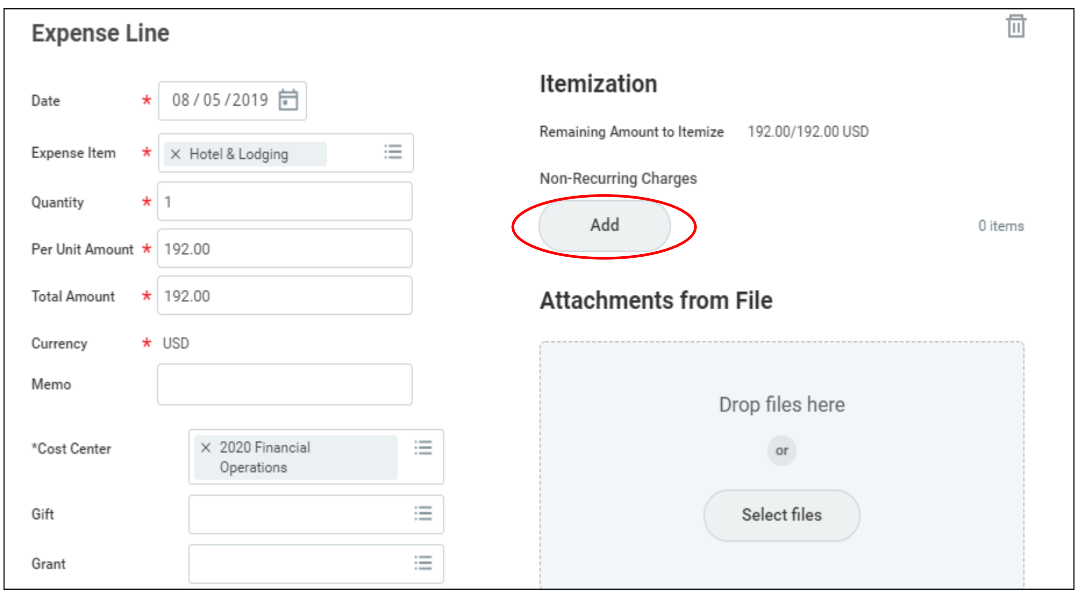
   d. If any of the attendees are not Bentley employees, you need to create guests (this will save their name in the system for future use). To do this select **Create Guest** in the **Recipient(s)** field and then fill in name, title and company. If these three attributes are not appropriate, fill in the name in the **Name** field and an appropriate description in the **Company** field (i.e. **Name**: Michael Smith, **Company**: Alumni Class of 1970), as <u>those two fields are required</u>.

   e. If more than 6 people, state the group's name in the **Recipient** field (i.e. Faculty Senate) and the number of people in attendance in the **Number of Persons** field. Create the group's name by creating a new guest in the Recipient(s) field and filling in the name of the group in the **Name** field.

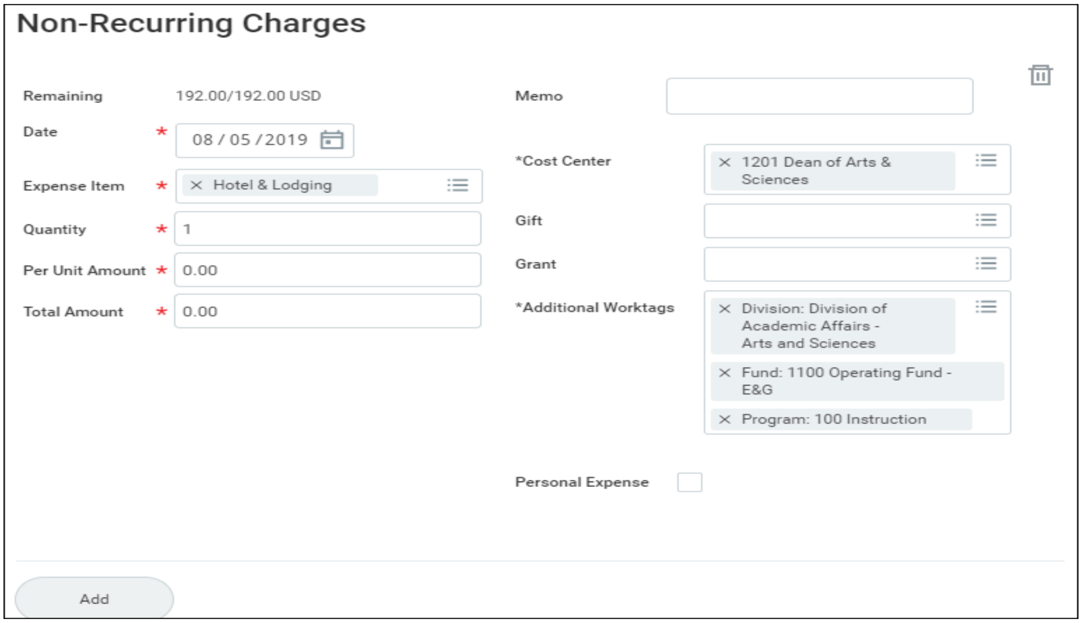


18. To add another expense, click the 

19. To itemize an expense (i.e. split the cost of an expense with another cost center, grant, etc.), click the Add button below the Itemization.

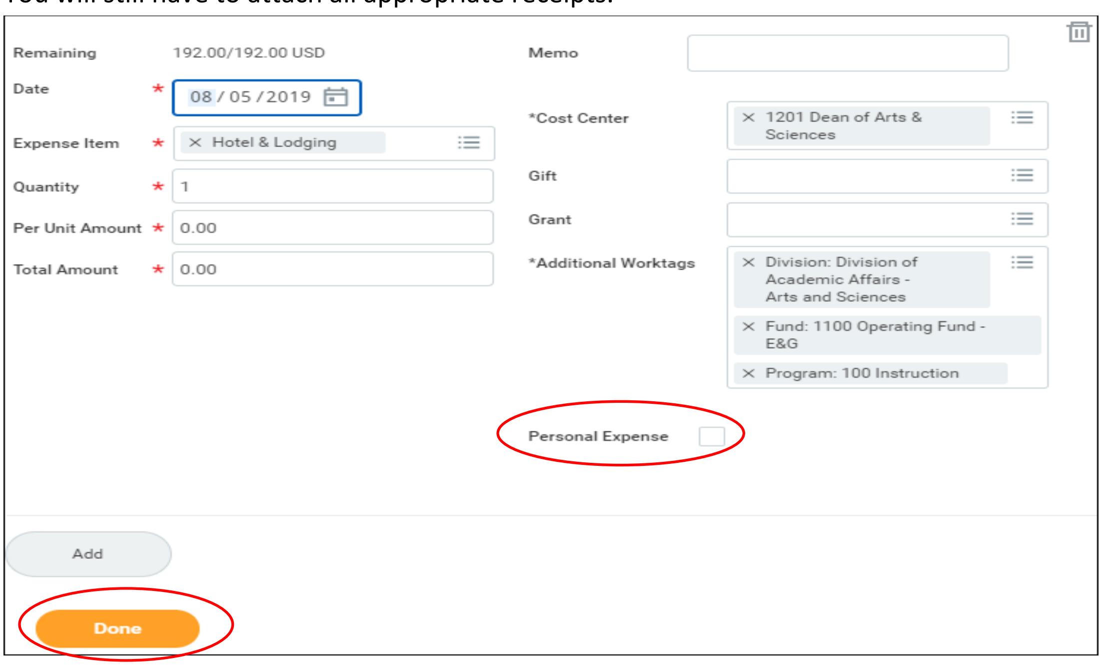


Next, enter the amount to split and assign to the first cost center (or grant, gift, etc.).

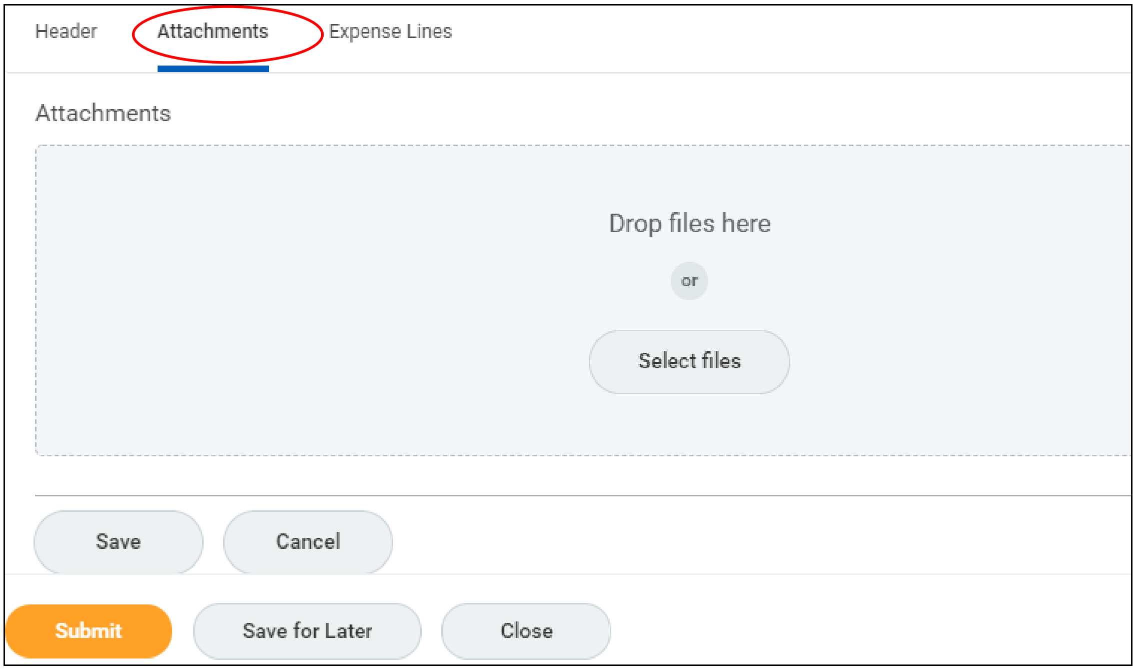


Then, click **Add** and add the remaining amount to split and apply the appropriate worktags for that portion as well. If you need to charge a different cost center, grant, etc, please note the expense report will route for approval accordingly.

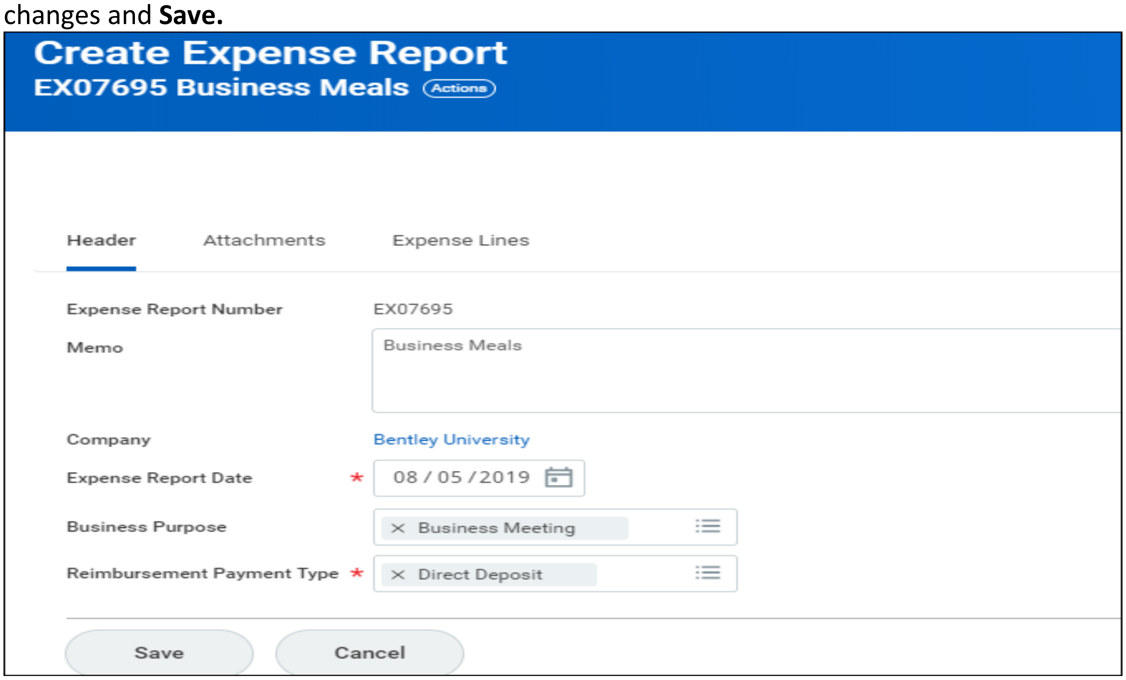
Similarly, you can use this feature when you need to mark a portion of the receipt as a personal item (i.e. you charged the hotel on your travel card but rented a movie or upgraded your room). When you are finished, click **Done** and you will be brought back to the Expense Line Item screen. You will still have to attach all appropriate receipts.



20. To include an agenda or additional documents, you may also use the Attachments section, located next to the Expense Report Lines tab. (For agenda items only, not for receipt)

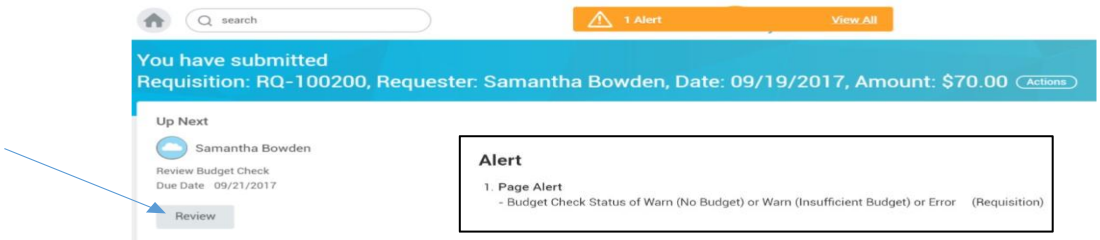


21. You can make changes to the Memo, Expense Report Date, Business Purpose and Reimbursement Payment Type at the Header tab. From the Header tab, click on **Edit** and proceed with the necessary changes and **Save.**



22. Click **Submit** when you are done.

23. Workday will check for a sufficient budget to complete the purchase. If the budget check fails you will receive an alert. Click **Review** and **Submit** or **Deny**. Deny will delete the entire report, so we recommend to not use the Deny button.



24. If you forget to review your budget check, you must go back into your inbox and approve the budget check before the spend authorization is forwarded to the cost center manager.

25. The report is then sent to the cost center manager for approval and then if approved, it is available for settlement through Accounts Payable.

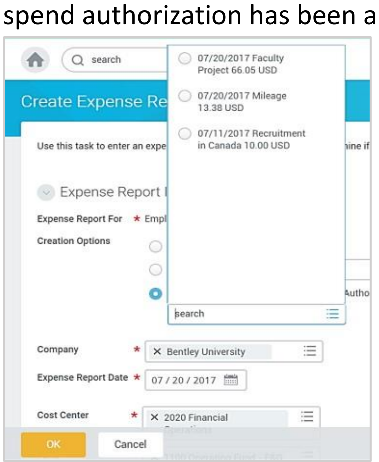
4. CREATE AN EXPENSE REPORT FROM A SPEND AUTHORIZATION

Purpose: The purpose of this task is to create an expense report from an existing spend authorization.

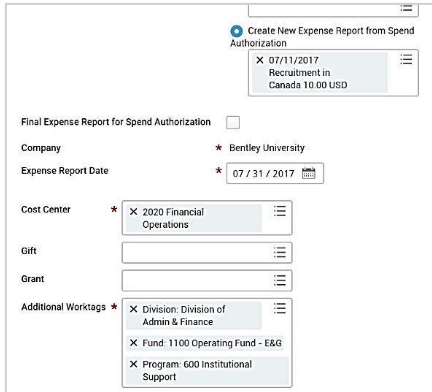
1. Click the **Expenses** worklet or search for **Create Expense Report** in the search box.

2. Click **Create an Expense Report.**

3. Specify that you are creating a new report from a spend authorization. Then select from the drop down list which report you are using. Note: Spend Authorizations will only show up in this list if the spend authorization has been approved.



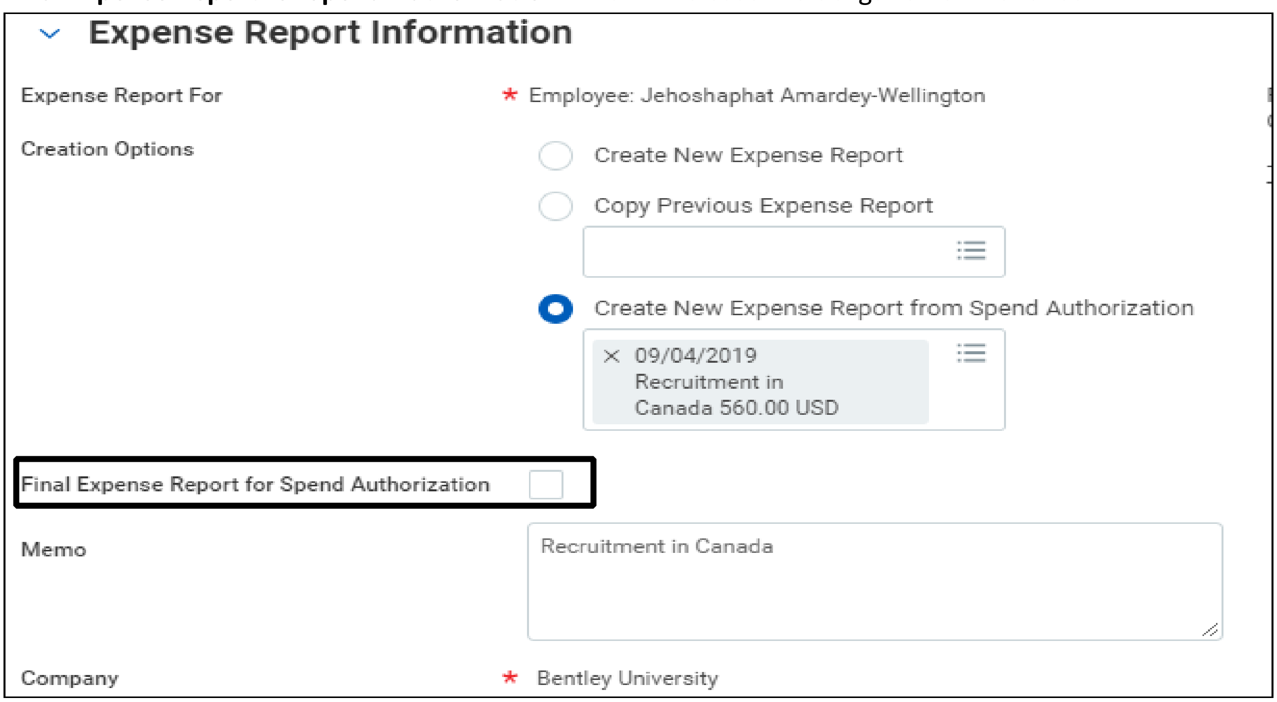
4. Cost center, fund, program, and Division should default from your employee profile. If division doesn't default, you may need to select it manually under additional worktags. If you need to change to another cost center you may do that here. The expense will route automatically to the appropriate approver based on the selections.



5. Select Ok

6. Edit and add lines to this expense report.

7. If this is the final expense report associated with this spend authorization select the box labeled **Final Expense Report for Spend Authorization**. This will release the obligation of the funds.

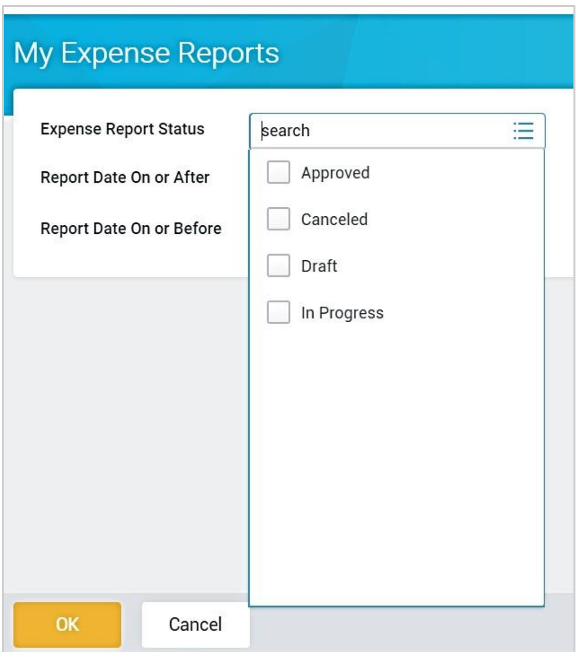


8. Follow steps 5-22 (as applicable) from "Create a New Expense Report" above.

5. TO CHECK THE STATUS OF AN EXPENSE REPORT

Purpose: The purpose of this task is to check the status of an expense report.

1. Click the Expense worklet then **Expense Reports** from the *View* section or search for "My Expense Reports".
2. Select the report status you are looking for (or leave blank if you aren't sure of its status).



3. Input the date range
4. Select **OK**. You will then see a list of expense reports that fit the search criteria.
5. Click the magnifying glass icon next to the report you will to view.
6. Click the **Business Process** tab to see where in the process your report currently is residing.

6. VIEW AND EDIT AN EXPENSE REPORT

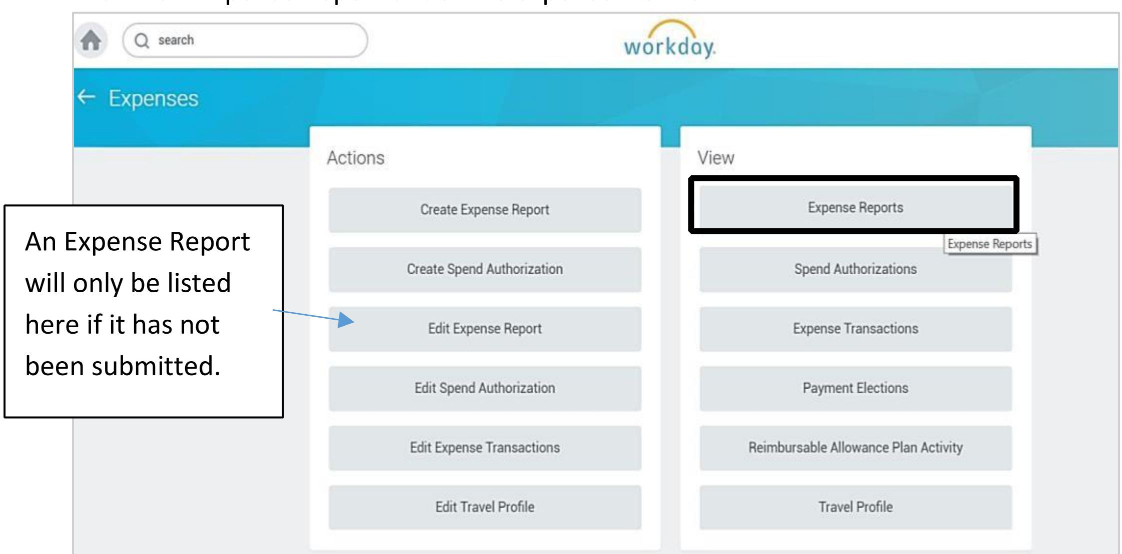
Purpose: The purpose of this task is to view or edit and existing Expense Report for expenses.

How to Access: Open the **Expenses** worklet, click **Expense Reports** from the *View* section to search for Expense Reports you created.

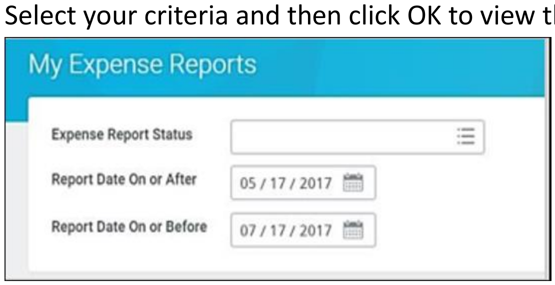
Helpful Hints

- Expense Reports with a **Draft** or **In Progress** status can be “edited”.
- Expense Reports with a **Submitted** or **Approved** status can be “changed”.

1. Click View Expense Report under the expense worklet



2. Select your criteria and then click OK to view the expense reports for the selected search criteria.



3. Click to the left of the required Expense Report number to display it

4. This is in view mode.

5. To edit an expense report from the "My Expense Reports" Screen, select "Change Expense Report". Note: This may also say "Edit Expense Report".

Note: You will only see the option to Edit, if the Expense Report has not submitted. The only difference between the Edit and Change screens is the Process History tab, which is only available on the Change screen.

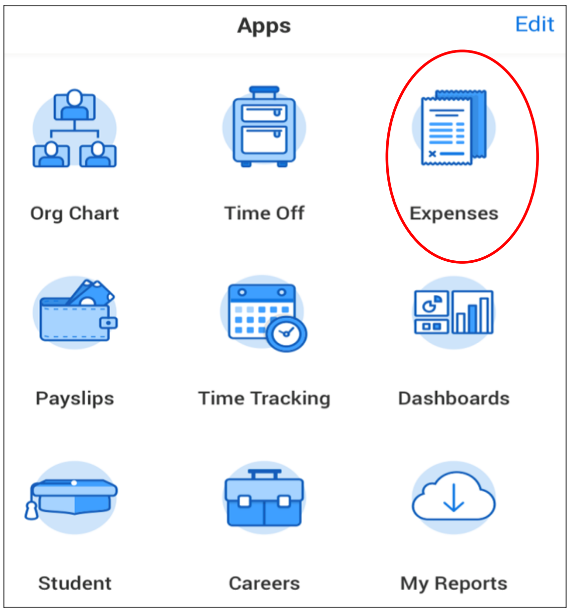
6. From here, expense lines can be added to the report, amounts can be edited, and attachments can be uploaded.

7. Click Submit once editing is done.

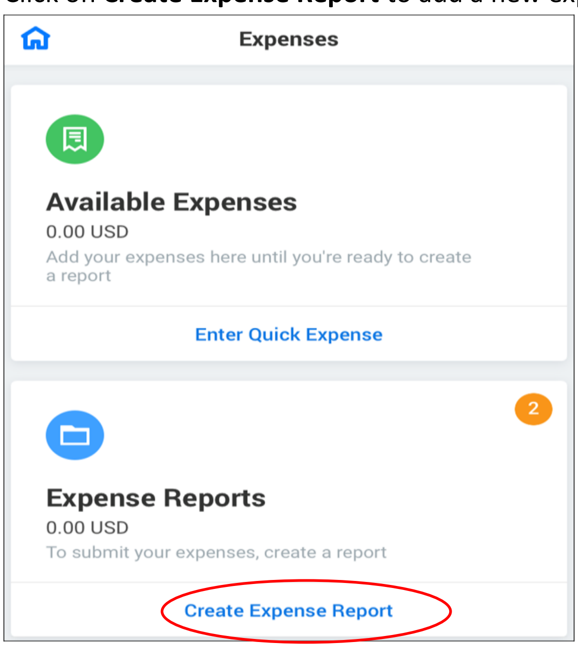
7. USING THE MOBILE APP

Purpose: The purpose of this task is to navigate, create expense reports, and upload receipts from the mobile app.

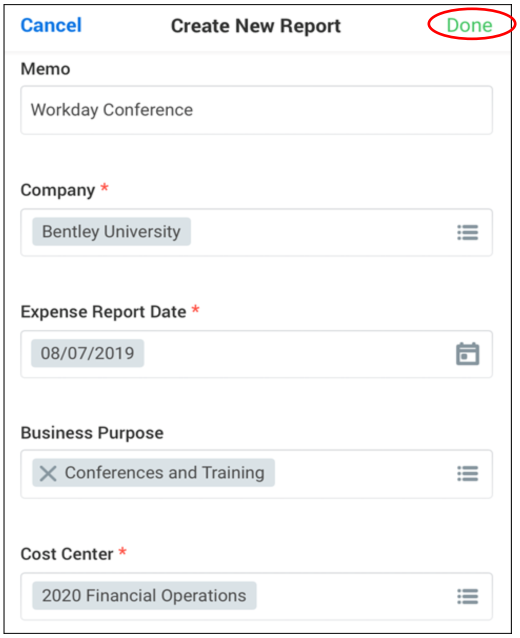
1. Start at the Workday App home screen. Click on the **Expenses** icon.



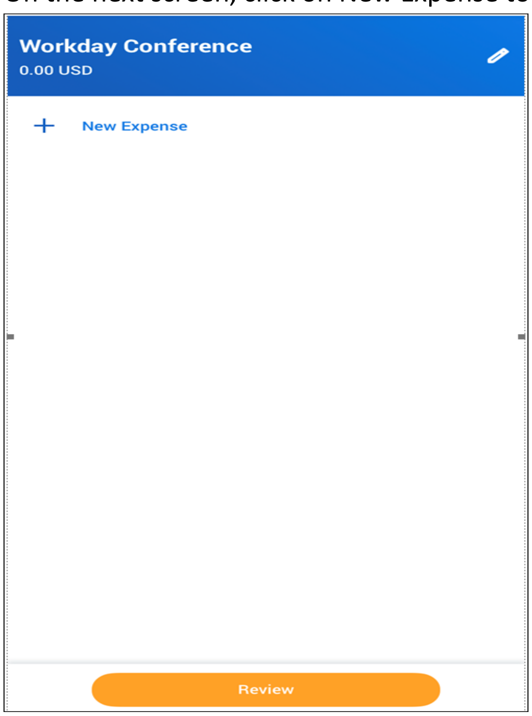
2. Click on **Create Expense Report** to add a new expense item.



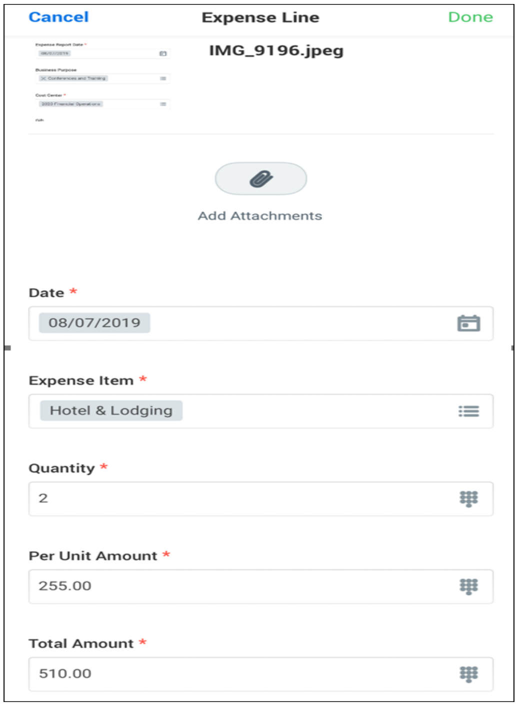
3. Fill in the **Memo** field with the business purpose if necessary (i.e. Workday Conference). The **Expense Report Date** will automatically default to today's date, so change it if necessary. Business Purpose is a required field and must be selected for all expense reports. Click **Done** to continue.



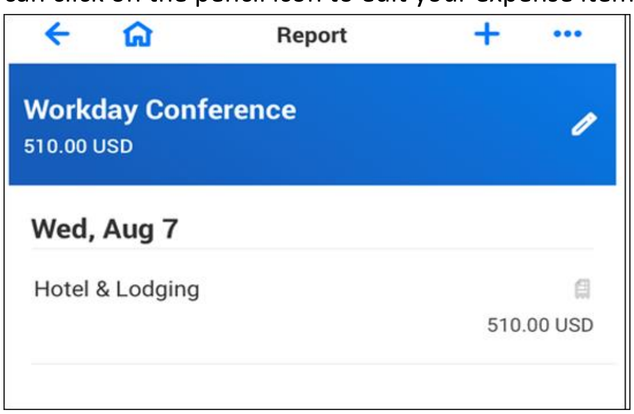
4. On the next screen, click on New Expense to add the Expense Report Lines



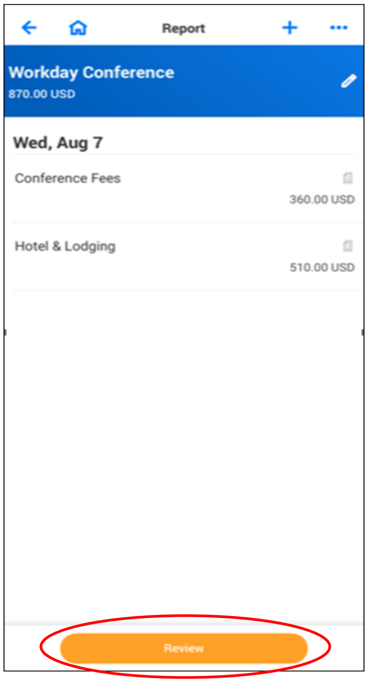
5. Select your expense item and add the Quantity and Amount of the item. You only have to type part of the item name and the expense item will pop up. Can then click on the Add Attachments icon to take a picture of your receipt.



6. When you've completed that expense item, click **Done** and then you will see the item listed in the screen below. You can either continue to add **New Expense** items by clicking on the Add (+) or you can click on the pencil icon to edit your expense item.



7. After adding all **Expense items** and making the necessary updates, click on the **Review** tab below for a quick review. and then the **Submit** tab. The expense report will be sent to your Cost Center Manager for approval.



8. The expense report will be sent to your Cost Center Manager for approval.