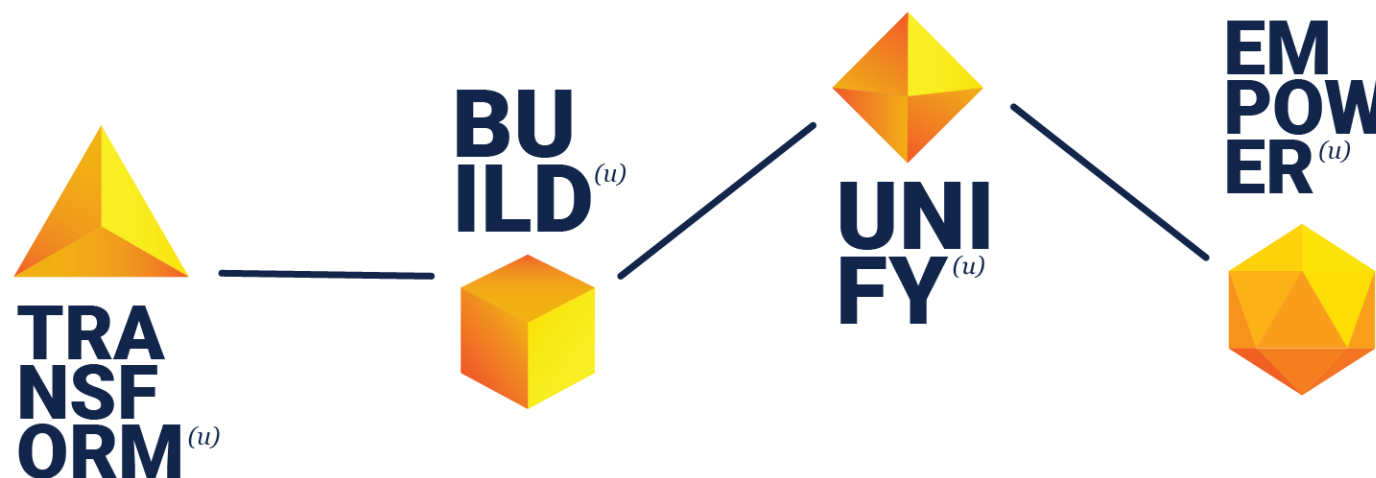


THE ENTERPRISE TRANSFORMATION | FINANCIALS

Expenses for Preparers Seminar



Welcome and Introductions

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“The significant problems we face today cannot be solved at the same level of thinking we were at when we created them.”

– Albert Einstein

Seminar Goals

- This seminar is a lecture-style offering.
- The content in today's course is the same as the accompanying web-based training: *Expenses for Preparers.*
- Please hold your questions. Time is allotted at the end for Q&A.



Agenda

- Course Objectives
- Extended Travel Multiple Weeks
- Expense Reports Paid with Multiple Accounts
- Committee Members
- Expense Reports for Non-Workers
- Close Spend Authorizations
- Course Review and Questions

Course Objectives

By the end of this course, users will be able to:

- Understand Split Payments for expenses.
- Establish non-workers in Workday.
- Prepare expense reports for non-workers.
- Understand the spend authorization close process.

Learning Methods

There are two types of learning methods that will be utilized during today's seminar:

Knowledge Checks

Instructors will ask users a question on a previously discussed Workday topic.



Demonstrations

Instructors will introduce a topic and show how to complete a process in Workday. Users will watch and reserve any questions for the Q&A portion at the end of the seminar



Expense Preparers

Getting Started

- The Expenses for Preparers course is a continuation of the Spend Authorizations and Expense Report Course. This course is not designed to discuss the basics of completing a spend authorization or expense report.
- It is highly recommended that you take the Spend Authorizations and Expense Report Course before or after attending this session.

Expense Preparers

- Expense Preparers have an important role in this process by serving as the unit's first contact for questions related to expenses.
- Expense Preparers can create Spend Authorizations and Expense Reports for Workers and non-workers.
- Expense Preparers provide the correct funding source to student assistants, faculty, and staff to submit all expense reports.
- Expense Preparers will enter expense reports for committee members (non-workers) in Workday and keep them informed of the status.

Extended Travel Multiple Weeks

Extended Travel

- A spend authorization can have multiple related expense reports.
- For multi-location travel, an expense report can be created for each location.
- If final expense report for spend authorization is selected, no additional expense reports can be added.

Demonstration – Extended Travel

Scenario:

- A professor is traveling for twenty-eight days. The Professor will spend fourteen days in New York and fourteen days in Sacramento before returning to Atlanta. The Professor would like to be reimbursed at the conclusion of each visit.
- The following demo will walk through how extended trips are managed in Workday.

With the **Expense Preparer** role, perform the following steps:

1. Create Expense Report
2. Add expense lines
3. Submit



Expense Reports Paid with Multiple Accounts

Demonstration – Split Accounting

Scenario:

- The hotel fee for the Sacramento trip will be split between a designated worktag and a grant.

With the **Expense Preparer** role, perform the following steps:

1. Create Expense Report
2. Add expense lines
3. Select itemize
4. Enter amounts, Worktags and submit



Committee Members

External Committee Member

- In Workday, a non-worker is assigned to the role of External Committee Member (ECM). In order to add a non-worker as an external committee member in Workday, a committee must exist beforehand.
- If you do not see a committee that you need, contact your Expense Administrator.
- Committee Members are not employees of Georgia Tech (non-workers).
- Committee Members cannot be reimbursed for expenses before the effective date of their account.

Demonstration – Committee Member

Scenario:

- An Engineering student traveled on behalf of Georgia Tech to an Engineering conference and needs to be reimbursed for expenses incurred. Create a Committee membership in Committee - "Expenses for Students" for the student.

With the **Expense Preparer** role, perform the following steps:

1. Enter Committee Member in the search field
2. Select Create External Committee Member
3. Enter required information
4. Submit



Expense Reports for Non-Workers

Expense Report for Non-Worker

- Expense-only reimbursements are for the travel of non-workers who do not have a contract for services such as guest lecturers, student candidates, or interviews for employment. In general, official guests and visitors must comply with the same travel regulations as employees.
- Spend Authorizations are NOT required for non-workers.
- Expense Preparers must submit expense reports on behalf of non-workers to be reimbursed for travel expenses.

Demonstration – Expense Report

Scenario:

- An Engineering student traveled on behalf of Georgia Tech to an Engineering conference and needs to be reimbursed for hotel expenses incurred. Create an expense report for the non-worker.

With the **Expense Preparer** role, perform the following steps:

1. Create Expense Report for Non-Worker
2. Add expense lines
3. Submit



Close Spend Authorizations

Spend Authorizations

- Expense Preparers have the ability to manage open spend authorizations for the unit.
- We are encumbering travel, so it is best practice to close approved spend authorizations if:
 - The conference/meeting is canceled
 - The worker is unable to travel
 - All reimbursable expenses have been submitted on an expense report.

Demonstration – Close Spend Authorizations

Scenario:

- A spend authorization was created and approved. A notice has been sent to all conference registrants indicating the conference has been canceled due to low enrollment.
- Close the spend authorization in Workday.

With the **Expense Preparer** role, perform the following steps:

1. Select Spend Authorizations
2. Select Related Actions Menu
3. Select Spend Authorization
4. Select Close



Knowledge Check

When should you select the box for Final Expense Report for Spend Authorization?

- A) After each related expense report is submitted
- B) All reimbursable expenses have been submitted on an expense report
- C) Before any expenses are submitted for reimbursement
- D) Travel is canceled



Knowledge Check

When should you select the box for Final Expense Report for Spend Authorization?

- A) After each related expense report is submitted
- B) All reimbursable expenses have been submitted on an expense report**
- C) Before any expenses are submitted for reimbursement
- D) Travel is canceled



Knowledge Check

When should a spend authorization be closed?

- A) Trip Canceled before final approval
- B) Non-worker is no longer traveling for Georgia Tech business
- C) Travel will not take place and final approval has been granted
- D) Halfway through the trip



Knowledge Check

When should a spend authorization be closed?

- A) Trip Canceled before final approval
- B) Non-worker is no longer traveling for Georgia Tech business
- C) Travel will not take place and final approval has been granted**
- D) Halfway through the trip



Knowledge Check

An expense report can be created for a non-worker if which of the following is complete?

(select all that apply)

- A) Committee member has an inactive account
- B) Committee member is assigned to a committee
- C) Committee member has an active account
- D) Listed as a committee member in Workday



Knowledge Check

An expense report can be created for a non-worker if which of the following is complete?

(Select all that apply.)

- A) Committee member has an inactive account
- B) Committee member is assigned to a Committee**
- C) Committee member has an active account
- D) Listed as a committee member in Workday



Knowledge Check

Select the item from the list that would be used to make a non-worker eligible for expense reimbursement.

- A) Create External Committee Member
- B) Edit External Committee Member Photo
- C) Upcoming Committee Membership Term End Dates
- D) Create External Photo



Knowledge Check

Select the item from the list that would be used to make a non-worker eligible for expense reimbursement.

- A) Create External Committee Member**
- B) Edit External Committee Member Photo
- C) Upcoming Committee Membership Term End Dates
- D) Create External Photo



Course Review

- A spend authorization can have multiple related expense reports.
- Expense reports can be split
- If final expense report for spend authorization is selected, no additional expense reports can be added.
- Spend Authorizations are NOT required for non-workers.
- Committee Members cannot be reimbursed for expenses before the effective date of their account.
- Expense Preparers must submit expense reports on behalf of non-workers to be reimbursed for travel expenses.

Questions?

Next Steps & Resources

- Visit the **Services & Support Portal for Financials Administration** at services.gatech.edu/financials.
 - Submit the **Request Help** form to log a new ticket or contact the Financials Service Desk Monday-Friday from 8:00am-5:00pm at **404-385-5555** or erp.ask@gatech.edu.
 - Access Workday FAQs, Tips and Tricks, and job aids via the Portal search bar or the tiles organized by Business Service.



The screenshot shows the 'Financials Administration Support' portal. At the top, there is a search bar with the placeholder text 'Type your question - Ex: "How do I create an expense report?"'. Below the search bar, the page is organized into several sections:

- General Workday:** Audit • Report • Planning
- Expenses:** Travel and Expenses
- Procurement:** eProcurement • BuzzMart • PCard
- Financial Accounting:** General Ledger • Accounting
- Grants:** Manage • Award Lifecycle • Deltek
- Business Assets:** Asset Mgmt • Surplus • Logistics
- Supplier Accounts:** Vendor Mgmt • Accounts Payable
- Reporting:** Request • Change • Update
- Banking and Settlement:** Treasury Services
- Foundational Data Model:** FDM • Request Changes
- Workday App Security:** Access • Reports • Integrations

On the right side, there are two main content areas:

- Workday Tips & Tricks:** This section contains three articles:
 - Tips & Tricks #3: Cancel vs. Cancel** (dated Jun 29, 2019): Explains that the "Cancel" action in Workday can have different meanings depending on the function.
 - Tips & Tricks #2: Travel Journal for Per Diems** (dated Jun 29, 2019): States that per Georgia Tech Policy, a traveler can only claim 75% of the per diem rate on the first and last day of travel.
 - Tips & Tricks #1: When in Doubt, Clear Them All Out** (dated Jun 29, 2019): Advises that if a wrong driver worktag is entered, the user should delete the related worktags before adding a new one.
- Financials Questions?:** This section features two prominent buttons:
 - Request Help:** A dark blue button with white text that says 'Request Help' and 'Answer a few questions and we'll handle the rest.' Below it is a 'Start >>' link.
 - Call Us:** A dark blue button with white text that says 'Call Us', 'Speak with a financials expert.', and '404-385-5555 >>'.

Next Steps & Resources

- **Ask a Peer**

- Workday Peers provide peer-to-peer support across campus for common Workday tasks and basic navigational questions.

- Find a Workday Peer by Department or Process Area at

transformation.gatech.edu/ask-a-peer.

Need Help? Ask a Peer Report an issue or contact the ERP helpdesk
services.gatech.edu

Workday Peers provide peer-to-peer support across campus for common Workday tasks and basic navigational questions.

How does it work?

There are nearly 100 Workday Peers embedded across campus to help you through basic questions during the Workday go live. Peers can help you with tasks such as filling out a spend authorization or expense report, starting a requisition, managing PCard transactions, and some navigational and functional questions.

Peer Office Hours

Use the table below to identify which Peer is the best to contact for your question. You can search by department or process area.

Find a Peer by Name

Peers by Department

- Any -

Peer by Process Areas

- Any -

Apply

Reset



