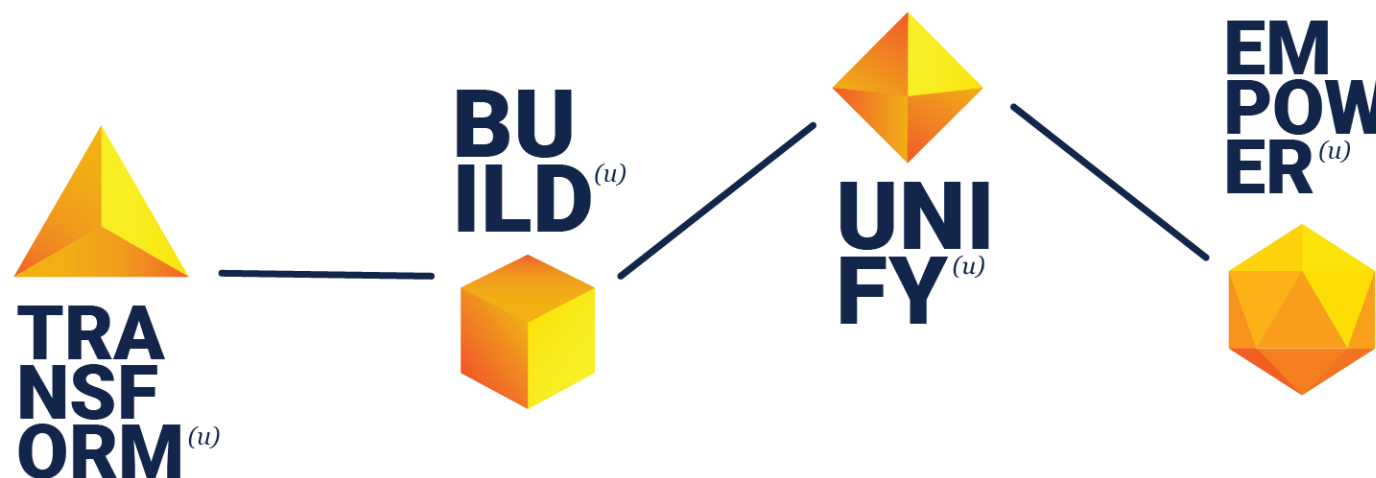


THE ENTERPRISE TRANSFORMATION | FINANCIALS

Spend Authorizations & Expense Reports Seminar



Welcome and Introductions

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Accounts Payable



“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 included in the accompanying web-based training: **Spend Authorizations & Expense Reports.**
- Please hold your questions. Time is allotted at the end for Q&A.



Agenda

- Course Objectives
- Spend Authorizations
- Expense Reports
- Course Review and Questions
- Next Steps

Course Objectives

- By the end of this course, users will be able to:
- Understand the spend authorization process
 - Understand the expense report 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.



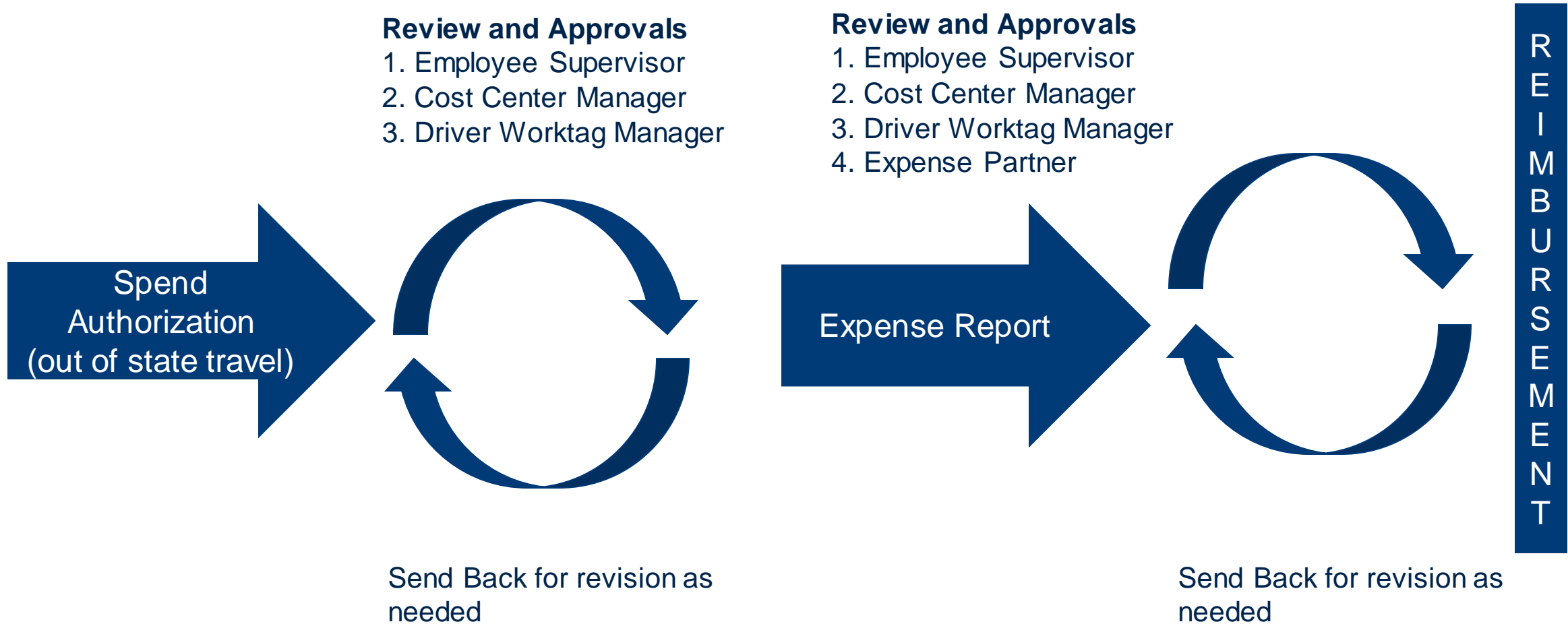
Demonstrations

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



Spend Authorizations

Basic Approvals



Spend Authorizations

- Enable employees to obtain pre-approval for anticipated travel expenses.
- Help units estimate expenses for the fiscal year.
- Are **REQUIRED** prior to any out of state travel.

Items needed for a Spend Authorization

- Driver Worktag - Project, Grant, Gift, Custodial Entity, Designated, or GTRI Charge Code
- Travel dates
- Any hotel and/or flight information and costs
- Other estimated costs as needed

Demonstration – Create a Spend Authorization

Scenario:

- Robots International conference will be held in San Diego from July 16th through July 19th.
- Create a spend authorization that includes estimates for a Delta flight paid by traveler and meals for four days. Save for later.

With the **Employee as Self** role, perform the following steps:

1. Select **Expenses Worklet**
2. Select **Create Spend Authorization**
3. Add trip details
4. Select **Save for Later**



Demonstration – Edit a Spend Authorization

Scenario:

- After the spend authorization was submitted for approval, the initiator remembered that hotel needed to be added to the Spend Authorization.
- Edit the spend authorization to add hotel stay.

With the **Employee as Self** role, perform the following steps:

1. Select **Expenses Worklet**
2. Select **Edit Spend Authorization**
3. Select **Spend Authorization**
4. Make Changes
5. Select **Submit**



Demonstration – Close a Spend Authorization

Scenario:

- A Spend Authorization has been submitted and approved; however, the conference was canceled due to low enrollment.
- Close the spend authorization in Workday to release the budget commitment.

With the **Employee as Self** role, perform the following steps:

1. Select **Expenses Worklet**
2. Select **View Spend Authorization**
3. Select **Related Actions Menu**
4. Select **Spend authorization and Close**



Knowledge Check

What must be completed BEFORE traveling out-of-state for Georgia Tech business?

- A) Expense Report
- B) Spend Authorization
- C) Registration Form
- D) Non-worker Form



Knowledge Check

What must be completed BEFORE traveling out-of-state for Georgia Tech business?

- A) Expense Report
- B) Spend Authorization**
- C) Registration Form
- D) Non-worker Form



Knowledge Check

Why are Spend Authorizations important?

- A) Spend Authorizations help units estimate expenses for the fiscal year
- B) Spend Authorizations show actual expenses
- C) Spend Authorizations enable employees to obtain post approval for expenses
- D) Spend Authorizations do not commit funds



Knowledge Check

Why are Spend Authorizations important?

A) Spend Authorizations help units estimate expenses for the fiscal year

B) Spend Authorizations show actual expenses

C) Spend Authorizations enable employees to obtain post approval for expenses

D) Spend Authorizations do not commit funds



Expense Reports

Expense Reports

- Expense reports are a request for reimbursement.
- Expense reports must be associated with a spend authorization when requesting reimbursement for out of state travel.

Information needed for Expense Reports

- Driver Worktag - Project, Grant, Gift, Custodial Entity, Designated, or GTRI Charge Code
- Expensed Items (travel, copies, mileage)
- Receipts for hotel, flight, shuttle, baggage fees and any other costs (out of state travel)

Demonstration – Create a New Expense Report

Scenario:

- Travel is complete from a conference in San Diego from July 16-19, 2019. Create an expense report for reimbursement of airfare and per diems.

With the **Employee as Self** role, perform the following steps:

1. Select **Expenses Worklet**
2. Select **Create Expense Report**
3. Select **Spend Authorization**
(out of state only)
4. Add trip details
5. Select **Submit**



Demonstration – Modify an Expense Report

Scenario:

- Once the expense report was submitted, it was discovered that the hotel cost was left out.
- Follow the steps to add hotel fees to the expense report and submit.

With the **Employee as Self** role, perform the following steps:

1. Select **Expenses Worklet**
2. Select **View - Expense Report**
3. Select **Status** for search
4. Enter **Date Range**
5. Select **Change Expense Report**



Knowledge Check

An Expense Report for out of state travel is created from which document?

- A) Hotel Bill
- B) Direct Bill
- C) Travel Form
- D) Spend Authorization



Knowledge Check

An Expense Report for out of state travel is created from which document?

- A) Hotel Bill
- B) Direct Bill
- C) Travel Form
- D) Spend Authorization**



Knowledge Check

Which worklet would you use to create an expense report?

- A) Favorites
- B) Requests
- C) Expenses
- D) Receipts



Knowledge Check

Which worklet would you use to create an expense report?

- A) Favorites
- B) Requests
- C) Expenses**
- D) Receipts



Course Review

- Spend Authorizations must be submitted and approved before out of state travel.
- Receipts for travel and expenses are submitted through Workday.
- If a spend authorization or expense report is sent back anytime during the approval process, the approval process starts over.
- A change can be made to an expense report anytime before reimbursement.

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 columns of content:

- Workday Tips & Tricks**:
 - Tips & Tricks #3: Cancel vs. Cancel**: Depending on what function you are doing within Workday, the "Cancel" action could have different meanings. Jun 29, 2019
 - Tips & Tricks #2: Travel Journal for Per Diems**: Per Georgia Tech Policy, a traveler can only claim 75% of the per diem rate on the first and last day of travel. The submitter will need to make those changes manually in the Expense Report. Jun 29, 2019
 - Tips & Tricks #1: When in Doubt, Clear Them All Out**: If the wrong driver worktag has been entered while preparing a transaction and you need to add a new one, you need to also delete out the related worktags that populate BEFORE adding your new driver worktag. Jun 29, 2019
- Financials Questions?**:
 - Request Help**: Answer a few questions and we'll handle the rest. **Start >>**
 - Call Us**: Speak with a financials expert. **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



