Workday Spend Authorization & Expense Reimbursement

CMSD Workday Finance and Procurement

workday.

Welcome

Thank you for accessing the self-paced Workday training materials for the Spend Authorization & Expense Reimbursement process.

All Spend Authorization & Expense Reimbursement training materials are posted to the CMSD's Workday Learning Library: http://www.clevelandmetroschools.org/Page/9490

Materials Include the following:

- Spend Authorization & Expense Reimbursement course PDF

- Spend Authorization & Expense Reimbursement process flow

- Spend Authorization & Expense Reimbursement Job Aides

Audience

The intended audience of this course includes all CMSD employees, as anyone might need to get reimbursed for costs incurred on district business.

Course Purpose

The purpose of this course is to explain the Workday processes for requesting travel and submitting business related expenses for reimbursement.

Course Objectives

Upon completion of this course, you will be able to:

- Describe at a high level the Spend Authorization and Expense Reimbursement process

- Identify when to create a spend authorization for a business related expense

- Submit business related expenses through Workday

Agenda

This course has the following lessons:

- Lesson 1: Spend Authorizations
- Lesson 2: Expense Reports
- Lesson 3: Spend Authorization & Expense Reimbursement Summary
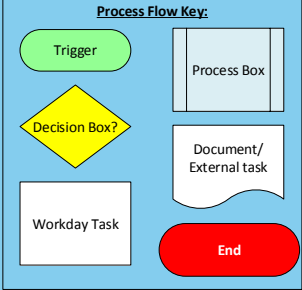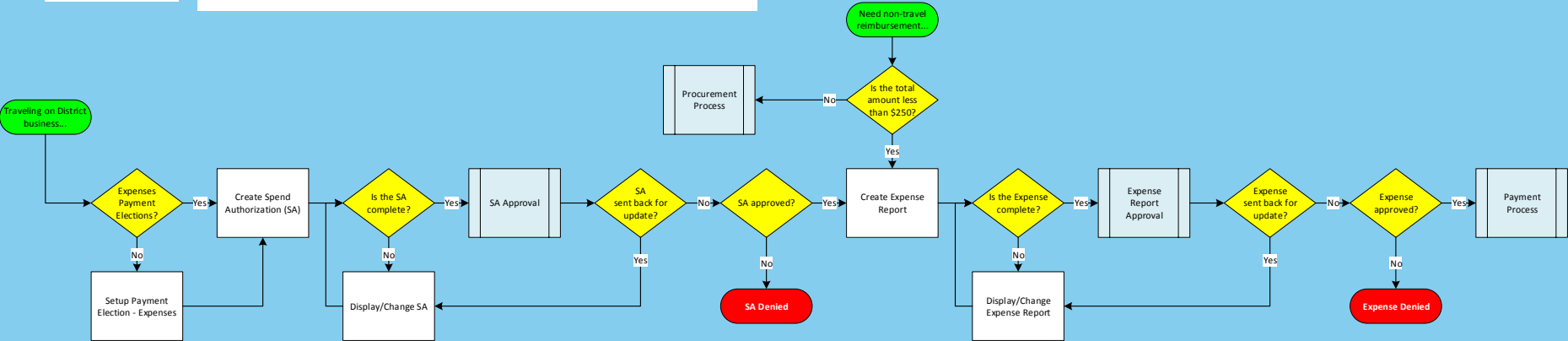
Workday Finance

- Beginning July 1, 2017, all budget, procurement, and employee reimbursement transactions will occur in Workday

- The Finance & Procurement modules builds on the self-service and transparency themes from the Human Capital & Payroll implementation, by enabling you (Based on your Role) <u>self-service</u> access to:
  - Create/Submit spend authorizations for business related travel
  - Create/submit expense report for reimbursement
  - Track submitted expenses

SA & Expense Reimbursement Process

CMSD's Spend Authorization & Expense Reimbursement Process

Process Flow Key:
- Trigger
- Decision Box?
- Workday Task
- Process Box
- Document/External task
- End

New Terms (Workday vs. Legacy)

Workday	Legacy System
Spend Category	Object
Cost Center	OPU / School Code / Building Code
Program	Special Cost Center (SCC)
Supplier	Vendor
Worktags	Account String / Budget Code
Spend Authorization	Business Leave Form
Expense Report	Direct Payment for Reimbursement

Worktags

- **Worktag:** (Budget String) Classifies data related to people, financials, or location information and include the Spend Category, Cost Center, Function, Program, and Additional Worktags (Grants or Projects)

Legacy System   **Workday**

| Fund | → | Fund |
| Function | → | Function |

| Object | Spend Category |
| | Ledger Account |

OPU	Cost Center
SCC	Program
	Grant / Gift
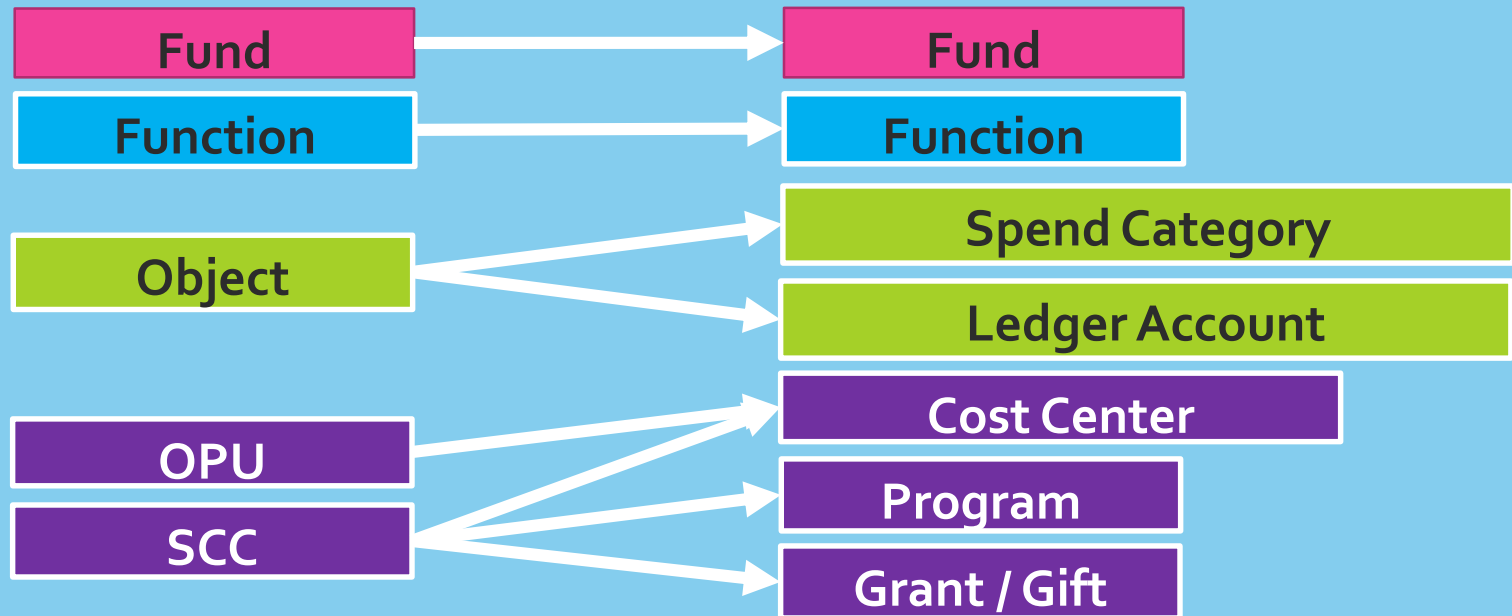
Budget Structures Breakdown

001FD_L General Fund

1110FN K-8 School

0088CC Clark

001.0248.1110.511..088

310PG School Budget

511SC Classroom Supplies

5510 General Supplies
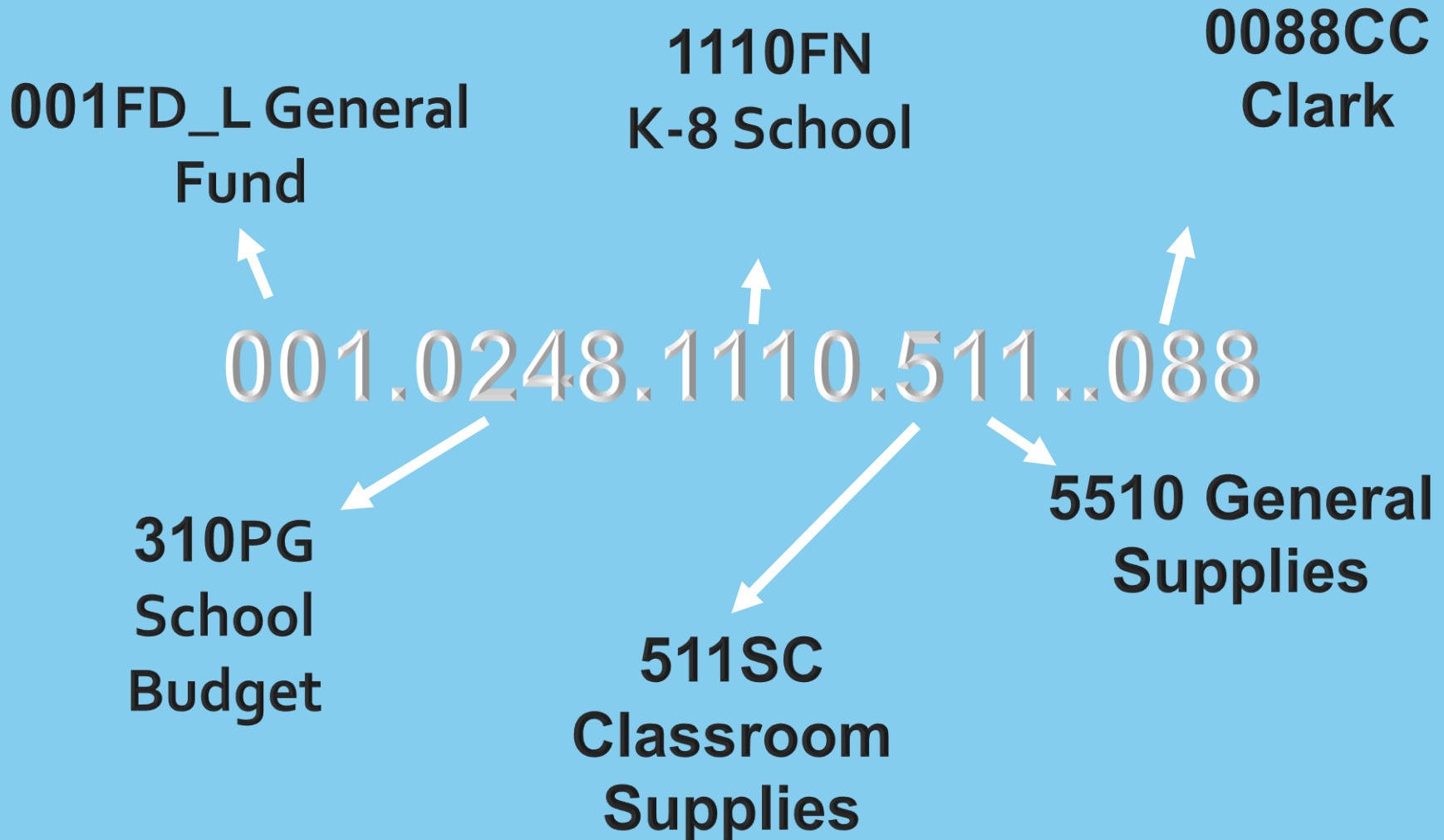
New Cost Center Numbers

- In Workday, Cost Center numbers are XXXXCC

- School Cost Centers will be their existing OPU number with an extra "0" in front
  - Clark's OPU is 088; their Workday cost centers will be 0088CC

- Department SCCs will be replaced by new Cost Centers, grouped by areas:
  - CEO budgets will be in the 1000s (e.g., 1001CC)
  - Academic budgets will be in the 2000s (e.g., 2005CC = CTE)
  - Operations in the 3000s, Finance 4000s, IT 5000s, Legal 6000s, Portfolio 6500s, and Talent in the 7000s

Cost Center & Program Combinations

- Program worktags are required for all purchasing transactions

- The combination reflects who is the beneficiary of the expense (cost center) and (roughly) who controls the resource (program)
  - It is similar to the current SCC and OPU combinations

- For Examples:
  - 0188CC Garfield & 310PG School Budget = School Principal
  - 0188CC Garfield & 210PG Facilities = Facilities Department

Lesson 1: Spend Authorizations

Lesson Purpose

The purpose of this lesson is to document the Spend Authorization (SA) process and to identify when and why it is required.
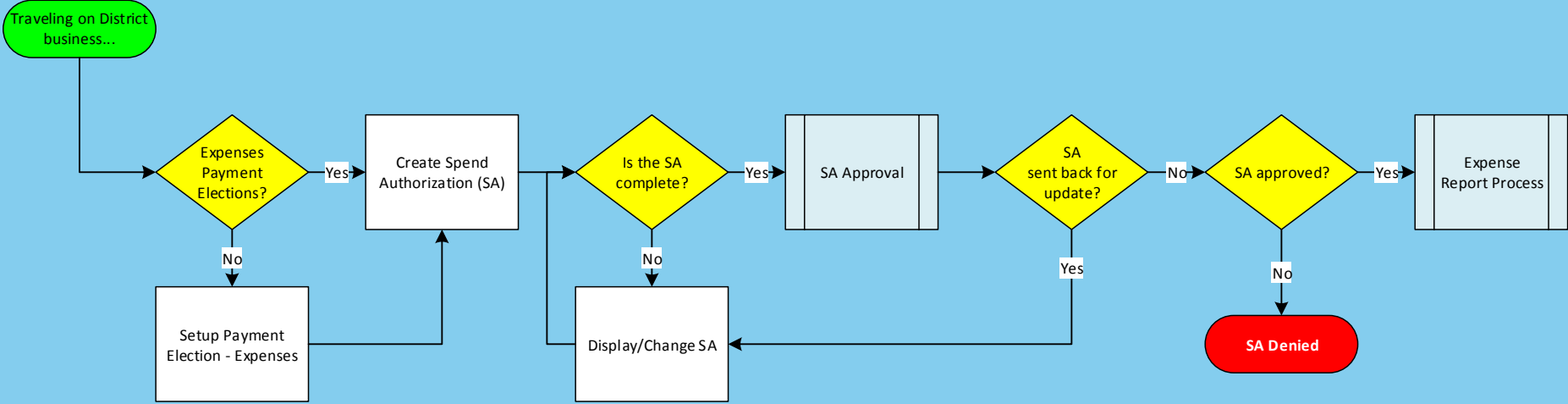
Lesson Objectives

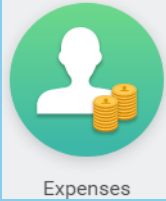Upon completion of this lesson, you will be able to:

- Create a Payment Election for expense reimbursement

- Determine when to create a Spend Authorization
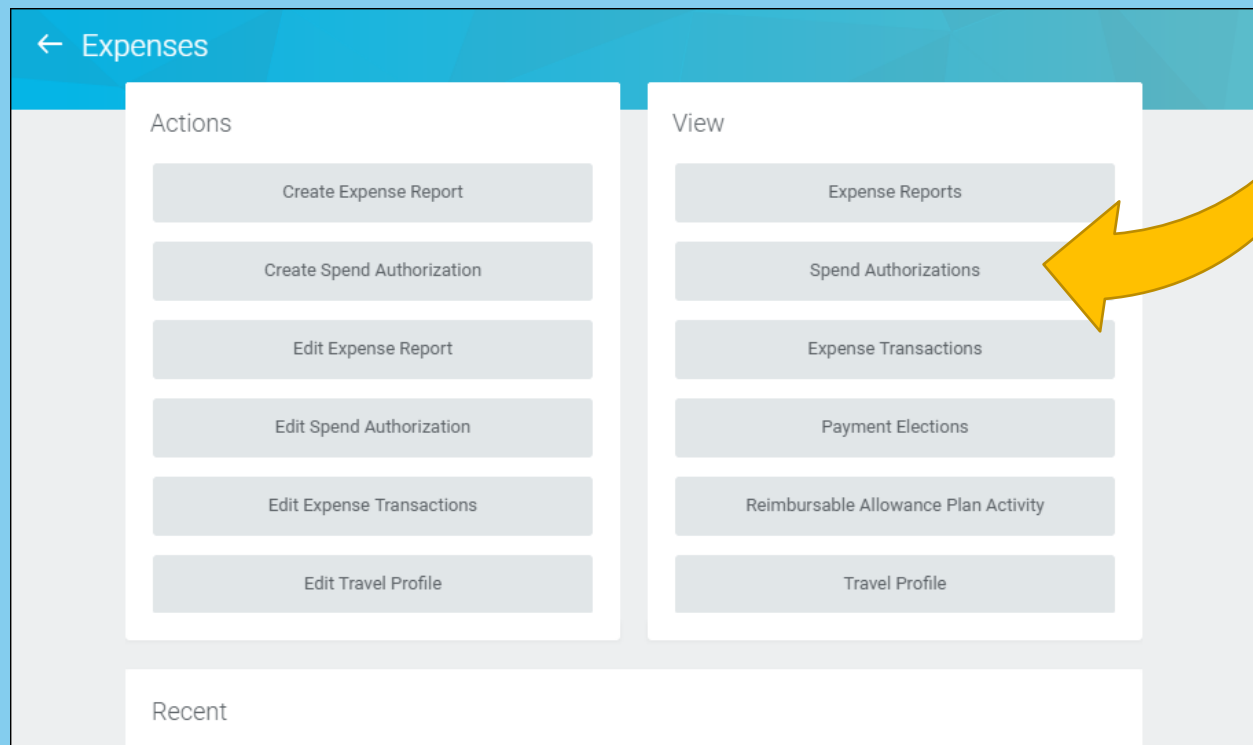
- Create and submit a Spend Authorization

Spend Authorization Process

Expenses Worklet

- From your Workday Home screen, click to access the Expenses worklet

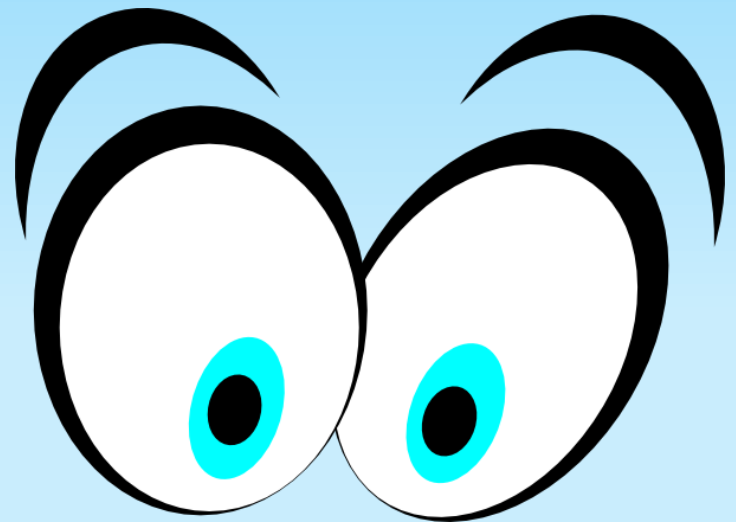- Enables quick access to view previously created expense reports, spend authorization and payment elections

Self-Paced Activity

When required, refer to the following job aid to complete this task:

- oo_Expenses Worklet
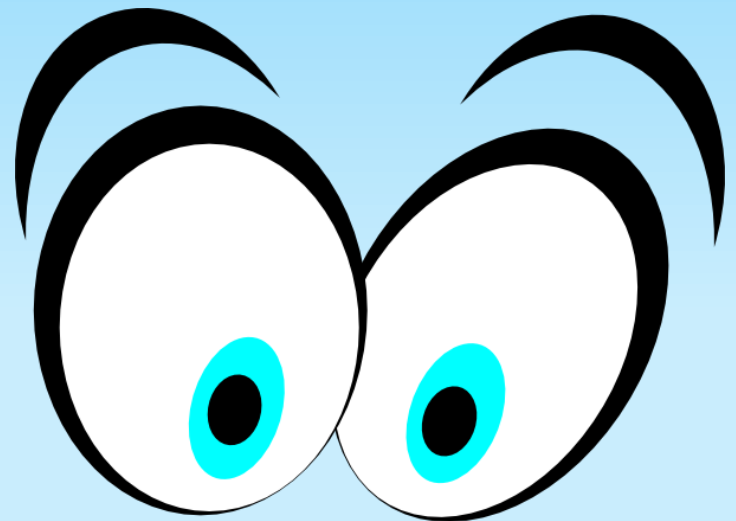
Add Payment Election for Expenses

- Reimbursements will no longer be paid in the form of a check, but they will be directly deposited into your bank account

- Setting up of a separate Payment Election for Expenses in Workday is required

- It is possible to use the same account information from your regular Payment Election (Pay Check Deposit) for expenses

- You will receive an Error message, if trying to create a Spend Authorization or Expense report, without an Expenses Payment Election

Self-Paced Activity

When required, refer to the following job aid to complete this task:

- 01_Add Payment Election for Expense
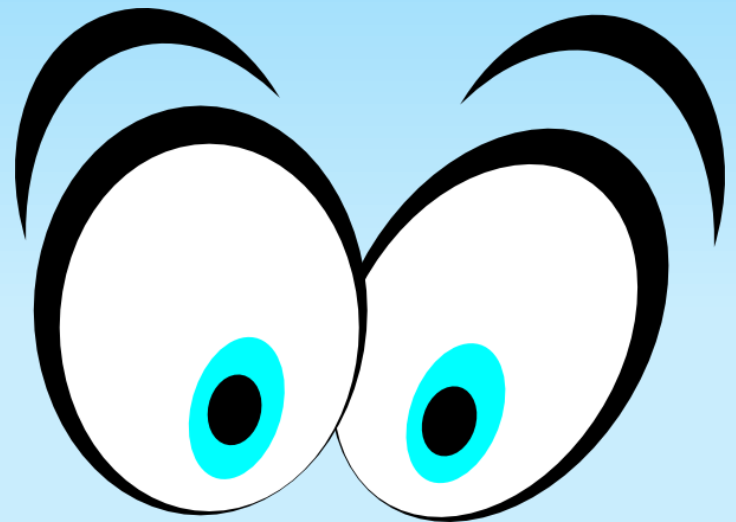
What is a Spend Authorization?

- Spend Authorizations are similar to the Business Leave Forms, but will be completed within Workday

- Spend Authorizations are for estimated costs to be <u>reimbursed</u> to the employee and not for district paid items

- District paid travel costs such has Airfare, Hotel, conference fees, and etc. should be listed in the **Justification** field, but not broken out in separate line items

- Spend Authorizations include the following details:
  - Dates of Travel
  - Budget paying
  - Line Items for each type of reimbursement and estimated cost
  - Attach itineraries

Self-Paced Activity

When required, refer to the following job aid to complete this task:

- 02_Create Spend Authorization

Submitting Spend Authorization

After creating your Spend Authorization, you have the following options:

- **Submit** – Send the Spend Authorization for Budget Check and Approval

- **Save for Later** – Pause the processing of the Spend Authorization until additional details can be added or until it is ready to be submitted

- **Cancel** – Stops the Spend Authorization from being created or submitted

Confirm Your Spend Authorization

- After submitting your Spend Authorization, it is a good habit to check your Workday Inbox to confirm it passed Budget Check

- Open your Workday Inbox, and if your Spend Authorization displays in your Archive tab, the Budget Check passed
  - Be sure to note your Spend Authorization number, Status, and any Awaiting Action tasks from the Process tab

- When it fails, the initiator will receive a task in their Workday Inbox
  - Work with your Financial Partner and Buyer to trigger a Budget Amendment

Budget Checks

- Budget check is an automated process confirming the availability of budget for the Spend Authorization

- Budgets are "Checked" after submitting the Spend Authorization for approval, and again after the final approval step

- Budget checks pass or fails at the Spend Category Hierarchy level (e.g., 400) rather than the detail level (e.g., 419)

Budget Available… What's Next?

- After the Budget Amendment is approved, and funds are available, it is necessary to Re-Submit the Spend Authorization to re-trigger the Budget Check process

- After a successful Budget Check, the approver will be able to approve or deny the Spend Authorization
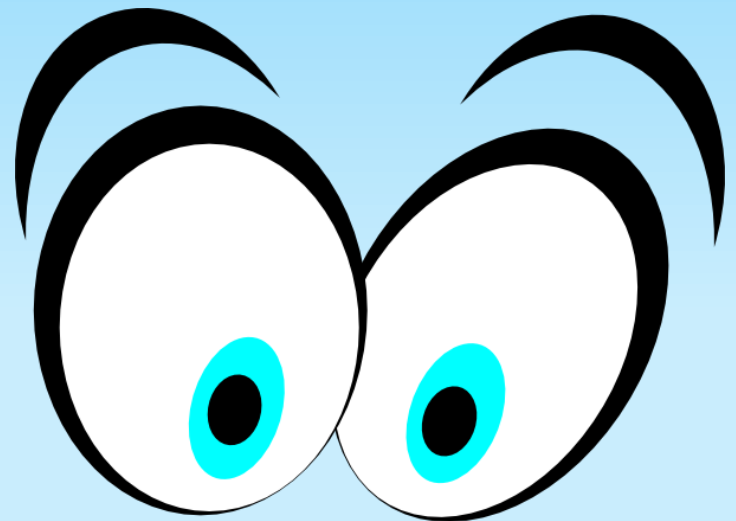
Spend Authorization Approval

- It is up to the individual approvers (Managers & Principals) on what they approve or deny, since at this point in the process, it has already passed an initial Budget Check, and funds are available

- You will know what requires your approval by frequently checking your Workday Inbox for Spend Authorization Actions to complete

Self-Paced Activity

When required, refer to the following job aid to complete this task:

- 03_Approve Spend Authorization
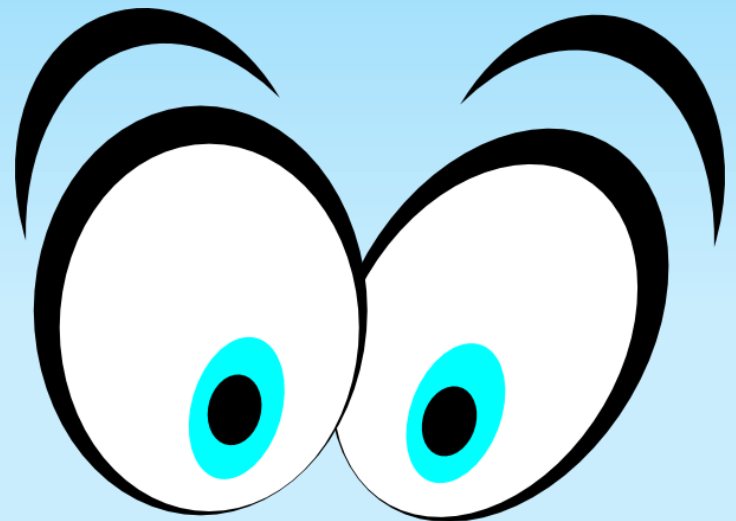
Display/Update Spend Authorization

- Use the **Expenses** worklet to locate and edit specific Spend Authorizations

- Click the **Related Actions** button for the required Spend Authorization, select **Spend Authorization**, and click **Change**, to modify a Spend Authorization

- Changes to Spend Authorizations can occur up to the point of creating the expense report, but you must resubmit all changes for Budget Check and Approval

Self-Paced Activity

When required, refer to the following job aid to complete this task:

- 04_Display or Change Spend Authorization

Lesson Summary

- Budget checking occurs after the submission and approval of the Spend Authorization

- When the Budget Check fails, update or cancel the Spend Authorization, or work with your manager or Finance Partner to execute a Budget Amendment to move money

- Pass/fail of the Budget Check sends a notification/task to the initiator

- Use the Budget Status report to track your budget

Lesson Objectives Summary

Now that you have completed this lesson, you are now able to:

- Create a Payment Election for expense reimbursement

- Determine when to create a Spend Authorization

- Create and submit a Spend Authorization

Lesson 2: Expense Reports

Lesson Purpose

- The purpose of this lesson is to explain how to create and process Expense reports for a business related expenses.
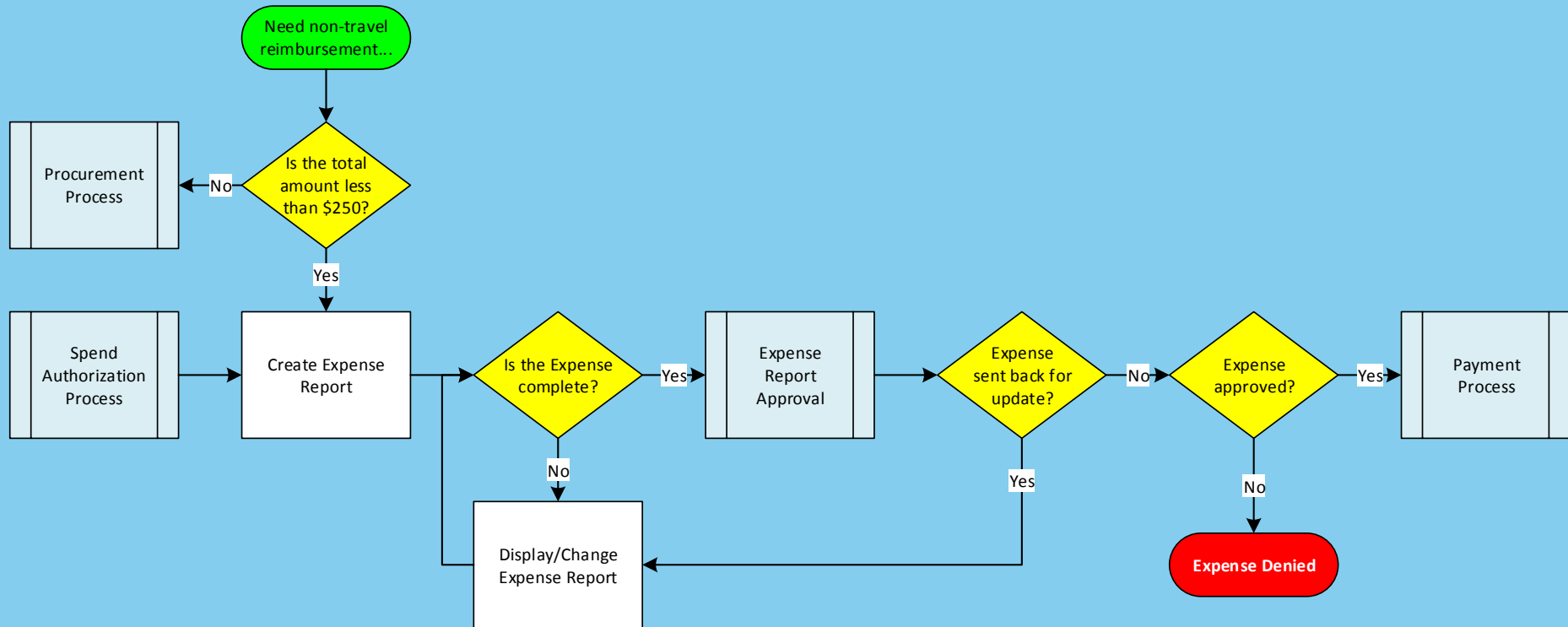
Lesson Objectives

Upon completion of this lesson, you will be able to:

- Explain the ways to create expense reports

- Create Expense Reports

- Update an Expense Report

- Describe the reasons why an expense report would be Sent Back or Denied

Expense Report Process

Expense Reports

- Expense Reports are how you will be reimbursed for the actual out of pocket charges, and not the estimates provided in the Spend Authorization

- If the total reimbursement is less than $250, and is not for travel related expenses, it is possible to bypass the Spend Authorization process and begin with the creation of the expense report

- It is not possible to enter and submit an expense report for future charges

- All expense report line items require the attachment of a receipt, except for Per Diem, which is a Daily meal allowance ($35 per day)

Methods for Creating Expense Reports

- Create Expense Reports by selecting one of the following radio buttons from the Create Expense Report task:

  – Create a New Expense Report

  – Create a Copy of an Existing Expense Report

  – Create a New Expense Report from Spend Authorization

- Identify the required budget by completing the **Fund**, **Cost Center**, **Function**, **Program**, and as required the **Additional Worktags** fields

- Please visit www.clevelandmetroschools.org/Page/214 for travel reimbursement information

Self-Paced Activity

When required, refer to the following job aids to complete this task:

- 05_Create Expense Report – New
- 06_Create Expense Report – Copy
- 07_Create Expense Report – From Spend Authorization
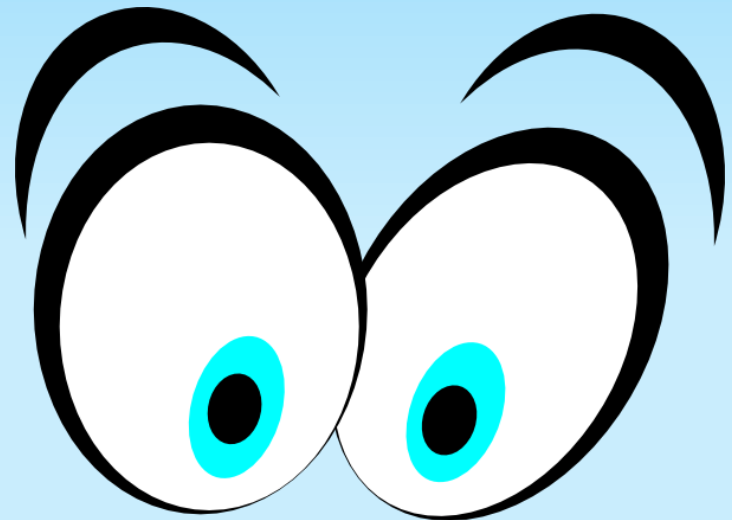
Display/Update Expense Reports

- View expense reports through the Expenses Worklet
  - Display the most recent created or changed expense reports under the "Recent" section

- Edit Expense Reports prior to submission

- Create a Change Expense report for submitted or Approved expense report

- Use the Related Actions button for the required Expense Report to Edit or Create Change Expense report.

Self-Paced Activity

When required, refer to the following job aid to complete this task:

- 09_Display or Change Expense Report
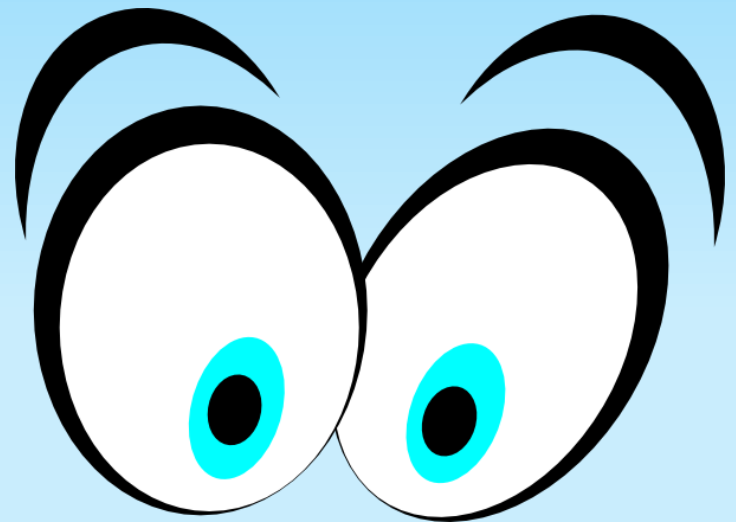
Submitting Expense Report

After entering your expense report, you have the following options:

- **Submit** – Send the Expense Report for review and approval

- **Save for Later** – Pause the processing of the Expense Report until additional details can be added or until it is ready to be submitted

- **Cancel** – Stops the Expense Report from being created or submitted
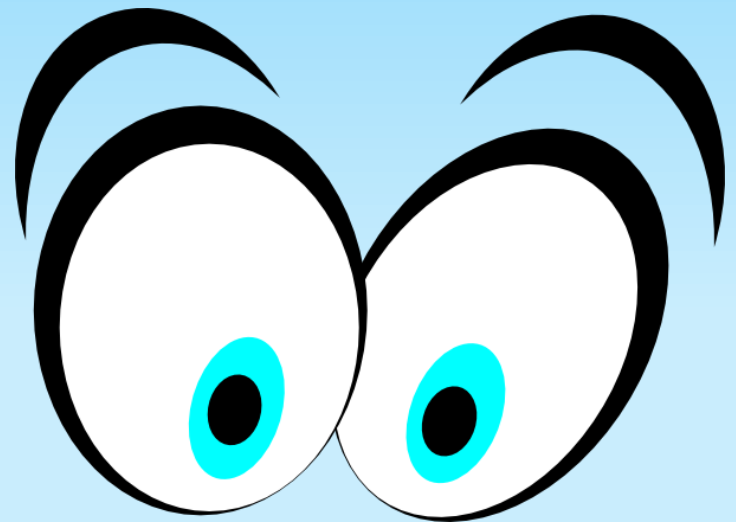
Expense Report Approval

- It is up to the individual approvers (Managers & Principals) on what they approve or deny based on department and CMSD guidelines for business and non business related expense reimbursement

- You will know what requires your approval by frequently checking your Workday Inbox for Expense Report Actions to complete

Self-Paced Activity

When required, refer to the following job aid to complete this task:

- 08_Approve Expense Report

Reimbursement

- Reimbursement will occur promptly within the payment cycles, if all supporting documents (receipts) are attached and approvals are completed

- Frequently check the status of your Expense Report to ensure it is moving through the process in a timely manner
  - If it is not moving through the process, check the Process tab, and look for tasks "Awaiting Action" to determine where the Expense Report might be hung-up

Lesson Summary

- Spend Authorizations are required for all travel related expenses, except if being reimbursed for mileage, as part of your daily job, in that case you can just create an Expense Report

- Receipts must be attached for each expense report line item, except for per diem

- When copying from an existing expense report to create a new expense report, update the dates and attach all required receipts

Lesson Objectives Summary

Now that you have completed this lesson, you are now able to:

- Explain the ways to create expense reports

- Create Expense Reports

- Update an Expense Report

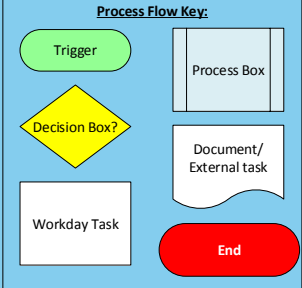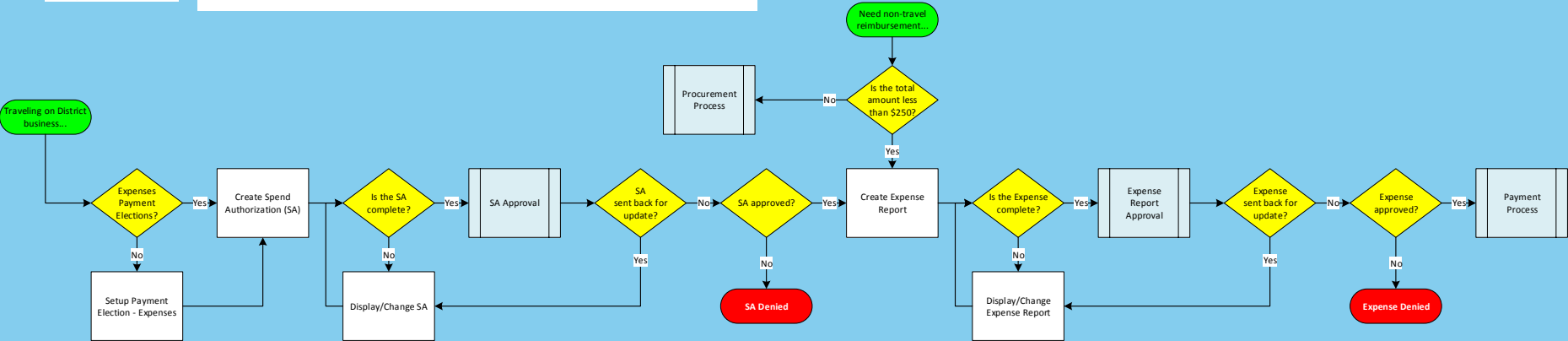- Describe the reasons why an expense report would be Sent Back or Denied

Lesson 3: Spend Authorization Summary

SA & Expense Reimbursement Process

CMSD's Spend Authorization & Expense Reimbursement Process

Process Flow Key:

- Trigger
- Decision Box?
- Workday Task
- Process Box
- Document/External task
- End

Spend Authorization Summary

- Payment Elections for Expenses must be setup prior to creating a Spend Authorization or Expense Report

- Use the **Expenses** worklet to track the status of the Spend Authorizations you create

- Travel expenses in any amount require the creation of a Spend Authorization

- Budget checking occurs after the submission and approval of the Spend Authorization

- When the Budget Check fails, work with your manager or Finance Partner to resolve the issue

- Pass/fail of the Budget Check sends a notification/task to the initiator

Expense Report Summary

- Use the Expenses worklet to track the status of the Expense reports you create

- Non-travel expenses less than $250 does not require the creation of a Spend Authorization, just create the Expense report

- Attachment receipts for each expense reports line items, except for Per Diem

- When copying from an existing expense report to create a new expense report, be sure to update the dates and attachment all required receipts

Next Steps

- How to get Help:
  - Access job aids when you need help completing tasks in Workday
  - Call the Helpdesk: **(216) 838-0440** and Press **Option 2** for Workday support