



Topics

What's New

Expense Report Changes

Reports

Scheduled Trainings

Expense Reports for Non-Workers

Expense Reports for Non-workers

Expense Report for Non-workers in Workday replaces:

AS300-NW, Travel Expense Reimbursement Requests for Non-Workers

AS541-NW, Expense Reimbursements for Non-Workers

Workers can create an Expense Report for Non-Workers

Supplier Enrollment/Record or SSN is not required

Reimbursements only

Payments will be made by check

Professional Service Payments will need a supplier record

Expense Reports for Non-Workers

Configuration

External Committee

Committee Type: Expense Committee for Non-workers

Membership Type: Visitor/guest (includes non-employed students)

Expense Report Approvals for ECMs/Non-workers

Cost Center Managers (CCMs)

Department Head approval will be required if the Expense Data Entry Specialist/initiator and CCM/approver are the same individual

Job Aid, "Expense Report for Non-Workers"

Provides step-by-step instructions on how to create an External Committee Member (ECM)/Non-worker and the related Expense Report

Demo



Changes to “Itemize” Requirement

“Lodging” expense item no longer requires that the expense be itemized, unless for one of the following reasons:

- Charge the expense to multiple accounts

- Other expenses are included in the lodging (i.e. Internet, Parking or Room Service, etc.)

- Portion of the expense is considered personal

Please make sure that your faculty and staff are aware of this change.

Changes to “Expense Item Detail”

Simplified the data entry on Expense Reports by reducing the Expense Item Detail for the travel expense items.

At a minimum, Destination will still be required.

In-state

Out-of-State

Foreign

Exceptions:



Reports



Spend Authorization Report

Find Spend Authorization for Cost Center

Ability to search by employee or worktag

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Ability to search by employee or worktag

Provides linked Expense Reports along with status and total amount

Displays the balance of Spend Authorization

Credit Card Transactions Reports



Find Credit Card Transactions by Employee Cost Center
Provides all credit card transactions for all statuses

Expense Report Reports

Find Expense Reports for Cost Center

Search by employee and worktag

Displays the Expense Report total amount, but not by worktag – manually view each Expense Report for the worktag amounts

Search by employee and worktag

Displays the Expense Item Line amount by worktag

Select the Expense Report Status:

- Draft & In Progress Statuses
 - Tentative Expense Report amounts by worktag

Scheduled Trainings

Monday, April 24

- Rm. 225 Peabody (9:00 – 11:30am)

Thursday, May 11

- Rm. 225 Peabody (9:00 – 11:30am)

Monday, April 24

- Rm. 171 Coates (1:30-3:30pm)

Thursday, May 11

- Rm. 133 Himes Hall (1:30-3:30pm)