## **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

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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

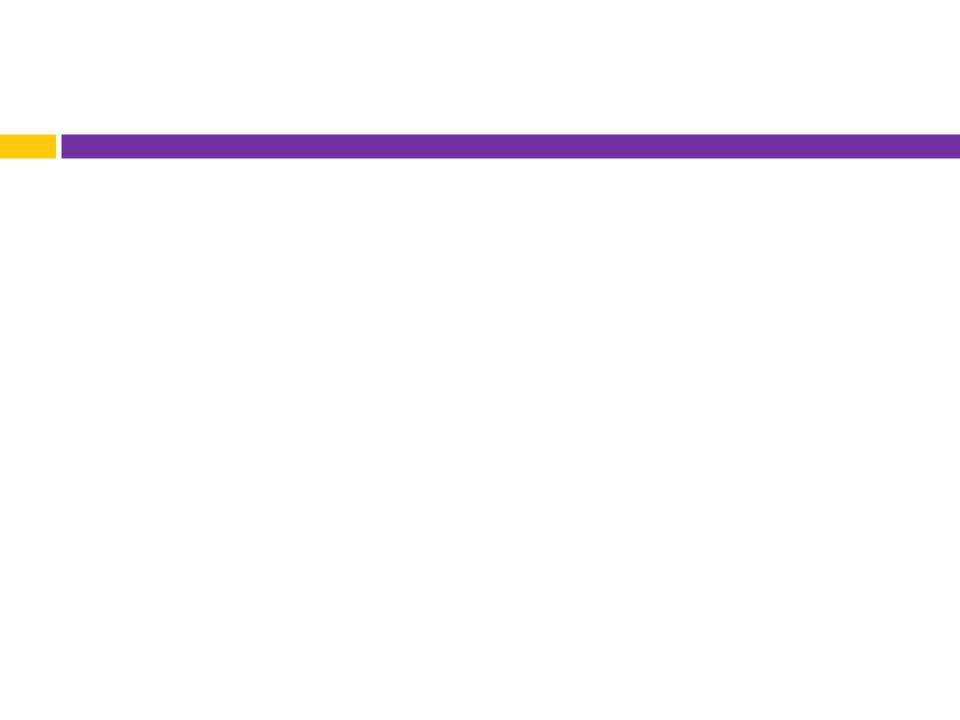
Cost Center Managers (CCMs)

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)