Business Services Workday Processes

Employee Spend *Authorizations*

A Spend Authorization is a request for approval from your supervisor for certain types of travel or for special expenses. A Spend Authorization must be completed and approved prior to travel or for a purchase of a special expense item. Examples include:

- Conferences and Professional Development.
- Overnight travel.
- Mileage and Meals (other than intra-campus travel).
- Lodging.
- Out of state travel.
- International travel.
- Special expenses (food for meetings, promotional giveaways, etc.).

Follow these steps to create and submit a Spend Authorization.

Step 1. Type "Create Spend Authorization" in the search bar and select the task.

Step 2. Complete the Spend Authorization Information section:

- **Start/End Date**: Dates when requested expenses would be incurred.
- **Description:** Description of the spend authorization. For example, "Instructional Seminar."
- **Use Key Words: These words do not need to create a narrative sentence. Use as many words as necessary.**
  - TRAVEL
    - INTERNATIONAL
    - OOS-Location = Out-of-State (OOS-Chicago, IL)
    - RENTAL-BSU (for a 12-person van from BSU)
    - RENTAL-ENTERPRISE (for all other types of vehicles)
  - SPEX = Special Expense (needing additional review and permission to purchase)
    - CATERING
    - SWAG
    - PROMO ITEMS
    - CANDIDATE MEALS
  - P-CARD
- **Business Purpose:** Select a business purpose in the drop-down.
- Complete the **Justification** Field under Spend Authorization Details by entering the reason for the expense.

Step 3. Under the tab Spend Authorization Lines, click the Add (+) icon then add an expense item. Include expense items for each type of expense listed above. Include those you will use a college procurement card for as well as out of pocket reimbursable items. Enter the quantity, per unit amount and memo field.

Step 4. Enter a Worktag.

- A Worktag replaces the ISRS Cost Center.
- It can be a program, grant, or project. The majority of the time it is a program. The easiest way to find your program is to type BESU then your former ISRS CC# and press enter.

Step 5. Select the Attachments tab to include items such as required travel forms, special expense form, conference registration documentation, google map for mileage, etc.

Step 6. On the spend authorization lines tab, click the Add (+) icon for each additional expense item.

- An estimate for all meals can be a single line item on a Spend Auth.
  - The Expense Report will need to have meals broken down by day.
  - Generally speaking, if you are traveling with lodging, all meals are "with lodging."
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Step 7. Click Submit.

Step 8. Check for instantaneously assigned tasks in your email or in the little upper right-hand corner of the Workday windown.

- You may need to complete a 16A form within Workday.
- You may be asked to do an additional step of "reviewing the budget".

Step 9. Check status: You will receive a Workday notification when it's final approved.

- You can check on status in My Spend Auths and the Process History Tab

Employee Expense Reports <u>with</u> a Spend Authorization:
Create Expense Reports EARLY and OFTEN

An Expense Report in Workday replaces the previous business expense form. Expense Reports may be submitted with our without a Spend Authorization. You must complete separate Expense Reports from a Spend Authorization for procurement card transactions and for out of pocket transactions as they are routed differently for processing and approvals.

Follow these steps to create an Expense Report <u>associated with a Spend Authorization.</u>

Step 1. Type “Create Expense Report” in the search bar and select the task.

Step 2. Select “Create New Expense Report from the approved Spend Authorization”, then select the specific Spend Authorization that displays.

Step 3. Enter a Worktag.

- A Worktag replaces the ISRS Cost Center.
- It can be a program, grant, or project. The majority of the time it is a program. The easiest way to find your program is to type BESU then your former ISRS CC# and press enter.

Step 4. Scroll to the bottom of the page and click OK.

Step 5. From the Create Expense Report page, click Add and choose new expense.

Step 6. In the Expense Line section, attach receipts or supporting documentation, as necessary. Also include the following:

- **Expense Date:** Date expense was incurred.
- **Expense Item:** Enter Expense Item by name (formerly an ISRS object code).
- **Quantity:** Number of items.
- **Per Unit Amount:** Amount per unit/item.
- **Total Amount:** Will auto-populate.
- Currency: Will auto-populate.
- **Memo:** Description of the expense.

**Personal vehicle mileage expenses must include detailed “leaving from and arriving to” information along with the miles traveled. If you chose to use a personal vehicle rather than a state vehicle, and a state vehicle is available, click on the check box “personal vehicle”. This will reduce the reimbursed mileage rate by 7 cents less than the IRS approved rate. For meal reimbursement, you must choose the times you left and arrived as well as miles traveled to ensure your reimbursement eligibility.

Step 7. In the Itemization section, click Add. If there are multiple expense items to report, repeat the process for each expense. Items with multiple Worktags can be split using itemization and additional rows can be added as needed.

Step 8. Complete the required fields on the pop-up window and enter information relevant to the itemization.

- Expense Date: Will auto-populate.
- Expense Item: Will auto-populate.
- Quantity: Enter item quantity.
- Per Unit Amount: Enter item amount.

Step 9. Scroll down to enter Worktag (a Program, Grant, or Project, just type BESU, space, then your former ISRS CC# and press enter) from the drop-down menu. Check the Personal Expense box if applicable (not commonly used). Click Add if needed, to include additional line items. Click Done.

Step 10. Check Receipt Included if applicable. Click Submit for approval. Employees may check the status of the expense report by entering “My Expense Reports” in the search bar and accessing the report.

Step 11. Expense Report will be routed for review by Business Services, then to your supervisor, and finally to the cost center manager before being processed for reimbursement.

Employee Expense Reports with no Spend Authorization

An Expense Report in Workday replaces the previous business expense form. Expense Reports may be submitted with our without a Spend Authorization. You must complete separate Expense Reports for procurement card transactions and for out of pocket transactions.

Follow these steps to create an Expense Report with no Spend Authorization.

Step 1. Type "Create Expense Report" in the search bar and select the task.

Step 2. Select Create New Expense Report.

- Complete the Memo Field noting a description of the business expenses.

Step 3. Select Business Purpose.

Step 4. Scroll to the bottom of the page and click OK.

Step 5. From the Create Expense Report page, click Add.

Step 6. In the Expense Line section, attach receipts or supporting documentation, as necessary. Also enter following:

- **Expense Date:** Date expense was incurred.
- **Expense Item:** Item purchased.
- **Quantity:** Number of items.
- **Per Unit Amount**: Amount per unit/item.
- **Total Amount:** Will auto-populate.
- **Currency:** Will auto-populate.
- **Memo:** Description of the expense.

**Personal vehicle mileage expenses must include detailed "leaving from and arriving to" information along with the miles traveled. If you chose to use a personal vehicle rather than a state vehicle, and a state vehicle is available, click on the check box "personal vehicle". This will reduce the reimbursed mileage rate by 7 cents less than the IRS approved rate. For meal reimbursement, you must choose the times you left and arrived to ensure your reimbursement eligibility.

Step 7. In the Itemization section, click Add. If there are multiple expense items to report, repeat the process for each expense. Items with multiple worktags can be split using itemization and additional rows can be added as needed.

Step 8. Complete the required fields on the pop-up window and enter information relevant to the itemization.

- Expense Date: Will auto-populate.
- Expense Item: Will auto-populate.
- Quantity: Enter item quantity.
- Per Unit Amount: Enter item amount.

Step 9. Enter a Worktag.

- A Worktag replaces the ISRS Cost Center.
- It can be a program, grant, or project. The majority of the time it is a program. The easiest way to find your program is to type BESU then your former ISRS CC# and press enter.

Step 10. Check Receipt Included if applicable. Click Submit for approval. Employees may check the status of the expense report by entering “My Expense Reports” in the search bar and accessing the report.

Step 11. Expense Report will be routed for review by Business Services, then to your supervisor, and finally to the cost center manager before being processed for reimbursement.

Procurement Card Transactions

Procurement Card transactions are now processed using the same Expense Report area to create and submit in Workday. Procurement Card transactions will not be posted to your budget until they are approved by Business Services, your Supervisor, and the Cost Center Manager. This processing must be done frequently by cardholders to ensure program budgets are up to date.

Follow these steps to reallocate, approve and attach receipts for P-card transactions in Workday.

Step 1. Type "Create Expense Report" in the search bar and select the task. You may also add the "Expenses App" under Menu as a way to view your expenses (p card transactions).

Step 2. Select the appropriate radio button related to your expense. Type "P-card Transaction" in the Memo field (If the p card transaction is related to an approved Spend Authorization, select the Create New Expense Report from Spend Authorization, then select the specific Spend Authorization that displays).

Step 3. Scroll down to add the Business Purpose and select appropriate expense type.

Step 4. Enter a Worktag.

- A Worktag replaces the ISRS Cost Center.
- It can be a program, grant, or project. The majority of the time it is a program. The easiest way to find your program is to type BESU then your former ISRS CC# and press enter.

Step 5. Scroll to the bottom of the page and select the appropriate credit card transaction(s) Click OK.

Step 6. In the Expense Line section, select add and new expense. Attach receipts and any supporting documentation. Then, complete the following:

- Expense Date: Will auto-populate. Change it to reflect the date of the p card charge.
- Expense Item: Select Expense Item (similar to the old ISRS object code).
- Total Amount: Will auto-populate.
- Currency: Will auto-populate.
- Memo: Description of the expense.

If the cost will be split between more than one Program Code, click "Edit" in Itemization. If not, go to Step 8.

Step 7. Complete the required fields on the pop-up window and enter information relevant to the itemization.

- Expense Date: Will auto-populate.
- Expense Item: Will auto-populate.
- Quantity: Will auto-populate.
- Note – the word "remaining" at the top of the page. Items with multiple worktags can be split using itemization and additional rows can be added as needed.

- Per Unit Amount: Enter item amount.
- Total Amount: Will auto-populate.

Step 8. Scroll down to enter Worktags (a Program, Grant, or Project, just type BESU, space, then your former ISRS CC# and press enter) menu. Check the Personal Expense box if applicable (not commonly used). Click Add if needed, to include additional line items. Click Done.

Step 9. Check Receipt Included. Click Submit for approval.

Step 10. If there are multiple expenses to report, repeat the process for each expense.

Step 11. Expense Report will be routed for review by Business Services, then to your supervisor, and finally to the cost center manager.

Employees may check the status of the expense report by entering "My Expense Reports" in the search bar and accessing the report, or by going to the Expenses App.

Creating a requisition for non-catalog items in Workday.

Step 1. On the Workday homepage, type Create Requisition in the search bar and select the Create Requisition task from the search results.

Step 2. On the Create Requisition screen:

- Update Requester name if entering a requisition for another employee.
- Do not fill in the Requesting Entity or Requisition Type.
- Validate to ensure the Deliver-To and Ship-To addresses are correct. Select a different campus by typing BESU, enter, then select the appropriate campus.
- Enter a Worktag.
  - A Worktag replaces the ISRS Cost Center.
  - It can be a program, grant, or project. The majority of the time it is a program. The easiest way to find your program is to type BESU then your former ISRS CC# and press enter.

Step 3. To create a request for a good or service that is not in a Supplier Website, click the Request Non-Catalog Items hyperlink.

Step 4. Under Non-Catalog Request Type, select Goods for itemized one time purchases. Choose Service to create an Open Purchase Order with non-itemized items that will have multiple invoices paid from it in varying amounts.

In the Goods Request Details section, complete the following required fields:

- Item Description
- Supplier Item Identifier (part number)
- Enter Spend Category (similar to the old ISRS object code) Note: Spend Category must be searched by name and not by number.
- Supplier (type 10 number vendor ID or type in vendor name)
- Quantity
- Unit Cost
- Unit of Measure

Step 5. If done shopping, click the Add to Cart icon. If not, enter additional goods or services for additional line items until complete. Note that within the My Cart pop-up window, you can verify your item and total amount. Click Checkout.

Step 6. The Checkout screen displays with fields auto populated. Review and confirm the information.

- Enter Memo to suppliers, if needed
- Enter Internal Memo to the buyer, if needed
- Verify information in the Goods line. Splits between Programs may be done here.
- Scroll to the bottom and add attachments as applicable including ordering documents and multiple quotes required for purchases over $5,000.

Step 7. Click Submit.

Step 8. The submission screen appears with the overall details and process of the requisition. Click Next Step.

Step 9. The initiator is directed to their inbox to answer question(s) on the required Complete 16a Questionnaire form. If submitted on behalf of the requestor, they will receive an inbox task to complete the form.

Step 10. Complete the questionnaire. Click Submit.

The request is then routed to the buyer for review, then for additional approvers based on the process workflow. You will receive an email when the purchase order is ready for pickup in Workday. Note: A commitment against the budget is not created until the requisition is approved.

Creating a Requisition from a supplier punchout catalog in Workday.

Step 1. On the Workday homepage, type Create Requisition in the search bar and select the Create Requisition task from the search results.

Step 2. On the Create Requisition screen:

- Update Requester name if entering a requisition for another employee.
- Do not fill in the Requesting Entity or Requisition Type.
- Validate to ensure the Deliver-To and Ship-To addresses are correct. Select a different campus by typing BESU, enter, then select the appropriate campus.
- Enter a Worktag.
    - A Worktag replaces the ISRS Cost Center.
    - It can be a program, grant, or project. The majority of the time it is a program. The easiest way to find your program is to type BESU then your former ISRS CC# and press enter.

Step 3. Click the Connect to Supplier Website hyperlink.

Step 4. The Connect to Supplier Website screen displays. Click the Connect button for a supplier.

Step 5. The supplier's website displays with available goods. Select items and click Add to Cart. Once done shopping, click the Cart icon.

Step 6. The Cart screen displays. Click Create Order Requisition.

Step 7. The Checkout screen displays. Click Continue Securely.

Step 8. Review and confirm your order. Click Submit Order Requisition.

Step 9. The Workday View Cart screen displays. Click Checkout.

Step 10. The Checkout screen displays with fields automatically populated from the punchout session.

- Enter Spend Category (similar to the old ISRS object code) Note: Spend Category must be searched by name and not by number.
- Click Submit.

Step 11. The submission screen appears with the overall details and process of the requisition. Click Next Step.

Step 12. The initiator is directed to their inbox to answer question(s) on the required Complete 16a Questionnaire form. If submitted on behalf of the requestor, they will receive an inbox task to complete the form.

Step 13. Complete the Questionnaire. Click Submit.

The request is then routed to the buyer for review, then to additional approvers based on the process workflow. Note: A commitment against the budget is not created until the requisition is approved.

Accessing and/or viewing your requisitions in Workday.

Step 1. On the Workday homepage, type My Requisitions in the search bar and select the My Requisitions report from the search results.

Step 2. Enter search criteria, as necessary. Click OK.

Step 3. Your requisitions display in the Procurement Requisitions search results.
From the My Requisitions screen, you can complete the following actions:

- Create a requisition.
- View requisition details by clicking on the requisition number.
- Access supplier information.
- Access purchase order information.
- View the request status.
- Edit the requisition (if approval is pending).

Creating a receipt in Workday.

Once the goods or services have been received and you have received the invoice from Accounts Payable, you will need to create a receipt. This is the new goods acceptance and receipting process now only done in Workday.

Step 1. On the Workday homepage, you will need to add the app "My Recent Purchase Orders". Do so by click in Menu, Add Apps, search for the app named "My Recent Purchase Orders", then click the plus (+) button. Then, click on the app.

Step 2. Select the PO number you wish to receipt from the available PO listing. Click on the "twinkie" to the right of the PO number and a pop-up box will appear. Under Actions, choose Receipt and Create. Select the Fully Receive checkbox if all items were received, then choose OK. If partially received, leave box unchecked and choose OK.

Step 3. If the actual received date is before the date you are completing the receipt, click on the information tab, choose "Edit", and change the date the actual goods or services were received. Click Save.

Step 4. Select the Lines tab. Fill in dollar amount or quantity of what you wish to receipt. You can confirm the quantity or dollar amount that has been receipted to date (if any) under Goods or Service Lines. Enter a memo to accounts payable if changes to the purchase order or invoice is required.

Step 5. Scroll down and attach the invoice and any other supporting documents for accounts payable.

Step 6. Click Submit. The process is now successfully completed, and invoice will be paid.

Workday Finance Hyperlinks.

All topics:
https://mnscu.sharepoint.com/sites/students/SitePages/topic.aspx?topicID=4&state=topics

All Job Aids:
https://mnscu.sharepoint.com/sites/students/SitePages/topic.aspx?topicID=22&state=about

Employee Expenses and Procurement Card Job Aid:
https://mnscu.sharepoint.com/sites/connect/Resources/MinnState_FINJA06_Employee%20Expense%20Reimbursement_JA_FINAL.pdf