



EMPLOYEE EXPENSE REPORTING FOR WORKDAY PROCESSING

Expenditures by employees are reported and tracked in Workday using the Expense Report functionality. This guide shows users how to create, track, and edit personal and credit card expenditures and includes the use of Spend Authorizations.

Log in at www.workday.simmons

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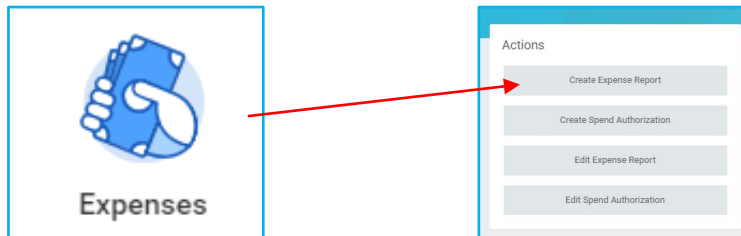
Not all processing options are available to each user. Your assigned role in the system dictates your ability to access certain items and navigate through the system. This helps ensure the most secure operating system for the University and the User.

Expense reimbursement is done strictly by direct deposit. This is not part of your payroll or payroll processing. Payment for expenditures is deposited directly to your account once all approvals have been given (review the business process in WD). Accounts Payable issues payments for expenses in regular Tuesday and Thursday settlement runs.

Creating an Expense Report

Both personal and Simmons University issued JPMorgan Visa card expenses are reported using this functionality. There are two ways to *create an expense report*.

1. In the search field type "expense report" (or a variation thereof): the system will show the options available to you with those words. Choose option "Create Expense Report" **OR** from your home page, select the "Expenses" worklet, then click option "Create Expense Report."



2. *Expense Report Information* screen: the fields default to the cost center, fund, program, and LOB that are associated with your employment record. These fields can be changed to reflect where the expenses for a particular report are being budgeted, but generally should be left alone.

Create Expense Report

Expense Report Information

Expense Report For

Employee: Sean Fogarty

Creation Options

☒ Create New Expense Report

☐ Copy Previous Expense Report

☐ Create New Expense Report from Spend Authorization

Memo

Company

×

Simmons College Company

...

Expense Report Date

09/15/2020

Business Purpose

Cost Center

×

510015 Comptroller's Office

...

Fund

×

111 Operating

...

Program

×

500 Institutional Support

...

Project

Line of Business

×

LOB002 Traditional

...

Additional Worktags

OK

Cancel

Making changes to the cost center may change other fields – Intelligent Design in WD defaults all associated fields to the proper numbers. Additional worktags may be needed if gifts, grants, or an agency code is being charged; WD will alert you if so. *Refer to page 7, [Additional Worktags](#), for entering grant and gift accounts*

2

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- MEMO: use the memo field to explain the purpose of the expense
- BUSINESS PURPOSE: is a system requirement – WD will give an error alert if you fail to complete this field. Click on the three bars and choose the option most closely associated with the expense

○ Create New Expense Report from Spend Authorization

Memo

Company * X Simmons College Company

Expense Report Date * 08 / 23 / 2018

Business Purpose

Cost Center * X 510015 Comptroller's Office

Memo

Accounts Payable GAAP Conference Aug 1-3; Atlanta GA - expenses incurred while attending conf

Company * X Simmons College Company

Expense Report Date * 09/15/2020

Business Purpose X Conference

Cost Center * X 510015 Comptroller's Office

Explanation of expenses is very important – it aids in searching for the expense report; it provides detail of the expenditure for the next people in the approval process; for University auditing and reporting requirements.

If you are a JPMorgan Simmons University issued Visa holder, your credit card transactions can be selected (bottom of screen) for reconciling. Select all or as many that pertain to the expense report you're are creating - then click OK.

Credit Card Transactions

Select All ☐

1 item

Include?	Transaction	Date	Expense Item	Charge Description/Memo
<input type="checkbox"/>	Q	08/01/2018		TFS*CHEMICALSALFAESA R

OK Cancel

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If you skip this step, you can still include any credit card charges on the next screen – see step 3a, page 5.

3. Expense Lines – next step is to create your expenses. **NOTE: your report will OPEN with ERRORS whenever you have selected credit card charges.** This is because the expense lines are not complete. WD is simply warning you that you need to complete the report and attach your support.
 - a. After clicking OK on the header page, WD opens a new page where expense lines are created
 - b. Click the ADD button to begin creating your expense lines – of note is the reference in the banner to what you entered in the memo field on the header page

Create Expense Report
ER-0019240 Accounts Payable GAAP Conference Aug 1-3; Atlanta GA - expenses incurred wh... (Auto)

Header Attachments Expense Lines

Add

There's nothing here

enter your comment

4. Next, complete the necessary fields to add your expenses: *Expense item* field is the coding. Enter a word (meals, lodging, fees, supplies, etc.) or spend category number if known. Enter amount, an optional memo describing the particular expenditure, and attach your supporting documentation.

Header Attachments Expense Lines

Add

1 item

Expense Line

Drop files here
or
Select files

Itemization
Remaining Amount to Itemize 0.00/0.00 USD
Add
Receipt Included ☐

Date 09/15/2020

Expense Item

Total Amount 0.00

Currency USD

Memo

*Cost Center X 010015 Comptroller's Office

*Fund X 111 Operating

*Program X 300 Institutional Support

Project

*Line of Business X LOB002 Traditional

Additional Worktags

enter your comment

Expense the item (coding) and amount, enter an optional memo describing the item (Lab supplies, dinner with Sally Simmons to discuss donation, etc.) and then attach your supporting document(s) – use other fields as needed

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All reimbursable expenditures to employees are done via direct deposit. **Never change the Reimbursement Payment Type field to "Check"** – this field should be left to the default. If it is changed to a check payment, it will be returned to you to change it back to Direct Deposit which will result in a delay of payment.

Forgot to select JPMorgan Visa charges for inclusion in your report– if you did not choose the charges from the Create Expense Report screen, click the **ADD** button and select Credit Card Transactions. If there are none, this option will not be available to you. Click on the three bars in the search field to find the transactions you wish to include.

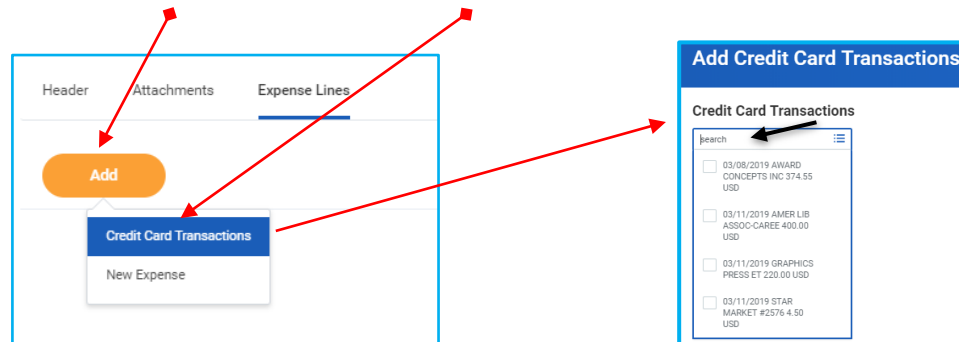
Recommendation

Group associated expenses into a single expense report – this will help the next business process approver to easily identify what the incurred expenses are for.

All expenses for a conference can be a report, all charges for the department can be a report, personal expenditures for travel can be another, etc.

Consider creating reports that are solely credit card charges or personal expenditures

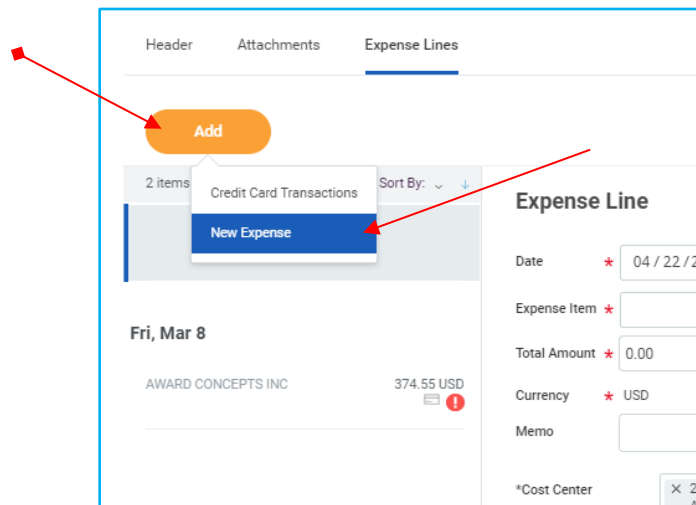
Organize your report so that you are not only able to review it but can then easily search for it should you need to.



Click on one or multiples that you want to include as part of this specific report. Remember, expense reports can include both personal and JPMorgan Visa expenditures.

All expenses must be supported by receipts, explanation, and other detail. Please be as specific as possible.

To add another expense to the same report, click the ADD button and choose whether to add a new CC transaction or a personal expenditure – add as many lines to the report as needed.



Please include multiple items in a report: avoid reports with one item as much as possible.

Additional Worktags – gifts and grants

If expenses are associated with a gift or a grant and you know the number or grant name, enter just that [grant] information in the **Additional Worktags** field – all other fields will default appropriately and should NOT be changed. You can also click on one of the search words and WD will show active accounts.

The screenshot displays the 'Expense Line' form in Workday. The form includes fields for Date (04/22/2019), Expense Item, Total Amount (0.00), Currency (USD), and Memo. Below these are dropdown menus for *Cost Center, *Fund, *Program, Project, *Line of Business, and Additional Worktags. A red arrow points from the 'Additional Worktags' dropdown to a search results window. The search results window shows a list of worktags, including 'Simmons Grant: 400006 HHS-SAMHSA-CH-SBIRT Training'. A red curved arrow points from the search results back to the 'Additional Worktags' field.

Notes

International Travel: All personal expenditures must be supported with itemized receipts. Be sure to obtain these when traveling internationally. If spending cash while abroad, submit the expense in Workday USD – provide the exchange rate used as additional support. For US credit card charges in foreign countries, submit the expense in USD: the line item from your statement must be included with the receipt – this shows the charge in USD. International transaction fees should be coded to the same expense line as the charge associated with the fee. No additional support is required for international transaction fees.

Prepaid Expenses: use the *Additional Worktags* field to indicate any prepaid expenses. Prepaid expenses are expenses being paid for in advance (current FY) of the service being performed or happening (next FY). For example, paying for a conference in May that is not happening until August. All travel-related expenses (conference fees, lodging, airfare) are considered prepaid expenses when crossing fiscal years regardless of amount.

Not all tasks or options are available to each user. Your assigned role in the system dictates your ability to access certain items and navigate through the system. This helps ensure the most secure operating system for the University and the user.

Editing an expense report

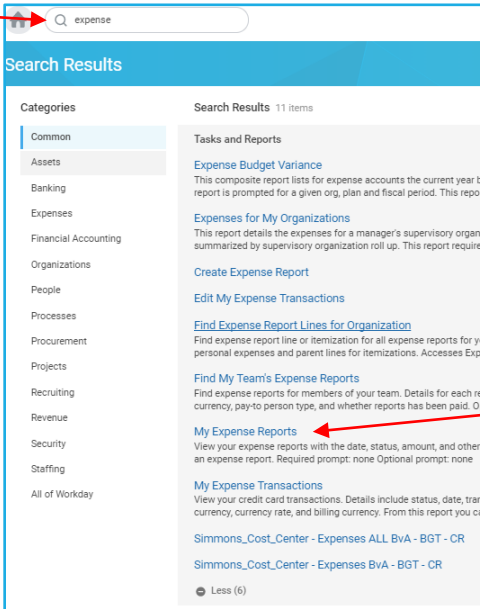
Expense reports can be edited after submission but not after payment.

If an expense report is sent back to you after submission, it will be in your WD inbox: review the reason(s) why, then make any corrections necessary from there, add a note if necessary, and re-submit.

Accessing an expense report: there are multiple ways to access expense reports, the two methods here are the most commonly used.

- In the search field, type "expense report" hit enter and choose the task *My Expense Reports*: [note that the results in the figure below may be different than your results](#). You can also enter "my expense reports."


Preferred method – using this method provides the most data with the fewest data entry points.



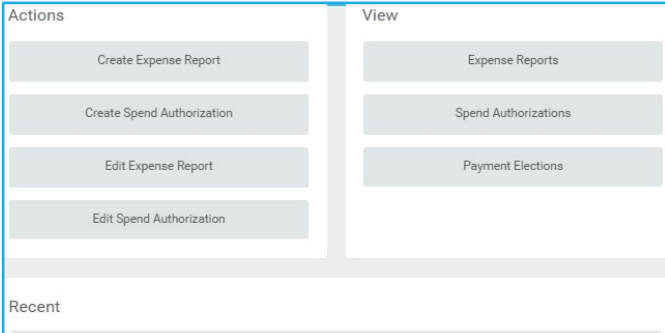
The screenshot shows a search bar with 'expense' entered. Below it, a 'Search Results' section lists various categories on the left and search results on the right. The 'My Expense Reports' result is highlighted with a red arrow. The result description states: 'View your expense reports with the date, status, amount, and other an expense report. Required prompt: none Optional prompt: none'.

OR

- Click the Expenses worklet, then click *Edit Expense Report*.



Expenses



The screenshot shows the 'Expenses' worklet interface. It has two columns: 'Actions' and 'View'. The 'Actions' column contains buttons for 'Create Expense Report', 'Create Spend Authorization', 'Edit Expense Report', and 'Edit Spend Authorization'. The 'View' column contains buttons for 'Expense Reports', 'Spend Authorizations', and 'Payment Elections'. A red arrow points from the 'Expenses' worklet icon to the 'Edit Expense Report' button.

Easy method if you have a limited amount of expense reports in WD to view

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1. My Expense Reports: this screen allows you to enter specific criteria to search for the report you want to edit or view: status, dates, or delete the defaults for all reports, and click OK for your results.

The screenshot shows the 'My Expense Reports' search interface. It includes a search bar at the top with the text 'my expense reports'. Below the search bar, there are three filter sections: 'Expense Report Status' with a dropdown menu, 'Report Date On or After' with a date picker set to '09 / 17 / 2017', and 'Report Date On or Before' with a date picker set to '11 / 17 / 2017'. To the right of these filters is a 'search' button and a list of status options: 'Approved', 'Canceled', 'Draft', and 'In Progress'. Two blue callout boxes are present: one pointing to the date pickers with the text 'Choose date range or leave blank', and another pointing to the status options with the text 'Choose one, all, or leave blank'.

IMPORTANT: Various processes are made easier by the addition of an explanation in the **HEADER MEMO** when creating an expense report. This field allows the user to more easily identify the report and provides those in the business process a concise explanation of the expenditures.

Create Expense Report

My Expense Reports 40 items

Expense Report	Expense Report Number	Expense Report Date	Expense Report Status	Memo
Q	ER-0007148	08/24/2018	Draft	Department purch
Q	ER-0007149	08/24/2018	Canceled	fdfd
Q	ER-0007150	08/24/2018		
Q	ER-0007081	08/01/2018		
Q	ER-0007083	08/01/2018		

Snippet below of Memo field from Expense creation (see pg 2). When field is completed it shows here for easy viewing

The snippet shows a text input field for the Memo. The text entered is '2017 West Coast Payroll Conference, Portland Maine, Oct 2-7'. Below the input field, there is a green callout box with the text 'Explanation of expenses is very important - this will aid in processing'.


Reports returned to you by another person in the business process are directed to your WD inbox and can be edited and/or answered directly from there.

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- There are two options for changing an expense report: Click on the magnifying glass under column Expense Report to OPEN it or use the Related Actions brick.

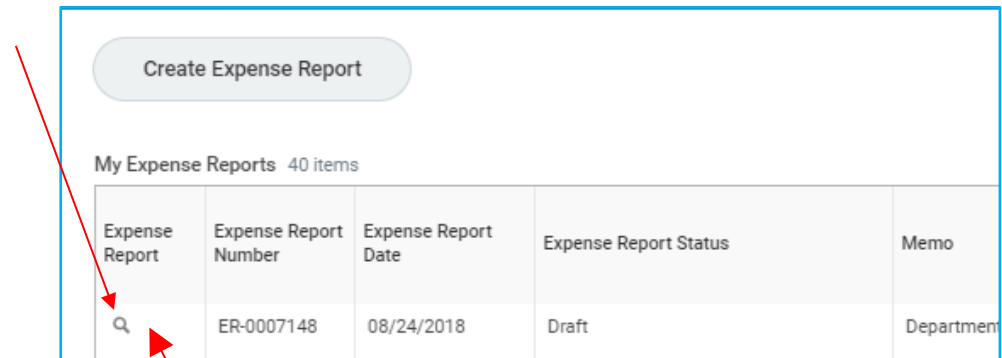
Recommendation


Use the Related


Actions  button to cancel or edit your expense report.

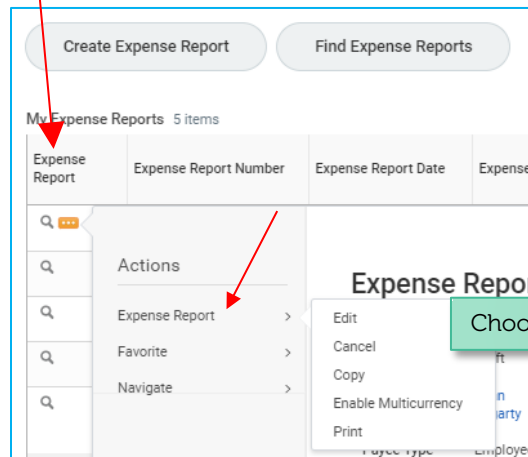
Using the Related Actions button saves a processing step and is simply the easiest option.

The task chosen will occur immediately. If you open the report first, you will then have to choose what task you want to perform on the next screen.



Expense Report	Expense Report Number	Expense Report Date	Expense Report Status	Memo
	ER-0007148	08/24/2018	Draft	Department

Hover your mouse  next to the magnifying glass for the Related Actions button – then click Expense Report to show the actions available



Expense Report

- Edit
- Cancel
- Copy
- Enable Multicurrency
- Print

Choose the task by clicking on it

CANCEL: opens the report and seeks confirmation – click OK to cancel the report or CANCEL to stop the action.

Cancel Expense Report?

ER-0007081 July 2018 expenses [Actions](#)

OK

Cancel

EDIT: opens the report and allows changes to be made to it – click SUBMIT when done. Changes may only be done on reports that are in a status of “in progress.”

Edit Expense Report

ER-0011277 Conference [Actions](#)

Submit

Save for Later

Close

Copy: copies the expense report’s data fields – rarely used, but is an option – change/update appropriate fields then click SUBMIT when done.

Copy Expense Report

ER-0007152 July technology exp

Submit

Save for Later

Close

Enable Multicurrency and Enable Tax are currently not in use.

Print – choose to print your expense report.

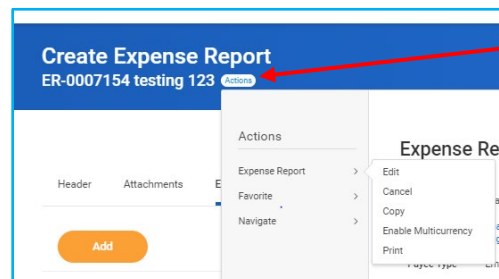
Reports that are PAID cannot be changed.

Reports in a status of “Approved” can be edited or canceled.

OR from the MY EXPENSE REPORTS screen, choose the task you need to perform by clicking the option at the end of the grid (below – partial view)

Company Paid Credit Card Amount	Personal Amount	Currency	Company	
	0.00	USD	Simmons College Company	Edit Expense Report
	0.00	USD	Simmons College Company	

You may also cancel (or edit, copy, print) an expense report by clicking the actions button in the header



Splitting expenses among Cost Centers

Workday allows expenses to be split among different Cost Centers (Departments)- called ITEMIZATION. The business process is built into the system so the expense will be directed to the appropriate cost center managers for approval.

1. Add the expense item line and the full amount.

Expense Line

Credit Card Transaction [07/17/2018 AMAZON MKTPLACE PMTS](#)

Charge Description AMAZON MKTPLACE PMTS

Date ★ 07/17/2018

Expense Item ★ × Non Instructional Supplies ⋮

Total Amount ★ 32.25

Currency ★ USD

Memo

*Cost Center × 270000 Executive Administration-Tech ⋮

*Fund × 111 Operating ⋮

*Program × 500 Institutional Support ⋮

Project ⋮

*Line of Business × LOB002 Traditional ⋮

Additional Worktags ⋮

In this example, the employee's default cost center is 270000 Executive Admin Technology – a purchase of non-instructional supplies being split between it and 144100 Behavior Analysis

2. On the right side of the expense report is the ITEMIZATION area – click the ADD button – expenses can be split among multiple departments.

Item Details

Business Reason

Itemization

Remaining Amount to Itemize 32.25/32.25 USD

Non-Recurring Charges

Add

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3. Split the costs as appropriate, complete all required fields – to add more than one additional cost center, scroll down and click ADD.

Non-Recurring Charges

Remaining 32.25/32.25 USD
Date * 07 / 17 / 2018
Expense Item * X Non Instructional Supplies
Total Amount * 0.00

Memo
Business Reason

*Cost Center X 270000 Executive Administration-Tech
*Fund X 111 Operating
*Program X 500 Institutional Support
Project
*Line of Business X LOB002 Traditional
Additional Worktags
Personal Expense ☐

Utilize the memo fields to explain the charges so that other cost center approval managers know why the expense is being charged to the budget

Remaining 32.25/32.25 USD
Date * 07 / 17 / 2018
Expense Item * X Non Instructional Supplies
Total Amount * 0.00

Memo
Business Reason

*Cost Center search
X 144100 College of Natural, Behavioral, and Health Sciences - CNBHS Administration
*Fund X 111 Operating
*Program X 300 Academic Support
Project
*Line of Business X LOB002 Traditional
Additional Worktags


Add
Done

Click DONE to complete the split – the expense report will now show the split as below

Itemization	
Remaining Amount to Itemize	0.00/32.25 USD
Non-Recurring Charges	
Edit 2 items	
Non Instructional Supplies 07/17/2018	15.00 USD
Non Instructional Supplies 07/17/2018	17.25 USD

The expense line will now appear like this:

Data is now defaulting
to the itemization or
split

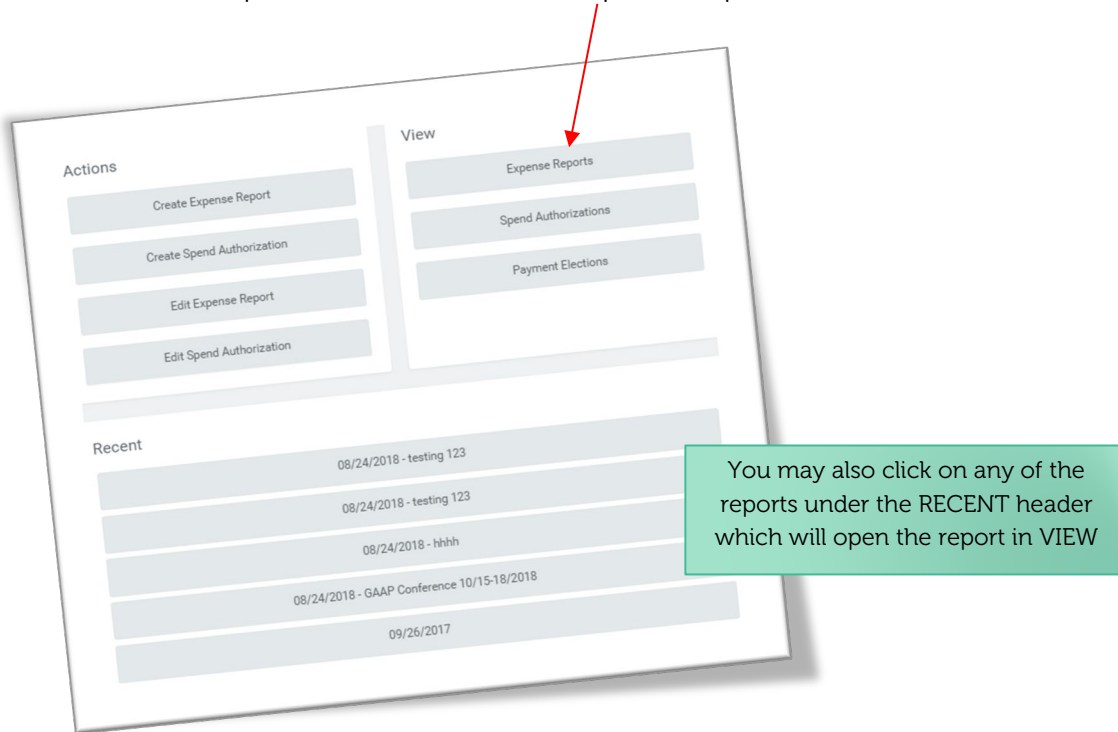
Expense Line	
Credit Card Transaction	07/17/2018 AMAZON MKTPLACE PMTS 32.25 USD
Charge Description	AMAZON MKTPLACE PMTS
Date	* 07/17/2018
Expense Item	* <input type="text" value="x Non Instructional Supplies"/> 
Total Amount	* 32.25
Currency	* USD
Memo	<input type="text"/>

4. Click SUBMIT when completed.

Notes

Tracking and Viewing Expense Reports

1. From the Expenses worklet, click on Expense Reports under the VIEW header.



2. Click the three bars in the status field to view specific statuses or leave blank.

My Expense Reports

Expense Report Status

Report Date On or After

Report Date On or Before

search

☐ Approved

☐ Canceled

☐ Draft

☐ In Progress

3. Enter a date range and click OK.

Expense Report Status

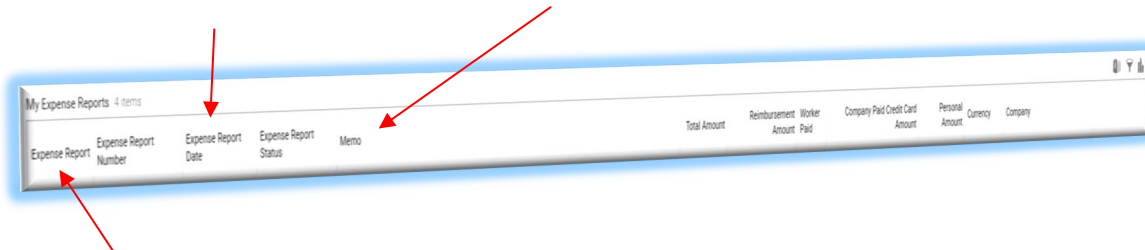
Report Date On or After

Report Date On or Before

07 / 01 / 2017

12 / 13 / 2017

- This will show a grid of all your expense reports and statuses. From here, you can access your reports by clicking on the magnifying glass under the Expense Report header or using the Related Actions tab that appears when your mouse hovers next to the magnifying glass. The use of the header memo when creating an expense report helps to identify the report.



ALERTS

RED is an error and must be corrected in order to submit the report. Common errors include no attachments and budget fails.

YELLOW is a warning. A common warning is for a possible duplicate line entry.

2 Items		Sort By: ▾
Wed, Apr 17		
Conference/Registration Fee	500.00 USD	
GAAP conference fee		ⓘ ⚠ ⚡
Mon, Apr 22		
Conference/Registration Fee	500.00 USD	ⓘ
Expense Line		
Date	★ 04/17/2019	
Expense Item	★ Conference/Registration Fee	
Quantity	★ 1	
Per Unit Amount	★ 500.00	
Total Amount	★ 500.00	
Currency	★ USD	
Memo	GAAP conference fee	
*Cost Center	(empty)	

W Search

ⓘ 3 Errors and 2 Alerts [View All](#)

View Expense Report

ER-0011274 Accounts Payable GAAP Conference Aug 1-3, Atlanta GA - expenses incurred wh... [Actions](#)

After your correction is complete, you must submit or save the report in order for it to pass into the next part of the business process.

Note

MISCODED Expenses: AP may return an expense report to you requesting that an item be coded (Expense Item field, aka spend category) differently from your coding. If the code we request to be used is insufficiently funded or “doesn’t exist” you should request via email to the budget office, a transfer of funds to the spend category. For instance, coding that conference fee FUNCTION will be returned asking you to code to Conference fees, 520320. If a Conference fee line does not exist within your budget, a request to budget@simmons.edu to transfer money from FUNCTION to Conference fees will create the spend category and fund the expense. Please provide sufficient explanation/reason for your coding decision if in conflict with accounts payable’s request to change it.

Processing Tips and Recommendations

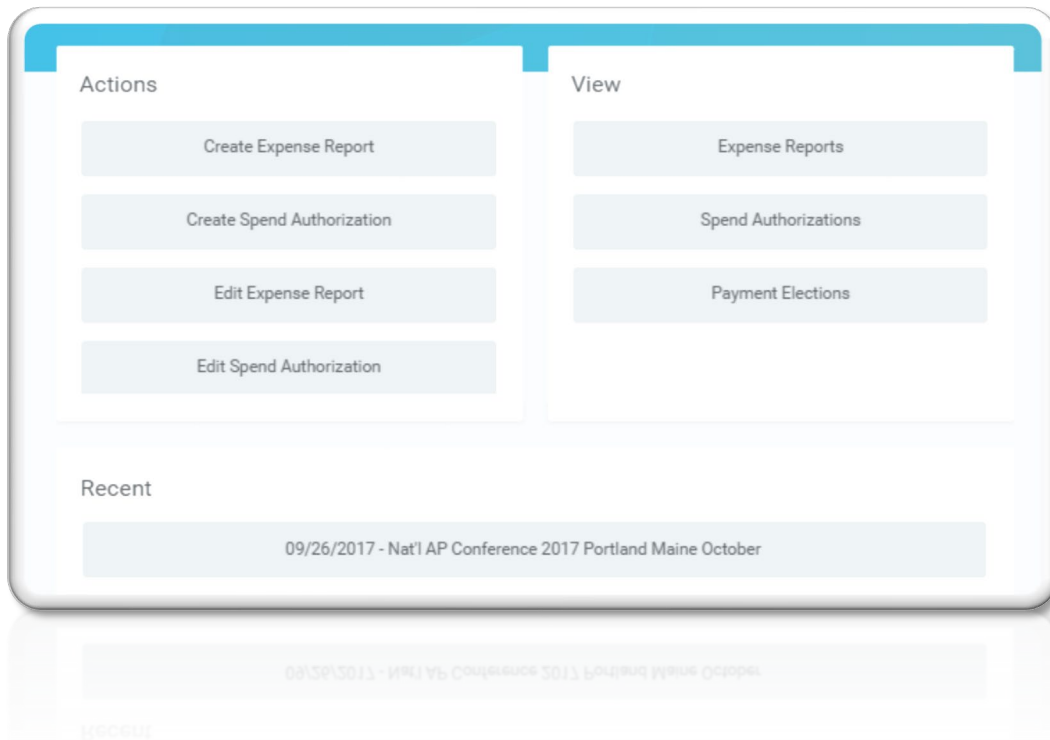
- ❖ Group related expenses into one report – **do not submit single item expense reports if possible**
- ❖ Expenditures must be accompanied by an explanation/business purpose
- ❖ Simmons University is exempt from MA **sales** tax. It is YOUR responsibility to ensure that sales taxes are not charged on your purchases. You will not be reimbursed if you are charged sales tax. Sales tax charged on purchases made on your Simmons issued JPMorgan Visa must be credited back to the card.
- ❖ Utilize the HEADER MEMO field to explain what the report’s expenses are about: be concise
 - 2017 Accounts Conference, Boston MA, November 2017
 - Eastern Conference on Women, Atlanta GA, October 2017
 - Various departmental purchases for semester start
 - Student Conference fees paid for by the department
 - Site Visit to Maine Medical/student Sally Simmons
- ❖ Utilize the LINE ITEM memo to explain what the specific expenditure is
 - Lunch at Mistral with Board Member Simmons
 - Blah Hotel stay
 - Uber to conference from hotel
 - Uber from conference to hotel
 - Note names of guests
- ❖ ALL expenditures, regardless of amount, require support
 - **Itemized receipts are required** – if you fail to obtain the itemization, you must note that or the report will be sent back to you – ***include the name of and business purpose for any person you entertained or bought a meal for on the receipt or in the expense line memo***
 - No receipt support requires the completion of the Missing Receipt Affidavit (*this does not relinquish or negate your responsibility to get the proper receipt. Contact with the supplier/vendor may be necessary. Over use of the Missing Receipt Affidavit will result in termination of your ability to spend on behalf of the University.*)
- ❖ Mileage
 - Include a MapQuest or Google Map directions as “receipt” to support the mileage calculation
 - Include a business reason and name of person visiting if appropriate (i.e. site visit to Oak Hospital for Jane Student)
- ❖ Supporting documents should be attached using .pdf, .png, .jpeg, etc.; do not attach webpages such as .html or .zip files
- ❖ Personal expenses while traveling internationally

- Personal expenses from cash are entered in WD in the currency used along with the original receipt
- Personal expenses on a non-Simmons issued credit card must include the line item from your credit card statement along with the original receipt
- ❖ Periodically check on your expense reports to ensure they are completely through the process
- ❖ Check your Workday inbox to see if an item was returned to you – scroll down to VIEW COMMENTS to assess the reason a report is returned
- ❖ Direct all **BUDGET FAIL** notifications to the budget office – budget fails indicate that a cost center's and/or spend category's funds are insufficient to cover the expenditure

OOPS! I used my Simmons University JPMorgan Visa for a personal expense – what do I do?

Immediately go to the Cashier's Window to reimburse the University for the unintended expenditure either by check or cash. You must provide the Cashier with the proper coding for the expense (cost center and spend category). Get a receipt from the Cashier and attach that to the expense in WD. Utilize the memo field to concisely explain the expense is an error/a personal charge.

The Expenses worklet has many uses behind it. Click it to open the page and see all that you can do.



Actions and viewing choices for expenses

Non-Employee Expenditures

Students, visiting persons, and others are often reimbursed for approved expenditures. As non-employees, individual records are not in WD. Student/Parent expenses are reimbursed using the "paper forms" which are available from the AP webpage: Travel Reimbursement and Non Travel Reimbursement Forms. **Advances are not provided. See below for non-student reimbursement.

<https://internal.simmons.edu/faculty-staff/working/finance/accounts-payable>

Requirements for STUDENT reimbursement: *students employed in a work-study or general employment capacity are NOT considered employees of the University*

Completed form: incomplete forms will be returned. Reimbursement requests have to be sent to AP within 20 days of expense being incurred.

- Student full name (no nicknames please) and ID

- Student address (do not use Simmons University or dorm address – must be legal home address)

- Signatures – eSignatures are valid

- Itemized receipts - .pdf/email

- o Proof of payment should be clear

- o Foreign payment must include CC line item in USD

- Submitted by the department ONLY – students cannot submit directly to AP

- Submissions should not include Massachusetts sales tax paid – Simmons is tax exempt and cannot reimburse taxes paid with personal funds

- All checks are mailed – check printing is outsourced

- Departments may have other controls and require other items – these can be provided as support as well. Grant restrictions may apply.

Requirements for NON-STUDENT reimbursement: *please call the accounts payable department to determine if the individual should be set up as a supplier. Most non-employees, other than parents and students, are required to be set up as suppliers in Workday and as such must present an invoice for services. The University does not, as a rule, reimburse expenses for others. Exceptions however should provide all items above and:*

- Completed IRS Form W9 – though most expenses are not applicable for issuance of a 1099, best practice procedure requires that Simmons obtain a completed W9 from individuals being reimbursed by the University who are not students or employees (W-8BEN if foreign status).

Completed forms and validated support are sent to ap@simmons.edu as a single PDF – do not send multiple items for a single reimbursement. A record is created in WD by AP. Once entered, the internal business process is initiated. After final approval is done, payment is issued.

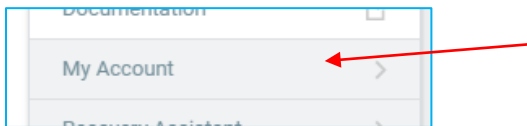
Suppliers are never reimbursed by expense report. All suppliers must be set up in WD and must issue Simmons University an invoice.

Any non-student person or entity providing services to and being paid by the University is considered a Supplier and must be set up in WD as such. Completed Supplier Registration and W9 (or W-8BEN) forms should be sent to Purchasing for set up in Workday.

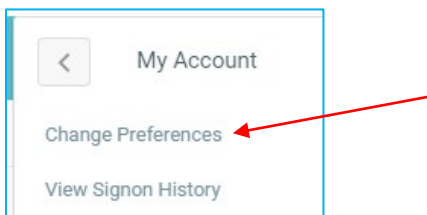
Setting Notifications

Workday allows you to set up notifications to your Simmons email address. This is especially helpful if you are not an everyday WD user. If something in WD needs your attention, you will be notified that an action is awaiting your response in WD.

In Workday, click on your photo (upper right corner) and select MY ACCOUNT:



Then choose Change Preferences:



Scroll to the bottom of the screen: Business Processes. Turn on each notification by clicking the three lines in the notification field and choosing IMMEDIATE EMAIL (preferred) or Daily. When done, click OK. You should now receive an email when you have to complete a task, approval, or To-Do in WD.

