Overview

This job aid will show you how to obtain the icon for the Expense Module. You may have to add this to your Workday home screen manually. This would be considered a one-time setup.

Content

Navigate by copy/paste using the "TEST" URL below:


Login to Workday Environment

1. Enter User Name
2. Enter Password

Note: Should be Novell user ID and password

Navigate to Expense Module

3. Select the Expense Icon from the Workday Home Screen.
4. Select Create Expense Report

5. Select Radial to Create New Expense Report

6. Memo should represent business purpose for Expense Report

7. Select Expense Report Date

Create Expense Report

**Expense Report Information**

- **Expense Report For**: Employee
- **Creation Options**: Create New Expense Report
- **Memo**: Type in Business Purpose
- **Company**: MLTHC Trinity Health Corporation (Company will default)
- **Expense Report Date**: 01/16/2020 (Expense Report Date will default)
- **Cost Center**: 90011, 76000 SCM-Finance and Management (Cost Center will default)

**Note:** Company and Cost Center will default according to your existing HR profile in Workday.

8. Select Ok
9. Select "Expense Lines" – to create out of pocket expense lines for the expense report

10. Select Add

11. Select Travel Booking Records

12. Select the drop down and travel booking record you want to expense

13. Select OK
14. Select Transaction Date (Date the expense was incurred)

15. Select Expense Item
   a. Click in the Search box
   b. Select "By Spend Category" if it needs to change – some will default.
   c. Scroll through Spend Category
   d. Select Appropriate Category
   e. Click on radial button

   **Note:** Spend Categories are mapped to respective GL expense accounts.
   **Note:** Instructions will populate on the right side of your screen; once Expense Item is selected.

**Instructions**

Office supplies used for clerical and administrative functions, including paper, pencils, notebooks, calendars, staplers and staples, paper punches, rubber bands and paper clips, computer disks, cartridges. This account excludes forms. Whenever possible, the contracted office supply vendor should be utilized, currently using PeopleSoft 9.2 SRP Staples punchout.

16. Enter Total Amount of Transaction
17. Memo – enter transaction description/notes (Optional)

18. Cost Center will default per your HR profile in Workday (see helper instructions)

Attributes

You may be prompted to provide additional information based on the Expense Item Category you select. Those fields will appear on the right side of your screen. Some are optional and some are required. Required are designated with a red asterisk (*).

19. Enter Attributes as requested

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Item Details

Merchant
20. Attach Receipts – You can either drag and drop or select files from your browser. (See helper text (receipt requirements))

Splitting GL Distributions
You may utilize this functionality to split a distribution between multiple "Expense Item Categories."

1. Select "Edit" under Itemization

2. Select Add
3. Change Total amount of existing line.
4. Change expense item to needed GL
5. Put in the amount of that expense item.
6. Select "DONE"

Error Resolution

You may experience error on your expense lines if you do not complete all the requirements to submit. The errors will appear in one of the following ways:

1. Top of your screen:

2. One line(s) that have errors listed to the left of your screen:
You may click on the error and the system will instruction you on issues to correct/complete.

Submit Expense Report

Final step is to submit your expense report to your manager for review and approval.

1. Select Submit

Note: You can save your expense report for later and return to complete it at a later date/time. If you opt to close the expense report, you will lose all your work.