Overview

This job aid will show you how to create an expense report on behalf of someone else through the Workday Expense Module.

Content

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

https://devidp.trinity-health.org/nidp/saml2/sso?id=895&sid=0&option=credential&sid=0

Login to Workday Environment

1. Enter User Name
2. Enter Password

Note: Should be Novell user ID and password

Navigate to Expense Module

3. In the task box, type in Create Expense Report for worker. Click on link.
4. In the Pay To field, type in either the employee id or type in a last name to get a list of employees.

5. Memo should indicate this is being entered on behalf of another individual and the business purpose for the trip.

6. Select Expense Report Date
   Company and cost center will default
Note: Company and Cost Center will default according to colleagues existing HR profile in Workday.

7. Select Ok

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

Note: You may edit the header information if required. (i.e. Expense Report Date, Memo)
9. Select Add

10. Select Transaction Date (Date the expense was incurred)

11. Select Expense Item
   a. Click in the Search box
   b. Select “By Spend Category”
   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**

Daily room rate charges including room tax and hotel parking. Note that any meal expense charged to your hotel bill should be broken out separately under the meal expense item. Merchant city is the city in which your hotel is located.

12. Enter Total Amount of Transaction
13. Memo – enter transaction description/notes (Optional)
14. 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 (*).

15. Enter Attributes as requested

![Item Details]

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

   ![1 Error]

2. One line(s) that have errors listed to the left of your screen:

   ![Travel accommodation - Room rate i... Marriott](144.00 USD)
You may click on the error and the system will instruct you on issues to correct/complete.

Submit Expense Report

Final step is to submit the expense report to the colleague’s manager for review and approval.

1. Select Submit

Note: If you click on the Save for Later person for whom the expense report was processed will have the ability to edit. If you opt to close the expense report, you will lose all your work.