



# Expenses

## Course Manual and Activity Guide

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## CHAPTER 1 – EXPENSE ITEMS

### WORKDAY EXPENSES OVERVIEW

Workday Expenses provides organizations a user-friendly experience together with enterprise-grade functionality to help your organization capture, monitor, and control employee spend more accurately.

#### EASE OF USE

The easier it is for workers to submit expense reports, the lower the costs, the more accurate the accounting, and the timelier the reimbursements. Workday offers an easy-to-use, consumer web-like application, as well as an intuitive mobile experience that allows you to submit and approve expenses on the go from any web-enabled device.

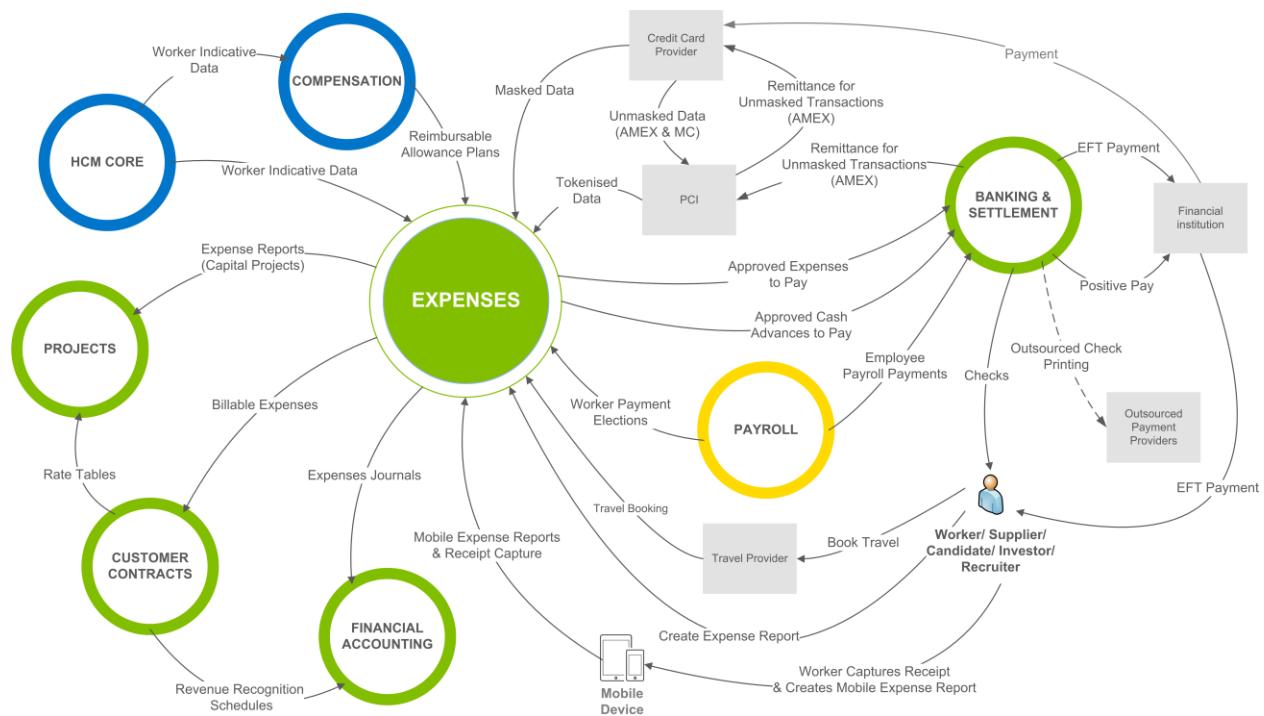
#### MONITOR AND CONTROL SPEND

You can eliminate manual paper processes and easily configure expense workflows and approvals. You can also implement spend authorizations and spend freezes to plan for, control, or halt spending. Every transaction is recorded for audit transparency, and embedded analytics help inform manager approvals and administrative decisions.

## TOUCHPOINT DIAGRAM FOR EXPENSES

Because Workday is a unified solution, you have to consider the cross functional impact of certain configuration decisions.

This touchpoints diagram provides insight into how one area of the product impacts another. There are configuration decisions that need to be made with current and possibly future phases of implementation in mind. Your consultants will work with you to identify and plan for these touchpoints.



### LEGEND

|  |  |  |  |  |   |
|--|--|--|--|--|---|
|  | Functional area for which the context diagram is being created.  |  | Business document or transaction that has an interaction with the functional area under consideration.                   |  | Flow of data between functional area under consideration and other functional areas or external entities. |
|  | Functional area having an interaction with the functional area that is under consideration and for which the context diagram is created. |  | External entity, such as an organization or users that have an interaction with the functional area under consideration. |  | Flow of data for an alternate implementation.   |

This diagram represents the touchpoints for the current Workday release.

## VIDEO 1.1: EXPENSES OVERVIEW (FREE)



*Check out the video presentation:  
**Expenses Overview (Free)***



**Note:** You will have a series of required videos and demonstrations to watch throughout this course. When you are ready to watch a video, please log into the Workday Learning Center, find the video in the Expenses curriculum and click the Launch link. Watch the videos and/or demonstrations until the conclusion or click the Complete button at video end (if provided). If you have problems viewing a video or demo, please try changing the web browser you are using.



## EXPENSE ITEM PREREQUISITES

Before creating new Expense items, you will need to make sure that you have setup any of the optional prompts and drop-down objects. These include:

- Spend Category: Allows for grouping, reporting, and assigning accounting information.
- Expense Policy Group: Allows for expense administrators to easily find and audit expenses that belong to policy groups they're responsible for reviewing.
- Expense Item Group: Allows for workers to more easily find expense items. Groups can also be used for reporting and assigning accounting information.
- Unit of Measure: Allows for more detail on each expense item by assigning measurement to each item.
- Default Tax Applicability: Indicates taxable expense items and tax recoverability.
- Currency: Allows for multi-currency setup of items.

## MAINTAIN SPEND CATEGORIES

Create spend categories to map to expense items. Spend categories drive the accounting that connects the item to the appropriate ledger account. Spend categories and spend category hierarchies are also used for reporting and auditing.

1. Access the Maintain Spend Categories task.
2. Select whether you want to create a new spend category hierarchy, add to an existing hierarchy, or maintain spend categories without Hierarchy.
3. Click Add.
4. Name the spend category.
5. In order for the spend category to be available for expense items select *Expense* in Spend Category Usage.

## Expenses for Workday 26.3

### Spend Category Detail

|  |                          |                             |
|--|--------------------------|-----------------------------|
| Spend Category                               | (empty)                  | Tax and Additional Charges  |
| Spend Category Name *                        |                          | Default Tax Applicability   |
| Commodity Code                               |                          | Allocate Freight            |
| Description                                  |                          | Allocate Other Charges      |
| Spend Category Display                       | * X Name Only            | Asset Tracking              |
| Spend Category Usage                         |                          | Track Items                 |
| Inactive                                     | <input type="checkbox"/> | Intangible                  |
| Spend Category In Use                        | <input type="checkbox"/> | Lease                       |
| Requisition Fulfillment Source               | (empty)                  | Default Asset Class (empty) |
| Revenue Category Mapping                     |                          | Default Asset Type (empty)  |
| Supplier Link Commodity Code Mapping 0 items |                          |                             |
| <input type="button" value="+"/>             | Range From               | Range To                    |
|  |                          | Use on PO                   |

### CREATE EXPENSE ITEM

#### CREATE EXPENSE ITEM - SUMMARY

To create a new expense item, the only required fields are the Item Name and a Spend Category. Other optional fields are available to allow for easier processing:

1. Access the Create Expense Item task.
2. Enter an Item Name.
3. Optionally, enter an Item Description.
4. Optionally, enter Search Keywords to allow searchers to find this expense item more easily. Separate each term by a comma.
5. If this is a Per Diem item, check the Per Diem box.
6. Select the correct Spend Category for the item.
7. Optionally, select an Expense Policy Group.

8. Optionally, select an **Expense Item Group**.
9. Optionally, select a **Unit of Measure**.
10. Optionally, select a **Default Tax Applicability**.

**Create Expense Item**

**Summary**

|                           |   |                      |
|---------------------------|---|----------------------|
| Expense Item              | (empty)                                   |                      |
| Item Name                 | *   | <input type="text"/> |
| Item Description          | <input type="text"/>                      |                      |
| Search Keywords           | <input type="text"/>                      |                      |
| Spend Category            | *   | <input type="text"/> |
| Expense Policy Group      | <input type="text"/>                      |                      |
| Expense Item Group        | <input type="text"/>                      |                      |
| Unit of Measure           | <input type="button" value="select one"/> |                      |
| Default Tax Applicability | <input type="text"/>                      |                      |
| Per Diem                  | <input type="checkbox"/>                  |                      |
| Enable Travel Journal     | <input type="checkbox"/>                  |                      |
| Inactive                  | <input type="checkbox"/>                  |                      |

**OK**   **Cancel**

## CREATE EXPENSE ITEM - PROCESSING

Other optional fields are available under Processing. These fields allow you to specify how the expense amount should be processed.

1. Select the appropriate processing for the expense amount.
  - A. Actual Amount – What is input is the reimbursed
  - B. Maximum Amount – Specify a single maximum amount allowed. Can be used in conjunction with Use Fixed/Max Expense Amount or Expense Rate Table.

- C. Fixed Amount – Used in conjunction with the Use Fixed/Max Expense Amount field or with expense rate table for a single fixed amount.
- D. Based on Allowance Plan – Used if an allowance plan is being created and associated with workers. The allowance plan will reference this expense item when created by HCM.
- E. Use Expense Rate Table – Use for any rate-based expense that is not a fixed amount.
  - i. Optionally, select Quantity and Per Unit Amount Not Enterable if you do not want the Quantity and Per Unit Amount fields to be unavailable.
  - ii. If you used Maximum Amount or Based On Allowance Plan processing you can, optionally, select Allow Overage to allow for expenses in excess of the specified amount.
  - iii. Optionally, select the Memo Required checkbox to ensure a memo must be entered before the expense report can be submitted.
  - iv. If you chose the Memo Required checkbox you can, optionally, specify Instructional Text to be displayed to the user if they try to submit an expense report without the memo field completed.

Processing

Actual Amount  
 Maximum Amount  
 Fixed Amount  
 Based on Allowance Plan  
  
 Use Expense Rate Table  
 Use Fixed/Max Expense Amount  
0.00  
 None of the above

**Currency**

**Quantity and Per Unit Amount Not Enterable**

**Allow Overage**

**Memo Required**

**Instructional Text to Show**

## CREATE EXPENSE ITEM - ATTRIBUTES

Using Attributes, you can choose other fields that need to be entered by the worker. Attributes can be marked as required or optional and some attributes can be used to evaluate criteria and rules for rate tables. You cannot create new attributes but instead are using the attributes created by Workday.

1. Select the Attributes prompt and select the correct attribute.



**Important:** Since you cannot reorder the attributes, be sure to enter them in the order you want them to display.

2. Select Display to User if you want the worker to complete the field on the Expense Report.
3. Select the Required checkbox if the worker must complete the field.



**Note:** If you use the attribute as criteria or a rule in an Expense Rate Table you must make the attribute required.

| Expense Item Attributes   |                      |                          |                                     |
|---|----------------------|--------------------------|-------------------------------------|
| Display Arrival Date before Departure Date <input type="checkbox"/> |                      |                          |                                     |
| Expense Item Attributes 5 items                                     |                      |                          |                                     |
|   | *Attributes          | Display to User          | Required                            |
| <input type="button" value="+"/>                                    | Airline              | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="button" value="-"/>                                    | Ticket Number        | <input type="checkbox"/> | <input type="checkbox"/>            |
| <input type="button" value="-"/>                                    | Origination Location | <input type="checkbox"/> | <input type="checkbox"/>            |
| <input type="button" value="-"/>                                    | Destination Location | <input type="checkbox"/> | <input type="checkbox"/>            |
| <input type="button" value="-"/>                                    | Travel Country       | <input type="checkbox"/> | <input type="checkbox"/>            |

## SET UP ITEM ATTRIBUTES

When you create expense items you can specify attributes that prompt workers to complete these additional fields. You can use these attributes to evaluate criteria and rules for expense rates, run reports, or create custom validations and condition rules. Attributes have been created by Workday and you cannot add to this list of attributes.

## TENANTED DATA

Some attributes are free form while others are configured by the customer. For example, the Arrival Date is in date format, but the Airline is considered tenanted data since it is a list that can be maintained by the customer.



## MAINTAIN ATTRIBUTES

Tenanted data attributes are maintained through a task within Workday. Attributes are used in rate tables, custom validations, reports and are also used by credit card and travel booking integrations. For most tenanted data attributes, you can setup the name, merchant code for credit card transactions, and alternate names to match data from integrations.

1. Access the appropriate task.
2. Enter the Name.
3. Optionally, select the appropriate Merchant Code.
4. Optionally, enter Alternate Name(s).

| Maintain Hotels                  |               |       |                              |                                  |                                     |                                     |
|----------------------------------|---------------|-------|------------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| 22 items                         |               |       |                              |                                  |                                     |                                     |
|                                  | Hotel         | *Name | Merchant Code                |                                  | *Alternate Names                    | In Use                              |
| <input type="button" value="Q"/> | Best Western  |       | X 3502 - BEST WESTERN HOTELS | <input type="button" value="+"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="button" value="Q"/> | Courtyard     |       | 3690 - COURTYARD INNS        | <input type="button" value="+"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="button" value="Q"/> | Crowne        |       | 3750 - CROWNE PLAZA HOTELS   | <input type="button" value="+"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="button" value="Q"/> | Fairfield Inn |       | 3715 - FAIRFIELD INN         | <input type="button" value="+"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="button" value="Q"/> | Fairmont      |       | 3590 - FAIRMONT HOTELS       | <input type="button" value="+"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="button" value="Q"/> | Four Seasons  |       | 3543 - FOUR SEASONS HOTELS   | <input type="button" value="+"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |



Note: This screenshot shows Maintain Hotels but most maintenance tasks for attributes require similar.

## EXAMPLE: MAINTAIN TRAVEL CITIES

Travel cities can be used in expense rate tables, custom validations, reports, credit card integration, and travel bookings.



Note: Destinations such as Country and Travel Region, are used in tax defaulting. You need to set up these attributes against each expense item that you want tax defaulting for.

1. Access the Maintain Travel Cities task.
2. Enter the Name.
3. Select the correct Country.
4. Optionally, enter Alternate Name(s).



Note: Available countries are maintained by Workday.

5. Edit the expense item to add the attribute Destination Location or Origination Location.

| Maintain Travel Cities              |              |                          |         |               |        |                 |          |
|-------------------------------------|--------------|--------------------------|---------|---------------|--------|-----------------|----------|
|                                     | Travel City  | Name                     | Country | Travel Region | In Use | Alternate Names | Inactive |
| <input type="checkbox"/>            | Q Amsterdam  | Netherlands              |         |               | Yes    |                 |          |
| <input type="checkbox"/>            | Q Atlanta    | United States of America |         |               | Yes    |                 |          |
| <input type="checkbox"/>            | Q Bangalore  | India                    |         |               | Yes    |                 |          |
| <input checked="" type="checkbox"/> | Q Barcelona  | Spain                    |         |               |        |                 |          |
| <input checked="" type="checkbox"/> | Q Belfast    | United Kingdom           |         |               |        |                 |          |
| <input checked="" type="checkbox"/> | Q Birmingham | United Kingdom           |         |               |        |                 |          |
| <input type="checkbox"/>            | Q Boston     | United States of America |         |               | Yes    |                 |          |
| <input checked="" type="checkbox"/> | Q Cardiff    | United Kingdom           |         |               |        |                 |          |
| <input type="checkbox"/>            | Q Chicago    | United States of America |         |               | Yes    |                 |          |

### MAINTAIN TENANTED DATA

Other tenanted data attributes that can be maintained are:

- Airlines.
- Airports.
- Car Rental Agencies.
- Class of Service.
- Engine Capacities.
- Fuel Types.
- Hotels.
- Vehicle Plans.
- Vehicle Types.

For an updated list search Community for Expense Item Attributes.



Note: Engine Capacities, Fuel Types, Vehicle Plans, and Vehicle Types are commonly used in Europe for mileage.

### MAINTAIN EXPENSE ITEM ATTRIBUTE GROUPS

Define categories to group related expense item attributes. The attribute values are grouped in folders which workers access when they select expense item details on expense reports.

1. Access the Maintain Expense Item Attribute Groups task.
2. Add a new row.
3. Enter an Expense Item Attribute Group Name.
4. Select the Expense Item Attribute Values to include in the group.

| 1 items                             |                              |                                    |   |
|-------------------------------------|------------------------------|------------------------------------|---|
|                                     | Expense Item Attribute Group | *Expense Item Attribute Group Name | Expense Item Attribute Values   |
| <span style="color: blue;">+</span> | Preferred Hotels             |                                    | <span style="color: gray;">X</span> W Hotel<br><span style="color: gray;">X</span> The Ritz<br><span style="color: gray;">X</span> Marriott<br><span style="color: gray;">X</span> Hilton<br><span style="color: gray;">X</span> Four Seasons |

**Important:** Complex Per Diems is an opt in feature for customers with workers in countries where there are complex regulatory requirements for how per diem allowances must be recorded and calculated - typically within Europe. For other customers, there is no impact. Community has detailed instructions for much of the integration setup in the *Expenses Complex Per Diems Enhancement in WD25* video. We encourage you to use Community and/or an integration specialist when setting up this feature.



VIDEO 1.2: EXPENSE ITEMS



*Check out the next video presentation:  
**Expense Items***



*Check out the demonstration:  
**Create Expense Items***





## ACTIVITY 1.1 – CREATE EXPENSE ITEMS

Business Case: Out of This World Adventures (OTWA) reimburses workers for the shuttle ride to the planet of the customer's choice, lodging at the resort, and meals while at the resort. Four new expense items need to be created.

### ➡ Sign in as Finance Administrator: Teresa Serrano (tserrano)

#### SETUP

We will drive accounting using two spend categories: one called **Space Travel** and one called **Excursion Marketing** but we do not need them to belong to a spend category hierarchy. We want our expense administrators to be able to report and audit on all of these items using a new expense policy group called **Space Travel**. Workers will locate these items using a new expense item group called **Space Billable Travel**.

#### CREATE EXPENSE ITEM 1: SHUTTLE RIDE

Item 1 is for the **Shuttle Ride** to the space resort and should reference the **Space Travel** spend category. Allow workers to be able to find the items by the keywords **Mars** and **space** or with the expense item group. The shuttle ride cost should not be allowed to go over **\$2,000 USD** and we don't want them to enter a **Quantity** or **Per Unit**. We will want the user to enter the **destination location**, the **airline**, and the **ticket number**. The ticket number is optional.

#### CREATE EXPENSE ITEM 2: SPACE LODGING

Item 2 is for **Space Lodging** and should reference the **Space Travel** spend category. Allow workers to find the items by the keywords **Mars** or **space resort** or with the expense item group. The worker should be able to enter the *actual amount* for the lodging and we will want the worker to enter the *hotel*, the *number of days*, and the *arrival date*, although the arrival date is not required.

#### CREATE EXPENSE ITEM 3: SPACE PER DIEM

Item 3 is for **Space Per Diem** and should reference the **Space Travel** spend category. The worker should be able to find it with the expense item group. This item should be reimbursed at a fixed rate of **\$100 USD**. We want them to have to enter a *number of days*.

#### CREATE EXPENSE ITEM 4: EXCURSION FEES

Item 4 is for **Excursion Fees** and should reference the **Excursion Marketing** spend category. This expense will be reimbursed at the actual amount. Be sure that a Memo is required and if the memo is not entered the worker will see the following instructions, “Enter the excursion master number. It can be found on your schedule.”



Note: You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.



## ACTIVITY 1.2 – EDIT EXPENSE ITEM SECURITY SEGMENT

**Business Case:** The customer does not wish to make all expense items available to all of its employees. Certain items, for example, Entertainment should only be available to company executives and members of the sales organization. To meet this requirement, expense items have been restricted using segmented security. As a result, you'll need to edit the Unrestricted Security Segment to include your new items.

### **Sign in as Security Administrator: Teresa Serrano (tserrano)**

You will learn more about segmented security in a later section but for now follow these steps:

1. Access the **Edit Expense Item Security Segment** task.
2. Select the **Unrestricted Expense Items Segment** from the prompt.
3. Select the **Space Travel** expense policy group you created.
4. Click **OK**.



**Note:** You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.



## ACTIVITY 1.3 – MAINTAIN TRAVEL CITIES, AIRLINES, AND HOTELS

**Business Case:** In order for workers to accurately enter their expense report lines you will need to maintain new travel cities, airlines, and hotels.

➊ Sign in as Finance Administrator: Teresa Serrano (tserrano)

| Maintain | Value                       |
|----------|-----------------------------|
| Airline  | Virgin Galactic<br>SpaceX   |
| Hotel    | Skywalker Intergalactic     |
| Cities   | Olympus Mons<br>Madler Beer |



Note: You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.

## CHAPTER 2 – ACCOUNTING SETUP

### OVERVIEW

Before transactions can be created you need to complete accounting setup for the company. This includes the setup of the company followed by the setup of the accounting details.

- Create Companies for which you want to record business transactions, produce financial statements, and create other statutory reports.
- Create Fiscal Schedules and Fiscal Years to establish the calendar of financial periods that control accounting and reporting for your companies.
- Create Account Sets.
- Set Up Currencies.
- Configure Account Posting Rules to identify where you want to post each type of transaction.



Note: Once a financial transaction has posted the currency, fiscal schedule, and account set cannot be changed on the company so it's imperative that they are setup correctly.

VIDEO 2.1: ACCOUNTING SETUP



*Check out the next video presentation:  
**Accounting Setup***



*Check out the next demonstration:  
**Company Accounting Setup***



## CREATE A FISCAL SCHEDULE

Fiscal schedules are the calendars that your businesses use and can share for financial accounting and reporting purposes. Fiscal years are distinct from calendar years though the two may coincide. In Workday you use fiscal schedules as the building blocks to create fiscal years and their periods. Fiscal schedules themselves do not contain specific years.



**Note:** The initial fiscal schedule setup and creation is generally completed via iLoad. Once created Fiscal Schedules can be shared across companies.

| Fiscal Year                        | Fiscal Year Number | Fiscal Year Name | Fiscal Year Start Date | Fiscal Year End Date |
|------------------------------------|--------------------|------------------|------------------------|----------------------|
| 2009 - Standard Corporate Schedule | 2009               | 2009             | 01/01/2009             | 12/31/2009           |
| 2010 - Standard Corporate Schedule | 2010               | 2010             | 01/01/2010             | 12/31/2010           |
| 2011 - Standard Corporate Schedule | 2011               | 2011             | 01/01/2011             | 12/31/2011           |
| 2012 - Standard Corporate Schedule | 2012               | 2012             | 01/01/2012             | 12/31/2012           |
| 2013 - Standard Corporate Schedule | 2013               | 2013             | 01/01/2013             | 12/31/2013           |
| 2014 - Standard Corporate Schedule | 2014               | 2014             | 01/01/2014             | 12/31/2014           |
| 2015 - Standard Corporate Schedule | 2015               | 2015             | 01/01/2015             | 12/31/2015           |
| 2016 - Standard Corporate Schedule | 2016               | 2016             | 01/01/2016             | 12/31/2016           |
| 2017 - Standard Corporate Schedule | 2017               | 2017             | 01/01/2017             | 12/31/2017           |
| 2018 - Standard Corporate Schedule | 2018               | 2018             | 01/01/2018             | 12/31/2018           |

1. Create the Fiscal Schedule by creating a name.
2. Maintain Fiscal Schedule Posting Intervals by creating the posting intervals for financial transactions. (i.e. January, February, etc. for companies that post each month)
3. Complete the Create Initial Fiscal Year task and enter the Year Number and Name. Enter the Fiscal Year Start Date and the End Date for each Fiscal Period.
4. Complete the Create Previous/Next Fiscal Year task to create the next fiscal year.



**Note:** Work with the accounting department to determine the company's fiscal schedule and posting intervals.

### ACCOUNT SETS

Establish the general ledger for recording transactions relating to a company's assets, liabilities, owners' equity, revenue, and expenses. Each ledger account is made up of an Identifier, Name, and Type. The collection of all ledger accounts is known as an account set. Workday **strongly recommends** configuring two account sets and establishing a Parent/Child relationship between them. This ensures that the child account can be swapped out at some point in the future. This flexibility is only possible if the parent is defined as a Chart of Accounts (COA) account set and is assigned directly to the company accounting details. While not required, it is common practice for multiple companies to share same set of parent/child account sets in Workday.

### CHILD ACCOUNT SET

1. Access the Create Account Set task.
2. Enter an Account Set Name.
3. Enter the Identifiers, Account Name, and Ledger Account Type for each account.

Create Account Set

| Account Set (empty)            |                |                                  |               |                      |         |
|--------------------------------|----------------|----------------------------------|---------------|----------------------|---------|
| Account Set Name               |                | Child                            |               |                      |         |
| Chart of Accounts              |                |                                  |               |                      |         |
| Include Account Set            |                |                                  |               |                      |         |
| <b>Ledger Accounts</b> 5 items |                |                                  |               |                      |         |
|                                | Ledger Account | *Identifier                      | *Account Name | *Ledger Account Type | Retired |
| (+)                            | 1000           | Cash                             | X Asset       |                      |         |
| (-)                            | 2000           | Accounts Payable                 | Liability     |                      |         |
| (-)                            | 3200           | Retained Earnings - Current Year | Equity        |                      |         |
| (-)                            | 4000           | Revenue                          | Income ...    |                      |         |
| (-)                            | 7000           | Expenses                         | Expense       |                      |         |

## PARENT ACCOUNT SET

1. Access the Create Account Set task.
2. Enter an Account Set Name.
3. Select the Chart of Accounts checkbox.
4. Select the correct child account set to link to the parent account set.

**Create Account Set**

|                                  |  |             |               |                      |
|----------------------------------|--|-------------|---------------|----------------------|
| Account Set                      | (empty)  |             |               |                      |
| Account Set Name                 | Parent   |             |               |                      |
| Chart of Accounts                | <input checked="" type="checkbox"/>  |             |               |                      |
| Include Account Set              | <input type="text" value="search"/> <input type="button" value="..."/><br><input checked="" type="checkbox"/> Space Camp Child |             |               |                      |
| <b>Ledger Accounts</b>           |  |             |               |                      |
| <input type="button" value="+"/> | Ledger Account   | *Identifier | *Account Name | *Ledger Account Type |
| No Data                          |  |             |               |                      |



Note: The Parent Account Set does not contain ledger accounts. Work with the accounting department to determine the company's ledger accounts.

## ACCOUNT POSTING RULES

Account posting rules tell the system where to post the debits and credits of the accounting journal generated from an operational transaction. When an expense report is approved, for example, Workday evaluates the relevant account posting rules and determines the ledger accounts used to record the expense. Each posting rule is for a specific operational transaction.

### CREATE ACCOUNT POSTING RULE SET

1. Access the Create Account Posting Rule Set task.
2. Enter an Account Posting Rule Set Name.
3. Select the Account Set that will be used for these account posting rules.

### EDIT ACCOUNT POSTING RULES

Entries are posted to this account when none of the posting rule conditions are met or if no rule conditions have been defined. for the rule. One or more rule conditions can be configured when transactions must post to different ledger accounts based on certain criteria. For each condition, you can select from a predefined list of dimensions that make sense for the transaction type. For certain dimensions, such as various types of groups and accounting categories, you are able to select from a list of values that you have defined.



Note: The Parent Account Set does not contain ledger accounts. Work with the accounting department to determine the company's ledger accounts.



Note: There are four required account posting rules if you are using Expenses:  
**Spend** - This rule identifies the account used to record the purchase of an item.

**Expenses Payable** - This rule identifies the payables account used to record expense payments due.

**Retained Earnings** – This rule identifies the account used to record the earnings retained by the company.

**Cash** – This rule identifies the cash account to be used to record transactions impacting cash.



**Note:** Depending on the functionality used, more Account Posting Rules may need to be setup. Additional optional account posting rules you may configure include:

Credit Card Payable – If corporate card program is in use with corporate OR SHARED liability.

Expenses Payable to Supplier – If supplier of contingent worker is configured as “Do Not Reimburse Contingent Worker Expense Reports” = Y, then expense report paid directly to supplier.

(To see this in the education tenant – go to: Find Suppliers > Apex Solutions > Contracts and Purchase Orders > Procurement Setup > Do not Reimburse Contingent Worker Expense Reports = Y. Any contingent workers set up against this supplier will have their expenses paid directly to Apex Solutions.)

Expense Advance – If Cash Advances are in use, this records the amount of the cash advance outstanding and due to be paid back to the company.

InterWorktag Payable/Receivable – If Balancing Worktags are in use, and using Cash Advances

Intercompany Payable/Receivable – To recover intercompany expenses when an expense report, Cash Advance, or credit card settlement is Paid by one company on behalf of another company.

Realized Currency Gain/Loss – If Cash Advances in use and any expense reports might have foreign currency transactions.

Spend Commitment – If Commitment accounting is in use.

## EDIT ACCOUNT POSTING RULES

1. Access the Edit Account Posting Rule Set task.
2. Select the account posting rule set.
3. Setup the correct rule(s).
  - A. Click the Rule name on the left.
  - B. Click the Edit Posting Rule button.
  - C. Enter a default ledger account and/or conditions.

## Expenses for Workday 26.3

View Account Posting Rule Set **Standard Account Posting Rule**   

Account Posting Rule Set Name Standard Account Posting Rule  
Account Set Corporate  
Used by Companies 22

[Edit Default Ledger Accounts](#) [Edit Account Posting Rule Set Name](#)

|   |  |
|---|--|
|  Depreciation Expense                | Account Posting Rule Expenses Payable  |
|  Discounts Given                     | Default Ledger Account 2500 Employee Expense Payable   |
|  Discounts Taken                     | Description The expense payable posting rule identifies the payables account used to record expense payments due. Typically a liability account. |
|  Expenses Payable                    | Enable Control Account Warning   |
|  Expenses Payable to Supplier        | <a href="#">Edit Posting Rule</a> <a href="#">Test Posting Rule</a>  |
|  Facilities and Administration Co... |  |
|  Facilities and Administration Co... |  |
|  Fringe Benefit Commitment           |  |
|  Fringe Benefit Expense              |  |
|  Fringe Benefit Obligation           |  |
|  Fringe Benefit Recovery             |  |

**Posting Rule Conditions** 

| Resulting Ledger Account | Condition |        |
|--------------------------|-----------|--------|
|                          | Dimension | Values |
|                          | No Data   |        |

## COMPANY ACCOUNTING SETUP

Before transactions can be created for a company, you need to complete its accounting setup. This includes initial setup followed by configuration of accounting details.

- Create a Fiscal Schedule, Account Set, Account Posting Rule Set, etc. as required.
- Create Companies for which you want to record business transactions, produce financial statements, and create other statutory reports.
- Assign the necessary accounting details to the companies.
- Create Ledgers for each of your companies.
- Create and Open Ledger Years and Periods for processing.

### CREATE A COMPANY

Accounting setup is related to a Company organization type. Begin by setting up the Company.

1. Access the Create Company task.
2. Select an existing Reorganization or create a new reorganization.
3. Enter the legal name of the Company into the Name field.
4. Optionally, enter a Code.
5. Optionally, select whether to include the code in the name.
6. Select the appropriate Subtype.
7. Select the Visibility.
8. Optionally, add an External URL to the Company's website.
9. Select the base reporting currency for the Company.
10. Assign an Accounting Manager to the Company.

### EDIT COMPANY ACCOUNTING DETAILS

Assign the financial components necessary to perform accounting for a company.

1. Access the Edit Company Accounting Details task.
2. Select the appropriate Fiscal Schedule.
3. Select the appropriate Account Set.
4. Select the appropriate Account Posting Rule Set.

## Expenses for Workday 26.3

---

5. Select the appropriate Journal Reversal Option.

**Edit Company Accounting Details**

|                                  |   |
|----------------------------------|---|
| Currency                         | <input type="text" value="USD"/>          |
| Fiscal Schedule                  | <input type="text" value="search"/>       |
| Account Set                      | <input type="text" value="search"/>       |
| Alternate Account Set            | (empty)                                   |
| Default Account Set              | (empty)                                   |
| Account Control Rule Set         | <input type="text" value="search"/>       |
| Account Posting Rule Set         | <input type="text" value="search"/>       |
| Account Translation Rule Set     | <input type="text" value="search"/>       |
| Average Daily Balance Rule       | <input type="text" value="search"/>       |
| Average Daily Balance Start Date | <input type="text" value="1/1"/>          |
| Default Reporting Book           | <input type="text" value="search"/>       |
| Procurement Tax Option           | <input type="button" value="select one"/> |

**Tax Calculation Options for Customer Invoices**

Use Third Party Tax Service

Tax Service Name

**Journal Reversal Options**

Reverse Debit/Credit  
 Keep Debit/Credit and Reverse Sign

## CREATE LEDGER

A ledger must be established for each of your companies. The ledger is where you store accounting results from your journal entries. Your company must set up an actuals ledger.

1. Access the Create Ledger task.
2. Select the appropriate Company.
3. Select the appropriate Actuals Ledger Type.

## CREATE LEDGER YEAR AND LEDGER PERIODS

Establish ledger years and ledger periods for each of your companies so that you can record journal entries to their ledgers. You must have an open period to post the journals that result from the expense report.

1. Access the Create Ledger and Ledger Period task.
2. Select the appropriate Company.
3. Select the appropriate Fiscal Year.



**Note:** Each new year, before you can begin posting, you will need to create a Ledger Year and Ledger Period.

## UPDATE LEDGER PERIOD STATUS

Before you can post to a ledger period the period must be opened.

1. Access the Update Ledger Period Status task.
2. Select the appropriate ledger period.
3. Select the Open status from the prompt in the Status field.



**Note:** By default, only Accounting Managers can update ledger period status. If you can't select your company's ledger period check your role assignments.



## ACTIVITY 2.1 – CREATE A NEW COMPANY AND EDIT THE COMPANY ACCOUNTING DETAILS

**Business Case:** In order for Out of this World Adventures to be able to pay expense reports, a new company must be set up.

### Sign in as Finance Administrator: Teresa Serrano (tserrano)

#### CREATE COMPANY

Select an existing Reorganization, Initial Implementation (01/01/2000), when setting up the company. Create a new company called *Out of This World Adventures* with an organization code of **OTWA** that reports in **USD**. Assign the **CFO position** (Teresa Serrano) as the Accounting Manager for OTWA.

#### EDIT COMPANY ACCOUNTING DETAILS AND CREATE ACCOUNT SET

OTWA will use the existing **Standard** fiscal schedule and the existing **Standard** account set and account control rule set. They will use the **Standard** account posting rule set and will reverse the debit/credit for journals.

In addition, they will want an account set called *OTWA Child* created and linked to the **Standard** account set that reflects only the new accounts for OTWA. These accounts are **expense** accounts:

- **5200: Billable Space Travel**
- **6250: Excursion Marketing**
- **6825: Excursion Travel**

#### EDIT ACCOUNT POSTING RULE

Update the Spend account posting rule to reflect the following:

- Expenses that use Space Travel spend category and a billable checkmark should post to the new 5200: Billable Space Travel account.
- Expenses that use Space Travel without a billable checkmark should post to Excursion Travel to post to 6825: Excursion Travel.
- Expenses that use the spend category of Excursion Marketing should post to 6250.

## CREATE LEDGER

Create an actuals ledger for OTWA and create the ledger year and ledger period for this year.  
Open the current period.



Note: You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.

## CHAPTER 3 – CONFIGURE EXPENSE REPORTS

### OVERVIEW

Use these materials as an aid to configure basic elements of the expense report:

- Instructional text
- Fields that appear during the expense report creation task
- Numbering of newly created expense reports



Note: Other expense report formatting options are detailed in the Additional Expense Report Configuration unit.

VIDEO 3.1: EXPENSE REPORT SETUP AND PROCESSING



*Check out the next video presentation:*  
**Expense Report Setup and Processing**



*Check out the next demonstration:*  
**Expense Report Setup and Processing**



## EXPENSE REPORT INSTRUCTIONAL TEXT

Instructional text can be defined to assist workers in creating expense reports. This text can be defined for two sections of the Create Expense Report task: the initiation page and the second page of the task. Unique instructions can be written for each of these two locations. Use this instructional text to help workers submit expense reports that are in line with company policy. The instructional text can be formatted and include external links to published expense guidelines.

## INSTRUCTIONS FOR CREATE EXPENSE REPORT INITIATION

To define instructional text for the initial report creation page, use the Create Spend Transaction Instruction task. Note that this task is also used to define instructions for the other spend transactions: Requisition and Spend Authorization.

1. Use the task, Create Spend Transaction Instruction to create expense instructions for a company.
2. Select a Company. If spend instructions have already been created for the company, use the Edit Spend Transaction Instruction task.
3. Enter the text in the Expense Instructions field.
4. Select the Active checkbox to apply the instructions to the Create Expense Report task.
5. Click OK to save.
6. Confirm that this text displays on the initial Create Expense Report page.

**Create Expense Report**

Use this task to enter an expense report into the system. Please determine if you would like to create a new expense report or copy from an existing expense report.

|  |   |
|--|---|
| <p><b>Expense Report Information</b></p> <p>Expense Report For    * Employee: Teresa Serrano</p> <p>Company    * Global Modern Services, Inc... <input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="..."/></p> <p>Expense Report Date    * 07/22/2014 <input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="..."/></p> <p style="margin-left: 20px;"> <input checked="" type="radio"/> Create New Expense Report<br/> <input type="radio"/> Copy Previous Expense Report<br/> <input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="search"/> </p> <p>Initial Worktags</p> <p style="margin-left: 20px;"> <input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="search"/> <br/> <input checked="" type="checkbox"/> Cost Center: 50000 Office of CFO<br/> <input checked="" type="checkbox"/> Location: New York<br/> <input checked="" type="checkbox"/> Region: Headquarters - Corporate         </p> <p>Multicurrency Expense Entry    <input checked="" type="checkbox"/></p> <p>Value Added Tax (VAT) Entry    <input type="checkbox"/></p> | <p><b>Instructions</b></p> <h3>EXPENSE REPORT INSTRUCTIONS</h3> <p>Please review our Expense Report Policy <a href="#">here</a>. If you have questions or need additional assistance, please contact your Expense Partner.</p> <p><b>Top Tips for successfully submitting your expense report and avoiding reimbursement delays:</b></p> <ul style="list-style-type: none"> <li>• <b>Payment Elections</b> must be made before submitting an expense report.</li> <li>• An <b>itemized</b> receipt is required for all expenses <b>\$25 or more</b> (including Cell Phone and Home Phone/Internet expenses).</li> <li>• <b>Hotel</b> expense (rate plus taxes) must be reported as <b>Quantity (# of nights) @ Amount (Nightly Rate)</b>. Additional expenses on the hotel bill (meals, parking, internet) should be itemized.</li> <li>• <b>Meals</b> are to be listed separately and should include a business purpose. Meals shared with other travelers require attendees be listed in the <b>Attendees</b> field.</li> <li>Out-of-policy expenses require an explanation in the memo field referencing VP prior approval.</li> </ul> |
|--|---|

## INSTRUCTIONS FOR PAGE TWO OF CREATE EXPENSE REPORT

To define instructions for the second page of the Create Expense Report task, create help-text for the initiation step of the Expense Report Event Default Definition. Note that this text can only be defined from the default definition of the business process.

1. From the Expense Report Event Default Definition, click the Initiation step's Related Actions and select Business Process > Maintain Step Help-Text.
2. Confirm the Effective Date and click OK.
3. Enter text in the Help Text box. Click Format Text to add style to the text.
4. Click OK to save.
5. Confirm that this text displays on the second page of the Create Expense Report task.

## Expenses for Workday 26.3

Create Expense Report | [e](#)

|        |                          |                      |                          |                           |                   |
|--------|--------------------------|----------------------|--------------------------|---------------------------|-------------------|
| Pay To | Employee: Teresa Serrano | Personal<br>0.00 USD | Company Paid<br>0.00 USD | Reimbursement<br>0.00 USD | Total<br>0.00 USD |
|--------|--------------------------|----------------------|--------------------------|---------------------------|-------------------|

**Instructional Text**

Expense guidelines can be found on the Finance website. Controller approval is required for any expense report greater than \$5,000 that does not have a pre-approved spend authorization. Any expense reports that exceed the pre-approved spend authorization must be approved by the Chief Financial Officer.

**Expense Report Information**

|                     |  |
|---------------------|--|
| Company             | ★ Global Modern Services, Inc. (USA)         |
| Expense Report Date | * 07/22/2014 <a href="#">[cal]</a>           |
| Business Purpose    | <a href="#">search</a> <a href="#">[cal]</a> |

**Expense Report Reference Information**

|                            |  |
|----------------------------|--|
| Reimbursement Payment Type | * Direct Deposit <a href="#">[cal]</a>       |
| Spend Authorization        | <a href="#">search</a> <a href="#">[cal]</a> |
| Memo                       | <a href="#">[cal]</a>                        |

## EXPENSE REPORT CONFIGURATION – TENANT SETUP OPTIONS

Workday has a set of configurable attributes that can be applied to **all** expense reports, regardless of the company for which they are recorded. Some fields on the Create Expense Report task can optionally be hidden if they are not needed. Fields that may be hidden include:

- Multicurrency Checkbox
  - Value Added Tax Checkbox
  - Spend Authorization field
  - Billable Checkbox
1. To hide any of these fields, navigate to Edit Tenant Setup – Financials.
  2. Locate the Expenses Options section and select the boxes for the fields/checkboxes that are to be hidden.
  3. Click OK to save.

**Expenses Options**

|  |                                     |
|--|-------------------------------------|
| Hide Multicurrency Checkbox on Expense Report  | <input checked="" type="checkbox"/> |
| Hide Value Added Tax (VAT) Entry Checkbox on Expense Report                            | <input checked="" type="checkbox"/> |
| Hide Spend Authorization field on Expense Report if Worker has no Spend Authorizations | <input type="checkbox"/>            |
| Hide Billable Checkbox on Expense Report Line  | <input type="checkbox"/>            |
| Bill Expense Lines when Expense Report is Approved (versus Paid)                       | <input checked="" type="checkbox"/> |
| Years to Retain Financial Data for Purged Workers                                      | 99                                  |
| Restrict Selection of Project Worktags by Resource Plan                                | <input checked="" type="checkbox"/> |
| Enable Cash Advances   | <input checked="" type="checkbox"/> |

Additional tenant-wide settings for Expenses can be configured in the Expenses Options section as well.

| Expenses Tenant Option  | Description  |
|---|--|
| <b>Bill Expense Lines when Expense Report is Approved (versus Paid)</b> | Enables you to bill all expense report lines flagged as <i>Billable</i> when expense reports are approved instead of paid.   |
| <b>Years to Retain Financial Data for Purged Workers</b>                | <p>Enables you to run the Purge Person Data task and remove terminated worker personal data from:</p> <ul style="list-style-type: none"> <li>• Expense Reports</li> <li>• Expense Credit Cards</li> <li>• Procurement Cards</li> </ul> <p>Workday automatically populates 99 years which you can overwrite.</p> <p>After you run the Purge Person Data task, Workday removes transaction and credit card data for terminated workers dated before the number of years you specify.</p> |
| <b>Restrict Selection of Project Worktags by Resource Plan</b>          | Restricts workers access to only the project worktags for their assigned project resource plans in spend authorization and expense report prompts.   |

## SPECIFY THE ID GENERATOR

Define the sequence by which Workday will automatically number Expense Reports, Spend Authorizations, and Payment. Sequence generators can be defined using the Create ID Definition / Sequence Generator task or from within the Edit Tenant Setup – Financials task.

| Business Document Sequence IDs      |   |
|-------------------------------------|---|
| ID Generator for Customer Contracts | Customer Contract ID (4024) <input type="button" value="Edit"/>   |
| ID Generator for Award              | Award Contract () <input type="button" value="Edit"/>             |
| ID Generator for Award Proposals    | Award Proposal ID () <input type="button" value="Edit"/>          |
| ID Generator for Customer Invoices  | Customer Invoice ID (9867) <input type="button" value="Edit"/>    |
| ID Generator for Customer Refunds   | Customer Refund ID (CR-0 ...) <input type="button" value="Edit"/> |
| ID Generator for Expense Reports    | Expense Report ID (EXP-00...) <input type="button" value="Edit"/> |

1. From the Edit Tenant Setup – Financials task, click the prompt next to ID Generator for Expense Reports.
2. Select an existing ID Definition or create a new one.
3. Repeat for Spend Authorization, if required.

### BUSINESS PURPOSE

You create business purposes for expense reporting, spend analysis, and accounting. If your organization doesn't use business purposes for expense reporting and you don't define any business purposes using this task, you can remove the Business Purpose field from expense reports. Use the Maintain Business Purposes task to define business purpose values. Note that if these values are not defined or if they are inactive, the field will not display during expense report creation.

### MAINTAIN BUSINESS PURPOSES

1. Access the task, Maintain Business Purposes.
2. Click the plus to add a row.
3. Enter the business purpose in the Value field.
4. Click OK to save.

| Maintain Business Purposes       |   |                          |                                     |
|----------------------------------|---|--------------------------|-------------------------------------|
| 11 items                         |   |                          |                                     |
|                                  | Business Purpose                                      | Value                    | In Use                              |
| <input type="button" value="+"/> | <input type="text" value="Billable Project"/>         | Billable Project         | <input checked="" type="checkbox"/> |
| <input type="button" value="+"/> | <input type="text" value="Conference"/>               | Conference               | <input checked="" type="checkbox"/> |
| <input type="button" value="+"/> | <input type="text" value="Corporate Visit"/>          | Corporate Visit          | <input checked="" type="checkbox"/> |
| <input type="button" value="+"/> | <input type="text" value="Customer Visit"/>           | Customer Visit           | <input checked="" type="checkbox"/> |
| <input type="button" value="+"/> | <input type="text" value="Demo"/>                     | Demo                     | <input checked="" type="checkbox"/> |
| <input type="button" value="+"/> | <input type="text" value="Excursion Marketing"/>      | Excursion Marketing      | <input checked="" type="checkbox"/> |
| <input type="button" value="+"/> | <input type="text" value="Excursion Setup"/>          | Excursion Setup          | <input type="checkbox"/>            |
| <input type="button" value="+"/> | <input type="text" value="Internal Meeting / Event"/> | Internal Meeting / Event | <input checked="" type="checkbox"/> |
| <input type="button" value="+"/> | <input type="text" value="Prospect Visit"/>           | Prospect Visit           | <input checked="" type="checkbox"/> |

You can select business purposes in expense reports to categorize their expenses. To enable the Business Purpose field in expense reports, define at least 1 business purpose.

The accounting for transactions from expense reports with business purposes posts to the corresponding ledger account if you've defined the Business Purpose dimension on the Spend account posting rule.

If you deactivate a business purpose:

- Workers won't be able to select this business purpose in new expense reports.
- If existing expense reports are in Draft or In Progress status before you deactivate a business purpose, Workday displays an error when the report is submitted. Workers must modify the business purpose before submitting the report.
- If a worker copies an existing expense report and you've deactivated the business purpose from the original report, Workday returns an error when the copy is submitted.

- Inactive business purposes are available for custom validations, conditional rules, exit validations, reporting, and account posting rules.

Workers can select business purposes in expense reports.

#### DEFINE ACCOUNT POSTING RULE USING BUSINESS PURPOSE

From the Spend Account Posting Rule:

1. Click Edit Posting Rule.
2. Click the plus to add a Posting Rule Condition for either a new or existing Ledger Account.
3. Select Business Purpose as the Dimension.
4. Select the desired business purposes instances in the Value field.
5. Click OK to save.



## ACTIVITY 3.1 – ASSIGN ROLE-BASED SECURITY

Business Case: Role-based security related to Expenses must be assigned to the company OTWA.

⌚ **Sign in as Security Administrator: Teresa Serrano (tserrano)**

Assign the following roles:

| <i>Role</i>                   | <i>User</i>                        |
|-------------------------------|------------------------------------|
| Expense Analyst               | Nathan Moore<br>Teresa Serrano     |
| Expense Data Entry Specialist | Teresa Serrano                     |
| Expense Partner               | Melissa Hartman<br>Charles Bradley |
| Expense Settlement Specialist | Teresa Serrano                     |



Note: You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.



## ACTIVITY 3.2 – CONFIGURE EXPENSE REPORT

**Business Case:** Expense Reports must be configured to meet the needs of OTWA. A set of specific instructions need to be communicated. Certain fields should be hidden from all end users. Additional business purposes have been identified and a validation is needed for receipts.

### **Sign in as Finance Administrator: Teresa Serrano (tserrano)**

#### CREATE EXPENSE REPORT INSTRUCTIONS

Inform workers of the Expense policies for OTWA by creating instructions that will display on the initiation page of the Create Expense Report task. The policies are as follows:

- Space travel must be submitted weekly.
- Excursion marketing expenses must be submitted within 7 days of your return.
- Receipts are required for all excursion marketing travel.
- For excursion marketing receipts enter a memo of the excursion master number.

#### CONFIGURE EXPENSE REPORT FIELDS

Expense Reports for OTWA will not use more than one currency and will not have VAT tax. Hide the Multicurrency checkbox and VAT checkbox so they do not display when workers create expense reports.

#### DEFINE BUSINESS PURPOSE VALUES

OTWA wants to be able to report on Excursion Setup versus Excursion Marketing travel. Define Business Purpose values for Excursion Setup and Excursion marketing.

#### CREATE CUSTOM VALIDATION FOR EXPENSE REPORT

OTWA expense policy requires receipts to be attached to all expenses incurred during excursion marketing travel. Create a custom validation that prevents OTWA workers from submitting an expense report without a receipt attachment when the Spend Category is Excursion Marketing.

Hint: To ensure receipts are attached where required on the expense report, use the following Workday-delivered fields:



- Line Attachments
- Mobile Expense Image Attached
- Attached Receipt Images



Note: You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.



## ACTIVITY 3.3 – CREATE EXPENSE REPORT

**Business Case:** Aidan Mitzner recently traveled to Mars to search for excursion marketing opportunities. He needs to submit an expense report for his recent trip.

### ➊ Sign in as worker Aidan Mitzner (amitzner)

#### CREATE EXPENSE REPORT

Create an Expense Report for his travel with OTWA specified as the Company and the business purpose specified. Change his Reimbursement Payment Type to Check.

He has three receipts:

- Space Lodging for \$175.00 a night. He stayed at Skywalker Intergalactic for three nights last week.
- He took a SpaceX shuttle ride to Olympus Mons at a cost of \$1,400. His ticket number was A344453.
- Space excursion receipt for \$183.78 and the excursion master number CN-98345.



Note: Check your validation by not attaching a receipt to the line.

Complete any approvals required for the event to be Complete.

### ➋ Sign in as Finance Administrator: Teresa Serrano (tserrano)

#### VIEW ACCOUNTING

Once complete view the accounting for the expense report. Ensure the journal is not in error. If it is, run the Fix Operational Journals in Error report to determine the cause. Fix the issue and run the Fix Operational Journals in Error report again to repost the expense report.



Note: You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.

## CHAPTER 4 – PAYMENT ELECTIONS

### OVERVIEW

Payment elections control how workers can be paid for each type of pay they receive from the company. You can use payment election rules to define the choices employees have for receiving payments, such as:

- Method of payment: check, direct deposit, or manual.
- Whether multiple payment methods are allowed.
- How payments are distributed among chosen payment methods.

You can define payment election rules for these types of payments:

- Payroll. You can define multiple rules for payroll payments.
- Payroll Interface.
- Expense reimbursement payments. You can define only 1 rule for expense payments, which applies to all users.
- Supplier invoice payments.



**Note:** Payment elections can be mass uploaded as part of the implementation/conversion effort or they can be added by individual workers at go live. The approach should be driven by the customer..

VIDEO 4.1: SETTLEMENT



*Check out the next video presentation:  
**Settlement***



*Check out the next demonstration:  
**Banking and Settlement***



## MAINTAIN PAYMENT ELECTION RULES

1. Access the Maintain Payment Election Rules task.
2. Select Expense Rule from the Payroll Rule/Payroll Interface Rule/Expense Rule/Supplier Invoice Rule column.
3. Enter an Election Rule Name field.
4. Select the appropriate payment types in the Allowed Payment Types for Payment Elections column.
5. Optionally, select any payment types allowed for Pending Prenotes in the Override Payment Types for Pending Prenotes column. This is used if a worker bank account returns a Pending or In Progress status.
6. Optionally, select any payment types allowed for Error Prenotes in the Override Payment Types for Error Prenotes column. This is used if a worker bank account returns an Error status.



**Note:** Workers will use the Payment Elections task to add/update their bank account information and their payment elections. Workers must have a payment election for expenses before an expense report can be submitted. If they don't they'll get an error on submit.

## SETTLEMENT OF EXPENSES

Workday's single settlement engine enables you to manage all incoming and outgoing payments—such as payroll, supplier payments, employee expense reimbursements, and customer refunds—in one place across your entire business. Before you can run settlement there are items that need to be setup in the system.

- Define the payment types
- Bank accounts
- Bank routing rules
- Electronic payment integrations
- Create prenote runs
- Create settlement run
- Upload payment acknowledgements for electronic payments
- Print checks or generate advices

## CREATE BANK ACCOUNT

Define or update an account from which to make expense payments. Before you can create a bank account you must ensure the financial institution (bank) exists in the system or create it.

1. Access the Create Bank Account task.
2. Enter the Account Name.
3. Select the Bank Account Type.
4. Select the Country where the bank account is located.
5. Click OK.

**Create Bank Account**

|   |  |                           |   |
|---|--|---------------------------|---|
| <b>Account Information</b>  |  | <b>Account Details</b>    |   |
| Account Name *  | <input type="text"/>   | Country *                 | <input type="text"/> United States of America  |
| Bank Account Type   | Bank Account   | Financial Institution *   | <input type="text"/>                           |
| Bank Account Open Date  | <input type="text"/>  | Bank Branch               | <input type="text"/>                           |
| Account Closed  | <input type="checkbox"/>   | Routing Transit Number *  | <input type="text"/>  |
| Bank Account Close Date   | <input type="text"/>  | Account Number *          | <input type="text"/>  |
| Organization *  | <input type="text"/>  | Bank Identification Code  | <input type="text"/>  |
| Account Currency *  | <input type="text"/>  | Fraction                  | <input type="text"/>  |
| <input type="radio"/> Accept All Currencies<br><input type="radio"/> Accept These Currencies <input type="text"/>  |  | Formatted MICR            | <input type="text"/>  |
| Allowed Payment Types *   | <input type="text"/>  | Target Balance            | <input type="text"/> 0.00   |
| <b>Reconciliation Configuration</b>   |  | <b>Bank Account Usage</b> |   |
| Advanced Mode   | <input type="checkbox"/>   | Primary Account Usage     | <input type="text"/>                           |
| Perform Automatic Bank Reconciliation   | <input type="text"/>  | Allow Additional Usage    | <input type="checkbox"/>  |
| Bank Reconciliation Rule Set  | (empty)  |                           |   |
| Perform First Notice Item Reconciliation  | (empty)  |                           |   |
| First Notice Item Rule Set  | (empty)  |                           |   |
| Group Customer Payments into a Deposit  | <input type="checkbox"/>   |                           |   |
| Group Electronic Payments for Reconciliation  | <input type="checkbox"/>   |                           |   |
| Submit Reconciled Statements Automatically  | <input type="checkbox"/>   |                           |   |



**Note:** This screenshot shows the required fields for bank accounts in United States of America.

1. Select the Company or Company Hierarchy that will use the bank account.
2. Optionally, select any the Bank Account Open Date.
3. Select the Account Currency and, optionally, select whether the bank account will accept other currencies.
4. Select the Allowed Payment Types for the account.
5. Select the Financial Institution that holds the account.
6. Optionally, select the bank branch where the account was opened.

7. Depending on the Country where the Bank Account is located the other required account details will vary. You may need to enter Routing Transit Number or IBAN number.
8. In Primary Account Usage, select what this bank account will be used for during settlement.
9. Optionally, select the checkbox to Allow Additional Usage if this bank account can be used for other uses.

## CREATE BANK ROUTING RULE

Define a bank routing rule for the company to control which bank accounts the settlement process uses to route payments that you initiate in Workday. If there is only one bank account for the entire company's payments, you can simply specify the default account. If there are other accounts, you can create rules to dictate which payment comes from the account. Only standard bank accounts can be used in bank routing rules.

The screenshot shows the 'Bank Routing Rule' creation screen. At the top, there are fields for 'Company' (set to 'Global Modern Services, Inc. (USA)') and 'Default Bank Account' (set to 'BofA Checking'). Below this is a table titled 'Rule Details' with 3 items. The table has columns: Order, Payment Type, Location, Payment Category, and Pay Group. The first row shows a selected rule for 'Expense Credit Card Payment'. The second row is empty and labeled 'Payroll Off-Cycle Payment' and 'Payroll On-Cycle Payment'. The third row is empty. Each row has edit icons (+, -, up/down arrows) in the first column.

| Rule Details 3 items |       |              |          |   |           |
|----------------------|-------|--------------|----------|---|-----------|
|                      | Order | Payment Type | Location | Payment Category                                      | Pay Group |
|                      | ▼ ▲   | search       | search   | search<br>Expense Credit Card Payment                 | search    |
|                      | ▲ ▼   |              |          | Payroll Off-Cycle Payment<br>Payroll On-Cycle Payment |           |
|                      | ▲ ▲   |              |          |   |           |

1. Access the Create Bank Routing Rule task.
2. Select the Company.
3. Optionally, select the Default Bank Account to use for all payments.
4. Optionally, add rules for different payments.

## ELECTRONIC PAYMENT INTEGRATIONS

Use the Electronic Payments integration template to create bank integrations for different types of electronic payments made from a particular bank account. You can create more than one integration system for each combination of bank and payment types to support different payment categories or countries. For example, you could have one integration for direct deposit

expense report reimbursements in the U.S. and another for direct deposit expense reports in Canada.

1. Enable the integration services for the payment protocol that you want to use.
2. Configure the payment-specific attributes to meet your particular bank's requirements.
3. (Optional) Configure PGP encryption for the integration.
4. (Optional) Set the number of days you want the integration system to retain integration files.
5. Assign the integration system to your bank account.

### CREATE SETTLEMENT RUN

Find payments for a specific company or company hierarchy based on selection criteria.

1. Access the Create Settlement Run task.
2. Select the Company or Company Hierarchy.

The screenshot shows the 'Create Settlement Run' interface. It has a blue header bar with the title 'Create Settlement Run'. Below it is a white form area with several input fields:

- 'Company' field with a red asterisk (\*) and a dropdown arrow icon.
- 'Currency' field with a red asterisk (\*) and a dropdown arrow icon.
- 'Settlement Run Name' field (empty).
- 'Settlement Run Date' field with a red asterisk (\*) showing '04 / 11 / 2016' and a calendar icon.
- 'Auto Select Filters' field with a dropdown arrow icon.
- A checkbox labeled 'Include Payments on Behalf of Other Companies' which is unchecked.
- A checkbox labeled 'Exclude Negative Payments' which is checked (indicated by a blue checkmark).

3. Currency will default from the Company.
4. Create a Settlement Run Name to make it easier to find settlement run later.

5. Add the date that settlement will occur.
6. Optionally, select filters to narrow your search for payments.
7. Click OK.
8. Click the Add button for dropdown list of options: Select Expense Report

9. Optionally, enter Search criteria.
10. Click the Search button.
11. Select the Select All checkbox or, optionally, select the individual payments you want to process.
12. Click OK.
13. Click the Process Payments button.
14. Depending on the Settlement business process, approvals may be needed before payments can be completed.
15. After any approvals and depending on payment type, you have to print the checks or print the payment advice.



## ACTIVITY 4.1 – CREATE A NEW BANK ACCOUNT

Business Case: You need to create a new checking account for use by OWTA.

### ⌚ Sign in as Security Administrator: Teresa Serrano (tserrano)

1. Create a new checking account for use by **OTWA**. The new account will be with the financial institution **Citibank** and the routing number is **021000089** while the account number is **98745678**. This account will allow for **Check** and **Direct Deposit** and will be primarily used for **Expense Payments**.
2. Create a new bank routing rule for OTWA that uses this bank account as the default bank account for all payments.



Note: You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.



## ACTIVITY 4.2 – CREATE A SETTLEMENT RUN

Business Case: You need to process all expense payments created this month.

### ➊ Sign in as Finance Administrator: Teresa Serrano (tserrano)

1. Create a new settlement run for OTWA and name the settlement run “Expense Payments to Workers”.
2. Find all of the expense reports created this month and process all of the payments.



Note: You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.

## CHAPTER 5 – CONFIGURE TAXES ON EXPENSE ITEMS

### OVERVIEW

Taxes on an expense report are generally used for recovery of value added tax (VAT), or goods and services tax (GST). When workers create expense reports with VAT and select an expense item that is configured to capture travel country, Workday displays the travel country with a defaulted value, if applicable. Based on the item and selected travel country, Workday uses tax rules to determine the default tax code and tax applicability, and then calculates the tax amount. Workers can change the tax code to get the tax amount to match the receipt. If the tax amount still does not match, the worker cannot change the tax amount but a reviewer can update it during expense report review.

## VIDEO 5.1: ADVANCED ITEM SETUP



*Check out the next video presentation:  
**Advanced Item Setup***



*Check out the next demonstrations:  
**Hotel Itemization**  
**Rate Tables***



## SET UP TRANSACTION TAXES

You set up transaction taxes to capture and report on taxes that you pay and collect for goods and services.

### STEPS

1. Access the **Create Tax Authority** or **Edit Tax Authority** task.  
Tax authorities are the cities, states, counties, provinces, countries, and other such districts that collect tax on goods and services sold. In Workday tax authorities are business entities; use them to create customers and suppliers.
2. Access the **Maintain Tax Categories** task.  
Create tax categories that indicate the types of tax you collect and pay for tax authorities.
3. Access the **Maintain Tax Rates** task.  
Define tax rates for each of the tax authorities within a country, and associate the tax rate to a tax category. When you change tax rates, Workday recommends that you:
  - Add a tax rate with the same name.
  - Append an up-to date to the old tax rate name.
  - Update the tax code with the new tax rate.Changes in tax rates affect what displays in reports for existing transactions.
4. Access the **Maintain Tax Codes** task.  
Use the tax rates you set up to configure tax codes. Establish tax codes by selecting 1 or more tax rates. During transaction processing, you select a tax code for each document line that is subject to some type of tax treatment. Workday calculates a separate amount for each tax rate making up the tax code.

## SET UP TAX APPLICABILITY FOR FINANCIAL TRANSACTIONS

To aid transaction entry and approval, assign a default tax applicability to expense items. You can also configure tax rules that specify an override tax applicability that automatically populate on transaction lines for specific items in specific countries.

### STEPS

1. Access the **Maintain Tax Applicability** task.  
Workday uses the tax applicability and tax code on the transaction line to calculate recoverable and non-recoverable tax amounts for each tax rate within the tax code, and segregate transactions for reporting.

## SET UP TAX DEFAULTING RULES FOR SPEND TRANSACTIONS

Define rules for how you want the tax code and tax applicability to default into spend transaction lines based on:

- Ship-to address or travel country (for expenses).
- Item.

- Spend category.

These defaulting rules enable you to align tax on purchase orders, supplier invoices and adjustments, ad hoc payments, and expense reports with your local tax policies.

In the U.S., you generally do not override tax codes for specific items, but you might override tax applicability for specific items or spend categories. By contrast, in European VAT countries you might:

- Have 1 tax code default for the entire country to represent the standard VAT rate.
- Override tax codes for specific items or spend categories that are subject to a reduced VAT rate or exempt.
- Override tax codes for specific items or spend categories that are exempt.

## STEPS

1. Access the **Create/Edit Tax Rule for Items** task.

Define tax code and tax applicability overrides as needed for specific purchase items, expense items, and spend categories. You can then map these rules to specific locales within country-specific tax rules as needed. Once mapped, these rules override all other tax code and tax applicability defaulting. Tax code and tax applicability are key attributes that Workday uses to calculate recoverable taxes.

2. Access the **Create/Edit Tax Rule for Country** task.

Define tax defaulting rules for specific countries. For each jurisdiction, and optionally specific zip code ranges within a jurisdiction, specify the default tax code that you want Workday to default onto spend transaction lines that meet the rule criteria. You can also specify a rule for item-specific overrides of tax code and tax applicability.

You can use the **Create/Edit Tax Rule for Country** task to enter rule criteria.

When defining country rules for recoverable or partially recoverable expense items, leave Country Region and Postal Code Range blank. Expense report lines never have a value for recoverable or partially recoverable expense items, such as meals and entertainment.

When you create expense reports, Workday uses the travel country for an expense item to determine if rules with an override tax applicability or tax code apply. If Workday finds a match, it assigns the default tax code and tax applicability to the expense line.

Workday uses the default tax applicability from the expense item if:

There is no tax rule for the item and travel country.

The expense item does not have the travel country attribute.

Only the reviewer of the submitted expense report can see and change the tax applicability.



## TAX RULES

### TAX RULE FOR COUNTRY

You can enter separate lines for provinces and territories. Previously, you were only able to enter a single line for a country. You will now be able to use the Province or Territory column to Default the Tax Code since it can now be entered on an expense report line.

|     | Item      | Item Type    | *Spend Category        | Originating Travel Region | Destination Travel Region | Tax Code        |
|-----|-----------|--------------|------------------------|---------------------------|---------------------------|-----------------|
| (+) | X Airfare | Expense Item | Travel & Entertainment | X British Columbia        |                           | X Canada GST    |
| (-) | Airfare   | Expense Item | Travel & Entertainment | British Columbia          | Quebec                    | B.C GST/HST     |
| (-) | Airfare   | Expense Item | Travel & Entertainment | British Columbia          | Alberta                   | B.C GST/HST     |
| (-) | Airfare   | Expense Item | Travel & Entertainment | British Columbia          | British Columbia          | B.C GST/HST     |
| (-) | Airfare   | Expense Item | Travel & Entertainment | Ontario                   | Ontario                   | Ontario GST/HST |
| (-) | Airfare   | Expense Item | Travel & Entertainment | Ontario                   | British Columbia          | Ontario GST/HST |
| (-) | Airfare   | Expense Item | Travel & Entertainment | Ontario                   | Quebec                    | Ontario GST/HST |

### TAX RULE FOR ITEMS

Two additional columns were added, Originating Travel Region and Destination Travel Region. This provides more criteria to Default Tax Code Override, as well as Tax Applicability Overrides, depending on your expense item within a country.

|     | Province or Territory | Postal Code Range Start | Postal Code Range End | Default Tax Code      | Tax Rule for Items |
|-----|-----------------------|-------------------------|-----------------------|-----------------------|--------------------|
| (+) | X Alberta             |                         |                       | X Canada GST (5%)     | X Canada Expenses  |
| (-) | British Columbia      |                         |                       | B.C GST/HST (12%)     | Canada Expenses    |
| (-) | Ontario               |                         |                       | Ontario GST/HST (13%) | Canada Expenses    |
| (-) | Quebec                |                         |                       | QST/GST (14.975%)     | Canada Expenses    |

### PREREQUISITES

1. Display or hide Value Added Tax (VAT) Entry checkbox on Expense Report using Edit Tenant Setup – Financials.
2. Set up tax defaulting rules for spend transactions using the Create Tax Rule for Items task.
3. Optionally, specify the travel country in the travel profiles for workers that will have tax recoverability expense reports.



**Note:** Recommendation for travel profile is that this is for users to determine their primary travel destination and this will then auto-populate against each expense report line. .

4. Add the Review Tax action step to the Expense Report Event business process.

### SET UP EXPENSE ITEMS

1. Access the Create or Edit Expense Item task.
2. Create or select the expense item that has recoverable tax.
3. Optionally, select the Default Tax Applicability on the item. Workday uses this default when it finds no matching tax rule for the expense item.
4. Alternatively, if you have setup tax defaulting rules, as indicated in the prerequisites, add the required attribute Travel Country and Display to User. Add attribute of “Travel Region” if this is going to be used in tax defaulting rules (common for Canada).



**Note:** These rules apply whenever you have an item rule tied to a country rule. In this case, Workday defaults the tax code and tax applicability into the expense report based on the travel country the user selects.

## EXPENSE RATE TABLES

Use a rate table when you have multiple rates for the same expense item. You can create a base expense rate table and associate the rate table with an expense item.

Rate tables can be used for:

- Calculating an amount to reimburse based upon defined criteria (such as number of days and different rates per day per destination) - you enter criteria and the reimbursement amount is calculated.
- Determining a maximum allowed amount based upon defined criteria (such as maximum amount of entertainment expense per attendee – you enter the actual amount and the allowed threshold is calculated).
- Expense accumulator.

## RATE TABLE SETUP

1. Optionally, create Expense Rate Table Rule to be used in the rate table.
2. Create Expense Rate Table.
3. Create or edit the expense item to process according to a Rate Table.
4. Add the appropriate, required attributes to your expense items.
5. Optionally, create additional Rate Tables to use for adjustment rate tables and add them to the expense item.

## CREATE RATE TABLE RULE

Rate tables can use condition rules to determine eligibility. Rate Table rules are built much like condition rules or custom validation.

| Rule Conditions                  |        |                                  |  |                                    |  |
|----------------------------------|--------|----------------------------------|--|------------------------------------|--|
| *                                | And/Or | (                                | *Source External Field or Condition Rule | *Relational Operator               | Comparison Type  |
| <input type="button" value="+"/> | And    | <input type="button" value="▼"/> | <input type="text" value="search"/>      | <input type="button" value="..."/> | <input checked="" type="checkbox"/> Value specified in |

1. Access the Create Expense Rate Table Rule task.
2. Enter a description for the rule.

3. Optionally, enter a Comment to help others understand the rule and/or why it was created.
4. Optionally, select a Category to categorize your rule for easier searching.
5. Optionally, select a rule to Copy the condition from in the Copy Condition from Rule field.
6. Enter a \*Source External Field or Condition Rule.
7. Enter a \*Relational Operator.
8. Enter a Comparison Value, if required based on the Relational Operator.



**Note:** You can choose to write more complex rules using And/Or and parentheses to separate processing order.

## CREATE EXPENSE RATE TABLE

1. Access the Create Expense Rate Table task.
2. Select the Expense Rate Table Type for this expense item.
  - Amount – Different reimbursement amounts depending on criteria. (GMS Tenant Example: Billable Per Diem – US Consultants)
  - Graduated Amount - Different reimbursement amounts based on ranges. (GMS Tenant Example: Mileage-Car Type)
  - Graduated Percent - Different reimbursement rates based on different percentages of eligible amounts. (GMS Tenant Example: Billable Per Diem)
  - Maximum - Maximum reimbursement amount based on criteria. (GMS Tenant Example: US Hotel Rates)
3. Enter an Expense Rate Table Name.
4. Select the Default Currency.
5. Select a value from the Attribute to Evaluate prompt.

Workday multiplies the value from an expense report to calculate and verify against the maximum amount. For example, you can specify the maximum amount of \$140 for a Hotel expense item in France and select Number of Days as the attribute to evaluate.

Expense Rate Table (empty)

Expense Rate Table Name \* Daily Per Diem

Expense Rate Table Type Amount

Default Currency \* X USD

Attribute to Evaluate X Number of Days

Amounts 1 items

| Expense Rate Table Line | Evaluation Order | Condition Rule / Criteria   | *Amount | Currency |
|-------------------------|------------------|---|---------|----------|
|                         | 1                | <input type="radio"/> Condition Rule<br><input checked="" type="radio"/> Criteria X France<br><input type="radio"/> None of the above | 140.00  | X USD    |

6. Click  to add a new Amount row.
7. Optionally, select Condition Rule, Criteria, or leave the default of None of the Above.
8. Enter an Amount or Percent for the Rate Table Rule depending on type.
9. Edit or Create an Expense Item and use the Expense Rate Table processing.
10. Add the appropriate required attributes.
5. Add the Base Expense Rate Table.
6. Click OK.
7. Edit the expense rate table and add an Attribute to Evaluate.

When you configure a rate table, it is available for creating or updating expense items. You can use the base rate table and any adjustment rate tables to calculate reimbursement rates or to verify the maximum allowable amounts for expenses.

You can use the base rate table and any adjustment rate tables to calculate line item reimbursements or to validate that you did not exceed the maximum allowable amounts when you submit expense reports.

## EXAMPLE PER DIEM

Your company needs multiple per diem reimbursement rates for meals in different countries and currencies. Set up an expense item and rate table for Meals - International Per Diem using the Amount rule table type:

| Condition Rule/Criteria | Country         | Amount | Currency |
|-------------------------|-----------------|--------|----------|
| Criteria                | United Kingdom  | 50     | GBP      |
| Criteria                | Germany         | 60     | EUR      |
| Criteria                | Czech Republic  | 1,360  | CZK      |
| Criteria                | United States   | 75     | USD      |
| Condition               | Other Countries | 70     | USD      |

Remember that the attribute being evaluated must be on the expense item before you add the base rate table that evaluates the attribute. If expense rate table evaluates “number of days” - this attribute must be on the expense item as display to user/required before you add the rate table, otherwise you will receive an error.

## COPY EXPENSE RATE TABLE

Rate tables can only be used on one expense item. Once it is used it will no longer be available in the prompt. To create a new rate table for a different expense item that requires similar rules and conditions, select Copy from the Related Actions menu of an existing expense rate table.

You can easily copy a rate table to use in a new item.

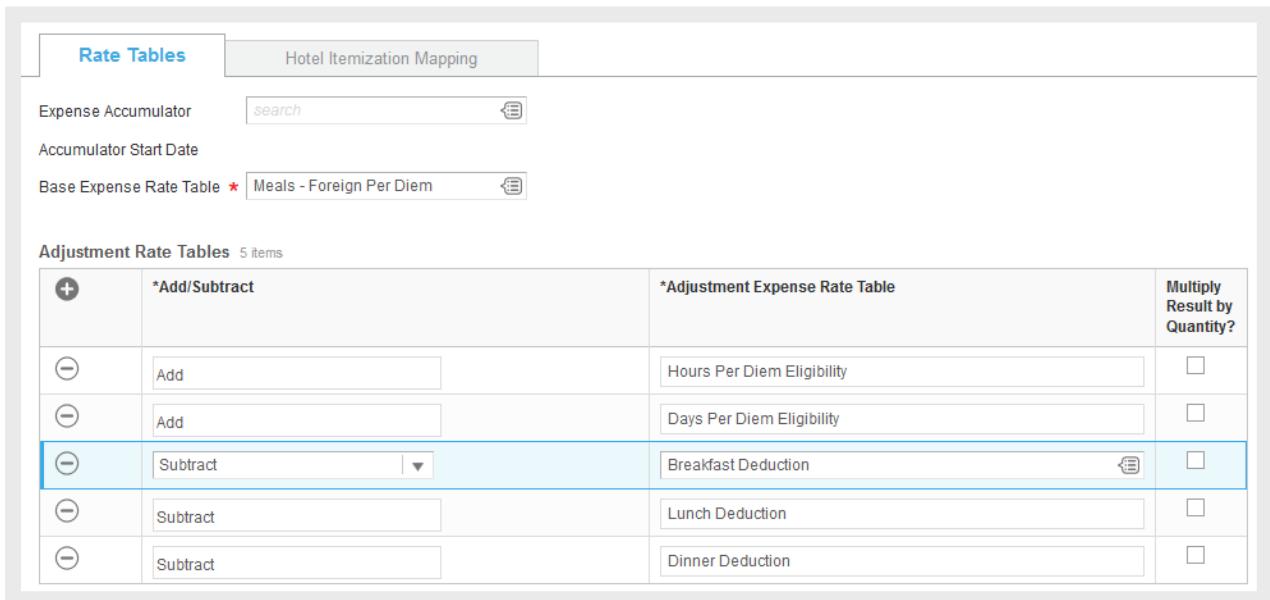
1. Access the View Expense Rate Table task.
2. Find the Expense Rate Table that most closely resembles what you'd like to build.
3. From the Related Actions on the Rate Table choose Expense Rate Table > Copy.
4. Edit the name and amounts.
5. If there is an Attribute to Evaluate remove it.
6. Use the table on an expense item.
7. Optionally, edit the Expense Rate Table and add in the appropriate Attribute to Evaluate.

## ADJUSTMENT RATE TABLES

To create adjustments for a base rate table, define adjustment rate tables in the **Create or Edit Expense Item** task.

You can create and use rate tables to adjust the amount by adding or subtracting the amount in the adjustment.

1. Create a new Expense Rate Table as shown above.
2. Edit or create an Expense Item and add the Base Rate Table.
3. Click the  to add a new row to the Adjustment Rate Table.



| Action | *Add/Subtract | *Adjustment Expense Rate Table | Multiply Result by Quantity? |
|--------|---------------|--------------------------------|------------------------------|
| -      | Add           | Hours Per Diem Eligibility     | <input type="checkbox"/>     |
| -      | Add           | Days Per Diem Eligibility      | <input type="checkbox"/>     |
| -      | Subtract      | Breakfast Deduction            | <input type="checkbox"/>     |
| -      | Subtract      | Lunch Deduction                | <input type="checkbox"/>     |
| -      | Subtract      | Dinner Deduction               | <input type="checkbox"/>     |

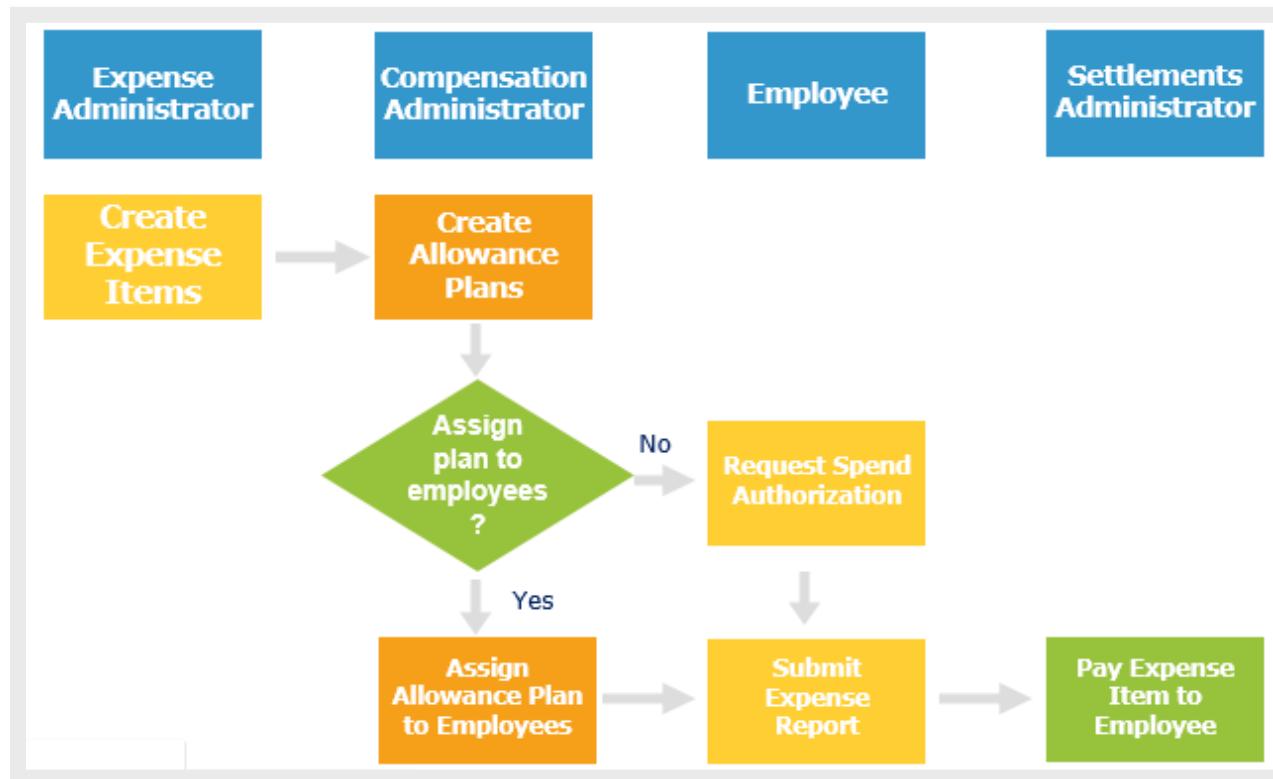
4. Choose whether to Add or Subtract the amount calculated in the rate table.
5. Select the appropriate \*Adjustment Rate Table.
6. Optionally, select whether to Multiply the result by Quantity?



**Important:** If you use the Attribute as criteria or a rule in an Expense Rate Table, you must make the attribute required.

## MANAGE REIMBURSEABLE ACCOUNTS

Allowance plans can be linked to expense items and paid after an expense report is approved. This diagram illustrates the process flow for managing reimbursable allowance plans.



## STEPS

1. Create Expense Items.  
When creating an expense item for reimbursement accounts, select Based on Allowance Plan.
2. Create Allowance Plans.  
When creating an allowance plan, select Reimbursable.
3. Roll out the allowance plan: Roll Out Compensation Plans to Multiple Employees.
4. (Optional) Create Spend Authorizations.  
Employees without an assigned reimbursable allowance plan must create a spend authorization and select the Expense Item associated with an Allowance Plan. Employees must then submit it for approval and plan assignment.
5. Create Expense Reports.  
Employees create expense reports and select the Expense Item linked to an

allowance plan assignment on an expense line, and submit it for review and approval.

6. Create Manual Settlement Runs.

After expense reports with reimbursement account expense items are approved, include them in a settlement run to reimburse employees.

7. (Optional) Access the View Reimbursable Allowance Plan Activity task.

Review an employee's activity for an assigned reimbursable allowance plan. You can configure this report to display on View Worker, Worker Profile, and Talent Profile.

## CREATE ALLOWANCE PLAN

Prior to accessing the Create Allowance Plan task, you must set up the compensation framework.

Allowance plans can be paid to employees as part of their regular paycheck using the pay calculation process. Allowance plans can also be linked to an expense item and paid to employees using the settlement process.

Typical use of an allowance plan is:

- Home office expenses amount that may be reimbursed for remote employees.
- Tuition amount that may be reimbursed per year.
- Warm clothing allowance that may be reimbursed per year (typical in South East Asia for people living in warm climate that may have to travel to cold climate and need to buy appropriate business clothing).
- Monthly gym membership allowance.
- Monthly mobile phone reimbursement allowance.

## HOTEL ITEMIZATION

Hotel Itemization allows you to create templates for recurring hotel charges. This allows for consistency when workers enter their hotel expenses. Hotel Itemization is based on setting up the individual expense items needed for the recurring hotel charges and then combining them into another expense item.

- Create each individual expense item for the recurring hotel charges.
- Create an overarching expense item for the hotel expense item.
- Add the individual expense items onto the hotel expense item Hotel Itemization tab.

## CREATE EXPENSE ITEMS FOR HOTEL ITEMIZATION

1. Access the Create Expense Item task.
2. Create expense items for recurring hotel charges.
3. Optionally, add attributes to these items.
4. Repeat as needed for each itemized hotel charge.



**Note:** If you have set up segmented security you will need to add these new items to the correct segment.

## CREATE HOTEL CHARGE EXPENSE ITEM

Now setup the actual expense item the worker will use and tie the individual expense items to this item using the Hotel Itemization Mapping tab.

1. Access the Create Expense Item task.
2. Setup the new expense item that will include the other itemized items.
3. Add Arrival Date as a required attribute.
4. Add Departure Date as a required attribute.
5. Optionally, check the Display Arrival Date before Departure Date checkbox.
6. Select the Hotel Itemization Mapping tab.
7. For each Hotel Charge Type, you want to itemize select the corresponding Expense Item you created.



Note: If you have set up segmented security you will need to add these new items to the correct segment.

| Rate Tables |                       | Hotel Itemization Mapping |                          |
|-------------|-----------------------|---------------------------|--------------------------|
| 6 items     |                       |                           |                          |
|             | Hotel Charge Type     | Expense Item              | Required                 |
|             | Daily Room Rate       | search                    | <input type="checkbox"/> |
|             | Daily Room Tax        |                           | <input type="checkbox"/> |
|             | Other Tax 1           |                           | <input type="checkbox"/> |
|             | Other Tax 2           |                           | <input type="checkbox"/> |
|             | Daily Hotel Service 1 |                           | <input type="checkbox"/> |
|             | Daily Hotel Service 2 |                           | <input type="checkbox"/> |



## ACTIVITY 5.1 – HOTEL ITEMIZATION

**Business Case:** You want to view an expense item. OTWA wants to make sure that each time a worker uses the Space Lodging expense item that hotel charges are itemized to include a daily room rate and a daily room tax using Hotel Itemization Mapping. Expense items already exist that can be used for these Hotel Charge Types.

### ➊ Sign in as Finance Administrator: Teresa Serrano (tserrano)

1. Update your existing Space Lodging attributes. Arrival Date should be required. Add Departure Date, and it is displayed to the user and required.
2. Update your existing Space Lodging item to itemize hotel charges. Use the Room Rate and the Room Tax items that exist. Be sure that these charge types are required.
3. Don't forget to update your attributes as needed for the itemization. And, select the Display Arrival Date before Departure Date option.



**Note:** You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.



## ACTIVITY 5.2 – CREATE RATE TABLE

**Business Case:** OTWA provides a per diem for employees traveling on excursions. OTWA has determined that it costs more to eat in Olympus Mons than in Madler Beer.

### ⌚ Sign in as Finance Administrator: Teresa Serrano (tserrano)

OTWA needs to update the Space Per Diem expense item to allow for multiple rates. They want the processing to be based on a new expense rate table that will calculate the number of days the employee enters x \$160 if the city is Olympus Mons or \$100 if the city is anything else.

1. Update your existing expense item to include this expense rate table and the appropriate required attributes. Test your calculation.

### TEST RATE TABLE CONFIGURATION

2. Create an expense report and add the space lodging item and test the itemization. Add your space per diem and test your rate table setup.



Note: You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.

## CHAPTER 6 – DEFINE EXPENSE REPORT PRINT LAYOUT

### OVERVIEW

The Expense Report Print Layout defines how expense reports will look and what they will include when printed: a company logo, receipt attachment page, or financial messaging. A layout can be associated with one or multiple companies. Workday provides a delivered business form layout for printing expense reports, or custom layouts can be created and uploaded to Workday. Use the tasks View, Edit, and Create Expense Report Print Layout to manage the expense report print layout for your companies.

The screenshot shows a configuration interface for an 'Expense Report Print Layout'. At the top, there's a search icon and a refresh/circular arrow icon. Below that, under 'Companies', four options are listed: Global Modern Services, Inc. (USA), Global Modern Services, Ltd (Canada), Global Modern Services, PLC (U.K.), and Green Planet Solutions, Inc. (USA). Under 'Business Form Layout', it says '(empty)'. Under 'Include Company Logo', 'Yes' is selected. Under 'Include Receipt Attachment Page', 'Yes' is selected. In the 'Financial Messages' section, there's a 'Financial Message' input field which is currently empty. At the bottom, a note reads: 'Receipts - Note: Be sure to include all receipts with submitted expense reports.'

VIDEO 6.1: ADDITIONAL EXPENSE REPORT CONFIGURATION



*Check out the next video presentation:  
**Additional Expense Report Configuration***



## ADD LOGO TO DELIVERED BUSINESS FORM LAYOUT

1. Locate the task, View Delivered Business Form Layout and select Expense Report Printing Form.
2. Navigate to the Delivered Business Form Layout's Related Actions and select Business Form Layout > Configure.
3. Click Attach and select an image in BMP, GIF, JPEG, or PNG format.
4. Click OK to save.
5. To associate the logo with the Expense Report Print layout for a company, access the Create/Edit Expense Report Print Layout task and select the company.
6. Select the box Include Company Logo.
7. Click OK.

## CREATE CUSTOM LAYOUT: ATTACH A BIRT REPORT

If the delivered Expense Report Printing Form does not meet your needs, you can create a custom business form layout in Workday Studio's Report Designer. To use this layout for printed expense reports you must define a custom business form layout in Workday:

1. Locate the task, Create Business Form Layout.
2. Enter a Description and Resulting Document Expiration Offset.
3. Select the Active box.
4. Attach the layout created in Report Designer (BIRT).
5. If using a company logo, enter "company\_logo" as the Token Name and select the Configure Related Action to upload the company logo image token.
6. Click OK to save.

## ASSOCIATE THE CUSTOM LAYOUT WITH THE EXPENSE REPORT PRINT LAYOUT

Use the Create/Edit Expense Report Print Layout task to select the custom Business Form Layout for the desired companies. Select the boxes to Include Company Logo and Include Receipt Attachment Page if applicable. Optionally, include Financial Messages.



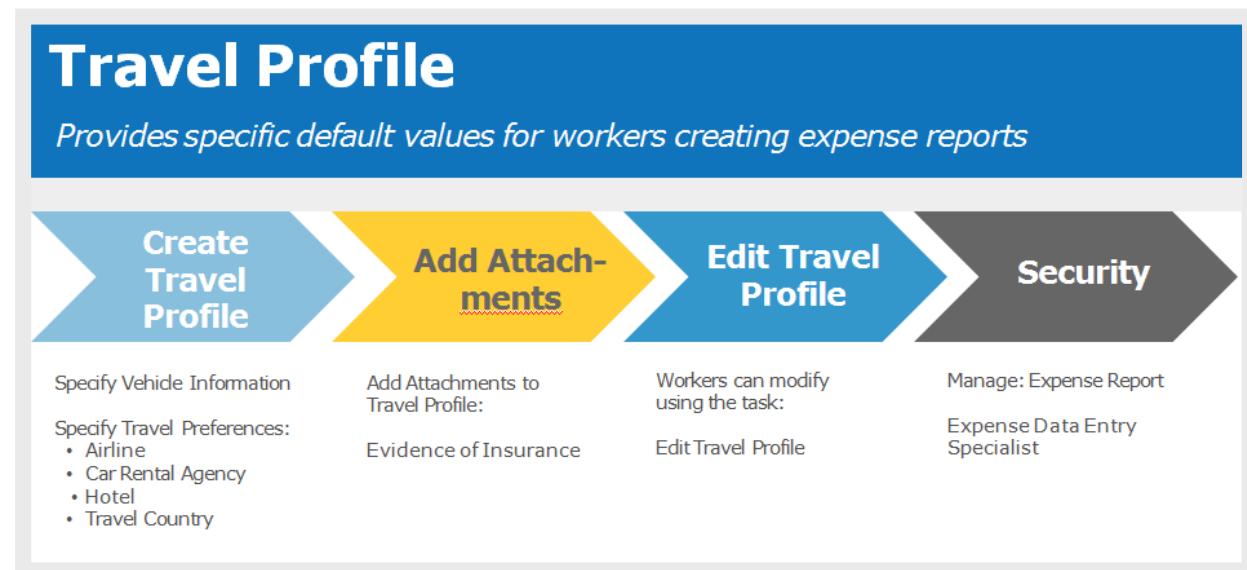
**Note:** The Expense Report Print Layout controls the format of printed expense reports. If a custom layout is defined, it must be linked using the Expense Report Print Layout task.

## TRAVEL PROFILE

Travel profiles can be created for individual workers, providing default expense item attribute values during expense report creation. When the user selects an expense item with a single preference specified in their Travel Profile, that item attribute value will default automatically. If more than one preference is specified, the field prompt will include a folder for “preferred” attributes based on the values included in the Travel Profile.

Create Travel Profile is performed by the Expense Data Entry Specialist, while end users can manage their profile using the Edit Travel Profile task on the Expenses worklet or from the Related Actions on their worker profile.

Details that can be specified include vehicle information, airline, car rental agency, hotel, travel country.





## ACTIVITY 6.1 – DEFINE TRAVEL PROFILE

**Business Case:** Jared Ellis does a lot of space travel to research new excursion options and he'd like some values to default onto his expense report lines.

**Sign in as Finance Administrator: Teresa Serrano (tserrano)**

Create a Travel Profile for Jared based on the following information:

- He likes to travel by Virgin Galactic.
- He always stays at the W Hotel.
- He primarily travels within the United States of America.



Note: You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.



## ACTIVITY 6.2 – CONFIGURE EXPENSE REPORT PRINT LAYOUT

Business Case: OWTA wants their intergalactic logo to display on printed expense reports.

### ⊕ Sign in as Finance Administrator: Teresa Serrano (tserrano)

1. Save and upload the OWTA image and associate it with the delivered Expense Report Print Layout.



Note: Save the image in BMP, GIF, JPEG, or PNG format.

### ⊕ Sign in as worker: Jared Ellis (jellis)

#### CONFIRM CHANGES

1. Enter *cr exp rep* into the search field.
2. Choose the Create Expense Report task.
3. Select **OTWA** as the Company.
4. Click **OK**.
5. Add an Expense Line for a shuttle ride or space lodging to check the default values for the attributes defined in the Travel Profile.
6. Click **Save for Later**.

7. Use the Expense Report's **Related Actions** to **Print** and confirm that the logo appears on the PDF.



Note: You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.

## CHAPTER 7 – SPEND AUTHORIZATION

### OVERVIEW

Spend Authorization is an optional business process that can be used to require pre-approval for expenses, and it can be used for business process routing as well. The Create Spend Authorization task requires workers to enter an Estimated Amount, Description, and anticipated Spend Date. When creating an expense report, the header information from the spend authorization will copy to the expense report. Workers can also add Spend Authorization Lines that are based on Expense Items. Spend Authorizations may be saved as a draft and submitted at a later time. Once the task is submitted, approvals are routed as defined by the business process. Approvers can approve, deny, or send back the Spend Authorization.



When the expense is incurred, workers include the approved Spend Authorization on the Expense Report. The Expense Report Event business process can also be configured to include rules regarding Spend Authorizations. For instance, if the Estimated Amount on the Spend Authorization is greater than the Total Amount entered on the Expense Report, additional approval may be required.

Spend Authorizations are no longer available for use when:

- Remaining balance = or less than 0
- Closed by self-service user as Related Action on spend authorization
- Related expense report marked as “final expense report for this spend authorization” - Boolean on expense report
- Closed in Mass Action task by expense partner (or other back office role as configured)
- Remember - once a spend authorization is closed it cannot be reopened!

One spend authorization may be linked to multiple expense reports. Each expense report can only have one spend authorization.

VIDEO 7.1: SPEND CONTROL



*Check out the next video presentation:  
**Spend Control***



*Check out the next demonstration:  
**Expenses Analytics and Reporting***



## Expenses for Workday 26.3

### CREATE SPEND AUTHORIZATION

The screenshot shows the 'Create Spend Authorization' page. At the top, it displays 'Worker \* Employee: Teresa Serrano'. On the right, it shows 'Cash Advance Requested 0.00 USD' and 'Spend Authorization Total 3,000.00 USD'. Below this, a note says 'When completing a spend authorization please be sure to include justification for the spend.' There are two main sections: 'Spend Authorization Information' and 'Spend Authorization Details'. In 'Spend Authorization Information', fields include Company (Global Modern Services, Inc. USA), Start Date (03/17/2016), End Date (03/31/2016), Description (Annual Conference), Business Purpose (Conference), Spend Authorization Total (3,000.00), and Currency (USD). In 'Spend Authorization Details', fields include Reimbursement Payment Type (Direct Deposit) and Justification (Great networking and educational event).

This table describes the different fields for a spend authorization.

| Option                           | Description  |
|----------------------------------|--|
| <b>Start Date</b>                | Workday automatically populates today's date. Alternately, you can select when you expect to incur this expense.   |
| <b>End Date</b>                  | Workday automatically populates today's date. The end date must be after the start date.   |
| <b>Description</b>               | Enter a unique description for the spend authorization.  |
| <b>Business Purpose</b>          | (Optional) Business purposes help categorize business expenses, such as expenses incurred for a conference. Administrators use the Maintain Business Purposes task to create them.   |
| <b>Spend Authorization Total</b> | Include an estimated amount. You can set an approval step in the expense report business process to check the actual amount. If the expense report exceeds this amount, you can route the expense report for additional approval. You can enter a total at the header level or for each line.<br><b>Note:</b> This field appears if Cash Advance is enabled. Accounting entries are generated if commitment accounting is enabled. |

|                                   |   |
|-----------------------------------|---|
| <b>Reimbursement Payment Type</b> | The reimbursement payment type is based on the expense payment elections defined for your company. Note: This field appears only if cash advances are enabled in the tenant. It is used for a cash advance payment. |
| <b>Justification</b>              | (Optional) Enter or update a justification for the spend authorization.   |

## SPEND AUTHORIZATION LINES

Spend Authorization Lines 1 Items

|   | *Item   | *Quantity and Amount  | Memo and Billable  | Worktags  |
|---|---|---|--|---|
| <input style="width: 20px; height: 20px;" type="button" value="+"/> | Expense Item <span style="color: red;">*</span><br><input type="button" value="X"/> Miscellaneous | Quantity <span style="color: red;">*</span><br>1<br><br>Per Unit Amount <span style="color: red;">*</span><br>3,000.00<br><br>Total Amount <span style="color: red;">*</span><br>3,000.00 | Memo<br>Miscellaneous Travel Expense<br><br>Billable <input type="checkbox"/><br><br>Cash Advance Requested <input type="checkbox"/> | Cost Center <input type="button" value="X"/> 50000 Office of CFO<br>Additional Worktags <input type="button" value="X"/> Location: New York <input type="button" value="X"/> Region: Headquarters - Corporate |

This table describes the different options for a spend authorization lines.

| Option                        | Description   |
|-------------------------------|---|
| <b>Billable</b>               | Select to indicate that the item is a billable expense.   |
| <b>Cash Advance Requested</b> | (Optional) Select to indicate that the item includes a cash advance request.<br>If you request a cash advance, you must create separate lines on the spend authorization for each request.<br>To display this check box, enable it in the Edit Tenant Setup - Financials task, enable Cash Advances on.   |
| <b>Worktags</b>               | Use worktags as keywords to more easily classify and find transactions. Configure the allowed values on the Maintain Worktag Usages task. When you select a worktag type that has related worktags, Workday automatically populates transactions with the related worktag values. Workday automatically populates the worker's: <ul style="list-style-type: none"><li>• Cost center and region.</li><li>• Primary job location (when enabled for the tenant).</li></ul> |

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Custom organizations enabled as worktags.</li></ul> <p>To restrict worker visibility to access only the project worktags associated with their assigned resource plans, access the Edit Tenant Setup - Financials task and select <i>Restrict Selection of Project Worktag by Resource Plan</i>. If a resource plan is inherited, Workday uses the resource plan on the project hierarchy. If you enable cash advances and balancing worktags, then all balancing worktags in the spend authorization must match.</p> |
|--|---|

You access the Attachments tab to include supporting documents for the spend authorization by:

- Dragging files from your computer or another file system and dropping them into Drop file here.
- Clicking the paper clip icon, navigating to the file, and selecting Open.

Workday supports the file types listed in the Edit Tenant Setup - System task for business document attachments.

Example: For a tuition reimbursement spend authorization; attach course details and enrollment forms.

## LINK SPEND AUTHORIZATION TO EXPENSE REPORT

Once a spend authorization has been fully approved, it can be linked to an expense report. Select an approved spend authorization from the prompt to create this expense report.

- One spend authorization may be linked to multiple expense reports.
- Spend authorization will continue to be available until remaining balance =< 0.

Create Expense Report

Use this task to enter an expense report into the system. Please determine if you would like to create a new expense report or copy from an existing expense report.

**Expense Report Information**

Expense Report For **\* Employee:** Teresa Serrano

Creation Options

Create New Expense Report  
 Copy Previous Expense Report

Create New Expense Report from Spend Authorization

03/17/2016 Annual Conference 3,000.00 USD

**Final Expense Report for Spend Authorization**

Company **\* Global Modern Services, Inc. (USA)**

Expense Report Date **\* 03 / 17 / 2016**

Cost Center **\* 50000 Office of CFO**

Department **+ My Headquarters**

**OK** **Cancel** **Corporate**

**Instructions**

**EXPENSE REPORT INSTRUCTIONS**

Please review our Expense Report Policy [here](#) If you have questions or need additional assistance, please contact your Expense Partner.

**Top Tips for successfully submitting your expense report and avoiding reimbursement delays:**

**Payment Elections** must be made before submitting an expense report.

An **itemized** receipt is required for all expenses **\$25 or more** (including Cell Phone and Home Phone/Internet expenses).

**Hotel** expense (rate plus taxes) must be reported as **Quantity (# of nights) @ Amount (Nightly Rate)**. Additional expenses on the hotel bill (meals, parking, internet) should be itemized.

Meals are to be listed separately and should include a business purpose. Meals shared with other travelers require attendees be listed in the **Attendees** field.

Out-of-policy expenses require an explanation in the memo field referencing VP prior approval.

### Create New Expense Report from Spend Authorization

This is a new radio button and prompt to create expense report from approved spend authorizations. This option will be hidden if the tenant level setting to hide spend authorizations is enabled. Please note that this is also updated on Mobile.

### Final Expense Report for Spend Authorization checkbox

If this option is checked the spend authorization will be fully liquidated upon business process completion if commitment accounting has been enabled, and it will fully close. If it is not checked the spend authorization will remain open so that another expense report may be linked. Please note that this is also updated on Mobile.

### CONFIGURE SPEND AUTHORIZATION INSTRUCTIONS AND VALIDATIONS

Define instructional text for workers creating Spend Authorizations using the Create Spend Transaction Instruction task. This task is also used to define instructions for Expense Reports. Similar to Expense Report transactions, Spend Authorization transactions can also have associated Custom Validations.



Spend Authorization Instructions: See “Expense Reports” materials.

Custom Validations: See “Expense Report Setup” video.

### CONFIGURE SPEND AUTHORIZATION BUSINESS PROCESS

The Spend Authorization default definition includes approval steps that can be configured to meet your business needs. If the ability to freeze spend is required, an approval step can be configured to apply only when a spend freeze is in effect.

1. Create a condition rule using the Workday-delivered fields for Spend Authorization Spend Freeze; i.e. “Spend Authorization Spend Freeze for Company is not blank.”
2. Use the Maintain Step Conditions action to apply it to an Approval step.

Additionally, note that there are Action steps available on the Spend Authorization business process in which a reimbursable Allowance Plan can be proposed to workers. This step is triggered if a spend authorization contains an expense item with an allowance plan, but the expense payee currently is not assigned that allowance plan.

| Step | Order | If   | Type       | Specify  | Optional | Group                | Routing Restrictions                     |
|------|-------|--|------------|--|----------|----------------------|--|
| Q    | a     |  | Initiation |  | No       |                      |  |
| Q    | a1    | Spend freeze on Company?   | Approval   |  | No       | Expense Partner      |  |
| Q    | b     |  | Approval   |  | No       | Manager              | Initiator, Approvers                     |
| Q    | c     |  | Approval   |  | No       | Cost Center Manager  | Initiator, Approvers, Subject            |
| Q    | d     | Is Project Transaction ?   | Approval   |  | No       | Project Manager      | Initiator, Approvers, Subject            |
| Q    | e     | Spend Authorization Total Amount >= \$5,000 USD?   | Approval   |  | No       | Controller           | Initiator, Approvers, Subject            |
| Q    | f     | At least one reimbursable allowance plan not yet assigned to the employee? (Workday Owned) | Action     | Propose Reimbursable Allowance Plan Assignment | No       | Compensation Partner | Subject<br>Alternate: Alternate Approver |

## SPEND FREEZE

If a freeze on Spend Authorizations is in effect for a Company (or Supervisory Organization) when a worker submits a Spend Authorization, the business process routes it based on the condition rule defined for freezing spend. Approvers can then approve, deny, or send back the request. Note that a spend freeze can be placed on Spend Authorizations, Purchase Orders, or Requisitions.

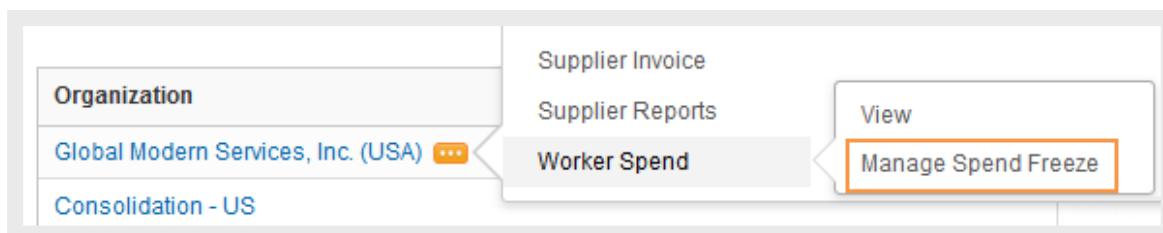
## MANAGE SPEND FREEZE

After the approval step has been configured on the Spend Authorization business process, a spend freeze can be initiated. Where the action is initiated depends on whether the rule was configured to apply to company, supervisory organization, or supervisory organization including its superiors.

From the Company or Supervisory Organization:

1. Click the Related Actions and select Worker Spend > Manage Spend Freeze.
2. Select the Freeze Spend Authorizations checkbox.
3. Click OK.

To reverse the spend freeze, simply return to this task and deselect the checkbox.





## ACTIVITY 7.1 – CONFIGURE APPROVAL FOR SPEND AUTHORIZATION FREEZE

Business Case: OWTA wants to be able to initiate a Spend Freeze for the company at certain times of the year.

### **Sign in as Finance Administrator: Teresa Serrano (tserrano)**

Edit the Spend Authorization (Default Definition) to immediately route the process to the Expense Partner for approval when a Spend Authorization is submitted, if a Spend Freeze is in effect for the Company.

### TEST THE CONFIGURATION

To test that the rule was configured properly, initiate a Spend Authorization Freeze for OWTA and then log in as Jared Ellis and submit a Spend Authorization with OWTA specified as the Company. The Authorization should route to the Expense Partner for approval.



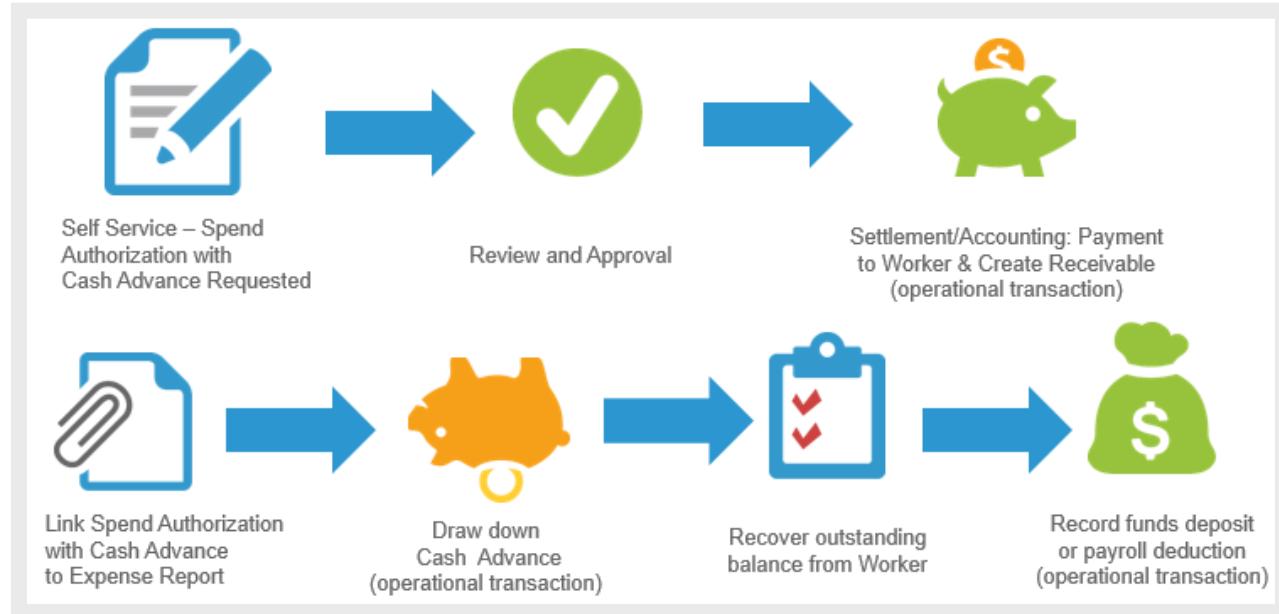
Note: Recall from the Expense Security Activity that Melissa Hartman and Charles Bradley were defined as the Expense Partners for OWTA.



Note: You can verify your work in **CHAPTER 10 – ANSWER KEY FOR ACTIVITIES**.

## CASH ADVANCES

You can enable workers to create cash advance requests using a spend authorization. This increases the options available to manage travel expenses for workers who travel to locations where credit cards are not generally accepted.



## ACCOUNTING SUMMARY

| Event                                   | Journal Entries   |  |
|---|---|--|
| 1 Cash Advance Request - Fully Approved | Debit _____<br>no entry              Credit _____<br>no entry                                 | no accounting impact                     |
| 2 Cash Advance Request - Settlement     | Debit _____<br>Expenses Advance      Credit _____<br>Cash                                     | new operational journal                  |
| 3 Expense Report - Fully Approved       | Debit _____<br>Spend              Credit _____<br>Expenses Advance                            | update to existing journal               |
| 4 Repayment of Cash Advance             | Debit _____<br>no entry              Credit _____<br>no entry                                 | no accounting impact                     |
| 5 Deposit (or payroll deduction)        | Debit _____<br>Cash              Credit _____<br>(or Payroll Deduction)      Expenses Advance | existing operational journal - no change |

## KEY CALCULATIONS FOR CASH ADVANCES

| Calculation                             | Detail   |
|---|--|
| <b>Reimbursable Amount</b>              | Total Amount that is reimbursable for all Expense Report Lines – it is the sum of reimbursable extended amounts.   |
| <b>Cash Advance Applied</b>             | Amount of Cash Advance applied against this Expense Report. Total of all non-company paid, non-personal expenses up to the available balance on the cash advance for the related spend authorization.  |
| <b>Reimbursement Amount</b>             | Total Reimbursement Amount to be paid for this Expense Report. This is the sum of reimbursable extended amounts less any cash advance amount applied. If no cash advance applied then the Reimbursable Total will equal the Reimbursement Total.   |
| <b>Cash Advance Available Balance</b>   | Total of cash advance paid to worker less the total of non-company paid expenses for all expense reports linked to this spend authorization and less any amounts recovered from the worker. Will return zero prior to settlement of cash advance (payment to worker).                      |
| <b>Cash Advance Outstanding Balance</b> | Total of cash advance paid to worker less the total of non-company paid expenses for all approved expense reports linked to this spend authorization and less any amounts recovered from the worker at run time. Will return zero prior to settlement of cash advance (payment to worker). |

## EXAMPLE CALCULATIONS

| Status   | Cash Advance Requested | Cash Advance Available Balance | Cash Advance Outstanding Balance |
|--|------------------------|--------------------------------|----------------------------------|
| Spend Authorization with Cash Advance requested is not yet settled.  | \$1000                 | \$0                            | \$0                              |
| Spend Authorization is settled. No related Expense Reports or Cash Advance Repayments.   | \$1000                 | \$1000                         | \$1000                           |
| Expense Report is linked with \$800 of reimbursable expenses (Cash Advance applied = \$800). Expense Report is NOT fully approved. | \$1000                 | \$200                          | \$1000                           |
| Expense Report is linked with \$800 reimbursable expenses. Expense Report is fully approved.                                       | \$1000                 | \$200                          | \$200                            |

## SET UP CASH ADVANCE REQUESTS FOR SPEND AUTHORIZATIONS

1. Access the Edit Tenant Setup - Financials task.

Select the Enable Cash Advances check box to give workers the option to request a cash advance using spend authorizations.

2. Configure the Expenses Advance account posting rule for your company.

The expenses advance account posting rule identifies the ledger account in which to record cash advance transactions.

3. Set up a journal source and map it to an operational journal.

Enter Cash Advance Payment as the journal source name and select Workday Source.

Select Cash Advance Payment to map it to the Cash Advance Payment Journal Entry Source.

4. Define Bank Accounts.

On the Edit Bank Account task, select Cash Advance Payment from the Primary Account Usage prompt to specify the bank account to use for cash advance payments.

5. Optionally, Define Settlement Run Custom Filters.

On the Create Settlement Run Custom Filter task, select Cash Advance from the Payment Source prompt and specify additional Attributes for this payment source.

6. Optionally, Define Worktag Balancing Rules for Financial Transactions.

Create a worktag balancing rule for cash advance transactions. You can either create a new rule or add an existing rule for cash advance transactions.

7. Optionally, Configure Worktag Balancing Rule Sets for Transaction Journals.

On the Edit Worktag Balancing Rule Set task, specify a financial balancing rule for the Cash Advance financial transaction type.

Workers can create spend authorizations with a cash advance request. After you settle cash advance payments, workers can link a spend authorization with a cash advance request to an expense report.

## PROCESS CASH ADVANCE REQUESTS

Workers create spend authorizations and include approved authorizations in expense reports for the expenses they incur.

1. Create Spend Authorizations.

Workers create spend authorizations and select Cash Advance Requested on the spend authorization line.

2. Create Manual Settlement Runs.

After reviewers approve spend authorizations with a cash advance request, you can include them in a settlement run to process each cash advance payment. The Spend Authorization business process must be complete before you can include the spend authorizations in a settlement run.

Select Cash Advances to find the cash advance requests that you want to settle.

3. Create Expense Reports.

Workers create expense reports and select the spend authorization with a cash advance request from the Spend Authorization prompt to link it to the expense report. You can link a spend authorization only if there is a cash advance available balance, or the spend authorization has a remaining balance. For example, you could have spent your whole cash advance, but the spend authorization still has a remaining balance.

These totals are updated based on the spend authorization status and display on the View Spend Authorization task:

- Cash Advance Outstanding Balance
- Cash Advance Requested
- Spend Authorization Remaining Balance
- Spend Authorization Total

You can now create a cash advance repayment to collect outstanding balances from workers.

## CREATE CASH ADVANCE REPAYMENTS

Cash Advance Repayment is typically used only when no further expense reports against a cash advance are expected and the outstanding balance must be recovered from the worker. A cash advance repayment does NOT create accounting entries. You MUST perform a second step of creating the bank deposit to generate accounting entries to draw down the expense advance. The ad hoc bank transaction template should reference the account used for expense advance so that all deposits made for cash advance repayments use the correct accounting.

First, workers create a spend authorization with a cash advance request and the spend authorization is approved and settled.

You then create a cash advance repayment for reporting purposes and to receive payments from workers who have outstanding cash advance balances.

1. Access the Find Spend Authorizations or Find Cash Advances report.
2. From the Related Actions menu of a spend authorization, select Cash Advance Repayment > Create.
3. Specify the Repayment Amount.

The cash advance repayment amount must be equal to or less than the cash advance available balance.

If the cash advance outstanding balance differs from the cash advance available balance, an expense report with a cash advance applied amount has not yet been approved.

4. Select a Payment Type.
5. Optionally, specify a Memo, such as Received at cashier's office.

Workday displays the cash advance repayments amount and date of the repayment on spend authorizations.



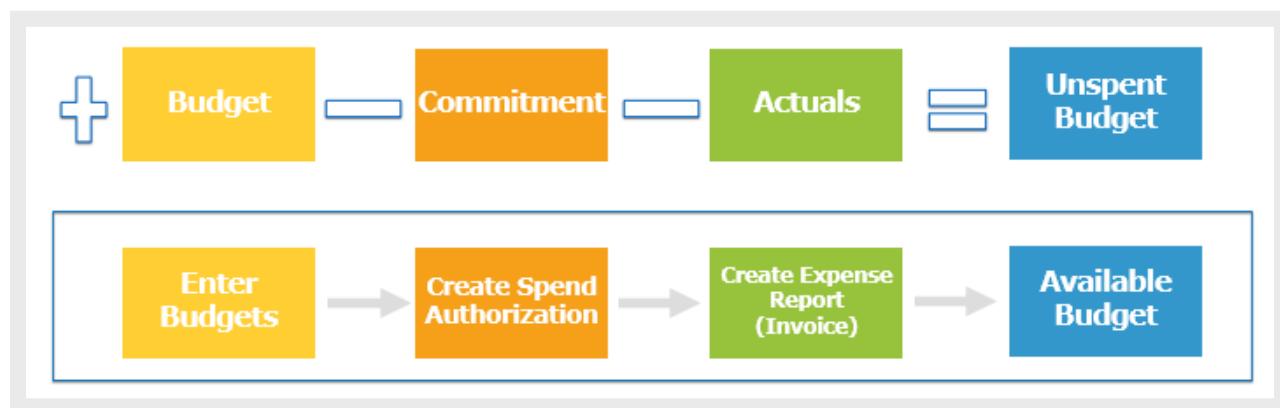
Note: Workday highly recommends that you create an ad hoc bank transaction template for deposits for cash advance repayments. Create an ad hoc bank transaction using the template for cash advance repayments.

### COMMITMENT ACCOUNTING FOR SPEND AUTHORIZATIONS

You will have improved accuracy and visibility over the actual state of your budget in real time. This enables more informed decisions for your organization, as you will have a view of your committed and actual spend.

#### COMMITMENT ACCOUNTING FLOW

The commitment accounting flowchart shows the values that make up the budgetary equation.



The Budget minus the Commitment minus the Actuals equals the Unspent Budget or Available Budget. You have the ability to generate commitment ledger entries when a spend authorization is approved. In addition, the spend authorization is liquidated when linked to an expense report.

#### UPDATED TASK: CREATE A SPEND AUTHORIZATION

Screenshot of the 'Create Spend Authorization' page. The page has two main sections: 'Spend Authorization Information' and 'Spend Authorization Details'. Under 'Spend Authorization Information', fields include Company (500.4 Global Modern Services, (PS USA)), Start Date (12/23/2015), End Date (12/23/2015), Description (Trip to Las Vegas), Business Purpose (Conference), and Currency (USD). A yellow arrow points from the Business Purpose field towards the 'Spend Authorization Lines' section. Under 'Spend Authorization Details', there is a Justification field with the value 'Trip to Las Vegas'. An error message at the top right states 'Errors: 1' with the note 'You must complete at least one Spend Authorization Line.' The 'Spend Authorization Lines' section shows a table with columns: \*Item, \*Quantity and Amount, Memo and Billable, and Worktags. The message 'No Data' is displayed below the table.

When commitment accounting is enabled, the amount at the header level is hidden on the spend authorization. At least one spend authorization line must be completed, in order to submit the spend authorization or you will receive the error shown – “You must complete at least one Spend Authorization Line.” Accounting will be generated when the spend authorization completes its’ business process.

## VIEW ACCOUNTING FOR SPEND AUTHORIZATION

If you have access to View Accounting, you are able to view accounting for spend authorizations when commitment accounting is enabled.

| Ledger Account                    | Debit Amount | Credit Amount | Memo  | Worktags            | Budget Date |
|-----------------------------------|--------------|---------------|---|---------------------|-------------|
| 6800:Travel & Entertainment       | 500.00       |               | Cost Center: 61100 IT Services Mgmt<br>Employee: Tim Lange<br>Expense item: Hotel Accommodations<br>Location: San Francisco<br>Region: Headquarters - Corporate<br>Spend Category: Travel & Entertainment |                     | 12/21/2015  |
| 6800:Travel & Entertainment       | 500.00       |               | Cost Center: 61100 IT Services Mgmt<br>Employee: Tim Lange<br>Expense item: Car Rental & Gas<br>Location: San Francisco<br>Region: Headquarters - Corporate<br>Spend Category: Travel & Entertainment     |                     | 12/21/2015  |
| 6800:Travel & Entertainment       | 500.00       |               | Cost Center: 61100 IT Services Mgmt<br>Employee: Tim Lange<br>Expense item: Airfare<br>Location: San Francisco<br>Region: Headquarters - Corporate<br>Spend Category: Travel & Entertainment              |                     | 12/21/2015  |
| 21100:Reserve for Pre-Encumbrance |              | 1,500.00      | Trip to Las Vegas   | Employee: Tim Lange |             |

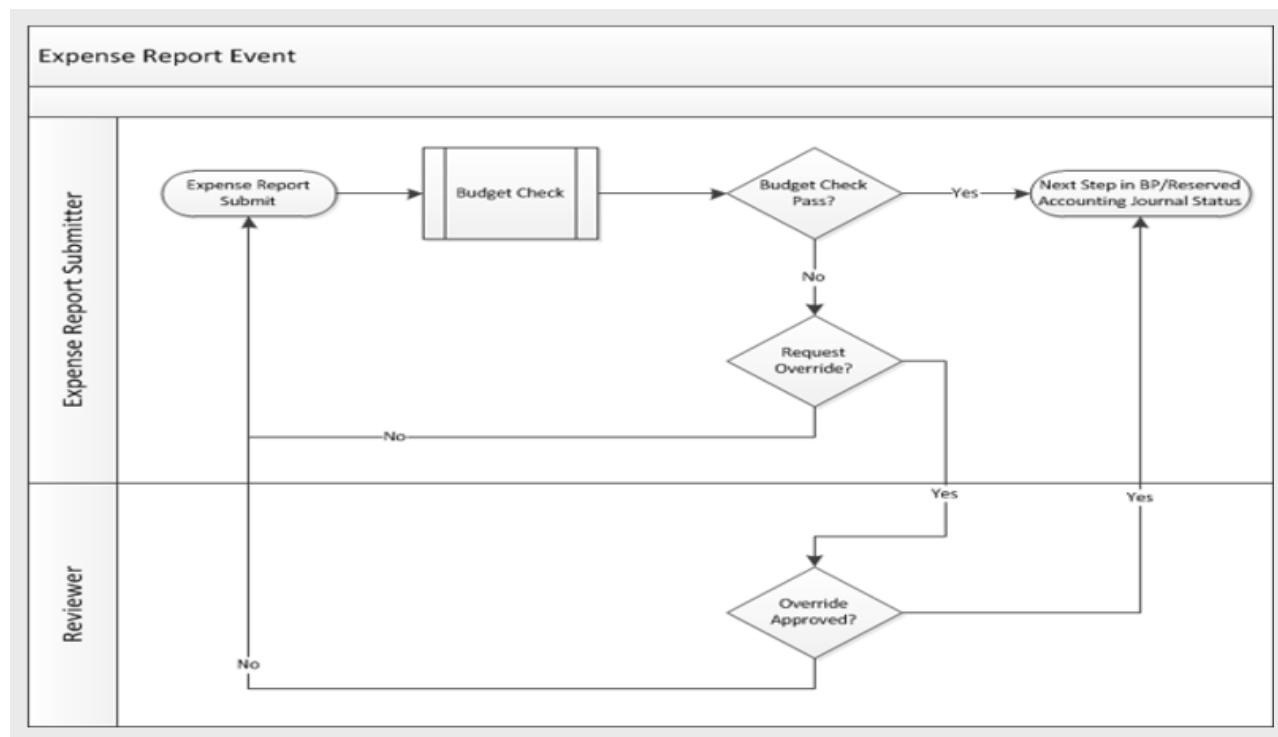
The View Accounting for Spend Authorization image shows journals that have been created on the commitment ledger as a result of the operational transaction. The spend account shows the debit amount from the expense items on the spend authorization. And, the spend commitment account shows a credit amount as defined by the account posting rules.

## BUDGET CHECK FOR EXPENSE REPORTS

The Budget Check Sub-Business Process exists today within Workday. With this feature, you are able to add budget check to the Expense Report Event business process.

As an Expense Report Submitter, you can systematically have budgets checked on expense reports during submission which reduces the need for manual budget checking or custom validations. As an end-user, you will know during expense report submission whether or not you have exceeded your budget which leads to faster expense report approval and expense reimbursement. As an expense report Reviewer, you will know if an expense report has passed budget check while reviewing the expense report.

## EXPENSE REPORT EVENT PROCESS FLOW



The process flow above illustrates running through the Budget Check Sub-Business Process. As an Expense Report Submitter, you submit your expense report. If the budget check passes, you move on to the next step in the business process. If it doesn't pass, you may request an override for the budget check exception. Or, you can simply change your expense report. If you request an override, the override for the budget check exception is either approved or not approved by the Reviewer. If it is not approved, it is sent back to the Expense Report Submitter.

## MAINTAIN BUDGET

This is an example of a budget setup within the Travel & Entertainment ledger account. This budget has been flagged to use the worktag Cost Center. The amount of this budget is \$200,000.00 USD.

Maintain Budget Financial Budget Structure for Expenses by Period

| Company   | B300.1 Budgets Management            | Entered Balance                  | Rolled Balance | Total Balance  |       |                        |          |              |               |      |   |                             |                                  |            |      |  |
|---|--------------------------------------|----------------------------------|----------------|----------------|-------|------------------------|----------|--------------|---------------|------|---|-----------------------------|----------------------------------|------------|------|--|
| Year  | 2014 - Public Sector Schedule        | 200,000.00 USD                   | 0.00 USD       | 200,000.00 USD |       |                        |          |              |               |      |   |                             |                                  |            |      |  |
| Period  | 2014 Jun (B300.1 Budgets Management) |                                  |                |                |       |                        |          |              |               |      |   |                             |                                  |            |      |  |
| Currency  | USD                                  |                                  |                |                |       |                        |          |              |               |      |   |                             |                                  |            |      |  |
| Default Budget Type   | Expenses                             |                                  |                |                |       |                        |          |              |               |      |   |                             |                                  |            |      |  |
| Memo  |                                      |                                  |                |                |       |                        |          |              |               |      |   |                             |                                  |            |      |  |
| <b>Budget Lines</b>   | Rolled Budget Lines                  | Attachments                      |                |                |       |                        |          |              |               |      |   |                             |                                  |            |      |  |
| <table border="1"> <thead> <tr> <th>Order</th> <th>Ledger Account/Summary</th> <th>Worktags</th> <th>Debit Amount</th> <th>Credit Amount</th> <th>Memo</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>6800:Travel &amp; Entertainment</td> <td>Cost Center: 30000 Office of COO</td> <td>200,000.00</td> <td>0.00</td> <td></td> </tr> </tbody> </table> |                                      |                                  |                |                | Order | Ledger Account/Summary | Worktags | Debit Amount | Credit Amount | Memo | 1 | 6800:Travel & Entertainment | Cost Center: 30000 Office of COO | 200,000.00 | 0.00 |  |
| Order   | Ledger Account/Summary               | Worktags                         | Debit Amount   | Credit Amount  | Memo  |                        |          |              |               |      |   |                             |                                  |            |      |  |
| 1   | 6800:Travel & Entertainment          | Cost Center: 30000 Office of COO | 200,000.00     | 0.00           |       |                        |          |              |               |      |   |                             |                                  |            |      |  |

## CHECK BUDGET BUSINESS PROCESS

View Business Process Definition Check Budget (Spend) for B300.1 Budgets Management

| Business Object   | Effective Date | Security Group Restrictions  |                         |                                |                         |  |                  |                         |                        |                                     |          |       |    |      |         |          |       |     |             |          |                                     |          |   |   |  |            |  |    |  |  |  |  |  |  |   |   |  |           |                  |    |  |  |  |  |  |  |   |   |  |        |                     |    |           |  |  |  |  |  |   |   |  |        |                       |    |  |  |  |  |  |  |   |   |   |         |                                |    |  |  |  |  |  |     |
|---|----------------|--|-------------------------|--------------------------------|-------------------------|--|------------------|-------------------------|------------------------|-------------------------------------|----------|-------|----|------|---------|----------|-------|-----|-------------|----------|-------------------------------------|----------|---|---|--|------------|--|----|--|--|--|--|--|--|---|---|--|-----------|------------------|----|--|--|--|--|--|--|---|---|--|--------|---------------------|----|-----------|--|--|--|--|--|---|---|--|--------|-----------------------|----|--|--|--|--|--|--|---|---|---|---------|--------------------------------|----|--|--|--|--|--|-----|
| B300.1 Budgets Management   | 08/19/2015     |  |                         |                                |                         |  |                  |                         |                        |                                     |          |       |    |      |         |          |       |     |             |          |                                     |          |   |   |  |            |  |    |  |  |  |  |  |  |   |   |  |           |                  |    |  |  |  |  |  |  |   |   |  |        |                     |    |           |  |  |  |  |  |   |   |  |        |                       |    |  |  |  |  |  |  |   |   |   |         |                                |    |  |  |  |  |  |     |
| <table border="1"> <thead> <tr> <th colspan="2">Business Process Steps</th> <th>Notifications</th> <th>Allowed Actions by Role</th> <th>Allowed Services</th> <th>Allowed Batch Processes</th> <th>Allowed Subprocess For</th> <th>Related Links</th> </tr> </thead> <tbody> <tr> <td>Step</td> <td>Order</td> <td>If</td> <td>Type</td> <td>Specify</td> <td>Optional</td> <td>Group</td> <td>All</td> <td>Run As User</td> <td>Due Date</td> <td>Due Date Is Based On Effective Date</td> <td>Complete</td> </tr> <tr> <td>Q</td> <td>b</td> <td></td> <td>Initiation</td> <td></td> <td>No</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Q</td> <td>b</td> <td></td> <td>Batch/Job</td> <td>Run Budget Check</td> <td>No</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Q</td> <td>c</td> <td>Is Budget Check Status of Transaction of event equal to Fail (Insufficient Budget) or Warn (Insufficient Budget) or Error? (Workday Owned)</td> <td>Action</td> <td>Review Budget Check</td> <td>No</td> <td>Initiator</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Q</td> <td>d</td> <td>Is Budget Check Status of Transaction of event equal to Fail (Insufficient Budget) or Fail (No Budget) and Allow Budget Check Override and Override not already granted? (Workday Owned)</td> <td>Action</td> <td>Override Budget Check</td> <td>No</td> <td>Budget Check Exception Override Approver</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Q</td> <td>e</td> <td>Is Journal in Created Status? (Workday Owned)</td> <td>Service</td> <td>Reserve Budget in Budget Check</td> <td>No</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Yes</td> </tr> </tbody> </table> |                |  | Business Process Steps  |                                | Notifications           | Allowed Actions by Role                  | Allowed Services | Allowed Batch Processes | Allowed Subprocess For | Related Links                       | Step     | Order | If | Type | Specify | Optional | Group | All | Run As User | Due Date | Due Date Is Based On Effective Date | Complete | Q | b |  | Initiation |  | No |  |  |  |  |  |  | Q | b |  | Batch/Job | Run Budget Check | No |  |  |  |  |  |  | Q | c | Is Budget Check Status of Transaction of event equal to Fail (Insufficient Budget) or Warn (Insufficient Budget) or Error? (Workday Owned) | Action | Review Budget Check | No | Initiator |  |  |  |  |  | Q | d | Is Budget Check Status of Transaction of event equal to Fail (Insufficient Budget) or Fail (No Budget) and Allow Budget Check Override and Override not already granted? (Workday Owned) | Action | Override Budget Check | No | Budget Check Exception Override Approver |  |  |  |  |  | Q | e | Is Journal in Created Status? (Workday Owned) | Service | Reserve Budget in Budget Check | No |  |  |  |  |  | Yes |
| Business Process Steps  |                | Notifications  | Allowed Actions by Role | Allowed Services               | Allowed Batch Processes | Allowed Subprocess For                   | Related Links    |                         |                        |                                     |          |       |    |      |         |          |       |     |             |          |                                     |          |   |   |  |            |  |    |  |  |  |  |  |  |   |   |  |           |                  |    |  |  |  |  |  |  |   |   |  |        |                     |    |           |  |  |  |  |  |   |   |  |        |                       |    |  |  |  |  |  |  |   |   |   |         |                                |    |  |  |  |  |  |     |
| Step  | Order          | If   | Type                    | Specify                        | Optional                | Group                                    | All              | Run As User             | Due Date               | Due Date Is Based On Effective Date | Complete |       |    |      |         |          |       |     |             |          |                                     |          |   |   |  |            |  |    |  |  |  |  |  |  |   |   |  |           |                  |    |  |  |  |  |  |  |   |   |  |        |                     |    |           |  |  |  |  |  |   |   |  |        |                       |    |  |  |  |  |  |  |   |   |   |         |                                |    |  |  |  |  |  |     |
| Q   | b              |  | Initiation              |                                | No                      |  |                  |                         |                        |                                     |          |       |    |      |         |          |       |     |             |          |                                     |          |   |   |  |            |  |    |  |  |  |  |  |  |   |   |  |           |                  |    |  |  |  |  |  |  |   |   |  |        |                     |    |           |  |  |  |  |  |   |   |  |        |                       |    |  |  |  |  |  |  |   |   |   |         |                                |    |  |  |  |  |  |     |
| Q   | b              |  | Batch/Job               | Run Budget Check               | No                      |  |                  |                         |                        |                                     |          |       |    |      |         |          |       |     |             |          |                                     |          |   |   |  |            |  |    |  |  |  |  |  |  |   |   |  |           |                  |    |  |  |  |  |  |  |   |   |  |        |                     |    |           |  |  |  |  |  |   |   |  |        |                       |    |  |  |  |  |  |  |   |   |   |         |                                |    |  |  |  |  |  |     |
| Q   | c              | Is Budget Check Status of Transaction of event equal to Fail (Insufficient Budget) or Warn (Insufficient Budget) or Error? (Workday Owned)   | Action                  | Review Budget Check            | No                      | Initiator                                |                  |                         |                        |                                     |          |       |    |      |         |          |       |     |             |          |                                     |          |   |   |  |            |  |    |  |  |  |  |  |  |   |   |  |           |                  |    |  |  |  |  |  |  |   |   |  |        |                     |    |           |  |  |  |  |  |   |   |  |        |                       |    |  |  |  |  |  |  |   |   |   |         |                                |    |  |  |  |  |  |     |
| Q   | d              | Is Budget Check Status of Transaction of event equal to Fail (Insufficient Budget) or Fail (No Budget) and Allow Budget Check Override and Override not already granted? (Workday Owned) | Action                  | Override Budget Check          | No                      | Budget Check Exception Override Approver |                  |                         |                        |                                     |          |       |    |      |         |          |       |     |             |          |                                     |          |   |   |  |            |  |    |  |  |  |  |  |  |   |   |  |           |                  |    |  |  |  |  |  |  |   |   |  |        |                     |    |           |  |  |  |  |  |   |   |  |        |                       |    |  |  |  |  |  |  |   |   |   |         |                                |    |  |  |  |  |  |     |
| Q   | e              | Is Journal in Created Status? (Workday Owned)  | Service                 | Reserve Budget in Budget Check | No                      |  |                  |                         |                        |                                     | Yes      |       |    |      |         |          |       |     |             |          |                                     |          |   |   |  |            |  |    |  |  |  |  |  |  |   |   |  |           |                  |    |  |  |  |  |  |  |   |   |  |        |                     |    |           |  |  |  |  |  |   |   |  |        |                       |    |  |  |  |  |  |  |   |   |   |         |                                |    |  |  |  |  |  |     |

If your submission fails the budget check, the review budget check will be sent back to the initiator.

### EXPENSE REPORT EVENT BUSINESS PROCESS

**View Business Process Definition** Expense Report Event for B300.1 Budgets Management

| Business Process Steps         | Notifications | Allowed Actions by Role      | Allowed Services | Allowed Subprocess For | Related Links | Available Rules & Fields |  |     |             |          |                                     |          |
|--------------------------------|---------------|------------------------------|------------------|------------------------|---------------|--------------------------|--|-----|-------------|----------|-------------------------------------|----------|
| Business Process Steps 8 items |               |                              |                  |                        |               |                          |  |     |             |          |                                     |          |
| Step                           | Order         | If                           | Type             | Specify                | Optional      | Group                    | Additional Information   | All | Run As User | Due Date | Due Date Is Based On Effective Date | Complete |
| a                              | a             |                              | Initiation       |                        | No            |                          |  |     |             |          |                                     |          |
| a1                             | a1            |                              | Action           | Check Budget           | No            | Initiator                |  |     |             |          |                                     |          |
| a2                             | a2            |                              | Action           | Review Expense Report  | No            | Expense Partner          |  |     |             |          |                                     |          |
| a3                             | a3            |                              | Action           | Check Budget           | No            | Initiator                |  |     |             |          |                                     |          |
| b                              | b             |                              | Approval         |                        | No            | Manager                  | Restriction: Initiator, Approver, Alternate: Manager's Manager |     |             | 3 Days   |                                     |          |
| h                              | h             | Expense Report includes VAT? | Action           | Review Tax             | No            | Tax Manager              |  |     |             | 2 Days   |                                     |          |
| h1                             | h1            |                              | Action           | Check Budget           | No            | Initiator                |  |     |             |          |                                     | Yes      |
| i                              | i             | Audit Expense Report?        | Action           | Audit Expense Report   | No            | Expense Partner          |  |     |             |          |                                     |          |

You have the ability to add the check budget step anywhere on the Expense Report Event business process. This must always be set as a Completion step.

## BUDGET CHECK STATUS ON EXPENSE REPORT: PASS

The View Expense Report image illustrates the passing of a budget check on an expense report. The expense report line shows a miscellaneous item of \$5000.00 USD. The worktag for Cost Center 30000 (Office of COO) is specified. This expense report has passed the budget check. The Budget Check Status is Passed on *Date Passed*.

In order to hit a desired budget, certain fields on the expense report must match what was entered on budget setup such as:

- Company
- Date (within budget period)
- Worktags (Cost Center)

The screenshot shows the Workday interface for viewing an expense report. The top navigation bar includes a search icon, a user profile for 'Jake Lee (Ex VP Mgr 7020)', and the Workday logo. The main title is 'View Expense Report EXP-00004411'. Below the title, there are sections for 'Pay To' (Jake Lee), 'Status' (In Progress), and 'Budget Check Status' (Passed on 06/19/2015). A red box highlights the 'Budget Check Status' field.

**Expense Report Information:**

|                     |                           |
|---------------------|---------------------------|
| Company             | B300.1 Budgets Management |
| Expense Report Date | 06/24/2015                |
| Created On          | 06/19/2015                |
| Approval Date       | (empty)                   |
| Business Purpose    | (empty)                   |

**Expense Report Reference Information:**

|                            |                |
|----------------------------|----------------|
| Reimbursement Payment Type | Direct Deposit |
| Spend Authorization        | (empty)        |
| Memo                       | (empty)        |

**Expense Report Lines:**

| Date       | Amount   | Description   | Action  |
|------------|----------|---------------|---------|
| 06/24/2015 | 5,000.00 | Miscellaneous | Itemize |

**Expense Report Line Details:**

|                    |               |
|--------------------|---------------|
| Date               | 06/24/2015    |
| Expense Item       | Miscellaneous |
| Quantity           | 1             |
| Per Unit Amount    | 5,000.00      |
| Total Amount       | 5,000.00      |
| Currency           | USD           |
| Currency Rate      | 1             |
| Converted Amount   | 5,000.00      |
| Converted Currency | USD           |
| Memo               | (empty)       |
| Personal           | No            |
| Billable           | No            |

**Worktags:**

- Cost Center: 30000-Office of COO
- Fund: AMU Cost Share Fund
- Location: Boston
- Region: Headquarters - Corporate

Budget check status on an expense report and spend authorization document – Please note that if a document fails budget check and then over-ride is approved, the status on the document will still read “Fail”.

## Expenses for Workday 26.3

### BUDGET CHECK STATUS ON EXPENSE REPORT: FAIL

The View Expense Report image illustrates a budget check that failed based on an expense report that exceeded its approved budget amount. The expense report line shows a miscellaneous item of \$200,000.00 USD. This expense report has failed the budget check. The Budget Check Status is Failed (Insufficient Budget) on *Date Failed*.

The screenshot shows the Workday interface for viewing an expense report. At the top, it displays the report number EXP-00004413 and the payee, Jake Lee (Exe VP, Mgr 7000). The status is listed as In Progress. A red box highlights the Budget Check Status, which is Fail (Insufficient Budget) on 06/19/2015. Below this, there are two sections: Expense Report Information and Expense Report Reference Information. Under Expense Report Lines, a single line item is shown for a Miscellaneous expense of 200,000.00 USD on 06/24/2015. The line item details include: Date 06/24/2015, Expense Item Miscellaneous, Quantity 1, Per Unit Amount 200,000.00, Total Amount 200,000.00, Currency USD, Currency Rate 1, Converted Amount 200,000.00, Converted Currency USD, Memo (empty), Personal No, and Billable No. Worktags at the bottom indicate Cost Center: 30000 Office of COO, Fund: AMU Cost Share Fund, Location: Boston, and Region: Headquarters - Corporate.

## REQUEST OVERRIDE ON REVIEW BUDGET CHECK

If an expense report fails the budget check, it is rerouted back to the initiator. The Expense Report Submitter gets an Inbox task, Review Budget Check. You can see your Budget Check Status, and you have the ability to mark the Request Override checkbox. The Budget Check Option is set up as a Control type, so the initiator must request an override or modify the expense report.

The screenshot shows the Workday inbox interface. On the left, there's a sidebar with various notifications and transaction counts. The main area is titled "Review Budget Check" with the sub-task "Check Budget (Spend) for Expense Report". A red box highlights the "Request Override" checkbox, which is checked. Another red box highlights the "Budget Check Status" field, which shows "Fail (Insufficient Budget)". Below this, there are tabs for "Budgets With Exceptions" and "Transactions". The "Budgets With Exceptions" tab is selected, showing a table with one row for "B300 1 Budget Management". The "Transactions" tab is also visible. At the bottom, there's a "Process History" section with entries for "Check Budget (Spend)- Automatic Complete", "Batch/Adhoc Run Budget Check- Step Completed", and "Review Budget Check- Awaiting Action". Finally, at the very bottom, there are buttons for "Submit", "Send Back", "Deny", and "More".

When you select the Transactions tab, you can modify the expense report. You must do this if you do not want to request an override.

## Expenses for Workday 26.3

The screenshot shows the Workday interface with the 'Inbox' tab selected. A task titled 'Review Budget Check Check Budget (Spend) for Expense Report' is displayed. The task status is 'Fail (Insufficient Budget)'. The 'Transactions' tab is selected, showing a single transaction: 'Expense Report EXP-00004417'. A red box highlights the 'Modify' button next to the transaction. The 'Process History' section shows activity from 'Jake Lee (Exe VP; Mgr 7000)' and a 'BatchJob: Run Budget Check- Step Completed'. At the bottom, there are buttons for 'Submit', 'Send Back', 'Deny', and 'More'.

When you select the Modify button, you are taken from the Inbox task to the Change Expense Report task directly.

You can either change the amount of your expense report, or you can change the worktags associated with your expense report using the Change Expense Report task. Then, you can resubmit your expense report, where it goes through the budget check process once again.

The screenshot shows the 'Change Expense Report' page for EXP-00004417. At the top, it displays basic information: Pay To (Employee: Jake Lee (Exe VP, Mgr 7000)), Status (In Progress), and Budget Check Status (Fail (Insufficient Budget) on 07/08/2015). It also shows financial details: Personal (0.00 USD), Company Paid (0.00 USD), Reimbursement (5,000.00 USD), and Total (5,000.00 USD).

The main form is divided into two sections: 'Expense Report Information' and 'Expense Report Reference Information'. Under 'Expense Report Information', fields include Company (B300.1 Budgets Management), Expense Report Date (06/26/2015), and Business Purpose (search). Under 'Expense Report Reference Information', fields include Reimbursement Payment Type (Direct Deposit), Spend Authorization (Search), and Memo (empty).

Below the main form, there are tabs for 'Expense Report Lines' (selected) and 'Attachments'. The 'Expense Report Line' tab shows a single entry: Date (06/26/2015), Amount (5,000.00), Description (Car Rental & Gas), and Item Details (empty). The 'Item Details' section includes fields for Car Rental Agency, Departure Date, Arrival Date, Class of Service, Destination, Country, Daily Rate, Reservation Number, and Merchant.

At the bottom of the screen, there are buttons for 'Submit', 'Save for Later', and 'Cancel'.

### BUDGET CHECK FOR SPEND AUTHORIZATION

You configure budget checking to control spend that involves procurement and expense transactions (expense reports and spend authorizations). You can configure commitments, not obligations, for spend authorization transactions.

As a Spend Authorization Submitter, you can systematically have budgets checked on spend authorizations during submission which reduces the need for manual budget checking or custom validations. As an end-user, you will know during spend authorization submission whether or not you have exceeded your budget which leads to faster spend authorization approval. As a Spend Authorization Reviewer, you will know if a spend authorization has passed budget check while reviewing the spend authorization.

### CHECK BUDGET BUSINESS PROCESS

The Check Budget Business Process for Spend Sub-Business Process functionality remains the same. This is the step you will add to the Spend Sub-Business Process.

The screenshot shows the Workday interface for viewing a business process definition. The title bar says "View Business Process Definition Check Budget (Spend) for B300.1 Budgets Management". Below the title, it shows "Effective Date: 06/19/2015" and "Business Object: B300.1 Budgets Management". There is a "View Diagram" button. A "Business Process Steps" table is displayed, showing five steps (a-e) with columns for Step, Order, If, Type, Specify, Optional, Group, All, Run As User, Due Date, Due Date is Based On Effective Date, and Complete. The steps are:

| Step | Order | If   | Type       | Specify                        | Optional | Group                                    | All | Run As User                           | Due Date | Due Date is Based On Effective Date | Complete |
|------|-------|--|------------|--------------------------------|----------|--|-----|---------------------------------------|----------|-------------------------------------|----------|
| a    | b     |  | Initiation |                                | No       |  |     |                                       |          |                                     |          |
| b    | b     |  | Batch/Job  | Run Budget Check               | No       |  |     | super-implementer / Super Implementer |          |                                     |          |
| c    | c     | Is Budget Check Status of Transaction of event equal to Fail (Insufficient Budget) or Warn (Insufficient Budget) or Error? (Workday Owned)   | Action     | Review Budget Check            | No       | Initiator                                |     |                                       |          |                                     |          |
| d    | d     | Is Budget Check Status of Transaction of event equal to Fail (Insufficient Budget) or Fail (No Budget) and Allow Budget Check Override and Override not already granted? (Workday Owned) | Action     | Override Budget Check          | No       | Budget Check Exception Override Approver |     |                                       |          |                                     |          |
| e    | e     | Is Journal in Created Status? (Workday Owned)  | Service    | Reserve Budget in Budget Check | No       |  |     |                                       |          |                                     | Yes      |

## SPEND AUTHORIZATION BUSINESS PROCESS

You have the ability to add the Check Budget Sub-Business Process to the Spend Authorization Business Process. As with other business processes using Budget Check, the Check Budget check must be a Completion step.

| Step            | Order | Type       | Specify      | Optional | Group     | Additional Information            | All | Run As User | Due Date | Due Date Is Based On Effective Date | Complete |
|-----------------|-------|------------|--------------|----------|-----------|-----------------------------------|-----|-------------|----------|-------------------------------------|----------|
| Q <sub>a</sub>  | a     | Initiation |              | No       |           |                                   |     |             |          |                                     |          |
| Q <sub>a1</sub> | a1    | Action     | Check Budget | No       | Initiator |                                   |     |             |          |                                     |          |
| Q <sub>b</sub>  | b     | Approval   |              | No       | Manager   | Restriction: Initiator, Approvers |     |             | 2 Days   |                                     |          |
| Q <sub>b1</sub> | b1    | Action     | Check Budget | No       | Initiator |                                   |     |             |          |                                     | Yes      |

## MAINTAIN BUDGET

A budget must be set up so that a spend authorization can be evaluated against it. This is an example of a budget setup within the Travel & Entertainment ledger account. The amount of this budget is \$100,000.00 USD.

| Order | *Ledger Account/Summary     | Worktags                         | Debit Amount | Credit Amount | Memo |
|-------|-----------------------------|----------------------------------|--------------|---------------|------|
| +     | 6800:Travel & Entertainment | Cost Center: 30000 Office of COO | 100,000.00   | 0.00          |      |

## Expenses for Workday 26.3

### BUDGET CHECK STATUS ON SPEND AUTHORIZATION: PASS

When you submit a spend authorization, the standard budget check functionality is now available with spend authorizations. In order to hit a desired budget, certain fields on the spend authorization must match what was entered on budget setup such as:

- Company
- Date (within budget period)
- Worktags (Cost Center)

This spend authorization has passed the budget check. The Budget Check Status is Passed on *Date Passed*.

The screenshot shows the 'View Spend Authorization' page for AUTH-001114. At the top, it displays the worker (Employee: Julie Lee (Exe VP; Mgr 7000)) and the budget authorization total (5,000.00 USD). The 'Budget Check Status' is listed as 'Pass on 01/04/2016'. Below this, there are two sections: 'Spend Authorization Information' and 'Spend Authorization Details'. The information section includes fields like Company (B300.1 Budgets Management), Start Date (01/05/2016), End Date (01/15/2016), Description (Excursion to Asia), Business Purpose (Conference), and Currency (USD). The details section includes Justification and Expense Report(s), both of which are currently empty. At the bottom, there are tabs for 'Spend Authorization Lines', 'Process History', and 'Balances'. The 'Spend Authorization Lines' tab is selected, showing one item: 'Expense Item Miscellaneous' with a quantity of 1, per unit amount of 5,000.00, and a total amount of 5,000.00. The memo field is empty, and the billable field is marked as 'No'. To the right of the table, there is a summary of worktags: Cost Center: 30000 Office of COO, Fund: AMU Cost Share Fund, Location: Boston, and Region: Headquarters - Corporate.

### BUDGETARY BALANCE REPORT

When viewing the Budgetary Balance Report, you will see that it includes journals from the Commitment Ledger, which came from submission and approval of a Spend Authorization.

**Budgetary Balance Report**

Company: B300.1 Budgets Management  
 Budget Structure: Financial Budget Structure for Expenses by Period  
 Budget Name: 2015 Financial Budget Structure for Expenses by Period - B300.1 Budgets Management  
 Year: 2015  
 Period: Jan  
 Budget to Date: No  
 Company Currency: USD  
 Reporting Period Start Date: 01/01/2016  
 Reporting Period End Date: 01/31/2016  
 Include Reserved Journals

| Ledger Account/Summary      | Financial Budget Structure for Expenses by Period | Commitment | Obligation | Actuals | Balance   |
|-----------------------------|---|------------|------------|---------|-----------|
| 6800:Travel & Entertainment | 100,000.00  | 5,000.00   | 0.00       | 0.00    | 95,000.00 |
| Total:                      | 100,000.00  | 5,000.00   | 0.00       | 0.00    | 95,000.00 |

## BUDGET CHECK STATUS ON SPEND AUTHORIZATION: FAIL

The View Spend Authorization image illustrates a budget check that failed based on a spend authorization that exceeded its approved budget amount. The spend authorization line shows a miscellaneous item of \$90,000.00 USD. This spend authorization has failed the budget check. The Budget Check Status is Failed (Insufficient Budget) on *Date Failed*.

**View Spend Authorization AUTH-001115**

Worker: Employee: Jake Lee (Exe VP, Mgr 7000)  
 Status: In Progress  
 Budget Check Status: Fail (Insufficient Budget) on 01/04/2016

Spend Authorization Total: 90,000.00 USD

**Spend Authorization Information**

Company: B300.1 Budgets Management  
 Start Date: 01/18/2016  
 End Date: 01/29/2016  
 Description: Research Trip to Africa  
 Business Purpose: Conference  
 Currency: USD

**Spend Authorization Details**

Justification: (empty)  
 Expense Report(s): (empty)

**Spend Authorization Lines** 1 items

| Item                          | Quantity and Amount  | Memo and Billable         | Worktags  |
|-------------------------------|--|---------------------------|---|
| Expense Item<br>Miscellaneous | Quantity: 1<br><br>Per Unit Amount: 90,000.00<br><br>Total Amount: 90,000.00 | Memo:<br><br>Billable: No | Cost Center: 30000 Office of COO<br>Fund: AMU Cost Share Fund<br>Location: Boston<br>Region: Headquarters - Corporate |

### REQUEST OVERRIDE ON REVIEW BUDGET CHECK

Standard budget check functionality for requesting overrides is available with spend authorizations. If you have enabled Request Override on the Budget Check Options, you are able to do this via the Review Budget Check for Spend Authorization Inbox task.

The screenshot shows the Workday inbox interface for a 'Review Budget Check' task. The task details are as follows:

- For Transaction: Spend Authorization: AUTH-001115
- Budget Check Status: Fail (Insufficient Budget)
- Request Override:

The 'Budgets With Exceptions' table contains one row:

| Company                   | Budget Structure                                  | Year | Control Periods | Budget Check Option | Budget to Date | Budget Check Exceptions |
|---------------------------|---|------|-----------------|---------------------|----------------|-------------------------|
| E200.1 Budgets Management | Financial Budget Structure for Expenses by Period | 2015 | Jan             | Control             |                |                         |

The 'Process History' section shows the following steps:

- Jake Lee (Exe VP, Mgr 7000) - Check Budget (Spend) - Automatic Complete - Just now
- Batch/Job: Run Budget Check: Step Completed
- Jake Lee (Exe VP, Mgr 7000) - Review Budget Check: Awaiting Action

At the bottom, there are buttons for 'Submit', 'Send Back', 'Deny', and 'More'.

## CLOSE SPEND AUTHORIZATION

You have the ability to close spend authorizations either individually or in a mass action task. By closing a spend authorization, you can prevent future use of that spend authorization. When commitment accounting is enabled, you are able to release unused funds associated with a spend authorization.

Additionally, you are able to control when a spend authorization is no longer available for use, enabling tighter management of committed spend.

The screenshot shows the 'Spend Authorization' page for 'AUTH-001087'. On the left, there's a summary section with details like 'Employee: Teresa Serrano', 'Status: Approved', and a table of 'Spend Authorization Information' including company, start date, end date, description, business purpose, total amount, and currency. On the right, the main panel displays the same information in a more detailed grid format. A context menu is open over the 'Actions' section, with the 'Close' option highlighted by a red box. The 'Close' option is part of a dropdown menu that also includes 'View' and 'Change'.

**Close spend authorizations to:**

Prevent further actions from occurring against the spend authorization.

Update the spend authorization status to closed.

Liquidate the remaining balance of the spend authorization (when you enable commitment accounting).

Close is available when a spend authorization doesn't have an outstanding cash balance and is approved. You can close a spend authorization whether or not you are using commitment accounting.

### Steps

1. Select Spend Authorization > Close as a Related Action on an approved spend authorization.
2. Review transaction information to verify that you want to complete the close.

Workday liquidates the remaining balance on the spend authorization when business process activity is complete. After you settle the expense report, the status of the spend authorization changes to Closed.

Self-service users can close spend authorizations if:

1. Business process is successfully completed.
2. All related expense reports (if any) are in the status of 'paid'.
3. Spend authorizations has a cash advance outstanding balance of 0.
4. The spend authorization is not in a state of cancelled or closed.

#### INDIVIDUAL CLOSE OF A SPEND AUTHORIZATION

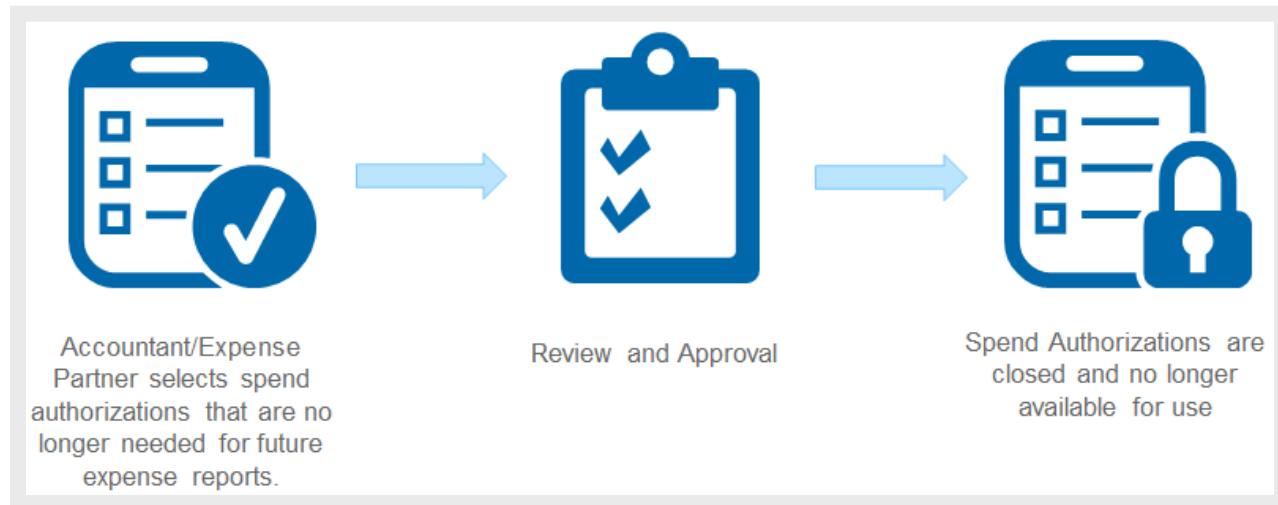


Once a spend authorization is obsolete, it may still have a remaining balance associated with it. After it is determined that no further spend authorizations are expected for a particular spend authorization, a self-service user can close a spend authorization via Related Action, or by marking it as Final when creating an expense report from a spend authorization. This is available to service-service users, or users who have access to perform tasks against spend authorizations on behalf of others. Once this task is complete, the spend authorization has the status of Closed; it is no longer available for future use in an expense report.



Note: Once marked Closed, spend authorizations are permanently closed.

## MASS CLOSE OF SPEND AUTHORIZATIONS



You can close unused spend authorizations when your organization no longer needs to process downstream activities against them, such as expense reports.

In addition to individual close, you can also perform a mass close of spend authorizations. With this feature, an accountant or expense partner selects spend authorizations that are no longer needed for future expense reports in a mass action task. It then enters a review and approval process based on your tenant configuration, and once complete the selected spend authorizations are closed and no longer available for use. Again, once a spend authorization is closed it cannot be re-opened. With the status of Closed, a spend authorization is permanently closed.

### Steps

1. Access the Mass Close Spend Authorizations task.
2. Enter a unique Request Name to help identify the spend authorizations in your request.
3. Select the Company or Company Hierarchy in your close request.
4. From the Worker prompt, select a worker.
5. Select the All Terminated Workers check box to select and close spend authorizations for terminated workers.

6. This following table describes the different options for a spend authorization.

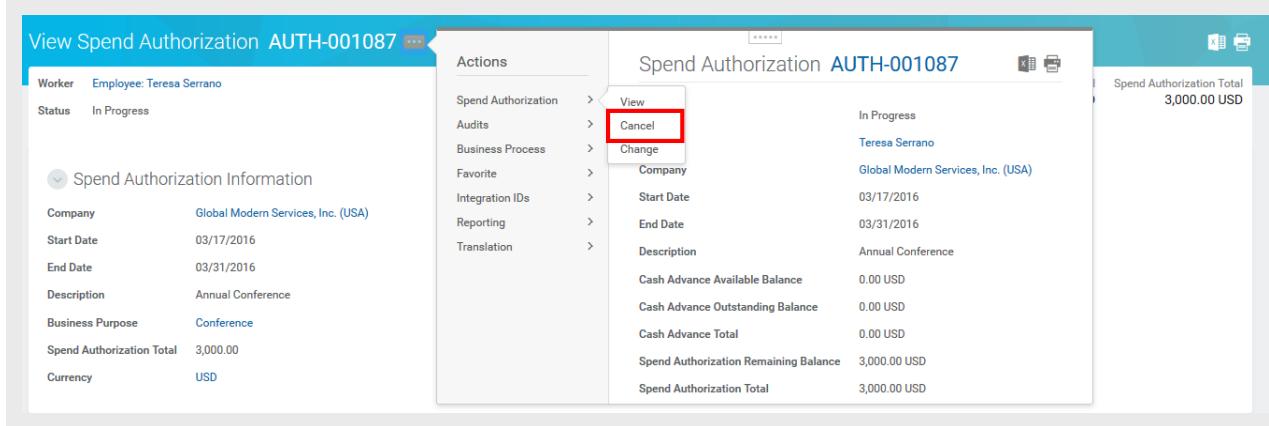
As you complete the task, consider:

| Option                             | Description   |
|------------------------------------|---|
| <b>Spend End Date On or After</b>  | Close spend authorizations dated on the date you specify or later.  |
| <b>Spend End Date On or Before</b> | Close spend authorizations dated on the date you specify or before.   |
| <b>Include</b>                     | Select an option: <ul style="list-style-type: none"><li>• All</li><li>• Associated with Expense Report</li><li>• Not Associated with Expense Report</li></ul> |

Workday returns spend authorizations that meet your criteria that are not:

- In Draft status.
  - In progress.
  - Already closed.
  - Linked to open and non-settled expense reports.
1. Submit your mass close request for review and approval. Reviewers receive an Inbox notification to review your mass close request.
  2. (Optional) Reviewers access the Revise Mass Close Spend Authorizations task and evaluate whether to exclude any documents in the request. They can:
    - A. Exclude specific spend authorizations.
    - B. Add Approvers.
    - C. Approve, or Send Back the request.
  3. You can then access the Find Spend Authorization Mass Close Requests report to review mass close requests and access the closed business documents.

## CANCEL SPEND AUTHORIZATION



1. Close and cancel do not exist at the same time.
2. Cancel is only available when a spend authorization business process is not yet completed.

This cancel task is only available under: Domain: Self-Service: Spend Authorization.

**CANCEL VS. CLOSE**

The two conditions effectively perform the same thing. From the end-user perspective, the spend authorization becomes unavailable for use once closed/canceled.

| <b>Cancel</b>   | <b>Close</b>   |
|---|--|
| Spend Authorization Business Process not yet completed (Draft or in Progress) | Spend Authorization fully approved (Business Process complete) |
| N/A   | All related expense reports (if any) are paid                  |
| N/A   | Cash Advance Outstanding Balance = 0                           |
| Is not in a state of closed or canceled                                       | Is not in a state of closed or canceled.                       |

**KEY CONDITIONS FOR SPEND AUTHORIZATION CLOSE**

1. Spend authorization must be fully approved (BP complete).
2. All related expense reports (if any) are in the status of 'paid'.
3. Spend authorization has a cash advance outstanding balance of 0.
4. The spend authorization cannot be previously closed or canceled.



Note: If Spend Authorization does not meet ALL of these conditions, the "close" action is not allowed, either as Related Action for individual close or available for inclusion in mass close.

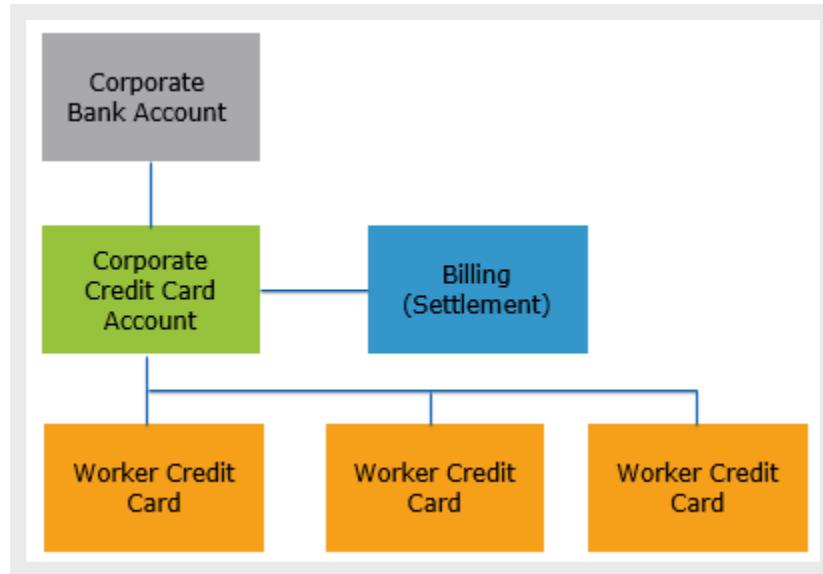
## SPEND AUTHORIZATION STATUSES

This table describes the different statuses for a spend authorization.

| Status             | Description  |
|--------------------|--|
| <b>DRAFT</b>       | Save the Spend Authorization to be completed at a later time. Use the Edit Spend Authorization task to return to an authorization in Draft status.         |
| <b>In Progress</b> | The Spend Authorization has been submitted but not yet approved or denied.   |
| <b>Complete</b>    | The submitted Spend Authorization has been approved. You can now incur the authorized expense and refer to this Spend Authorization in the Expense Report. |
| <b>Denied</b>      | The submitted Spend Authorization has been denied.   |

## CHAPTER 8 – CREDIT CARD SETUP

### OVERVIEW



Your company does business with a bank, for example HSBC. The Corporate Bank Account in the diagram represents HSBC. Your company has a Corporate Credit Card Account that it can use to pay the credit card transactions that its employees may have incurred. The Worker Credit Card may be for MasterCard for example. Your bank may have issued your company multiple credit card accounts for your workers.

Worker credit cards are issued to individual named employees and may be used for expenses.

For every worker credit card, there may be multiple individual transactions that relate to the Worker Credit Card. These are then rolled up, and your billing department can then pay the bank using the Corporate Credit Card Account to settle the charges.

VIDEO 8.1: CREDIT CARD INTEGRATION



*Check out the next video presentation:  
**Credit Card Integration***



## SET UP CREDIT CARD INTEGRATIONS

Your company can set up credit card integrations to allow employees' credit card transactions to appear for selection on their expense reports. This setup requires multiple steps to ensure that the correct transactions are loaded into the system from the correct credit cards.

- Create corporate credit card accounts.
- Setup worker credit cards.
- Map merchant codes to expense items.
- Map travel merchants and travel cities.
- Setup integration systems to load card issuer files into Workday.

## CREATE CORPORATE CARD ACCOUNTS

It is very important to get the correct setup from the beginning as many fields cannot be edited after setup. Fields that cannot be changed are designated by an asterisk (\*) in this document.

1. Access the Create Corporate Credit Card Account task.
2. Enter an Account Name.
3. Enter the Account Number\* exactly as it appears in the external file sent from the card issuer.



**Note:** If the account number is masked in the file, you must mask it here as well. Valid characters include X and numbers only.

4. Specify the Credit Card Type (AMEX, VISA, MASTERCARD).
5. Specify the Usage\* of the corporate card. This determines if it will be used by Expenses and/or Procurement.
6. Specify the Payment Responsibility\*.
  - A. Corporate – Company pays for all charges. The worker will owe the company for personal expenses. There will be no reimbursement to the worker.
  - B. Individual – The worker will pay the credit card and be reimbursed for the business expenses.

- C. Shared – The company pays the financial institution directly for business expenses.
7. Optionally, complete the Processing details.
- Select Allowed Expense Items Restricted to field to restrict expense items allowed.
  - Selecting Electronic Load Only is highly recommended to allow workers to enter credit card transactions only through the file from the card issuer. Otherwise there is a huge risk of discrepancy between actual transactions and what a user has entered. Manual entry is typically only used in test environments.
  - Select Allow Negative Reimbursable Total to allow negative amounts on expense reports where you used Corporate payment responsibility. You must define your own manual process for recovery of amounts payable to a company. The accounting for this does not support automatic recovery from the worker.
  - Select Pay Worker prior to Credit Card Issuer if you want to pay workers before the credit card issuer.

8. Complete Payment Details including the Currency.
9. Optionally, Complete Contact Information.
10. Complete Settlement Bank Account information if you remit payments directly to the card issuer.
11. Optionally, complete Alternate Names.

### ENHANCEMENT TO EDIT CORPORATE CREDIT CARD ACCOUNT TASK

The screenshot shows the 'Edit Corporate Credit Card Account' interface. At the top, there's a back arrow and the title 'Edit Corporate Credit Card Account'. Below that, there's a search bar and a field labeled 'Account Name \*' with the value 'GMS USA Amex Account (Corp)'. The form is divided into three main sections: 'Account Details', 'Processing Options', and 'Payment Details'. The 'Processing Options' section contains several checkboxes, one of which is highlighted with a red box: 'Self-service Users Can't Close Transactions'. Other visible checkboxes include 'Allowed Expense Items Restricted to', 'Electronic Load Only' (which is checked), 'Allow Negative Reimbursable Total', 'Pay Unapproved Procurement Card Transactions', 'Pay Worker prior to Expense Credit Card Issuer', and 'Self-service Users Can't Close Transactions' (which is unchecked).

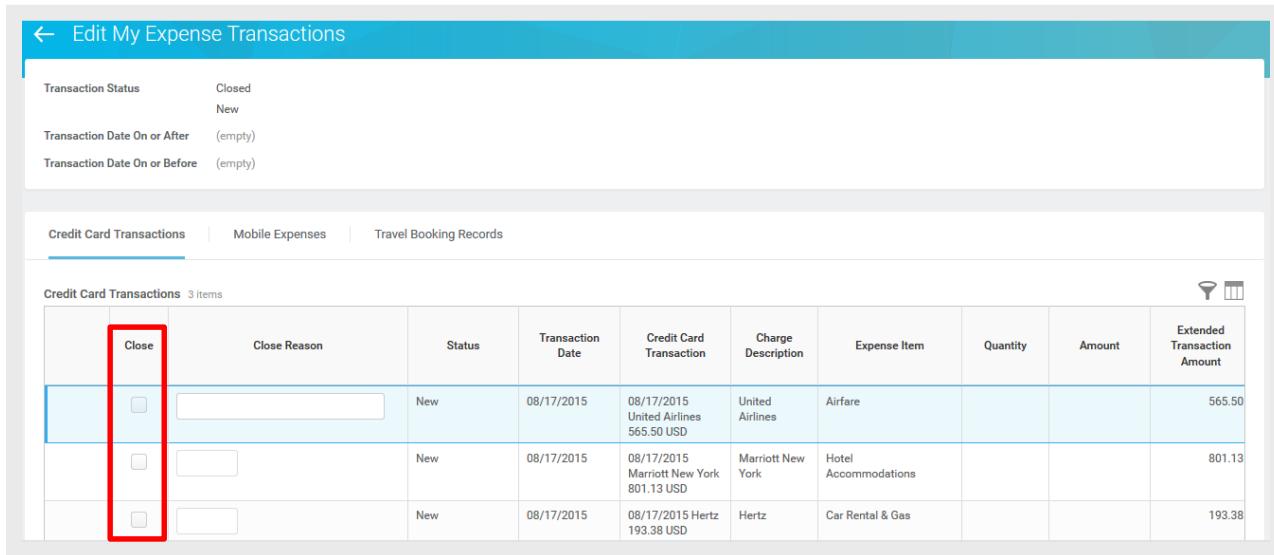
When the Self-service Users Can't Close Transaction checkbox is marked, users will not be able to close the transactions using the Edit My Expense Transactions' task.

By default, it remains unchecked. End users will still see credit card transactions from this account within the Edit task.

It is recommended that this BOOLEAN is enabled for corporate liability cards. This ensures that all transactions are included on an expense report regardless of whether they are for business or personal use.

If enabled, then self-service users cannot close transactions, but back office users can access Maintain Credit Card Transactions to close as needed.

## EDIT MY EXPENSE TRANSACTIONS TASK



The screenshot shows the 'Edit My Expense Transactions' page. At the top, there are filter options for Transaction Status (Closed, New), Transaction Date On or After (empty), and Transaction Date On or Before (empty). Below these are tabs for Credit Card Transactions (selected), Mobile Expenses, and Travel Booking Records. The main area displays a table of three credit card transactions:

| Close                    | Close Reason | Status | Transaction Date | Credit Card Transaction                 | Charge Description | Expense Item         | Quantity | Amount | Extended Transaction Amount |
|--------------------------|--------------|--------|------------------|---|--------------------|----------------------|----------|--------|-----------------------------|
| <input type="checkbox"/> |              | New    | 08/17/2015       | 08/17/2015 United Airlines 565.50 USD   | United Airlines    | Airfare              |          |        | 565.50                      |
| <input type="checkbox"/> |              | New    | 08/17/2015       | 08/17/2015 Marriott New York 801.13 USD | Marriott New York  | Hotel Accommodations |          |        | 801.13                      |
| <input type="checkbox"/> |              | New    | 08/17/2015       | 08/17/2015 Hertz 193.38 USD             | Hertz              | Car Rental & Gas     |          |        | 193.38                      |

When Close is checked, you will not be able to close your credit card transactions related to this corporate card account

### CREATE WORKER CREDIT CARDS

Once you've created the corporate credit card account, then you can create individual credit cards for workers. Corporate credit card account is the PROGRAM level. The worker credit card is the actual piece of plastic held by individual workers. It's recommended that you do this via a web service inbound file from the financial institution.

The screenshot shows the 'Create Worker Credit Card' page. On the left, under 'Account Information', there are fields for Credit Card (MasterCard Corp), Description (MasterCard Corp), Corporate Card Account (selected GMS USA Citibank MasterCard Corp), Credit Card Type (MasterCard), Last 4 Digits of Credit Card Number (9898), Employee (Anthony Rizzo), Cardholder Embossed Name (Anthony J. Rizzo), Credit Card Token (empty), and Has Transactions (checkbox). On the right, under 'Account Status', there are fields for Account Status (Active), Expiration Date (04/11/2017), Cancel Date (MM/DD/YYYY), Monthly Limit (500.00), Transaction Limit (75.00), Billing Currency (USD), Cash Access Allowed (checked), and Usage (Expenses).

1. Access the Create Worker Credit Card task.
2. Select the Corporate Card Account you created.
3. Enter the last four (4) digits of the card number.
4. Select the Employee who has the card.
5. Enter the Cardholder Embossed Name as it appears on the card.
6. Update the Account Status fields.
7. Account status is set to Active based on the Cardholder Listing File.
8. Expiration date of the card.
9. Optionally, complete Monthly Limit and/or Transaction Limit to allow for reporting.
10. Billing currency is required if you complete either Monthly or Transaction Limit fields.
11. Select Cash Access Allowed if you will allow the employee to use this card for cash transactions.



**Note:** It is highly recommended that credit cards for workers be maintained via web service import from the financial institution and not created manually.

## MAINTAIN CREDIT CARD EXPENSE CODE MAPPING

Workday delivers standard credit card merchant codes for merchants in electronic file transactions you can map these to expense items. If mapped, when workers select credit card transactions in their expense reports, the Expense Report Line window displays the mapped value in the Item Details field, which they can change if necessary.

1. Access the Maintain Credit Card Expense Code Mapping task.
2. Scroll to the Expense Item.
3. Select the Merchant Code(s) that map to that expense item.



**Note:** When workers select credit card transactions in expense reports, the Expense Report Line displays the mapped value in the Item Details field, which they can change when necessary.

If you haven't already done so, you will want to map travel merchants and travel cities.

Maintain Credit Card Expense Code Mapping

31 items

|  | Expense Item         | Merchant Code  |
|--|----------------------|--|
|  | Airfare              | <input type="text" value="search"/> <span style="float: right;">✖</span><br>0000 - Blank Code<br>01 - Airline<br>3000 - UNITED AIRLINES<br>3001 - AMERICAN AIRLINES<br>3005 - BRITISH AIRWAYS BRITISH AWYS<br>3007 - AIR FRANCE<br>3008 - LUFTHANSA<br>3009 - AIR CANADA<br>3010 - ROYAL DUTCH AIRLINES (KLM)<br>3016 - SCANDINAVIAN AIRLINE SYSTEM (SAS)<br><span style="float: right;">More (7)</span> |
|  | Hotel Accommodations | 03 - Lodging   |

### SET UP INTEGRATIONS

Workday supports a number of credit card formats. Check the list on Community for the most up-to-date supported formats. Integration requirements may differ depending on card issuer.

If you intend on importing credit card transaction files with UNMASKED data (full 16-digit card number in file), then these files must be imported using Workday's PCI environment.

Implementation of the PCI environment requires support from Workday. If you know your customer wants this service, please request this service early, as there can be a lead time to configure this environment.

Below are the general steps:

1. Access the Create Integration System task.

2. Enter a System Name for your integration. You will need this to launch the integration.
3. Choose whether to Create a New system integration from a template or Copy an existing integration.
4. If you create a new integration be sure to use the “Import” web service. It’s newer and optimized for high volume.
5. Determine which services to invoke and which are optional.



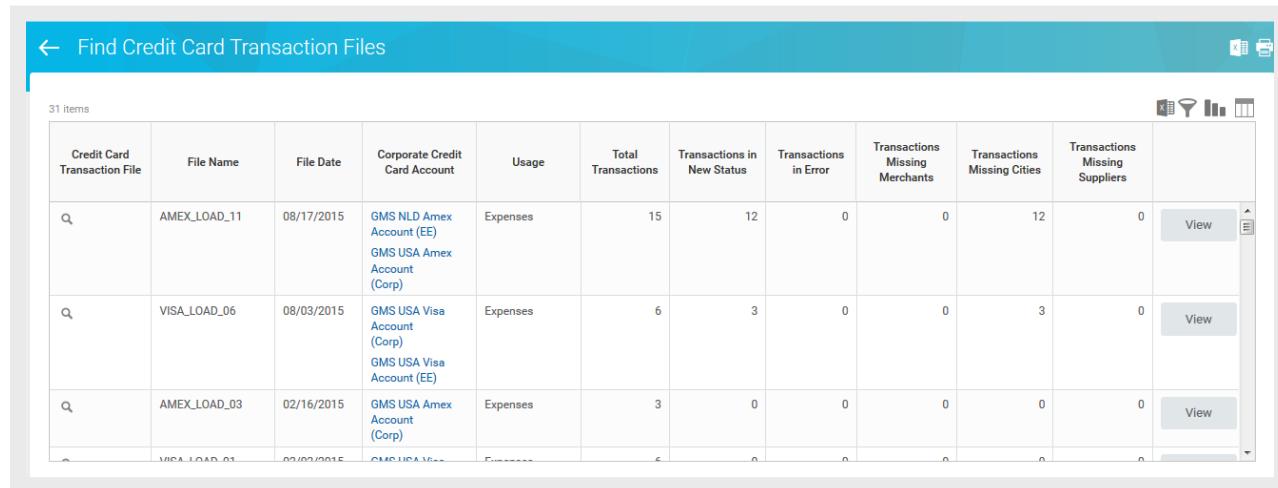
**Important:** Integration system configuration requires a lot of coordination with the financial institution to initiate file delivery and determine file delivery endpoint. Community has detailed instructions for much of the integration setup. Please refer to the Expenses Integrations Implementation Guide on Community, and select the topic "What is PCI and when to Use Workday's Secure Credit Card Environment" for more information. We encourage you to use Community and/or an integration specialist.

### TROUBLESHOOTING

#### FIND CREDIT CARD TRANSACTION FILES

If you haven't maintained the travel merchants or travel cities your credit card files could come in with data missing or in error. Using the Find Credit Card Transaction Files report will allow you to see if you have errors or missing data. You can then resolve issues.

This is also used if a transaction was not successfully mapped to a worker. The option will appear to fix errors and map the transaction to a worker.



The screenshot shows a report titled "Find Credit Card Transaction Files" with a subtitle "31 items". The report has a header with icons for back, forward, search, and print. Below the header is a table with the following columns: Credit Card Transaction File, File Name, File Date, Corporate Credit Card Account, Usage, Total Transactions, Transactions in New Status, Transactions in Error, Transactions Missing Merchants, Transactions Missing Cities, and Transactions Missing Suppliers. There are three rows of data:

| Credit Card Transaction File | File Name    | File Date  | Corporate Credit Card Account                            | Usage    | Total Transactions | Transactions in New Status | Transactions in Error | Transactions Missing Merchants | Transactions Missing Cities | Transactions Missing Suppliers |
|------------------------------|--------------|------------|--|----------|--------------------|----------------------------|-----------------------|--------------------------------|-----------------------------|--------------------------------|
| Q                            | AMEX_LOAD_11 | 08/17/2015 | GMS NLD Amex Account (EE)<br>GMS USA Amex Account (Corp) | Expenses | 15                 | 12                         | 0                     | 0                              | 12                          | 0                              |
| Q                            | VISA_LOAD_06 | 08/03/2015 | GMS USA Visa Account (Corp)<br>GMS USA Visa Account (EE) | Expenses | 6                  | 3                          | 0                     | 0                              | 3                           | 0                              |
| Q                            | AMEX_LOAD_03 | 02/16/2015 | GMS USA Amex Account (Corp)                              | Expenses | 3                  | 0                          | 0                     | 0                              | 0                           | 0                              |

1. Access the Find Credit Card Transaction Files report.
2. Locate files with missing data or errors.
3. Use the Map Merchants or Map Cities buttons.
4. Select the correct merchant or city.
5. Click the Apply Mapping and Refresh button to continue mapping or click Apply Mapping and Finish to return to the previous screen.

## CREDIT CARD DATA ERRORS - RESOLUTIONS

| Workday Credit Card Data   | Description   | Resolution   |
|--|---|--|
| <b>Missing (or Incorrect) Corporate Credit Card Account</b>                        | Inbound credit card transaction integrations will fail  | Create or correct credit card account. Re-run the inbound credit card transaction integration  |
| <b>Missing Expense Credit Card</b>   | Inbound credit card transaction integration completes successfully. Credit card transactions load but transactions associated with the missing Expense Credit Card will not contain an Employee mapping/reference | Create the missing Expense Credit Card in Workday.<br>Re-run the inbound credit card transaction integration or<br>Manually update the credit card transaction in Workday. |
| <b>Multiple Expense Credit Card Definitions in a Non-PCI Compliant Environment</b> | All the credit card transactions loaded into Workday will be associated with a single Expense Credit Card object  | Resolve Credit Card data issue.<br>Re-run the inbound credit card transaction integration.<br>or<br>Manually update the credit card transaction in Workday.                |
| <b>Missing Employee ID Data in Integration Files</b>                               | Will prevent the successful association of a credit card and/or credit card transaction to an Employee in Workday   | Update the card issuer's source system.<br>Have the card issuer regenerate the applicable files Re-run the applicable integrations   |



## ACTIVITY 8.1 – FIND CREDIT CARD TRANSACTION FILES

**Business Case:** You need to map some of the missing city information from a credit card transaction file.

### Sign in as Finance Administrator: Teresa Serrano (tserrano)

1. Use the correct report to locate file named: AMEX\_LOAD\_03. Fix the transactions missing cities in the file by mapping Jennifer Carter's transactions using the following information:
  - Origination City in Workday: Chicago, United States of America
  - Destination City in Workday: New York, United States of America

| Credit Card Transaction File | File Name    | File Date  | Corporate Credit Card Account | Usage    | Total Transactions | Transactions in New Status | Transactions in Error | Transactions Missing Merchants | Transactions Missing Cities | Transactions Missing Suppliers |
|------------------------------|--------------|------------|-------------------------------|----------|--------------------|----------------------------|-----------------------|--------------------------------|-----------------------------|--------------------------------|
| Q                            | AMEX_LOAD_03 | 02/16/2015 | GMS USA Amex Account (Corp)   | Expenses | 3                  | 3                          | 0                     | 0                              | 3                           | 0                              |



Note: You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.

## CHAPTER 9 – TRAVEL BOOKING CONNECTOR

### OVERVIEW

The Travel Booking Connector enables your travel booking provider to load travel booking data directly into Workday. This reduces data entry and allows for a unified view of travel booked through your third party and your actual expense data for supporting accruals.

Travel Booking Setup:

- Set up classes of services.
- Set up airlines, hotels, and car rental agencies.
- Set up travel cities.
- Map travel types to expense items.
- Set up Travel Booking Inbound Connector.
- Set up tax rules.

VIDEO 9.1: TRAVEL BOOKING INTEGRATION



*Check out the video presentation:  
**Travel Booking Integration***



## MAINTAIN CLASS OF SERVICE

Create one or more classes of services for each travel type you plan to use. This allows for enhanced reporting to help manage travel spend.

| Maintain Class of Service |                  |            |                |                                     |        |
|---------------------------|------------------|------------|----------------|-------------------------------------|--------|
| 5 items                   |                  |            |                |                                     |        |
|                           | Class of Service | *Value     | Travel Type    | Description                         | In Use |
| (+)                       | F                | Air        | First Class    | <input type="checkbox"/>            |        |
| (-)                       | B                | Car Rental | Luxury         | <input checked="" type="checkbox"/> |        |
| (-)                       | P                | Hotel      | Premium Suite  | <input type="checkbox"/>            |        |
| (-)                       | R                | Air        | Reserved Class | <input checked="" type="checkbox"/> |        |
| (-)                       | Y                | Air        | Economy Class  | <input type="checkbox"/>            |        |

1. Access the Maintain Class of Service task.
2. Add a new row for the class of service.
3. Enter a Value for workers to select on their expense report.
4. Select the Travel Type they will use.
5. Enter a Description that displays on the expense report.
6. Edit the Expense Item to add the Class of Service as an Attribute.



**Note:** If you map the class of service identifiers from your travel provider inbound travel booking records are populated in expense report lines.

### MAINTAIN AIRLINES, HOTELS, AND CAR RENTAL AGENCIES

Setting up airlines, hotels, and car rental agencies allows for enhanced reporting to manage travel and if you download expense integrations you can define the codes and alternate names from the downloaded data to match the airlines, hotels, and car rental agencies setup in Workday.

1. Access the appropriate task.
2. Enter the Name.
3. Optionally, select the appropriate Merchant Code.
4. Optionally, enter Alternate Name(s).

| Maintain Hotels |               |               |                            |                                     |                                     |
|-----------------|---------------|---------------|----------------------------|-------------------------------------|-------------------------------------|
| 22 Items        |               |               |                            |                                     |                                     |
|                 | Hotel         | *Name         | Merchant Code              | *Alternate Names                    | In Use                              |
| Q               | Best Western  | Best Western  | 3502 - BEST WESTERN HOTELS | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Q               | Courtyard     | Courtyard     | 3690 - COURTYARD INNS      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Q               | Crowne        | Crowne        | 3750 - CROWNE PLAZA HOTELS | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Q               | Fairfield Inn | Fairfield Inn | 3715 - FAIRFIELD INN       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Q               | Fairmont      | Fairmont      | 3590 - FAIRMONT HOTELS     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Q               | Four Seasons  | Four Seasons  | 3543 - FOUR SEASONS HOTELS | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Q               | Hilton        | Hilton        | 3504 - HILTON HOTELS       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |



Note: This screenshot shows Maintain Hotels but Maintain Airlines and Maintain Car Rental Agencies require the same information.

## MAINTAIN TRAVEL CITIES

Travel cities can be used in expense rate tables, custom validations, reports, credit card integration, and travel bookings.



Note: This screenshot shows the Travel Region and Inactive (Travel City) columns. Travel Regions are Workday delivered and they exist within each country such as provinces, states or territories. You can also mark a city inactive.

| Maintain Travel Cities |              |                          |               |               |        |                 |          |
|------------------------|--------------|--------------------------|---------------|---------------|--------|-----------------|----------|
|                        | Travel City  | Name                     | Country       | Travel Region | In Use | Alternate Names | Inactive |
|                        | Q Amsterdam  | Netherlands              | North Holland | Yes           |        |                 |          |
|                        | Q Atlanta    | United States of America | Georgia       | Yes           |        |                 |          |
|                        | Q Bangalore  | India                    |               | Yes           |        |                 |          |
| ✖                      | Q Barcelona  | Spain                    |               |               |        |                 |          |
| ✖                      | Q Belfast    | United Kingdom           | County Antrim |               |        |                 |          |
| ✖                      | Q Birmingham | United Kingdom           |               |               |        |                 |          |
|                        | Q Boston     | United States of America | Massachusetts | Yes           |        |                 |          |
| ✖                      | Q Cardiff    | United Kingdom           |               |               |        |                 |          |
|                        | Q Chicago    | United States of America | Illinois      | Yes           |        |                 |          |
|                        | Q Dallas     | United States of America |               | Yes           |        |                 |          |

1. Access the Maintain Travel Cities task.
2. Enter the Name.
3. Select the correct Country. Note that available countries are maintained by Workday.
4. Optionally, enter Travel Region.
5. Optionally, enter Alternate Name(s).
6. Edit the expense item to add the attribute Destination Location.

### MAP TRAVEL TYPES TO EXPENSE ITEMS

Map travel types to expense items to automatically populate default expense items on expense reports lines created from travel booking data.

| Travel Type | Default Expense Item      | Available Expense Items  |
|-------------|---------------------------|--|
| Air         | Airfare                   | International Airfare  |
| Hotel       | Lodging                   | Hotel Accommodations<br>In Room Video<br>International Room Rates<br>Internet Access Fees<br>Laundry<br>More (6) |
| Car Rental  | Car Rental & Gas          |  |
| Rail        | Taxis / Trains / Shuttles |  |
| Fees        | Training & Seminar Fees   | Internet Access Fees<br>Tuition & Fees   |

1. Access the Maintain Travel Type Mapping task.
2. Specify the Default Expense Item for each travel type.
3. Define additional Available Expense Items for the travel type.

### SET UP TRAVEL BOOKING INBOUND CONNECTOR

You will have had to setup an external server that can be accessed the external system and the integration syst. This integration system logs into the external server, retrieves a data file containing travel booking data created by your third-party travel provider, and imports that data into Workday.

1. Create an Integration System that imports travel booking data into Workday.
2. Map values between your travel booking provider and tenanted values in Workday.
3. Define how integration files are uniquely identified.
4. Create a Document Transformation integration system to convert the inbound file from your travel booking provider's format into the file format into the file format required by the Inbound Connector.



**Important:** Implementing travel booking integration processing requires contacting Workday Professional Services or your consultant, and coordinating with your travel provider. They can help determine the scope, level of effort, and potential costs associated with setting up your inbound connector.

## TRAVEL BOOKING RECORD PROCESSING

You can download travel booking records from your provider, review the records, fix any records in error, and correct or close travel booking records. This allows the travel booking records to become available for workers to use in expense reports.

### PROCESSING STEPS

1. Launch or schedule the integration to load the external file into Workday.
2. Review the travel booking records.
3. Fix any travel booking record errors.
4. Map any merchants or travel cities.
5. Maintain travel booking records to correct or close booking records.

### FIND TRAVEL BOOKING RECORD FILES REPORT

Review the report and access the individual files to determine the records in the file and fix any issues.

1. Access the Find Travel Booking Record Files report.
2. Enter date criteria to narrow down your report selection.
3. Click OK.
4. Click on the Travel Booking Record File name.

**View Travel Booking File**

Travel Booking File Information

|                     |                      |
|---------------------|----------------------|
| Travel Booking File | <input type="text"/> |
| File Name           | TB_DATA1             |
| File Load Date      | 03/27/2014           |

Transaction Counts

|                           |   |
|---------------------------|---|
| Total Records             | 9 |
| Records in New Status     | 0 |
| Records in Error          | 1 |
| Records Missing Merchants | 0 |
| Records Missing Cities    | 0 |

**Travel Booking Records** 9 items

| Travel Booking Record | Record Status | Account Holder Name | Employee ID | Worker       | Company                            | Itinerary Number | Reservation Number | Travel Record Date | Booking Status | Travel Type | Merchant Name   | Merchant Mapped | Destination City | Destinati Map      |
|-----------------------|---------------|---------------------|-------------|--------------|------------------------------------|------------------|--------------------|--------------------|----------------|-------------|-----------------|-----------------|------------------|--------------------|
| Q                     | Closed        | Steve Morgan        |             |              | Global Modern Services, Inc. (USA) | Itinerary6       | X9WM2Z             | 02/25/2014         | Active         | Air         | Virgin Atlantic |                 | London           | London Kingd       |
| Q                     | Closed        | Steve Morgan        | 21002       | Steve Morgan | Global Modern Services, Inc. (USA) | Itinerary4       | N9DD8W             | 03/02/2014         | Active         | Air         | United Airlines | United          | New York         | New Y Unitec Ameri |

5. Click the Fix Errors button.
6. Fix any errors related to Workers.
7. Click the Map Merchants button.
8. Map any missing Merchants in Workday.
9. Click the Map Cities button.
10. Map any missing Origination City in Workday or Destination City in Workday.

## Expenses for Workday 26.3

### FIND TRAVEL BOOKING RECORDS

Find individual travel booking records and review the results for each record.

| Travel Booking Records 9 items |             |              |                                    |                  |                    |                    |                |             |                  |                 |                  |                                    |                        | X               | Filter | Print | Export |
|--------------------------------|-------------|--------------|------------------------------------|------------------|--------------------|--------------------|----------------|-------------|------------------|-----------------|------------------|------------------------------------|------------------------|-----------------|--------|-------|--------|
| Account Holder Name            | Employee ID | Worker       | Company                            | Itinerary Number | Reservation Number | Travel Record Date | Booking Status | Travel Type | Merchant Name    | Merchant Mapped | Destination City | Destination City Mapped            | Source Extended Amount | Source Currency |        |       |        |
| Steve Morgan                   | 21002       | Steve Morgan | Global Modern Services, Inc. (USA) | Itinerary1       | WJE9344            | 08/17/2015         | Active         | Air         | United Airlines  | United          | New York         | New York, United States of America | 320.00                 | USD             | ▲      |       |        |
| Steve Morgan                   | 21002       | Steve Morgan | Global Modern Services, Inc. (USA) | Itinerary1       | Jj4394             | 08/17/2015         | Active         | Hotel       | NY Marriott      | Marriott        | New York         | New York, United States of America | 912.30                 | USD             | ▼      |       |        |
| Steve Morgan                   | 21002       | Steve Morgan | Global Modern Services, Inc. (USA) | Itinerary1       | KDHFJ4434          | 08/17/2015         | Active         | Car Rental  | Hertz Rent-a-Car | Hertz           | New York         | New York, United States of America | 465.00                 | USD             |        |       |        |
| Teresa                         | 21005       | Teresa       | Global                             | Itinerary1       | W2XY8E             | 08/17/2015         | Active         | Air         | United           | United          | New York         | New York,                          | 565.50                 | USD             | ▼      |       |        |

1. Access the Find Travel Booking Records report.
2. Enter selection criteria to narrow down your report selection.
3. View the report.
4. Review policy violations.
5. Optionally, access the Maintain Travel Booking Records report to close travel booking records that workers won't expense or reopen closed records.



## ACTIVITY 9.1 – UPDATE TRAVEL TYPE MAPPING

**Business Case:** Since you've created new air and lodging expense items you need to update the travel type mapping to include your new shuttle and space lodging expense items. This will ensure that your travel bookings will default the correct information.

 **Sign in as Finance Administrator: Teresa Serrano (tserrano)**

Add your new air and lodging expense items for OWTA to the appropriate travel types.



Note: You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.



## ACTIVITY 9.2 – FIND A TRAVEL BOOKING RECORD FILE AND MAP MERCHANTS

Business Case: You need to map some of the missing merchant information from an existing travel booking record file.

### Sign in as Finance Administrator: Teresa Serrano (tserrano)

Use the correct report to locate file name: **TB\_DATA7 02/05/2015**. Use the Map Merchants button and associate the correct merchant in Workday.



Note: You can verify your work in CHAPTER 10 – ANSWER KEY FOR ACTIVITIES.

 FINAL EXAM

Check your knowledge by completing the following in the Workday Learning Center: **Expenses Final Exam Learn Independent.**

This exam covers the following areas:

- Basic Expense Implementation Requirements.
- Advanced Item Setup.
- Additional Expense Report Configuration.
- Spend Control.
- Credit Card Integrations.
- Travel Booking Integrations.



Questions are based on information in the Expenses Course Manual, as well as from the required Videos and Demonstrations that you watched. Please note, there may be exam questions based on information in the Videos and Demonstrations that was not included in the Course Manual.



You have 2 hours to complete the final exam. There are no time extensions. You must achieve at least 80% on the final exam in order to pass the class.

Good luck!

## CHAPTER 10 – ANSWER KEY FOR ACTIVITIES

### OVERVIEW

You can verify your work using the following answer keys. Each activity lists the steps you need to follow in order to complete it. Additionally, upon successful completion of the chapter activities, you will find sample screenshots that should look similar to those in your tenant.

### CHAPTER 1

Activity 1.1 – Create Expense Items

Activity 1.2 – Edit Expense Item Security Segment

Activity 1.3 – Maintain Travel Cities, Airlines, and Hotels

### CHAPTER 2

Activity 2.1 - Create a New Company and Edit the Company Accounting Details

### CHAPTER 3

Activity 3.1 – Assign Role-Based Security

Activity 3.2 – Configure Expense Report

Activity 3.3 – Create Expense Report

### CHAPTER 4

Activity 4.1 – Create a New Bank Account

Activity 4.2 – Create a Settlement Run

### CHAPTER 5

Activity 5.1 – Hotel Itemization

Activity 5.2 – Create Rate Table

### CHAPTER 6

Activity 6.1 – Define Travel Profile

Activity 6.2 – Configure Expense Report Print Layout

### CHAPTER 7

Activity 7.1 – Configure Approval for Spend Authorization Freeze

### CHAPTER 8

Activity 8.1 – Find Credit Card Transaction Files

### CHAPTER 9

Activity 9.1 – Update Travel Type Mapping

Activity 9.2 – Find a Travel Booking Record File and Map Merchants

## ANSWER KEY: ACTIVITY 1.1 – CREATE EXPENSE ITEMS

## SETUP

## MAINTAIN SPEND CATEGORY

1. Enter *main spe cat* into the search box.
2. Choose the **Maintain Spend Categories** task.
3. Select the **Maintain Spend Categories without Hierarchy** option.
4. Click **OK**.
5. Add a row by clicking the **Add**  button.



Hint: Look at the upper left corner.

| <b>Field Name</b>    | <b>Entry Value</b> |
|----------------------|--------------------|
| Spend Category Name  | Space Travel       |
| Spend Category Usage | Expense            |

6. Click the  **Add** button.

| <b>Field Name</b>    | <b>Entry Value</b>  |
|----------------------|---------------------|
| Spend Category Name  | Excursion Marketing |
| Spend Category Usage | Expense             |

7. Click **OK**.
8. Click **Done**.

Upon successful completion of the Expense Report unit activities your screens should look similar to those shown here.

## Expenses for Workday 26.3

### Spend Category Detail

|                          |   |                            |                             |                        |
|--------------------------|---|----------------------------|-----------------------------|------------------------|
| Spend Category           | <input type="text"/>                        | Tax and Additional Charges |                             |                        |
| Spend Category Name *    | <input type="text"/> Space Travel           | Default Tax Applicability  | <input type="text"/> search | <input type="button"/> |
| Commodity Code           | <input type="text"/>                        | Allocate Freight           | <input type="checkbox"/>    |                        |
| Description              | <input type="text"/>                        | Allocate Other Charges     | <input type="checkbox"/>    |                        |
| Spend Category Display * | <input type="text"/> Name Only              | Asset Tracking             |                             |                        |
| Spend Category Usage     | <input type="text"/> search                 | Track Items                | <input type="checkbox"/>    |                        |
|                          | <input checked="" type="checkbox"/> Expense | Intangible                 | <input type="checkbox"/>    |                        |
| Inactive                 | <input type="checkbox"/>                    | Default Asset Class        | (empty)                     |                        |
| Spend Category In Use    | <input checked="" type="checkbox"/>         | Default Asset Type         | (empty)                     |                        |
| Worktags                 | <input type="text"/> search                 |                            |                             |                        |

Supplier Link Commodity Code Mapping

|                          |            |          |           |
|--------------------------|------------|----------|-----------|
| <input type="button"/> + | Range From | Range To | Use on PO |
| No Data                  |            |          |           |

### Spend Category Detail

|                          |   |                            |                             |                        |
|--------------------------|---|----------------------------|-----------------------------|------------------------|
| Spend Category           | <input type="text"/>                        | Tax and Additional Charges |                             |                        |
| Spend Category Name *    | <input type="text"/> Excursion Marketing    | Default Tax Applicability  | <input type="text"/> search | <input type="button"/> |
| Commodity Code           | <input type="text"/>                        | Allocate Freight           | <input type="checkbox"/>    |                        |
| Description              | <input type="text"/>                        | Allocate Other Charges     | <input type="checkbox"/>    |                        |
| Spend Category Display * | <input type="text"/> Name Only              | Asset Tracking             |                             |                        |
| Spend Category Usage     | <input type="text"/> search                 | Track Items                | <input type="checkbox"/>    |                        |
|                          | <input checked="" type="checkbox"/> Expense | Intangible                 | <input type="checkbox"/>    |                        |
| Inactive                 | <input type="checkbox"/>                    | Default Asset Class        | (empty)                     |                        |
| Spend Category In Use    | <input checked="" type="checkbox"/>         | Default Asset Type         | (empty)                     |                        |
| Worktags                 | <input type="text"/> search                 |                            |                             |                        |

Supplier Link Commodity Code Mapping

|                          |            |          |           |
|--------------------------|------------|----------|-----------|
| <input type="button"/> + | Range From | Range To | Use on PO |
| No Data                  |            |          |           |

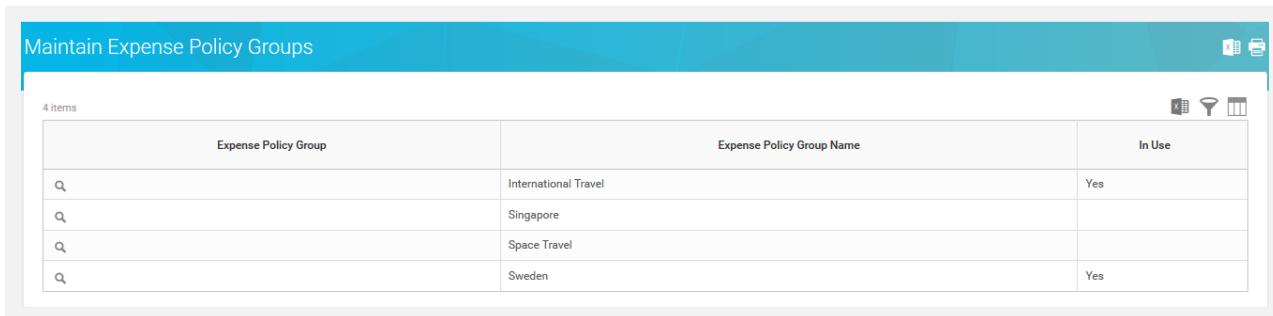
## MAINTAIN EXPENSE POLICY GROUP

1. Enter *main exp pol* into the search box.
2. Choose the **Maintain Expense Policy Groups** task.
3. Add a row by clicking the  **Add** button. **Hint:** Look at the upper left corner.

| <b>Field Name</b>         | <b>Entry Value</b> |
|---------------------------|--------------------|
| Expense Policy Group Name | Space Travel       |

4. Click **OK**.

5. Click **Done**.



| Expense Policy Group | Expense Policy Group Name | In Use |
|----------------------|---------------------------|--------|
| International Travel | International Travel      | Yes    |
| Singapore            | Singapore                 |        |
| Space Travel         | Space Travel              |        |
| Sweden               | Sweden                    | Yes    |

## MAINTAIN EXPENSE ITEM GROUP

1. Enter *main exp ite group* into the search box.
2. Choose the **Maintain Expense Item Group** task.
3. Add a row by clicking the  **Add** button. **Hint:** Look at the upper left corner.

| <b>Field Name</b>       | <b>Entry Value</b>    |
|-------------------------|-----------------------|
| Expense Item Group Name | Space Billable Travel |

4. Click **OK**.

5. Click **Done**.

## Expenses for Workday 26.3

| Maintain Expense Item Group |                         |        |
|-----------------------------|-------------------------|--------|
| 4 items                     |                         |        |
| Expense Item Group          | Expense Item Group Name | In Use |
| Business Travel             | Business Travel         | Yes    |
| International Travel        | International Travel    | Yes    |
| Other Expenses              | Other Expenses          | Yes    |
| Space Billable Travel       | Space Billable Travel   |        |

### CREATE EXPENSE ITEM 1: SHUTTLE RIDE

1. Enter *cr exp item* into the search box.
2. Choose the **Create Expense Item** task.
3. Enter the following information:

| Field Name                                 | Entry Value              |
|--|--------------------------|
| Item Name                                  | Shuttle Ride             |
| Search Keywords                            | Mars, space              |
| Spend Category                             | Space Travel             |
| Expense Policy Group                       | Space Travel             |
| Expense Item Group                         | Space Billable Travel    |
| Maximum Amount                             | Selected                 |
| Use Fixed/Max Expense Amount               | Selected. Enter 2,000.00 |
| Currency                                   | USD                      |
| Quantity and Per Unit Amount Not Enterable | Selected                 |

4. Add Expense Item Attributes.
5. Add a row by clicking the  **Add** button.

| Field Name | Entry Value                                      | Display to User               | Required           |
|------------|--|-------------------------------|--------------------|
| Attributes | Destination Location<br>Airline<br>Ticket Number | Checked<br>Checked<br>Checked | Checked<br>Checked |

6. Click **OK**.

### Create Expense Item

| Summary  |                          | Processing                                 |                                     |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
|--|--------------------------|--|-------------------------------------|------------------------------------|------------|-----------------|----------|----------------------------------|---------------|-------------------------------------|--------------------------|----------------------------------|---------|-------------------------------------|-------------------------------------|----------------------------------|----------------------|-------------------------------------|-------------------------------------|
| Expense Item   | (empty)                  | Actual Amount                              | <input type="radio"/>               |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| Item Name  | * Shuttle Ride           | Maximum Amount                             | <input checked="" type="radio"/>    |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| Item Description   |                          | Fixed Amount                               | <input type="radio"/>               |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| Search Keywords  | Mars, space              | Based on Allowance Plan                    | <input type="radio"/>               |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| Spend Category   | * Space Travel           | Use Expense Rate Table                     | <input type="radio"/>               |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| Expense Policy Group   | search                   | Use Fixed/Max Expense Amount               | <input checked="" type="radio"/>    |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
|  | X Space Travel           | 2,000.00                                   |                                     |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| Expense Item Group   | search                   | None of the above                          | <input type="radio"/>               |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
|  | X Space Billable Travel  |  |                                     |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| Unit of Measure  | select one               | Currency                                   | * USD                               |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| Default Tax Applicability  | search                   | Quantity and Per Unit Amount Not Enterable | <input checked="" type="checkbox"/> |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| Per Diem   | <input type="checkbox"/> | Allow Overage                              | <input type="checkbox"/>            |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| Inactive   | <input type="checkbox"/> | Memo Required                              | <input type="checkbox"/>            |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
|  |                          |  |                                     |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| <b>Expense Item Attributes</b>   |                          |  |                                     |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| Display Arrival Date before Departure Date <input type="checkbox"/>  |                          |  |                                     |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| <b>Expense Item Attributes</b> 3 items <table border="1"> <thead> <tr> <th><input type="button" value="+"/> *</th> <th>Attributes</th> <th>Display to User</th> <th>Required</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="-"/></td> <td>Ticket Number</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="button" value="-"/></td> <td>Airline</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="button" value="-"/></td> <td>Destination Location</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> |                          |  |                                     | <input type="button" value="+"/> * | Attributes | Display to User | Required | <input type="button" value="-"/> | Ticket Number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="-"/> | Airline | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="button" value="-"/> | Destination Location | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="button" value="+"/> *   | Attributes               | Display to User                            | Required                            |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| <input type="button" value="-"/>   | Ticket Number            | <input checked="" type="checkbox"/>        | <input type="checkbox"/>            |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| <input type="button" value="-"/>   | Airline                  | <input checked="" type="checkbox"/>        | <input checked="" type="checkbox"/> |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |
| <input type="button" value="-"/>   | Destination Location     | <input checked="" type="checkbox"/>        | <input checked="" type="checkbox"/> |                                    |            |                 |          |                                  |               |                                     |                          |                                  |         |                                     |                                     |                                  |                      |                                     |                                     |

### View Expense Item

| Summary   |                       | Processing                                 |                                  |            |                 |          |               |     |  |         |     |     |                      |     |     |
|---|-----------------------|--|----------------------------------|------------|-----------------|----------|---------------|-----|--|---------|-----|-----|----------------------|-----|-----|
| Expense Item  | Q                     | Actual Amount                              | <input type="radio"/>            |            |                 |          |               |     |  |         |     |     |                      |     |     |
| Item Name   | Shuttle Ride          | Maximum Amount                             | <input checked="" type="radio"/> |            |                 |          |               |     |  |         |     |     |                      |     |     |
| Item Description  | (empty)               | Fixed Amount                               | <input type="radio"/>            |            |                 |          |               |     |  |         |     |     |                      |     |     |
| Search Keywords   | Mars, space           | Based on Allowance Plan                    | <input type="radio"/>            |            |                 |          |               |     |  |         |     |     |                      |     |     |
| Spend Category  | Space Travel          | Fixed/Max Expense Amount                   | 2,000.00                         |            |                 |          |               |     |  |         |     |     |                      |     |     |
| Expense Policy Group  | (empty)               | Currency                                   | USD                              |            |                 |          |               |     |  |         |     |     |                      |     |     |
| Expense Item Group  | Space Billable Travel | Quantity and Per Unit Amount Not Enterable | Yes                              |            |                 |          |               |     |  |         |     |     |                      |     |     |
| Unit of Measure   | (empty)               | Memo Required                              |                                  |            |                 |          |               |     |  |         |     |     |                      |     |     |
| Default Tax Applicability   | (empty)               | Instructional Text to Show                 |                                  |            |                 |          |               |     |  |         |     |     |                      |     |     |
|   |                       |  |                                  |            |                 |          |               |     |  |         |     |     |                      |     |     |
| <b>Expense Item Attributes</b>  |                       |  |                                  |            |                 |          |               |     |  |         |     |     |                      |     |     |
| 3 items <table border="1"> <thead> <tr> <th>Attributes</th> <th>Display to User</th> <th>Required</th> </tr> </thead> <tbody> <tr> <td>Ticket Number</td> <td>Yes</td> <td></td> </tr> <tr> <td>Airline</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>Destination Location</td> <td>Yes</td> <td>Yes</td> </tr> </tbody> </table> |                       |  |                                  | Attributes | Display to User | Required | Ticket Number | Yes |  | Airline | Yes | Yes | Destination Location | Yes | Yes |
| Attributes  | Display to User       | Required                                   |                                  |            |                 |          |               |     |  |         |     |     |                      |     |     |
| Ticket Number   | Yes                   |  |                                  |            |                 |          |               |     |  |         |     |     |                      |     |     |
| Airline   | Yes                   | Yes  |                                  |            |                 |          |               |     |  |         |     |     |                      |     |     |
| Destination Location  | Yes                   | Yes  |                                  |            |                 |          |               |     |  |         |     |     |                      |     |     |

## CREATE EXPENSE ITEM 2: SPACE LODGING

1. Enter *cr exp item* into the search box.
2. Choose the **Create Expense Item** task.
3. Enter the following information:

| <b>Field Name</b>    | <b>Entry Value</b>    |
|----------------------|-----------------------|
| Item Name            | Space Lodging         |
| Search Keywords      | Mars, space           |
| Spend Category       | Space Travel          |
| Expense Policy Group | Space Travel          |
| Expense Item Group   | Space Billable Travel |
| Actual Amount        | Selected              |
| None of the above    | Selected              |

4. Add Expense Item Attributes.
5. Add a row by clicking the **Add**  button.

| <b>Field Name</b> | <b>Entry Value</b>                      | <b>Display to User</b>        | <b>Required</b>    |
|-------------------|---|-------------------------------|--------------------|
| Attributes        | Hotel<br>Number of Days<br>Arrival Date | Checked<br>Checked<br>Checked | Checked<br>Checked |

6. Click **OK**.

### Create Expense Item

**Summary**

|                           |   |
|---------------------------|---|
| Expense Item              | (empty)   |
| Item Name                 | <input type="text" value="Space Lodging"/>  |
| Item Description          | <input type="text"/>  |
| Search Keywords           | Mars, space resort  |
| Spend Category            | <input type="text" value="Space Travel"/> <input type="button" value="..."/>  |
| Expense Policy Group      | <input type="text" value="search"/> <input type="button" value="..."/><br><input checked="" type="checkbox"/> Space Travel          |
| Expense Item Group        | <input type="text" value="search"/> <input type="button" value="..."/><br><input checked="" type="checkbox"/> Space Billable Travel |
| Unit of Measure           | <input type="text" value="select one"/> <input type="button" value="..."/>  |
| Default Tax Applicability | <input type="text" value="search"/> <input type="button" value="..."/>  |
| Per Diem                  | <input type="checkbox"/>  |
| Inactive                  | <input type="checkbox"/>  |

**Processing**

|  |
|--|
| <input checked="" type="radio"/> Actual Amount     |
| <input type="radio"/> Maximum Amount               |
| <input type="radio"/> Fixed Amount                 |
| <input type="radio"/> Based on Allowance Plan      |
| <input type="radio"/> Use Expense Rate Table       |
| <input type="radio"/> Use Fixed/Max Expense Amount |
| 0.00   |
| <input checked="" type="radio"/> None of the above |

**Expense Item Attributes**

Display Arrival Date before Departure Date

**Expense Item Attributes** 3 items

|                                  | *Attributes    | Display to User                     | Required                            |
|----------------------------------|----------------|-------------------------------------|-------------------------------------|
| <input type="button" value="-"/> | Arrival Date   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input type="button" value="-"/> | Number of Days | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="button" value="-"/> | Hotel          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

### View Expense Item

**Summary**

|                           |                       |
|---------------------------|-----------------------|
| Expense Item              | <input type="text"/>  |
| Item Name                 | Space Lodging         |
| Item Description          | (empty)               |
| Search Keywords           | Mars, space           |
| Spend Category            | Space Travel          |
| Expense Policy Group      | (empty)               |
| Expense Item Group        | Space Billable Travel |
| Unit of Measure           | (empty)               |
| Default Tax Applicability | (empty)               |

**Processing**

|  |
|--|
| <input checked="" type="radio"/> Actual Amount |
| <input type="radio"/> Maximum Amount           |
| <input type="radio"/> Fixed Amount             |
| <input type="radio"/> Based on Allowance Plan  |

Quantity and Per Unit Amount Not Enterable No

Memo Required

Instructional Text to Show

**Expense Item Attributes**

3 items

| Attributes     | Display to User | Required |
|----------------|-----------------|----------|
| Arrival Time   | Yes             |          |
| Number of Days | Yes             | Yes      |
| Hotel          | Yes             | Yes      |

### CREATE EXPENSE ITEM 3: SPACE PER DIEM

1. Enter *cr exp item* into the search box.
2. Choose the **Create Expense Item** task.
3. Enter the following information:

| <b>Field Name</b>            | <b>Entry Value</b>     |
|------------------------------|------------------------|
| Item Name                    | Space Per Diem         |
| Spend Category               | Space Travel           |
| Expense Policy Group         | Space Travel           |
| Expense Item Group           | Space Billable Travel  |
| Per Diem                     | Selected               |
| Fixed Amount                 | Selected               |
| Use Fixed/Max Expense Amount | Selected. Enter 100.00 |
| Currency                     | USD                    |

4. Add Expense Item Attributes.
5. Add a row by clicking the  **Add** button.

| <b>Field Name</b> | <b>Entry Value</b> | <b>Display to User</b> | <b>Required</b> |
|-------------------|--------------------|------------------------|-----------------|
| Attributes        | Number of Days     | Checked                | Checked         |

6. Click **OK**.

### Create Expense Item

|  |   |  |   |
|--|---|--|---|
| <b>Summary</b>   | <b>Processing</b>   |  |   |
| Expense Item<br><small>(empty)</small>   | <input type="radio"/> Actual Amount<br><input type="radio"/> Maximum Amount<br><input checked="" type="radio"/> Fixed Amount<br><input type="radio"/> Based on Allowance Plan<br><input type="radio"/> Use Expense Rate Table<br><input checked="" type="radio"/> Use Fixed/Max Expense Amount<br>100.00<br><input type="radio"/> None of the above |  |   |
| Item Name<br><input type="text" value="Space Per Diem"/>   |   |  |   |
| Item Description<br><input type="text"/>   |   |  |   |
| Search Keywords<br><input type="text"/>  |   |  |   |
| Spend Category<br><input type="text" value="Space Travel"/><br><input type="button" value="..."/>              |   |  |   |
| Expense Policy Group<br><input type="text" value="Space Travel"/><br><input type="button" value="..."/>        |   |  |   |
| Expense Item Group<br><input type="text" value="Space Billable Travel"/><br><input type="button" value="..."/> |   |  |   |
| Unit of Measure<br><input type="text" value="select one"/><br><input type="button" value="..."/>               |   |  |   |
| Default Tax Applicability<br><input type="text" value="search"/><br><input type="button" value="..."/>         |   |  |   |
| Per Diem<br><input checked="" type="checkbox"/>  |   |  |   |
| Inactive<br><input type="checkbox"/>   |   |  |   |
| <b>Expense Item Attributes</b>   |   |  |   |
| Display Arrival Date before Departure Date<br><input type="checkbox"/>   |   |  |   |
| <b>Expense Item Attributes</b>   |   |  |   |
| <input type="button" value="+"/><br><input type="button" value="-"/>   | <b>*Attributes</b><br><input type="text" value="Number of Days"/><br><input type="button" value="..."/>   | Display to User<br><input checked="" type="checkbox"/> | Required<br><input checked="" type="checkbox"/> |

### View Expense Item

|  |   |   |                                      |
|--|---|---|--------------------------------------|
| <b>Summary</b>   | <b>Processing</b>   |   |                                      |
| Expense Item<br><input type="text"/>                                     | <input type="radio"/> Actual Amount<br><input type="radio"/> Maximum Amount<br><input checked="" type="radio"/> Fixed Amount<br><input type="radio"/> Based on Allowance Plan |   |                                      |
| Item Name<br><input type="text" value="Space Per Diem"/>                 | Fixed/Max Expense Amount<br>100.00  |   |                                      |
| Item Description<br><input type="text"/>                                 | Currency<br><input type="text" value="USD"/><br><input type="button" value="..."/>  |   |                                      |
| Search Keywords<br><input type="text"/>                                  | Quantity and Per Unit Amount Not Enterable<br>No  |   |                                      |
| Spend Category<br><input type="text" value="Space Travel"/>              | Memo Required   |   |                                      |
| Expense Policy Group<br><input type="text"/>                             | Instructional Text to Show  |   |                                      |
| Expense Item Group<br><input type="text" value="Space Billable Travel"/> |   |   |                                      |
| Unit of Measure<br><input type="text"/>                                  |   |   |                                      |
| Default Tax Applicability<br><input type="text"/>                        |   |   |                                      |
| Per Diem<br>Yes  |   |   |                                      |
| <b>Expense Item Attributes</b>   |   |   |                                      |
| 1 items  |   |   |                                      |
| <input type="text"/><br><input type="button" value="..."/>               | <b>Attributes</b><br><input type="text" value="Number of Days"/><br><input type="button" value="..."/>  | Display to User<br><input type="checkbox"/> | Required<br><input type="checkbox"/> |

## Expenses for Workday 26.3

### Create Expense Item 4: Excursion Fees

1. Enter *cr exp item* into the search box.
2. Choose the **Create Expense Item** task.
3. Enter the following information:

| Field Name                           | Entry Value  |
|--------------------------------------|--|
| Item Name                            | Excursion Fees   |
| Spend Category                       | Excursion Marketing  |
| Expense Policy Group                 | Space Travel   |
| Actual Amount                        | Selected   |
| None of the above                    | Selected   |
| Memo Required                        | Selected.  |
| Enter the following in the Memo box: | Enter the excursion master number; it can be found on your schedule. |

4. Click **OK**.

**Create Expense Item**

| Summary                   |   | Processing   |                                     |
|---------------------------|---|--|-------------------------------------|
| Expense Item              | (empty)   | Currency   | <input type="text"/>                |
| Item Name                 | <input checked="" type="text"/> Excursion Fees                    | Quantity and Per Unit Amount Not Enterable   | <input type="checkbox"/>            |
| Item Description          | <input type="text"/>  | Allow Overage  | <input type="checkbox"/>            |
| Search Keywords           | <input type="text"/>  | Memo Required  | <input checked="" type="checkbox"/> |
| Spend Category            | <input checked="" type="text"/> Excursion Marketing               | Enter the excursion master number. It can be found on your schedule.   |                                     |
| Expense Policy Group      | <input type="text"/> <input checked="" type="text"/> Space Travel | <input type="radio"/> Actual Amount<br><input type="radio"/> Maximum Amount<br><input type="radio"/> Fixed Amount<br><input type="radio"/> Based on Allowance Plan<br><input type="radio"/> Use Expense Rate Table<br><input type="radio"/> Use Fixed/Max Expense Amount<br><input type="radio"/> 0.00<br><input checked="" type="radio"/> None of the above |                                     |
| Expense Item Group        | <input type="text"/>  | <input type="radio"/>  |                                     |
| Unit of Measure           | <input type="text"/>  | <input type="radio"/>  |                                     |
| Default Tax Applicability | <input type="text"/>  | <input type="radio"/>  |                                     |
| Per Diem                  | <input type="checkbox"/>  | <input type="radio"/>  |                                     |
| Inactive                  | <input type="checkbox"/>  | <input type="radio"/>  |                                     |

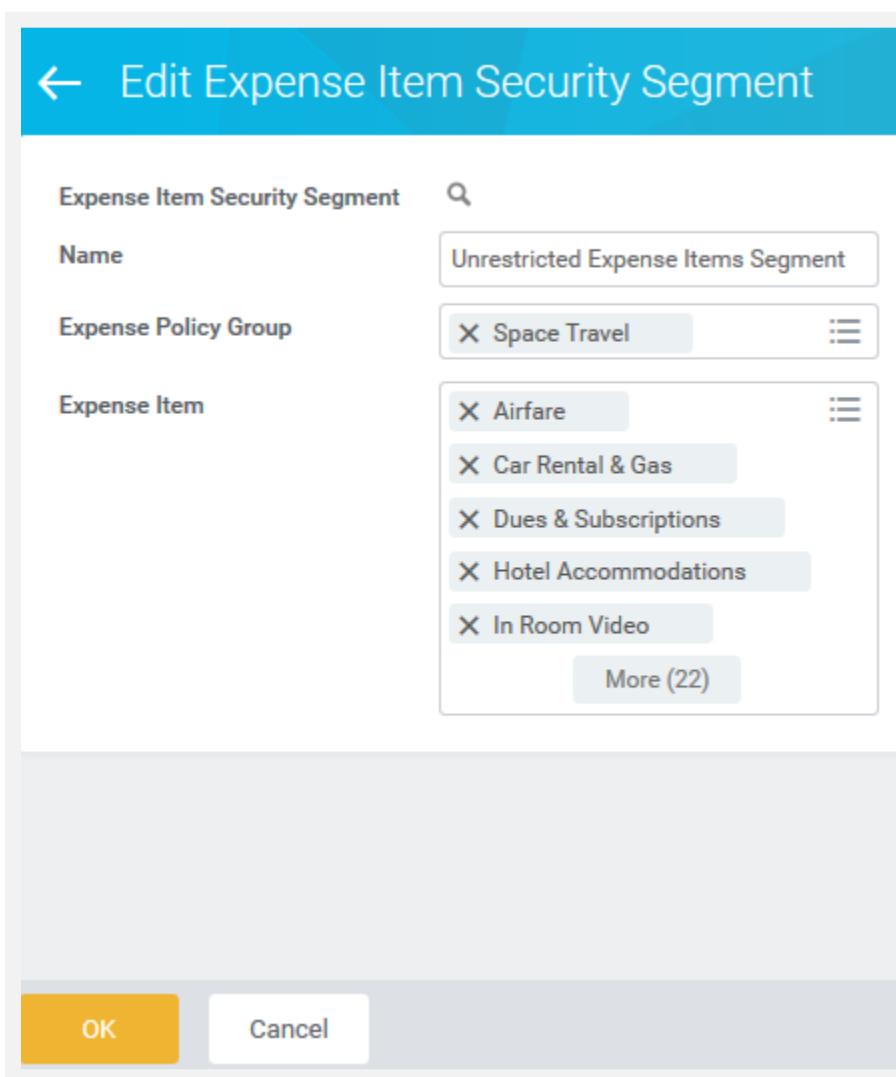
View Expense Item

| Summary                   |                     | Processing  |  |
|---------------------------|---------------------|---|--|
| Expense Item              | (empty)             | Actual Amount   | <input checked="" type="radio"/>                                     |
| Item Name                 | Excursion Fees      | Maximum Amount  | <input type="radio"/>  |
| Item Description          | (empty)             | Fixed Amount  | <input type="radio"/>  |
| Search Keywords           | (empty)             | Based on Allowance Plan   | <input type="radio"/>  |
| Spend Category            | Excursion Marketing | Quantity and Per Unit Amount Not Enterable  | No   |
| Expense Policy Group      | Space Travel        | Memo Required   | Yes  |
| Expense Item Group        | (empty)             | Instructional Text to Show  | Enter the excursion master number; it can be found on your schedule. |
| Unit of Measure           | (empty)             |   |  |
| Default Tax Applicability | (empty)             |   |  |
| Expense Item Attributes   |                     |   |  |
| 0 items                   |                     |   |  |
| Attributes                | Display to User     | Required  |  |
|                           | No Data             |   |  |

ANSWER KEY: ACTIVITY 1.2 – EDIT EXPENSE ITEM SECURITY SEGMENT

1. Access the **Edit Expense Item Security Segment** task.
2. Select the **Unrestricted Expense Items Segment** from the prompt.
3. Click **OK**.
4. Select the **Space Travel** expense policy group you created.
5. Click **OK**.
6. Click **Done**.

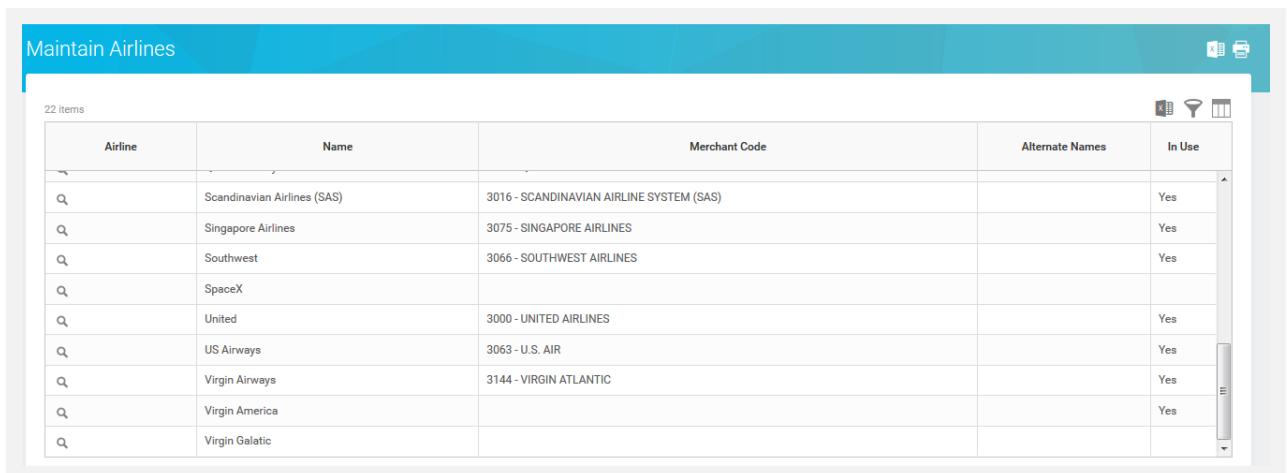


**ANSWER KEY: ACTIVITY 1.3 – MAINTAIN TRAVEL CITIES, AIRLINES, AND HOTELS****MAINTAIN AIRLINES**

1. Access the **Maintain Airlines** task.
2. Add a row by clicking the **Add Row**  button.

| <b>Field Name</b> | <b>Entry Value</b>        |
|-------------------|---------------------------|
| Name              | SpaceX<br>Virgin Galactic |

3. Click **OK**.
4. Click **Done**.



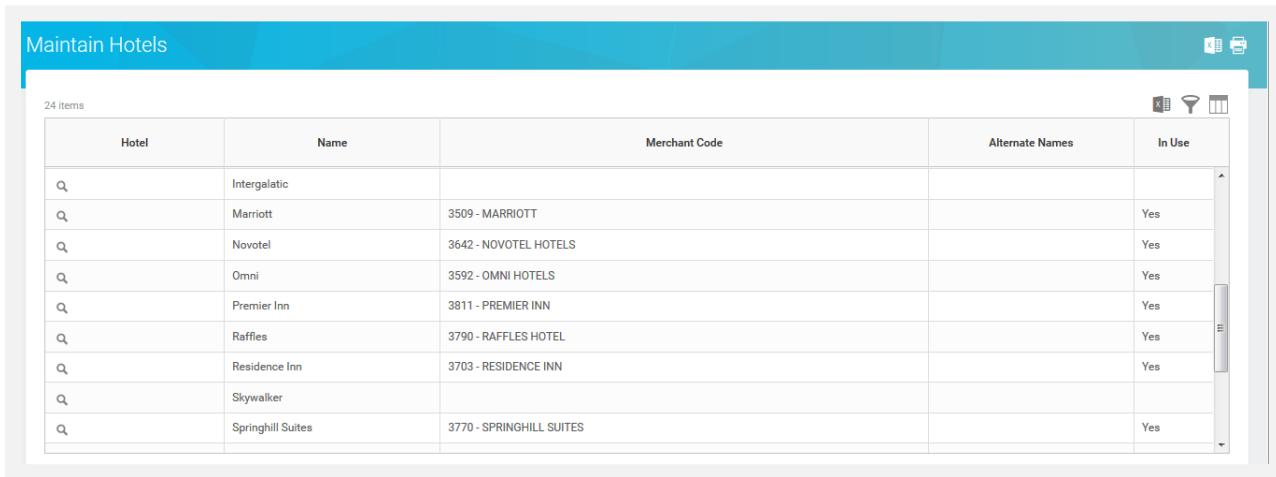
| Airline                     | Name                                     | Merchant Code | Alternate Names | In Use |
|-----------------------------|--|---------------|-----------------|--------|
| Scandinavian Airlines (SAS) | 3016 - SCANDINAVIAN AIRLINE SYSTEM (SAS) |               |                 | Yes    |
| Singapore Airlines          | 3075 - SINGAPORE AIRLINES                |               |                 | Yes    |
| Southwest                   | 3066 - SOUTHWEST AIRLINES                |               |                 | Yes    |
| SpaceX                      |  |               |                 |        |
| United                      | 3000 - UNITED AIRLINES                   |               |                 | Yes    |
| US Airways                  | 3063 - U.S. AIR                          |               |                 | Yes    |
| Virgin Airways              | 3144 - VIRGIN ATLANTIC                   |               |                 | Yes    |
| Virgin America              |  |               |                 | Yes    |
| Virgin Galactic             |  |               |                 |        |

### MAINTAIN HOTELS

1. Access the **Maintain Hotels** task.
2. Add a row by clicking the **Add Row**  button.

| Field Name | Entry Value                |
|------------|----------------------------|
| Name       | Skywalker<br>Intergalactic |

3. Click **OK**.
4. Click **Done**.



The screenshot shows the 'Maintain Hotels' task in Workday. The interface has a blue header bar with the title 'Maintain Hotels'. Below the header is a toolbar with icons for search, filter, and export. A message '24 items' is displayed above a table. The table has columns: Hotel, Name, Merchant Code, Alternate Names, and In Use. The 'In Use' column contains the value 'Yes' for all rows. The table lists several hotel entries:

| Hotel             | Name | Merchant Code            | Alternate Names | In Use |
|-------------------|------|--------------------------|-----------------|--------|
| Intergalatic      |      |                          |                 | Yes    |
| Marriott          |      | 3509 - MARRIOTT          |                 | Yes    |
| Novotel           |      | 3642 - NOVOTEL HOTELS    |                 | Yes    |
| Omni              |      | 3592 - OMNI HOTELS       |                 | Yes    |
| Premier Inn       |      | 3811 - PREMIER INN       |                 | Yes    |
| Raffles           |      | 3790 - RAFFLES HOTEL     |                 | Yes    |
| Residence Inn     |      | 3703 - RESIDENCE INN     |                 | Yes    |
| Skywalker         |      |                          |                 | Yes    |
| Springhill Suites |      | 3770 - SPRINGHILL SUITES |                 | Yes    |

## MAINTAIN TRAVEL CITIES

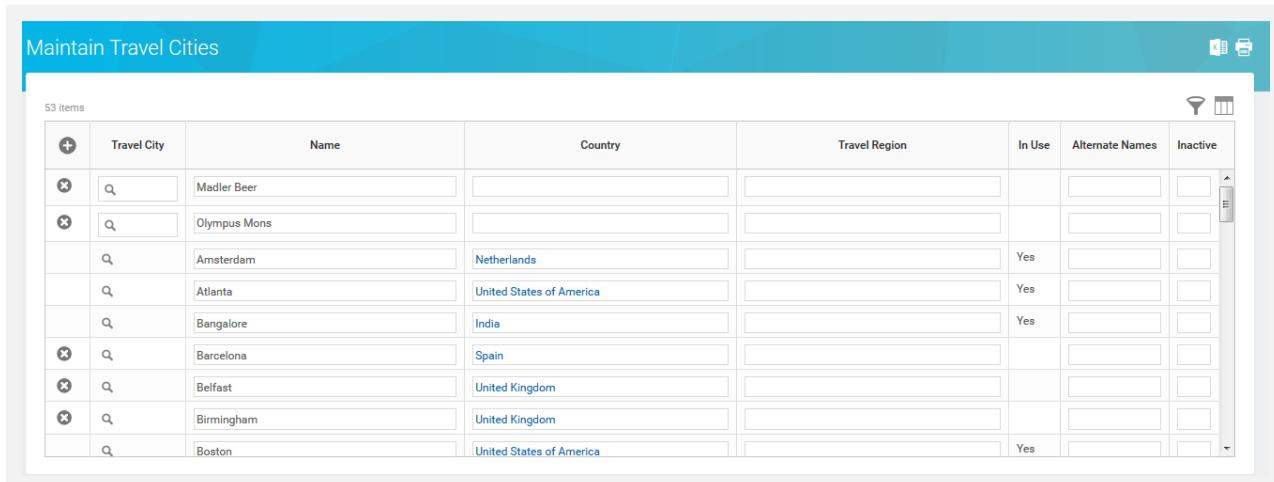
1. Access the **Maintain Travel Cities** report.
  
2. Add a row by clicking the **Add Row**  button.

| <b>Field Name</b> | <b>Entry Value</b> |
|-------------------|--------------------|
| Name              | Olympus Mons       |

3. Click **OK**.
  
4. Add a row by clicking the **Add Row**  button.

| <b>Field Name</b> | <b>Entry Value</b> |
|-------------------|--------------------|
| Name              | Madler Beer        |

5. Click **OK**.



The screenshot shows a list of travel cities in a grid format. The columns are: Travel City, Name, Country, Travel Region, In Use, Alternate Names, and Inactive. The rows contain the following data:

| Travel City | Name         | Country                  | Travel Region | In Use | Alternate Names | Inactive |
|-------------|--------------|--------------------------|---------------|--------|-----------------|----------|
| (empty)     | Madler Beer  |                          |               |        |                 |          |
| (empty)     | Olympus Mons |                          |               |        |                 |          |
| Q           | Amsterdam    | Netherlands              |               | Yes    |                 |          |
| Q           | Atlanta      | United States of America |               | Yes    |                 |          |
| Q           | Bangalore    | India                    |               | Yes    |                 |          |
| (empty)     | Barcelona    | Spain                    |               |        |                 |          |
| (empty)     | Belfast      | United Kingdom           |               |        |                 |          |
| (empty)     | Birmingham   | United Kingdom           |               |        |                 |          |
| Q           | Boston       | United States of America |               | Yes    |                 |          |

ANSWER KEY: ACTIVITY 2.1 - CREATE A NEW COMPANY AND EDIT THE COMPANY ACCOUNTING DETAILS

CREATE COMPANY

1. Access the **Create Company** task.
2. Select an existing Reorganization > Initial Implementation (01/01/2000).
3. Click **OK**.
4. Enter the following information:

| <b>Field Name</b>    | <b>Entry Value</b>           |
|----------------------|------------------------------|
| Name                 | Out of This World Adventures |
| Code                 | OTWA                         |
| Include Code in Name | Checked                      |
| Subtype              | Company                      |
| Visibility           | Everyone                     |
| Company Currency     | USD                          |

5. Assign an Accounting Manager to the Company.
6. Add a row by clicking the **Add Row**  icon.

| <b>Field Name</b> | <b>Entry Value</b>                       |
|-------------------|--|
| Role              | Accounting Manager                       |
| Assigned to       | Chief Financial Officer – Teresa Serrano |

7. Click **OK**.

Upon successful completion of the Accounting Setup unit activities your screens should look similar to those shown here.

← Create Company

|                      |  |
|----------------------|--|
| Reorganization       | Initial Implementation (01/01/2000)  |
| Availability Date    | * 01 / 01 / 2000 <input type="button" value="Calendar"/>                           |
| Name                 | Out of This World Adventures   |
| Code                 | * OTWA   |
| Include Code in Name | <input checked="" type="checkbox"/>  |
| Subtype              | * <input checked="" type="checkbox"/> Company <input type="button" value="More"/>  |
| Visibility           | * <input checked="" type="checkbox"/> Everyone <input type="button" value="More"/> |
| External URL         | <input type="text"/> <input type="button" value="More"/>                           |
| Company Currency     | * <input checked="" type="checkbox"/> USD <input type="button" value="More"/>      |

Assign Roles 2 items

|                                    | Role   | Restricted to Single Assignment | Assigned To  |
|------------------------------------|--|---------------------------------|--|
| <input type="button" value="Add"/> | <input checked="" type="checkbox"/> Accounting Manager <input type="button" value="More"/> |                                 | <input checked="" type="checkbox"/> Chief Financial Officer - Teresa Serrano <input type="button" value="More"/> |

## EDIT COMPANY ACCOUNTING DETAILS

1. Access the **Edit Company Accounting Details** task.
2. Select a Company > OTWA Out of This World Adventures
3. Click **OK**.
4. Enter the following information:

| Field Name               | Entry Value                       |
|--------------------------|-----------------------------------|
| Currency                 | USD                               |
| Fiscal Schedule          | Standard Corporate Schedule       |
| Account Set              | Standard                          |
| Account Control Rule Set | Standard Account Control Rule Set |
| Account Posting Rule Set | Standard Account Posting Rule     |

5. Check **Reverse Debit/Credit** in the Journal Reversal Options section.
6. Click **OK**.
7. Click **Done**.

The screenshot shows the 'Edit Company Accounting Details' dialog box for the company 'OTWA Out of This World Adventure'. The dialog contains the following settings:

- Currency:** USD
- Fiscal Schedule:** Standard Corporate Schedule
- Alternate Fiscal Schedule:** (empty)
- Account Set:** Standard
- Alternate Account Set:** (empty)
- Default Account Set:** (empty)
- Account Control Rule Set:** Standard Account Control Rule Set
- Account Posting Rule Set:** Standard Account Posting Rule
- Account Translation Rule Set:** (empty)
- Average Daily Balance Rule:** (empty)
- Average Daily Balance Start Date:** MM / DD / YYYY (with a calendar icon)
- Default Reporting Book:** (empty)

## CREATE ACCOUNT SET

1. Navigate to the **Create Account Set** task.

2. Enter an Account Set Name > **OTWA Child**.

3. Add a row by clicking the **Add Row**  icon.

4. Enter the following Ledger Accounts:

| <b>Identifier</b> | <b>Account Name</b>   | <b>Ledger Account Type</b> |
|-------------------|-----------------------|----------------------------|
| 5200              | Billable Space Travel | Expense                    |
| 6250              | Excursion Marketing   | Expense                    |
| 6825              | Excursion Travel      | Expense                    |

5. Click **OK**.

6. Click **Done**.

Create Account Set

|  |
|--|
| Account Set (empty)                        |
| Account Set Name * OTWA Child              |
| Chart of Accounts <input type="checkbox"/> |
| Include Account Set <input type="text"/>   |

Ledger Accounts 3 items

| Ledger Account | *Identifier | *Account Name         | *Ledger Account Type | Retired                  |
|----------------|-------------|-----------------------|----------------------|--------------------------|
| (+)            | 6825        | Excursion Travel      | Expense              | <input type="checkbox"/> |
| (-)            | 6250        | Excursion Marketing   | Expense              | <input type="checkbox"/> |
| (-)            | 5200        | Billable Space Travel | Expense              | <input type="checkbox"/> |

Create Account Set OTWA Child

|                             |
|-----------------------------|
| Account Set Name OTWA Child |
| Chart of Accounts No        |
| Used by Companies 0         |

Ledger Accounts 3 items

| Ledger Account | Account Set | Identifier | Account Name          | Ledger Account Type | Retired                  |
|----------------|-------------|------------|-----------------------|---------------------|--------------------------|
| Q              | OTWA Child  | 5200       | Billable Space Travel | Expense             | <input type="checkbox"/> |
| Q              | OTWA Child  | 6250       | Excursion Marketing   | Expense             | <input type="checkbox"/> |
| Q              | OTWA Child  | 6825       | Excursion Travel      | Expense             | <input type="checkbox"/> |

Done

### INCLUDE OTWA CHILD IN STANDARD ACCOUNT SET

1. Access the **View Account Set** report.
2. Enter *Standard* in the Account Set field.
3. Click **OK**.
4. From the ellipsis, select **Account Set > Edit**.
5. Click the **Edit** button.
6. In the Include Account Set field, select **OTWA Child**.
7. Click **Save**.

The screenshot shows the 'Edit Account Set' dialog box. At the top, there is a search bar labeled 'Account Set' with a magnifying glass icon. Below it, the 'Account Set Name' field contains 'Standard'. A checkbox labeled 'Chart of Accounts' is checked. Under 'Include Account Set', there is a list box containing 'X OTWA Child' and 'X Workday'. At the bottom left are 'Save' and 'Cancel' buttons. At the bottom right is a small grid icon. The main area below the dialog box displays a table with one row, indicating '0 items'. The table has columns: 'Ledger Account' (with a plus sign icon), 'Identifier', 'Account Name', 'Ledger Account Type', and 'Retired'. The status for all columns is 'No Data'.

| Ledger Account | Identifier | Account Name | Ledger Account Type | Retired |
|----------------|------------|--------------|---------------------|---------|
| No Data        |            |              |                     |         |

## EDIT ACCOUNT POSTING RULE

1. Enter *post rule* into the search box.
2. Choose **View Account Posting Rule Set** report.
3. Select the **Standard Account Posting Rule Set**.
4. Click **OK**.
5. Select the **Spend** posting rule (left-hand column).
6. Click the **Edit Posting Rule** button.
7. Click on the top left  to add a row.
8. Resulting Ledger Account > **5200: Billable Space Travel**.
9. Click on the  of the newly created row to add a dimension.
10. Enter the following information:

| <b>Field Name</b> | <b>Entry Value</b> |
|-------------------|--------------------|
| Dimension         | Spend Category     |
| Values            | Space Travel       |

11. Click on the  to add a second dimension.
12. Enter the following information:

| <b>Field Name</b> | <b>Entry Value</b> |
|-------------------|--------------------|
| Dimension         | Billable           |
| Values            | Billable           |

## Expenses for Workday 26.3

Edit Account Posting Rule

|                                |  |
|--------------------------------|--|
| Account Posting Rule           | Spend  |
| Account Posting Rule Set       | Standard Account Posting Rule  |
| Description                    | The spend posting rule identifies the account used to record the purchase of an item. Typically an asset account or expense account. |
| Enable Control Account Warning | <input type="checkbox"/>   |
| Default Ledger Account         | <input type="text"/> <input type="button" value="..."/>  |
| Default Resulting Worktags     | (empty)  |

Posting Rule Conditions 2 items

| Evaluation Order  | *Resulting Ledger Account   | Resulting Worktags         | Condition   |   | *Values   |
|---|---|----------------------------|---|---|---|
|   |   |                            | *Dimension  | *Values   |   |
| <input type="button" value="+"/> <input type="button" value="-"/> | <input type="button" value="▼"/> <input type="button" value="▲"/> | <input type="text"/>       | <input type="text"/> <input type="button" value="+"/> |   |   |
| <input type="button" value="+"/> <input type="button" value="-"/> | <input type="button" value="▲"/> <input type="button" value="▲"/> | 5200-Billable Space Travel | <input type="text"/> <input type="button" value="+"/> |   |   |
|   |   |                            | <input type="button" value="-"/>                      | <input checked="" type="checkbox"/> Billable <input type="button" value="..."/> | <input checked="" type="checkbox"/> Billable <input type="button" value="..."/> |
|   |   |                            | <input type="button" value="-"/>                      | <input type="text"/> Spend Category   | <input type="text"/> Space Travel   |

13. Click on the top left  to add a row.

13. Resulting Ledger Account > **6250: Excursion Marketing.**

14. Click on the  of the newly created row to add a dimension.

15. Enter the following information:

| Field Name | Entry Value         |
|------------|---------------------|
| Dimension  | Spend Category      |
| Values     | Excursion Marketing |

16. Click on the top left  to add a row.

17. Resulting Ledger Account > **6825: Excursion Travel.**

18. Click on the  of the newly created row to add a dimension.

19. Enter the following information:

| Field Name | Entry Value    |
|------------|----------------|
| Dimension  | Spend Category |
| Values     | Space Travel   |

Edit Account Posting Rule

|                                |  |
|--------------------------------|--|
| Account Posting Rule           | Spend  |
| Account Posting Rule Set       | Standard Account Posting Rule Set  |
| Description                    | The spend posting rule identifies the account used to record the purchase of an item. Typically an asset account or expense account. |
| Enable Control Account Warning | <input type="checkbox"/>   |
| Default Ledger Account         | <input type="text"/> <input type="button" value="..."/>  |
| Default Resulting Worktags     | (empty)  |

Posting Rule Conditions 15 items

| Evaluation Order | *Resulting Ledger Account  | Resulting Worktags | Condition                        |   |
|------------------|----------------------------|--------------------|----------------------------------|---|
|                  |                            |                    | *Dimension                       | *Values   |
| ▼                | 6825:Excursion Travel      |                    | <input type="button" value="+"/> |   |
| ▲                | 6250:Excursion Marketing   |                    | <input type="button" value="-"/> | <input type="button" value="X Spend Category"/> <input type="button" value="Space Travel"/> |
| ▼                | 5200:Billable Space Travel |                    | <input type="button" value="-"/> | <input type="button" value="Spend Category"/> Excursion Marketing                           |
| ▲                |                            |                    | <input type="button" value="+"/> | <input type="button" value="Billable"/> Billable  |

21. Using the Evaluation Order up and down arrows, reorder the Resulting Ledger Accounts as follows:

5200: Billable Space Travel (Top Position)

6250: Excursion Marketing (Middle Position)

6825: Excursion Travel (Bottom Position)

Posting Rule Conditions 15 items

| Evaluation Order | *Resulting Ledger Account  | Resulting Worktags | Condition                        |   |
|------------------|----------------------------|--------------------|----------------------------------|---|
|                  |                            |                    | *Dimension                       | *Values   |
| ▼                | 5200:Billable Space Travel |                    | <input type="button" value="+"/> |   |
| ▲                | 6250:Excursion Marketing   |                    | <input type="button" value="-"/> | <input type="button" value="Billable"/> Billable                  |
| ▼                | X 6825:Excursion Travel    |                    | <input type="button" value="-"/> | <input type="button" value="Spend Category"/> Space Travel        |
| ▲                |                            |                    | <input type="button" value="+"/> | <input type="button" value="Spend Category"/> Excursion Marketing |

22. Click **OK** to save.

20. Click **Done** on the confirmation page.

## Expenses for Workday 26.3

Edit Account Posting Rule

Account Posting Rule: Spend  
Account Posting Rule Set: Standard Account Posting Rule Set  
Description: The spend posting rule identifies the account used to record the purchase of a item. Typically an asset account or expense account.  
Enable Control Account Warning: Off  
Default Ledger Account: (empty)  
Default Resulting Worktags: (empty)

[Edit Posting Rule](#) [Test Posting Rule](#)

**Posting Rule Conditions** 16 items

| Resulting Ledger Account   | Resulting Worktags | Condition      |                     |
|----------------------------|--------------------|----------------|---------------------|
|                            |                    | Dimension      | Values              |
| 5200:Billable Space Travel |                    | Billable       | Billable            |
| 6250:Excursion Marketing   |                    | Spend Category | Space Travel        |
| 6825:Excursion Travel      |                    | Spend Category | Excursion Marketing |
|                            |                    | Spend Category | Space Travel        |

## CREATE LEDGER

1. Enter *cr ledg* into the search box.
2. Select **Create Ledger** task.
3. Enter the following information:

| <b>Field Name</b>   | <b>Entry Value</b>                |
|---------------------|-----------------------------------|
| Company             | OTWA Out of This World Adventures |
| Actuals Ledger Type | Actuals                           |

4. Click **OK**.
5. Click **Done**.

The screenshot shows the 'Create Ledger' dialog box. On the left, there are sections for 'Actuals' (Actuals Ledger Type set to 'Actuals') and 'Commitment' (Commitment Ledger Type and Create Commitment Ledger both empty). On the right, there is a 'Create Commitments' section with a table showing two items: 'Procurement' and 'Expenses'. The 'Spend Transactions' column contains links to 'Create Commitment' and 'Roll Journals Forward for Procurement'.

| Create Commitments |                    |                   |                                       |
|--------------------|--------------------|-------------------|---------------------------------------|
| 2 items            | Spend Transactions | Create Commitment | Roll Journals Forward for Procurement |
|                    | Procurement        |                   |                                       |
|                    | Expenses           |                   |                                       |

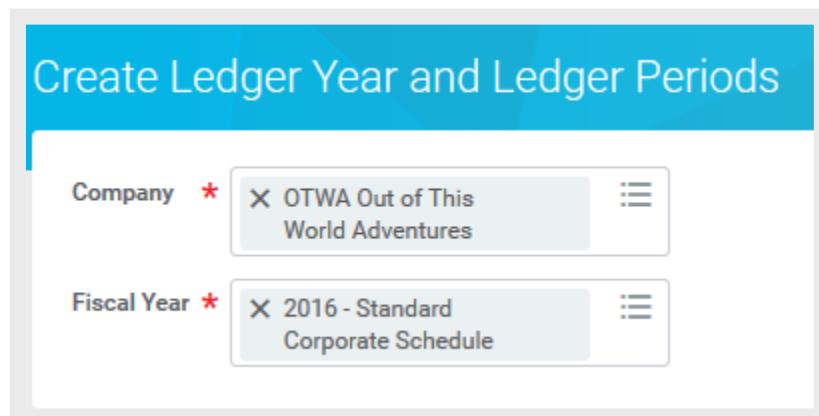
## CREATE LEDGER YEAR AND LEDGER PERIODS

1. Enter *cr ledger* into the search box.
2. Select **Create Ledger Year and Ledger Periods** task.
3. Enter the following information:

| <b>Field Name</b> | <b>Entry Value</b>                |
|-------------------|-----------------------------------|
| Company           | OTWA Out of This World Adventures |
| Fiscal Year       | (Select the Current Year)         |

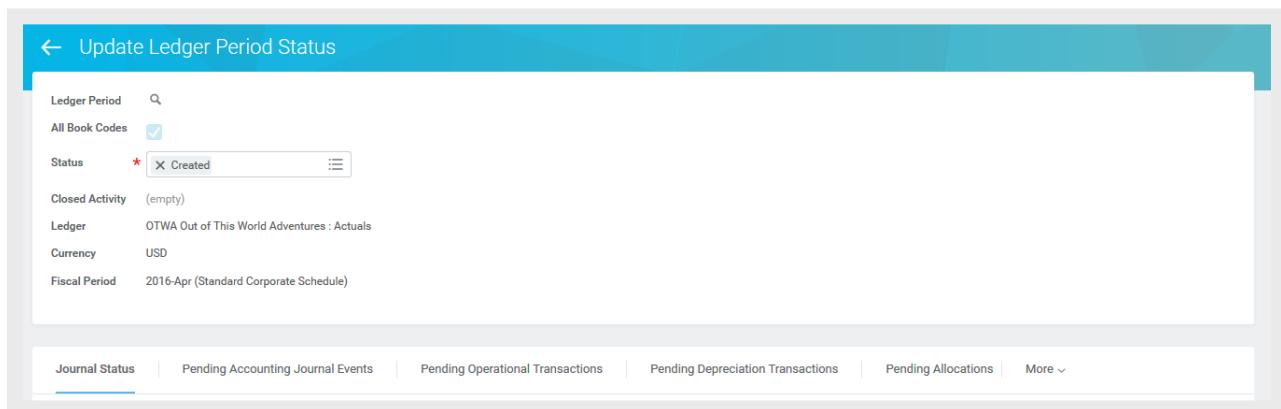
4. Click **OK**.

5. Click **Done**.



## UPDATE LEDGER PERIOD STATUS

1. Enter *upd ledg* into the search box.
2. Select **Update Ledger Period Status** task.
3. Select the following information in the Ledger Period field: **OTWA Out of This World Adventures > Current Year Actuals > Current Month Actuals**.
4. Click **OK**.
5. Click **OK** again.
6. Click **Done**.



## ANSWER KEY: ACTIVITY 3.1 – ASSIGN ROLE-BASED SECURITY

### ASSIGN ROLE-BASED SECURITY

1. Access **OTWA Out of This World Adventures** company.
2. Access the **Related Actions and Preview**.



Hint: Click the ellipsis next to OTWA Out of This World Adventures.

3. From the OTWA Out of This World Adventures **Related Actions**, choose **Roles > Assign Roles** task.
4. Click **OK**.
5. Add a row by clicking the **Add** button.
6. Add the following role assignments:

| <b>Role</b>                   | <b>Assigned To:</b>                |
|-------------------------------|------------------------------------|
| Expense Analyst               | Nathan Moore<br>Teresa Serrano     |
| Expense Data Entry Specialist | Teresa Serrano                     |
| Expense Partner               | Melissa Hartman<br>Charles Bradley |
| Expense Settlement Specialist | Teresa Serrano                     |

7. Click **OK**.
8. Click **Done**.

Upon successful completion of the Expense Report unit activities your screens should look similar to those shown here.

← Assign Roles OTWA Out of This World Adventures ⋮

Assign workers to roles. Your role changes will take effect at the beginning (midnight) of the date in Pacific Time (GMT-8 or, during daylight saving time, GMT-7).

Effective Date 04/10/2016

Assign Roles 6 items

|                | Role                            | Restricted to Single Assignment | Assigned To   | Current Effective Date |
|----------------|---------------------------------|---------------------------------|---|------------------------|
| <span>+</span> | X Expense Settlement Specialist |                                 | X Chief Financial Officer - Teresa Serrano  |                        |
| <span>-</span> | Expense Partner                 |                                 | Internal Auditor - Charles Bradley<br>Director, Tax - Melissa Hartman                 |                        |
| <span>-</span> | Expense Data Entry Specialist   |                                 | Chief Financial Officer - Teresa Serrano  |                        |
| <span>-</span> | Expense Analyst                 |                                 | Chief Financial Officer - Teresa Serrano<br>Accounting Specialist - AP - Nathan Moore |                        |
| <span>-</span> | Accounting Manager              |                                 | Chief Financial Officer - Teresa Serrano  | 01/01/2000             |

Assign Roles OTWA Out of This World Adventures ⋮

Effective Date 04/10/2016

Role Assignments

13 items

| Assignable Role               | Assigned To     | Role From | Current Effective Date |
|-------------------------------|-----------------|-----------|------------------------|
| Accounting Manager            | Teresa Serrano  | Assigned  | 01/01/2000             |
| Accounts Payable Manager      |                 |           |                        |
| Award Risk Administrator      |                 |           |                        |
| Company Costing Manager       |                 |           |                        |
| Expense Analyst               | Nathan Moore    | Assigned  | 04/10/2016             |
|                               | Teresa Serrano  | Assigned  | 04/10/2016             |
| Expense Data Entry Specialist | Teresa Serrano  | Assigned  | 04/10/2016             |
| Expense Partner               | Charles Bradley | Assigned  | 04/10/2016             |
|                               | Melissa Hartman | Assigned  | 04/10/2016             |
| Expense Settlement Specialist | Teresa Serrano  | Assigned  | 04/10/2016             |

## ANSWER KEY: ACTIVITY 3.2 – CONFIGURE EXPENSE REPORT

### CREATE EXPENSE REPORT INSTRUCTIONS

1. Access the **Create Spend Transaction Instructions** task.
2. Select **OTWA Out of This World Adventures** in the Company field.
3. Enter instructions for your expense report as used by your company:
  - Space travel must be submitted weekly.
  - Excursion marketing expenses must be submitted within 7 days of your return.
  - Receipts are required for all excursion marketing travel.
  - For excursion marketing receipts enter a memo of the excursion master number.
4. Click **Active** to activate each set of instructions for the related business documents.
5. Click **OK** to save.
6. Click **Done**.

Upon successful completion of the Expense Report unit activities your screens should look similar to those shown here.

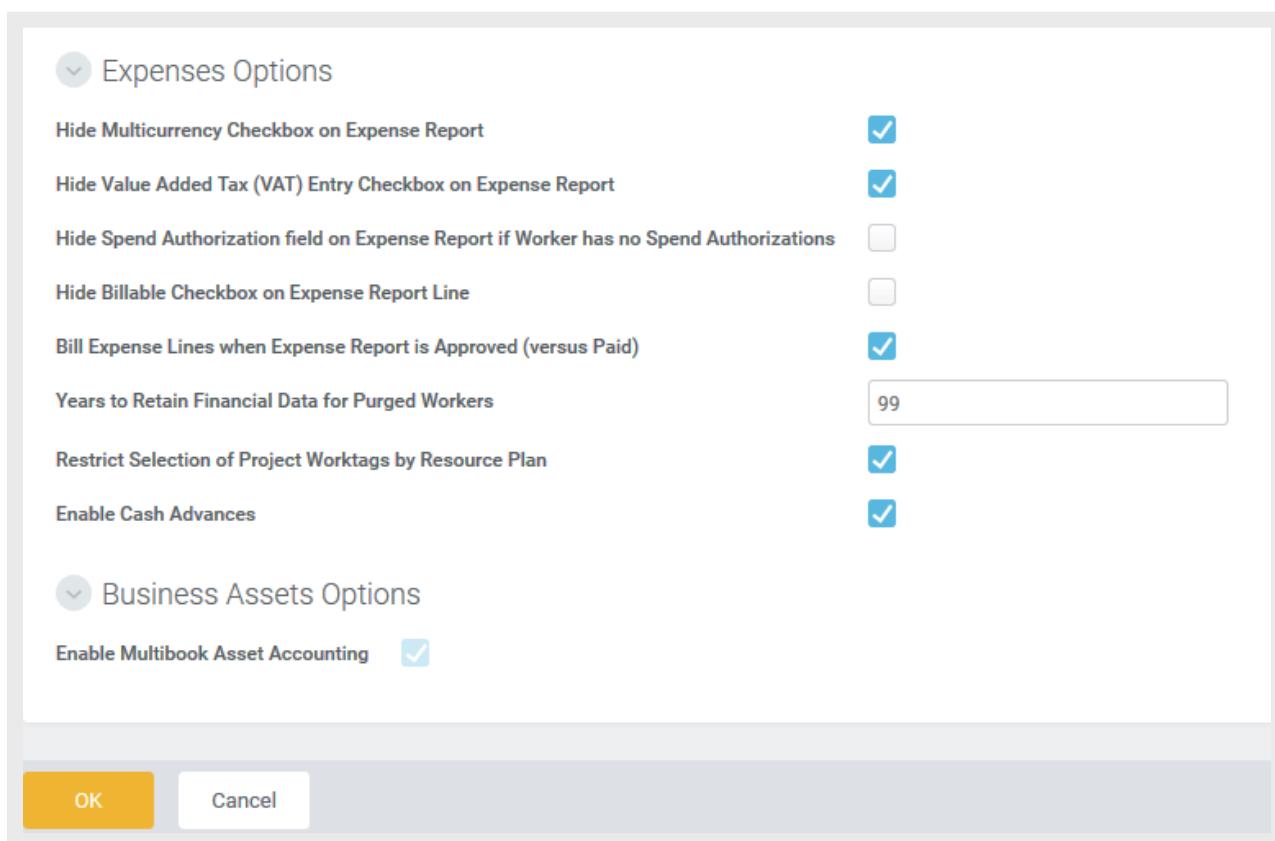
The screenshot shows the 'Create Spend Transaction Instruction' screen. At the top, there is a search bar labeled 'Spend Transaction Instruction' with a magnifying glass icon. Below it, the 'Company' field is set to 'OTWA Out of This World Adventures'. The main area is titled 'Expense' and contains a section for 'Instructions'. Under 'Instructions', there is a bulleted list of requirements: 'Space Travel must be submitted weekly', 'Excursion marketing expenses must be submitted within 7 days of your receipt.', 'Receipts are required for all excursion marketing travel.', and 'For excursion marketing receipts enter a memo of the excursion master number.' Below this, there is a 'Request for Quote Response' section with a 'Instructions' field. Under 'Instructions', there is another bulleted list: 'Active' is set to 'Yes' and 'Request for Quote Response' is set to 'No'.

7. Confirm that this text displays on the initial **Create Expense Report** page for **OTWA Out of This World Adventures** company.

The screenshot shows the 'Create Expense Report' page in Workday. At the top, there's a search bar with 'cr exp rep' and a user profile for 'Teresa Serrano'. The main title is 'Create Expense Report'. Below it, a sub-instruction says: 'Use this task to enter an expense report into the system. Please determine if you would like to create a new expense report or copy from an existing expense report.' On the left, there's a section for 'Expense Report Information' with fields for 'Expense Report For' (set to 'Employee: Teresa Serrano'), 'Creation Options' (with radio buttons for 'Create New Expense Report', 'Copy Previous Expense Report', and 'Create New Expense Report from Spend Authorization'), 'Company' (set to 'OTWA Out of This World Adventures'), 'Expense Report Date' (set to '04 / 10 / 2016'), and 'Cost Center' (set to '50000 Office of CFO'). On the right, there's a 'Instructions' section with a red border around its content. The instructions list: 'Space Travel must be submitted week.', 'Excursion marketing expenses must be submitted within 7 days of your receipt.', 'Receipts are required for all excursion marketing travel.', and 'For excursion marketing receipts enter a memo of the excursion master number.'

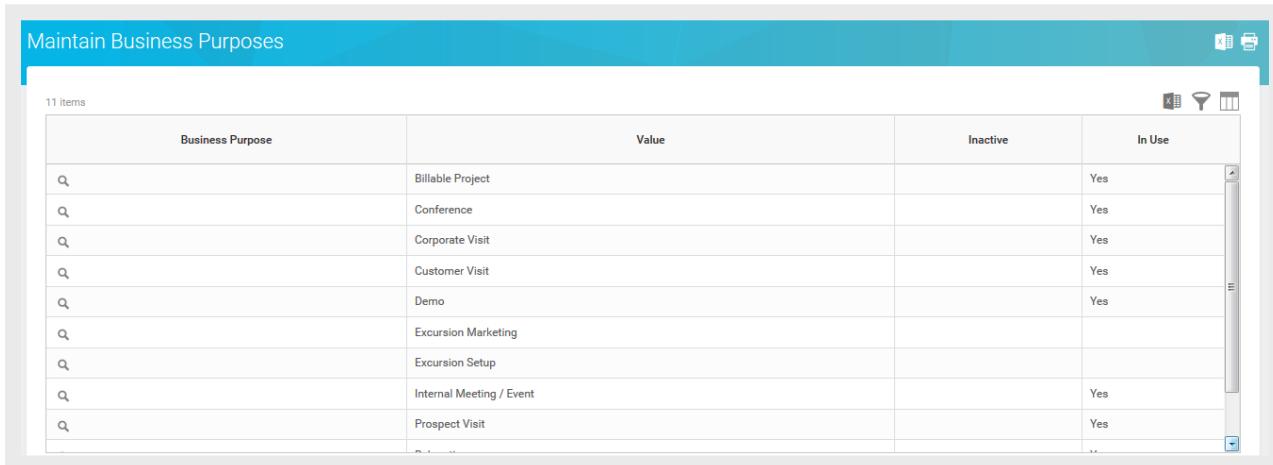
## CONFIGURE EXPENSE REPORT FIELDS

1. Navigate to **Edit Tenant Setup – Financials** task.
2. Locate the Expenses Options section, and select the boxes for **Hide Multicurrency Checkbox on Expense Report** and **Hide Value Added Tax (VAT) Entry Checkbox on Expense Report** that are to be hidden.
3. Click **OK** to save.
4. Click **Done**.



## DEFINE BUSINESS PURPOSE VALUES

1. Access the task, **Maintain Business Purposes**.
2. Add a row by clicking the  Add button.
3. Enter the following business purposes in the **Value** field.
  - A. Excursion Setup
  - B. Excursion Marketing
4. Click **OK** to save.
5. Click **Done**.



| Maintain Business Purposes |       |          |        |
|----------------------------|-------|----------|--------|
| 11 items                   |       |          |        |
| Business Purpose           | Value | Inactive | In Use |
| Billable Project           |       |          | Yes    |
| Conference                 |       |          | Yes    |
| Corporate Visit            |       |          | Yes    |
| Customer Visit             |       |          | Yes    |
| Demo                       |       |          | Yes    |
| Excursion Marketing        |       |          |        |
| Excursion Setup            |       |          |        |
| Internal Meeting / Event   |       |          | Yes    |
| Prospect Visit             |       |          | Yes    |

## CREATE CUSTOM VALIDATION FOR EXPENSE REPORT

1. Access the **Maintain Custom Validation** task.
2. Select the **Expense Report** (in the left-hand Transactions column).
3. On the Warning Validation row, click the **New Validation** button.
4. Enter the following information to create a condition:

| <b>Field Name</b>                         | <b>Entry Value</b>                                      |
|---|---|
| Description                               | Receipts are required for Excursion Marketing expenses. |
| <b>Rule Conditions</b>                    |   |
| And/Or                                    | And   |
| (   | (   |
| * Source External Field or Condition Rule | Spend Category  |
| Relational Operator                       | in the selection list                                   |
| Comparison Type                           | Value specified in this filter                          |
| Comparison Value                          | Excursion Marketing                                     |
| )   | )   |

5. Click the  to add a second row.
6. Enter the following information to create a second condition:

| <b>Field Name</b>                         | <b>Entry Value</b>             |
|---|--------------------------------|
| And/Or                                    | And                            |
| (   | (                              |
| * Source External Field or Condition Rule | Line Attachments               |
| Relational Operator                       | is empty                       |
| Comparison Type                           | Value specified in this filter |
| )   | )                              |

7. Click the  to add a third row.
8. Enter the following information to create a third condition:

| <b>Field Name</b>                         | <b>Entry Value</b>             |
|---|--------------------------------|
| And/Or                                    | And                            |
| (   | (                              |
| * Source External Field or Condition Rule | Mobile Expense Image Attached  |
| Relational Operator                       | is blank                       |
| Comparison Type                           | Value specified in this filter |
| )   | )                              |

9. Enter the following information to create a fourth condition:

| <b>Field Name</b>                         | <b>Entry Value</b>             |
|---|--------------------------------|
| And/Or                                    | And                            |
| (   | (                              |
| * Source External Field or Condition Rule | Attached Receipt Images        |
| Relational Operator                       | is empty                       |
| Comparison Type                           | Value specified in this filter |
| )   | )                              |

10. Click **OK**.

11. Click **Done**.

Edit Condition Rule for Custom Validation Receipts are required for Excursion Marketing expenses. [...](#)

| Description   | <input type="text" value="Receipts are required for Excursion Marketing expenses."/> *   |  |  |  |
|---|--|--|--|--|
| Comment   | <input type="text"/>   |  |  |  |
| Category  | <input type="text" value="search"/> <a href="#">...</a>  |  |  |  |
| Derived Logic   | Spend Category in the selection list Excursion Marketing And Line Attachments is empty And Mobile Expense Image Attached is blank And Attached Receipt Images is empty |  |  |  |
| Copy Condition from Rule  | <input type="text" value="search"/> <a href="#">...</a>  |  |  |  |
| <input checked="" type="radio"/> Rule Conditions <input type="radio"/> Rule Usage |  |  |  |  |
| <b>Rule Conditions</b> 4 items  |  |  |  |  |
|   | *Source External Field or Condition Rule   | *Relational Operator   | Comparison Type  | Comparison Value   |
|   | <input type="text"/> Spend Category <a href="#">...</a>  | <input type="text" value="in the selection list"/> <a href="#">...</a> | <input checked="" type="checkbox"/> Value specified in this filter <a href="#">...</a> | <input type="text" value="Excursion Marketing"/> <a href="#">...</a> |
|   | <input type="text"/> Line Attachments <a href="#">...</a>  | <input type="text" value="is empty"/> <a href="#">...</a>              | <input type="checkbox"/> Value specified in this filter                                |  |
|   | <input type="text"/> Mobile Expense Image Attached <a href="#">...</a>   | <input type="text" value="is blank"/> <a href="#">...</a>              | <input type="checkbox"/> Value specified in this filter                                |  |
|   | <input type="text"/> Attached Receipt Images <a href="#">...</a>   | <input type="text" value="is empty"/> <a href="#">...</a>              | <input type="checkbox"/> Value specified in this filter                                |  |



## ANSWER KEY: ACTIVITY 3.3 – CREATE EXPENSE REPORT

## CREATE EXPENSE REPORT

 Sign in as worker Aidan Mitzner (amitzner)

1. Navigate to **Create Expense Report** task.
4. Select Create Options > Create New Expense Report
3. Enter the following information:

| <b>Field Name</b>   | <b>Entry Value</b>               |
|---------------------|----------------------------------|
| Company             | OTWA Out of This World Adventure |
| Expense Report Date | Today's Date                     |
| Cost Center         | 50000 Office of CFO              |
| Region              | Headquarters - Corporate         |
| Additional Worktags | Remove any defaulted worktags    |

4. Click **OK**.
5. Change his Reimbursement Payment Type to **Check**.
6. Enter the following information for the first expense report line:

| <b>Field Name</b> | <b>Entry Value</b> |
|-------------------|--------------------|
| Expense Item      | Excursion Fees     |
| Quantity          | 1                  |
| Per Unit Amount   | 183.78             |
| Total Amount      | 183.78             |
| Memo              | CN-98345           |

7. Click the  to add a second expense report line.
8. Enter the following information for the second expense report line:

| <b>Field Name</b> | <b>Entry Value</b> |
|-------------------|--------------------|
| Expense Item      | Shuttle Ride       |
| Total Amount      | 1400.00            |

Memo

A344453

9. Enter the following information in Item Details:

| <b>Field Name</b> | <b>Entry Value</b> |
|-------------------|--------------------|
| Airline           | Virgin Galactic    |
| Destination       | Olympus Mons       |

10. Click the  to add a third expense report line.

11. Enter the following information for the third expense report line:

| <b>Field Name</b> | <b>Entry Value</b>          |
|-------------------|-----------------------------|
| Expense Item      | Space Lodging               |
| Quantity          | 3                           |
| Per Unit Amount   | 175.00                      |
| Total Amount      | 525.00                      |
| Memo              | Three nights stay in space. |

12. Enter the following information in Item Details:

| <b>Field Name</b> | <b>Entry Value</b> |
|-------------------|--------------------|
| Hotel             | Skywalker          |
| Number of Days    | 3                  |

13. Click **Submit**.

14. Notice any Alerts you may receive.

15. Expand Details and Process.

16. Sign out and perform the necessary approvals from Teresa Serrano.

## CREATE EXPENSE REPORT

Expense Report Lines | Attachments

[+ Add](#) [+ Import Existing Record](#)

Viewing: [List](#) [Grid](#) [Itemize](#)

| Expense Report Line |          |
|---------------------|----------|
| 04/10/2016          | 525.00   |
| Space Lodging       |          |
| 04/10/2016          | 1,400.00 |
| Shuttle Ride        |          |
| 04/10/2016          | 183.78   |
| Excursion Fees      |          |

Click here to sort

**Expense Report Line**

Date **\*** 04 / 10 / 2016

Expense Item **\***

Quantity **\*** 1

Per Unit Amount **\*** 183.78

Total Amount **\*** 183.78

Memo CN-98345

Billable

\*Cost Center

\*Region

Additional Worktags

Instructional Text  
Enter the excursion master number; it can be found on your schedule.

Attachments from File

Drop files here

or

Attachments from Mobile Application

ANSWER KEY: ACTIVITY 4.1 – CREATE A NEW BANK ACCOUNT

CREATE BANK ACCOUNT

1. Access the **Create Bank Account** task.
2. Enter the Account Name: *OTWA Checking*.
3. Select the Bank Account Type: **Bank Account**.
4. Select Country: **United States of America**.
5. Click **OK**.
6. Enter the following information:

| <b>Field Name</b>      | <b>Entry Value</b>               |
|------------------------|----------------------------------|
| Organization           | OTWA Out of This World Adventure |
| Account Currency       | USD                              |
| Accept All Currencies  | Selected                         |
| Allowed Payment Types  | Direct Deposit<br>Check          |
| Financial Institution  | Bank of America                  |
| Routing Transit Number | 263181384                        |
| Account Number         | 12345678                         |
| Bank Statement Format  | BAI2                             |
| Primary Account Usage  | Expense Payment                  |

7. Click **OK**.
8. Click **Done**.

Upon successful completion of the Settlement unit activities your screens should look similar to those shown here.

Create Bank Account OTWA Checking 

|   |                                   |                          |                          |
|---|-----------------------------------|--------------------------|--------------------------|
| Account Information   |                                   | Account Details          |                          |
| Account Name  | OTWA Checking                     | Country                  | United States of America |
| Bank Account Type   | Bank Account                      | Financial Institution    | Bank of America          |
| Bank Account Open Date  | (empty)                           | Bank Branch              | (empty)                  |
| Account Closed  | No                                | Routing Transit Number   | 263181384                |
| Bank Account Close Date   | (empty)                           | Account Number           | 12345678                 |
| Organization  | OTWA Out of This World Adventures | Bank Identification Code | (empty)                  |
| Account Currency  | USD                               | Fraction                 | (empty)                  |
| <input checked="" type="radio"/> Accept All Currencies<br><input type="radio"/> Accept These Currencies |                                   | Formatted MICR           | (empty)                  |
| Allowed Payment Types   | Check<br>Direct Deposit           | Target Balance           | 0.00                     |
| Reconciliation Configuration  |                                   | Bank Account Usage       |                          |
| Advanced Mode   | No                                | Primary Account Usage    | Expense Payment          |

## CREATE BANK ROUTING RULE

1. Access the **Create Bank Routing Rule** task.
2. Select the Company: **OTWA Out of This World Adventures**.
3. Click **OK**.
4. Select the Default Bank Account: **OTWA Checking**. Notice any warnings.
5. Click **OK**.
6. Click **Done**.

Upon successful completion of the Settlement unit activities your screens should look similar to those shown here.

The screenshot shows the 'Bank Routing Rule' configuration screen. At the top, there is a search bar. Below it, the 'Company' field is set to 'OTWA Out of This World Adventures'. The 'Default Bank Account' field is set to 'OTWA Checking'. A 'Rule Details' section follows, containing a table with columns for Order, Payment Type, and Location. There is also a small '+' icon in the first column of the table. At the bottom of the screen, there is a navigation bar with icons for back, forward, and search.

**ANSWER KEY: ACTIVITY 4.2 – CREATE A SETTLEMENT RUN**

1. Navigate to the **Create Settlement Run** task.
2. Enter the following information:

| <b>Field Name</b>   | <b>Entry Value</b>               |
|---------------------|----------------------------------|
| Company             | OTWA Out of This World Adventure |
| Currency            | USD                              |
| Settlement Run Name | Expense Payments to Workers      |
| Settlement Run Date | Today's Date                     |

3. Click **OK**.
4. Click **Add** button and select Expense Report
5. Select **Expense Reports On or Before > Today's Date**
6. Click the **Search** button.
7. Click the **Select All** checkbox on the header row of the grid.
8. Click **OK** to Continue.
9. Click the **Process Payments** button to submit.
10. Click **Refresh** button until processed 100%, to view status of the settlement run.

## Expenses for Workday 26.3

Upon successful completion of the Settlement unit activities your screens should look similar to those shown here.

### Create Settlement Run

### Create Settlement Run

|   |                                       |
|---|---------------------------------------|
| Company                                       | * X OTWA Out of This World Adventures |
| Currency                                      | * X USD                               |
| Settlement Run Name                           | Expense Payment to Workers            |
| Settlement Run Date                           | * 04 / 21 / 2016                      |
| Auto Select Filters                           |                                       |
| Include Payments on Behalf of Other Companies | <input type="checkbox"/>              |
| Exclude Negative Payments                     | <input checked="" type="checkbox"/>   |

### View Settlement Run

### View Settlement Run

|   |                                   |
|---|-----------------------------------|
| Settlement Run                                | Q                                 |
| Settlement Run Number                         | SR-3590                           |
| Settlement Run Name                           | Expense Payments to Workers       |
| Settlement Run Status                         | Draft                             |
| Settlement Run Date                           | 04/03/2015                        |
| Company                                       | OTWA Out of This World Adventures |
| Currency                                      | USD                               |
| Include payments on behalf of other companies | No                                |

**Selection Options**

Expenses Payroll Customer Supplier Ad Hoc Intercompany Credit Cards

Preview Payments Process Payments

Expense Reports Background Processes

| Expense Report | Company                           | Pay To        | Type     | Document Number | Expense Report Date | Memo | Reimbursable Amount | Currency |        |
|----------------|-----------------------------------|---------------|----------|-----------------|---------------------|------|---------------------|----------|--------|
| Q              | OTWA Out of This World Adventures | Aidan Mitzner | Employee | EXP-00005057    | 04/02/2015          |      | 2,108.78            | USD      | Remove |

## ANSWER KEY: ACTIVITY 5.1 – HOTEL ITEMIZATION

1. Navigate to **View Expense Item** report.
2. Enter *Space Lodging* in the Expense Item field.
3. Click **OK**.
4. Access the **Related Actions > Preview**. Hint: Click the ellipsis next to the Expense Item magnifying glass icon.
5. From the Related Action choose **Expense Item > Edit**
6. Edit Expense Item Attributes.
7. Add a row by clicking the  **Add** button. Verify the following attribute selections.

| <b>Field Name</b> | <b>Entry Value</b> | <b>Display to User</b> | <b>Required</b> |
|-------------------|--------------------|------------------------|-----------------|
| Attributes        | Hotel              | Checked                | Checked         |
|                   | Number of Days     | Checked                | Checked         |
|                   | Arrival Date       | Checked                | Checked         |
|                   | Departure Date     | Checked                | Checked         |

8. Select **Display Arrival Date before Departure Date**.
9. Select the **Hotel Itemization Mapping** tab.
8. Enter the following information:

| <b>Hotel Charge Type</b> | <b>Expense Item</b> | <b>Required</b> |
|--------------------------|---------------------|-----------------|
| Daily Room Rate          | Room Rate           | Selected        |
| Daily Room Tax           | Room Tax            | Selected        |

9. Click **OK**.

Upon successful completion of the Expense Report unit activities your screens should look similar to those shown here.

## Expenses for Workday 26.3

**Edit Expense Item**

**Summary**

|                           |                          |
|---------------------------|--------------------------|
| Expense Item              | Q                        |
| Item Name                 | * Space Lodging          |
| Item Description          |                          |
| Search Keywords           | Mars, space              |
| Spend Category            | * Space Travel           |
| Expense Policy Group      | Space Travel             |
| Expense Item Group        | Space Billable Travel    |
| Unit of Measure           | select one               |
| Default Tax Applicability |                          |
| Per Diem                  | <input type="checkbox"/> |
| Enable Travel Journal     | <input type="checkbox"/> |
| Inactive                  | <input type="checkbox"/> |

**Processing**

|  |
|--|
| <input checked="" type="radio"/> Actual Amount     |
| <input type="radio"/> Maximum Amount               |
| <input type="radio"/> Fixed Amount                 |
| <input type="radio"/> Based on Allowance Plan      |
| <input type="radio"/> Use Expense Rate Table       |
| <input type="radio"/> Use Fixed/Max Expense Amount |
| 0.00   |
| <input checked="" type="radio"/> None of the above |

**Expense Item Attributes**

Display Arrival Date before Departure Date

| Expense Item Attributes 4 items   |                | Display to User                     | Required                            |
|---|----------------|-------------------------------------|-------------------------------------|
| <input style="width: 20px; height: 20px; border: none; border-radius: 50%;" type="button" value="+"/> | *Attributes    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="button" value="-"/>  | Departure Date | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="button" value="-"/>  | Arrival Date   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="button" value="-"/>  | Number of Days | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="button" value="-"/>  | Hotel          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**Rate Tables** | **Hotel Itemization Mapping**

6 items

|  | Hotel Charge Type     | Expense Item | Required                            |
|--|-----------------------|--------------|-------------------------------------|
|  | Daily Room Rate       | Room Rate    | <input checked="" type="checkbox"/> |
|  | Daily Room Tax        | Room Tax     | <input checked="" type="checkbox"/> |
|  | Other Tax 1           |              | <input type="checkbox"/>            |
|  | Other Tax 2           |              | <input type="checkbox"/>            |
|  | Daily Hotel Service 1 |              | <input type="checkbox"/>            |
|  | Daily Hotel Service 2 |              | <input type="checkbox"/>            |

## ANSWER KEY: ACTIVITY 5.2 – CREATE RATE TABLE

## CREATE RATE TABLE RULE AND RATE TABLE

1. Navigate to the **Create Expense Rate Table Rule** task.
2. Enter *All other cities* as a description for the rule.
3. Enter a Rule Condition.
4. Select **Destination Entered** as a \*Source External Field or Condition Rule.
5. Enter **None in the selection list** as a \*Relational Operator.
6. Enter a Comparison Type > **Value specified in this filter**.
7. Enter a Comparison Value > **Olympus Mons**.
8. Click **OK**.

Upon successful completion of the Expense Report unit activities your screens should look similar to those shown here.

| Rule Conditions |  |                            |                                |                          |
|-----------------|--|----------------------------|--------------------------------|--------------------------|
|                 | *Source External Field or Condition Rule | *Relational Operator       | Comparison Type                | Comparison Value         |
|                 | Destination Entered                      | none in the selection list | Value specified in this filter | search<br>X Olympus Mons |

## CREATE EXPENSE RATE TABLE

1. Access the **View Expense Rate Table** task.
2. Find the Expense Rate Table that most closely resembles what you'd like to build, select for example SWE Per Diem. Click **OK**.
3. From the Related Actions on the Rate Table choose **Expense Rate Table > Copy**.
4. Edit the name and amounts:
  - A. Expense Rate Table Name > **Space per diem table**
  - B. Default Currency > **USD**
5. In the Amount region delete any existing attributes.
6. Select **Condition Rule** and enter **All other cities**.
7. Enter Amount > *100.00*
8. Add a second row.
9. Select **Criteria > Olympus Mons**.
10. Enter Amount > *160.00*
11. Click **OK**.

Upon successful completion of the Expense Report unit activities your screens should look similar to those shown here.

Create Expense Rate Table |

Expense Rate Table (empty)

Expense Rate Table Name \*

Expense Rate Table Type Amount

Default Currency \*

Attribute to Evaluate

**Amounts** 2 items

|  | Expense Rate Table Line | Evaluation Order | Condition Rule / Criteria  | *Amount | Currency                            |
|--|-------------------------|------------------|--|---------|-------------------------------------|
|  |                         | ▼ ▼              | <input checked="" type="radio"/> Condition Rule <input type="text" value="All other cities"/>  | 100.00  | <input type="text"/>                |
|  |                         | ▲ ▲              | <input type="radio"/> Criteria <input type="text" value="search"/><br><input checked="" type="radio"/> Criteria <input type="text" value="search"/><br><input type="radio"/> None of the above <input type="text" value="Olympus Mons"/> | 160.00  | <input type="text" value="search"/> |

## EDIT EXPENSE ITEM

1. Navigate to **Edit Expense Item** task.
2. Select **Expense Item > Space Per Diem**.
3. Click **OK**.
4. Select **Expense Policy Group > Space Travel**.
5. Select **Use Expense Rate Table** button.
6. Add Expense Item Attributes.
7. Add a row by clicking the  **Add** button.

| <b>Field Name</b> | <b>Entry Value</b>   | <b>Display to User</b> | <b>Required</b> |
|-------------------|----------------------|------------------------|-----------------|
| Attributes        | Destination Location | Checked                | Checked         |

8. Scroll down and select **Base Expense Rate Table > Space per diem rate table**. Notice the Warning was resolved.
9. Click **OK**.

Upon successful completion of the Expense Report unit activities your screens should look similar to those shown here.

### Edit Expense Item | [e](#)

|   |   |
|---|---|
| <b>Summary</b> <hr/> <p>Expense Item <input type="text" value="Space Per Diem"/></p> <p>Item Name <input type="text" value="Space Per Diem"/> <span style="font-size: small;">*</span></p> <p>Item Description <input type="text"/></p> <p>Search Keywords <input type="text"/></p> <p>Spend Category <input type="text" value="Space Travel"/> <span style="font-size: small;">*</span> <input type="button" value="search"/></p> <p>Expense Policy Group <input type="text" value="Space Travel"/> <span style="font-size: small;">*</span> <input type="button" value="search"/></p> <p><input checked="" type="checkbox"/> Space Travel</p> <p>Expense Item Group <input type="text" value="Space Billable Travel"/> <span style="font-size: small;">*</span> <input type="button" value="search"/></p> <p><input checked="" type="checkbox"/> Space Billable Travel</p> <p>Unit of Measure <input type="text" value="select one"/> <span style="font-size: small;">▼</span></p> <p>Default Tax Applicability <input type="text" value="search"/> <span style="font-size: small;">*</span> <input type="button" value="search"/></p> <p>Per Diem <input checked="" type="checkbox"/></p> <p>Inactive <input type="checkbox"/></p> | <b>Processing</b> <hr/> <p><input type="radio"/> Actual Amount<br/> <input type="radio"/> Maximum Amount<br/> <input checked="" type="radio"/> Fixed Amount<br/> <input type="radio"/> Based on Allowance Plan<br/> <input checked="" type="radio"/> Use Expense Rate Table<br/> <input type="radio"/> Use Fixed/Max Expense Amount <input type="text" value="0.00"/></p> <p><input type="radio"/> None of the above</p> <p>Currency <input style="font-size: small;" type="text" value="("/> empty <input style="font-size: small;" type="text"/> )</p> <p>Quantity and Per Unit Amount Not Enterable <input type="checkbox"/></p> <p>Allow Overage <input type="checkbox"/></p> <p>Memo Required <input type="checkbox"/></p> |
|---|---|

**Expense Item Attributes**

Display Arrival Date before Departure Date

| +                                  | *Attributes  | Display to User                     | Required                            |
|------------------------------------|--|-------------------------------------|-------------------------------------|
| <input type="button" value="(-)"/> | Destination Location <input type="button" value="edit"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="button" value="(-)"/> | Number of Days <input type="button" value="edit"/>       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**Rate Tables** Hotel Itemization Mapping

Expense Accumulator

Accumulator Start Date

Base Expense Rate Table \*

## EDIT RATE TABLE

1. Navigate to the **Edit Expense Rate Table** task.
2. Select **Expense Rate Table > Space per diem rate table**.
3. Click **OK**.
4. Select **Attribute to Evaluate > Number of Days**.
5. Click **OK**.

The screenshot shows the 'Edit Expense Rate Table' dialog box. It has a title bar with the title and a close button. Below the title bar are four input fields arranged in a grid-like layout:

|                         |  |
|-------------------------|--|
| Expense Rate Table Name | <input type="text" value="Space per diem rate table"/> |
| Expense Rate Table Type | Amount   |
| Default Currency        | <input type="text" value="USD"/>                       |
| Attribute to Evaluate   | <input type="text" value="Number of Days"/>            |

The 'Attribute to Evaluate' field is highlighted with a blue border, indicating it is selected or the focus of the current step in the process.

## ANSWER KEY: ACTIVITY 6.1 – DEFINE TRAVEL PROFILE

1. Navigate to **Create Travel Profile** task.
2. Select **Worker for Travel Profile** > Employee: Jared Ellis
3. Click **OK**.
4. Select the following travel preferences:
  - Airline: **Virgin Galactic**
  - Hotel: **W Hotel**
  - Travel Country: **United States of America**
5. Click **OK**.
6. Click **Done**.

Upon successful completion of the Additional Expense Report Configuration unit activities your screens should look similar to those shown here.

The screenshot shows the 'Create Travel Profile' screen for employee Jared Ellis. The interface is divided into two main sections: 'Vehicle Information' on the left and 'Travel Preferences' on the right.

**Vehicle Information:**

- Vehicle Type: search
- Business Asset: search
- Fuel Type: search
- Engine Capacity: search
- Vehicle Plan: search

**Travel Preferences:**

- Airline: search (selected value: Virgin Galactic)
- Car Rental Agency: search
- Hotel: search (selected value: W Hotel)
- Travel Country: search (selected value: United States of America)

## ANSWER KEY: ACTIVITY 6.2 – CONFIGURE EXPENSE REPORT PRINT LAYOUT

1. Navigate to the **Configure Business Form Layout** task.
2. Select **Active Form Business Layout > Expense Report Printing Form**.
3. Click **OK**.
4. Click **Attach** button.
5. Select the saved OWTA image.
6. Click **OK**.
7. Click **Done**.

## CONFIGURE LOGO

Configure Business Form Layout Expense Report Printing Form

Images can be in BMP, GIF, JPEG, or PNG format. The recommended image size is 120 x 55 for company logos and 103 x 46 for signatures.

Token Substitution

|     | Token        | Value                    | Value                  |
|-----|--------------|--------------------------|------------------------|
|     |              | Delete Attached Image    | File Name Comment File |
| (-) | company_logo | <input type="checkbox"/> | OTWA.png               |

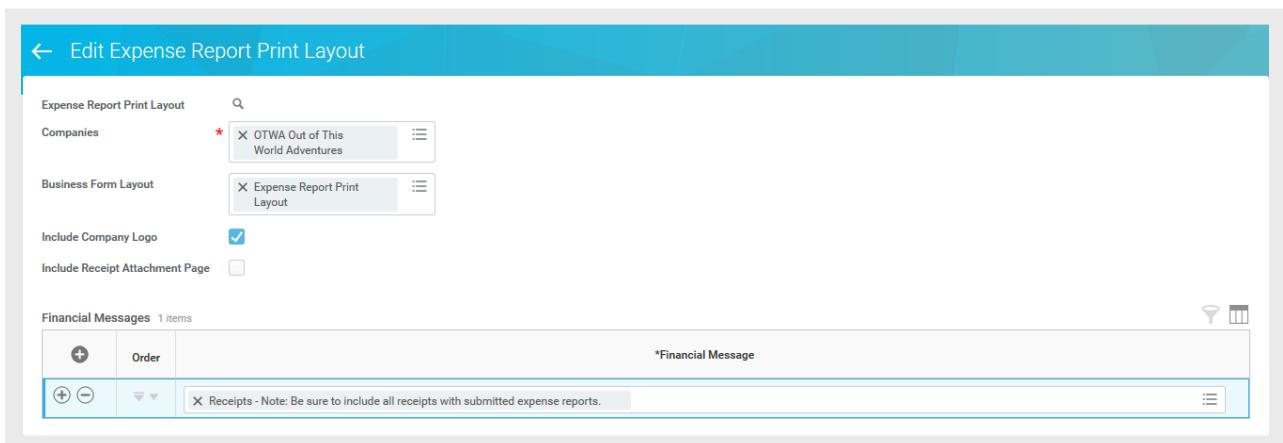
**OK** **CANCEL**

## CREATE EXPENSE REPORT PRINT LAYOUT

1. Navigate to the **Create Expense Report Print Layout** task.
2. Enter the following information:

| <b>Field Name</b>    | <b>Entry Value</b>                |
|----------------------|-----------------------------------|
| Companies            | OTWA Out of This World Adventures |
| Business Form Layout | Expense Report Print Layout       |
| Include Company Logo | Checkbox marked                   |

3. Financial Messages > Add a row by clicking the  **Add** button.
4. Select **Expense Report** from the prompt.
5. Mark the **Receipts – Note: Be sure to include all receipts with submitted expense reports** checkbox.
6. Click **OK**.
7. Click **Done**.



The screenshot shows the 'Edit Expense Report Print Layout' interface. At the top, there's a header bar with a back arrow and the title. Below it, there are several configuration sections:

- Companies:** A dropdown menu containing "OTWA Out of This World Adventures".
- Business Form Layout:** A dropdown menu containing "Expense Report Print Layout".
- Include Company Logo:** A checked checkbox.
- Include Receipt Attachment Page:** An unchecked checkbox.

At the bottom, there's a section titled "Financial Messages" with one item. The message content is "Receipts - Note: Be sure to include all receipts with submitted expense reports." There are also icons for adding more messages and sorting them by "Order".

## PRINT EXPENSE REPORT

1. Navigate to the **Find Expense Report** task.
2. Select Company > **OTWA Out of This World Adventures**
3. Click **OK**.
4. From Expense Report Related Actions select Expense Report > Print



Expense Report: EXP-00005435  
Pay To: Employee: Aidan Mitzner  
Total Amount: 2,108.78

Page 1 of 1

| Expense Report        |                              | Pay To  |   | Amounts                         |          |
|-----------------------|------------------------------|---------|---|---------------------------------|----------|
| Expense Report Number | EXP-00005435                 | Name    | Employee: Aidan Mitzner   | Reimbursement Currency          | USD      |
| Company               | Out of This World Adventures | Email   | amitzner@workday.net  | Reimbursement Amount            | 2,108.78 |
| Report Date           | 04/10/2016                   | Address | 1155 Avenue of the Americas<br>New York, NY 10036<br>United States of America | Cash Advance Applied Amount     | 0.00     |
| Start Date            | 04/10/2016                   |         |   | Personal Amount                 | 0.00     |
| End Date              | 04/10/2016                   |         |   | Company Paid Credit Card Amount | 0.00     |
|                       |                              |         |   | Expense Report Total Amount     | 2,108.78 |

| Expense Report Lines |                |              |                             |                  |          |
|----------------------|----------------|--------------|-----------------------------|------------------|----------|
| Date                 | Expense Item   | Amount       | Memo                        | Receipt Attached | Itemized |
| 04/10/2016           | Space Lodging  | 525.00 USD   | Three nights stay in space. |                  |          |
| 04/10/2016           | Shuttle Ride   | 1,400.00 USD | A34453                      |                  |          |
| 04/10/2016           | Excursion Fees | 183.78 USD   | CN-98345                    |                  |          |

**ANSWER KEY: ACTIVITY 7.1 – CONFIGURE APPROVAL FOR SPEND AUTHORIZATION FREEZE****ADD APPROVAL STEP**

1. Enter *bp: spend auth* in the Search box. Navigate to **Spend Authorization (Default Definition)** business process definition.
2. Access the **Related Actions and Preview**. Hint: Click the ellipsis next to Spend Authorization (Default Definition).
3. From the Spend Authorization (Default Definition) **Related Action** choose **Business Process > Edit Definition**.
4. Click **OK**.
5. Add a row by clicking the  **Add** button.
6. Add the following business process step:

| <b>Field Name</b> | <b>Entry Value</b> |
|-------------------|--------------------|
| Order             | aa                 |
| Type              | Approval           |
| Group             | Expense Partner    |

7. Click **OK**.

## Expenses for Workday 26.3

Upon successful completion of the Spend Control unit activities your screens should look similar to those shown here.

Edit Business Process Definition **Spend Authorization (Default Definition)** [...]

Effective Date 08/11/2014  
Due Date 1 Week

[View Diagram](#)

**Business Process Steps** Notifications Allowed Actions by Role Allowed Services Allowed Subprocess For Related Links X

Business Process Steps 7 items

| Step | Order | If | Type       | Specify | Optional | Group               | Routing Restrictions          | All | Run As User | Due Date | Due Date Is Based On Effective Date | Complete |
|------|-------|----|------------|---------|----------|---------------------|-------------------------------|-----|-------------|----------|-------------------------------------|----------|
| Q    | a     |    | Initiation |         | No       |                     |                               |     |             |          |                                     |          |
| Q    | aa    |    | Approval   |         | No       | Expense Partner     |                               |     |             |          |                                     |          |
| Q    | b     |    | Approval   |         | No       | Manager             | Initiator, Approvers          |     |             | 2 Days   |                                     |          |
| Q    | c     |    | Approval   |         | No       | Cost Center Manager | Initiator, Approvers, Subject | Yes |             | 2 Days   |                                     |          |

## CREATE CONDITION RULE

1. Select the **Related Action** against the Approval Step “aa” you just created.
2. Select **Business Process > Maintain Step Conditions**
3. Click **OK**.
4. Add an **Entry Condition**. Add a row by clicking the  Add button.
5. In the **Rule** prompt, select **Create Condition Rule**.



6. Click **OK**.
7. On the **Create Condition Rule** task, enter the following information:

| <b>Field Name</b>                          | <b>Entry Value</b>                              |
|--|---|
| Description                                | Spend Freeze on Company<br>- Yes                |
| <b>Rule Conditions</b>                     |   |
| And/Or                                     | And   |
| Source External Field<br>or Condition Rule | Spend Authorization Spend<br>Freeze for Company |
| Relational Operator                        | is not blank                                    |

## Expenses for Workday 26.3

Edit Condition Rule Spend Freeze on Company - Yes 

WARNING: By Editing this Condition Rule you will affect any other business process using it. Please proceed with caution and check the "Usage" tab for details on how this Condition Rule is used.

|   |   |   |   |  |   |
|---|---|---|---|--|---|
| Description   | <input type="text" value="Spend Freeze on Company - Yes"/> *  |   |   |  |   |
| Comment   | <input type="text"/>  |   |   |  |   |
| Category  | <input type="text" value="search"/>  |   |   |  |   |
| Derived Logic   | Spend Authorization Spend Freeze for Company is not blank   |   |   |  |   |
| Copy Condition from Rule  | <input type="text" value="search"/>  |   |   |  |   |
| <b>Rule Conditions</b>   |   |   |   |  |   |
| Rule Conditions   |   |   |   |  |   |
|   | And/Or  | (   | *Source External Field or Condition Rule  | *Relational Operator   | Comparison Type   |
|   | And   |  | Spend Authorization Spend Fre   | is not blank  |  |

8. Click **OK**.
9. Click **OK** again.

## MAINTAIN STEP CONDITION

- Your new condition rule should appear against the Business Process Steps as follows:

| Business Process Steps                |       |                                | Notifications | Allowed Actions by Role |          | Allowed Services    |                               | Allowed Subprocess For |             | Related Links |                                     |          |
|---------------------------------------|-------|--------------------------------|---------------|-------------------------|----------|---------------------|-------------------------------|------------------------|-------------|---------------|-------------------------------------|----------|
| Step                                  | Order | If                             | Type          | Specify                 | Optional | Group               | Routing Restrictions          | All                    | Run As User | Due Date      | Due Date Is Based On Effective Date | Complete |
| <b>Business Process Steps 7 items</b> |       |                                |               |                         |          |                     |                               |                        |             |               |                                     |          |
| Q                                     | a     |                                | Initiation    |                         | No       |                     |                               |                        |             |               |                                     |          |
| Q                                     | aa    | Spend Freeze on Company - Yes? | Approval      |                         | No       | Expense Partner     |                               |                        |             |               |                                     |          |
| Q                                     | bb    |                                | Approval      |                         | No       | Manager             | Initiator, Approvers          |                        |             | 2 Days        |                                     |          |
| Q                                     | c     |                                | Approval      |                         | No       | Cost Center Manager | Initiator, Approvers, Subject | Yes                    |             | 2 Days        |                                     |          |
| Q                                     | d     | Is Project Transaction         | Approval      |                         | No       | Project Manager     | Initiator, Approvers, Subject | Yes                    |             | 2 Days        |                                     |          |

- Click **Done**.

## INITIATE THE SPEND AUTHORIZATION FREEZE

- To initiate a spend freeze, find the company for which you want to initiate the spend freeze.
- Enter **OTWA** in Search.
- From the Related Action for OTWA select **Worker Spend > Manage Spend Freeze**
- Mark the **Freeze Spend Authorizations** checkbox.
- Click **OK**. Click **Done**.

Manage Spend Freeze

Organizational Spend Freeze

|                               |                                     |
|-------------------------------|-------------------------------------|
| Organization for Spend Freeze | OTWA Out of This World Adventures   |
| Freeze Spend Authorizations   | <input checked="" type="checkbox"/> |
| Freeze Requisitions           | <input type="checkbox"/>            |
| Freeze Purchase Orders        | <input type="checkbox"/>            |

### TEST SPEND FREEZE

1. Log in as Jared Ellis (jellis)
2. Navigate to the **Create Spend Authorization** task.
3. Create a spend authorization for OTWA Company for any amount and submit.

You have submitted [Spend Authorization: Jared Ellis on 04/06/2015 for \\$350.00](#) [...](#)

| Up Next  | Do Another                                 | Related Links                            |
|--|--|--|
| <a href="#">Expense Partner</a><br><a href="#">Approval by Expense Partner</a> | <a href="#">Create Spend Authorization</a> | <a href="#">Business Policy Document</a> |

**⌚ Details and Process**

| For             | Spend Authorization: AUTH-001087                            |
|-----------------|---|
| Overall Process | Spend Authorization: Jared Ellis on 04/06/2015 for \$350.00 |
| Overall Status  | In Progress   |
| Due Date        | 04/13/2015  |

[Details](#) [Process](#)

**Process History** 3 items

| Process             | Step                        | Status          | Completed On           | Due Date   | Person   |
|---------------------|-----------------------------|-----------------|------------------------|------------|--|
| Spend Authorization | Spend Authorization         | Step Completed  | 04/06/2015 02:13:21 PM | 04/13/2015 | Jared Ellis  |
| Spend Authorization | Approval by Expense Partner | Awaiting Action |                        |            | Charles Bradley (Expense Partner)<br>Melissa Hartman (Expense Partner) |

**Remaining Process**

Click on the button below to review remaining process details.

[Remaining Process](#)

Now you can see what happens when a spend authorization is submitted for a company that has a spend freeze. Note on the Remaining Process that this spend authorization is now with Expense Partner for approval (as spend freeze = yes).

**ANSWER KEY: ACTIVITY 8.1 – FIND CREDIT CARD TRANSACTION FILES**

1. Access the **Find Credit Card Transaction Files** report.
2. Enter the following information:

| <b>Field Name</b>              | <b>Entry Value</b>          |
|--------------------------------|-----------------------------|
| File Date on or Before         | Today's Date                |
| Corporate Credit Card Accounts | GMS USA Amex Account (Corp) |
| Usage                          | Expenses                    |

3. Click **OK**.
4. Locate row with File Name AMEX\_LOAD\_03.
5. Click the **View** button.
6. Click the **Map Cities** button.
7. Select **Show All Transactions** checkbox.
8. Select the correct cities for each transaction.
9. Enter the following information:

| <b>Field Name</b>           | <b>Entry Value</b>                 |
|-----------------------------|------------------------------------|
| Origination City in Workday | Chicago, United States of America  |
| Destination City in Workday | New York, United States of America |

10. Click **Apply Mapping and Finish**.

## Expenses for Workday 26.3

Upon successful completion of the Credit Card Integrations unit activities your screens should look similar to those shown here.

Maintain City Mapping Credit Card Transaction File Load on 02/16/2015 [...](#)

Use this task to manually map travel cities when matches are not found in the integration. First, review the city name in the credit card transaction file, then select a city from the prompt in Workday. If the city does not exist in Workday, enter the city name in the destination field and click Save Alternate Name.

Show All Transactions

3 items

| Credit Card Transaction | Charge Description | Merchant Code            | Origination City Name In File | Origination City In Workday   | Save Alternate Name      | Destination City Name In File | Destination City In Workday   | Save Alternate Name      |
|-------------------------|--------------------|--------------------------|-------------------------------|---|--------------------------|-------------------------------|---|--------------------------|
| <a href="#">Q</a>       | United Airlines    | 3000 - UNITED AIRLINES   |                               | Chicago, United States of America                                     | <input type="checkbox"/> |                               | New York, United States of America                                    | <input type="checkbox"/> |
| <a href="#">Q</a>       | Marriott New York  | 3509 - MARRIOTT          |                               | Chicago, United States of America                                     | <input type="checkbox"/> |                               | New York, United States of America                                    | <input type="checkbox"/> |
| <a href="#">Q</a>       | Hertz              | 3357 - HERTZ CORPORATION |                               | X Chicago, United States of A ... <input type="button" value="Edit"/> | <input type="checkbox"/> |                               | X New York, United States of A... <input type="button" value="Edit"/> | <input type="checkbox"/> |

[Apply Mapping & Refresh](#) [Apply Mapping & Finish](#) [Cancel](#)

## ANSWER KEY: ACTIVITY 9.1 – UPDATE TRAVEL TYPE MAPPING

1. Navigate to the **Maintain Travel Type Mapping** task.
2. Specify the Default Expense Item for Airfare.
3. Define an additional Available Expense Items for the travel type.
4. Select **Shuttle Ride**.
5. Specify the Default Expense Item for Hotel.
6. Define an additional Available Expense Items for the travel type.
7. Select **Space Lodging**.
8. Click **OK**.
9. Click **Done**.

Upon successful completion of the Travel Booking Integrations unit activities your screens should look similar to those shown here.

| Travel Type | Default Expense Item | Available Expense Items   |
|-------------|----------------------|---|
| Air         | Airfare              | Shuttle Ride<br>International Airfare   |
| Hotel       | X Lodging            | <ul style="list-style-type: none"><li>search</li><li>X Space Lodging</li><li>X Hotel Accommodations</li><li>X In Room Video</li><li>X International Room Rates</li><li>X Internet Access Fees</li><li>X Laundry</li><li>X Meals</li><li>X Miscellaneous</li><li>X Parking</li><li>X Room Rate</li></ul> |

### ANSWER KEY: ACTIVITY 9.2 – FIND A TRAVEL BOOKING RECORD FILE AND MAP MERCHANTS

1. Access the **Find Travel Booking Record Files** report.
2. Select **File Date On or Before > Today's Date**.
3. Click **OK**.
4. Access the **Related Actions** and **Preview**. Hint: Click the **ellipsis** next to Travel Booking Record File **TB\_DATA7 02/05/2015**.
5. From the Travel Booking File **Related Action** choose **Maintain Merchant Mapping** task.
6. Select the **Show All Transactions** checkbox.
7. Locate the row with a blank Merchant in Workday field. Enter *Hertz*.
8. Click **OK**.
9. Click **Done**.

**Maintain Merchant Mapping TB\_DATA7 02/05/2015**

Use this task to manually map merchants when matches are not found in the integration. First review the merchant name in the travel booking record file, then select an airline, hotel, or car rental agency from the prompt in Workday. If the airline, hotel, or car rental agency does not exist, use the Create task from the prompt to define a new merchant. Check Save Alternate Name to save the merchant name in the file as an alternate name for the merchant you selected.

To automatically apply the mapped airline, hotel, or car rental agency to all records with the same merchant, click Apply Mapping & Refresh to continue mapping, or Apply Mapping & Finish to complete mapping for this travel booking record file.

After completing this task, expense reports will be populated with the airlines, hotels, and car rental agencies you mapped when workers import travel booking records.

Less

Show All Transactions

| Travel Booking Record | Booking Status | Travel Type | Merchant Name In File | Merchant Code | Merchant In Workday                         | Destination City   | Save Alternate Name      |
|-----------------------|----------------|-------------|-----------------------|---------------|---|--------------------|--------------------------|
| Q                     | Active         | Car Rental  | Hertz<br>Rent-a-Car   | ZE            | X Hertz <input type="button" value="Edit"/> | New York, NY<br>US | <input type="checkbox"/> |