

KB0047929 - Latest Version



Workday: View Reimbursable Allowance Plan Activity & Create an Expense Report (CME Allowance Plan & Department CME)

📅 about a month ago 👁 168 Views ★★★★★

Article Body

The following job aid shares links to related resources, details how to view your CME Allowance Plan Activity report; and how to Create an Expense Report for Continuing Medical Education expense(s).

Note: *This article should be followed whether you're using your individual CME Allowance Plan funds or Departmental CME funds.*

Note: *If your expenses are not CME Allowance Plan or Department CME funds related do not continue to use this job aid, instead locate an appropriate Workday Knowledge Article's in Service Now:*

Example(s):

Workday: Create an Expense Report

Workday: Create an Expense Report (Mileage)

Related Resources:

DEMO Video

Disclaimer: Due to tenant version available at the time of this recording, demo images may vary from current production tenant.

Continuing Medical Education Policy

HR Knowledge Article: Continuing Medical Education (CME) for Providers - SHWM

HR Knowledge Article: Continuing Medical Education (CME) for Providers - Lakeland

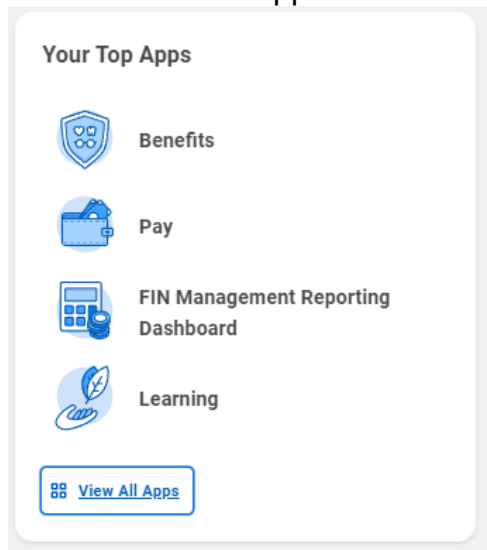
View your CME Allowance Plan Activity report

Note: Deductions appear after being entered in the Expenses module, so there is immediate access to view your allowance plan activity anytime via the Reimbursable Allowance Plan Activity report.

Note: This report will detail your individual CME Allowance Plan benefit amount and current plan year expense report activity decrementing this plan. If you do not need to review it prior to creating your expense report, skip down to the section header 'Create Expense Report (CME)' further down in this article.

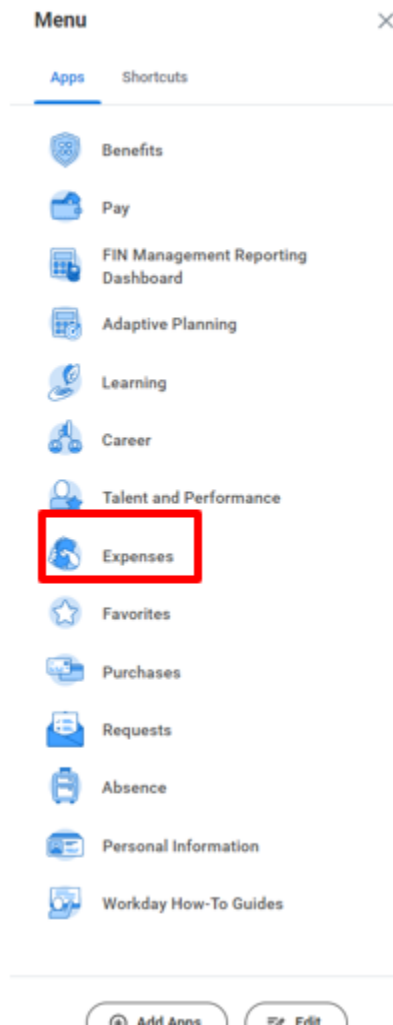
From the Homepage, under Your Top Apps:

- Click View All Apps



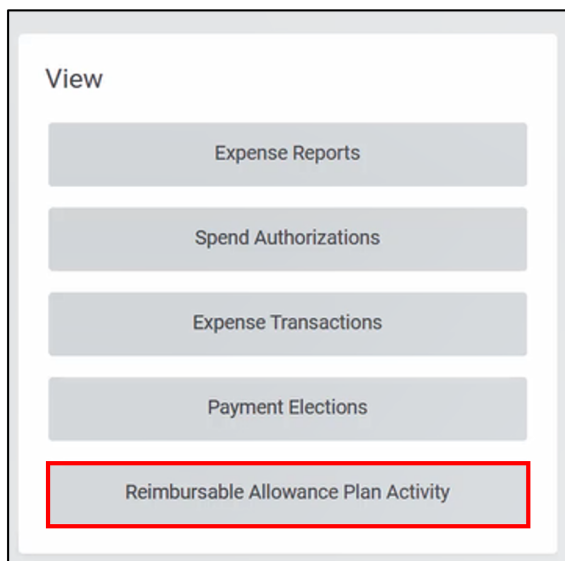
From the Apps Menu,

- Click the **Expenses** Application.



- Under **View**, click **Reimbursable Allowance Plan Activity**.

Note: Your CME Allowance Plan benefit (Total Eligible Amount) is set up by the System Compensation Team [Contact via People Solutions at 616-486-SHHR (7447)]. The Expenses Team does not have access to your plan. Find this information and more within the HR Knowledge Article (link shared above under 'Related resources' at the top of this article).



- Review the **Total Eligible Amount, Amount Used, Amount Requested** and **Amount Remaining**.
Note: The Amount Requested signifies the total amount that has been requested through Expense Reports (not yet approved) and therefore hold a commitment on the Amount Remaining unless canceled. You can review these reports by clicking 'Amount Requested' and then clicking 'View Details', and then click into the appropriate expense report.
- Click **Amount Used**, and then **View Details** to review the associated Expense Reports.
- If desired, click the appropriate **Expense Report** to view the details.

Reimbursable Allowance Plan Activity							
1 item							
Allowance Plan	Expense Item	Expense Accumulator	Reimbursement Start Date	Total Eligible Amount	Amount Used	Amount Requested	Amount Remaining
Physician CME Learning Credits	Continuing Medical Education (CME) Physician	Annual	08/06/2018	2,500.00	30.00	60.00	2,410.00

- Click **Close** icon to close the pop-up window.

Criteria View by: Select a Field... and then by: Select a Field...						
Refresh						
1 item						
Expense Report	Expense Report Date	Expense Report Line Date	Quantity	Per Unit Amount	Total Amount	Currency
Expense Report: EXP-000067	09/22/2020	09/01/2020	1	30.00	30.00	USD

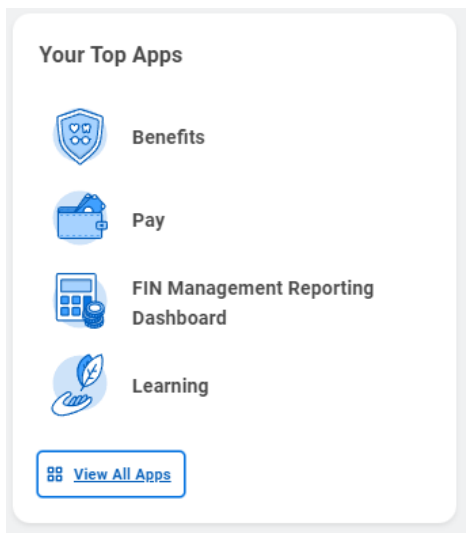
Note: Quickly perform related actions (such as 'Cancel') off of the Expense Report in the Expense Report column:

- Hover your mouse over the expense report (blue text) in this column.
- Click into the related actions button ('twinkie') when it appears. Then in the Actions column of this pop up, hover over 'Expense Report' then slide over to choose the available action (may vary depending on report status).

Create Expense Report (CME)

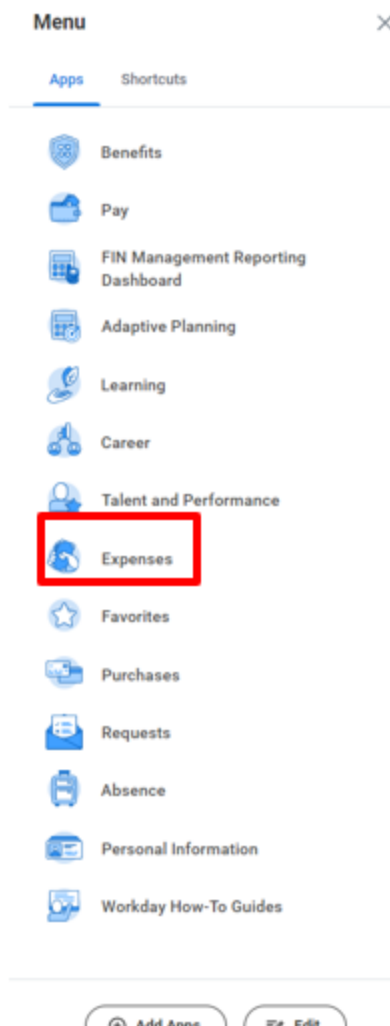
From the Homepage, under Your Top Apps:

- Click View All Apps



From the Apps Menu,

- Click the **Expenses** Application.



In the Expenses view:

- Under **Actions**, click **Create Expense Report**.

Actions	View
Edit Expense Report (37)	Expense Reports
Create Expense Report	Spend Authorizations
Create Spend Authorization	Expense Transactions (1)
Edit Expense Transactions	Payment Elections
	Reimbursable Allowance Plan Activity

In the Create Expense Report view:

- Click '**here**' hyperlink to read the **Expense** and **CME Policy**.
- Click **Create New Expense Report** radio button if not already pre-selected.
Note: Click the radio button to select 'Create New Expense Report from Spend Authorization' if the expenses in this claim are related to a previously approved Spend Authorization.
- Enter a relevant description in the **Memo** field. Memo is the title of your expense report.
- Search for and select the appropriate **Business Purpose** (use the pre-defined field menu to locate the appropriate 'CME' expense item, or type in a key word 'CME', and hit enter to quickly locate/ then select).
Note: 'Continuing Medical Education (CME)' is the only Business Purpose you can use while creating an expense report for any of the three 'CME' Expense Items, or else it will throw an error during submission.

Create Expense Report

Expense Report Information

Expense Report For

★ Team Member Jane Doe

Creation Options

☒ Create New Expense Report
 ☐ Copy Previous Expense Report

Memo

CME - Dues

Company

×

Lakeland Physician Care Network

...

Expense Report Date

★

08/19/2020

Business Purpose

×

Continuing Medical Education (CME)

...

Company on Expense Line

×

Lakeland Physician Care Network

...

Project

Instructions

- Memo will title the report.
- Business Purpose is required. Choose from field menu.
- For Expense Policy, please click [here](#).
- For CME Policy, please click [here](#).

Note: Your default Company on Expense Line /Cost Center / Location and Additional Worktags are pre-populated.

https://spectrumhealth.service-now.com/esp?id=kb_article&sysparm_article=KB0047929&sys_kb_id=fa14f47a87c045d02ad655b83cbb3502&spa=1

6/12

Cost Center * CC81000 Affiliate Doctors - Lakeland

Location * Site - Lakeland Health Park Medical Office Building 1 - 3950 Hollywood Rd - St Joseph

Additional Worktags * Program: Not Applicable

OK Cancel

- Review the details and click **OK**.

Add Expense Line

In the Expense Line view:

- Click **Add** under **Expense Lines** to initiate an Expense Line template.

Header Attachments Expense Lines

Add

In the Expense Line template:

- Search for and select the appropriate CME **Expense Item**.

Note: Type 'cme' in the Expense Item field, then click Enter, the Search Results will quickly yield the three available CME Expense Item options:

Add

1 item

Expense Line

Search Results (3)

- ☒ Continuing Medical Education (CME) Advanced Practice Provider Allowance Plan
- ☐ Continuing Medical Education (CME) Department Pool
- ☐ Continuing Medical Education (CME) Physician Allowance Plan

Date *

Expense Item * cme

Total Amount * 0.00

Currency * USD

Note: If you intend to use your CME Allowance Plan benefit to fund the expense, select the Expense Item that aligns with your Plan Type: '**Continuing Medical Education (CME) Advanced Practice Provider Allowance Plan**' or '**Continuing Medical Education (CME) Physician Allowance Plan**'.

The '**Continuing Medical Education (CME) Department Pool**' Expense Item is not associated with individual Allowance Plans (will NOT decrement your allowance plan amount) and therefore should be used when the expense is funded by the Department CME pool.

Note: Refer to the Continuing Medical Education Policy (link under 'Related Resources' section above) for a list of 'Additional CME expenses that may be covered from department CME funds'

Providers and Leaders are asked to use caution when determining and evaluating whether an expense is an individual Allowance Plan related expense or a departmental CME expense. Once a CME transaction is processed, the funds may not be reassigned between individual and departmental expense accounts.

After selecting the radio button for the appropriate Expense Item;

- Click into the **Date** field and change the defaulted date to that of which the expense was incurred (date of purchase)
- Ensure to read the Expense Item **Instructions** text before proceeding to fill remaining details.
- Enter the appropriate **Total Amount**.
- Enter the appropriate **Memo**.
- **Note: Your default Company /Cost Center / Location and Additional Worktags are pre-populated.**
- Enter the appropriate **Business Reason**.

Note: The itemization tool is currently unavailable, DO NOT USE (i.e.: do not click 'Add' under Itemization) or an error will be triggered at Submit.

Expense Line

Drop files here
Select files

Date * 08/29/2022

Expense Item * Continuing Medical Education (CME) Advanced Practice Provider

Total Amount * 0.00

Currency * USD

Memo

Company * Spectrum Health Medical Group

Project

Grant

***Cost Center** * CC07018 Ear Nose & Throat - Grand Rapids

***Location** * SITE - Lake Drive - 4069 Lake Drive - Grand Rapids

***Additional Worktags**

- * 990 Tax Reporting: Conferences Part IX, Line 19
- * Program: Program
- * Provider: Keith Postma

Instructions

The (CME) APP Expense Item is restricted to Advanced Practice Providers with an allowance plan assignment and a The Expense Item should be used to expense CME expenses in accordance with the Continuing Medical Education (CME) Policy.

(Add) a new Expense Line for each individual out-of-pocket expense.

- Itemized (detailed) receipt required for any expense over \$75. Drop file, or (Select files) to attach. Note: If not a receipt, (or other document) to override the inherent receipt validation associated with this expense item.
- Enter **Date** that the expense was incurred (date of purchase). If mileage, enter date of travel. Note: If bulk mile mileage.
- Enter the **Total Amount** (USD) of your individual expense. If bulk mileage, use workbook <https://spectrumhealth.org/Workbooks/CC07018%20Ear%20Nose%20Throat%20Grand%20Rapids%20CME%20Expense%20Item%20Workbook.xlsx> to document individual trip details, calculate and supply.
- Add **Memo** to capture the detailed expense description. Memo will be visible at the expense line summary level.
- Manager visibility in lower left of this page. Ex: describe total amount vs. receipt amount discrepancies if applicable when workbook is not being utilized. (Example: 50 Miles roundtrip, commute n/a Or 50 Miles roundtrip, less 1 applicable).
- Add **Business Reason** which should describe the specific event or matter of business related to this expense if applicable.
- If mileage, Enter Origin and Destination Address (Full Street Address Required) when workbook is not being used.

Note: Itemization cannot be added on the Expense Line or it will trigger a Page Error, blocking the submission.

Item Details

Business Reason *

Origin Address (Full Street Address Required)

Destination Address (Full Street Address Required)

Itemization

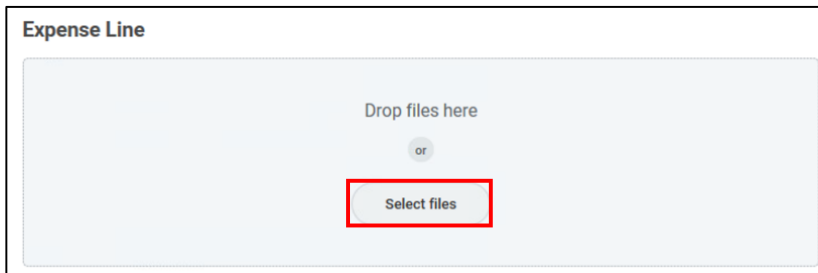
Remaining Amount to Itemize: 0.00/0.00 USD

Add

Receipt Included ☐

Add Attachment:

- Scroll up and click **Select files**.
- **Note: If the expense is greater than \$75USD, an itemized receipt is required as support. *Note: Visit the Instructions text when for Mileage.**
- **The attached document(s) must provide detail of the expense and confirm a processed payment transaction.**



Expense Line

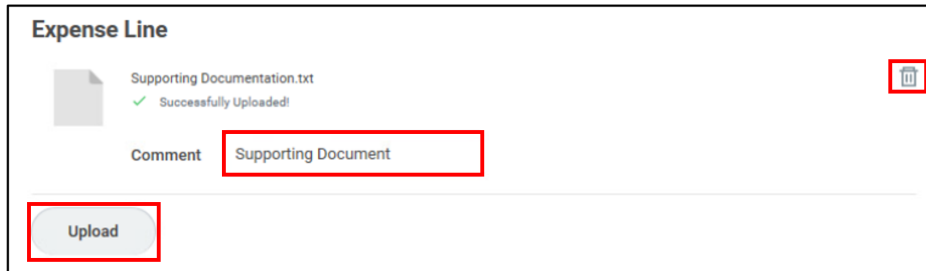
Drop files here

or

Select files

- Enter a comment in the **Comment** field if desired.
- If you wish to add an additional document, click **Upload**.

Note: Use the trash icon to delete an attachment.



Expense Line

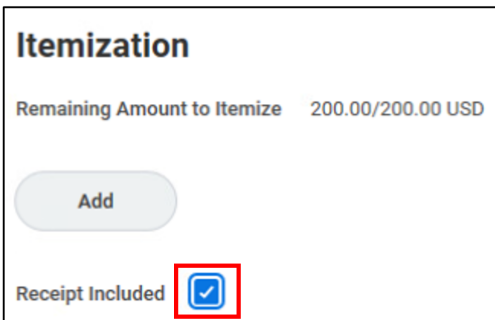
Supporting Documentation.txt
✓ Successfully Uploaded!

Comment Supporting Document

Upload

Under Itemization:

- Scroll down and click the **Receipt Included** check box.



Itemization

Remaining Amount to Itemize 200.00/200.00 USD

Add

Receipt Included ☒

This completes the Expense Line and you can click Submit. However, if you need to include additional CME Expense Lines, you repeat the steps above beginning with:

- Click **Add** under **Expense Lines** to initiate an Expense Line template.

Note: You will still be limited to using one of the three 'Continuing Medical Education (CME)' Expense Items given the 'CME' designated Business Purpose on the Header of this Expense Report.

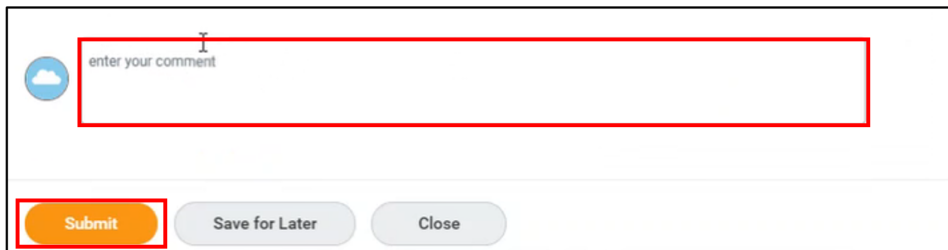
Upon adding your final Expense Line:

- Click **Submit**.

Note: You have the option to; Save for Later just in case you are awaiting more details such as receipts and do not want to leave the page; or Close which (saves) and closes the request and brings you back to your homepage.

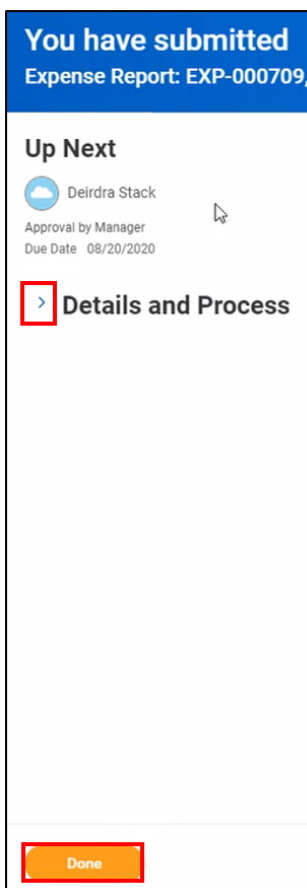
Note: If you Save For Later the expense report will be saved but will not close this page automatically. To re-access Expense Report from this point you will need to click into Edit Expense Report at the bottom left of page, or you can proceed to navigate anywhere in Workday using the Search bar in upper left of page. Click the Workday icon in upper left corner at any time to navigate back to the Workday Homepage.

Note: After submission, your Expense Report will be routed to your Manager for approval.



Review and Complete the Expense Report for CME

- Click > to view the process details and next steps.
- Click **Done**.



Note: Return to your Expenses application from the Homepage, and from within the View column you can view your Expense Reports and Reimbursable Allowance Plan Activity at any time.

For technical issues with submitting an expense report, reach out to the IS HelpDesk at 616.391.4357 or submit an IS Service Now Request Need Assistance Interim Page - Employee Service Center (service-now.com). Select "Report a Workday Issue" under Category and "Employee Expense Reports" as the issue type.