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 <u>are not</u> 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

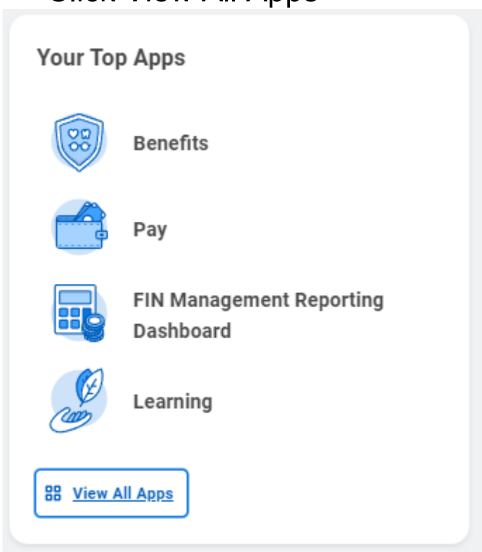
View your CME Allowance Plan Activity report

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.

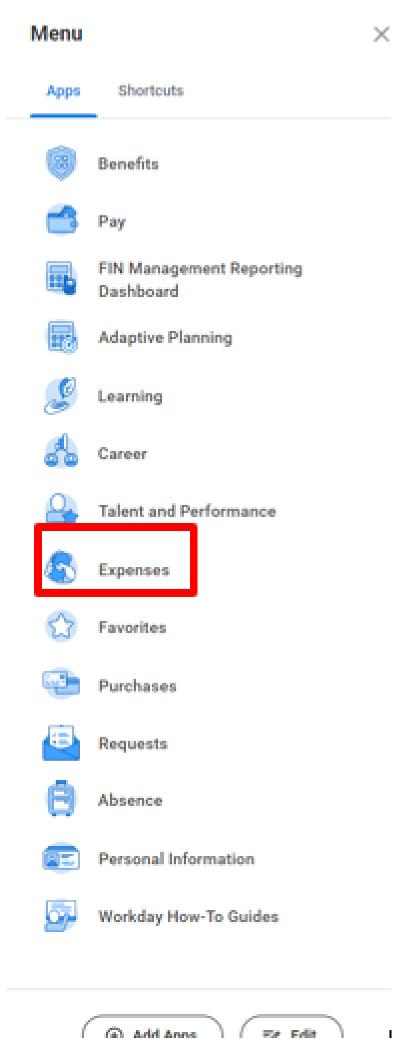
From the Homepage, under Your Top Apps:

- Click View All Apps

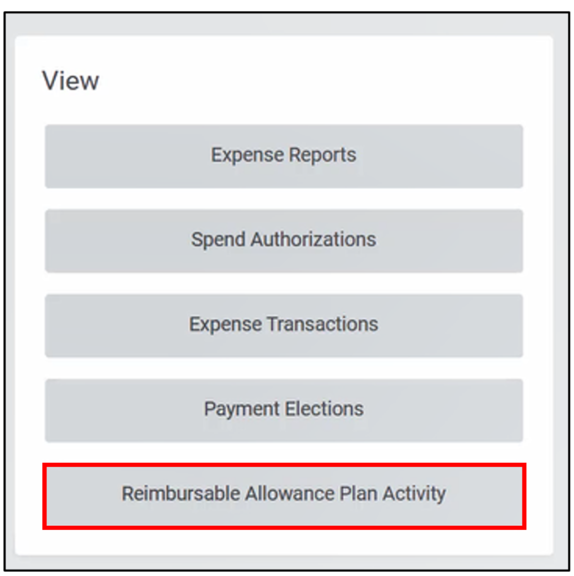


From the Apps Menu,

- Click the **Expenses** Application.

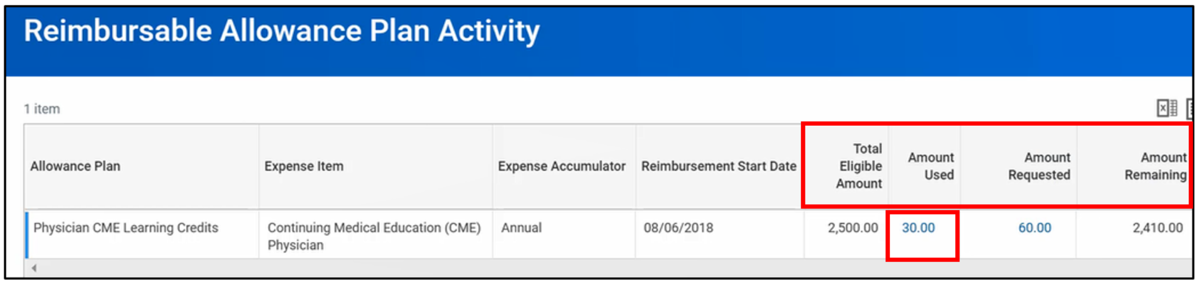


- Under **View**, click **Reimbursable Allowance Plan Activity**.
  Note: Your CME Allowance Plan benefit (Total Eligible Amount) is set up by the System Compensation Team [Contact via People Solutions at 616-486-SHHR (7447)]. The Expenses Team does not have access to your plan. Find this information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

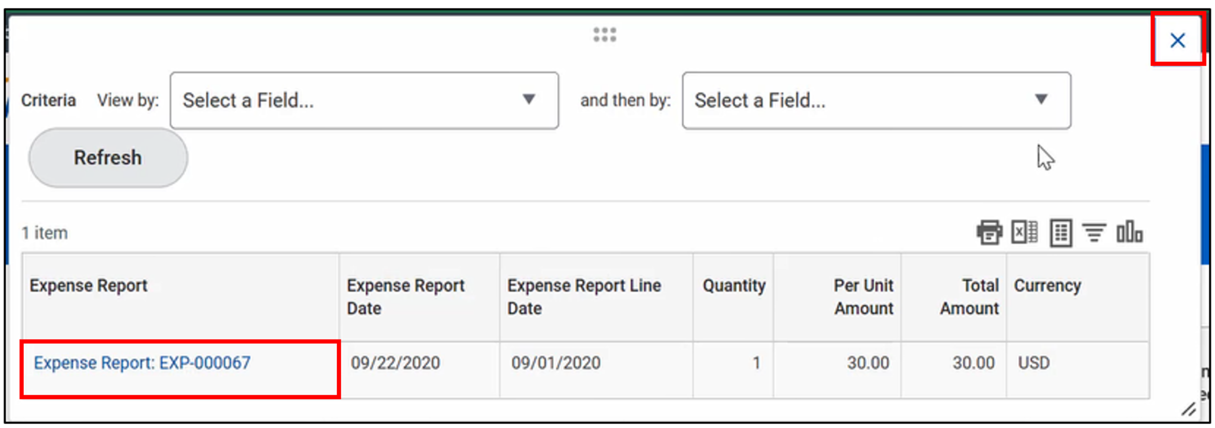


- Review the **Total Eligible Amount**, **Amount Used**, **Amount Requested** and **Amount Remaining**.
  Note: The Amount Requested signifies the total amount that has been requested through Expense Reports (not yet approved) and therefore hold a commitment on the Amount Remaining <u>unless canceled</u>. 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.



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



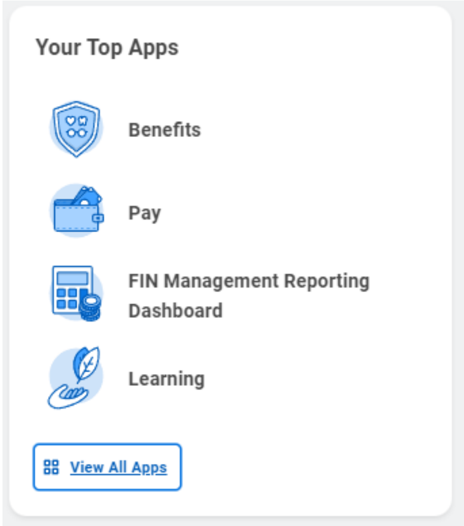
Note: Quickly perform related actions (such as 'Cancel') off of the Expense Report in the Expense Report column:

- ***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)

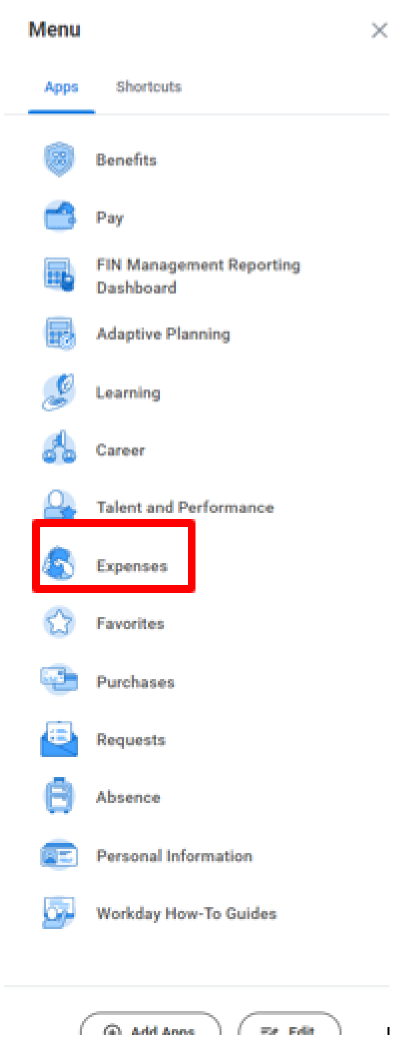
From the Homepage, under Your Top Apps:

- Click View All Apps



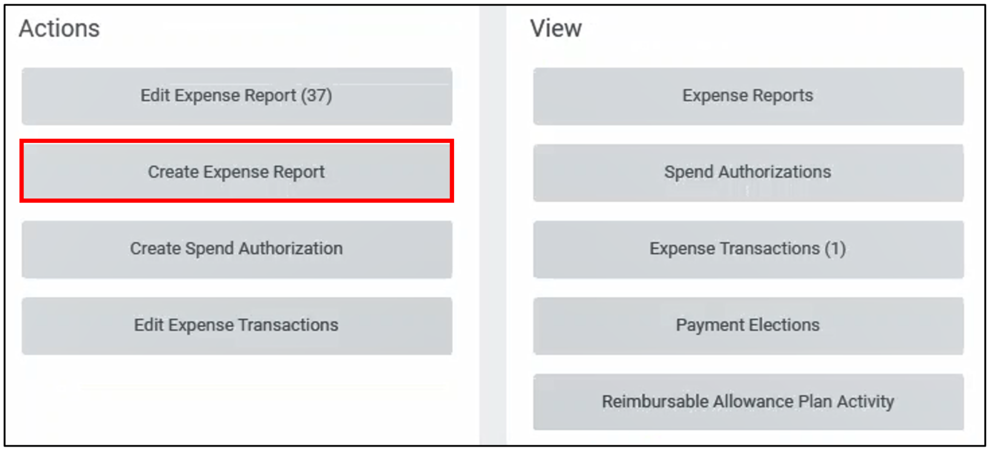
From the Apps Menu,

- Click the **Expenses** Application.



In the Expenses view:

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



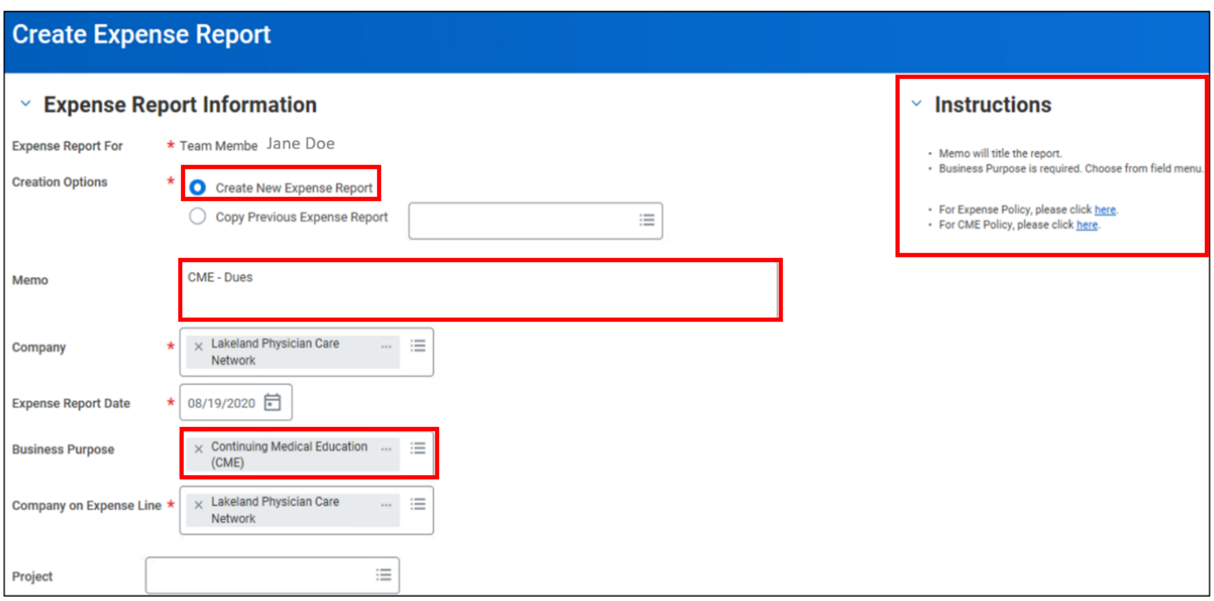
In the Create Expense Report view:

- Click '**here'** hyperlink to read the **Expense** and **CME Policy**.
- Click **Create New Expense Report** radio button if not already pre-selected.

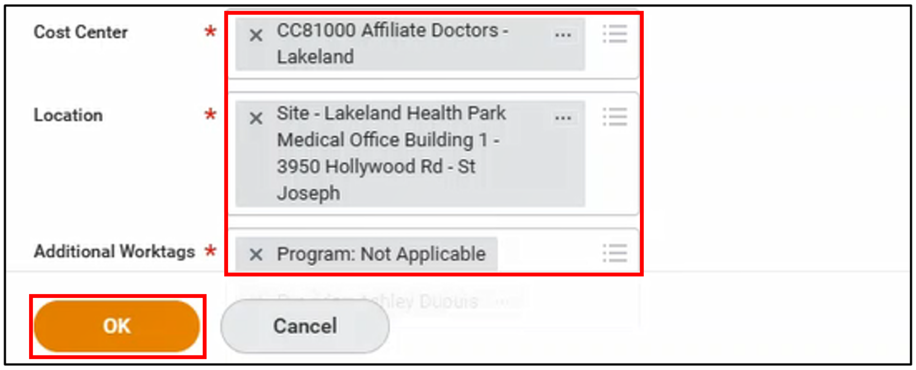
  Note: Click the radio button to select 'Create New Expense Report from Spend Authorization' if the expenses in this claim are related to a previously approved Spend Authorization.

- 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.



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

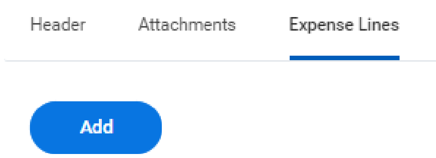


- Review the details and click **OK**.

Add Expense Line

In the Expense Line view:

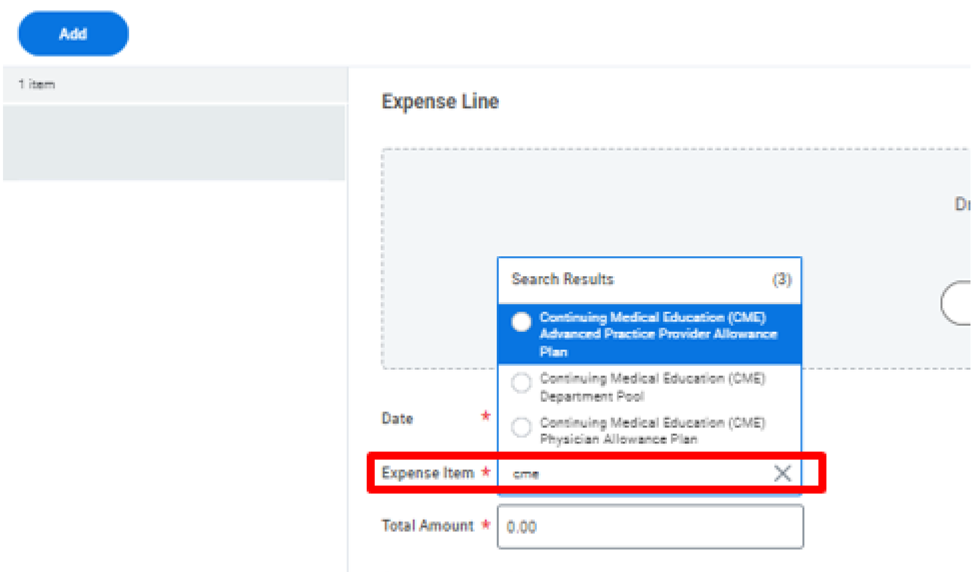
- Click **Add** under **Expense Lines** to initiate an Expense Line template.



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:



*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 <u>not</u> associated with individual Allowance Plans (<u>will NOT decrement your allowance plan amount)</u> and therefore should be used when the expense is funded by the Department CME pool.*

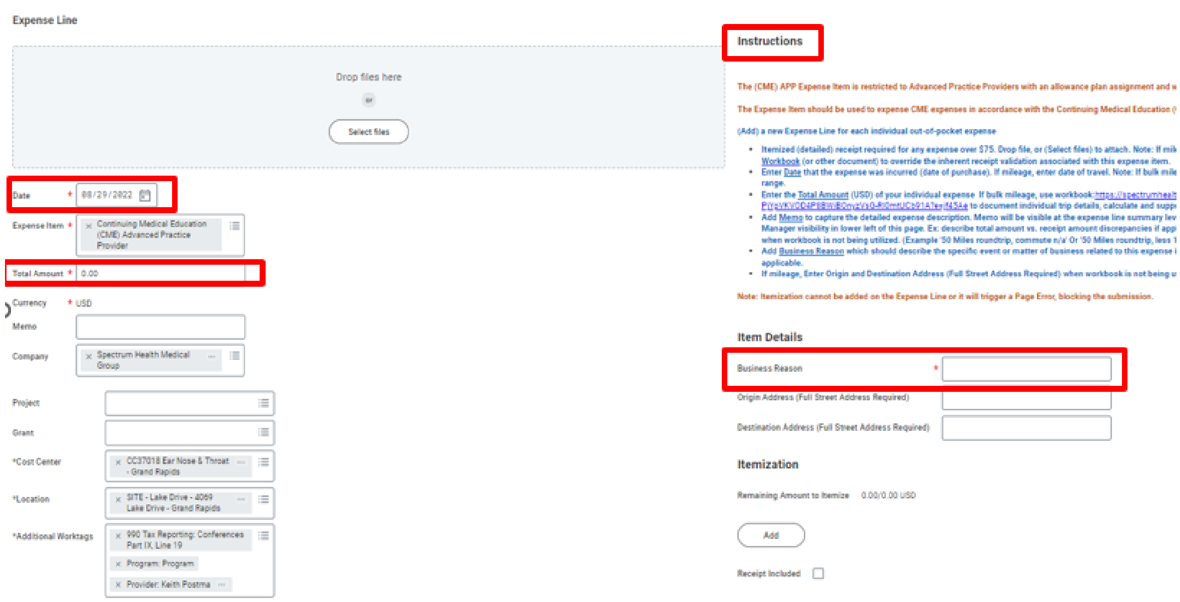
Note: Refer to the Continuing Medical Education Policy (link under 'Related Resources' section above) for a list of 'Additional CME expenses that may be covered from department CME funds'

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;

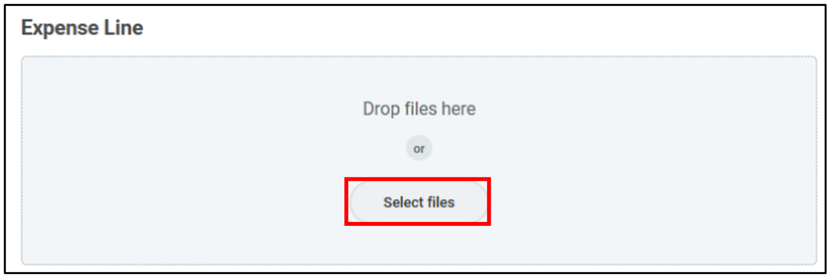
- Click into the **Date** field and change the defaulted date to that of which the expense was incurred (date of purchase)
- Ensure to read the Expense Item **Instructions** text before proceeding to fill remaining details.
- Enter the appropriate **Total Amount**.
- Enter the appropriate **Memo**.
  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.



Add Attachment:

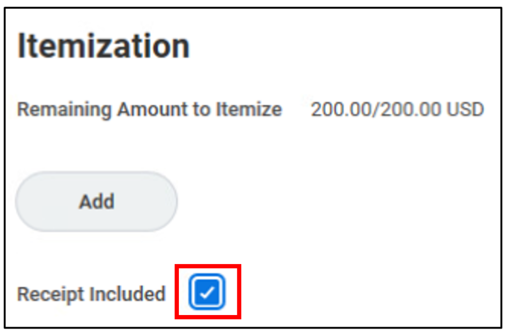
- Scroll up and click **Select files**.
  Note: If the expense is greater than $75USD, an itemized receipt is required as support. *Note: Visit the Instructions text when for Mileage.
  The attached document(s) must provide detail of the expense and confirm a processed payment transaction.



- 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.

Under Itemization:

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



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:

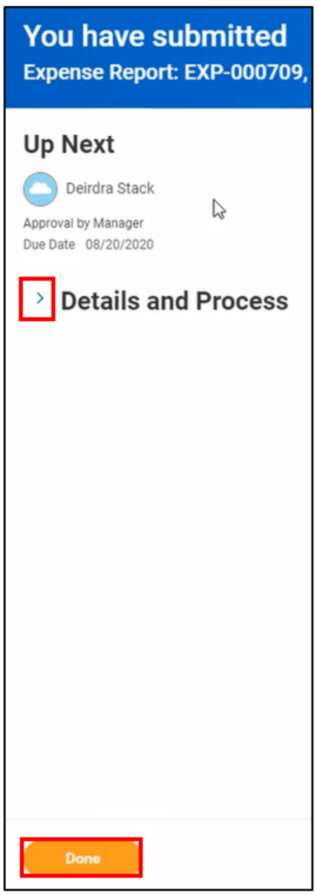
- Click **Submit**.
  Note: You have the option to; Save for Later just in case you are awaiting more details such as receipts and do not want to leave the page; or Close which (saves) and closes the request and brings you back to your homepage.

  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 <u>Expenses</u> application from the Homepage, and from within the <u>View</u> 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.