



## JWA Workday Training

Setting Up Expense Reimbursement Options - Desktop

## Managing Expense Payment Options

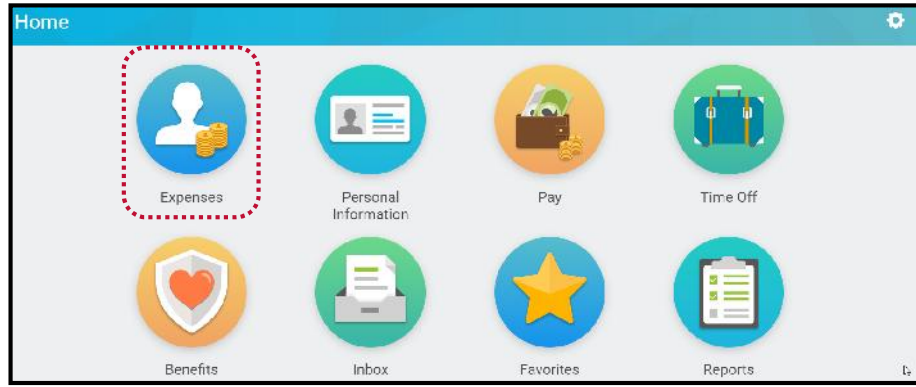
This module covers:

- Adding an account for direct deposit
- Designating Accounts for Funds Distribution.



This module will cover adding an account and designating which account the expense reimbursement will be deposited.

## Expense Worklet on Home Page – Manage Pay Options



After Logging In, on the Home Page, select the **“Expenses”** Worklet.

## Payment Options – Adding an Account

The screenshot displays a user interface for managing payment options. It is divided into two main sections: 'Actions' and 'View'. The 'Actions' section contains two buttons: 'Create Expense Report' and 'Edit Expense Report'. The 'View' section contains three buttons: 'Expense Reports', 'Expense Transactions', and 'Payment Elections'. A red dashed box highlights the 'Payment Elections' button, with a red arrow and the number '1' pointing to it. Below this, there is a table of accounts. The table has columns for 'Account Nickname', 'Country', 'Bank Name', 'Account Type', and 'Account Number'. A red dashed box highlights the 'Add Account' button at the bottom left of the table, with a red arrow and the number '2' pointing to it. The 'Add Account' button is also highlighted with a red box and a hand cursor icon.

Account Nickname	Country	Bank Name	Account Type	Account Number	
xxxxx785	United States of America	xxxxx	Checking	xxxxx785	Change Account Delete Account

1. After clicking the **“Expenses”** Worklet on the Home page, select and click the **“Payment Elections”** button on the Expenses’ **“View”** menu.
2. To add a new account to your profile, select **“Add Account”** at the bottom of the screen.

### Payment Options – Adding an Account

Jonathan Doe  
4321 Main St  
Anytown, CA 94000

-123-

DATE \_\_\_\_\_

\$ \_\_\_\_\_ Dollars

**YOUR BANK NAME**

123456789

3 Digit Routing #  
Between the # symbols

**DO NOT INCLUDE**

Check #

0001234567890

Account #  
Include all zeros

123456789

999999

Account Information

Account Nickname (optional) 1

Account Type 2  Checking  Savings

Bank Name 3

Routing Transit Number 4

Account Number 5

6

Critical – Verify Bank Name, Routing, and Account # are accurate and exactly as shown on check.

1. Optional – Assign the account an “**Account Nickname**” for ease of reference.
2. Select the “**Account Type**” either “**Checking**” or “**Savings**.”
3. Select the “**Bank Name**” as found on your check (*as indicated by the Green Box*). It must be exactly as it appears on your check or bank account paperwork.
4. Enter the 9-digit “**Routing Transit Number**” as found on your check (*as indicated by the Blue Box*).
5. Enter your “**Account Number**” as found on your check (*indicated by the Orange Box*). Note, include all the Zeros that might be part of the account number, but take caution not to include the check number.
6. Review information for accuracy and press “**OK**.”

## Payment Options – Added Account Confirmation

Total # of Accounts should reflect added account

Account Nickname	Country	Bank Name	Account Type	Account Number
invest ****16709	United States of America	invest	Checking	****16709
BoA	United States of America	Bank of America	Checking	****7890

Should reflect last four digits of Checking / Savings Account #



1. Review the “**Accounts**” screen to confirm accuracy.

## Payment Options – Designating an Account

The screenshot shows the 'Payment Elections' screen with the following table:

Pay Type	Payment Type	Account	Account Number	Distribution
Regular Payroll	Direct Deposit		****9929	Amount: 100.00
	Direct Deposit	Expense Payment	****5700	Amount: 200.00
	Direct Deposit		****1710	Amount: 100.00
	Direct Deposit	BANK OF AMERICA N.A. ****2501	****2501	Balance: Yes
Expense Payment	Other 30100	BANK OF AMERICA N.A. ****2901	****2901	Balance: Yes

Below the table, there is a section titled 'Payment Elections 0 items' with a red box around the '+' icon and an 'Add Row' button.

Scroll Down to the bottom of the screen to reveal the “**Payment Elections**” section.

On the line beside the “**Expense Payment**” click the “**Add**” button.

When the next “**Payment Elections**” screen opens, click the “+” sign to add a row.



## Payment Options – Designating an Account

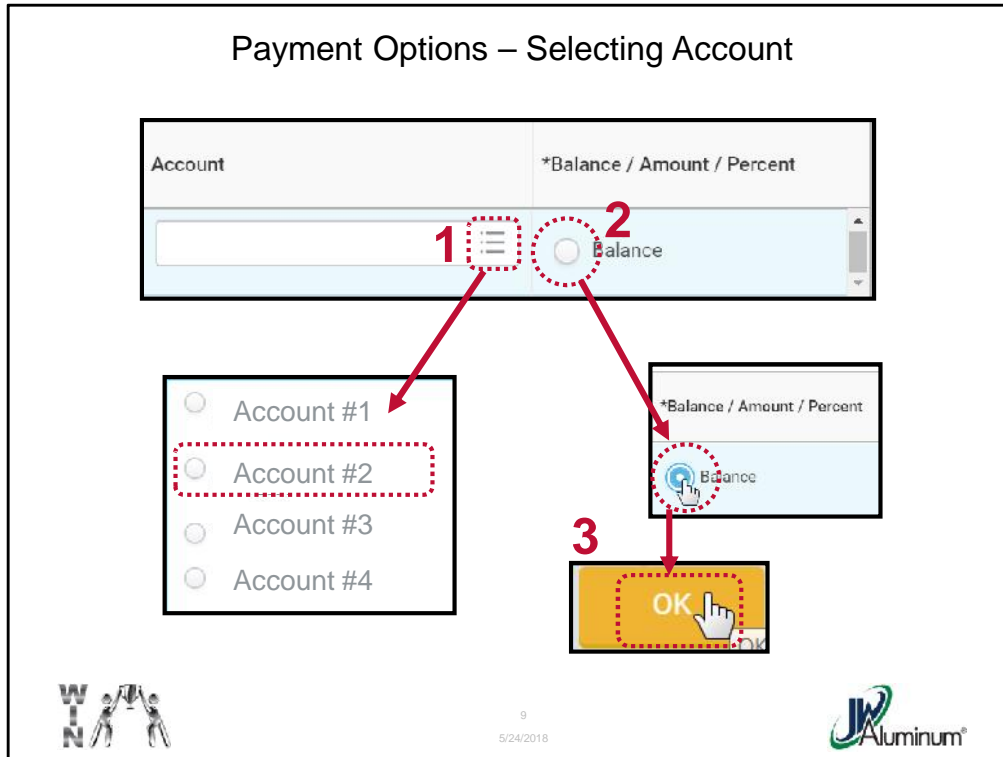
The image displays two screenshots of a 'Payment Elections' form. The top screenshot shows the form with empty fields for Country, Currency, and Payment Type. Red boxes and arrows indicate the steps to follow: 1. Click on the dropdown menu icon in the Country field. 2. Click on the dropdown menu icon in the Payment Type field. The bottom screenshot shows the form with 'United States of America', 'USD', and 'Direct Deposit' selected in the respective fields. The added row is highlighted in blue.

Order	*Country	*Currency	*Payment Type
	X United States of America	X USD	X Direct Deposit

The added row is highlighted in blue. To populate:

1. In the “**Country**” box click on the **Dropdown Menu** icon and when the menu opens, choose “**United States of America.**” Once chosen, the “**Currency**” will automatically populate “**USD.**”
2. For “**Payment Type**” click on the **Dropdown Menu**. When the menu opens select “**Direct Deposit.**”





Designate an account by clicking on the **Dropdown Menu** icon, then clicking in the **circle** beside the account of choice.

Under “**Balance / Amount / Percent**” click the **circle** beside “**Balance.**”

When all information is correct, click the “**OK**” button.

## Payment Options – Added Account Confirmation

Payment Elections					
5 Items					
Payment Elections					
Pay Type	Payment Type	Account	Account Number	Distribution	
Regular Payroll	Direct Deposit	Account #1	1	Amount 100.00	Edit
	Direct Deposit	Account #2	2	Amount 200.00	
	Direct Deposit	Account #3	3	Amount 100.00	
	Direct Deposit	Account #4	4	Balance Yes	
Expense Payment	Direct Deposit	Account #2	1	Balance Yes	Edit



10  
5/24/2018



When the **“Payment Elections”** screen reappears, confirm the **“Expense Payment”** designation is as desired.