



JWA Workday Training

Submitting Expense Reports - Desktop

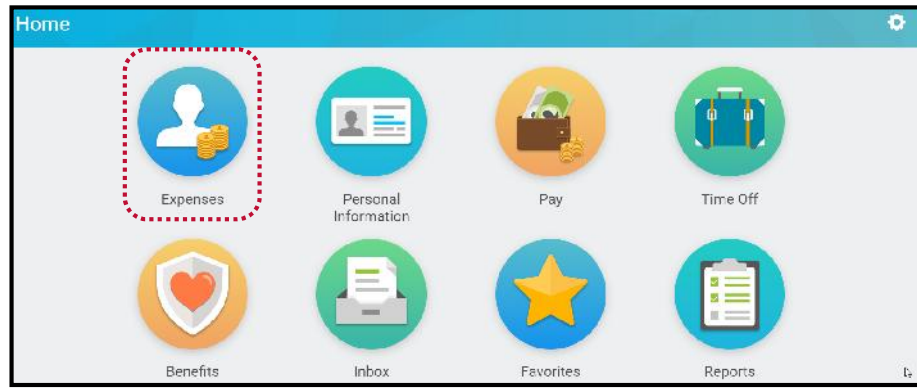
Submitting Expense Report via Desktop

This module covers:

- Setting Up Expense Report Header
- Creating Four Expense Line Items
- Attaching supporting Receipts
- Submitting Report
- Potential Errors

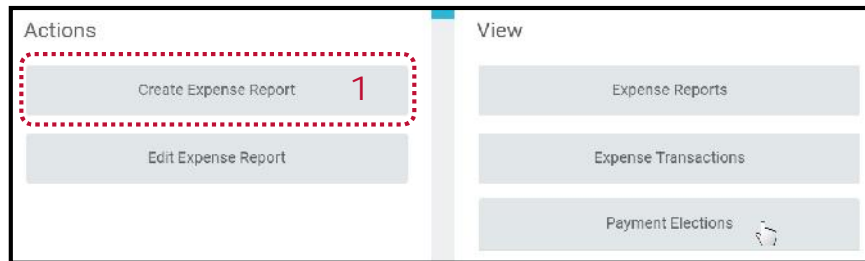


Expense Worklet on Home Page



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

Creating the Expense Report



1. After clicking the **"Expenses"** Worklet on the Home page, select and click the **"Create Expense Report"** button on the Expenses' **"Actions"** menu.

Completing the Header

The image shows a screenshot of the 'Expense Report Information' form. The form contains the following fields and options:

- Expense Report For**: * Teammate Teammate Name Here
- Creation Options**:
 - ☒ Create New Expense Report
 - ☐ Copy Previous Expense Report
- Company**: * X JW Aluminum Company
- Expense Report Date**: * 05 / 15 / 2018 (This field is circled in red with a red '1' next to it, and a red arrow points from it to the 'OK' button.)
- Cost Center**: * X 725 Human Resources
- Location**: * X Corporate

To the right of the form is a yellow button labeled 'OK' with a red '2' above it. A red arrow points from the 'Expense Report Date' field to this button.

This is the Header of the Expense Report. Based on your position and site, most of the information should already be automatically populated.

1. Confirm the “**Expense Report Date**” is current date you are entering, regardless of the date an expense actually occurred.
2. Press “**OK**” once all data is confirmed accurate.



Expense Reports – Required Line Items

Expense Report Line

Credit Card Transaction (empty)

Date * 05 / 15 / 2018

Expense Item *

Quantity * 1

Per Unit Amount * 0.00

Total Amount * 0.00

Memo

Billable ☐



For each expense line item there are several categories requiring mandatory information. These include;

- **“Date”** (automatically populated with the date the report is created). Leave as is. No other date will be accepted.
- **“Expense Item”** via Dropdown Menu.
- **“Quantity”** defaulted as a 1.
- **“Per Unit Amount.”** Based on the **“Quantity”** and **“Per Unit Amount”** the **“Total Amount”** will be automatically calculated.
- **“Memo.”** Not required, but recommended to assist Manager during approval process.
- **Attached Receipt**, which is covered later.

Submitting Expense #1

The screenshot shows the 'Create Expense Report' form. At the top, there's a header bar with the title 'Create Expense Report'. Below it, a 'Pay To' field is populated with 'Teammate: Teammate Name Here'. To the right, a summary table shows: Personal: 0.00 USD, Cash Advance Applied: 0.00 USD, Reimbursement: 0.00 USD, and Total: 0.00 USD.

The form is divided into two main sections: 'Expense Report Information' and 'Expense Report Reference Information'. In the 'Expense Report Information' section, the 'Company' is 'JWI Aluminum Company' and the 'Expense Report Date' is '05 / 13 / 2018'. The 'Business Purpose' field is highlighted with a red dashed box and a red arrow pointing to it, labeled with a red '1'. Below this, a search bar for 'Business Purpose' shows a dropdown menu with 'RIE Event' selected, also highlighted with a red dashed box and a red arrow, labeled with a red '2'.

The 'Expense Report Reference Information' section shows the 'Reimbursement Payment Type' as 'Direct Deposit' and a 'Memo' field.

At the bottom right, a scrollable list of business purpose categories is shown, including: License and Fees, Office Supplies, Other, Prospect Visit, Relocation, RIE Event (highlighted with a red dashed box and a red arrow), Supplier Meeting/Event, and Training. A search bar is at the bottom of this list.

Logos for 'WIN' and 'JWI Aluminum' are visible at the bottom left and right respectively.

The body of the Expense Report is automatically populated with a template for one line item. In the template:

1. Click on the **Dropdown Menu** for “**Business Purpose.**”
2. **Scroll** through the menu to your desired category and **click the applicable option.** In this example “**RIE Event.**”

Populating Expense Item Date

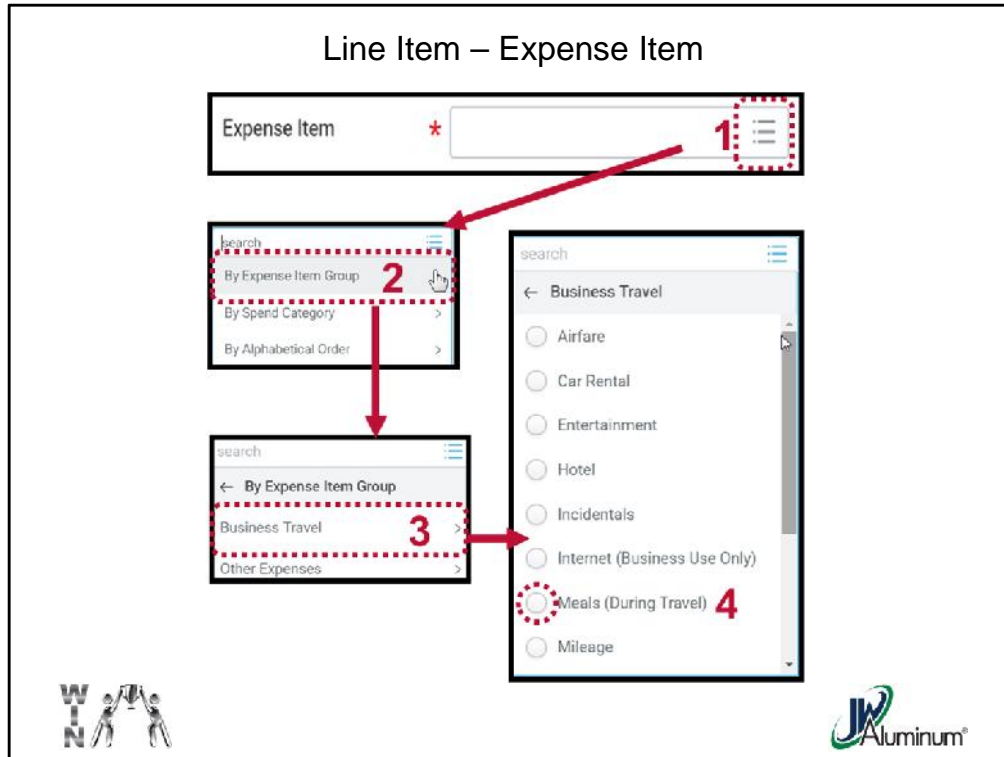
The screenshot shows a form with the following fields:

- Date: * 05 / 15 / 2018
- Expense Item: *
- Quantity: * 1
- Per Unit Amount: * 0.00
- Total Amount: * 0.00
- Memo:

A calendar popup for May 2018 is displayed. The date 05/15/2018 is selected. A red arrow points to the calendar icon, and a red circle highlights the date 15.



1. Click on the **Expense “Date” Calendar Icon**. This is different than the Report Date. This is the actual date the expense was incurred. Note: The date can be any date on or before the expense report date. However, any expense older than 60 days will require an additional level of approval and can potentially delay reimbursement.
2. When the popup calendar appears choose the **Month** and **Day** the expense occurred.



For the “**Expense Item**”:

1. Click on the **Dropdown Menu**.
2. Within the “**Search Menu**” select the category. “**By Expense Item Group**” is recommended.
3. **Choose** the Group. In example #1 “**Business Travel**” is selected.
4. When the “**Business Travel**” menu appears scroll down to the category that aligns with the item and click the **Circle** to populate.

Expense Line Item – Quantity and Amount

The screenshot shows a form for entering an expense line item. The fields are as follows:

Field	Value
Date	05 / 15 / 2018
Expense Item	X Meals (During Travel)
Quantity	1
Per Unit Amount	32.45
Total Amount	32.45
Memo	
Billable	<input type="checkbox"/>

A red arrow points from the Total Amount field to a summary box on the right. The summary box contains the following information:

Summary	
05/15/2018	32.45
Meals (During Travel)	

1. Confirm or Edit **“Quantity.”** The report is automatically populated with a **“1”** as the default. Change only when you are submitting mileage.
2. Enter the **“Per Unit Amount.”** This should reflect the Total amount (including taxes) on your expense receipt.

The **“Total Amount”** will be **automatically calculated** based on the **“Quantity”** x **“Per Unit Amount.”** No action required.

On the left side of the screen the information entered is reflected on a summary box (light blue).

Expense Item – Attaching the Receipt

Attachments from File

Drop files here

Select files

Attachments from Mobile Application

Add

Receipt Included ☐

added after Submit

Receipt Included ☒

JWA Workday - Setting up Expense Reporting Options - Desk	5/11/2018 4:03 PM	Microsoft PowerP...	742 KB
JWA Workday - Submitting Expense Reports - Desktop	5/15/2018 9:00 AM	Microsoft PowerP...	739 KB
Test Receipt 1	5/15/2018 10:20 A...	PDF Document	14 KB
Test Receipt 2	5/15/2018 10:21 A...	PDF Document	14 KB
Test Receipt 3	5/15/2018 10:17 A...	PDF Document	12 KB



1. In the “**Attachments from File**” section, press “**Select Files.**”
2. Search through you files to locate the scanned copy of the receipt and **Double-Click** to upload.

Note: After you successfully submitted the report the “**Receipt Included**” will be automatically populated with a “ ” mark.

Expenses – Adding a New Line Item



If the Expense Report contains more than one line item you will need to add a template for each item.

On the left portion of the screen, where the Summary boxes are, Press the “**+ Add**” to create another line item. The new item will appear in the Summary box with a Zero balance.

Submitting Expense #2

Expense Report Line

Credit Card Transaction (empty)

Date * 05 / 16 / 2018

Expense Item * X Entertainment

Quantity * 1

Per Unit Amount * 85.00

Total Amount * 85.00

Memo

Billable ☐

*Cost Center X 725 Human Resources

*Location X Corporate

Item Details

Attendee(s) * X Green Belt Candidates (J W Aluminum)
X Jim Kuhne

Business Reason * Dinner during Training

Attachments from File

Test Receipt 1.pdf

Comment

Upload

For example #2 the “Expense Item” is “Entertainment.” As with the previous example, select that actual expense “Date” then:

Click on the **Dropdown Menu** for “**Expense Item**” and select “**Entertainment.**”

1. An “**Attendee (s)**” list will appear on the right side. **Click** on the **Dropdown Menu** and select the names or titles as applicable. You can choose multiple people. Your name will automatically populate as an Attendee.
2. **Enter** the reason for the Entertainment in the “**Business Reason**” space.



Expense Item – Attaching the Receipt

Attachments from File

Drop files here

Select files

Attachments from Mobile Application

Add

Receipt Included ☐

added after Submit

Receipt Included ☒

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1. In the “**Attachments from File**” section, press “**Select Files.**”
2. Search through you files to locate the scanned copy of the receipt and **Double-Click** to upload.

Note: After you successfully submitted the report the “**Receipt Included**” will be automatically populated with a “ ” mark.

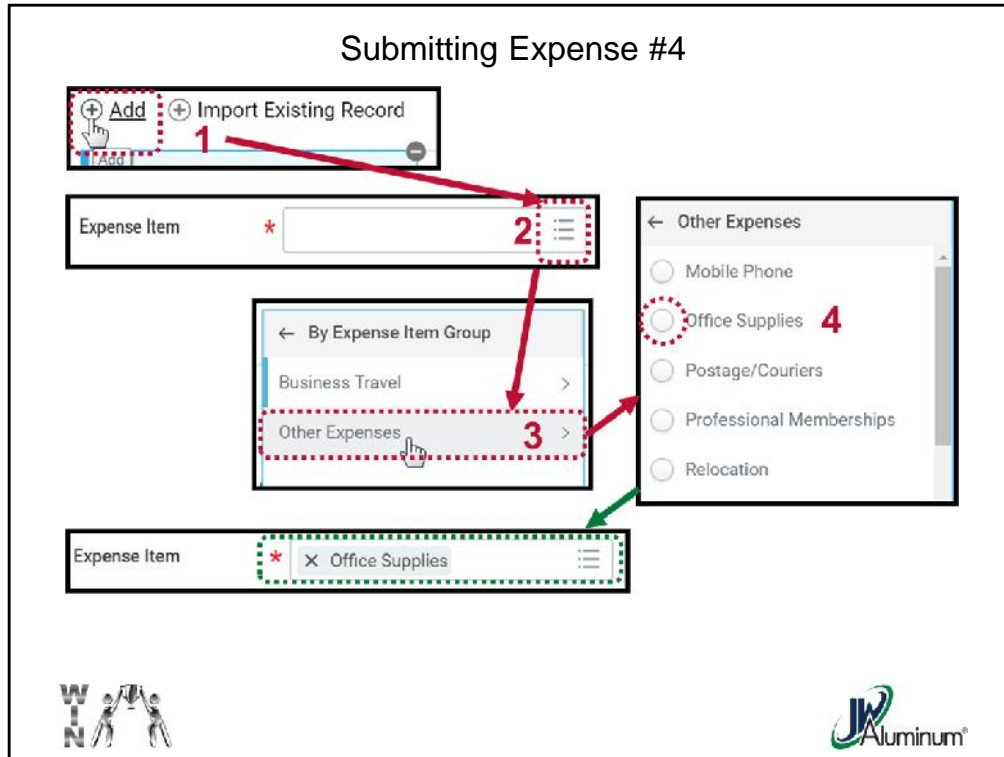
Submitting Expense #3 - Mileage

The screenshot shows the 'Submitting Expense #3 - Mileage' process. It includes an 'Add' button (1), a 'Date' field (2) set to 05 / 15 / 2018, and an 'Expense Item' dropdown (3). The dropdown menu (4) shows options: 'Meals (During Travel)', 'Mileage', 'Mileage- Car Allowance', 'Parking', and 'Per Diem'. Two paths are shown for the 'Expense Item' field (5): 'Mileage' with a quantity of 150, a per unit amount of 0.545, and a total amount of 81.75; or 'Mileage- Car Allowance' with a quantity of 150, a per unit amount of 0.18, and a total amount of 27.00. A green box in both paths states 'Automatically Populates and Calculates'.

This example is for adding mileage expenses. There are two paths, depending on whether the teammate has a Car Allowance or not. These instructions cover both. **You can only choose One Option.**

1. "Press the **" + Add**" icon to add a new line item.
2. Confirm the expense **"Date."** Adjust as needed.
3. In the **"Expense Item"** section, click on the Dropdown Menu.
4. Select either **"Mileage"** OR **"Mileage – Car Allowance"** as it applies to you. Note, the mileage rate differs between the two.
5. In the **"Quantity"** section, enter the **total mileage**. The **"Per Unit Amount"** and **"Total Amount"** items are automatically calculated and populated. No Action is Required.

NOTE – For Mileage No Receipts are Required.



This example is for adding other expenses, in this case “Office Supplies.”

“Press the “+ **Add**” icon to add a new line item. Then confirm the expense date.

In the “**Expense Item**” section, click on the Dropdown Menu.

Select “**Other Expenses.**”

From the “**Other Expenses**” menu select the applicable item by clicking the **Circle**.
In this example “**Office Supplies.**”

Expense Item – Attaching the Receipt

Attachments from File

Drop files here

Select files

Select files

Attachments from Mobile Application

Add

Receipt Included ☐

added after Submit

Receipt Included ☒

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1. In the “**Attachments from File**” section, press “**Select Files.**”
2. Search through you files to locate the scanned copy of the receipt and **Double-Click** to upload.

Note: After you successfully submitted the report the “**Receipt Included**” will be automatically populated with a “ ” mark.

Memo and Final Review

Date * 05 / 15 / 2018

Expense Item * X Office Supplies

Quantity * 1

Per Unit Amount * 119.90

Total Amount * 119.90

Memo 1 Material Needed for RIE

Click here to sort

05/15/2018	119.90
Office Supplies	
05/15/2018	41.20
Meals (During Travel)	
05/15/2018	32.45
Meals (During Travel)	

2

3

Submit



1. In the “**Memo**” section enter a brief description of the items.
2. After your last expense line item is entered and all attachments are included, review the Summary section for accuracy.
3. If satisfied, press “**Submit.**”

Errors and Alerts

Errors

1. Page Error
 - Receipt is NOT Attached
2. Page Error
 - Daily Expense for Meals & Incidentals cannot be over \$55 per day



2 Errors and 1 Alert

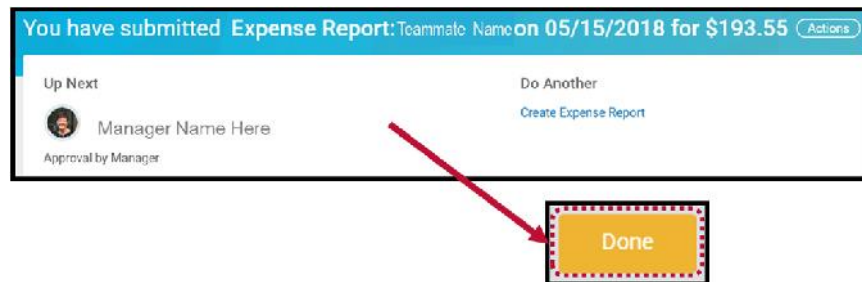
Alert

1. Page Alert
 - Your expense report contains errors. Save your work and fix these errors before you resubmit your expense report.



If you have an error, the “Error and Alert” message indicator will appear. Click on the Orange box to reveal the details of the error (s) and/or alert (s). Correct the Errors to continue with submission.

Submission Successful - Confirmation



If you were successful, a confirmation screen will appear indicating the expense report has been submitted to your manager for approval. Click “**Done**” to close the page.