JWA Workday Training

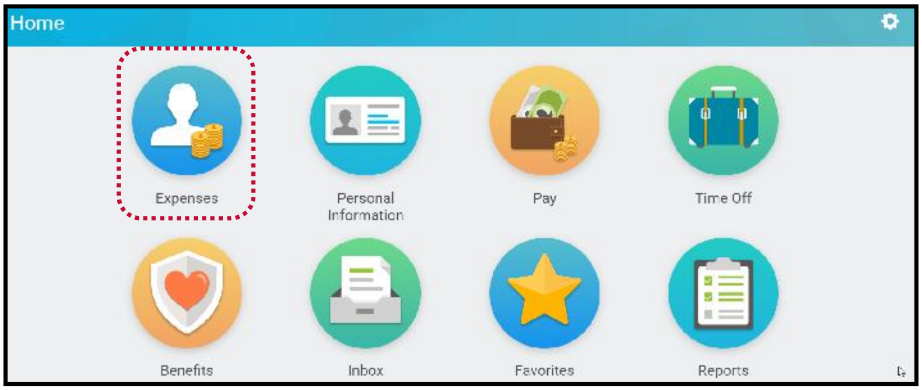
Submitting Expense Reports - Desktop

Submitting Expense Report via Desktop

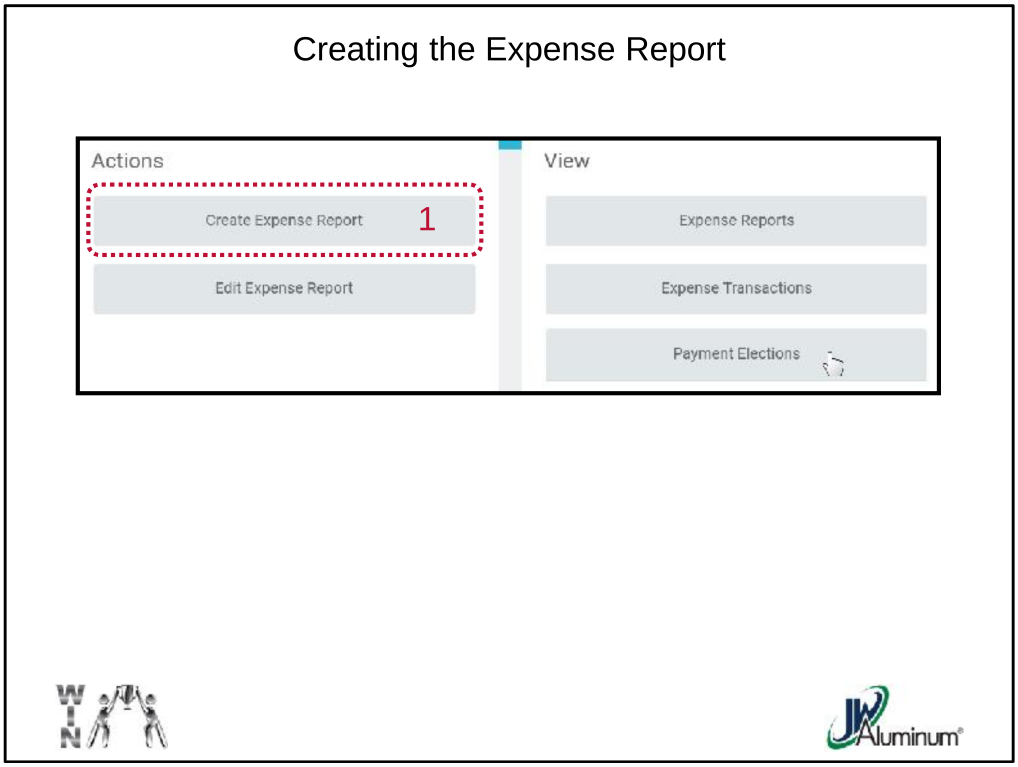
This module covers:

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

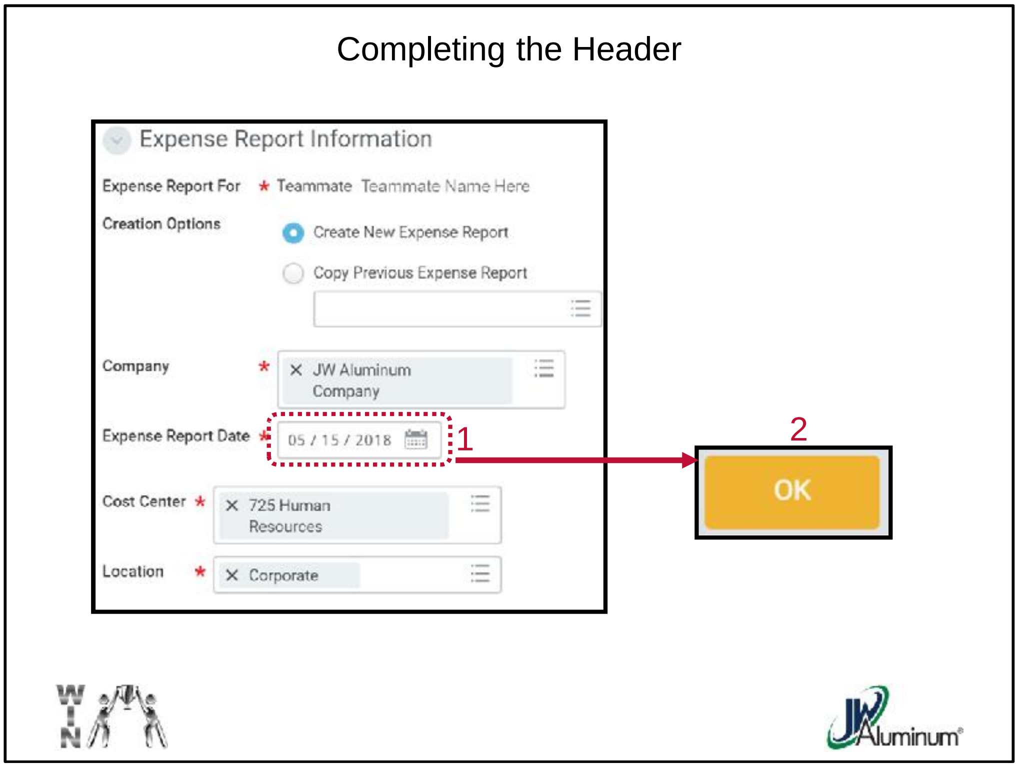
Expense Worklet on Home Page



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



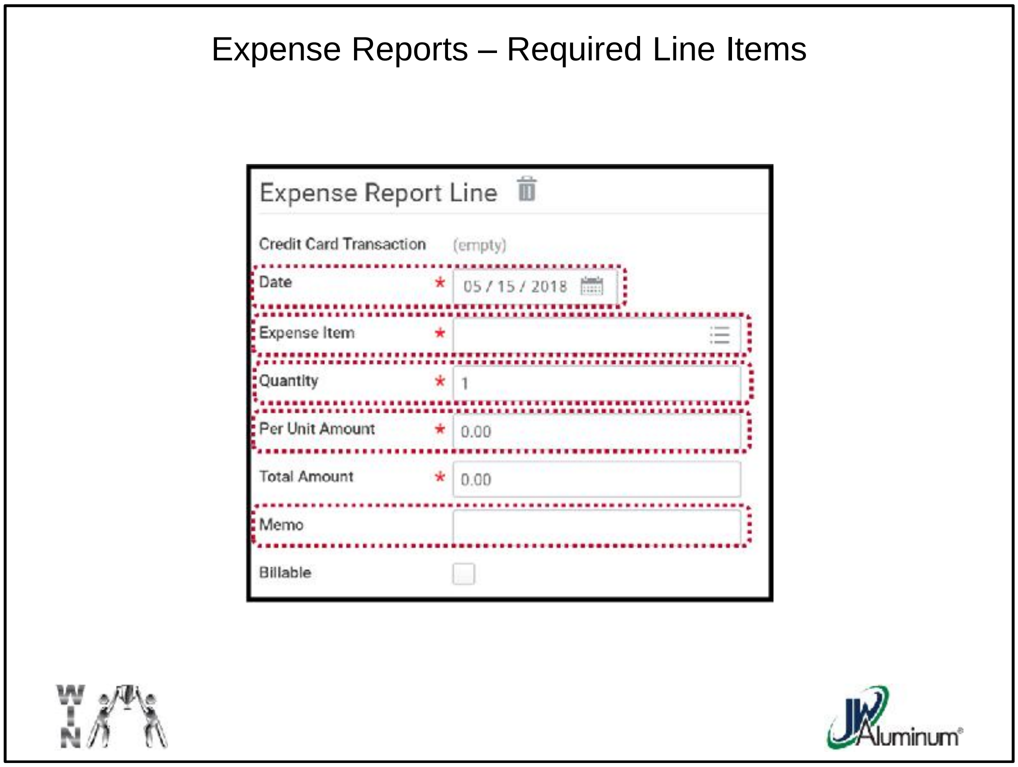
1. After clicking the “**Expenses**” Worklet on the Home page, select and click the “**Create Expense Report**” button on the Expenses’ “**Actions**” menu.



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

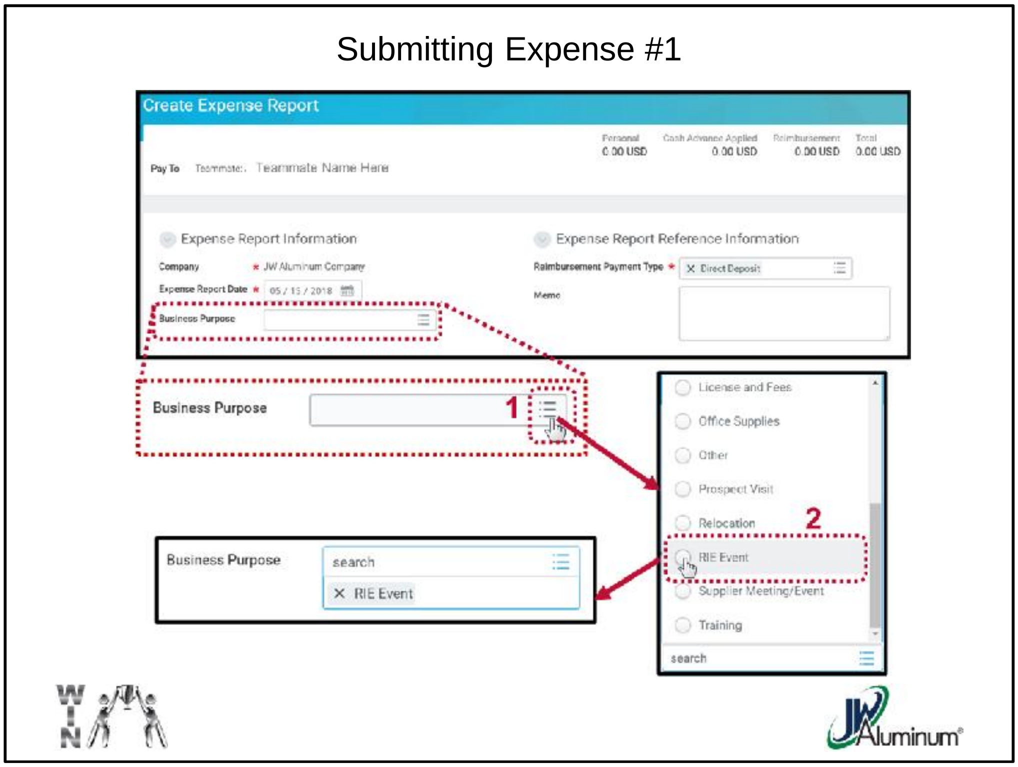
1. Confirm the "**Expense Report Date**" is current date you are entering, regardless of the date an expense actually occurred.

2. Press "**OK**" once all data is confirmed accurate.



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.

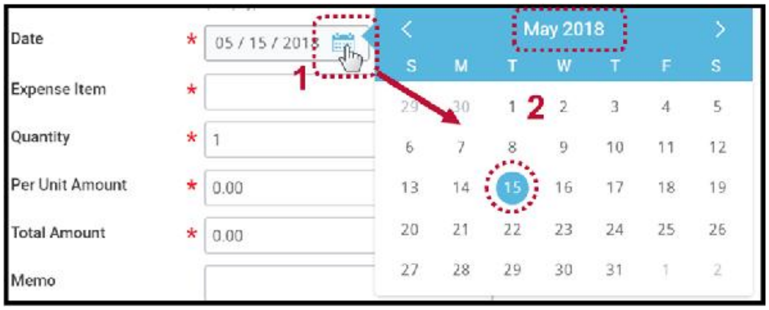


The body of the Expense Report is automatically populated with a template for one line item. In the template:

1. Click on the **Dropdown Menu** for “**Business Purpose**.”

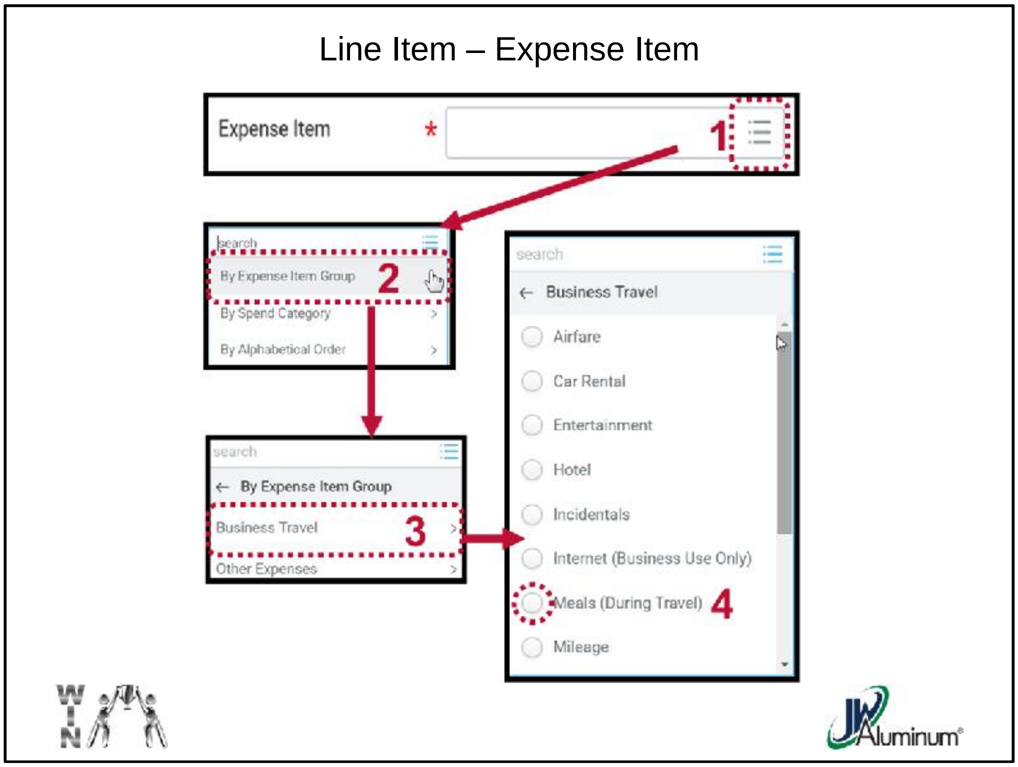
2. **Scroll** through the menu to your desired category and **click the applicable option**. In this example “**RIE Event**.”

Populating Expense Item Date



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

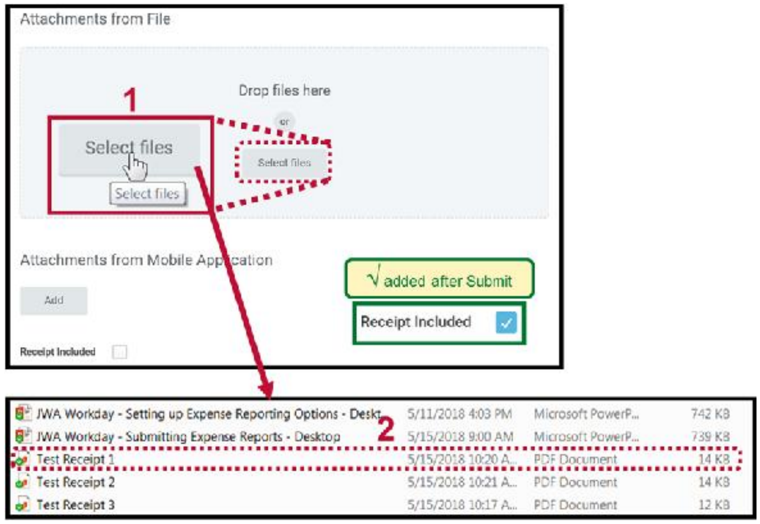
1. Confirm or Edit "**Quantity**." The report is automatically populated with a "**1**" as the default. <u>Change only when you are submitting mileage</u>.

2. Enter the "**Per Unit Amount**." <u>This should reflect the Total amount (including taxes) on your expense receipt</u>.

The "**Total Amount**" will be **automatically calculated** based on the "**Quantity**" **x** "**Per Unit Amount**." <u>No action required</u>.

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

Expense Item – Attaching the Receipt



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.

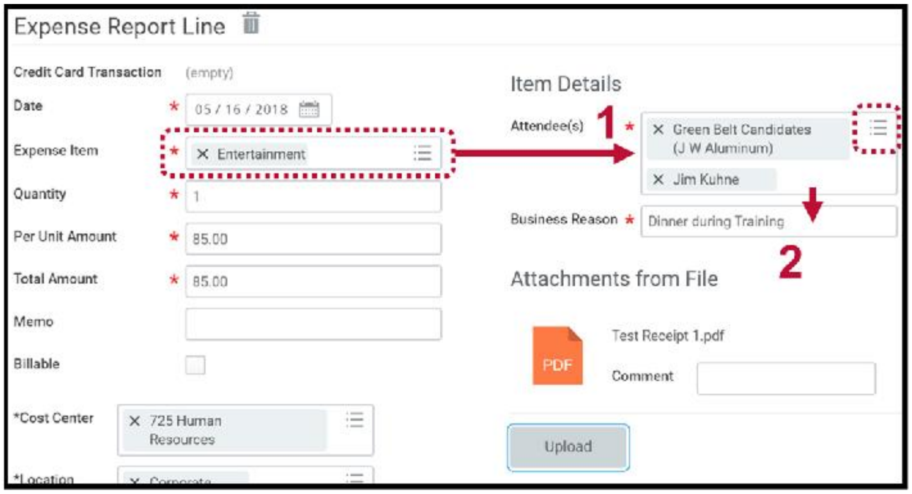
Note: *After you successfully submitted the report the “**Receipt Included**” will be automatically populated with a “**√**” mark.*

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

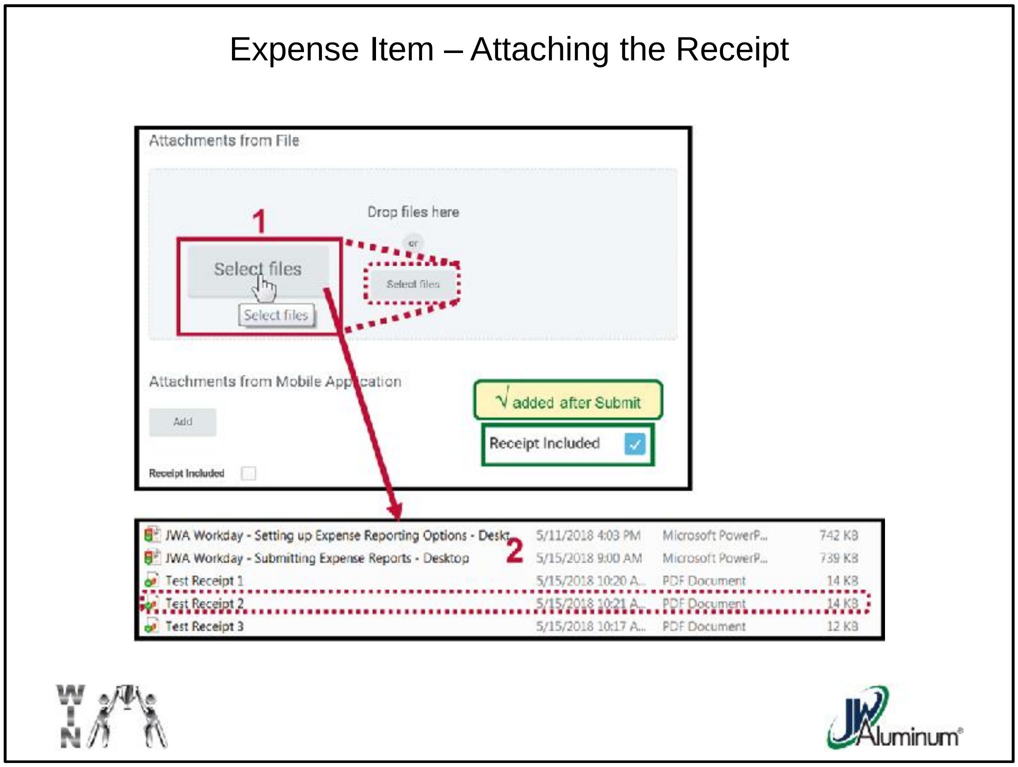


For example #2 the "Expense Item" is "Entertainment." As with the previous example, select that actual expense "Date" then:

Click on the **Dropdown Menu** for "**Expense Ite**m" 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.

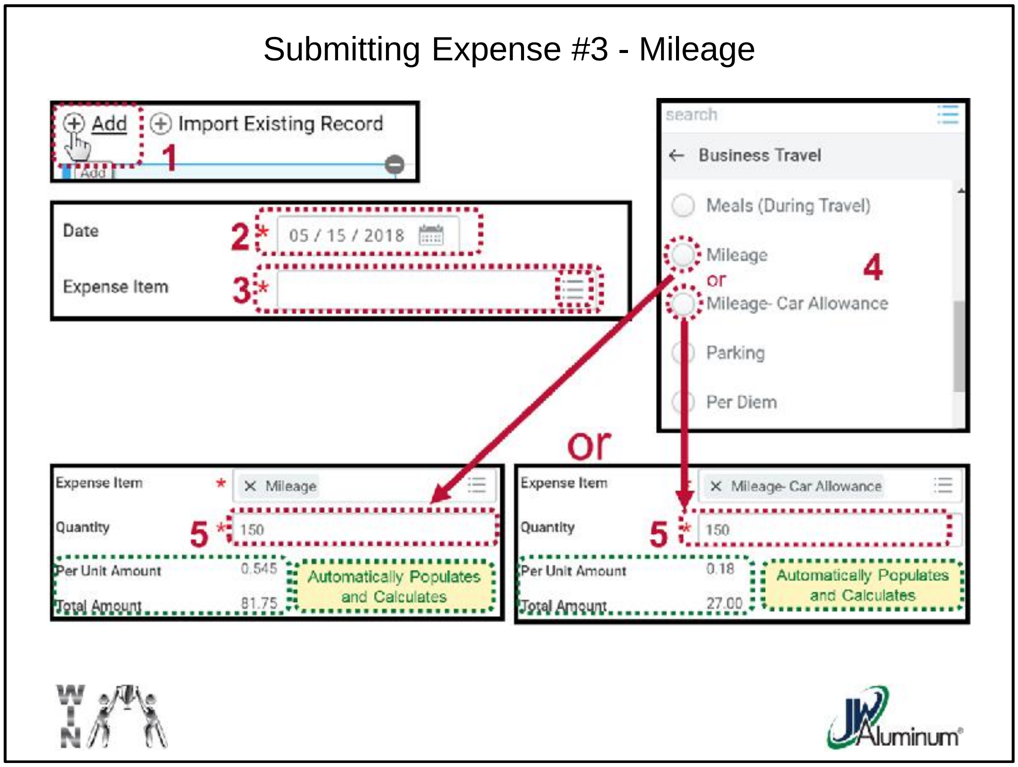
2. **Enter** the reason for the Entertainment in the "**Business Reason**" space.



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.

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



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. **<u>You can only choose One Option</u>**.

1. "Press the "**+ <u>Add</u>**" icon to add a new line item.

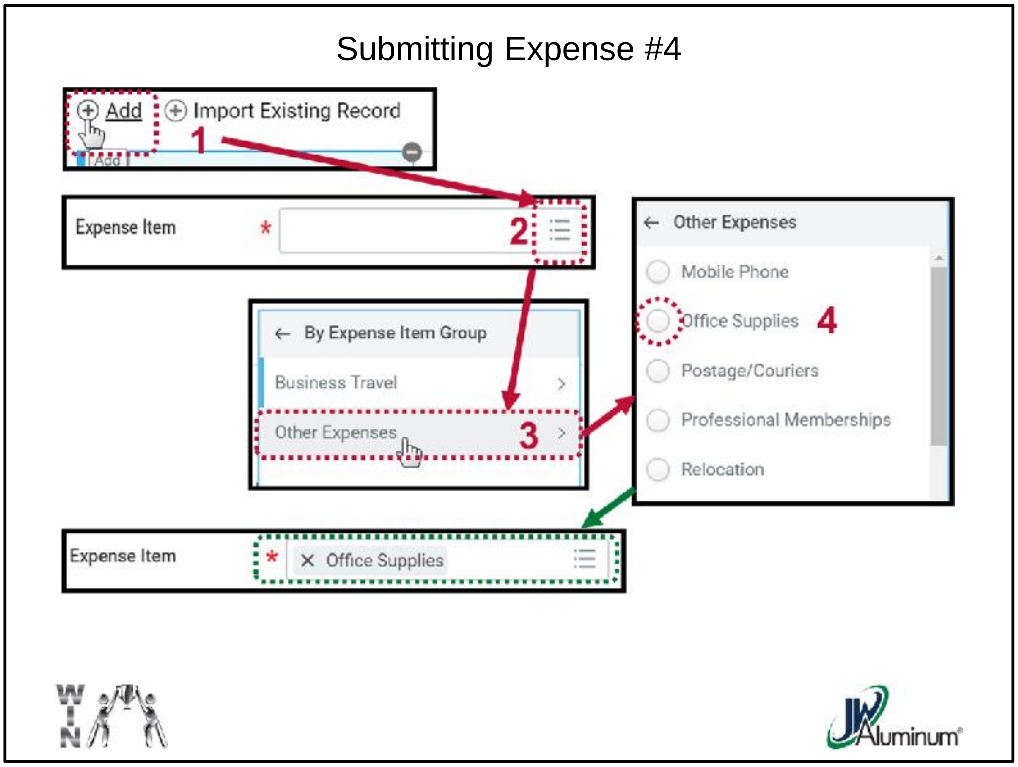
2. Confirm the expense "**Date**." Adjust as needed.

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. *<u>No Action is Required.</u>*

<u>NOTE – For Mileage No Receipts are Required.</u>



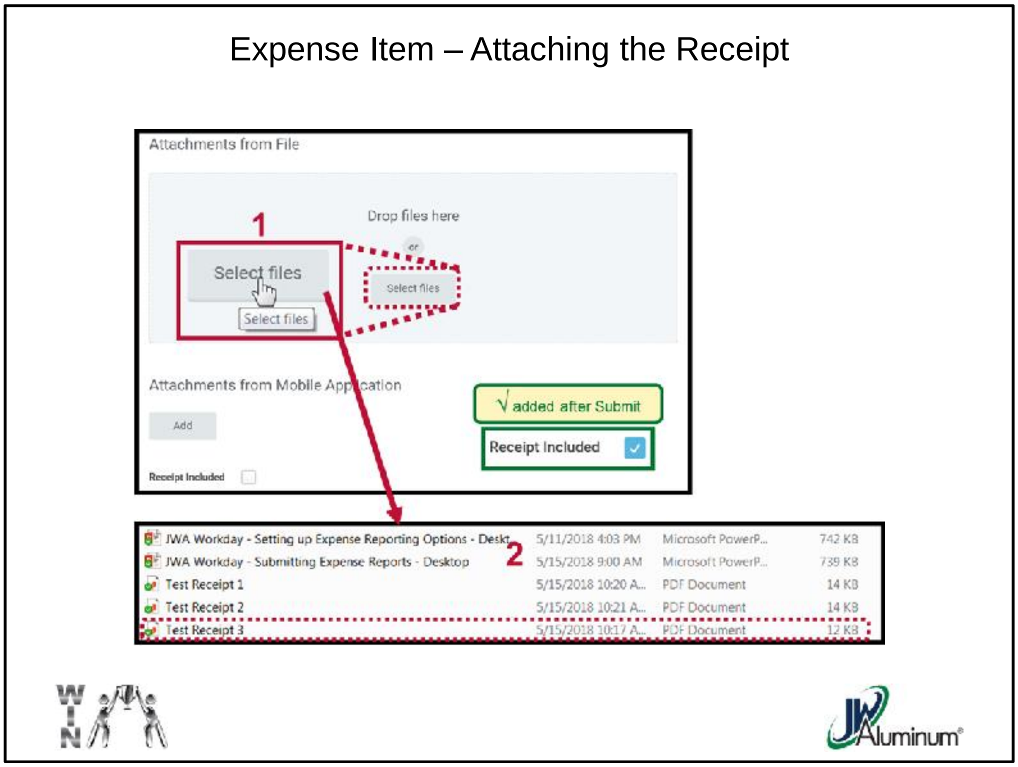
This example is for adding other expenses, in this case “Office Supplies.”

“Press the “**+ <u>Add</u>**” 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**.”

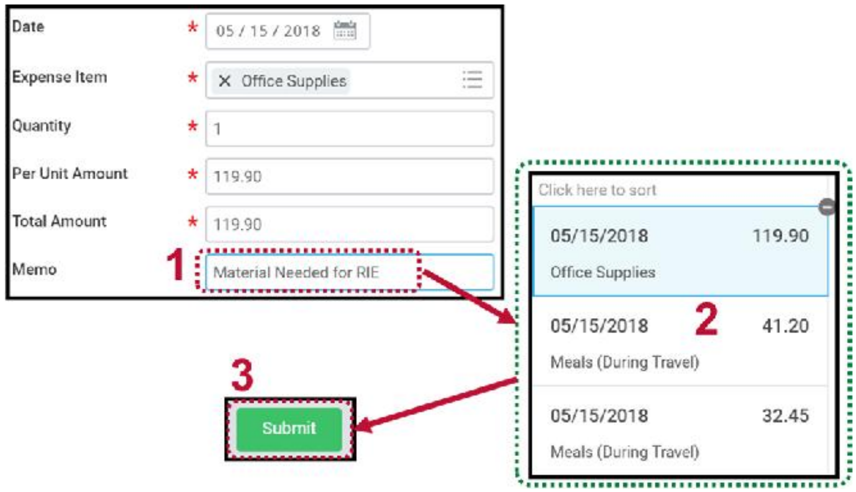


1. In the “**Attachments from File**” section, press “**Select Files**.”

2. Search through you files to locate the scanned copy of the receipt and **Double-Click** to upload.

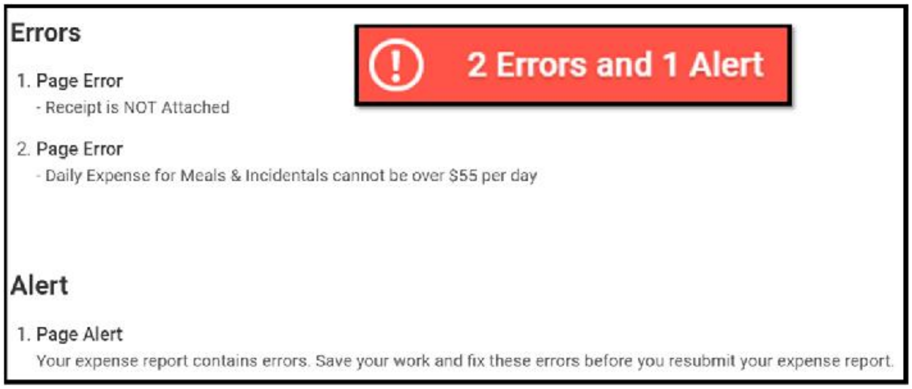
<u>Note:</u> *After you successfully submitted the report the “**Receipt Included**” will be automatically populated with a “**√**” mark.*

Memo and Final Review



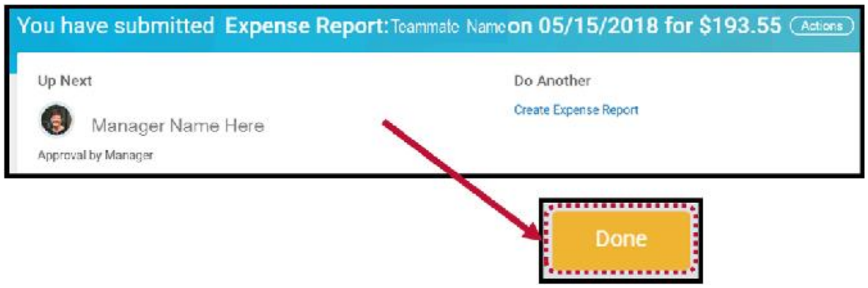
1. In the “**Memo**” section enter a brief description of the items.
2. After your last expense line item is entered and all attachments are included, review the Summary section for accuracy.
3. If satisfied, press “**Submit**.”

Errors and Alerts



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.