

LYNN  
UNIVERSITY

# End User Training Workday Expense Reports

# Instructor



**Maria Piret**

Director of Information Systems

**Email:** [mpiret@lynn.edu](mailto:mpiret@lynn.edu)  
[workday@lynn.edu](mailto:workday@lynn.edu)

**Phone:** 561-237-7355

# Agenda

- Welcome and introductions
- Go Live dates
- Applications and forms replaced
- Important Concepts
- Workday Expense Reports Self-Service
- Questions

# Welcome and Introductions

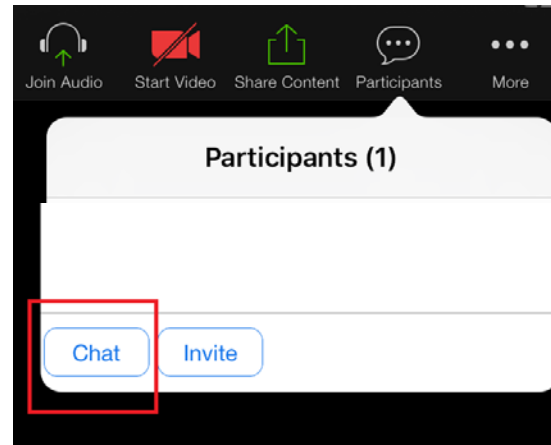
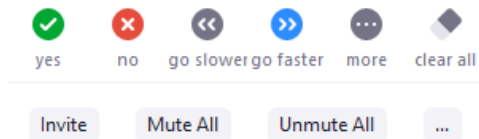
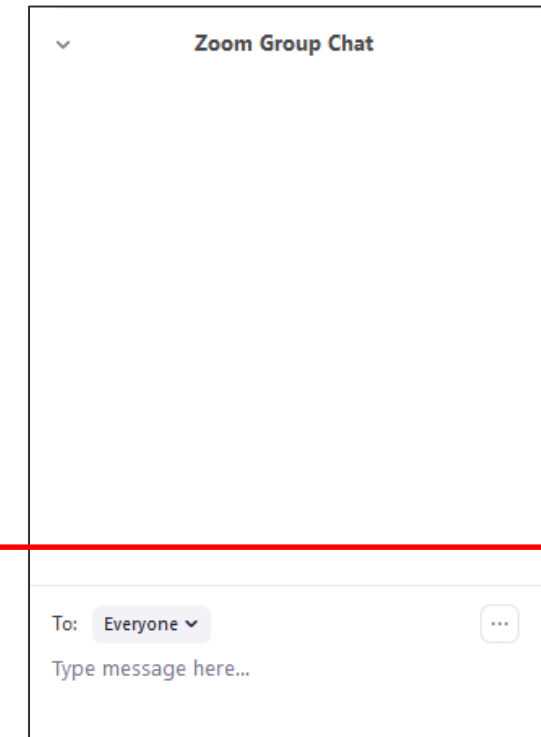
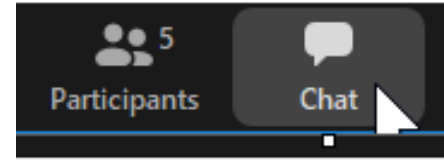
- Training prerequisites: Workday Employee Basics
- Attendees: All Lynn University employees (including Lynn card holders)

## Housekeeping and Classroom etiquette

- Training length: 1 hour
- Mute your connection
- Refrain from e-mail and web surfing

# Welcome and Introductions

- Zoom meeting:
  - Video not required
  - Everyone muted by default during training
  - Use chat to ask questions during the training



# Learning Objectives

Upon completion of this training, employees should be able to:

1. Identify important “Go Live” dates
2. Recall how to create Expense Reports and Spend Authorizations
3. Locate navigation tools within Workday to report your expenses
4. Identify proper use of Expense Reports and Spend Authorizations
5. Substitute older travel and reimbursement forms with new Workday interface

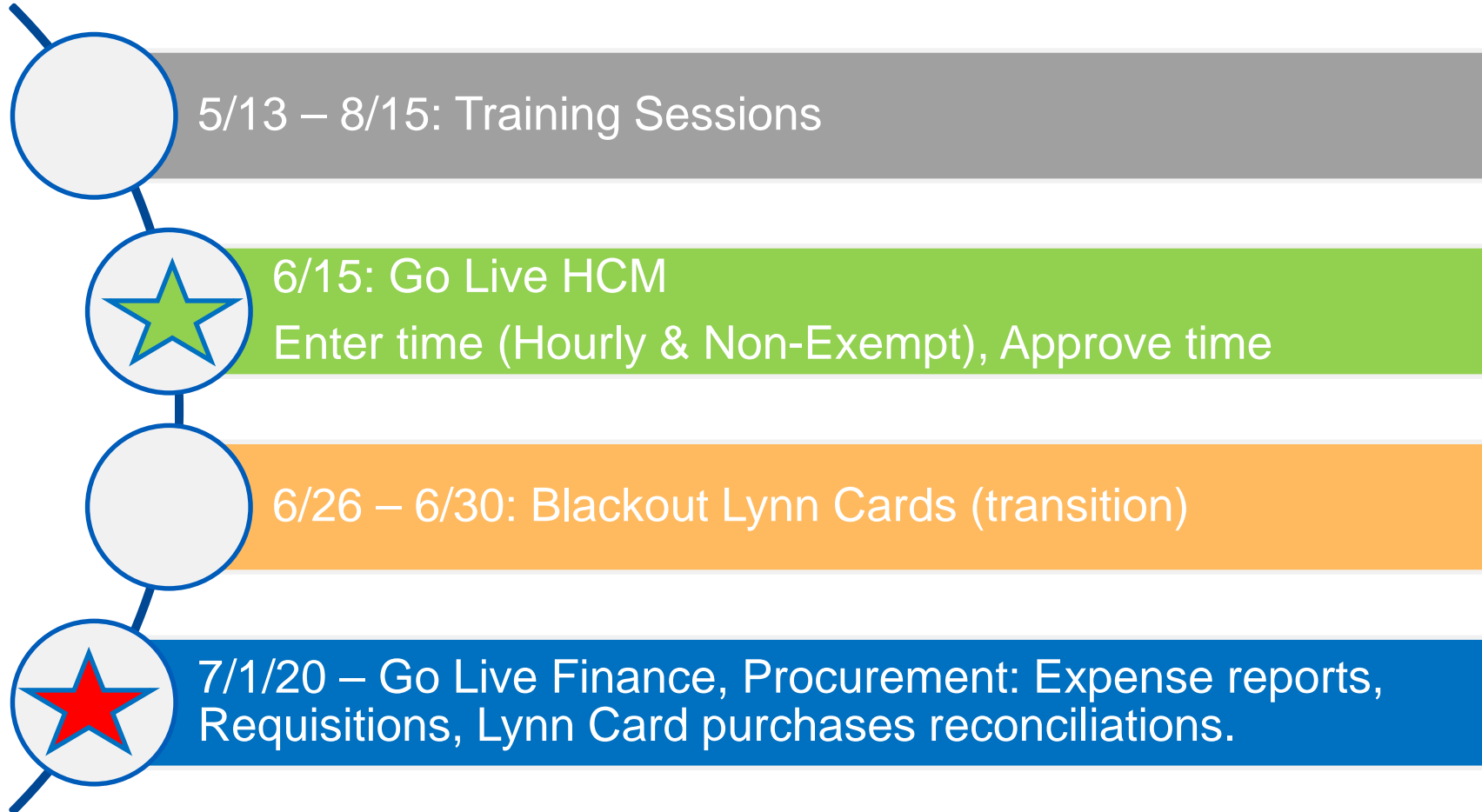
# What is Workday replacing?

- Jenzabar (payments)
- Travel Form
- Expenditure Request Form
- Perceptive Content
- Payment Net (Lynn Card)

A screenshot of the Lynn University Expenditure Request Form. It includes fields for "Date for pickup or mailing", "Department #", "Account Code", and "Amount". There are checkboxes for "Check Request Issues Attached", "Purchase Order Request", "Membership Request", "Petty Cash Request", and "RF Payment(s) to Employees". At the bottom, there are fields for "Name", "Address", "City", "State", "Zip Code", and "Phone #".A screenshot of an Employee Travel Expense Report. It includes fields for "Employee Name", "Employee ID", "Trip #", "Trip Name", and "Report Date". The main part of the report is a table with columns for "Date", "Description", "Amount", and "Account #". The table contains several rows of data, including "Hotel Expenses", "Air Fare", "Restaurant", "Gas", "Tolls", "Parking", "Travel Agency", "Miscellaneous", "Total", and "Total Travel".



# Important Dates



# Processes Available to Employees

- Expense Reports
  - Travel and hospitality reimbursements
  - Spend authorizations: For faculty travel and cash advances

Note: Expense reports and other procurement functionality will not be available to users in the production tenant until July 1<sup>st</sup>, 2020.

# Processes Available to Employees

- Expense Reports
  - Employee as self
  - Delegates on behalf of other Lynn employees.
  - Do not submit third party vendor invoices using Expense Report. To procure goods and services we encourage departments to create requisitions. Stay tuned for training on procurement functionality available in Workday.



# Important

- Lynn Card Holders

- Lynn is updating the card program. Card holders will have 2 cards:
  - **Travel and entertainment expense card “T EXP” (brown card)– will follow Expense Report process**
  - Procurement Card “P Card” (black purchasing card): Non travel expenses for goods and services – will follow Verify Procurement Card Transaction process
- There is a blackout period for using the Lynn Card for travel and hospitality between 6/26 and 6/30 to help transitioning to Workday



# Important

- With Workday you don't need to know GL accounts to report your expenses. The system will add your cost center to the report by default. Cost centers are the letters CC plus your department code. Delegates must select the appropriate cost center if different to the one defaulted.
- Expense items (or expend categories) are the equivalent to the object codes on the old GL account. No need to memorize, pick the one that best describe your expense.

\* Check the video [The Foundation Data Model](#) if you want learn more about how cost centers and worktags work in Workday.

# Job Aids

- All employees and Lynn JPM Card Holders:
  - [Expenses, Cash Advances and Lynn JPM Card](#)
  - [Create Expense Reports and Spend Authorizations](#)
  - [Verify Procurement Card Transactions](#)
  
- Cost Center Managers
  - [Review and Approve Expenses](#)
  - [Foundation Data Model](#)

# Demo

# Next

Follow up email:

Quick [survey](#)

Link to [documentation site](#)

Link to [test tenant](#)

Copy PowerPoint

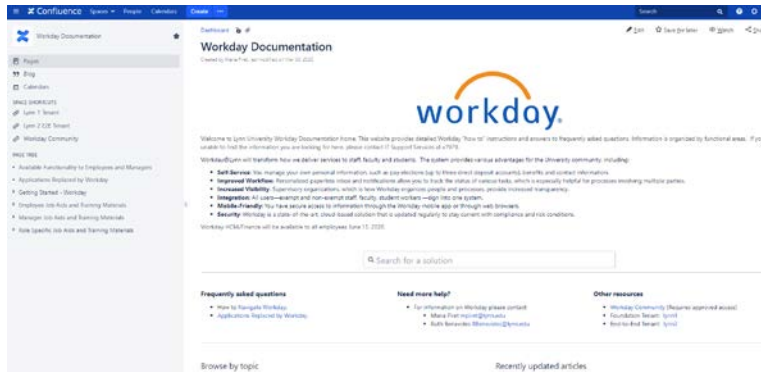
Please visit our Workday new website for more info

[lynn.edu/workday](http://lynn.edu/workday)



# Next

## Documentation site



- Training Sessions
  - Employee (basics)
  - Time and Absences
  - Manager (basics)
  - Expense Reports
  - Cost Center Managers part 1
  - Cost Center Managers part 2
  - Procurement (Requisitions, Invoices)
  - Hiring Managers

# Thank you for attending Workday Expense Reports

Email your questions to: [workday@lynn.edu](mailto:workday@lynn.edu)