Expenses: Create Expense Reports, Spend Authorizations, Supplier, and Procurement Requests

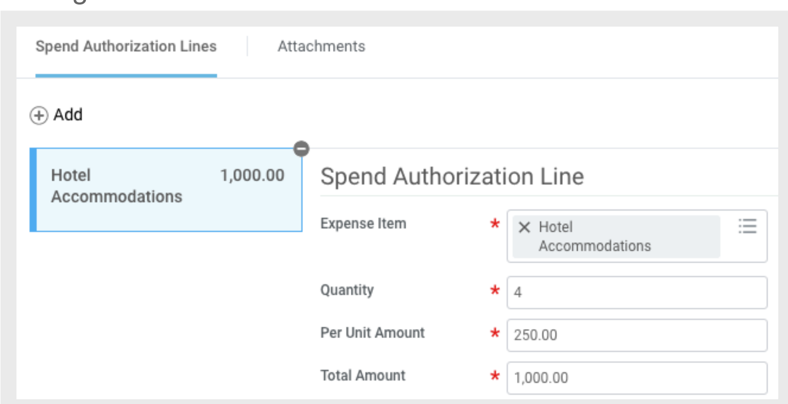
Employee

Create a Spend Authorization Request

Spend Authorizations are used to grant permission for future expenses. These authorizations are initiated by workers. Managers approve or take other actions on them.

From the Expenses worklet:

1. Click the **Create Spend Authorization** button.
2. Complete the required fields, including Company, Description, and Spend Authorization Total.
3. In the Justification field, you can clarify the reason for the future expense.
4. Modify the default Start and End Dates, if needed.
5. Click the **Add Row** icon to add spend authorization line item details.
6. Complete all required fields for each spend authorization line, adding additional lines as needed.



7. Click **Submit**.

View an Existing Spend Authorization

From the Expenses worklet:

1. Click the **Spend Authorizations** button.
2. Click **Change Spend Authorization** to modify an existing spend authorization.
3. Click the **Create Spend Authorization** button to create a new spend authorization.
4. Click the **Magnifying Glass** icon to view authorization details.
5. Click the **Process History** tab to check the status of the spend authorization request.

Create an Expense Report

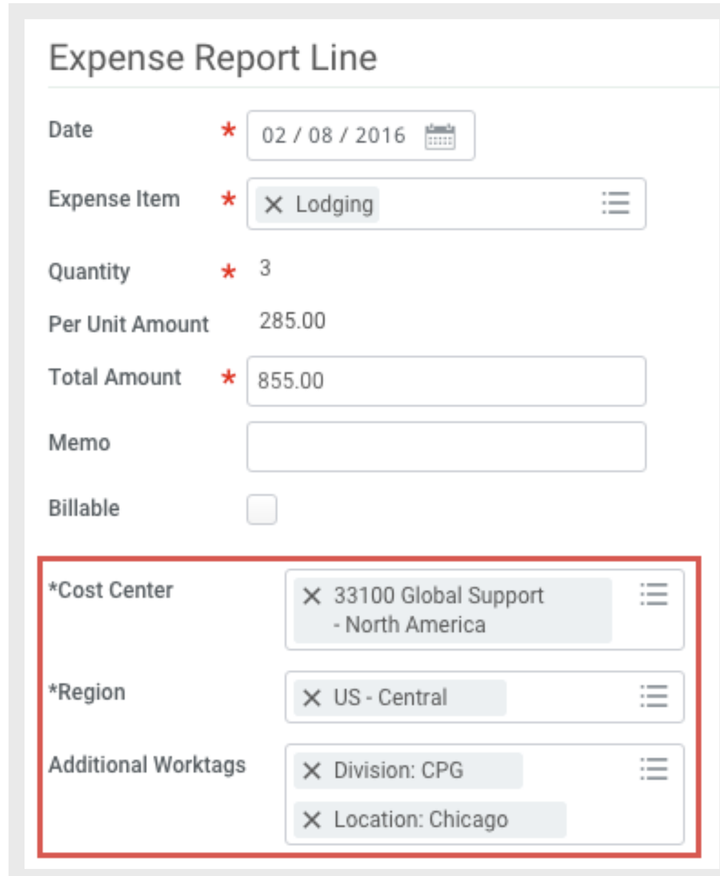
From the Expenses worklet:

6. Click the **Create Expense Report** button.
7. Select either **Create New Expense Report**, **Copy Previous Expense Report**, or **Create New Expense Report from Spend Authorization**. Your selection determines what information displays on the new expense report.
8. Click **OK**.
9. Click the **Add Row** icon in the Expense Report Lines section to add an expense item.
10. Complete all required fields, including Expense Item, Quantity, Per Unit Amount, and Total Amount. See Worktags below if your

organization requires a project, cost center, and/or location associated to your expense report.

11. Add any attachments as needed.

12. Click **Submit**.



Add Worktags

Worktags are keywords needed for the expense report to be routed correctly.

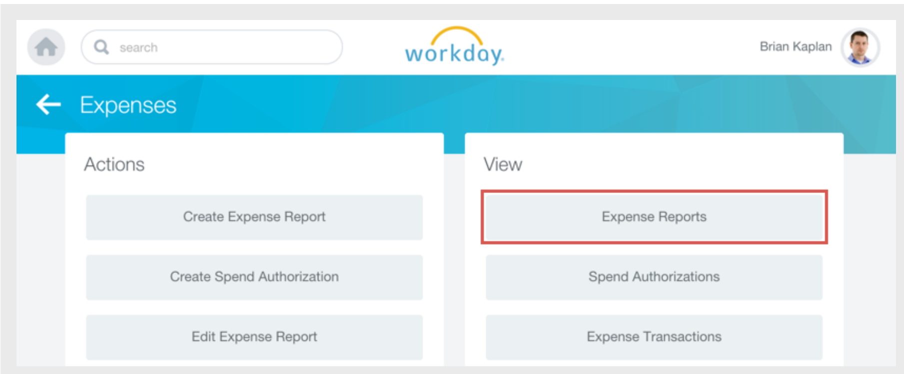
- **Cost Center & Region**: Workday may auto-populate this field and should only be modified as needed.
- **Location**: This field may or may not be needed based on your configuration. Click the prompt and select the location you are based (work) in.
- **Additional Worktags**: Users in Professional Services-related cost centers may be required to associate an expense report with a project worktag (even if you are not charging expenses to customer billable projects).

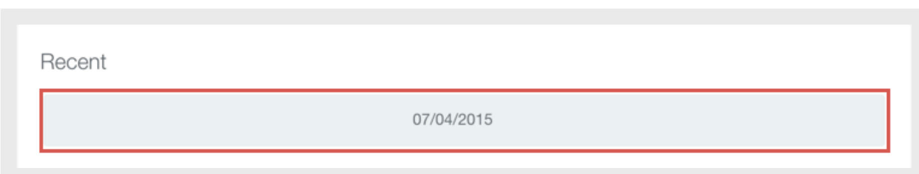
Note: The amount of projects you can choose for your expense report may vary per your organization's configuration. An inactive (closed) project will not appear in available projects.

View an Existing Expense Report

From the Expenses worklet:

- Click the **Expense Reports** button in the View section. You have the option of filtering expense reports by status or date.
- Or, click the date of the expense report you want to view in the Recent section.



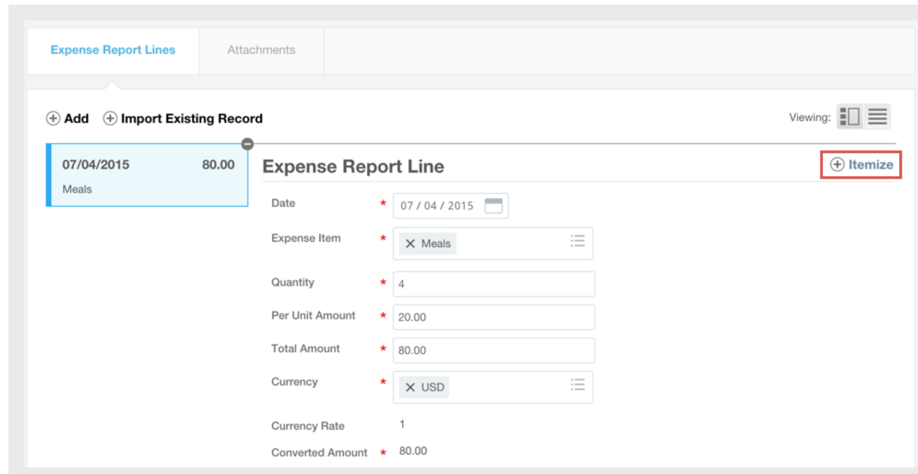


Itemize Your Expenses

Your organization may require you to itemize your expenses. For example, your hotel bill may include your room rate, room service, internet fees, and more.

From the Expense Report Line within an expense report:

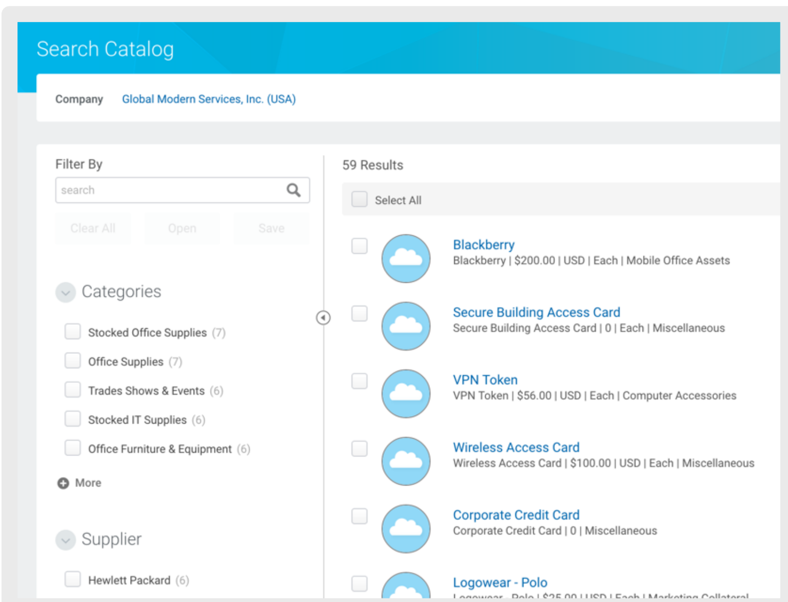
1. Click **Itemize**. Itemization fields display based on the expense type.



2. Enter the necessary information based on the expense type you are itemizing.
3. Click **Done**.

Create a Procurement Request

1. Navigate to the **Search Catalog** task.
2. If you know the type of item requested, go directly to it by selecting the **Requisition Type**. Otherwise, click **Search** to continue to the full purchase items list.
3. Search for items to order by either:
    a. Scrolling through the list of available items.
    b. Filtering items by category, supplier, or catalog, if your company has catalogs loaded.
    c. Searching in the **Filter By** field.



4. Check the **Add** box next to the items you want to order, then click **Add to Cart** > **Done**.
5. Review your cart, then click **Checkout** to proceed.
6. You are guided through the review of the procurement request before submitting it. Here you can upload an attachment to provide more information for the approver.
7. Once you're satisfied with the requisition, click **Submit**
8. View the submitted purchase request and any approvals needed by your organization.

Create a Supplier Request

You can create requests for suppliers that aren't currently set up in Workday.

1. Access the **Create Supplier Request** task.
2. Include supplier information if available:
    a. Supplier Name (required)
    b. DUNS Number
    c. Supplier Category
    d. Parent
    e. Tax Authority Form Type
    f. TIN Type
    g. Tax ID
    h. Justification
3. Enter at least one piece of contact information.
4. Click **OK**, then click **Done**.