

# WORKDAY EXPENSES NEWSLETTER SPRING 2023

Thank you everyone for your patience and partnership during Carleton's campus-wide launch of Workday in January. This newsletter is an additional way to communicate important updates around Workday Expenses, which houses purchasing card reconciliations and out of pocket reimbursements. We are listening! Some of these changes or items of note are directly from your feedback. Please find information below on where to continue to send your feedback to continue on Workday improvements.

--Nick Sahli  
Purchasing Card Specialist

**-Business Purpose:** We have configured the Business Purpose field to no longer be a requirement. It will instead be optional and should prevent errors users were encountering during the Expense Report process.

**-Separate Expense Reports for different funding sources:** When possible, please submit separate Expense Reports for expenses with different funding sources. Related approvers will have a clearer idea of what they are approving as they will receive an approval message listing all the expenses in the report and may experience difficulty locating exactly what they are approving. This will also restrict their access to only see expenses that are directly related to their approval authority.

**-Tuesday Alerts:** You will receive a Workday Alert Notification on Tuesdays if you have any pending purchasing card reconciliations. If you feel you have completed them, please note the Expense Report may be pending approval. You may view your Expense Reports by selecting Menu>Expenses>(Under view) Expense Reports, to see if you have any in-draft Expense Reports still needing to be submitted.

**-Deadlines:** Purchasing card expenses should be reconciled using Workday Expense Reports within 30 days of the transaction. We recommend completing reconciliation on a bi-weekly basis to meet this deadline. Avoid submitting reports with just one expense when possible to help your Approver's inbox management.



## Feedback?

<https://www.carleton.edu/seams/feedback/>

-Itemization: Avoid using the Itemization feature unless you need to split an expense by two or more funding sources or mark a portion of an expense as personal. Typically, for each Expense Line you will only need to provide a Memo of business purpose and add a receipt.

The screenshot shows the 'Itemization' section of a Workday Expense Report. At the top, there is a warning: 'DO NOT CLICK/USE ITEMIZATION OPTION UNLESS NEEDING TO SPLIT PURCHASING CARD EXPENSE BETWEEN TWO FUNDING SOURCES.' Below this, the 'Itemization' section has a 'Remaining Amount to Itemize' of 2.99/2.99 USD. There is a red 'X' over the 'Add' button, and the 'Receipt Included' checkbox is unchecked. The main form fields include: 'Credit Card Transaction' (02/26/2023 L0MNCXB18TX 2.99 USD), 'Charge Description' (L0MNCXB18TX), 'Date' (02/26/2023), 'Expense Item' (Supplies & Materials), 'Total Amount' (2.99), and 'Currency' (USD). A 'Memo' field is present with the placeholder text 'Enter brief business description'.

-Reconciliation vs. Reimbursement? Pay attention to the banner on the top of your Expense Report. When reconciling card transactions, the reimbursement area should always say \$0.00. If an amount is listed here, it means a card transaction isn't linked and you are instead requesting a personal reimbursement in error.

Approvers---Workday Approval messages have a similar banner. Please look here before approving Expense Reports to make sure a reimbursement isn't being requested in error.

The screenshot shows the 'Create Expense Report' summary table. The report ID is EXP-0000003654. The table has the following data:

Pay To Employee:	Status	Personal	Company Paid	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
	Draft	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD

-Marking card transactions as personal: If you've charged a personal expense to your purchasing card, mark the transaction as 'Personal Expense' under the account fields. To reimburse, you may send the Business Office a check or Workday will also recognize and deduct any owed amounts from any future out of pocket reimbursement Expense Reports.

The screenshot shows a 'Personal Expense' field in the Workday form, which is highlighted in yellow. Above it, there are dropdown menus for 'Location' (Carleton College Campus) and 'Additional Worktags' (Function: Instruction and Fund: Operations).

-Wells Fargo CEO: The Wells Fargo CEO platform should no longer be used. Please ignore any WF messages about access and User IDs will be permanently removed by May 2023. Balances and limits can be inquired by calling WellsOne at 800.932.0026 or contacting the Business Office. Fraud should be reported to WellsOne immediately.

## Training Resources for Workday Expenses:



[carleton.edu/seams/training/guides-spending-money/](https://carleton.edu/seams/training/guides-spending-money/)

[carleton.edu/business/purchasing-cards/](https://carleton.edu/business/purchasing-cards/)