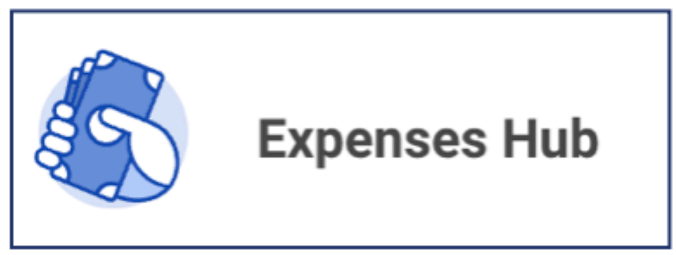
Workday Expenses Hub Job Aid

*An Interactive Guide for **GSFB** Team Members Who Use Company-Issued Credit Cards*

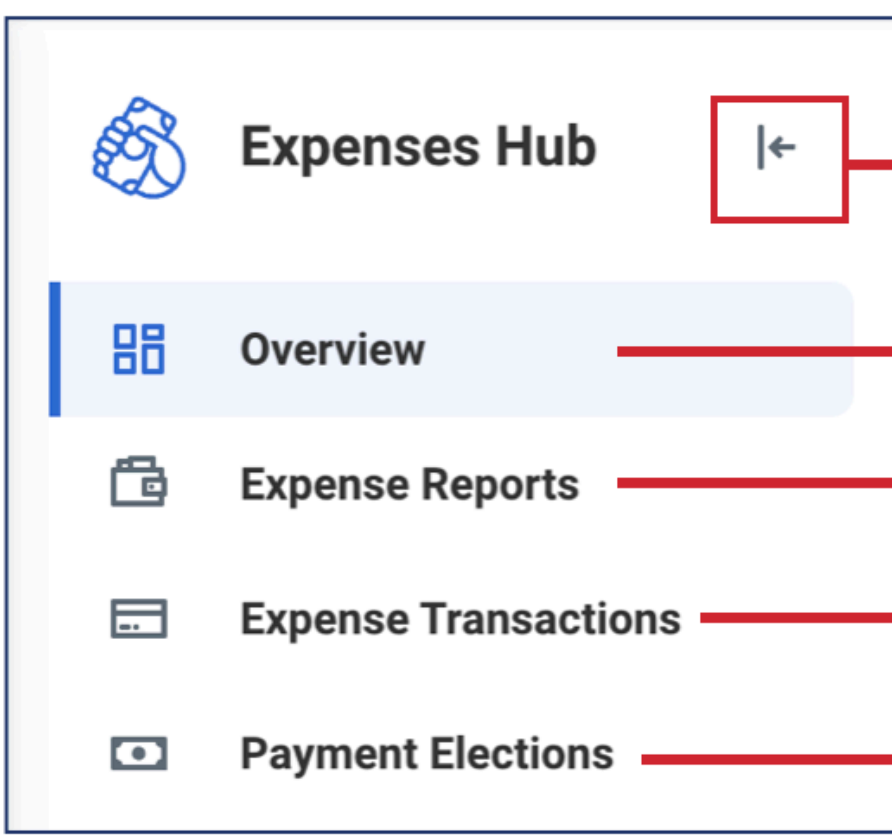
Workday Expenses Hub

The functions in the the Expenses Hub app in Workday replace the previously used Concur software at GCNA. The Expenses Hub allows team members to create expense reports and submit expenses for personal reimbursements including mileage. Team members can submit transactions made on company credit cards, itemize transactions, and add expenses for personal reimbursements (e.g. mileage) in a single report.



The Expenses Hub app is located in your Workday apps list accessed via the Workday Menu.

Expenses Hub Features



Click to expand/collapse tabs

Overview: Displays expense reports that need to be submitted and transactions that are not yet assigned to an expense report

Expense Reports: Displays current and past expense reports; expense reports can be created and managed here

Expense Transactions: Displays all transactions and transaction statuses: New, Pending and/or Expensed; expense reports can be created and managed here

Payment Elections: View and manage payment elections for reimbursements and regular pay.

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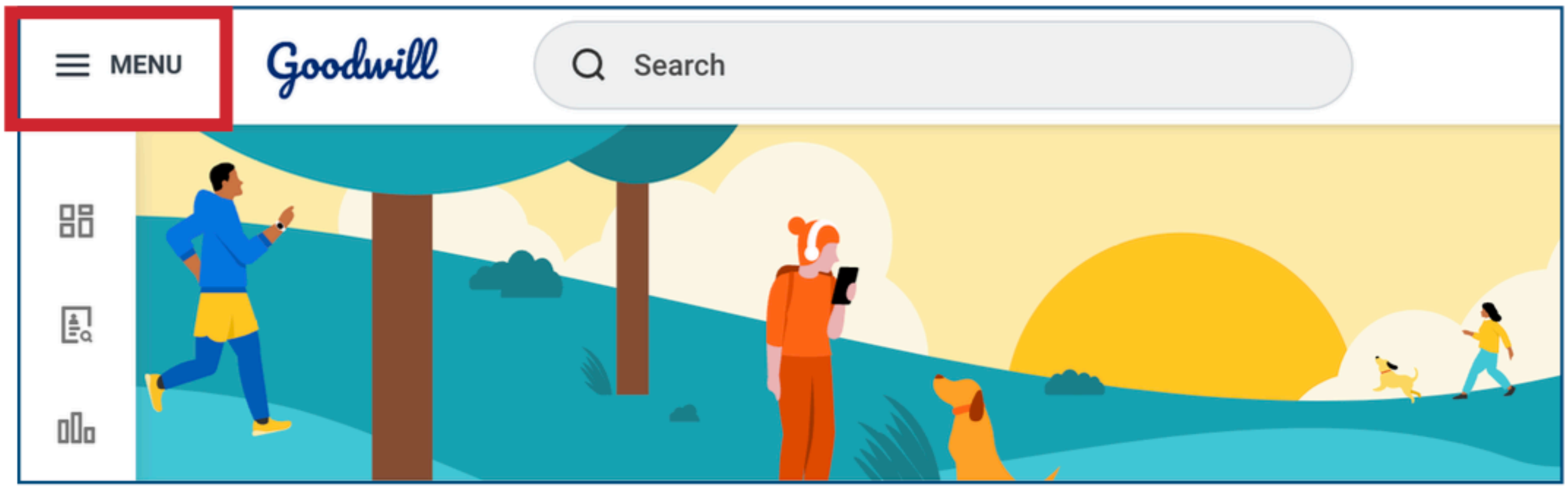
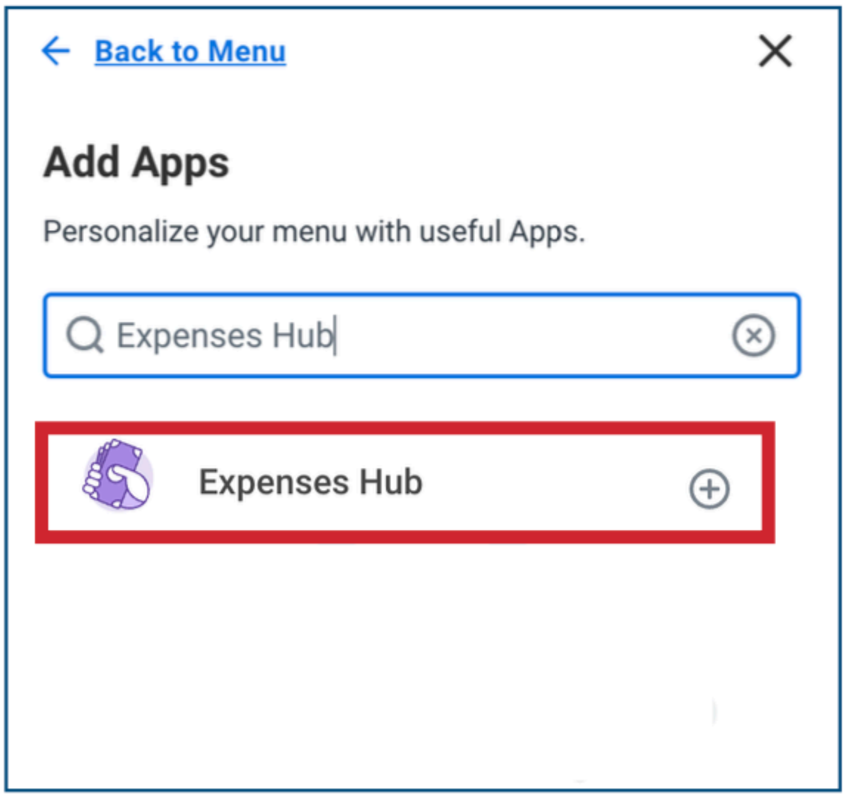
How to Access the Workday Expenses Hub App (Desktop)

1. Login to Workday and click on ***Menu***



2 Click ***Add Apps*** located at the bottom of the apps menu

3 Type "Expenses Hub" in the app search bar and click the on the Expenses Hub app



Note: Click the circular plus (+) icon next to the Expenses Hub to add it to your Workday Apps List. The Expenses Hub can then be accessed via your Workday apps menu list.

How to Download and Access Workday Mobile

1. Click on the App Store app (iPhones) or the Google Play Store app (Androids) on your device.

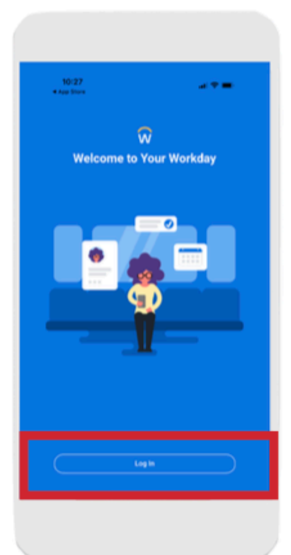
2. Search for "Workday" and click "Install" or "Get" to download the Workday Mobile App.

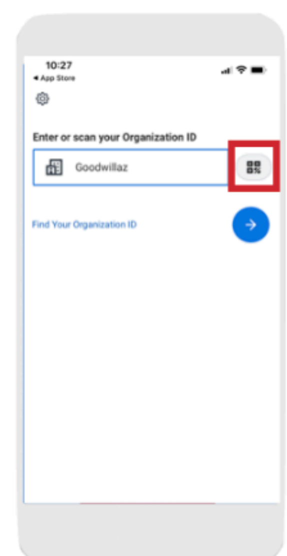
Note: Once downloaded, the Workday app will appear on the home screen of your device.

3. Open the app on your device and click ***Log in***

4. Type in the organizational ID ***goodwillaz*** or click the icon to access your device's camera and scan the QR code.

5. Sign in using your employee login details

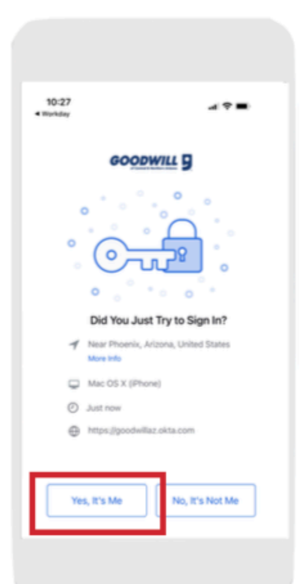


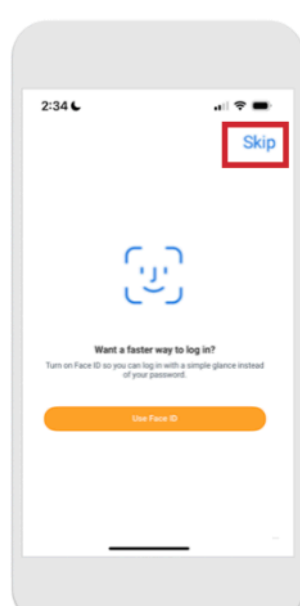


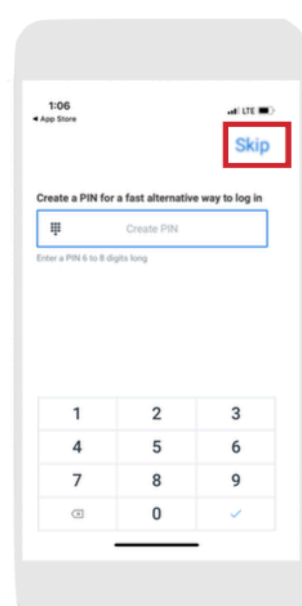
6. Confirm the login push from Okta, if prompted

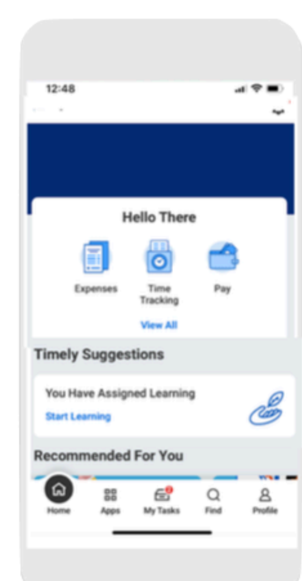
7. Return to the Workday App, choose extra security settings (e.g. Face I.D., PIN Code) or click "Skip".

8. Begin using Workday Mobile





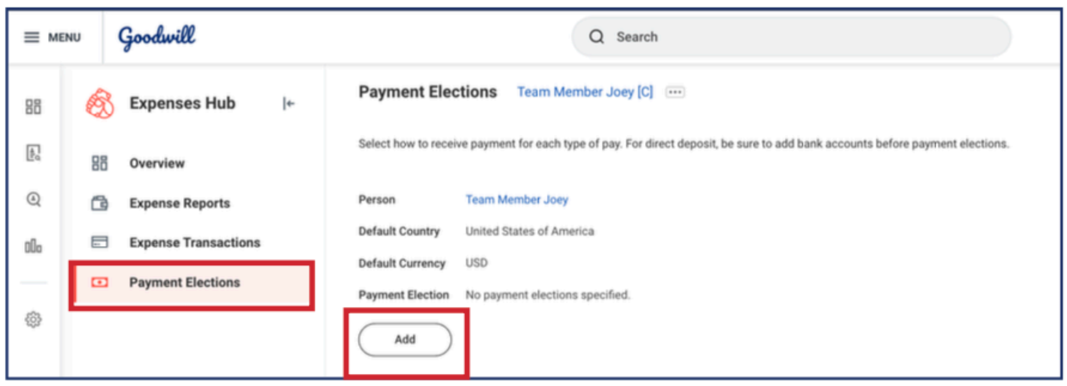




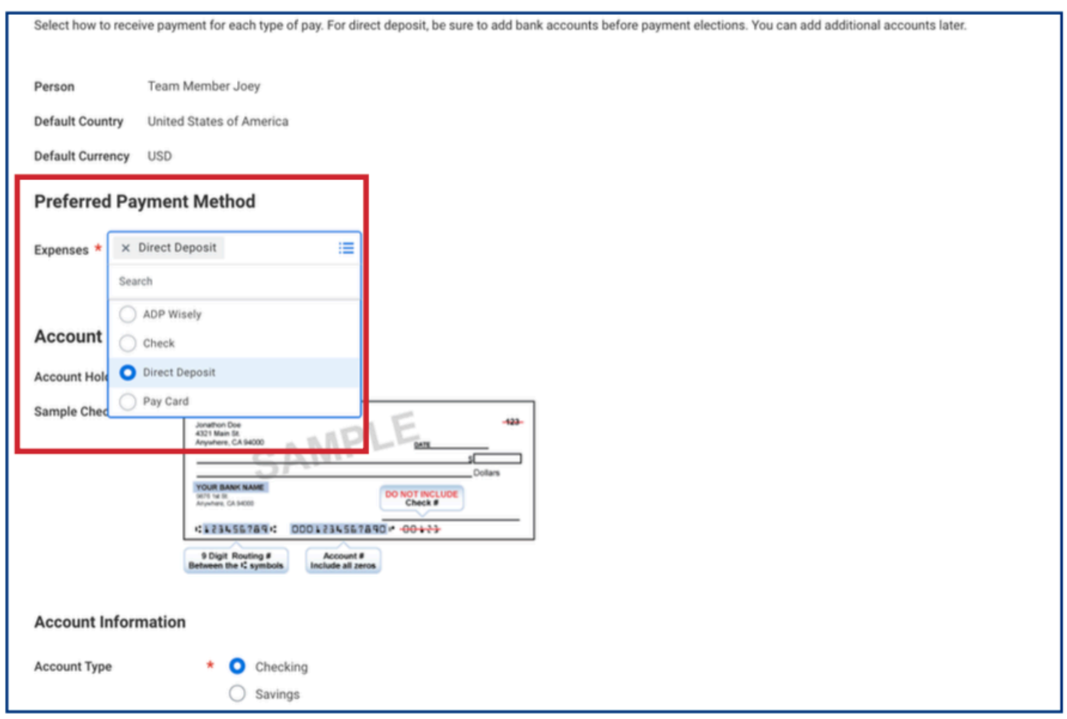
How to Setup Payment Elections for Reimbursements (Desktop)

IMPORTANT! Payment elections for reimbursements must be setup before expense reports can be made and funds for reimbursements can be distributed.

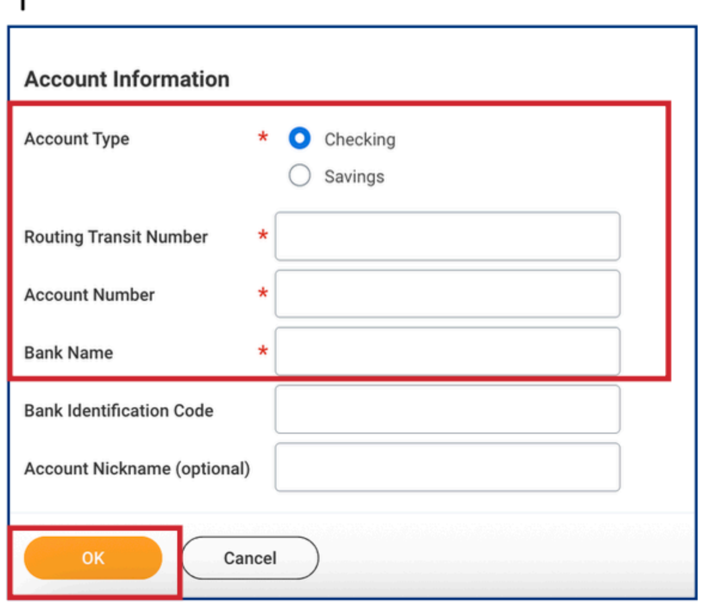
1. Click on the *Payment Elections* tab > Click **Add**



2. Select the preferred payment method

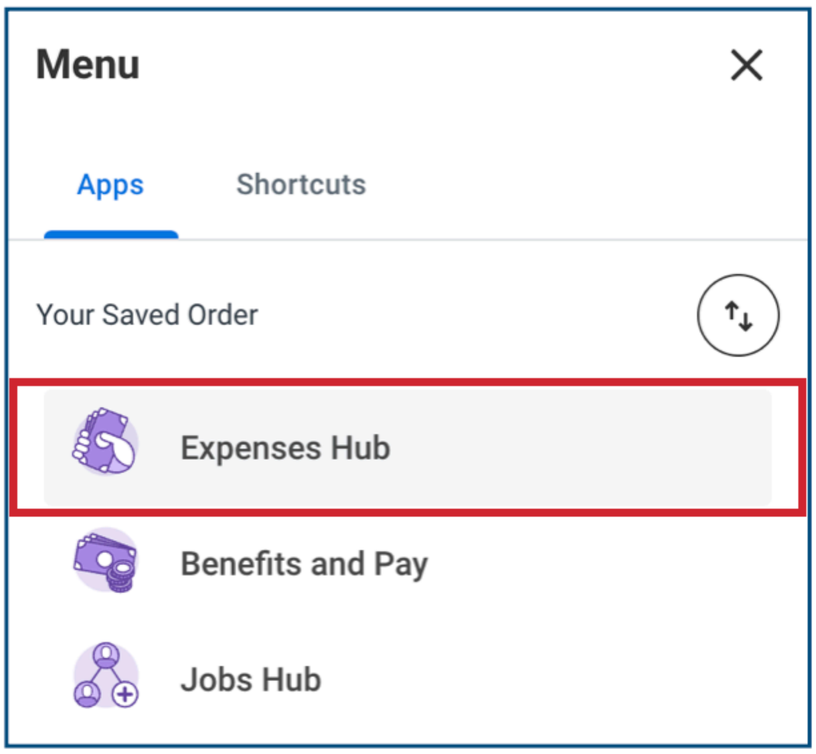


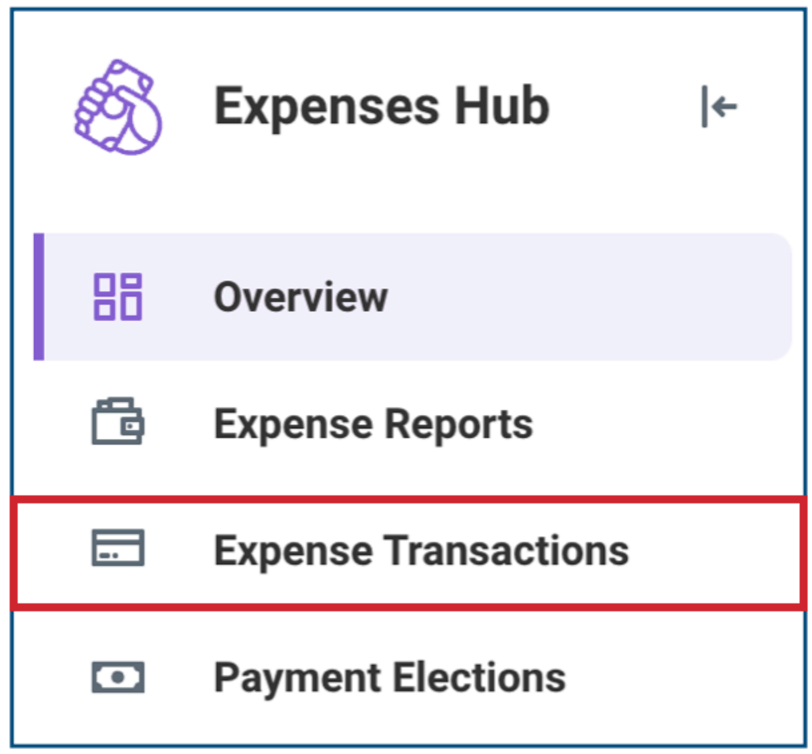
3. Enter the required information > Click **OK**



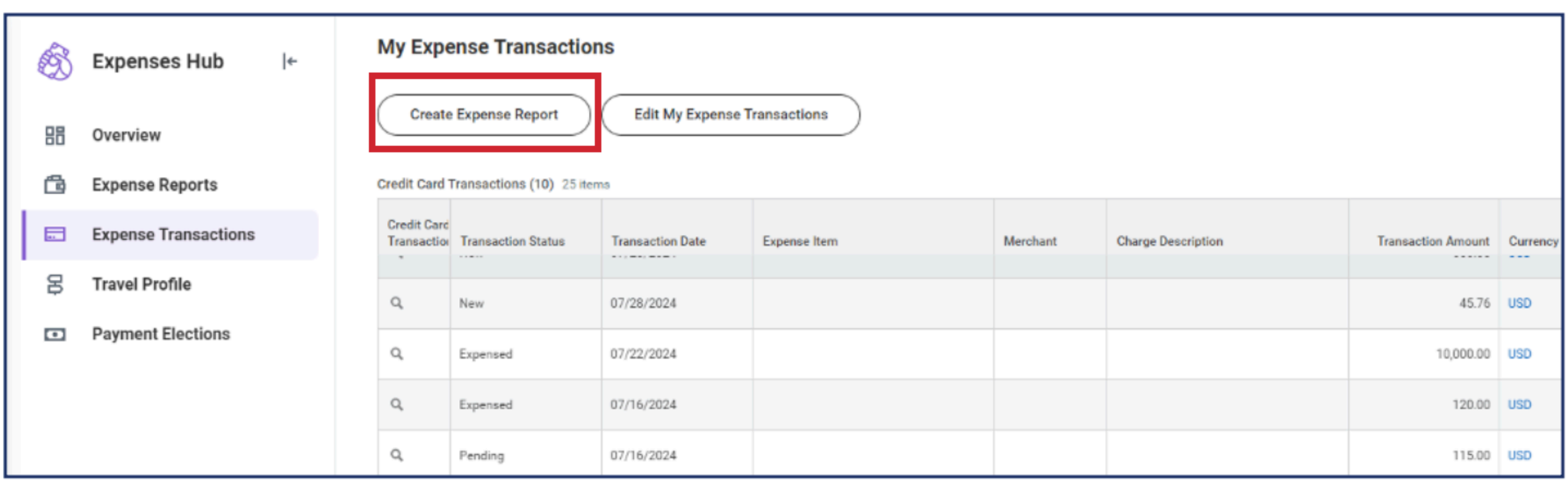
How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

1. Navigate to the *Expenses Hub* and click the “Expense Transactions” tab



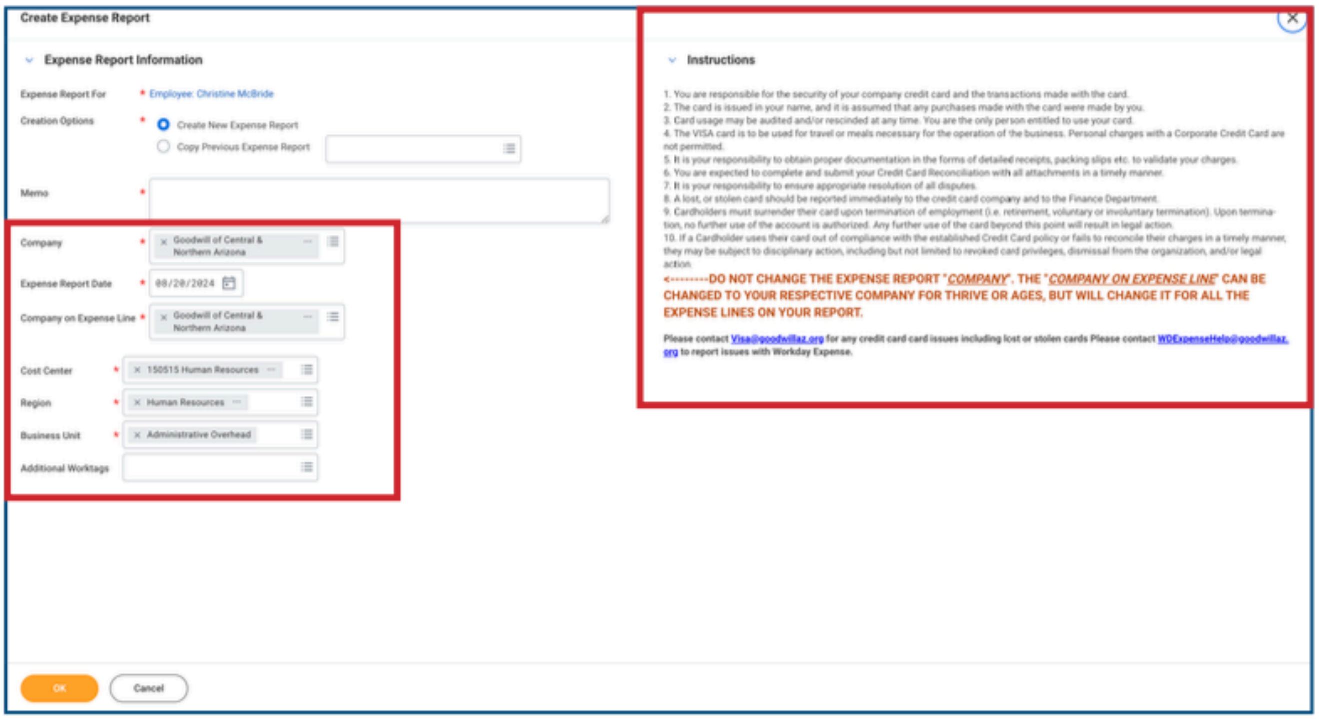


2. Click “Create Expense Report”



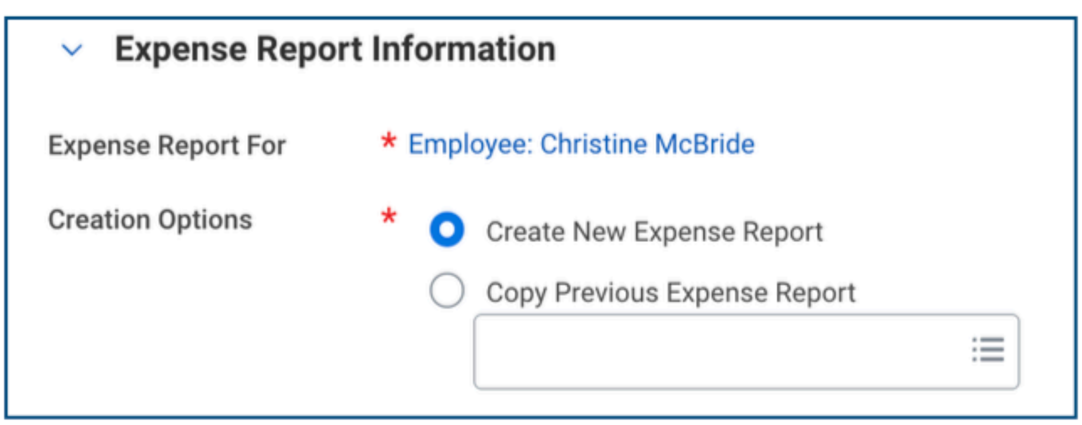
How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

3. Review instructions and important information on the right side of the form.



Note: Most information auto-populates according to the cost center and related work tags that the team member is assigned to in Workday.

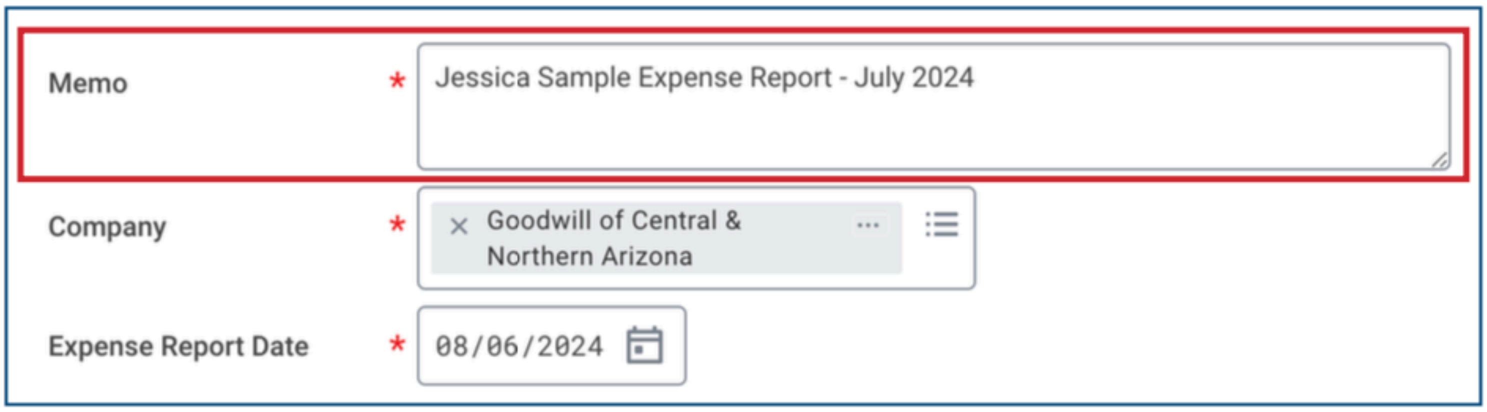
4. Create a "New Expense Report"



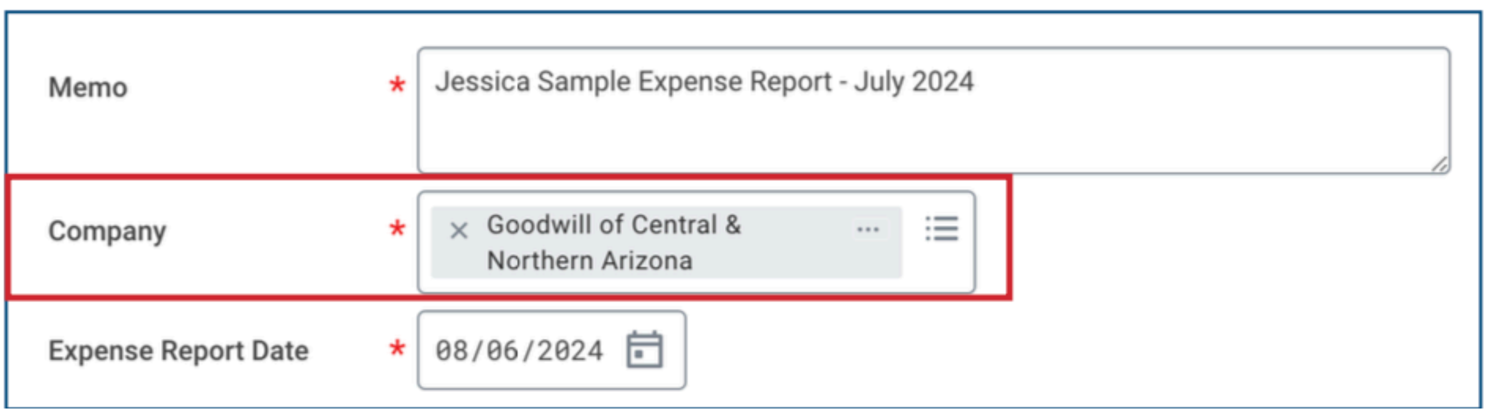
Note: It is not recommend to select "Copy Previous Expense Report" unless the team member is only submitting personal mileage where they often travel the same route.

How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

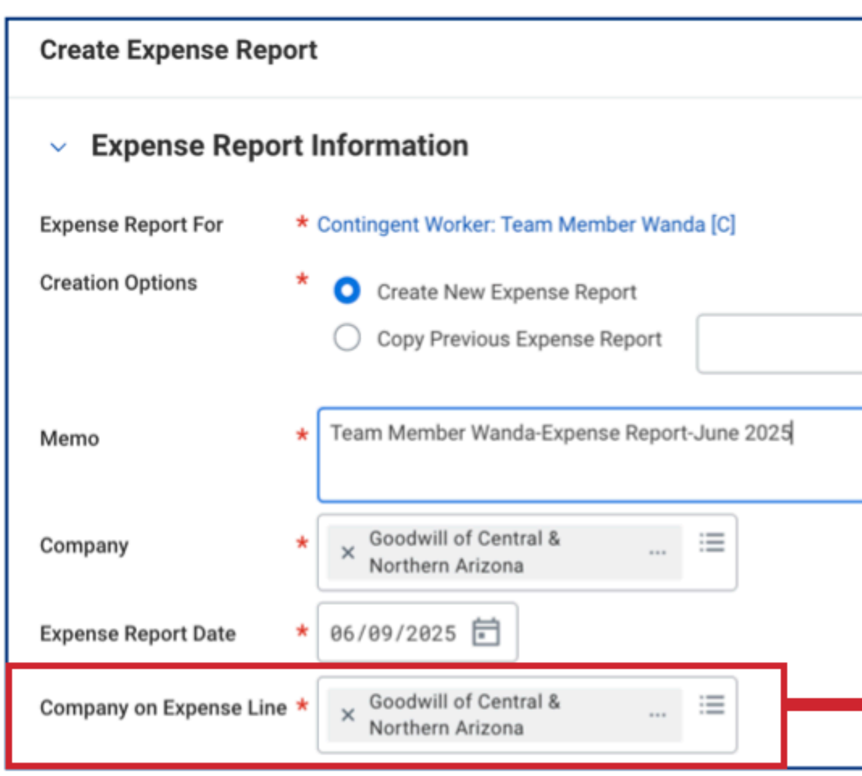
5. Type a memo to include the team member's name, "expense report" and the month and year.

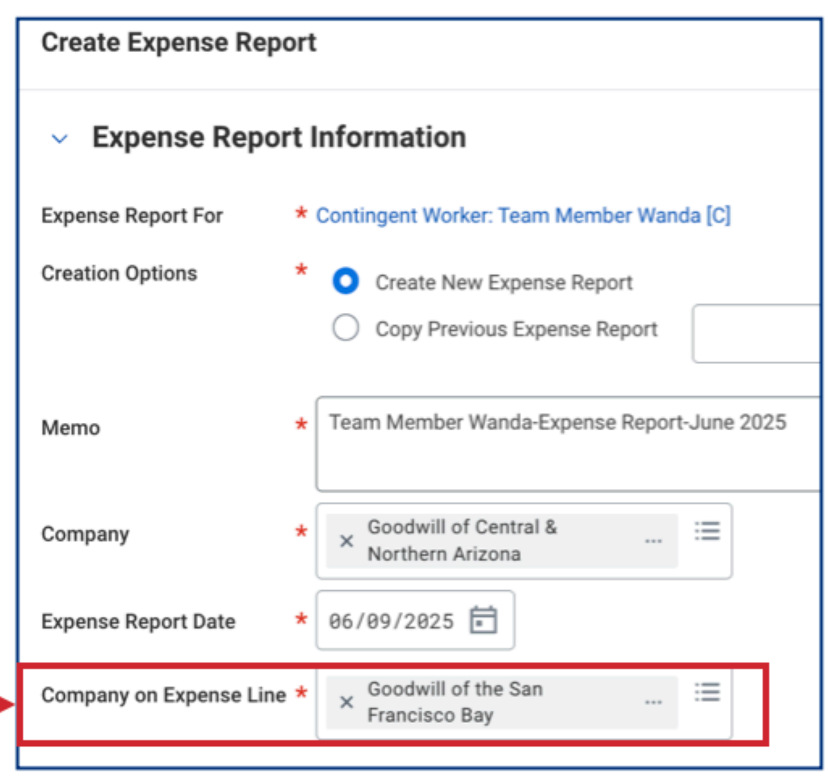


IMPORTANT! DO NOT CHANGE THE COMPANY FIELD!



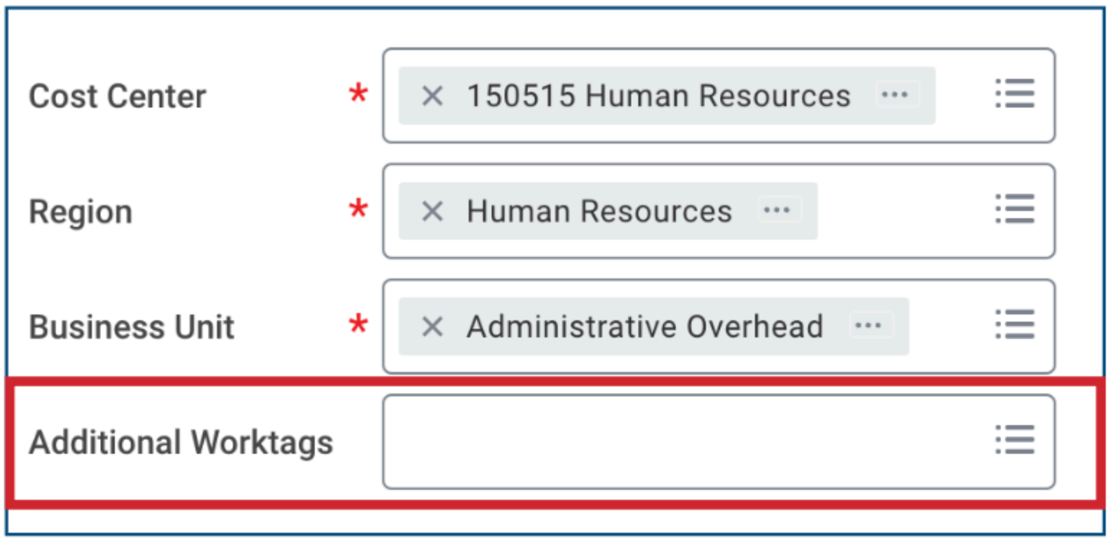
6. Change the Company on Expense Line to Goodwill of the San Francisco Bay



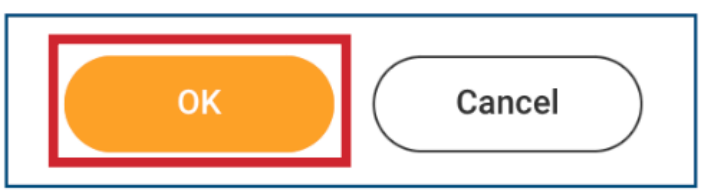


How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

Note: Project codes can be added under *Additional Worktags*. This is only recommended if all transactions in the expense report need to be tagged to a single project. Project codes for individual expenses should be added to the expense line. **See the image in step 11 for details.**

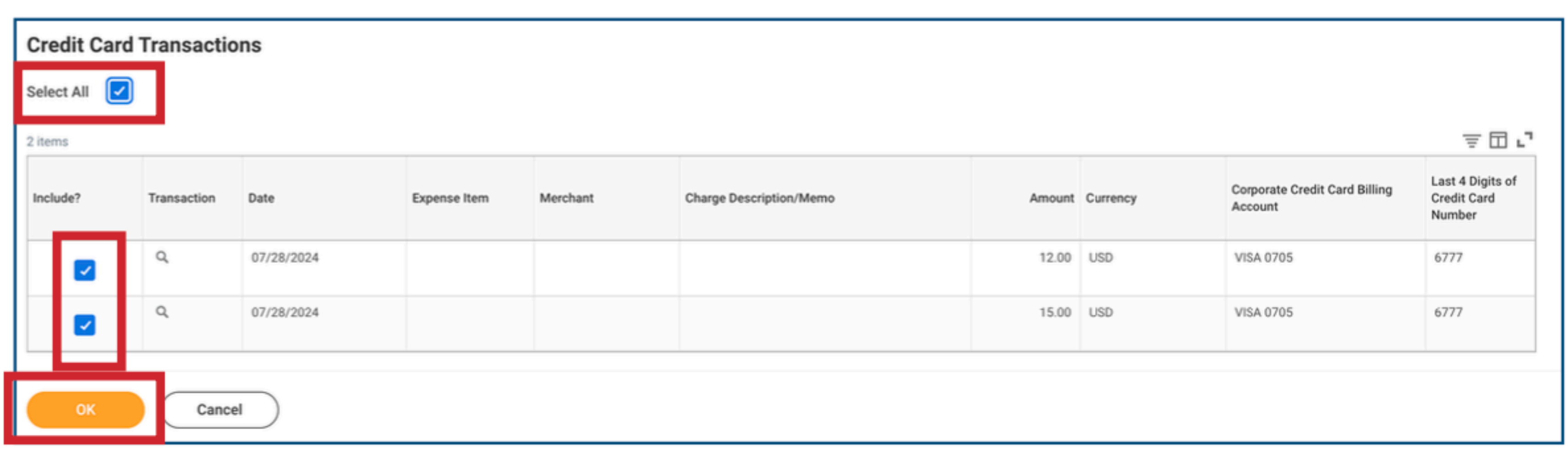


7. Click OK



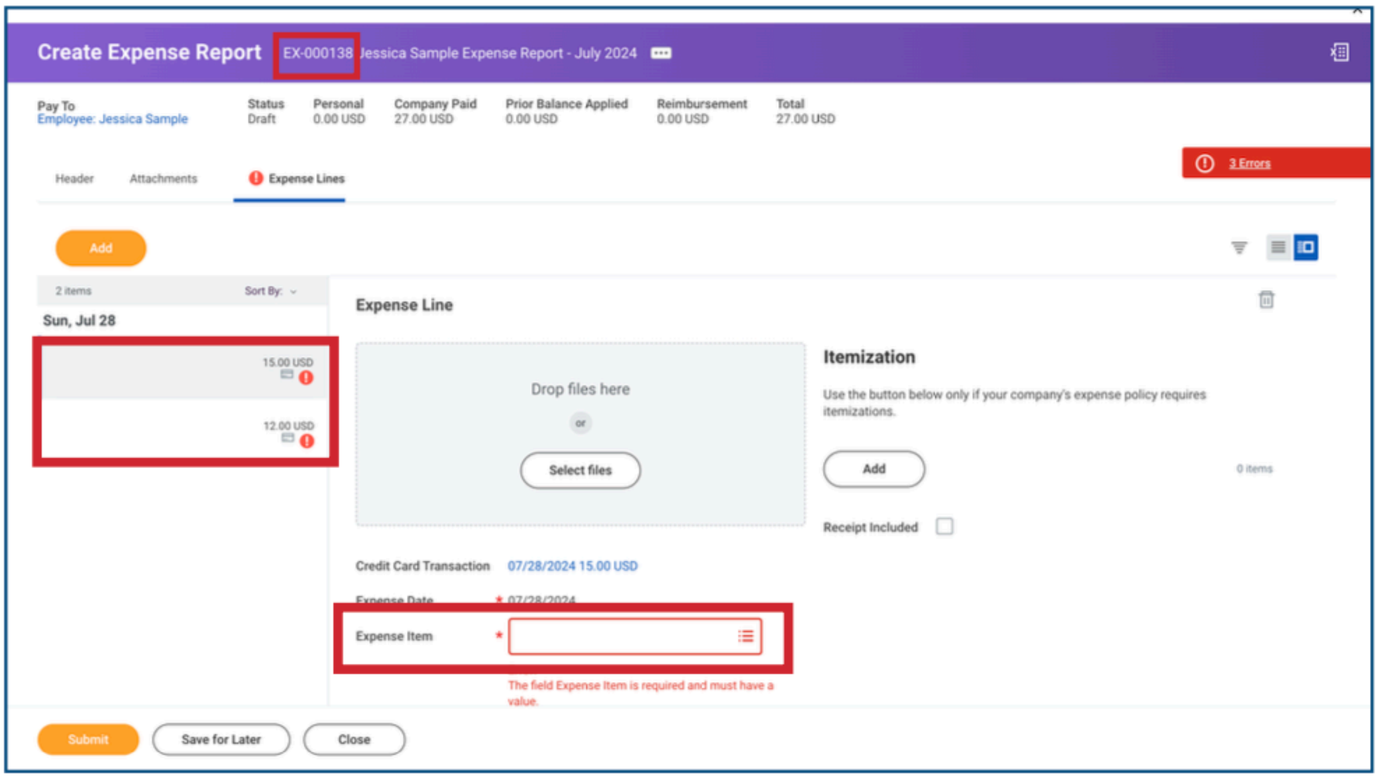
8. Click the **Select All** check box to select all available transactions that are not already on an expense report and then click **OK.**

Note: Transactions can also be individually selected by clicking the check box next to each transaction.

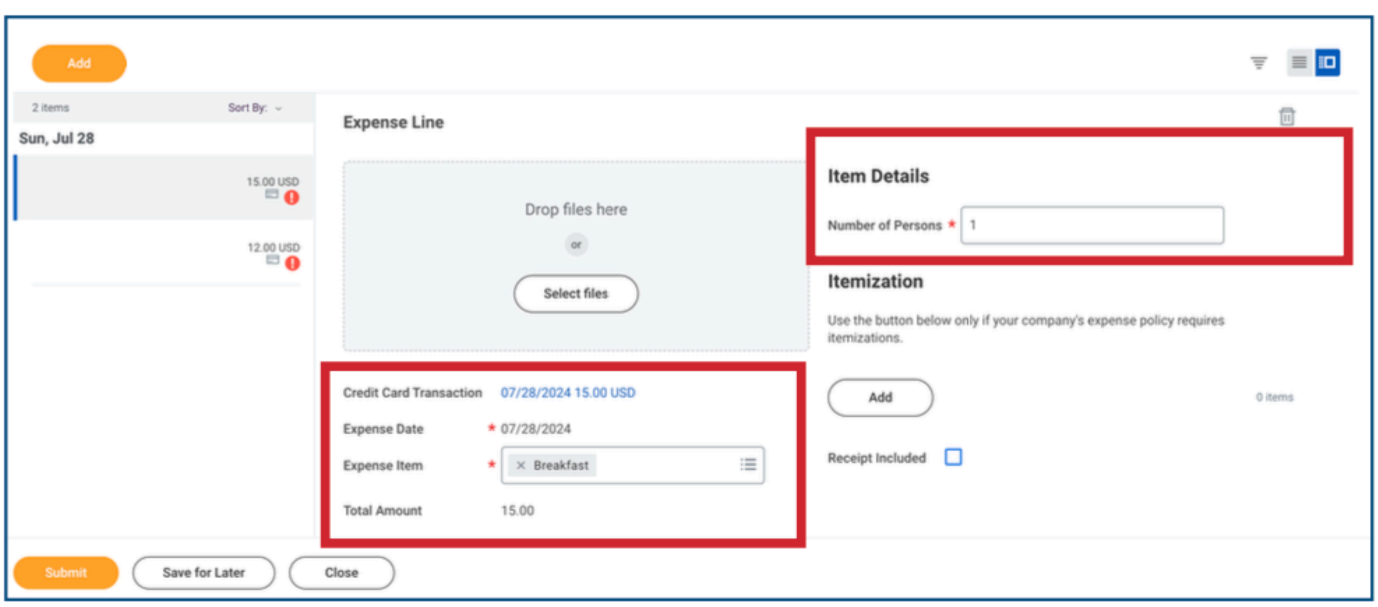


How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

Note: The left of the screen shows all transactions included in the report. Workday automatically assigns an expense report number as indicated in the header of the form (EX-000138).



9. Select the appropriate expense item category from the drop down menu.



Note: Some expense item categories (e.g. travel related costs and meals etc.) will prompt the user to choose additional selections under the *Item Details* section of the form for more information.

How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

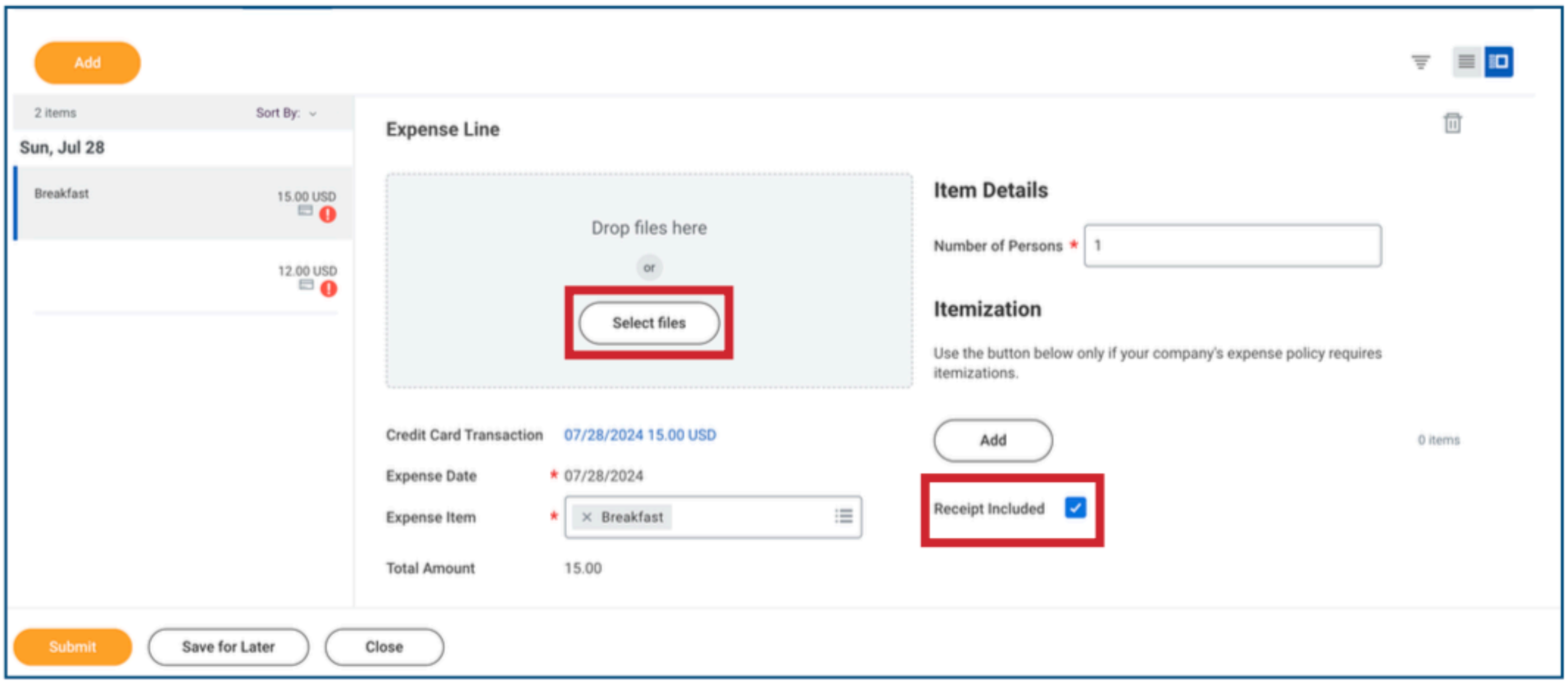
IMPORTANT! Some expense items are categorized differently in the Expenses Hub than in Concur. The expense item “Travel” is no longer an option. Instead, travel related expenses are categorized by items that are more specific. See the chart below for details.

Expense Item (Expenses Hub)	Expense Item Group (Concur)
Breakfast	Meals and Entertainment
Lunch	Meals and Entertainment
Dinner	Meals and Entertainment
Agency Booking Fees	Travel
Airfare	Travel
Airline Fees	Travel
Public Transport	Travel
Tolls/Road Charges	Travel
Uber/Lyft/Taxi	Travel
Hotel	Travel
Car Rental	Travel
Parking	Travel

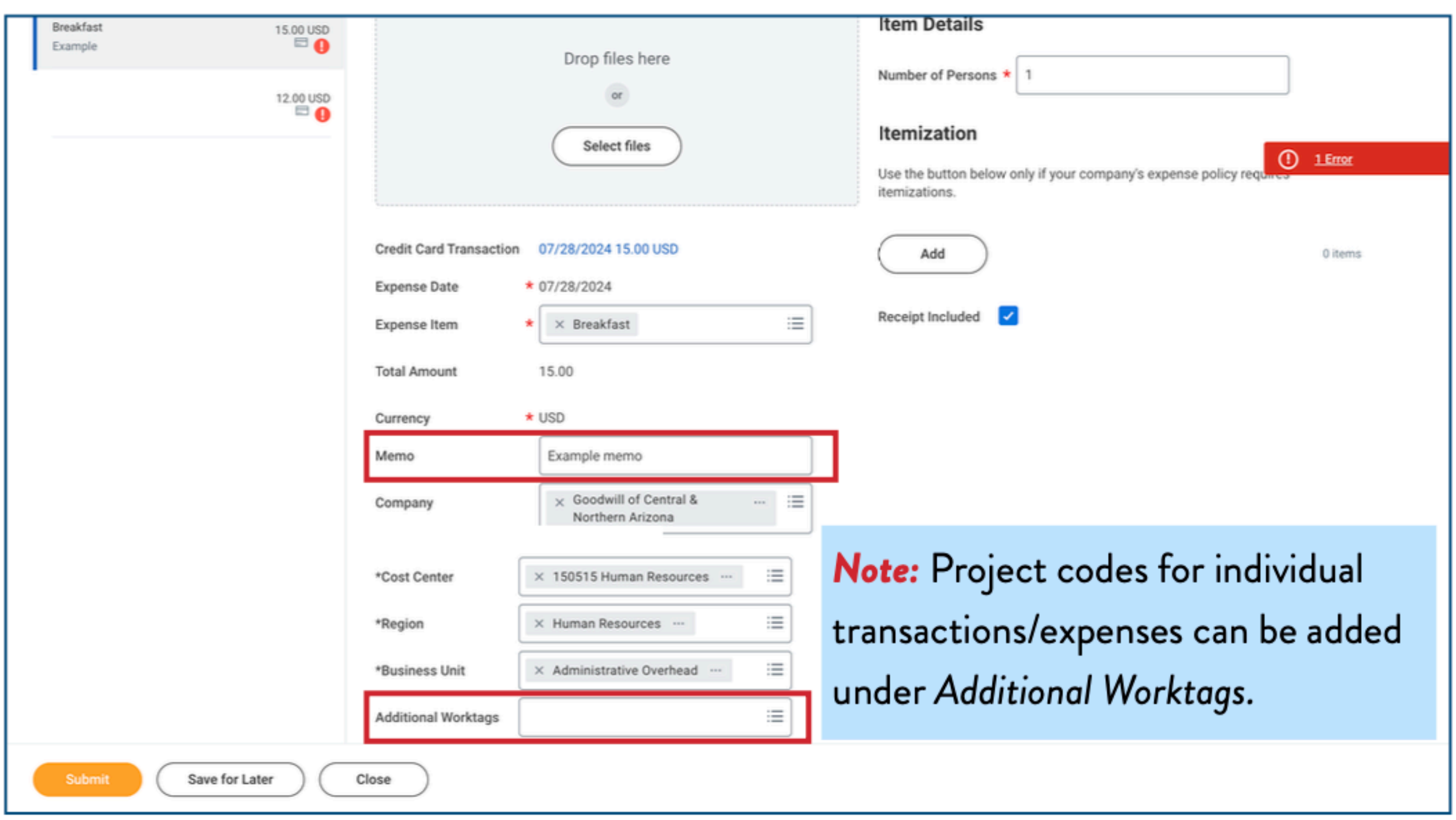
How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

10. Drag and drop or click the "Select files" button to upload a copy of the receipt of the transaction and then select the "Receipt Included" checkbox.

> **IMPORTANT!** Receipts are required for all transactions except for personal mileage reimbursements.



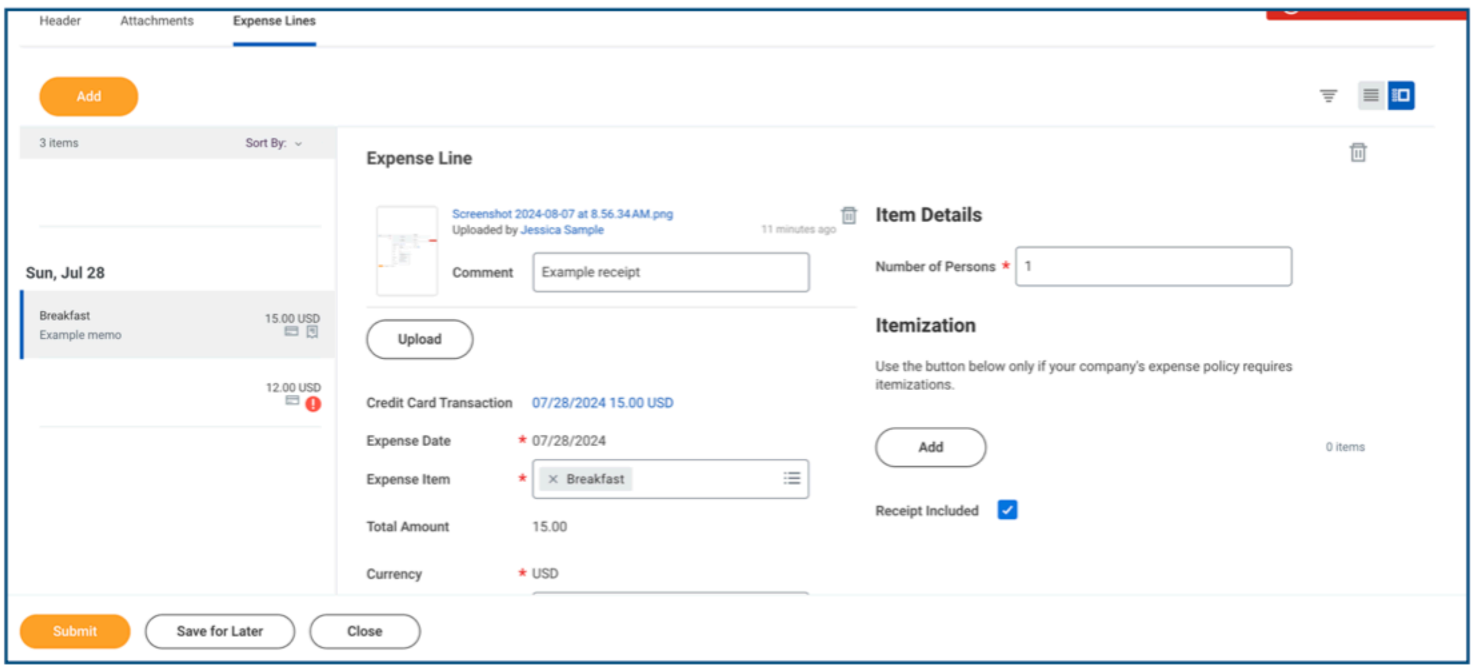
11. Enter the business purpose for the expense in the memo section



> ***Note:*** Project codes for individual transactions/expenses can be added under *Additional Worktags*.

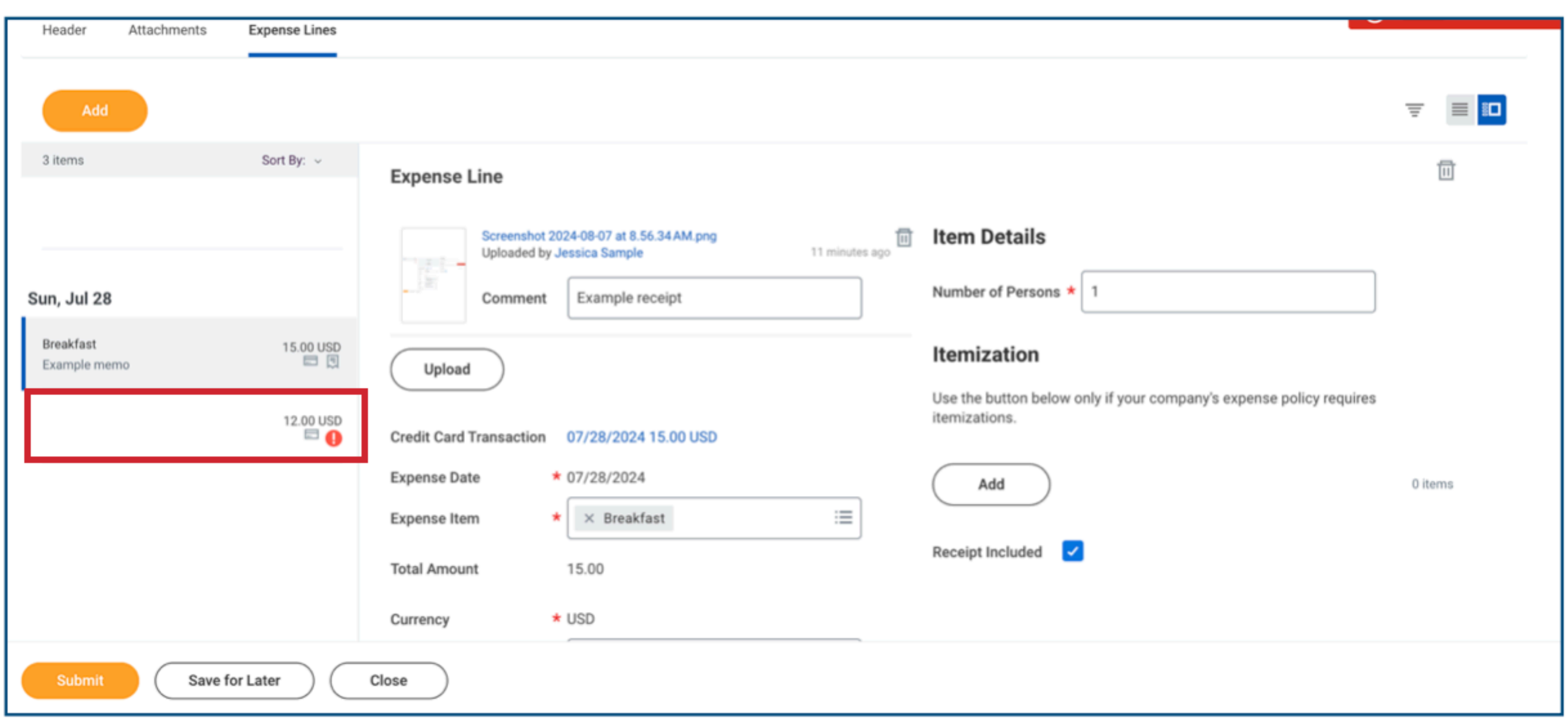
How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

IMPORTANT! If transactions need to be itemized make sure to itemize every necessary transaction before submitting the expense report. ***See pages 19-21 for steps on how to itemize transactions.***



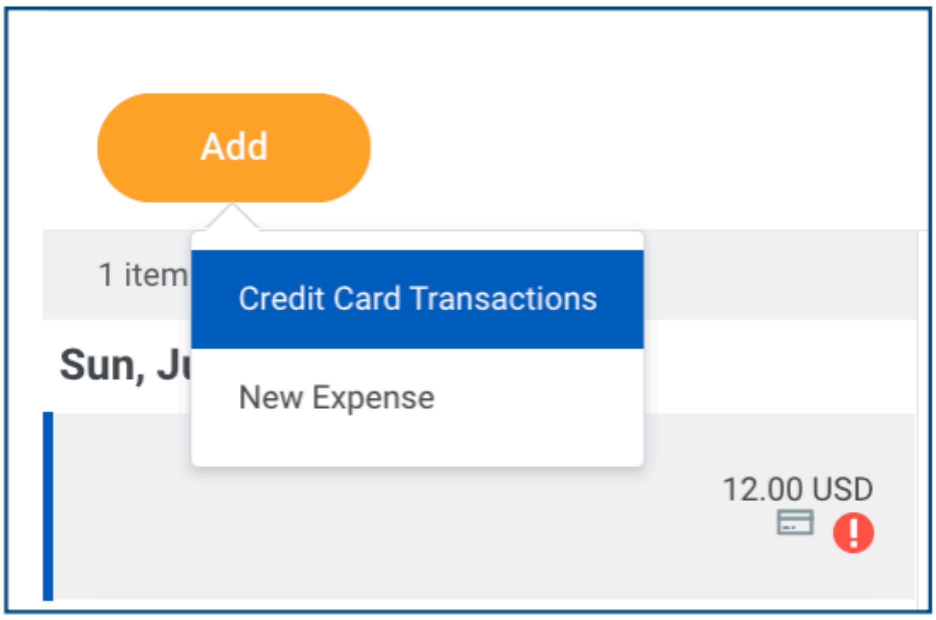
12. Click the next transaction from the column and repeat steps 8-10 for all transactions on the expense report.

Note: The red exclamation point **(!)** icon is an alert that indicates action is needed on a transaction.



How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

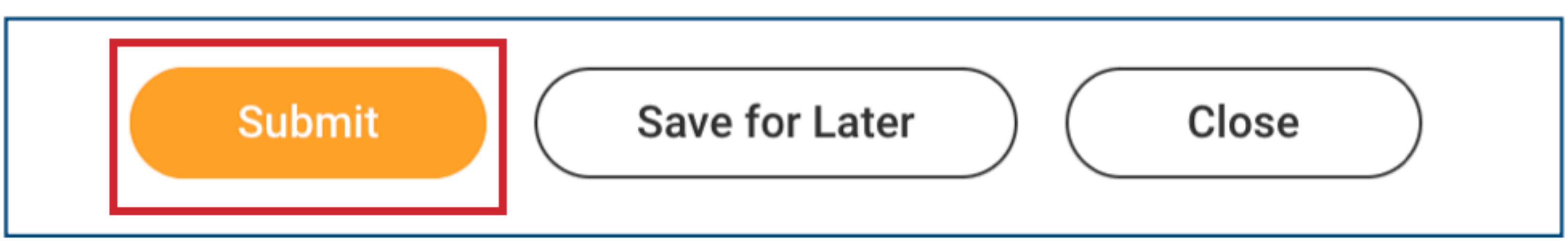
13. *(Optional)* Click the **Add** button and then *"Credit Card Transactions"* to add additional additional credit card transactions or select *"New Expense"* to add expenses for personal reimbursements (e.g mileage).



Note: This option will only appear if there are transactions that are not already assigned to an expense report. Otherwise, clicking the *Add* button will directly route the user to the new expense line page in the form.

Note: To add mileage for personal reimbursement to the expense report, refer to pages 22-27 of the guide.

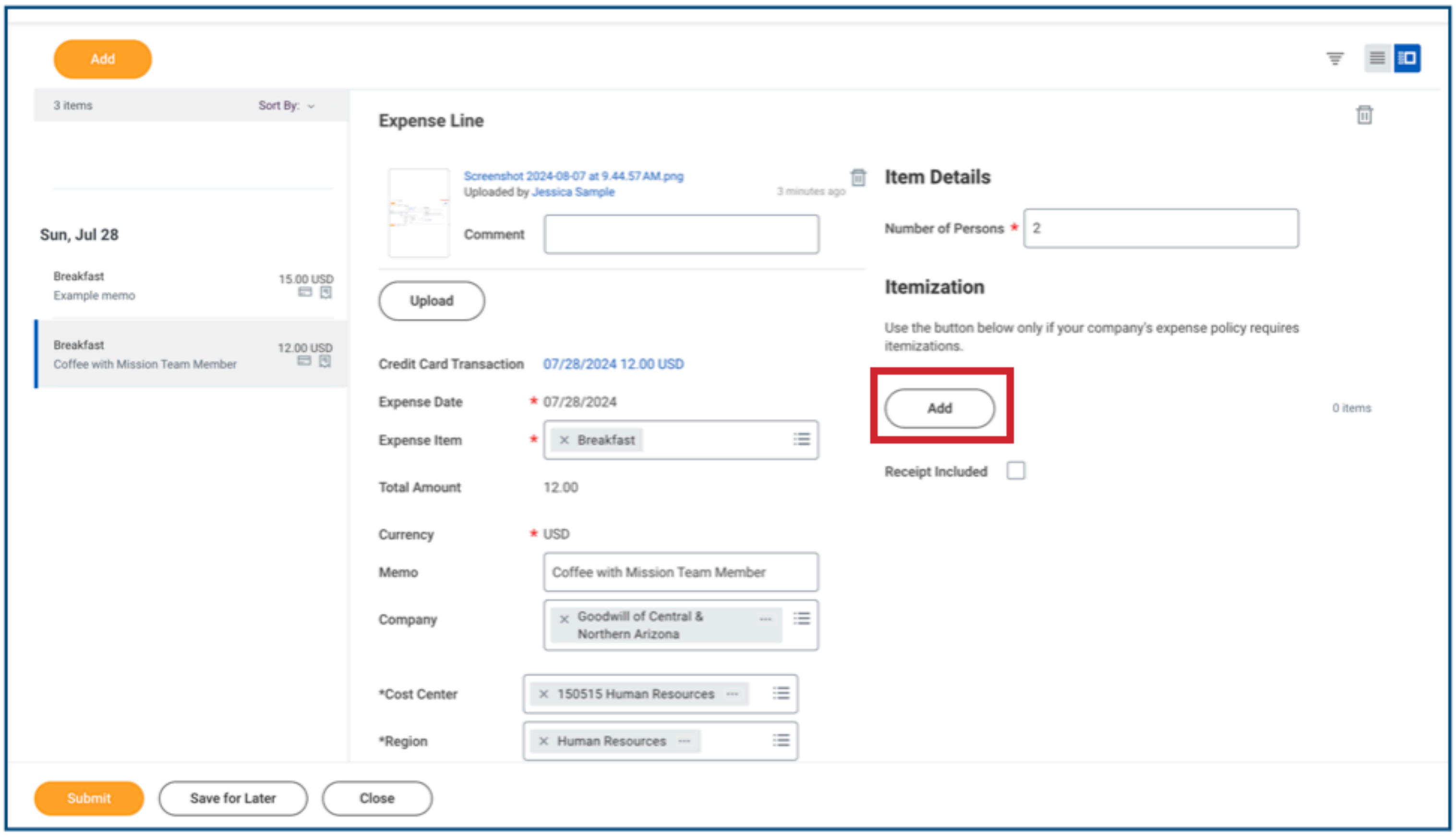
14. Click the **Submit** button to complete and the expense report.



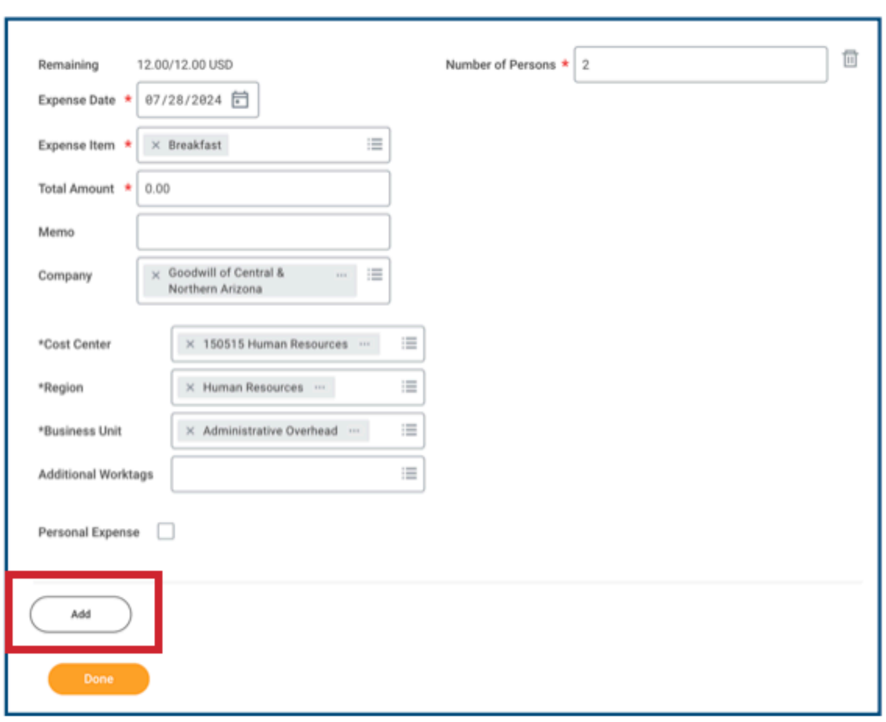
Note: The team member can monitor the status of the report as the it moves through the business process. See pages 46-49 for more details.

How to Itemize Transactions (Desktop)

1. Once all required information has been entered for the expense, click the add button to begin itemizing the transaction.



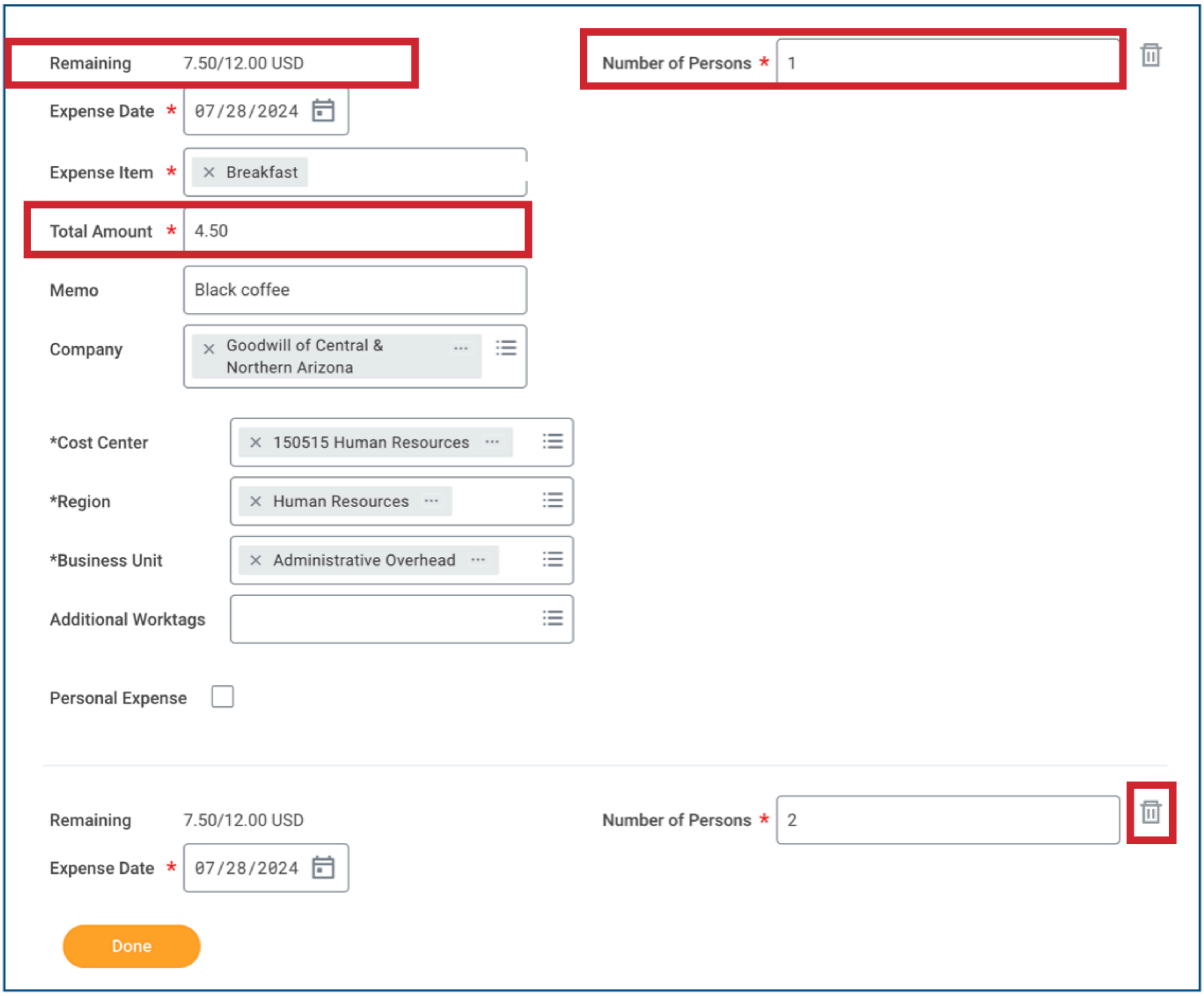
2. Click the add button again on the pop up window.



Note: This action adds another "itemization line" so the transaction can be divided and broken down (itemized). Clicking the add button again will further divide the transaction for itemization.

How to Itemize Transactions (Desktop)

3. Edit the necessary information including the total amount.

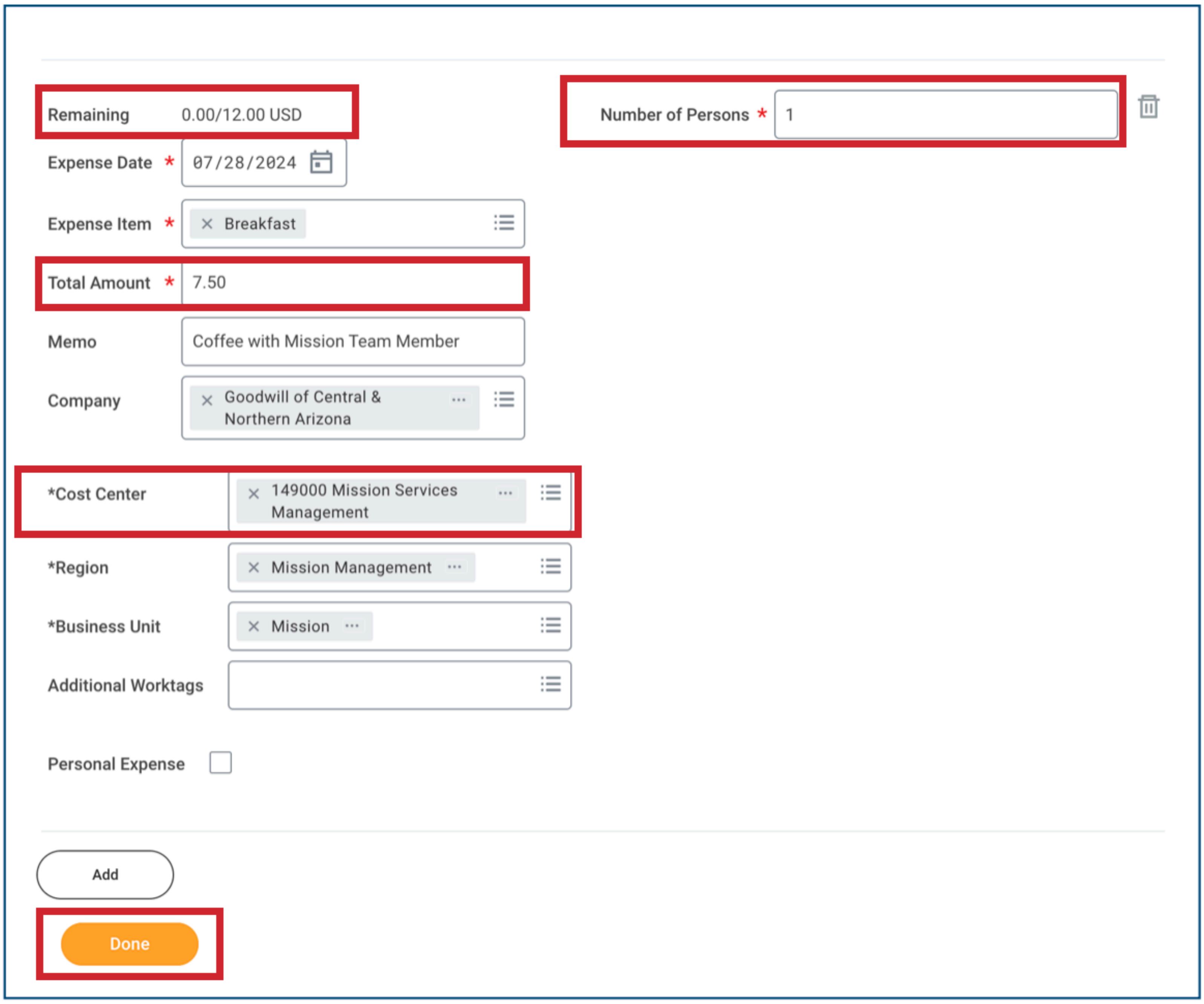


Note: The remaining balance of the transaction automatically calculates and appears at the top of the "itemization line".

Note: Click the trash can icon to delete an itemization line.

4. Scroll down and edit the necessary information for the remaining itemization line(s).

Note: Change the cost center if necessary to expense the remaining balance to a different business. The region and business unit will automatically populate.

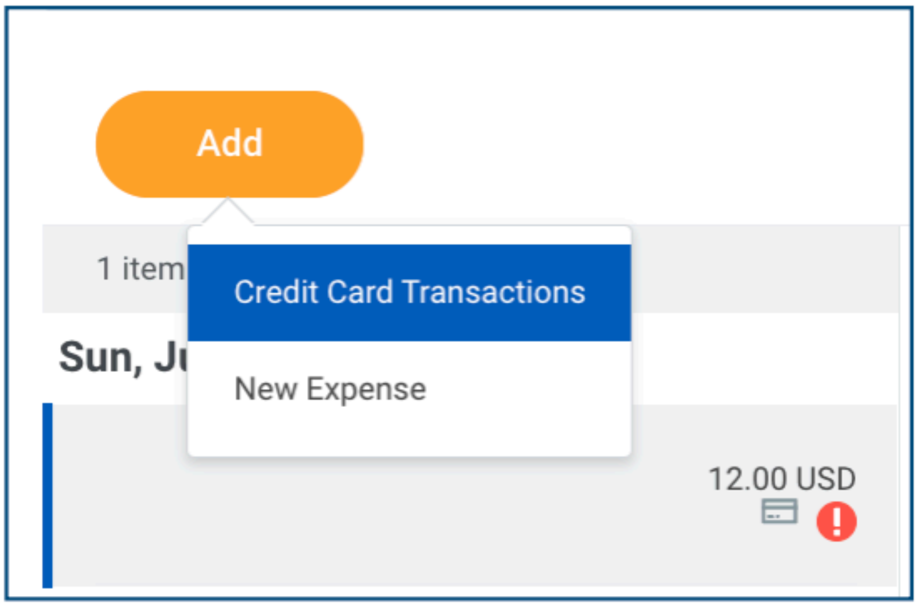


IMPORTANT! The remaining balance of the transaction must calculate to $0.00 after all itemizations have been entered to proceed.

5. Click **Done** when all itemizations have been entered.

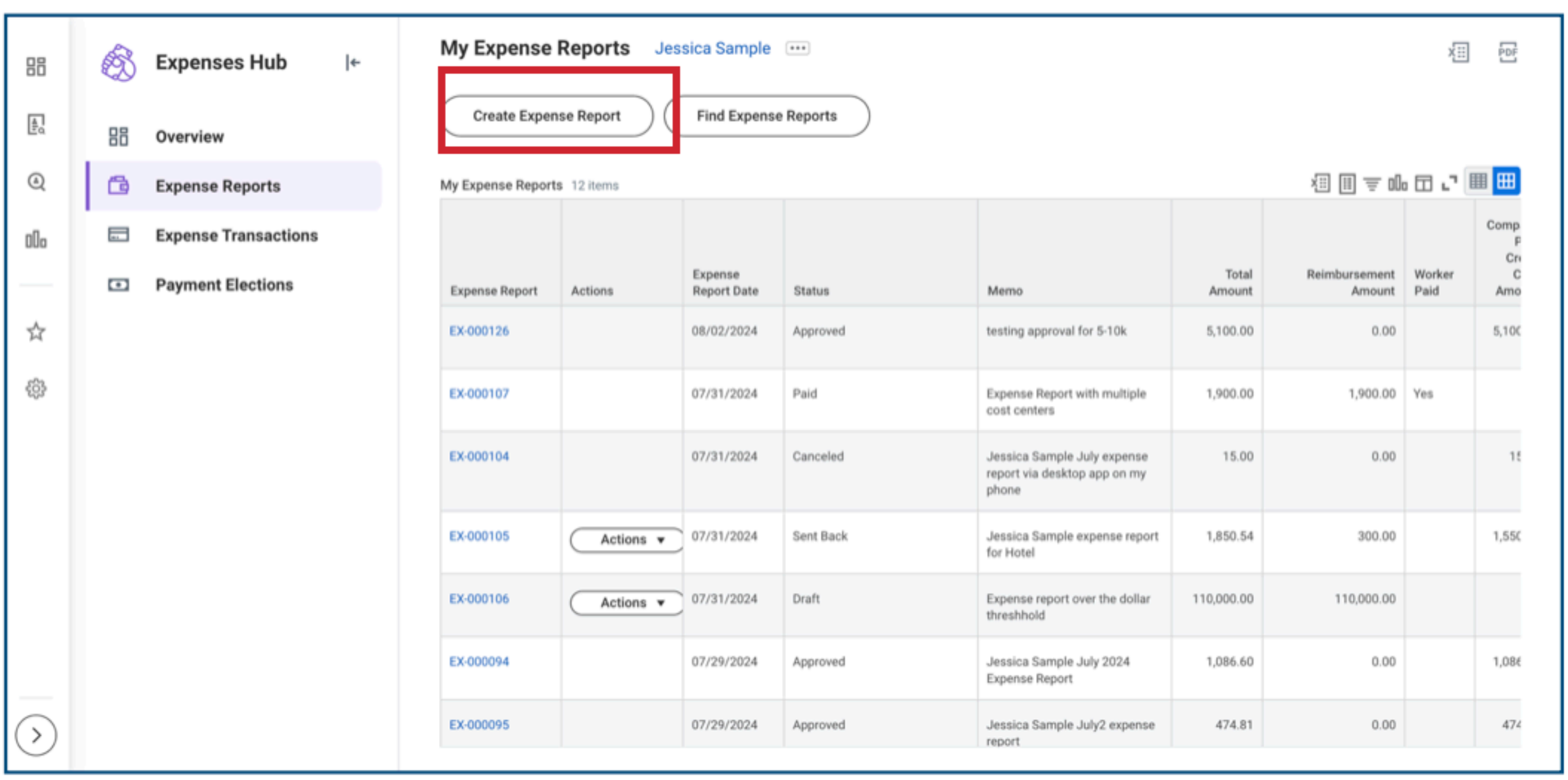
How to Add Personal Mileage Reimbursement to an Expense Report (Desktop)

Note: Click the **Add** button and then *"Credit Card Transactions"* to add additional additional credit card transactions or select *"New Expense"* to add expenses for personal reimbursements (e.g mileage).



Note: This option will only appear if there are transactions that are not already assigned to an expense report. Otherwise, clicking the *Add* button will directly route the user to the new expense line page in the form.

OR Create a new expense report, if necessary.



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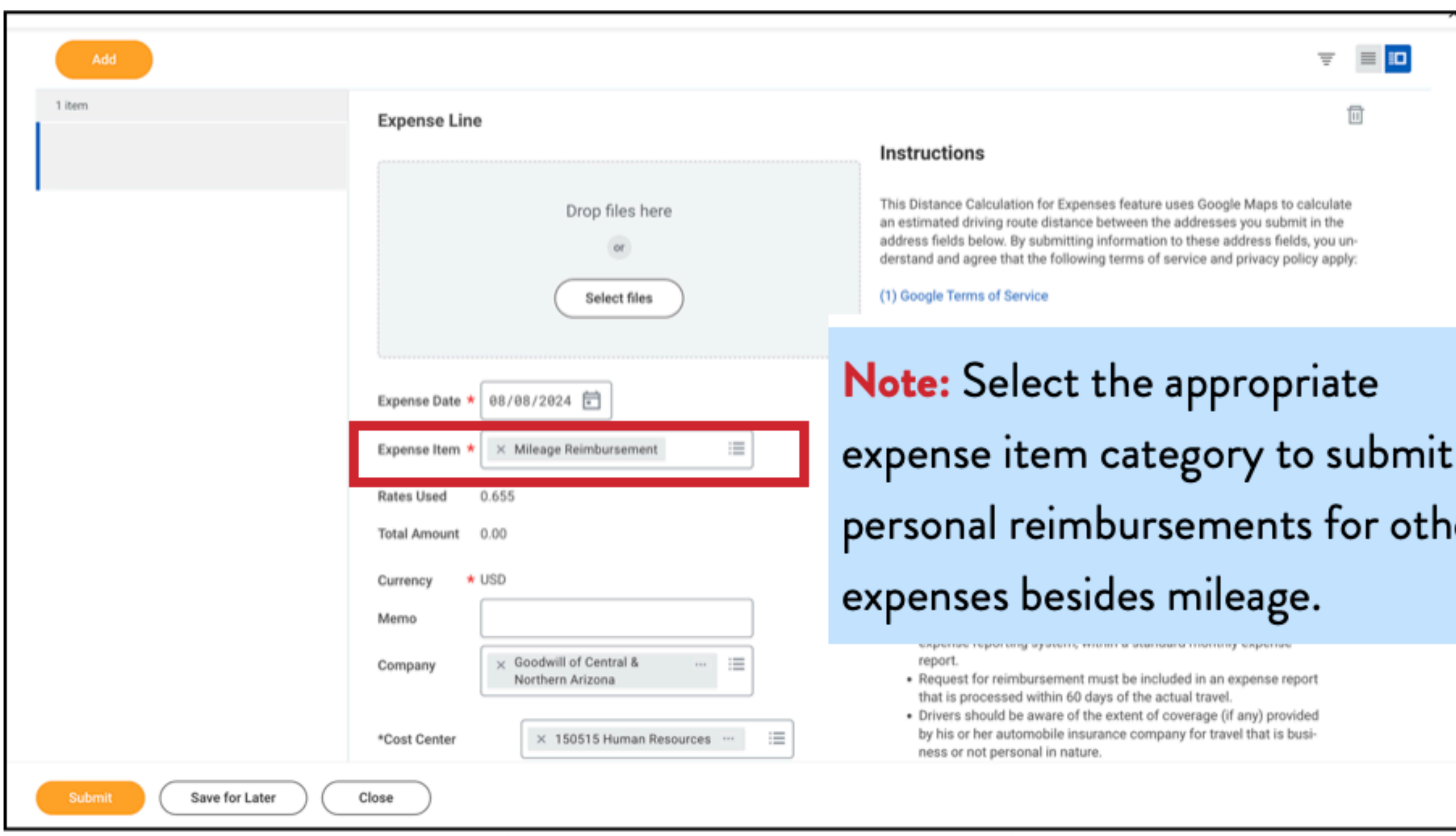
How to Add Personal Mileage Reimbursement to an Expense Report (Desktop)

IMPORTANT! Team Members are only reimbursed for mileage that exceeds their normal commute. Mileage reimbursements are distributed to cover the difference. No need to submit mileage for travels that are equal to or shorter than your normal commute.

IMPORTANT! Team members who travel to multiple sites within the same day need to create a new mileage reimbursement expense line for every leg of their travels.

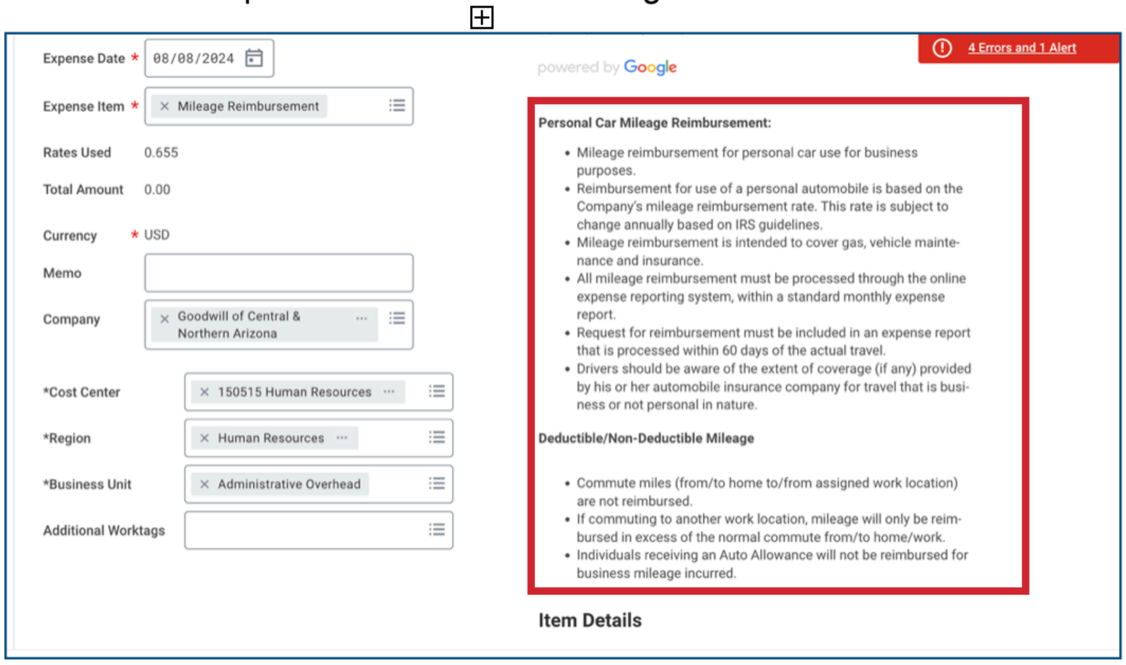
1. Select "Mileage Reimbursement" under Expense Item



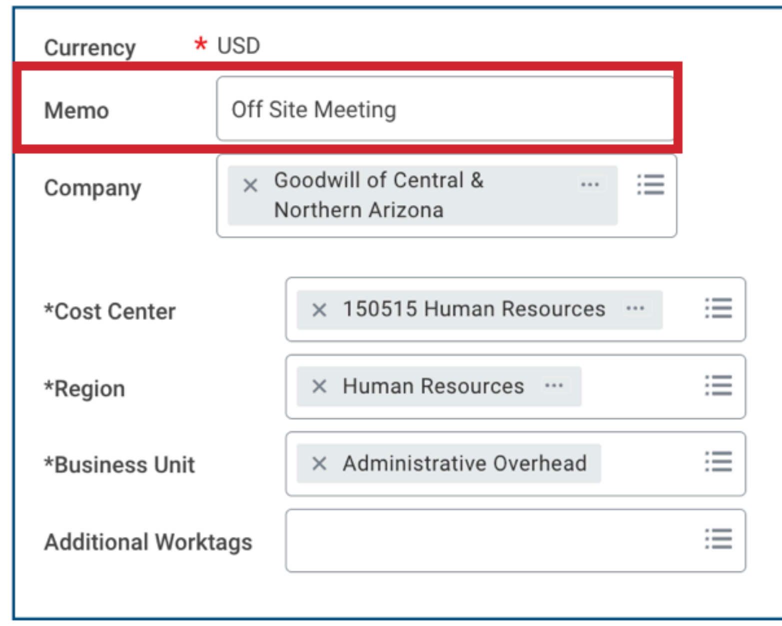
Note: Select the appropriate expense item category to submit for personal reimbursements for other expenses besides mileage.

How to Add Personal Mileage Reimbursement to an Expense Report (Desktop)

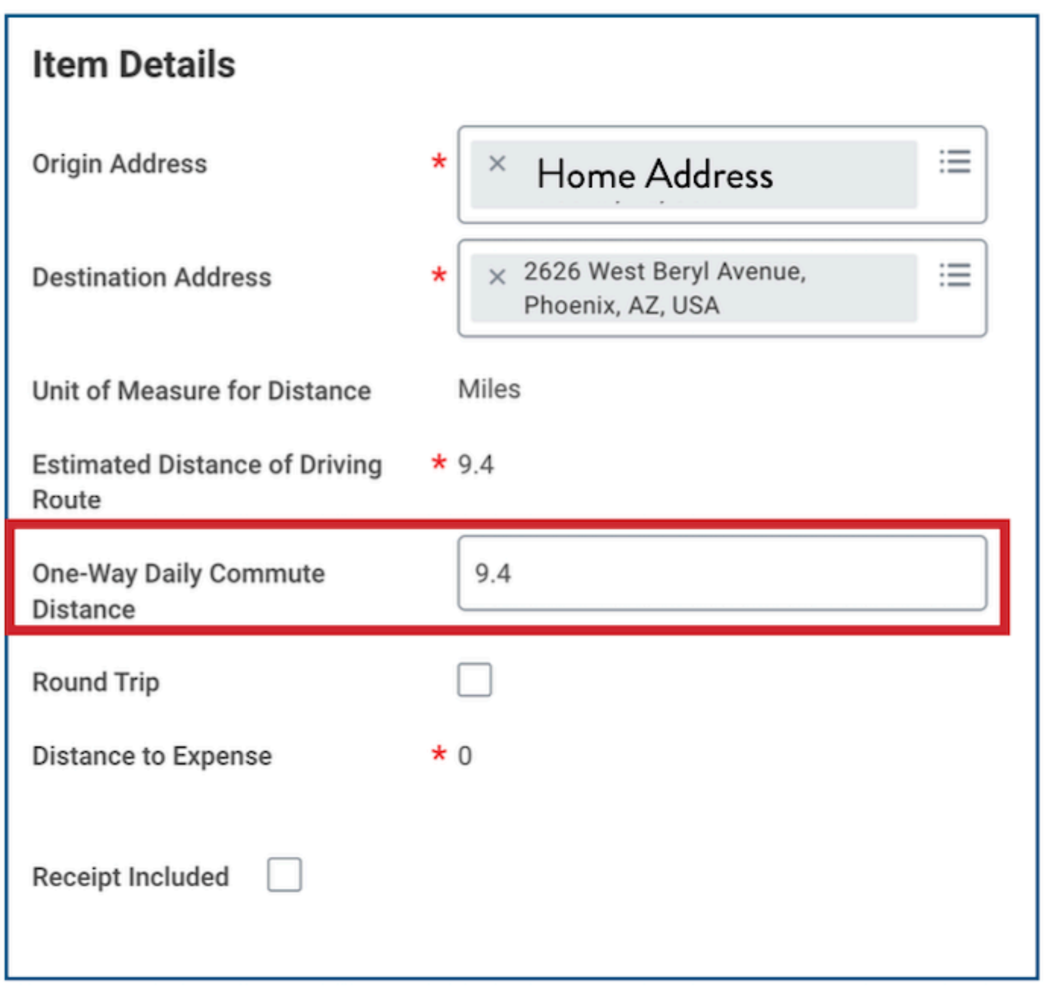
2. Review the important information on the right of the screen.



3. Enter the business purpose in the memo.



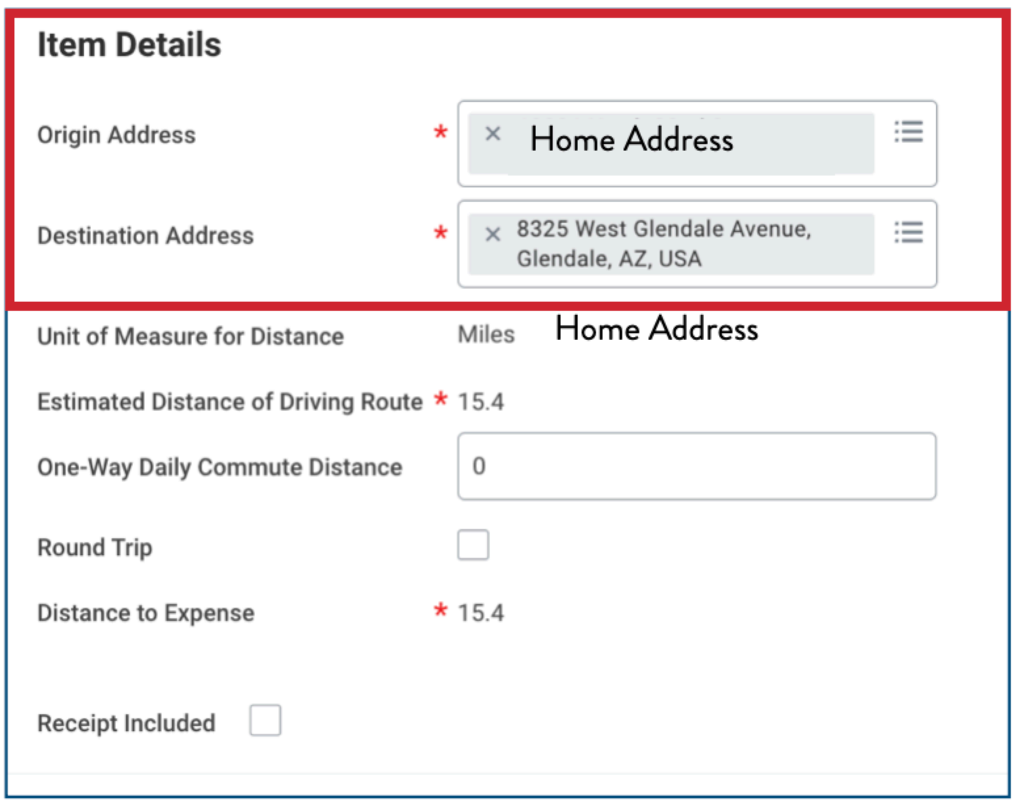
4. Under the *Item Details* section, enter your home address under the **Origin Address** and your regular work site address under **Destination Address** to calculate your personal one-way commute mileage.



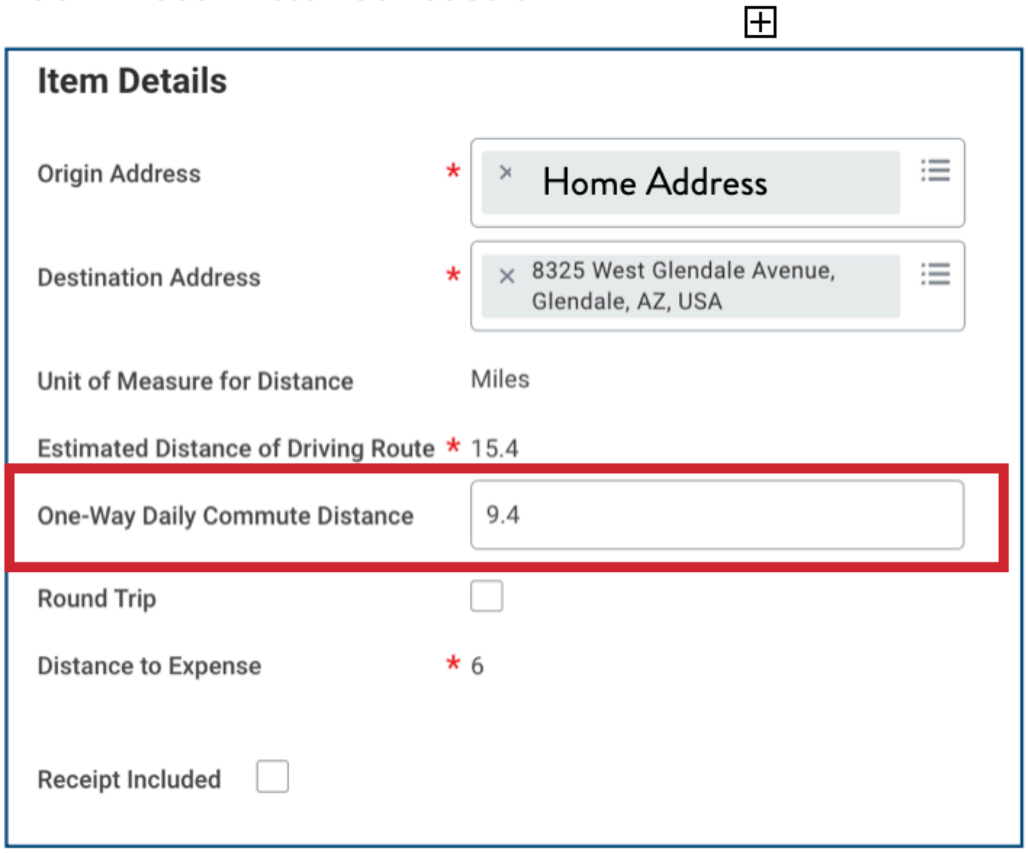
IMPORTANT! Record your "One-Way Daily Commute Distance" mileage for your records. Your personal one-way commute mileage is needed to accurately calculate the appropriate mileage to expense.

How to Add Personal Mileage Reimbursement to an Expense Report (Desktop)

5. Clear the address details, and then enter the appropriate origin and destination addresses.

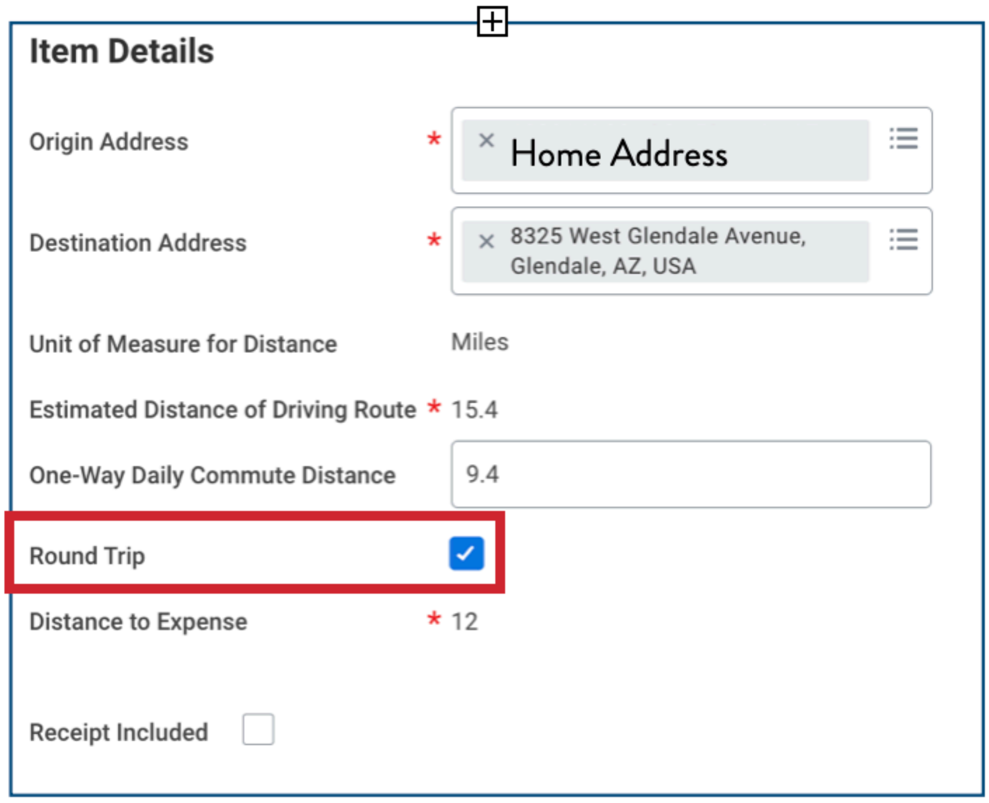


6. Enter your personal one-way commute mileage under the "One-Way Daily Commute Distance" section

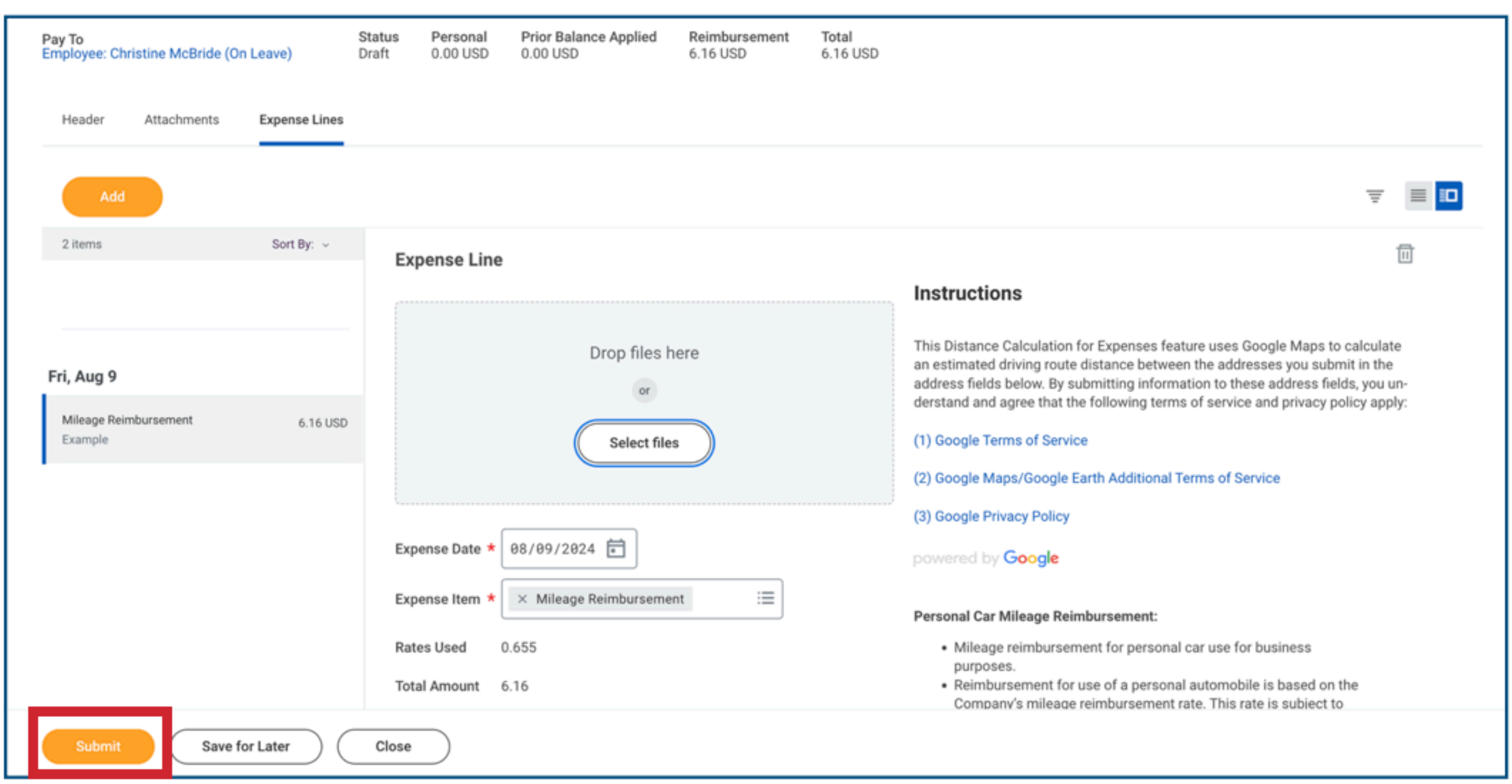


Note: Workday will automatically calculate the mileage as information is entered. As shown, for example, 15.4 subtracted by 9.4 = 6 miles to expense (one way).

7. Check the Round Trip check box, if applicable.

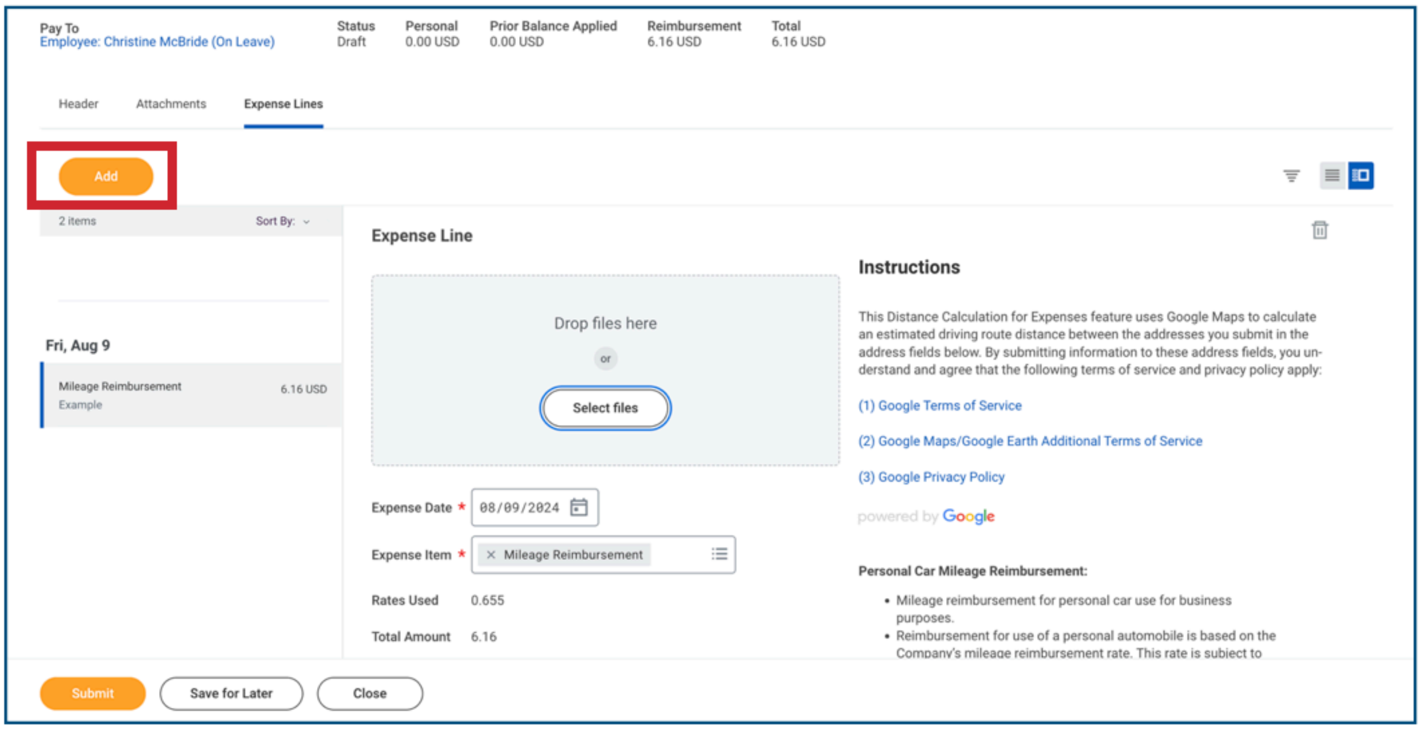


8. If no other mileage or transactions need to be included in the expense report, click the **Submit** button to complete.



How to Add Personal Mileage Reimbursement to an Expense Report (Desktop)

9. To add a new expense line to an expense report, click the **Add** button.

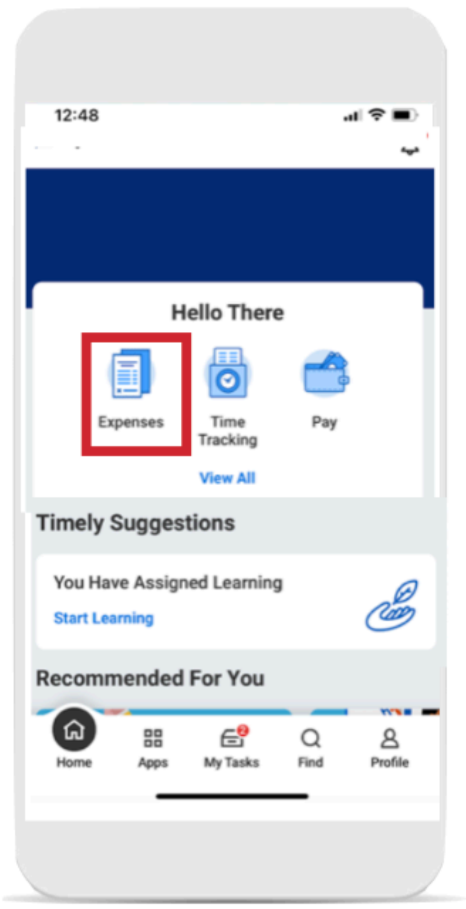


10 Repeat steps 1-8 to add additional mileage. Then click the **Submit** button when complete.

IMPORTANT! Team members who travel to multiple sites within the same day need to create a new mileage reimbursement expense line for every leg of their travels.

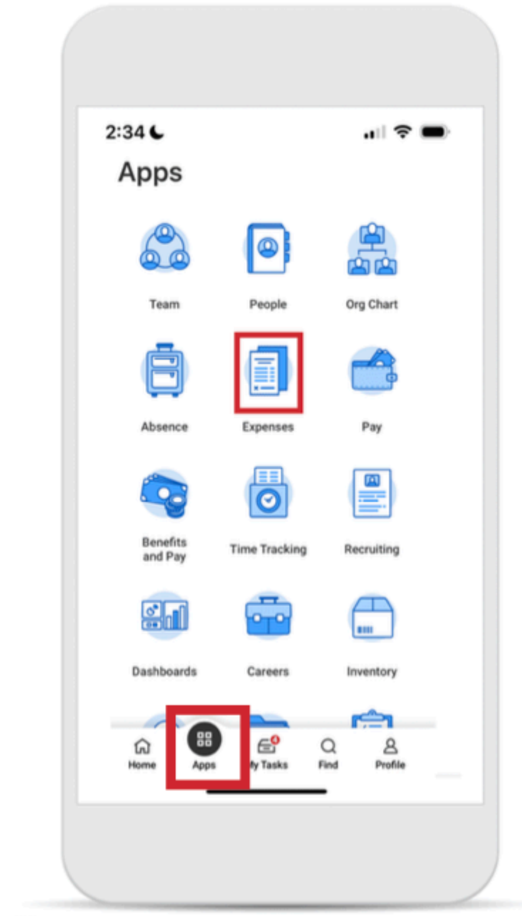
11. Return to the "Expense Reports" tab in the *Expenses Hub* to view the status of your expense reports and the reimbursement amount.

How to Add Personal Mileage Reimbursement to an Expense Report (Mobile)

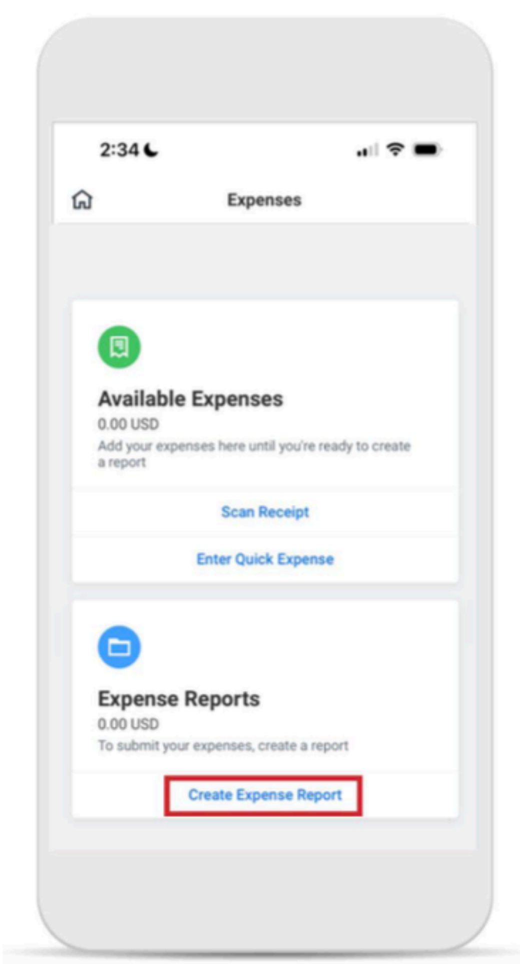


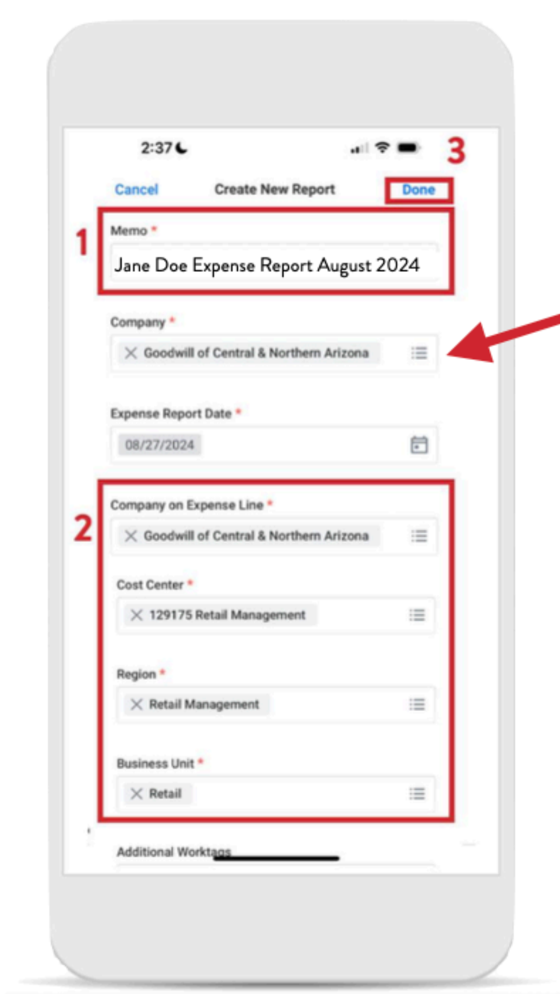
1. Login to Workday Mobile and click on the ***Expenses*** app

Note: Click on ***Apps*** at the bottom of the screen if the Expenses app does not appear on your Workday Mobile Home Page



2. Click ***Create Expense Report***





3. Enter all necessary information

1. Enter the name of the expense report (team member name, month and year).

DO NOT CHANGE THE COMPANY LINE!

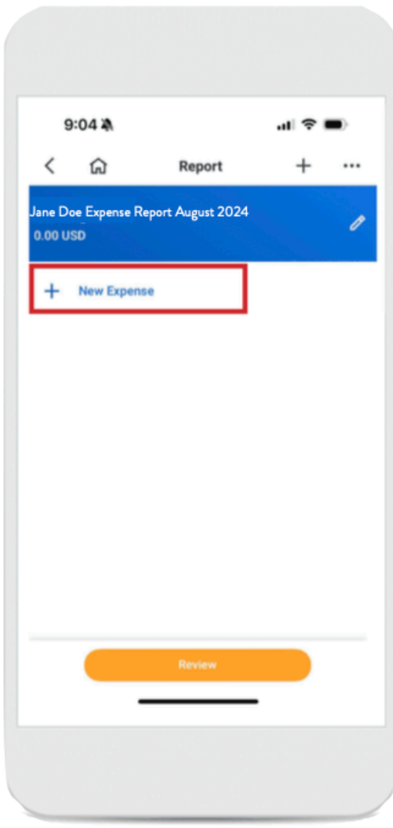
2. If the expense needs to be assigned to a different company select the appropriate option under the "Company on Expense Line" section.

Note: *The Cost Center, Region and Business Unit will auto-populate.*

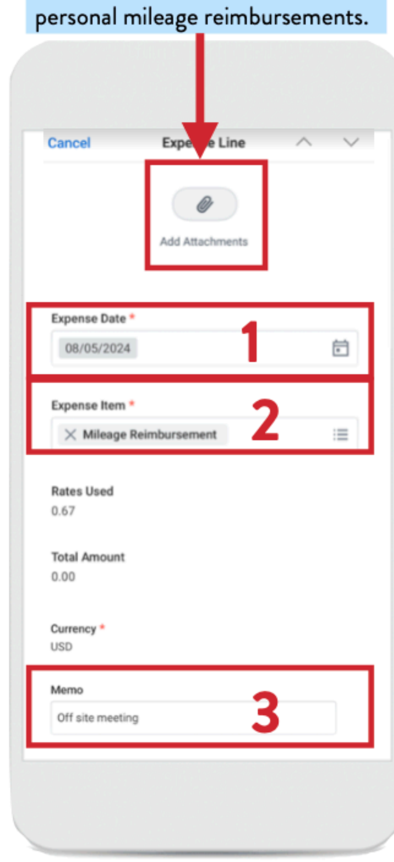
3. Click Done

How to Add Personal Mileage Reimbursement to an Expense Report (Mobile)

4. Click ***New Expense***

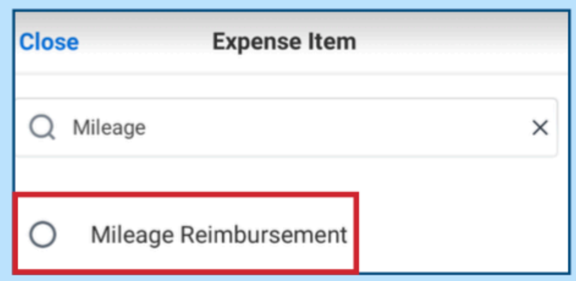


Note: Receipts are **not** needed for personal mileage reimbursements.



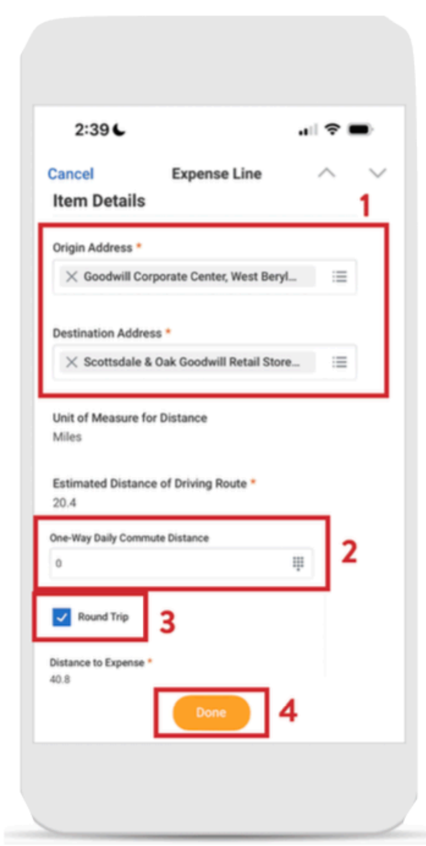
5. Enter all relevant information

1. Enter the date of the expense
2. Click the expense item section **>** type mileage in the search bar **>** select mileage reimbursement



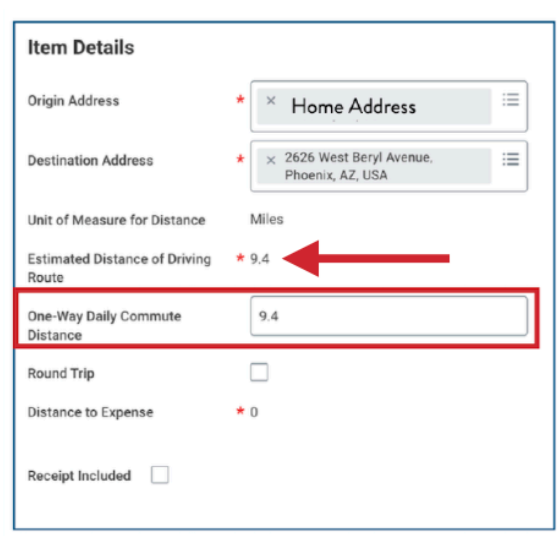
3. Enter the business purpose for the mileage expense

6. ***Scroll down*** and enter all relevant information



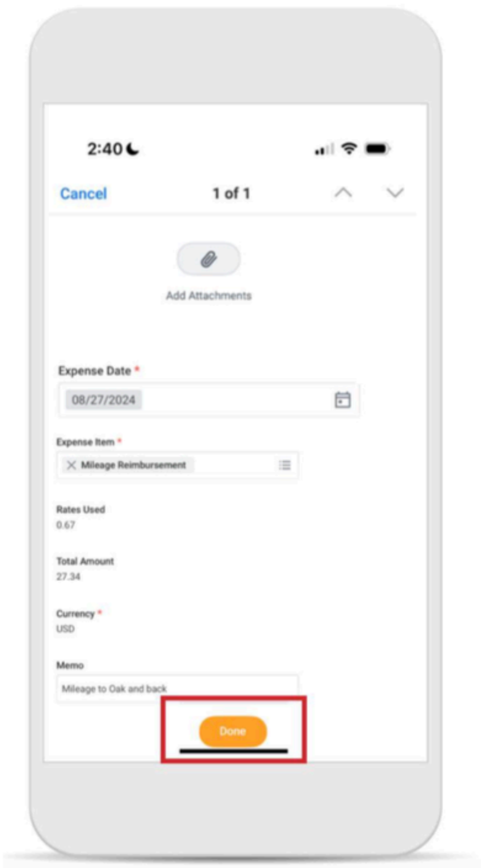
1. Enter the appropriate origin and destination addresses
2. Enter your personal one-way mileage commute distance under the "One-Way Daily Commute Distance" section, if applicable
3. Select the "Round Trip" check mark, if applicable
4. Click Done

*Under the **Item Details** section, enter your home address under the **Origin Address** section and your regular work site address under **Destination Address** to calculate your personal one-way distance commute.*

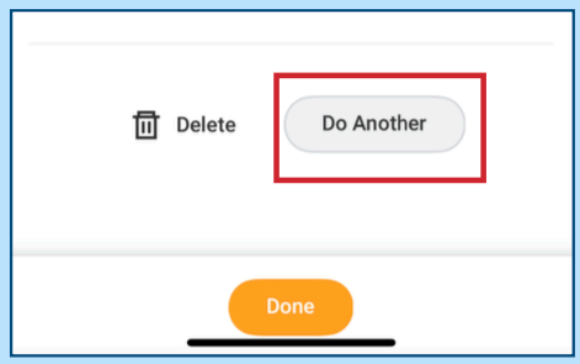


How to Add Personal Mileage Reimbursement to an Expense Report (Mobile)

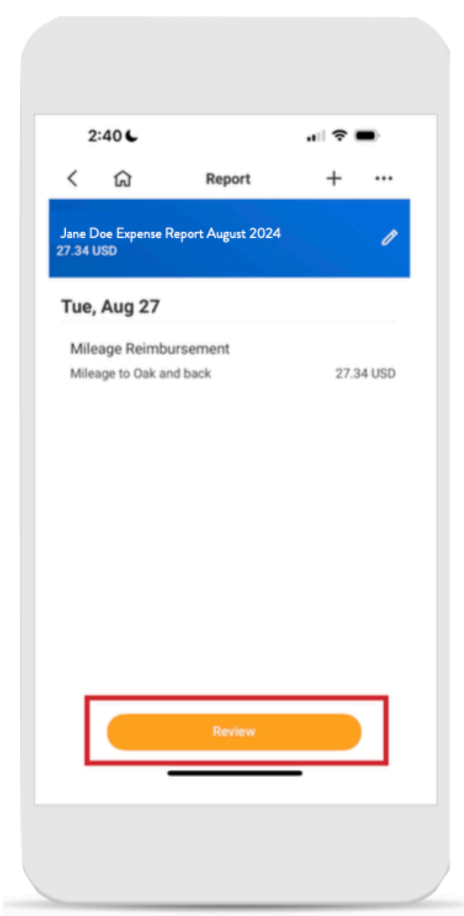
7. Review the information on the page and then click ***Done***



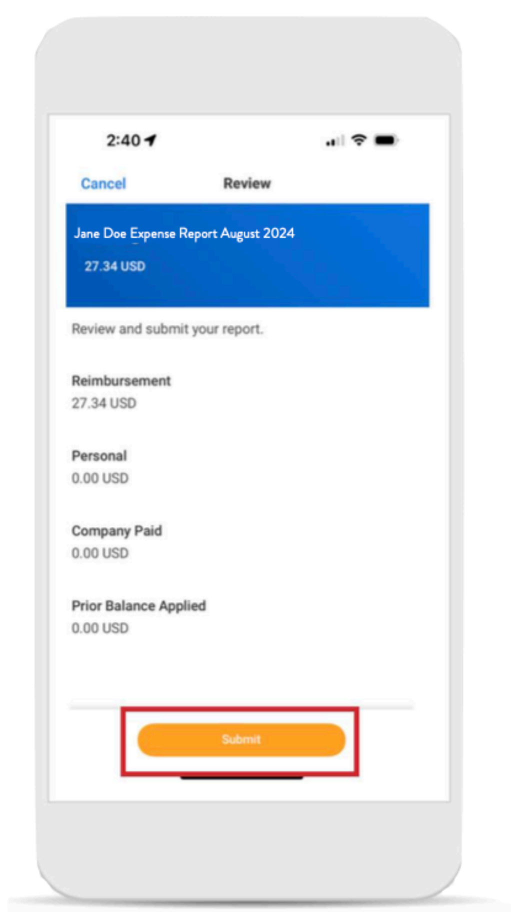
Note: Alternately, click the ***Add Another*** button to add another expense line to the report. <u>Team Members who travel to multiple sites on the same day must add a new expense line for every leg of their travels.</u>



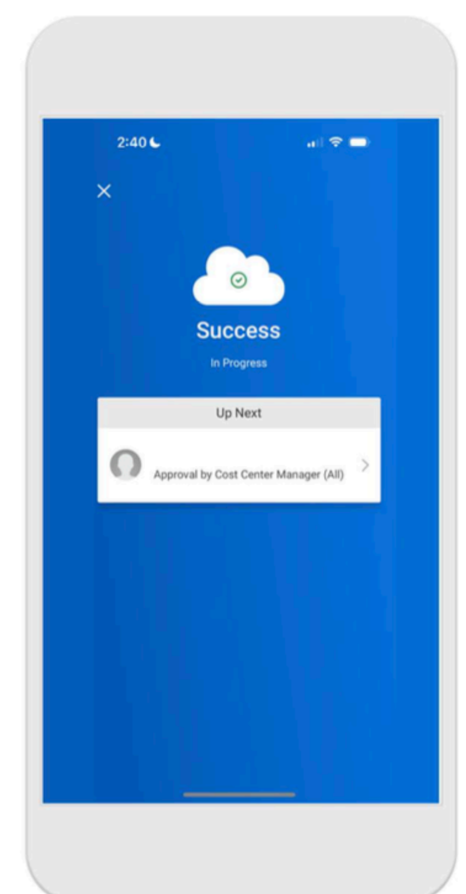
8. Click ***Review***



9. Click ***Submit***

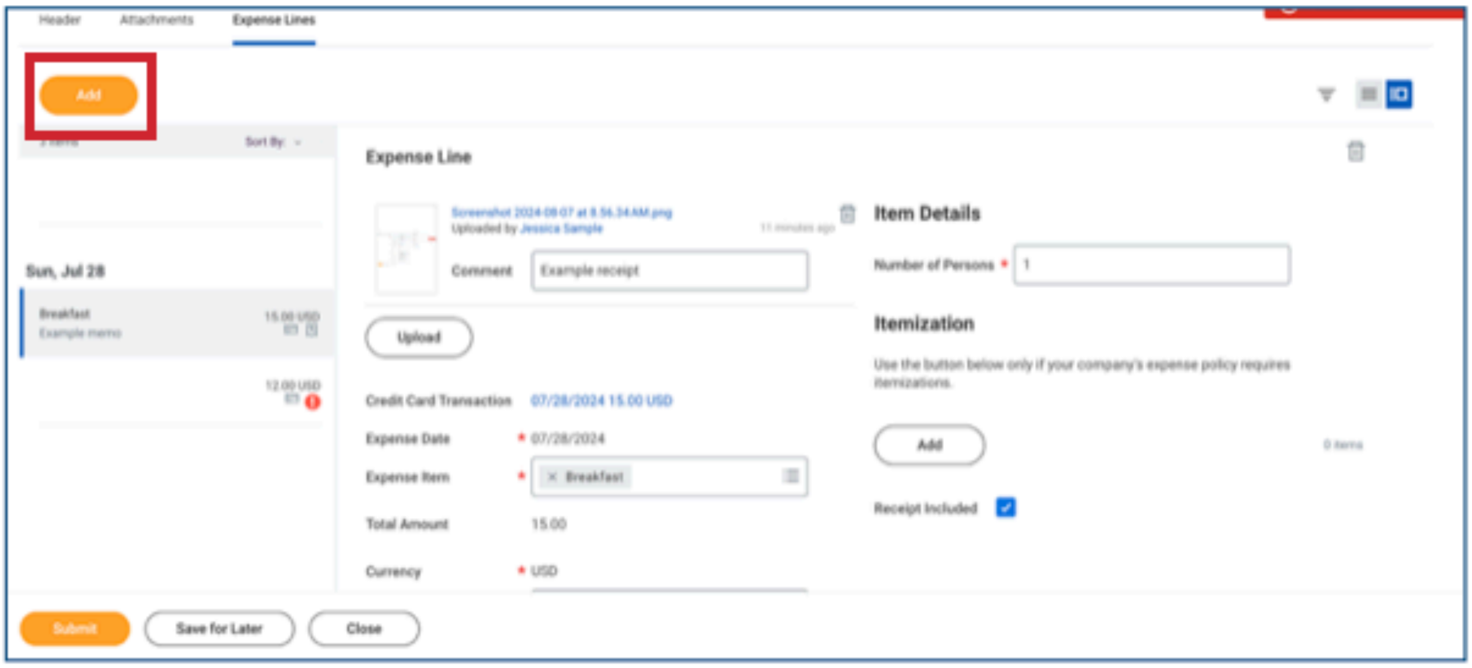


10. The next steps in the business process appear on the screen.

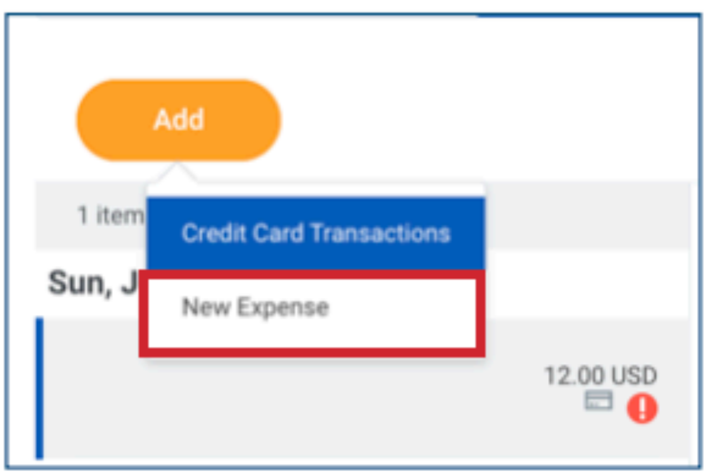


How to Add a Personal Expense for Reimbursement to Expense Reports (Desktop)

1. Click the **Add** button to add additional expenses to the report.



2. Click "New Expense"

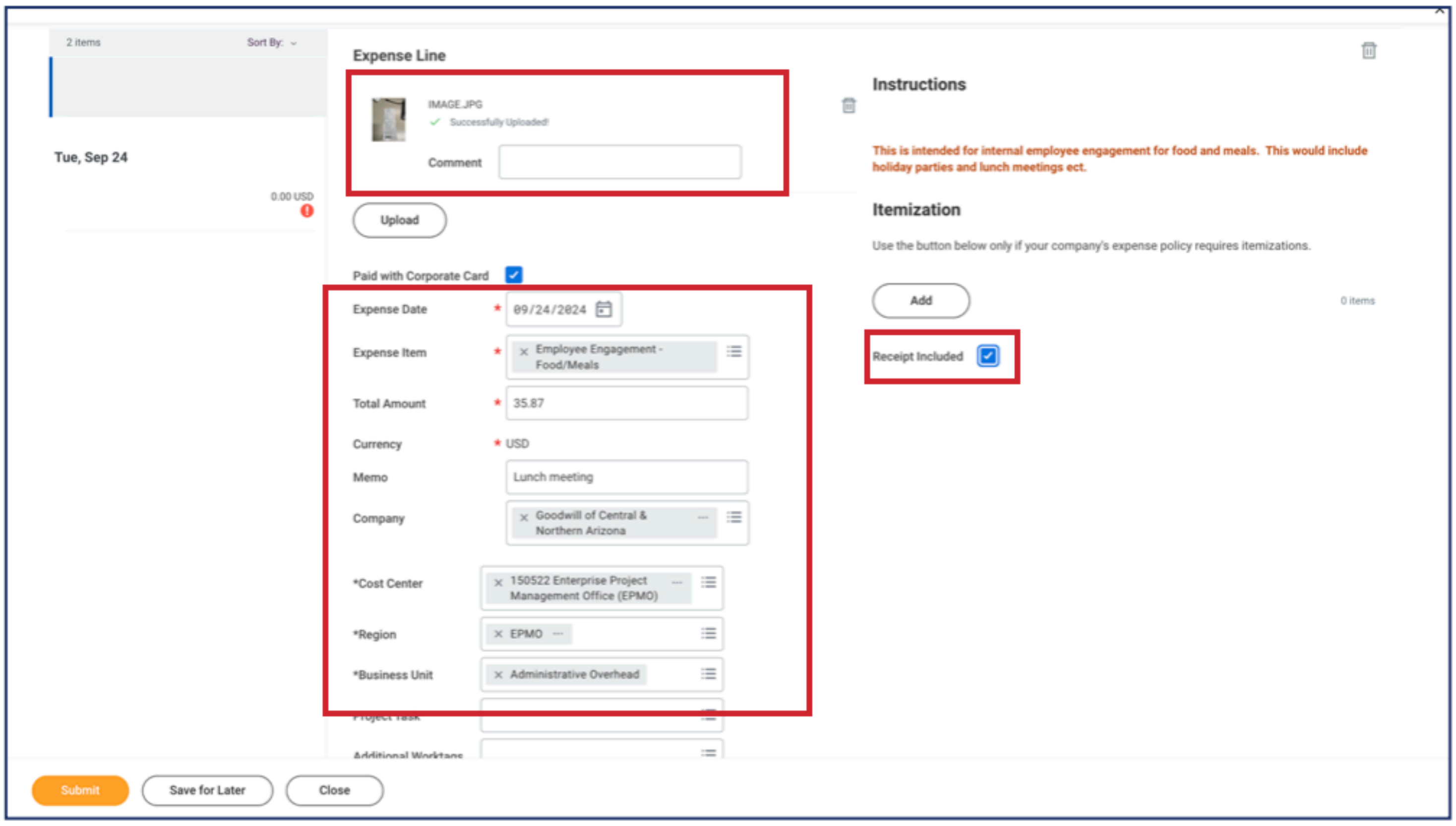


Note: This option will only appear if there are transactions that are not already assigned to an expense report. Otherwise, clicking the *Add* button will directly route the user to the expense line page in the form.

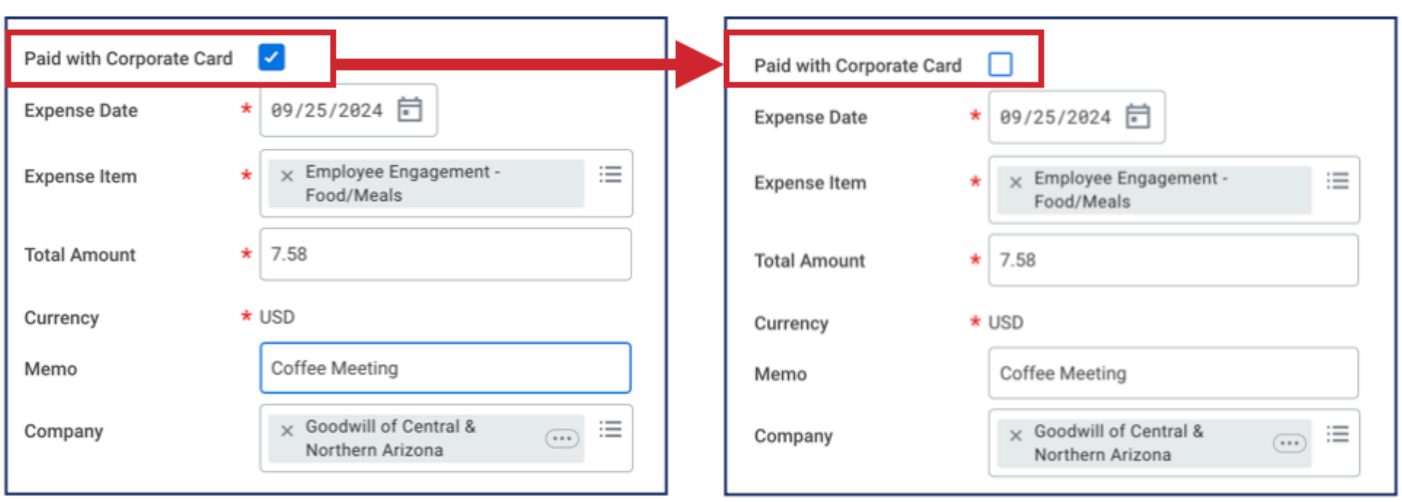
OR Create a new expense report, if necessary.

How to Add a Personal Expense for Reimbursement to Expense Reports (Desktop)

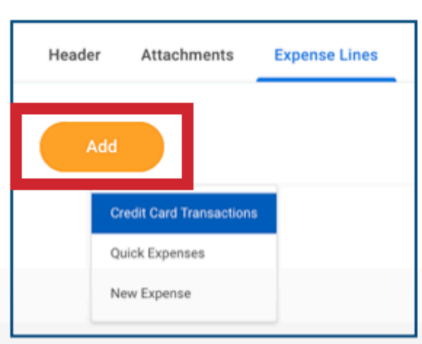
3. Enter all required information and upload the receipt.



4. Uncheck the "Paid with Corporate Card" check box



5. Click **Submit** to finalize the expense report ***OR*** click **Add** to add more transactions to the report.



Quick Expense(s) FAQs

What Is A "Quick Expense"? A quick expense is a transaction that is manually documented in the Workday Mobile App, but not yet added to an expense report.

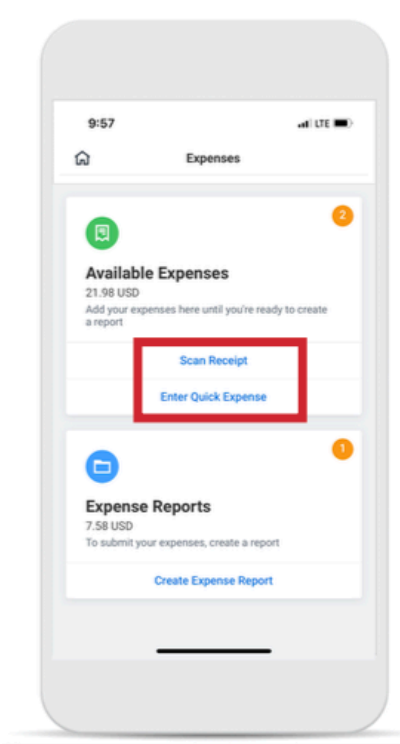
Why Create Quick Expenses? Creating quick expenses allows users to—quickly—document transactions and/or receipts to compile into an expense report at a later time.

Do GCNA Team Members Have to Create Quick Expenses? No. Creating quick expenses is an optimal feature that is designed to simply save the team member time when creating expense reports. **Team members who do not create quick expenses in the Workday Mobile App will not see them appear in the Expenses Hub in the Desktop version of Workday.**

How To Create Quick Expenses? Quick expenses are documented/created in the Workday Mobile App in two different ways but can be viewed, edited, deleted and added to expense reports in in the *Expenses Hub App* in the Desktop version of Workday.

What Are The Two Ways That Quick Expenses Are Created? Quick expenses can be created by scanning a receipt and/or by entering a quick expense in the Workday Mobile App.

What is the Difference Between "Scanning a Receipt" and "Entering a Quick Expense"?

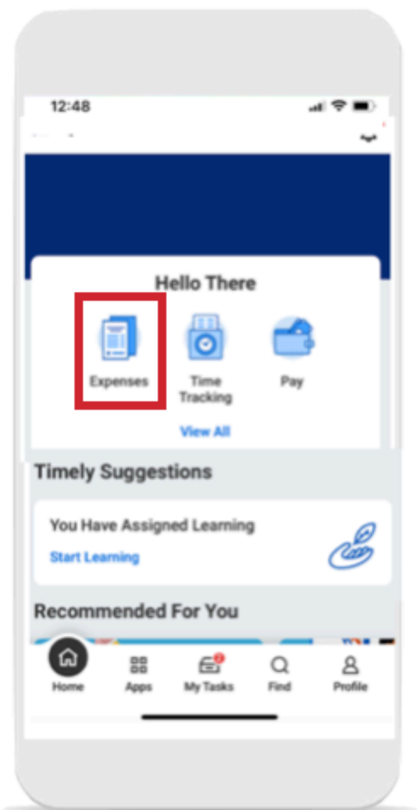


Scan Receipt: Clicking ***Scan Receipt*** prompts the user to take a picture of a receipt. This allows the user to quickly document the receipt and return to it a later time to add the expense details and assign it to an expense report.

Enter Quick Expense: Clicking ***Enter Quick Expense*** prompts the user to manually enter information about an expense in an expense line not yet assigned to an expense report. A receipt can also be photographed and uploaded to the expense line. This allows the user to quickly document details of an expense with a receipt and return to it a later time to assign the expense line to an expense report.

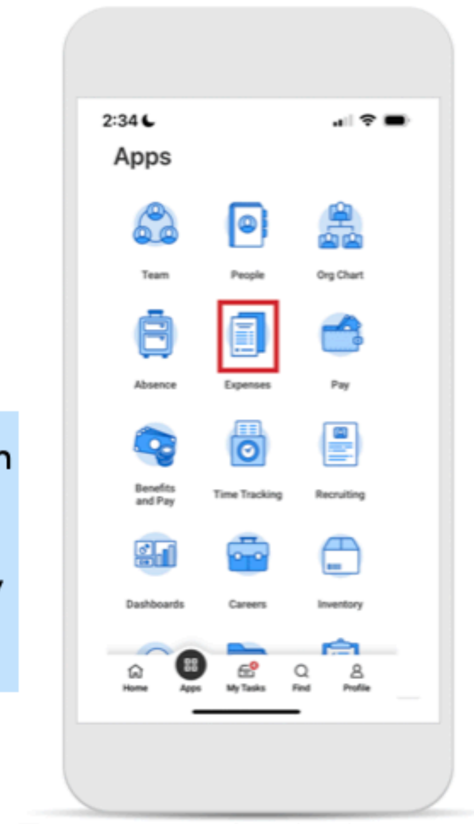
How to Create Quick Expenses in the Workday Mobile App (Mobile)

How to Create a Quick Expense Option 1: Scan A Receipt

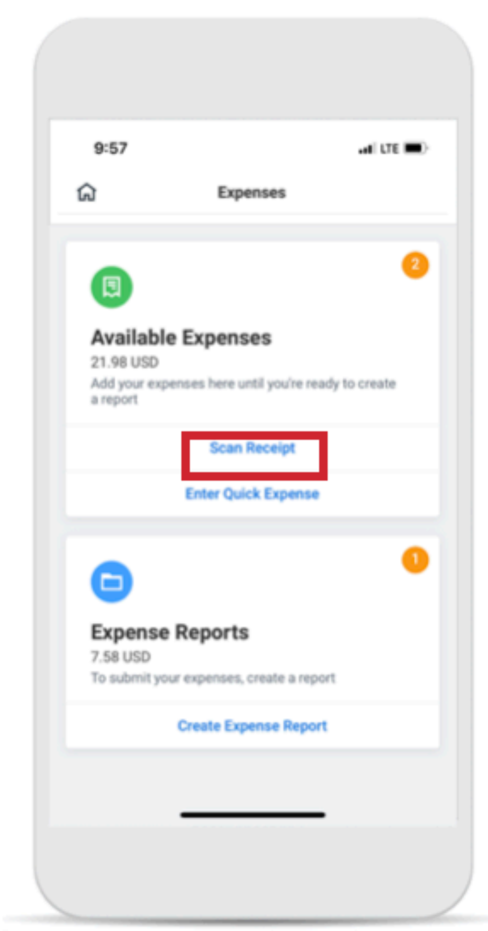


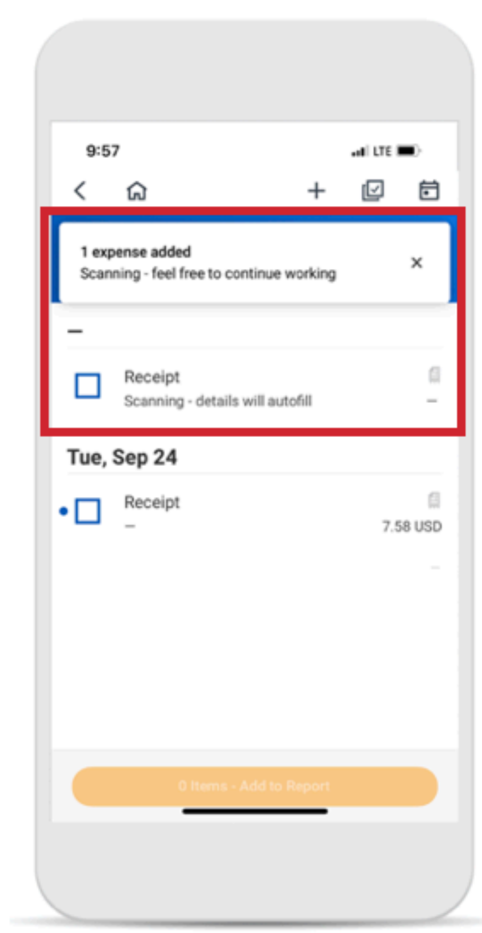
1. Login to Workday Mobile and click on the ***Expenses*** app

Note: Click on ***Apps*** at the bottom of the screen if the Expenses app does not appear on your Workday Mobile Home Page



2. Click ***Scan Receipt***

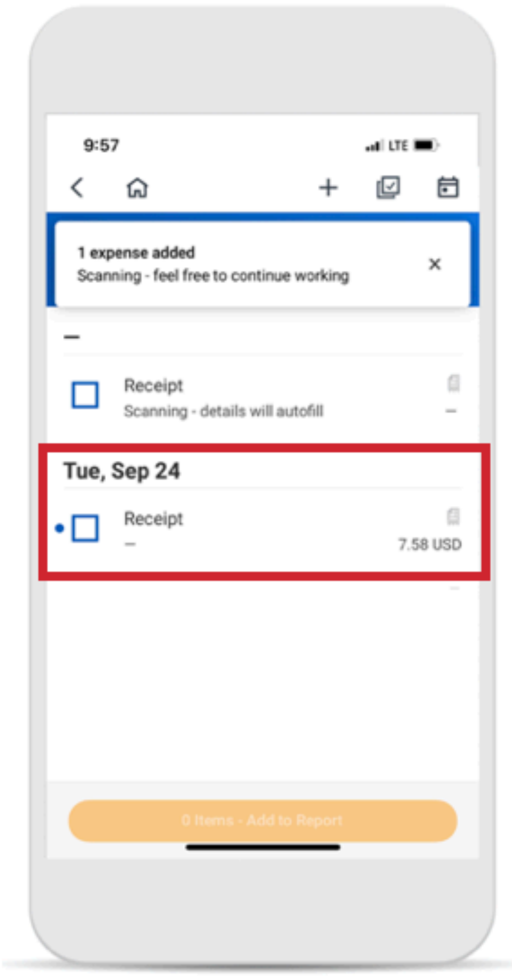




3. Take a picture of the receipt and wait for Workday to scan it to extract relevant information.

Note: The team member can continue working in the Mobile App while the receipt is being scanned.

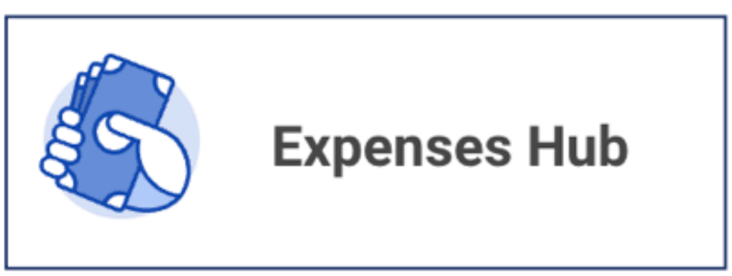
How to Create Quick Expenses in the Workday Mobile App (Mobile)

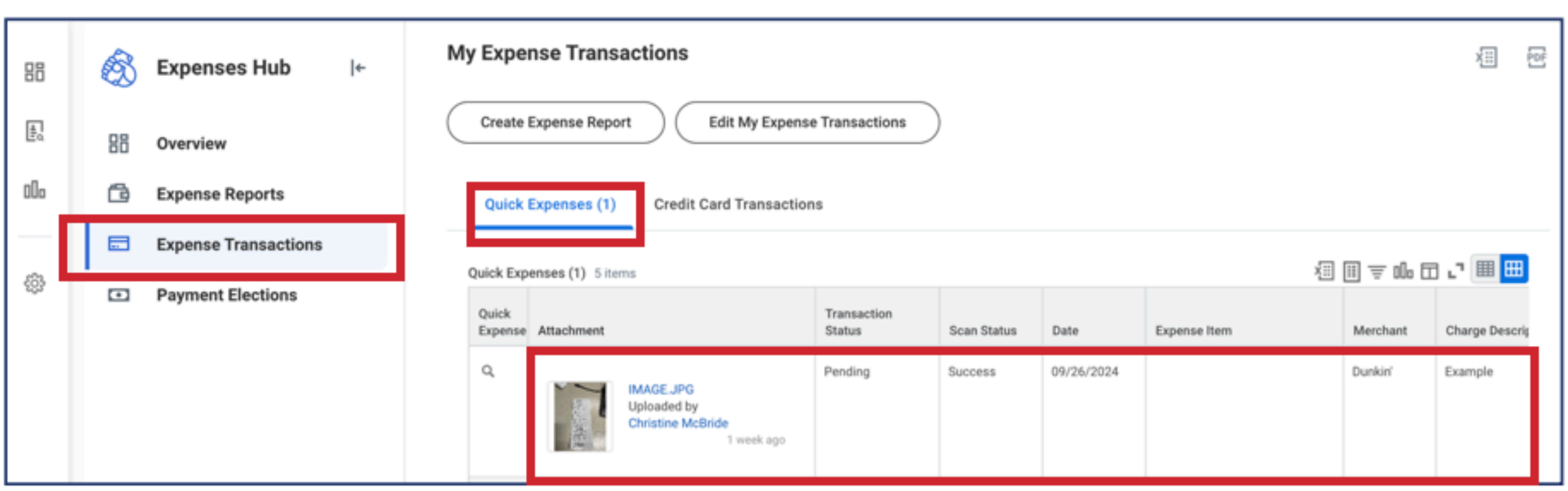


Note: Once the receipt has been scanned, information that could be extracted from the receipt will populate (e.g. date of transaction, merchant, amount and currency). A blue circle will also appear by the receipt to indicate that the scan is complete.

IMPORTANT! Team members can exit the Mobile App at this stage and return to the receipt/quick expense at a later time to enter/edit information and assign it to an expense report. The remaining process can be done the Desktop version of Workday.

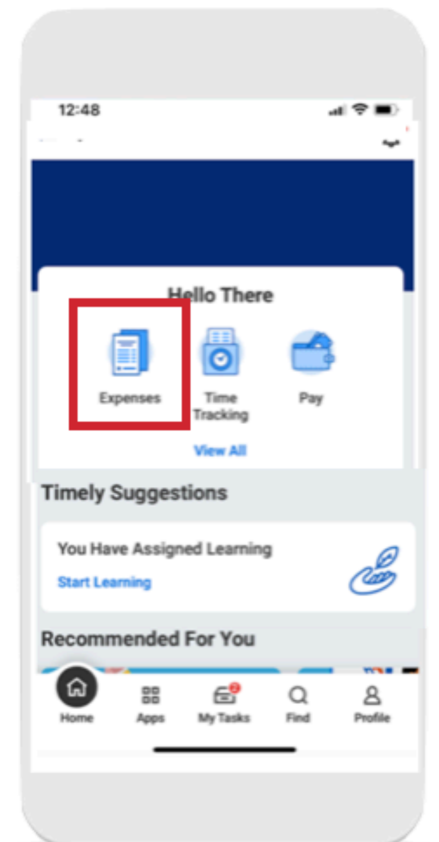
*The receipt can be found in the Desktop version of Workday by navigating to the **Expenses Hub > Click the Expense Transactions tab > Click the Quick Expenses tab** to view your receipts.*





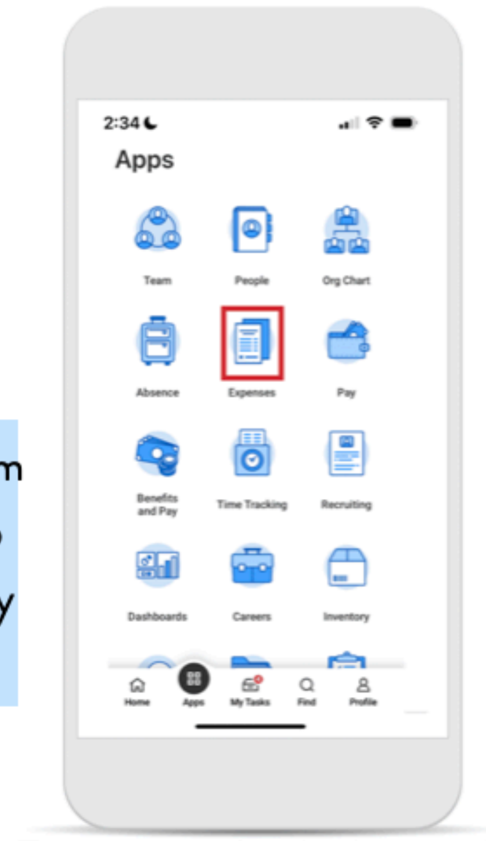
How to Create Quick Expenses in the Workday Mobile App (Mobile)

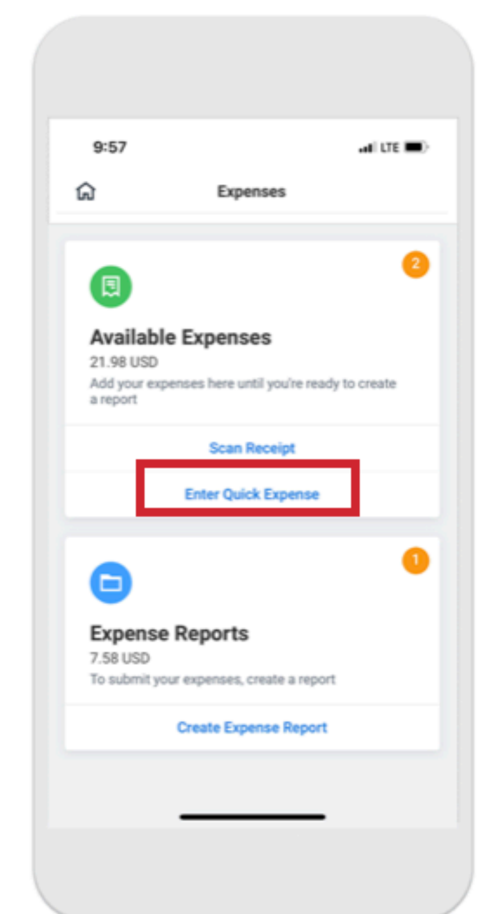
How to Create a Quick Expense Option 2: Enter A Quick Expense



1. Login to Workday Mobile and click on the ***Expenses*** app

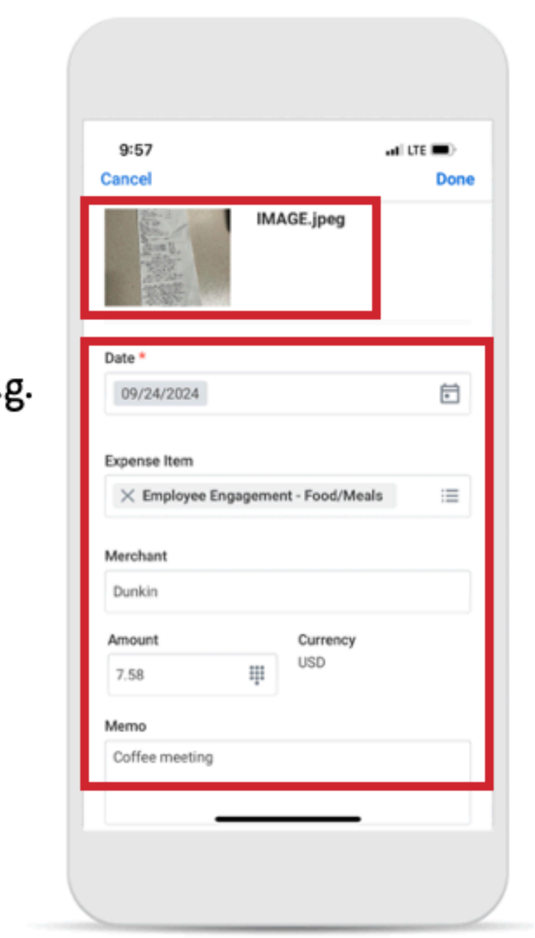
Note: Click on ***Apps*** at the bottom of the screen if the Expenses app does not appear on your Workday Mobile Home Page





2. Click ***Enter Quick Expense***

3. Enter the expense details (e.g. date of transaction, expense item category, merchant, amount, and business purpose for the expense).

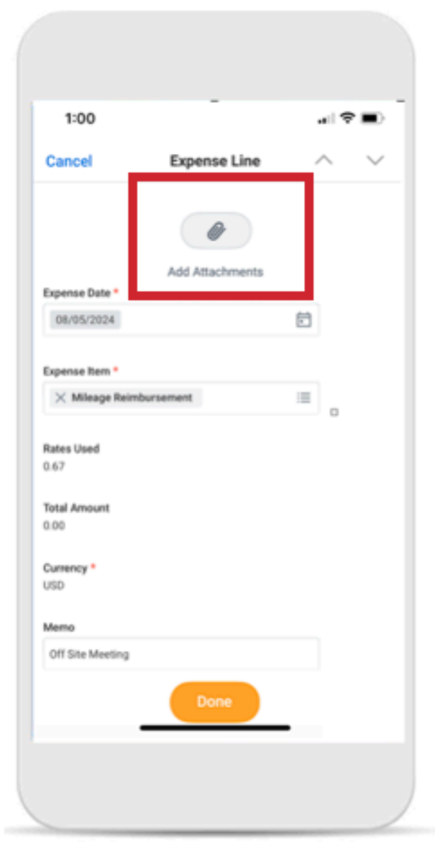


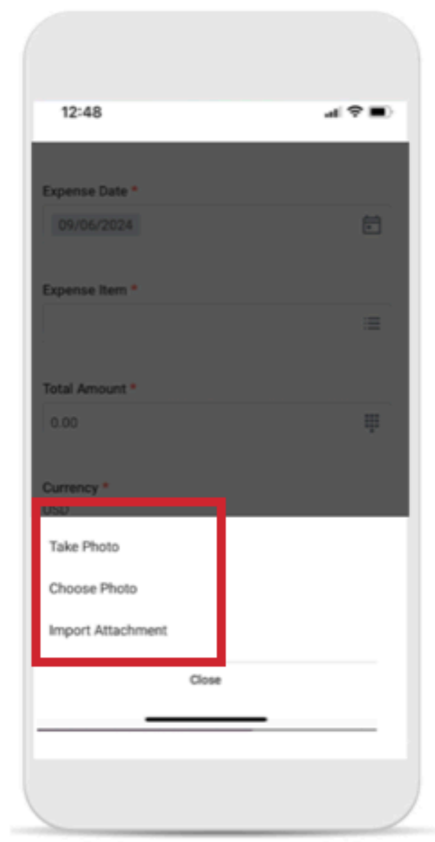
How to Create Quick Expenses in the Workday Mobile App (Mobile)

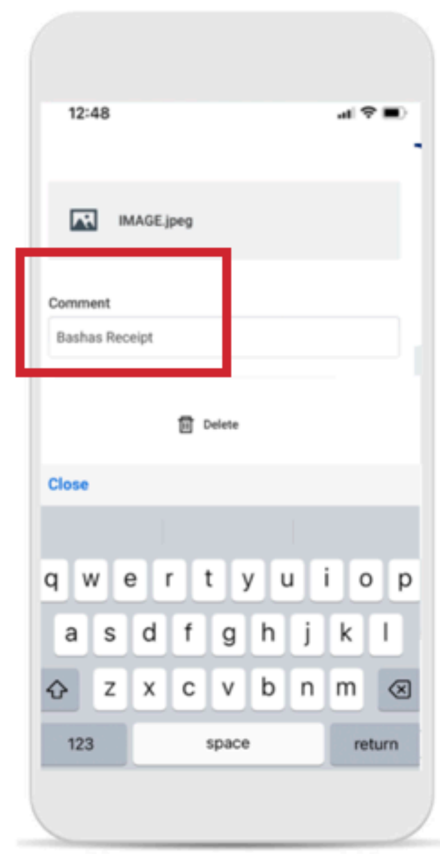
4. To upload a receipt to the expense line click ***Add Attachments***

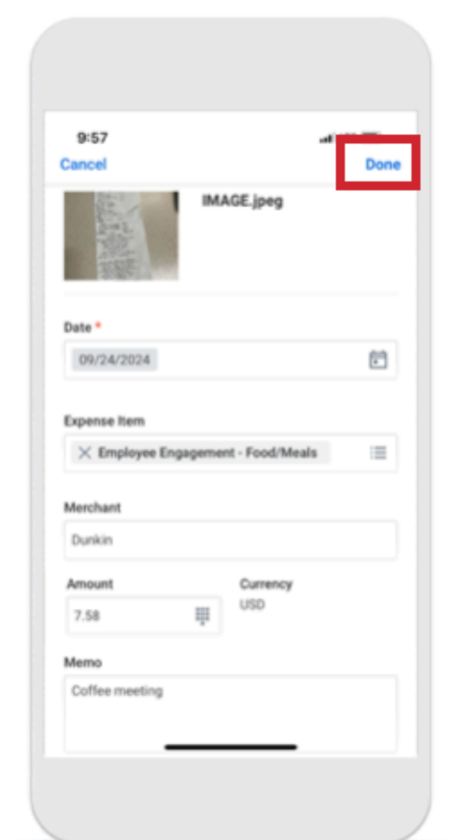
5. Select Take Photo, Choose Photo from your camera roll or Import an Attachment

6. Add a comment for the receipt (optional)

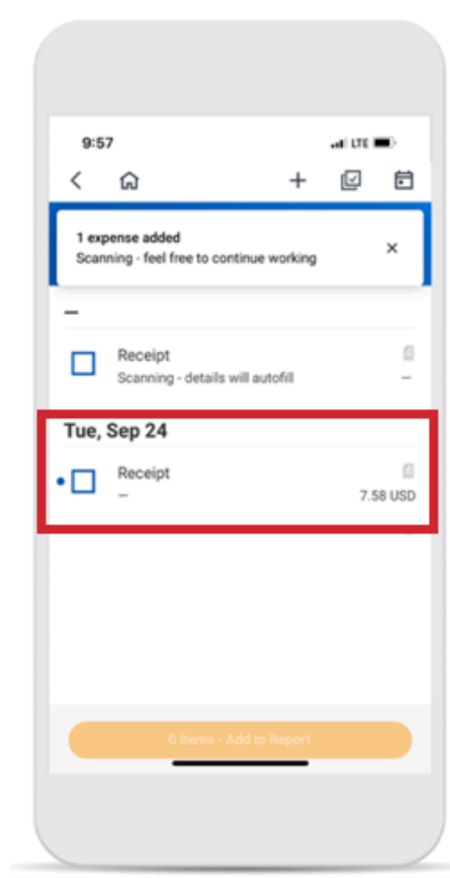








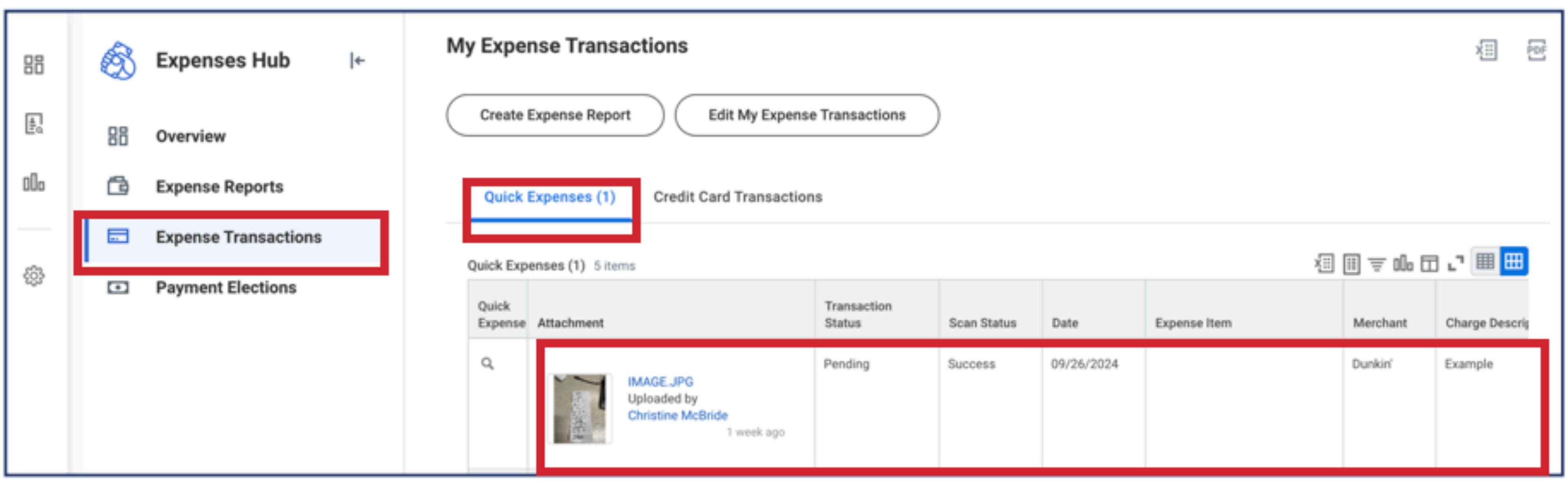
7. Click ***Done***



IMPORTANT! Team members can exit the Mobile App at this stage and return to the quick expense at a later time to and assign it to an expense report. The remaining process can be done the Desktop version of Workday.

How to Create Quick Expenses in the Workday Mobile App (Mobile)

The "quick expense" can be found in the Desktop version of Workday by navigating to the ***Expenses Hub > Click the Expense Transactions tab > Click the Quick Expenses tab*** *to view your receipts/quick expenses.*



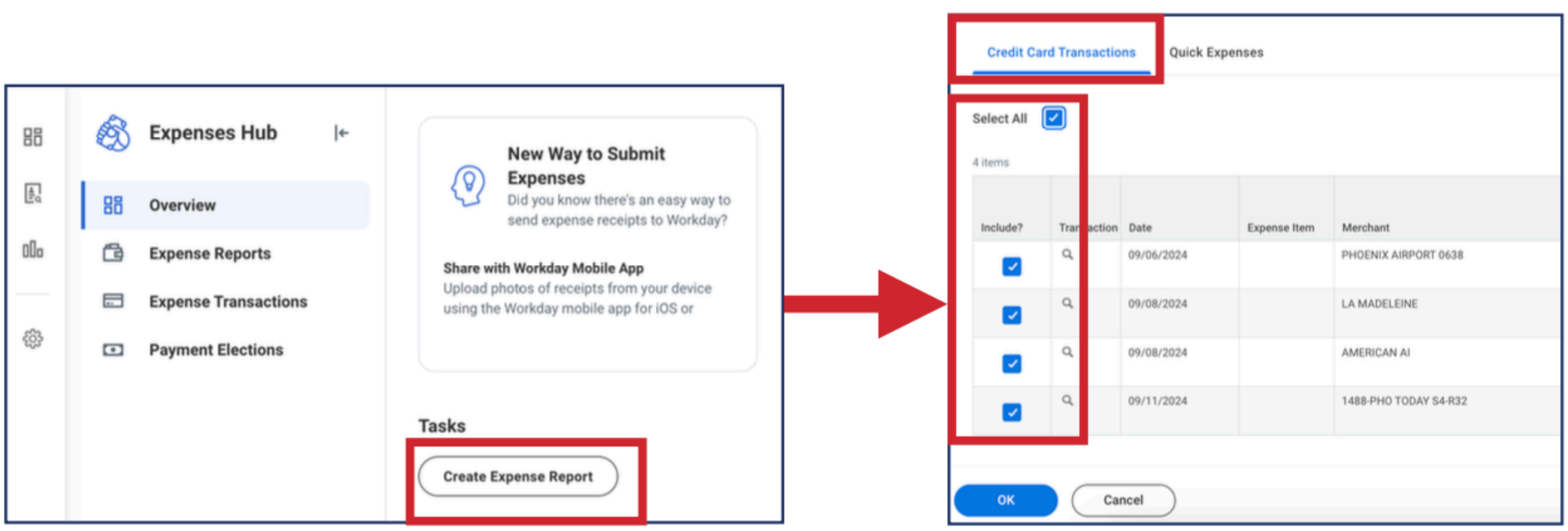
How to Add Quick Expenses Made on Company Credit Cards to an Expense Report (Desktop)

IMPORTANT! A "Quick Expense" made on company credit card must be linked to its corresponding credit card transaction to add it to an expense report. An error alert appears and blocks the user from submitting the expense report if the quick expense and its corresponding credit card transaction is not linked.

> **Errors**
>
> 1. **Page Error**
>
> Paid with Corporate Card Checkbox Error
> If this is an out of pocket expense, clear the Paid with Corporate Card check box. If you used a corporate credit card, follow these steps to link the expense to the credit card transaction:
> 1.Delete this expense line.
> 2.Add a new line and select the related credit card transaction.
> 3.Link the Quick Expense or Travel Booking Record to the credit card transaction line when applicable.

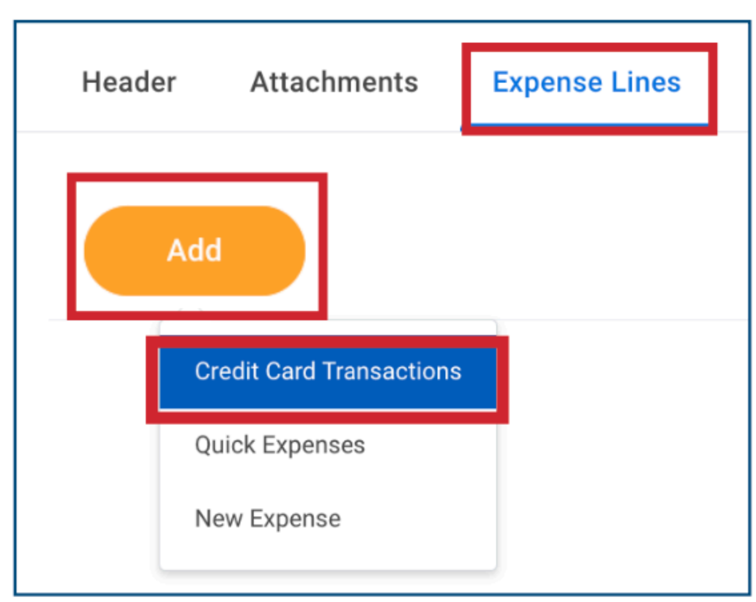
To add a quick expense to an expense report complete the steps in the following procedure:

1A. If necessary, **Create a New Expense Report > Select the Appropriate Credit Transaction(s)**



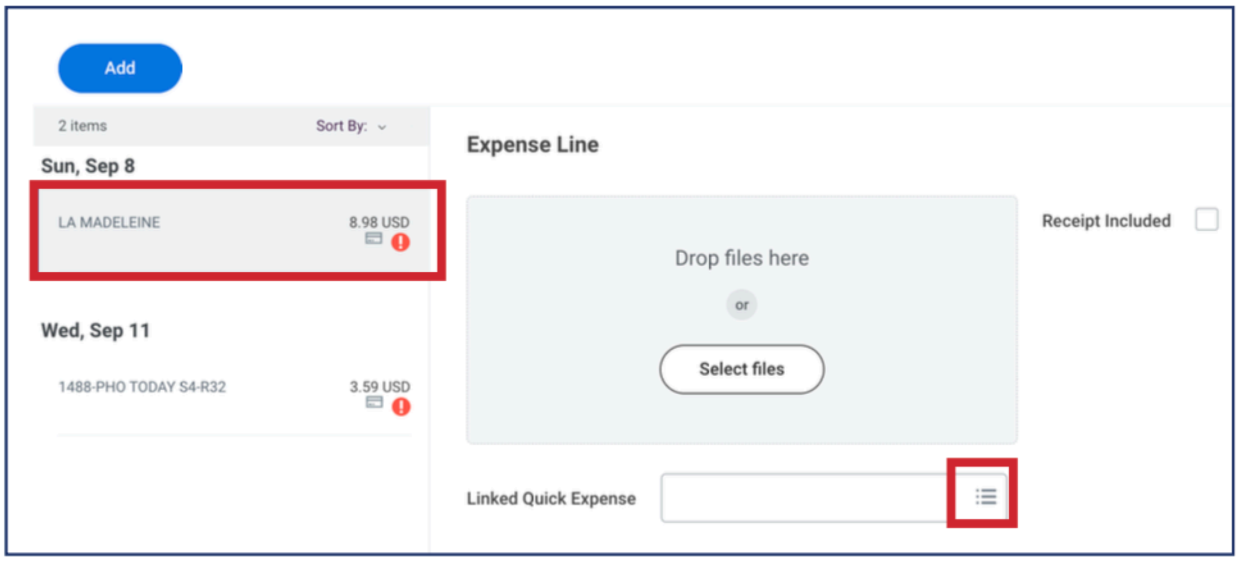
OR

1B. Navigate to the *Expense Lines* tab of an expense report in progress and **Click Add > Credit Card Transactions**

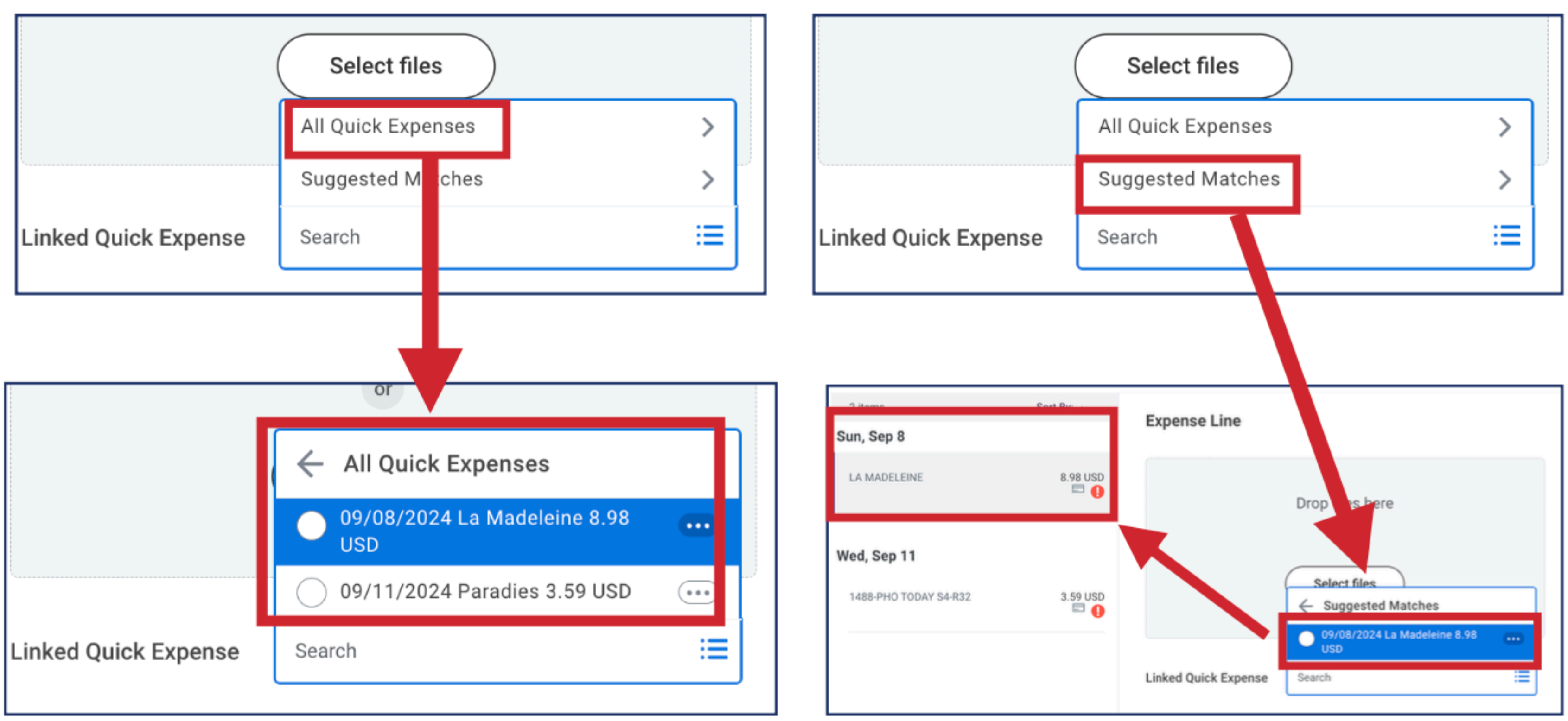


How to Add Quick Expenses Made on Company Credit Cards to an Expense Report (Desktop)

2. Select the appropriate credit card transaction from the side bar on the left, and then click the stacked bars icon in the "Linked Quick Expense" section of the form.



3. Click ***All Quick Expenses*** to see a list of all quick expenses not yet assigned to an expense report ***OR*** Click ***Suggested Matches*** to see the quick expense(s) Workday suggests as the match for the credit card transaction. Then select the appropriate quick expense option that matches the credit card transaction.

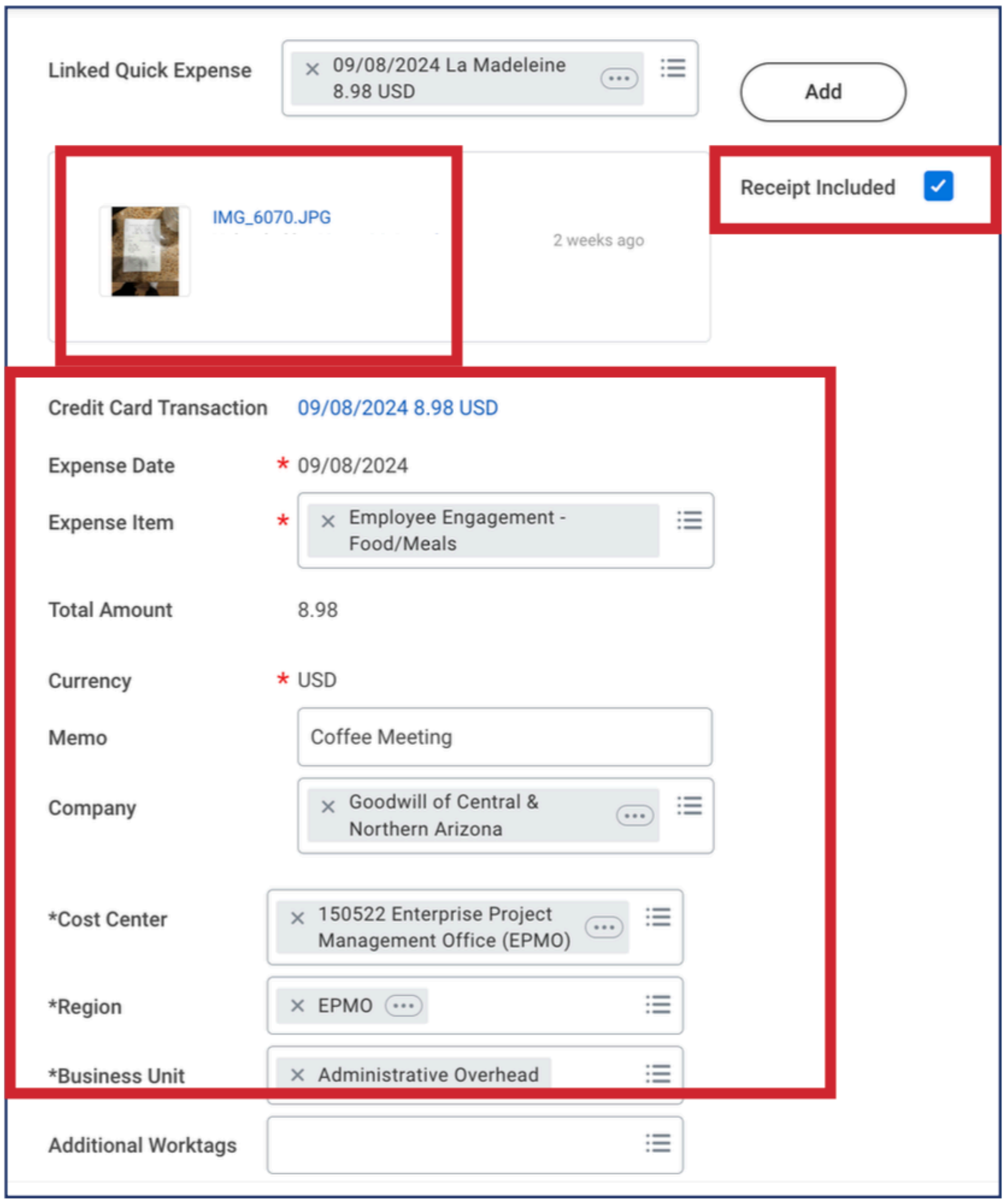


Note: Workday automatically scans the receipt uploaded in the quick expense to identify the date of the transaction, merchant and amount to populate the *Suggested Matches* option(s) for credit card transactions.

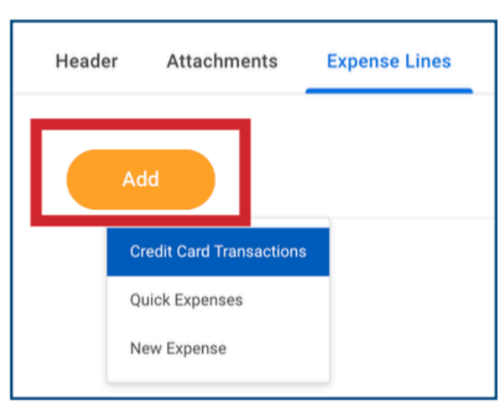
How to Add Quick Expenses Made on Company Credit Cards to an Expense Report (Desktop)

4. Review the information and edit/enter all required information, if applicable.

Note: The receipt and any information that was entered in the quick expense should automatically populate once the quick expense is selected.

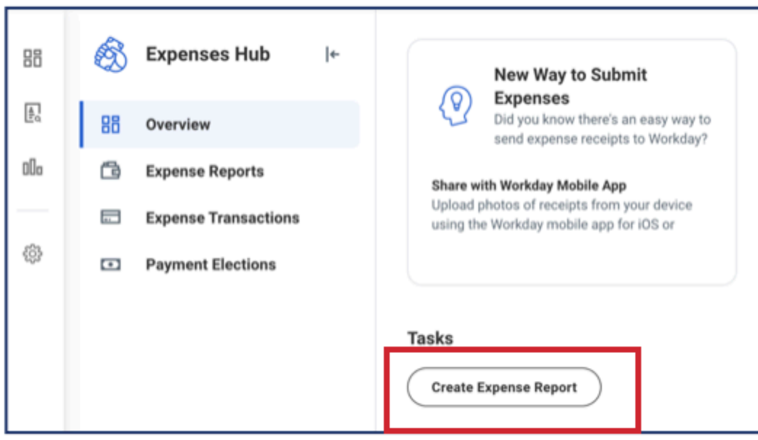


5. Click **Submit** to finalize the expense report ***OR*** click **Add** to add more transactions to the report.

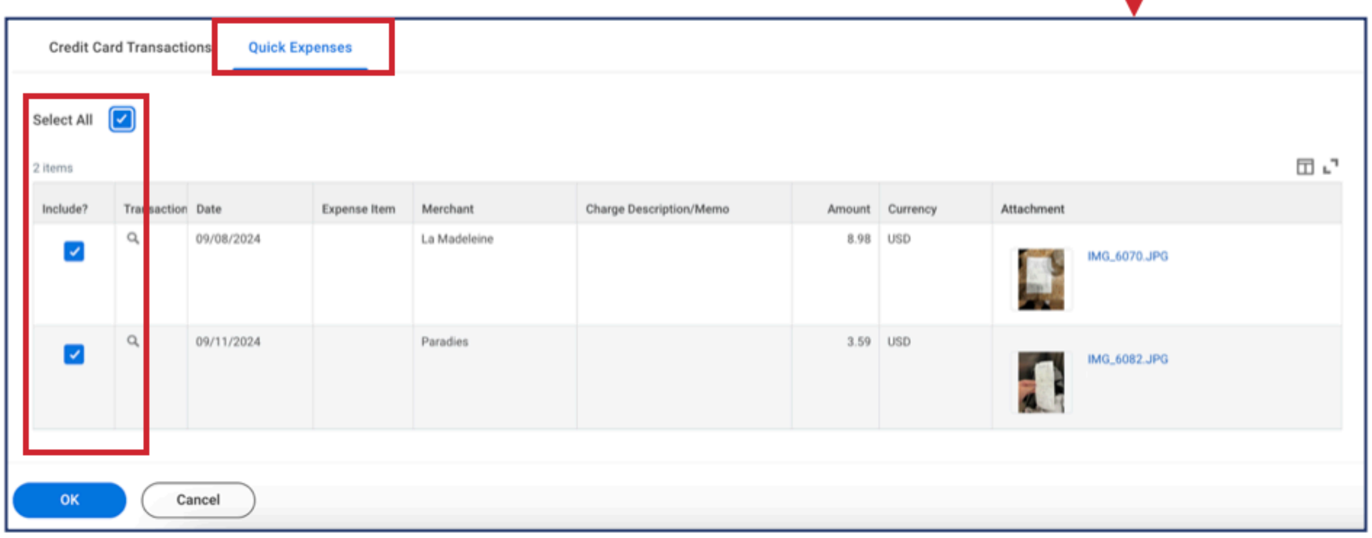


How to Add Quick Expenses Made on a Personal Payment Method to an Expense Report For Personal Reimbursement in Workday (Desktop)

IMPORTANT! Quick expenses made on personal payment methods are considered personal expenses but appear under the "Quick Expenses" tab in Workday when they are documented via the "Scan Receipt" and/or "Enter a Quick Expense" actions in the Workday Mobile App.

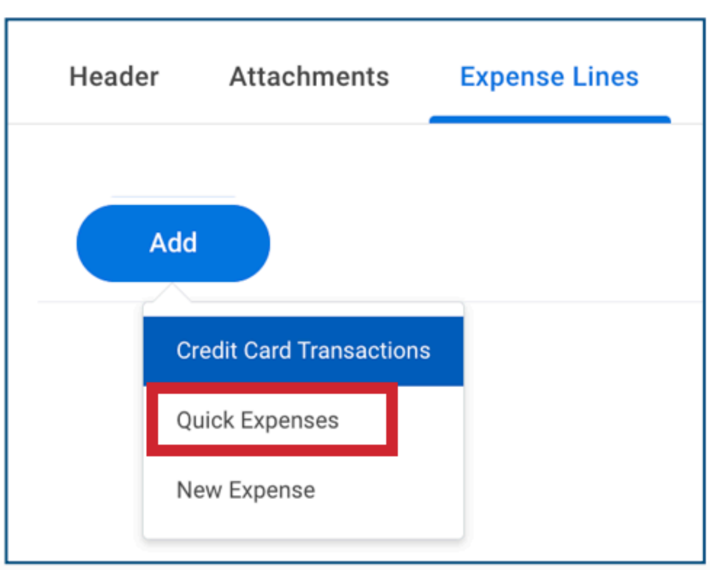


1A. If necessary, **Create a New Expense Report > Click the Quick Expenses tab > Select the appropriate Quick Expense(s)**



OR

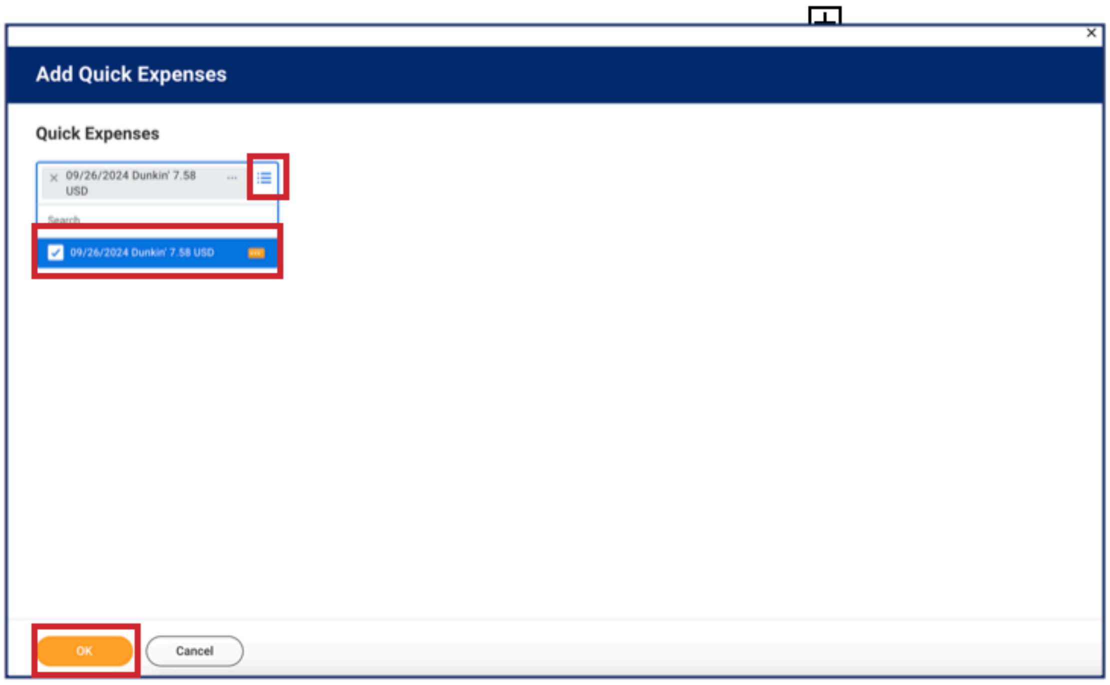
1B. Navigate to the *Expense Lines* tab of an expense report in progress and **Click Add > Quick Expenses**



IMPORTANT! The "Quick Expenses" option in the expense line only appears if a quick expense was already created in the Workday Mobile App and has not already been assigned to an existing expense report.

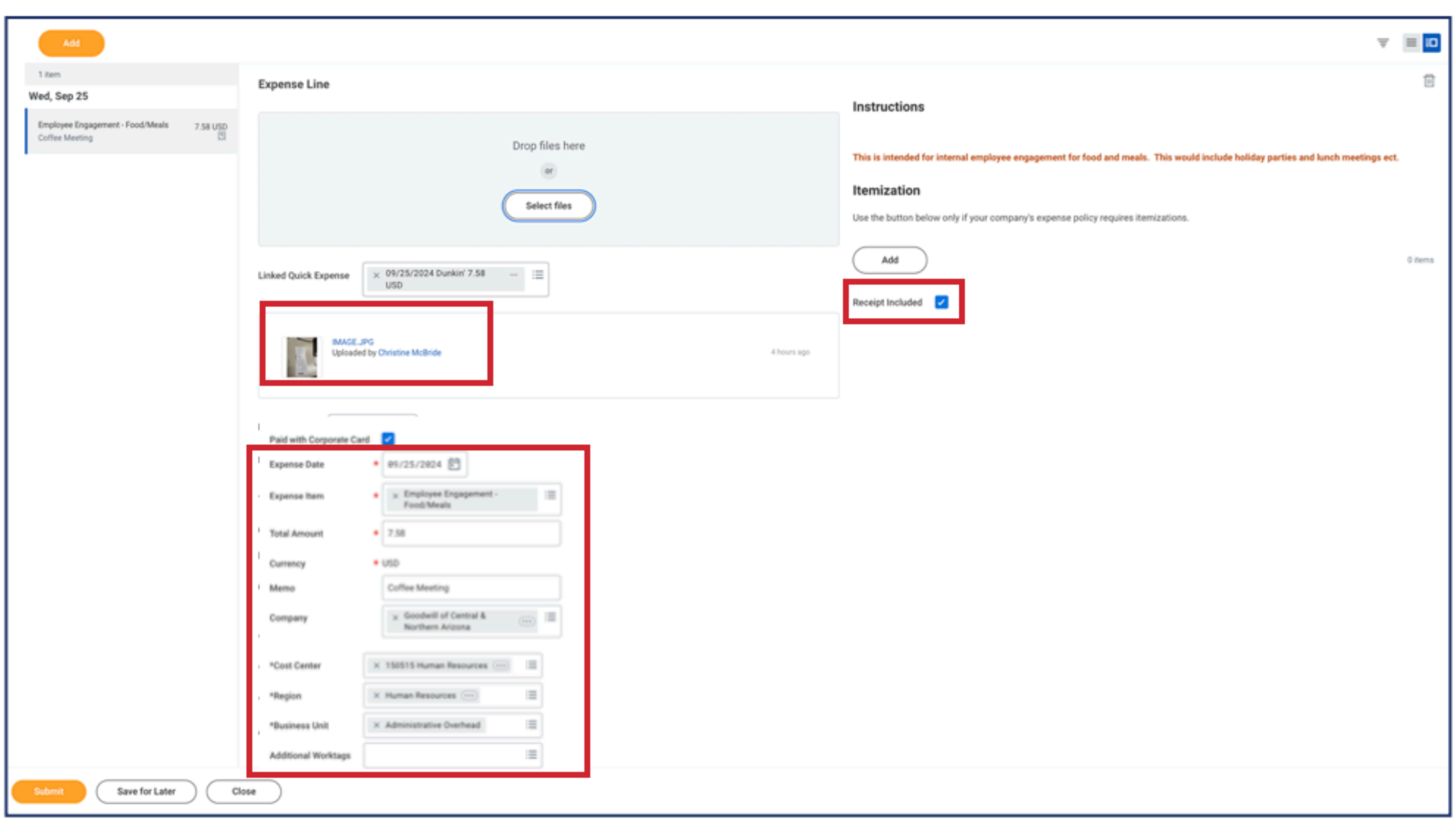
How to Add Quick Expenses Made on a Personal Payment Method to an Expense Report For Personal Reimbursement in Workday (Desktop)

2B. Click on the Stacked Bar Icon > Select the Appropriate Quick Expense Option(s) > Click OK



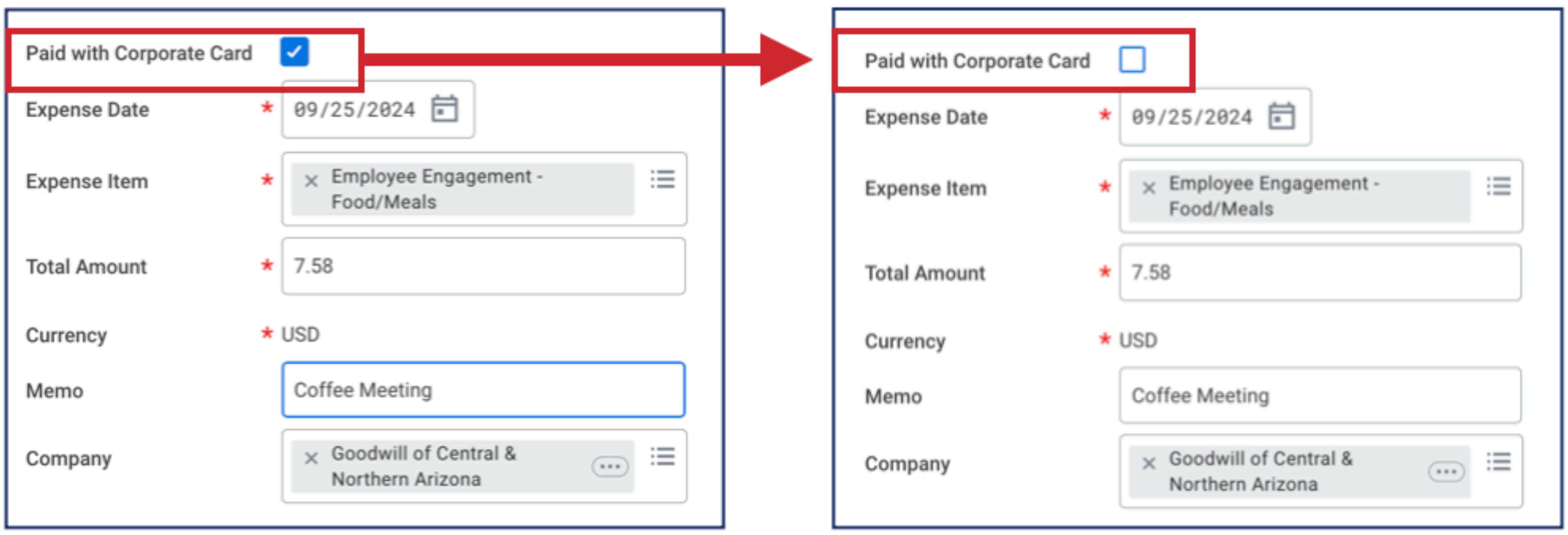
2. Review the information and edit/enter all required information, if applicable.

Note: The receipt and any information that was entered in the quick expense should automatically populate once the quick expense is selected.



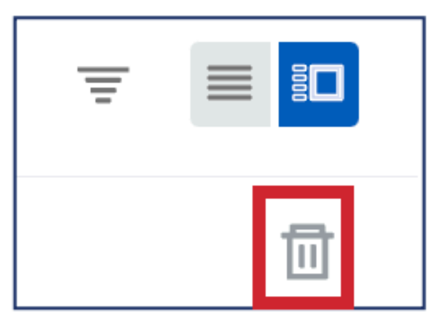
How to Add Quick Expenses Made on a Personal Payment Method to an Expense Report For Personal Reimbursement in Workday (Desktop)

3. Uncheck the “Paid with Corporate Credit Card” check box

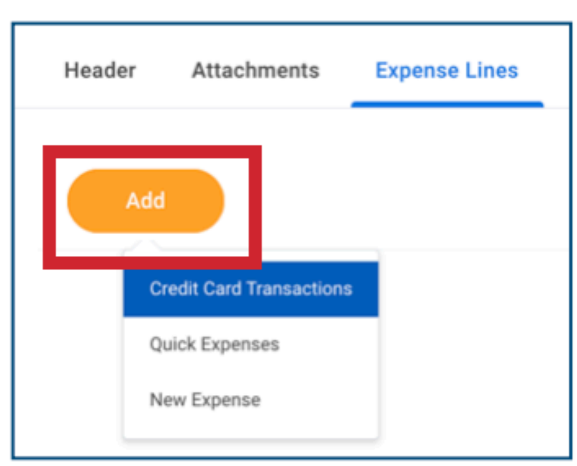


IMPORTANT! If the quick expense was made using a company credit card, delete the expense line and refer to the *How to Add Quick Expenses Made on Company Credit Cards to Expense Reports in Workday (Desktop)* section of the job aid for instructions.

Note: To delete an expense line, **Click the Expense Line From the Left Side Bar > Click the Trash Can Icon in the Top Right Corner.**

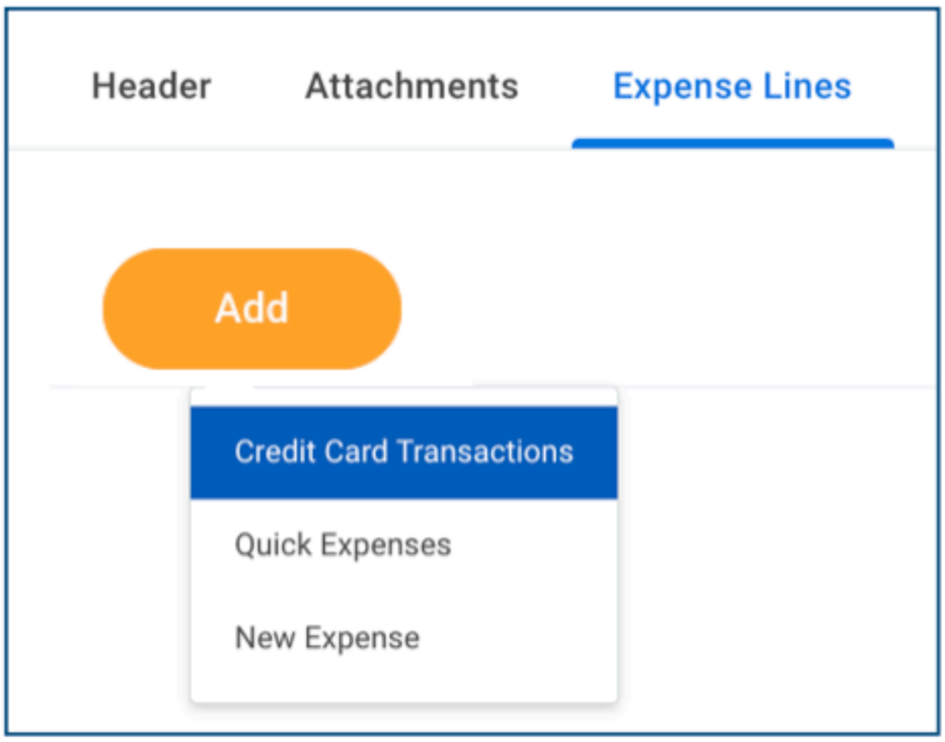


4. Click **Submit** to finalize the expense report ***OR*** click **Add** to add more transactions to the report.



How to Add Additional Credit Card Transactions, New Expenses, and/or Quick Expenses to an Expense Report

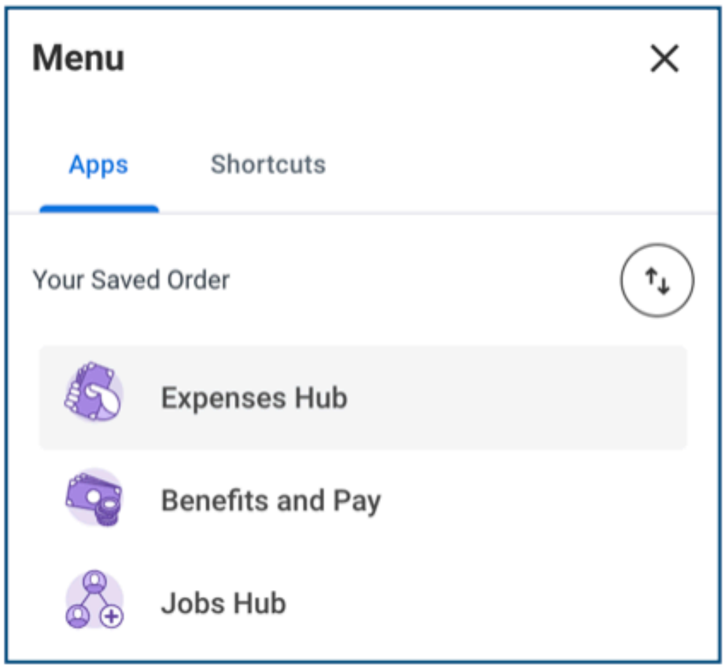
Note: Click the **Add** button and then click ***Credit Card Transactions*** to add credit card transactions or click ***New Expense*** to add expenses for personal reimbursements or click ***Quick Expenses*** to add quick expenses/receipts documented in the mobile app.

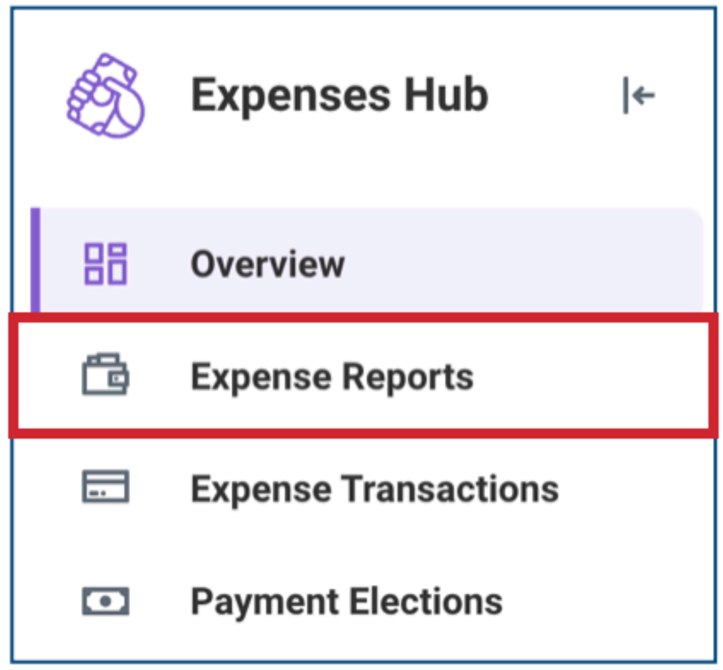


Note: The options of adding credit card transactions and/or quick expenses only appear if there are credit card transactions and/or quick expenses that are not already assigned to an expense report. Otherwise, clicking the *Add* button will directly route the user to a new expense line page in the expense report.

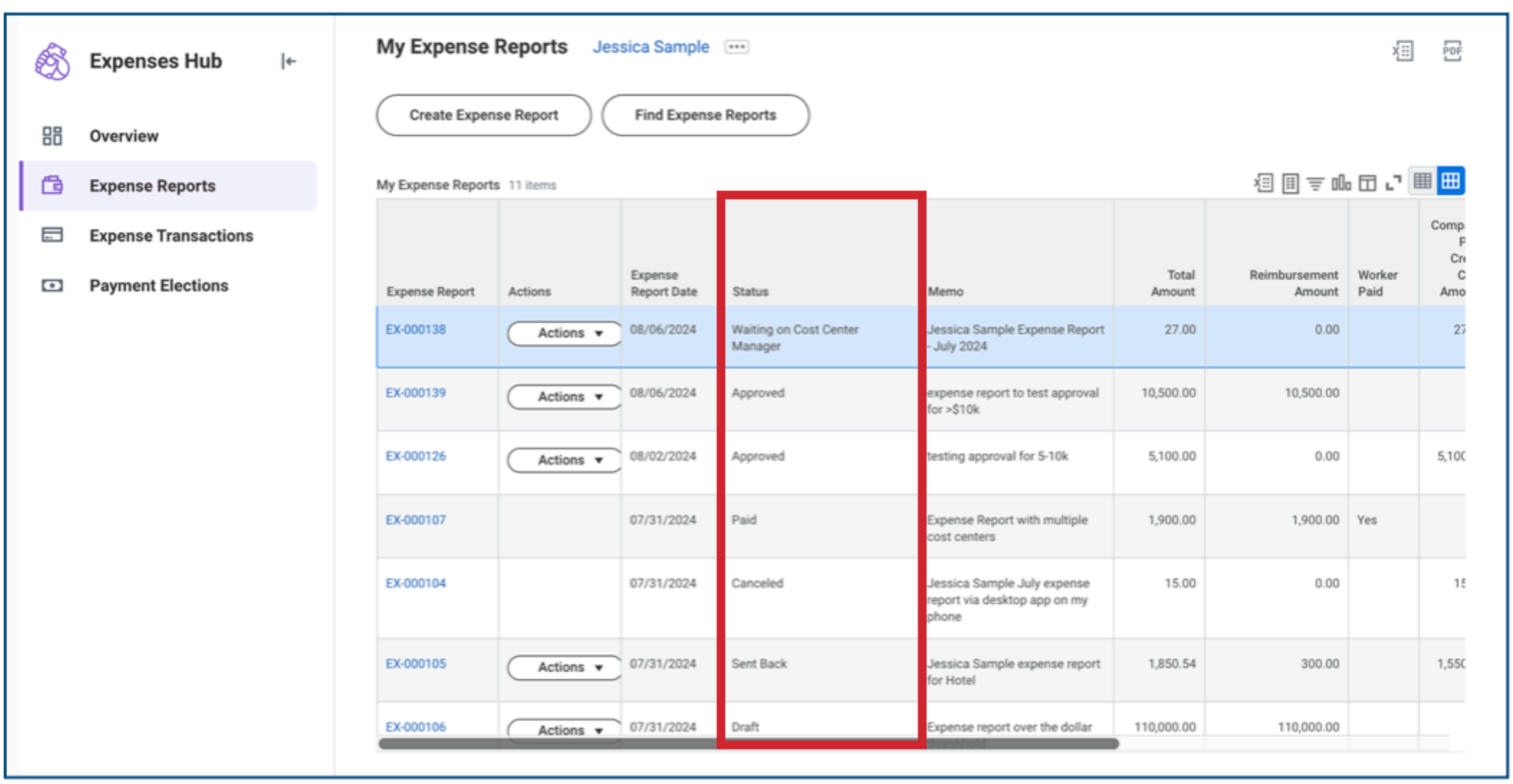
How to Monitor the Status of a Submitted Expense Report (Desktop)

1. Navigate to the *Expenses Hub* and click the "Expense Reports" tab





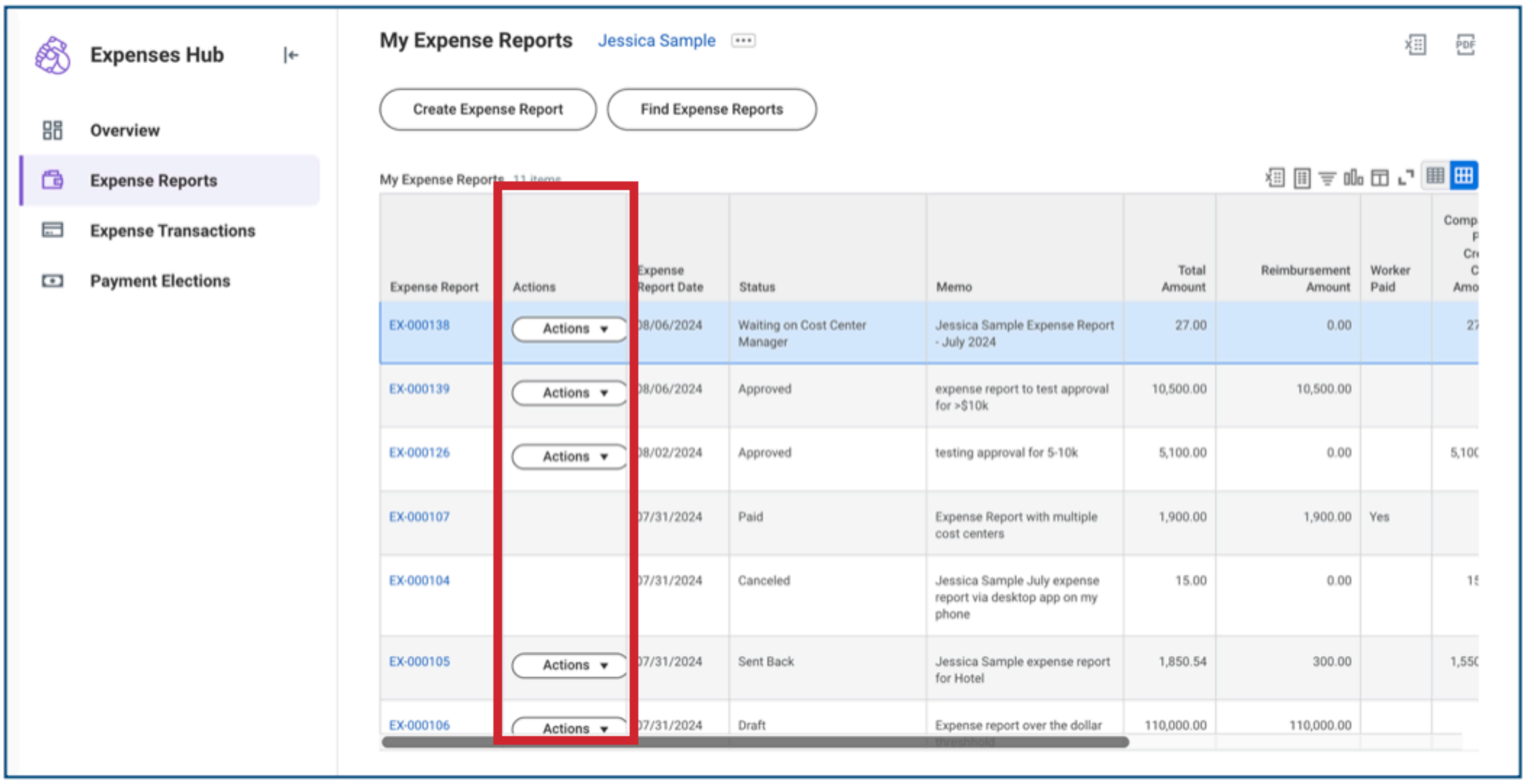
2. View the status of the desired expense report in the chart the under the "Status" column.



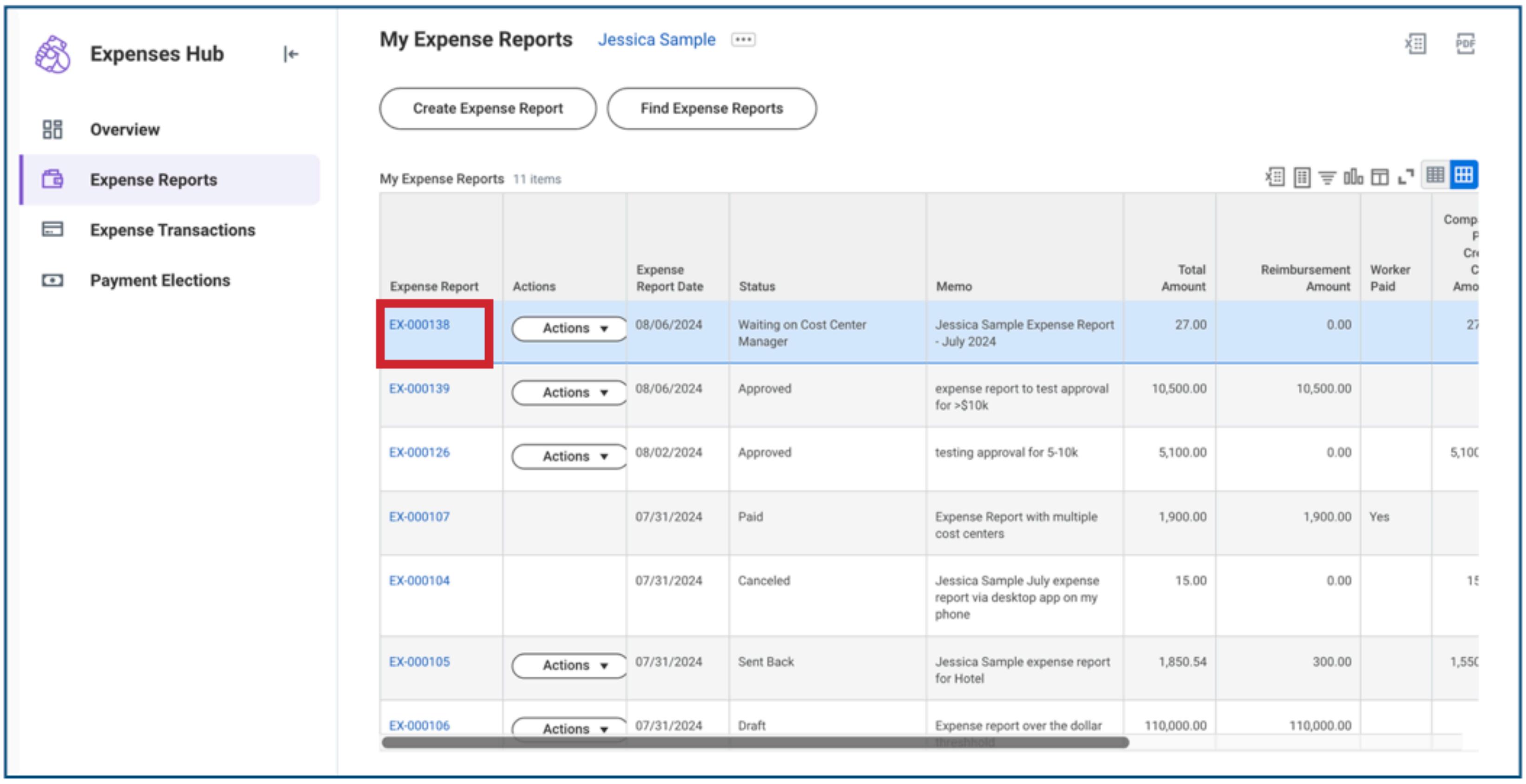
How to Monitor the Status of a Submitted Expense Report (Desktop)

3. Click on the **Actions** button to cancel or edit an expense report.

Note: Expense reports that have already been "canceled" or "paid" cannot be edited.

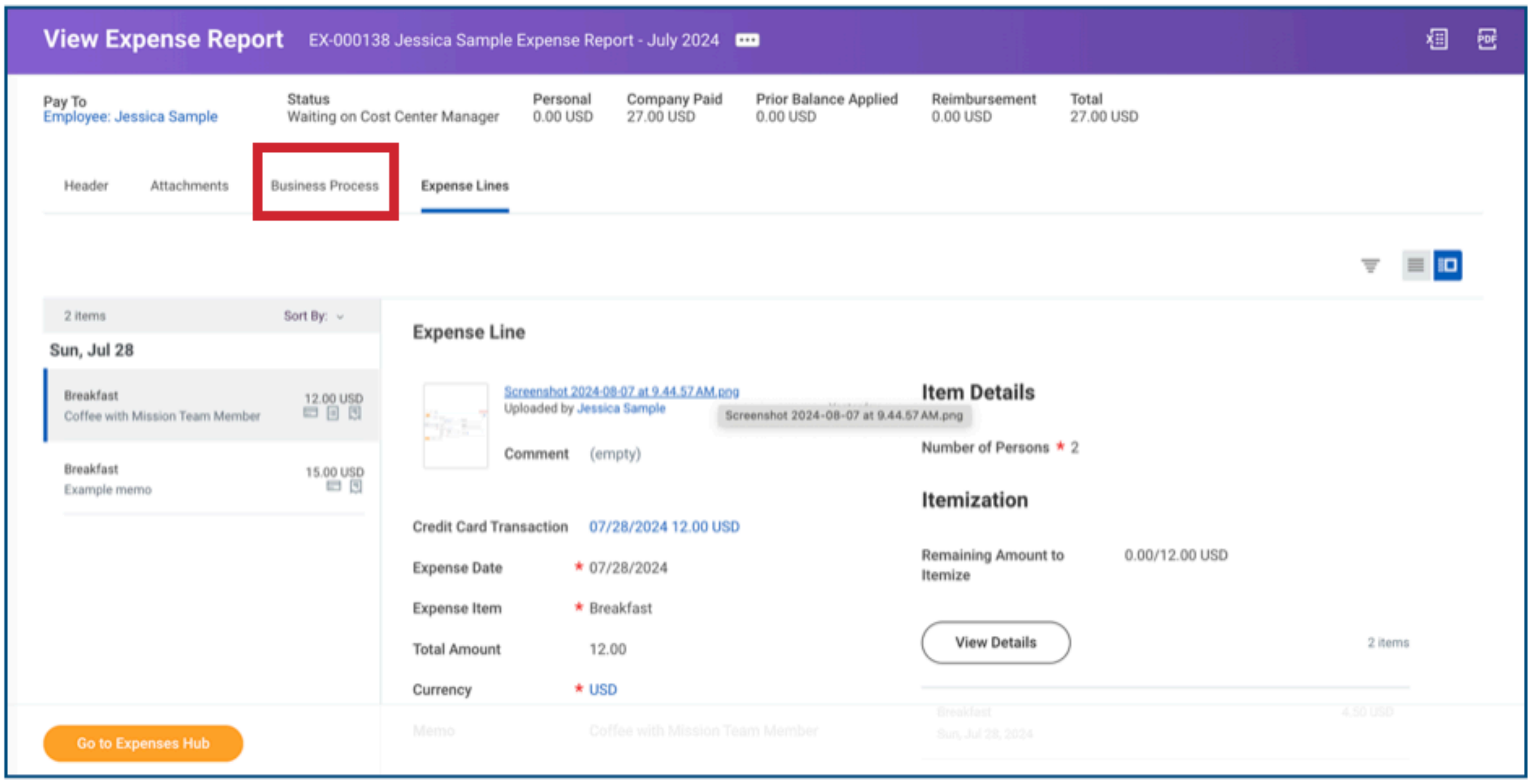


4. Click on the number of the expense report to view more information.

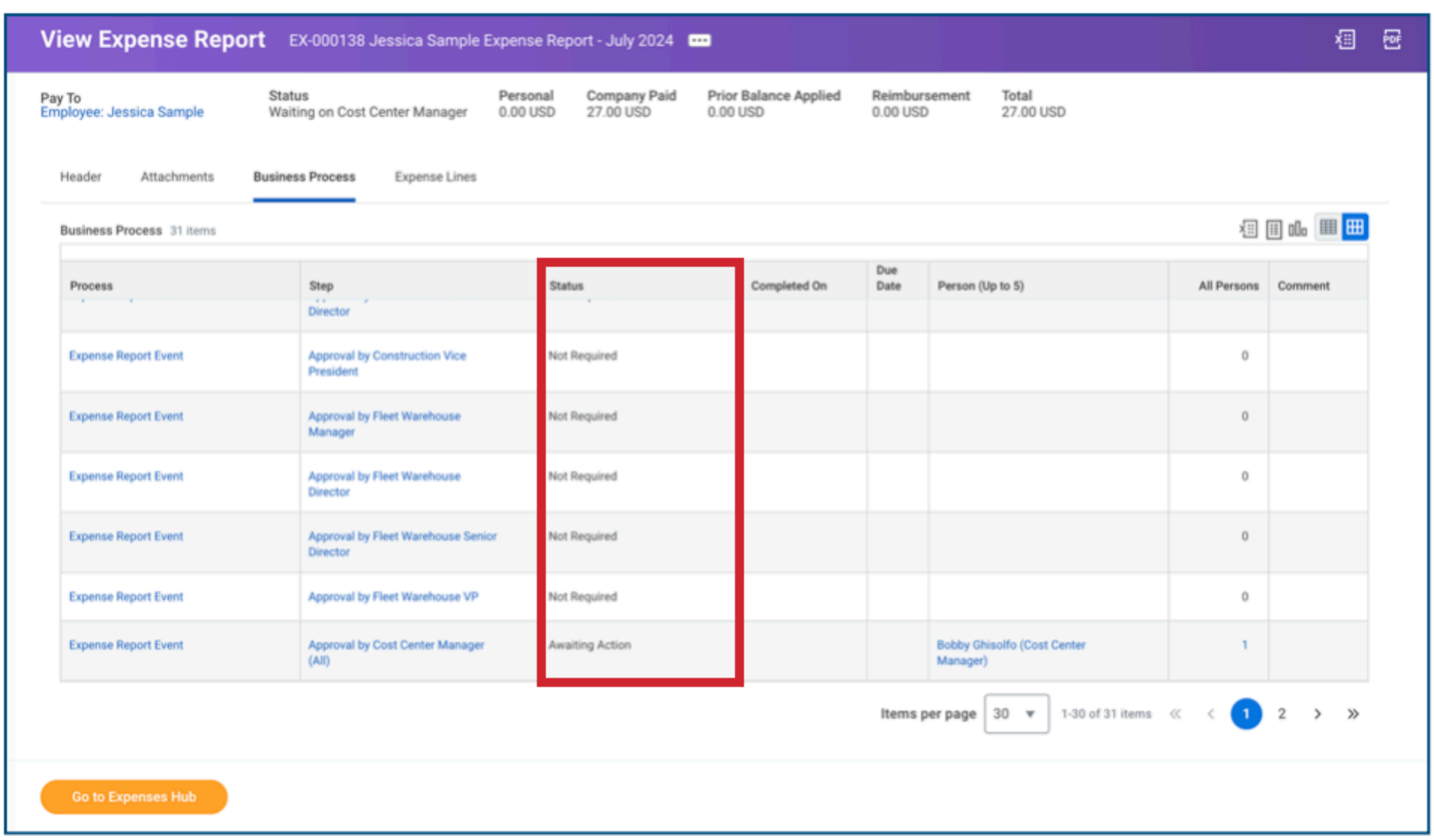


How to Monitor the Status of a Submitted Expense Report (Desktop)

5. Click on the **Business Process** tab



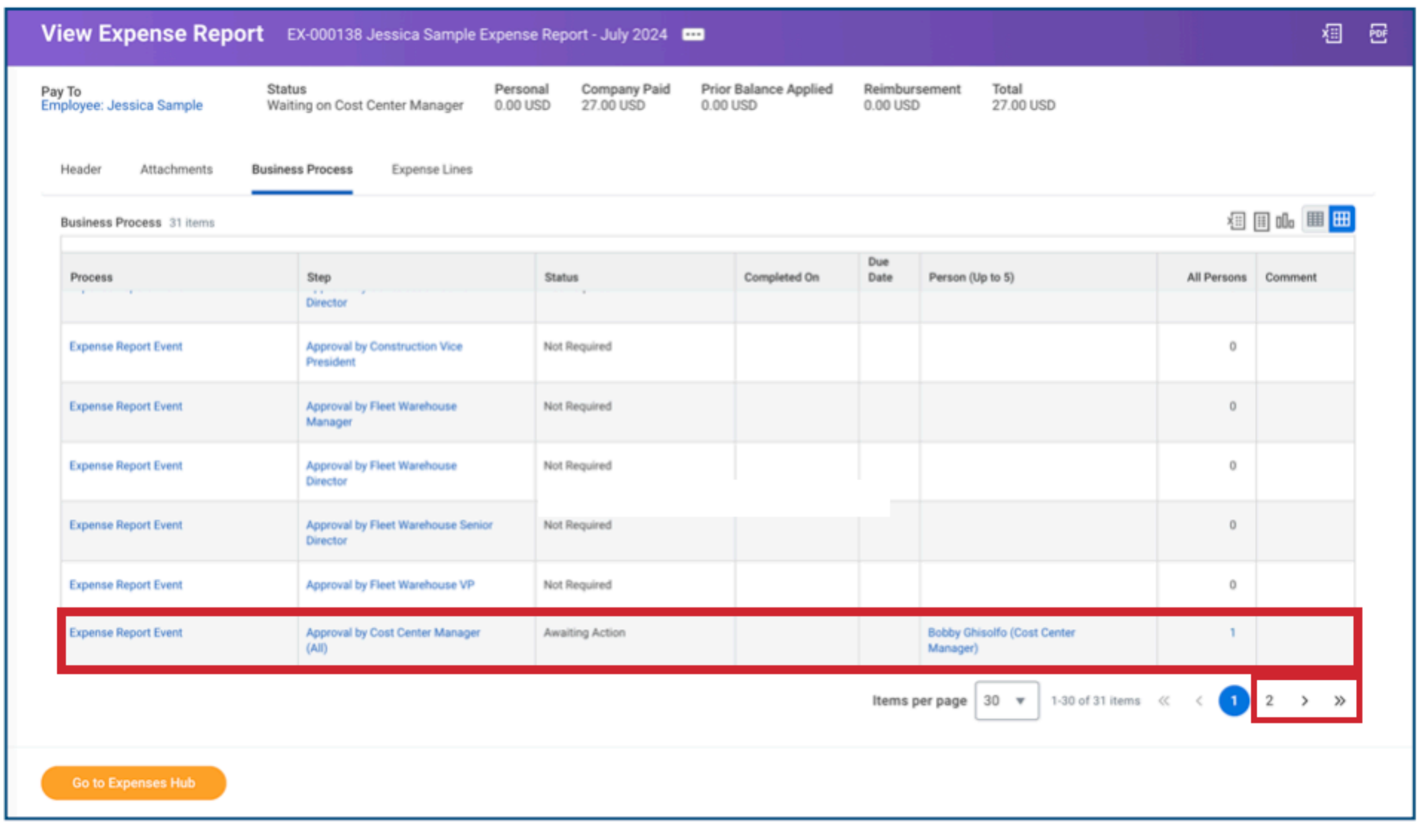
6. View **Awaiting Action(s)** under the status column.



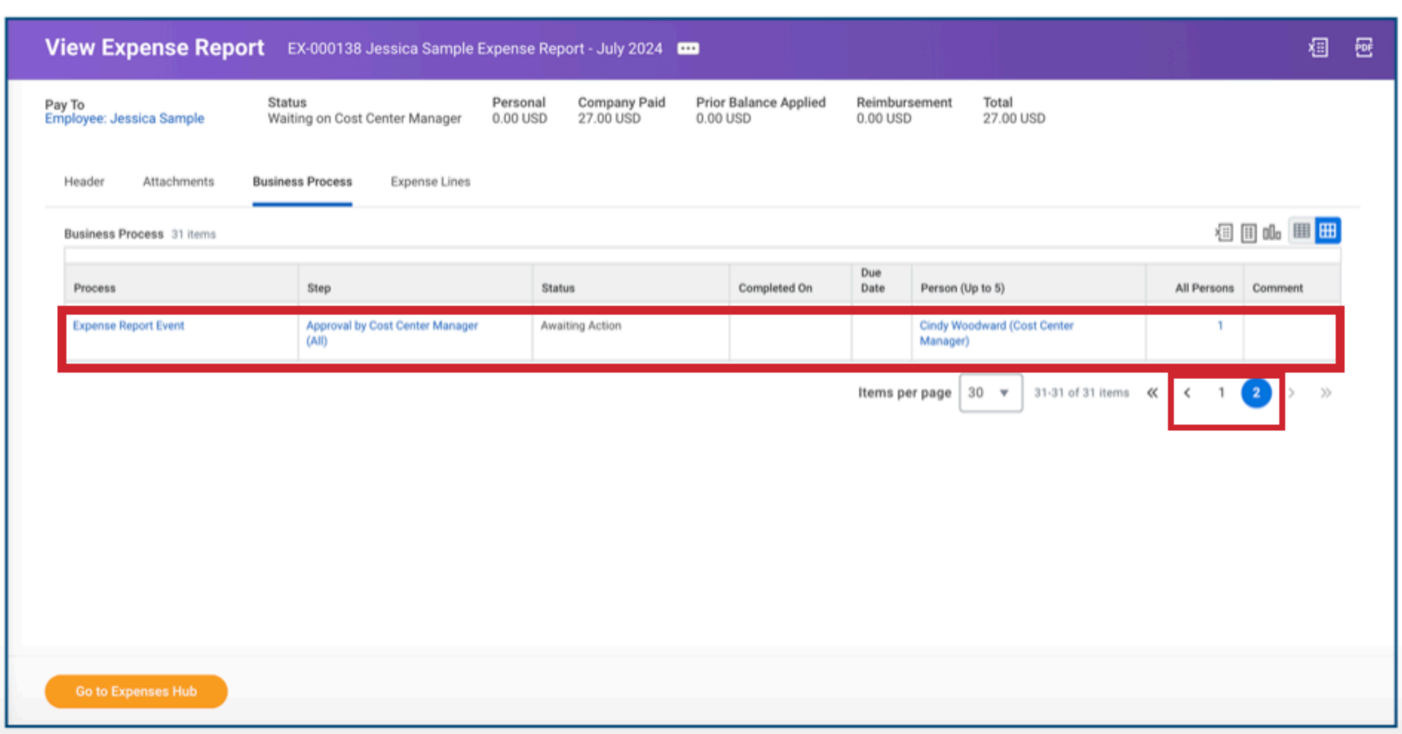
How to Monitor the Status of a Submitted Expense Report (Desktop)

7. The supervisor(s) who need to take action/approve the expense report appear under the *Person* column

IMPORTANT! Sometimes approval is needed by multiple supervisors. Check all pages of the business process chart to see how many supervisors need to take action.



Note: Click on the the arrow or number(s) to view all of the pages of the business process chart.



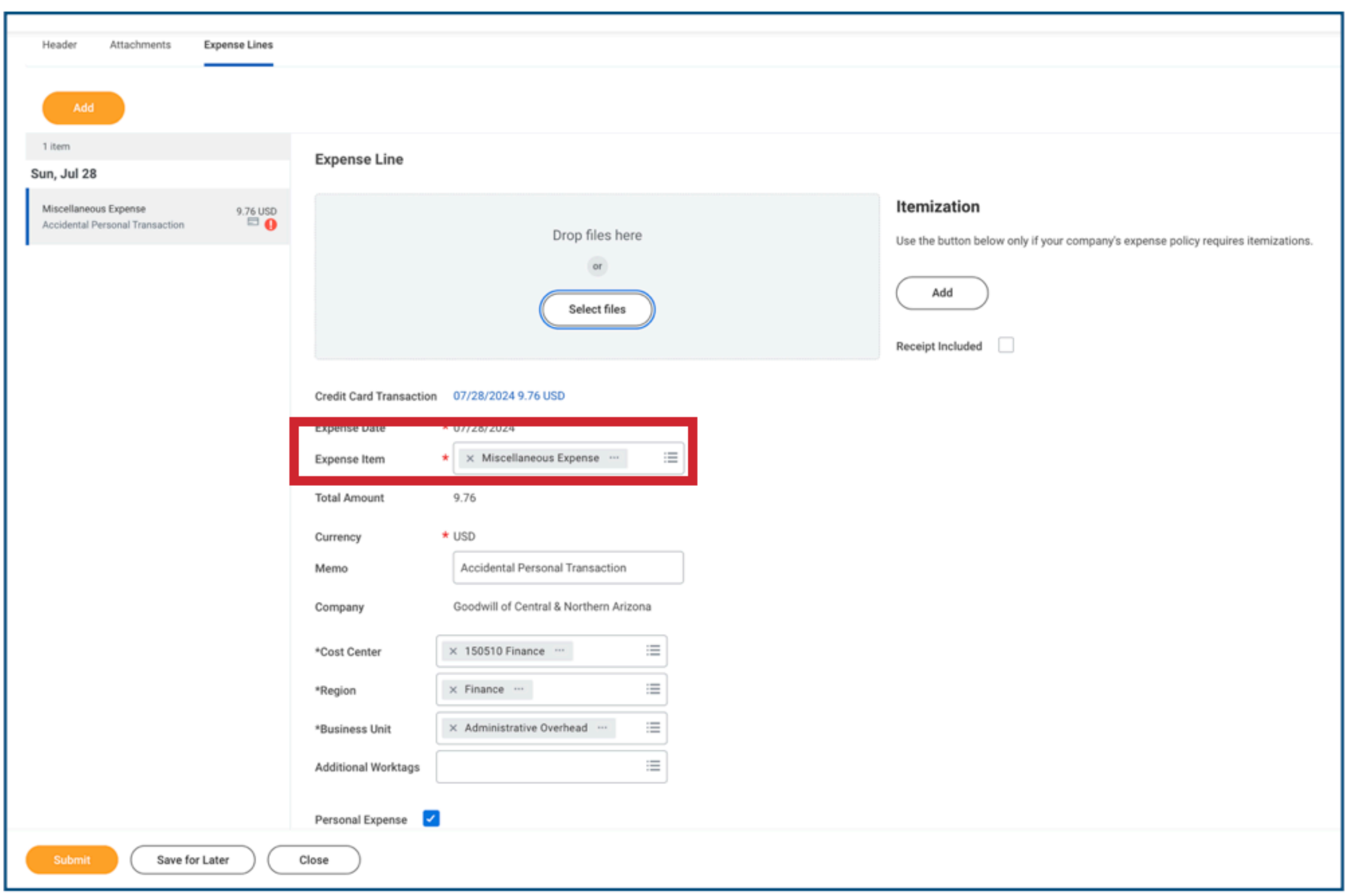
How to Report an Accidental Personal Transaction Made on a Company Credit Card

*If you accidentally use your company issued credit card for a personal expense. Report the transaction in an expense report using the following procedure. If you have questions and/or need additional support email **WDExpenseHelp@goodwillaz.org** for assistance.*

1. Create a new expense report or add the accidental transaction to an existing (unsubmitted) report in the *Expenses Hub*

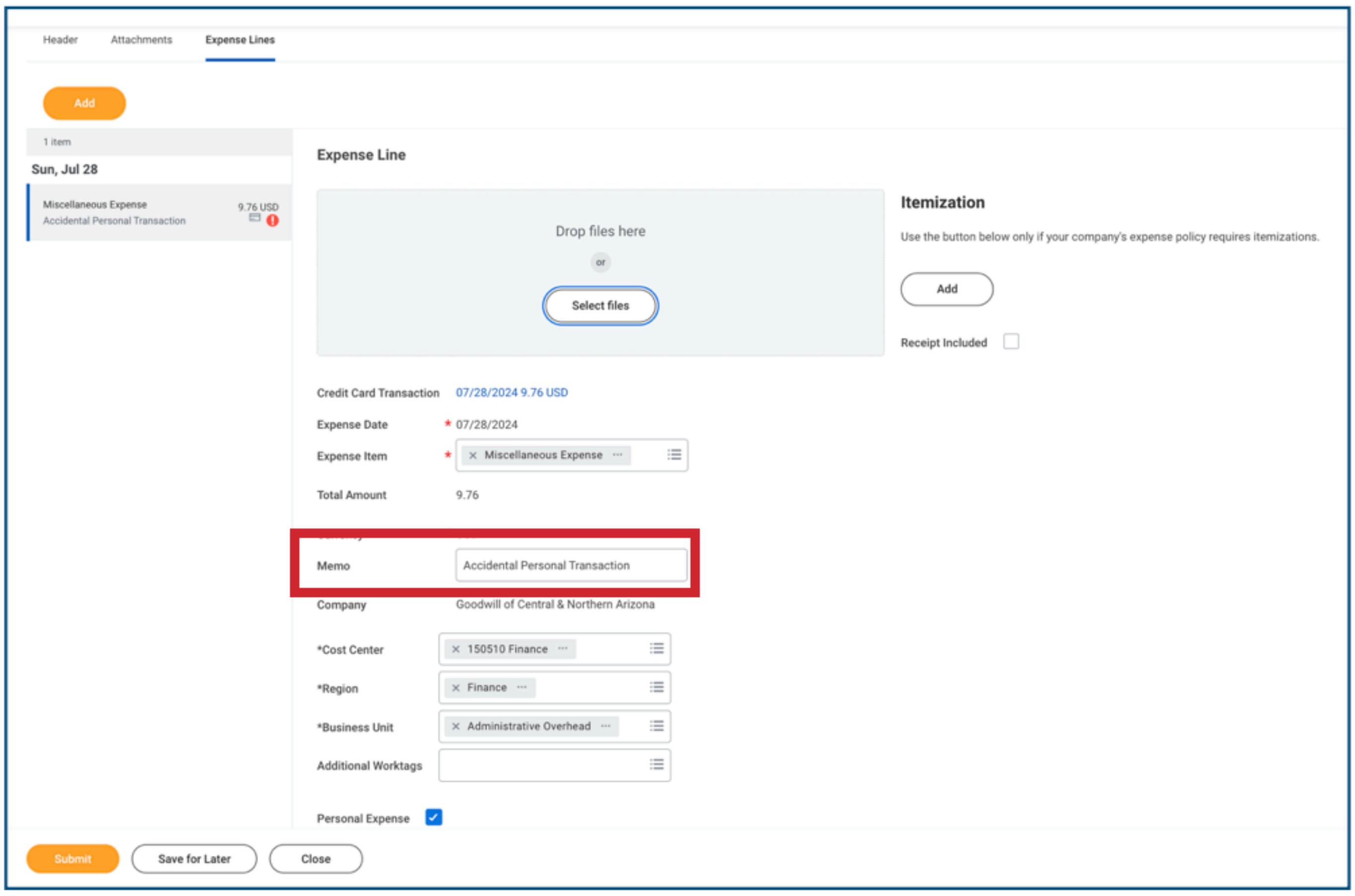
> ***Note:*** If you have other company transactions and/or expenses to submit you can include the accidental personal transaction in the same expense report.

2. Under the *Expense Item* select **"Miscellaneous Expense"**

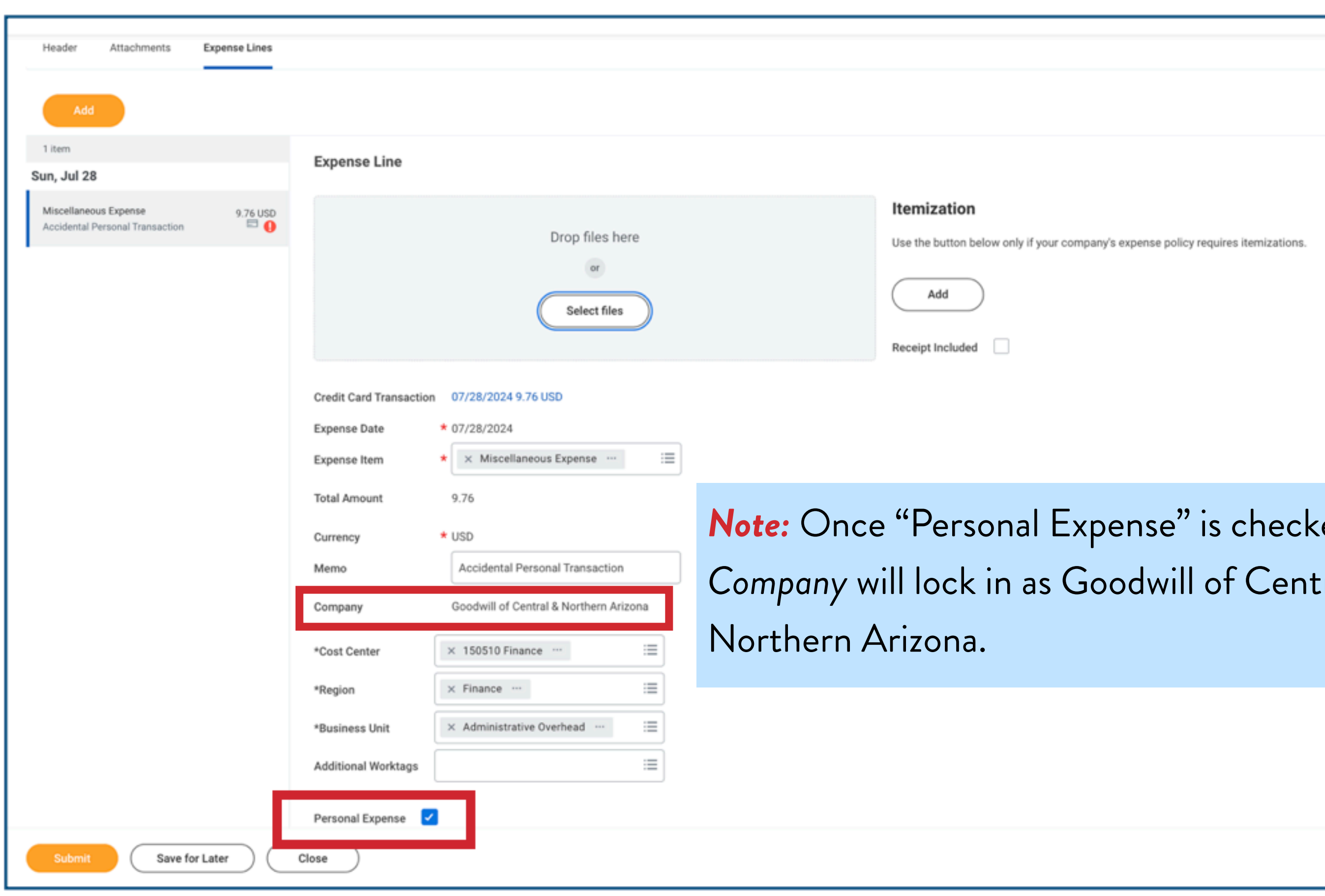


How to Report an Accidental Personal Transaction Made on a Company Credit Card

3. Enter **"Accidental Personal Transaction"** under *Memo*



4. Select the **"Personal Expense"** checkbox

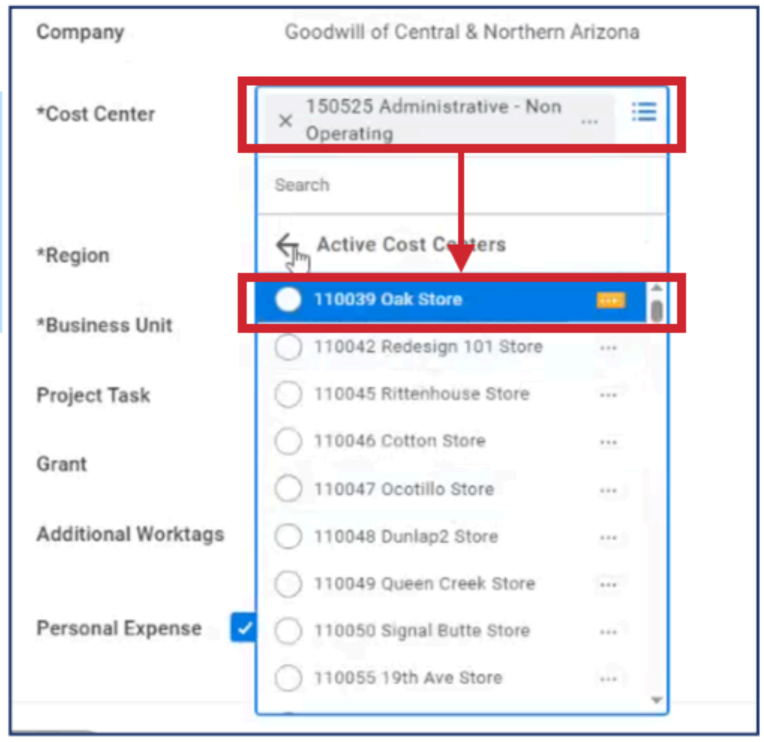


Note: Once "Personal Expense" is checked, the *Company* will lock in as Goodwill of Central & Northern Arizona.

How to Report an Accidental Personal Transaction Made on a Company Credit Card

5. Under Cost Center, enter **150525** > Select any active **GCNA Cost Center**

IMPORTANT! The Cost Center must be changed to an active GCNA Cost Center.



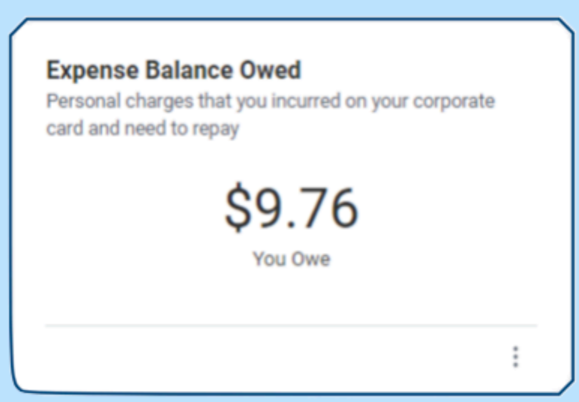
6. Instead of uploading a receipt, create a Word Document that contains the following information:

- Team Member Name
- Expense Amount (e.g., $6.00)
- A note that explains the charge is a personal expense (e.g., "Accidental Personal Expense")

7. Upload the Word Document as a PDF > Click the **Submit** button, ***OR*** Click the **Add** button to add more expenses

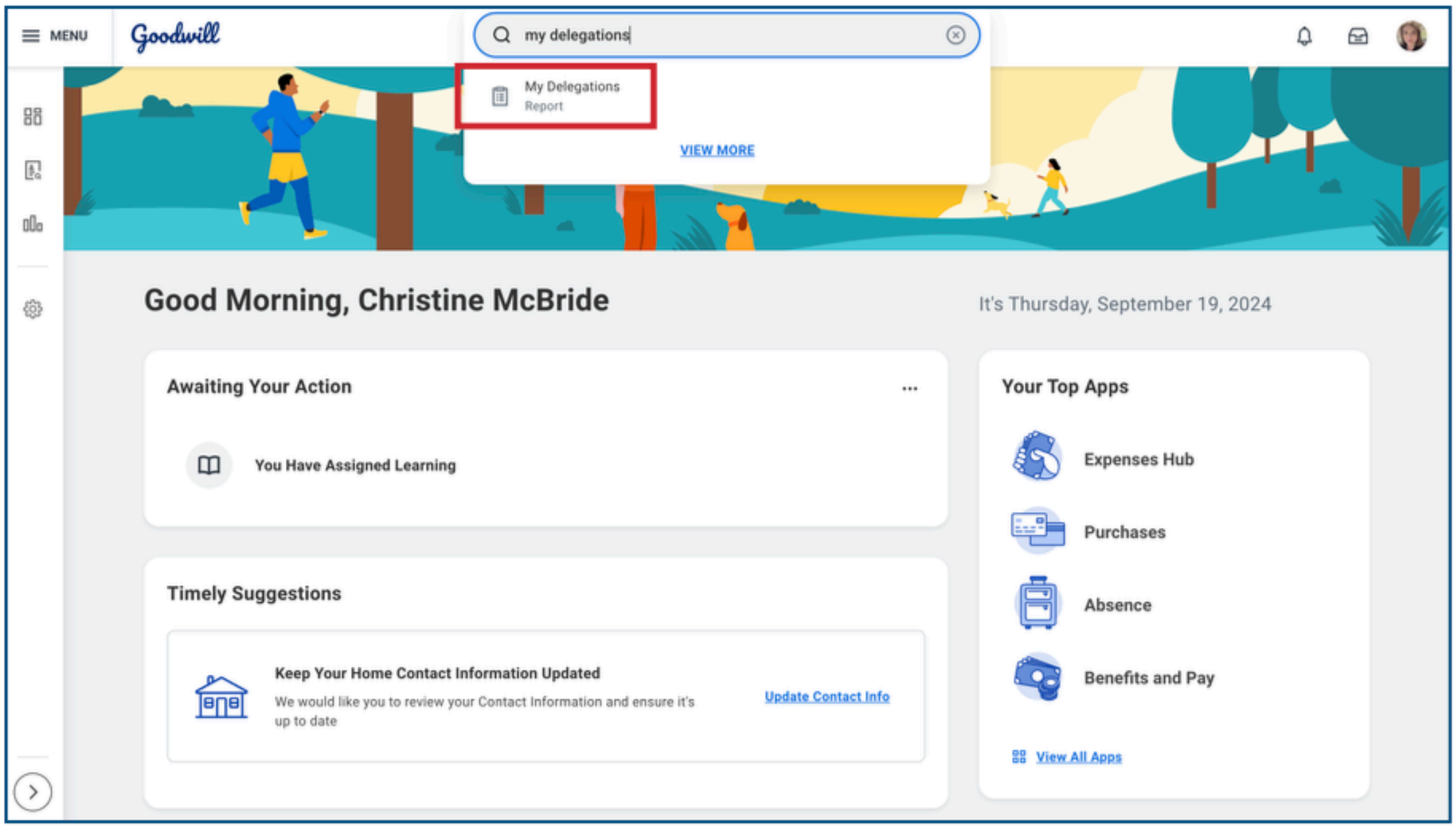
IMPORTANT! Team Members are required to reimburse Goodwill of Central & Northern Arizona for personal expenses via Check or Money Order.

The balance owed will appear on the *Overview Tab* in the Expenses Hub App

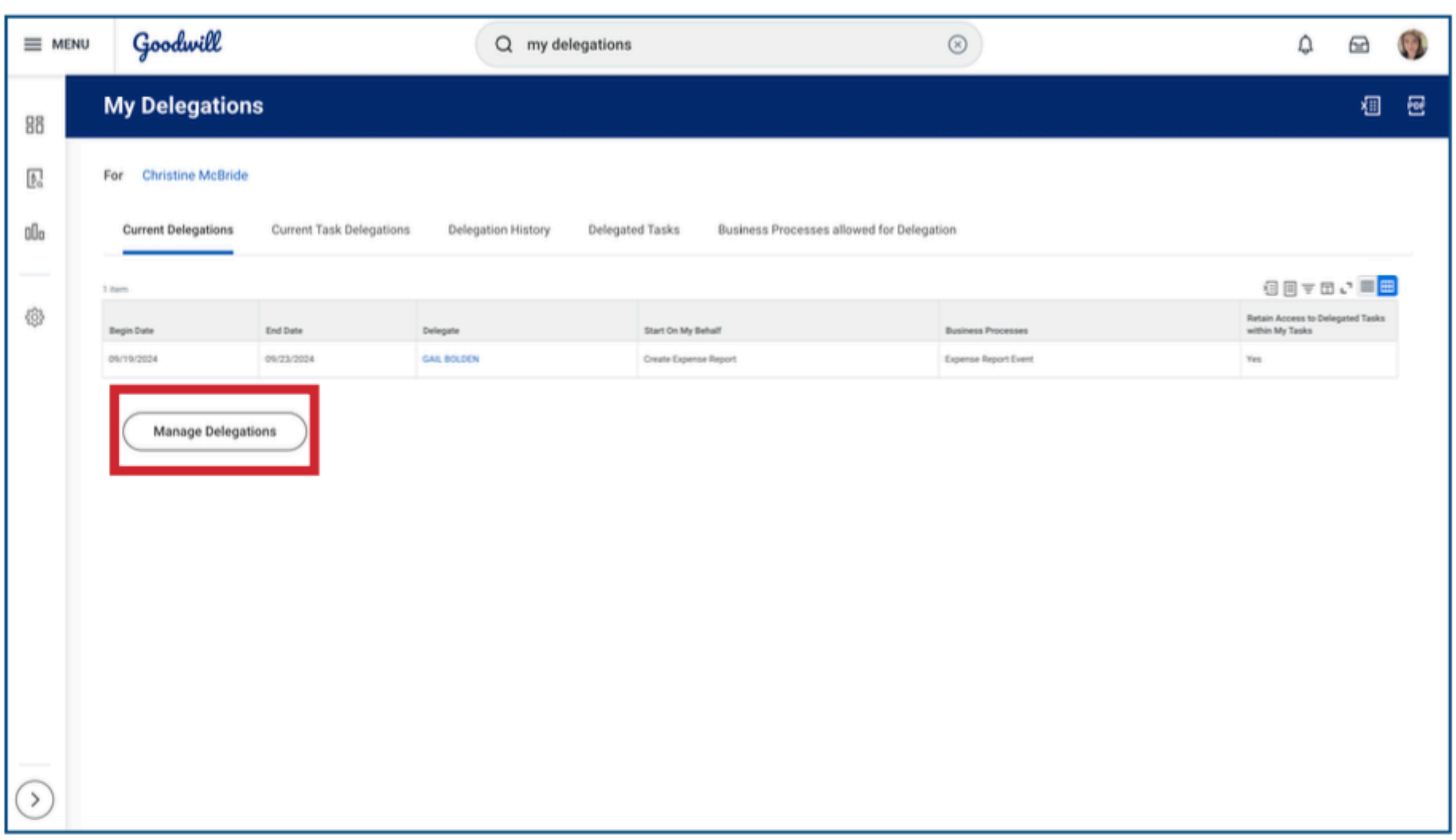


How to Assign Delegates to Create Expense Reports on Your Behalf (Desktop)

1. Navigate to the Workday Search Bar and type “My Delegations” then select the ***My Delegations Report***

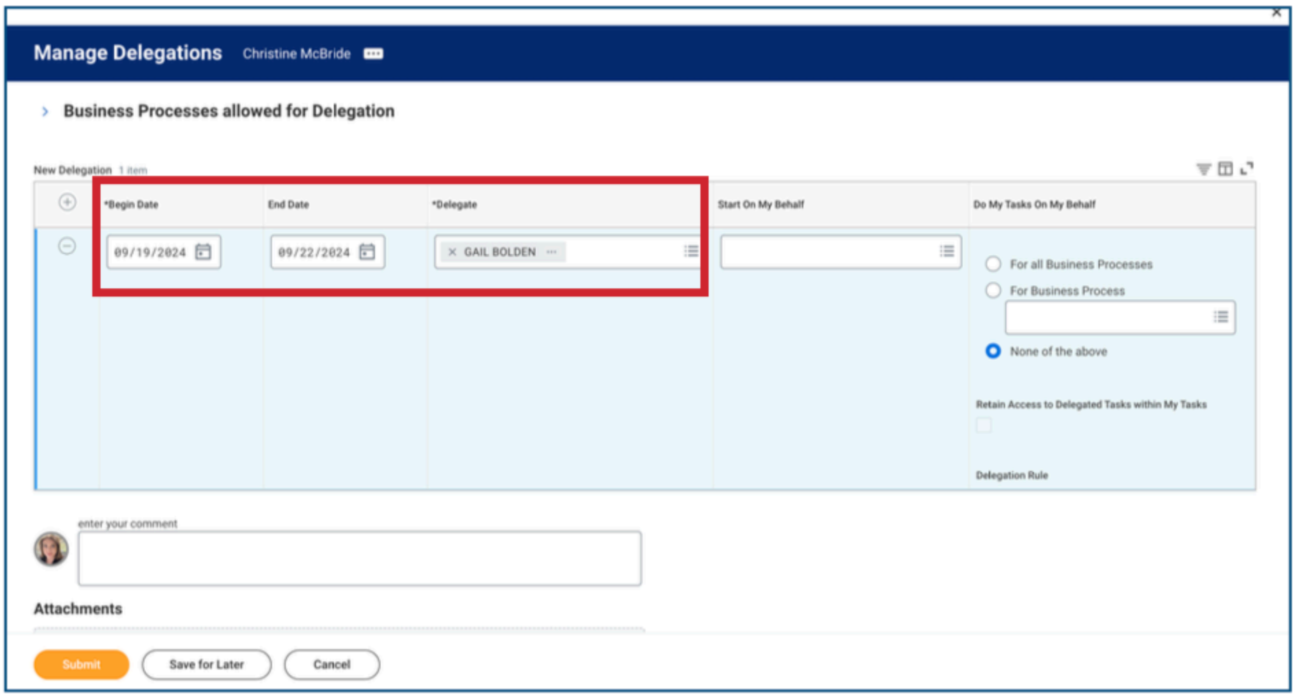


2. Click ***Manage Delegations***

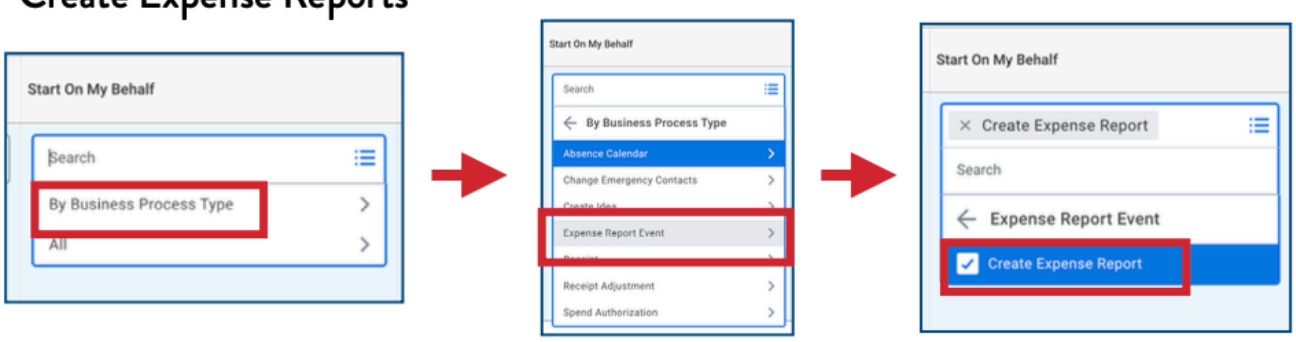


How to Assign Delegates to Create Expense Reports on Your Behalf (Desktop)

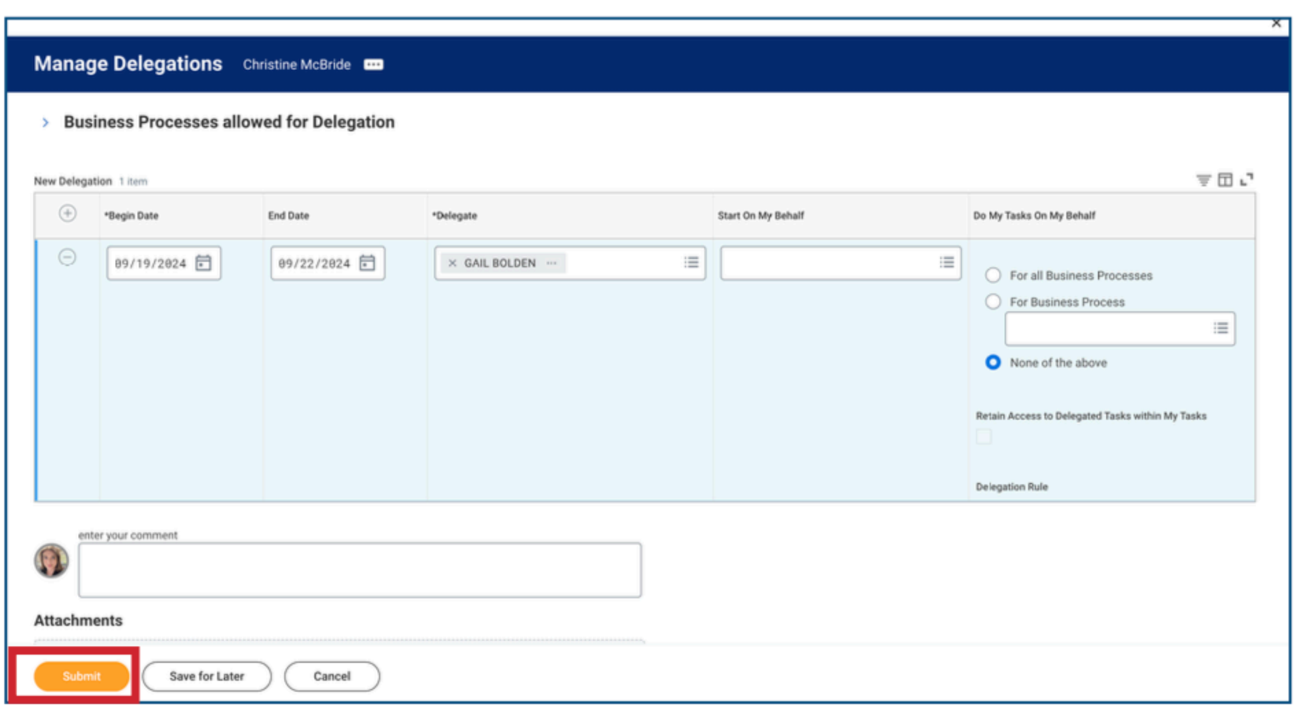
3. Select the delegation **Begin** and **End Dates** and the appropriate **Delegate.**



4. Under *Start on My Behalf*, select **By Business Process Type > Expense Report Event > Create Expense Reports**



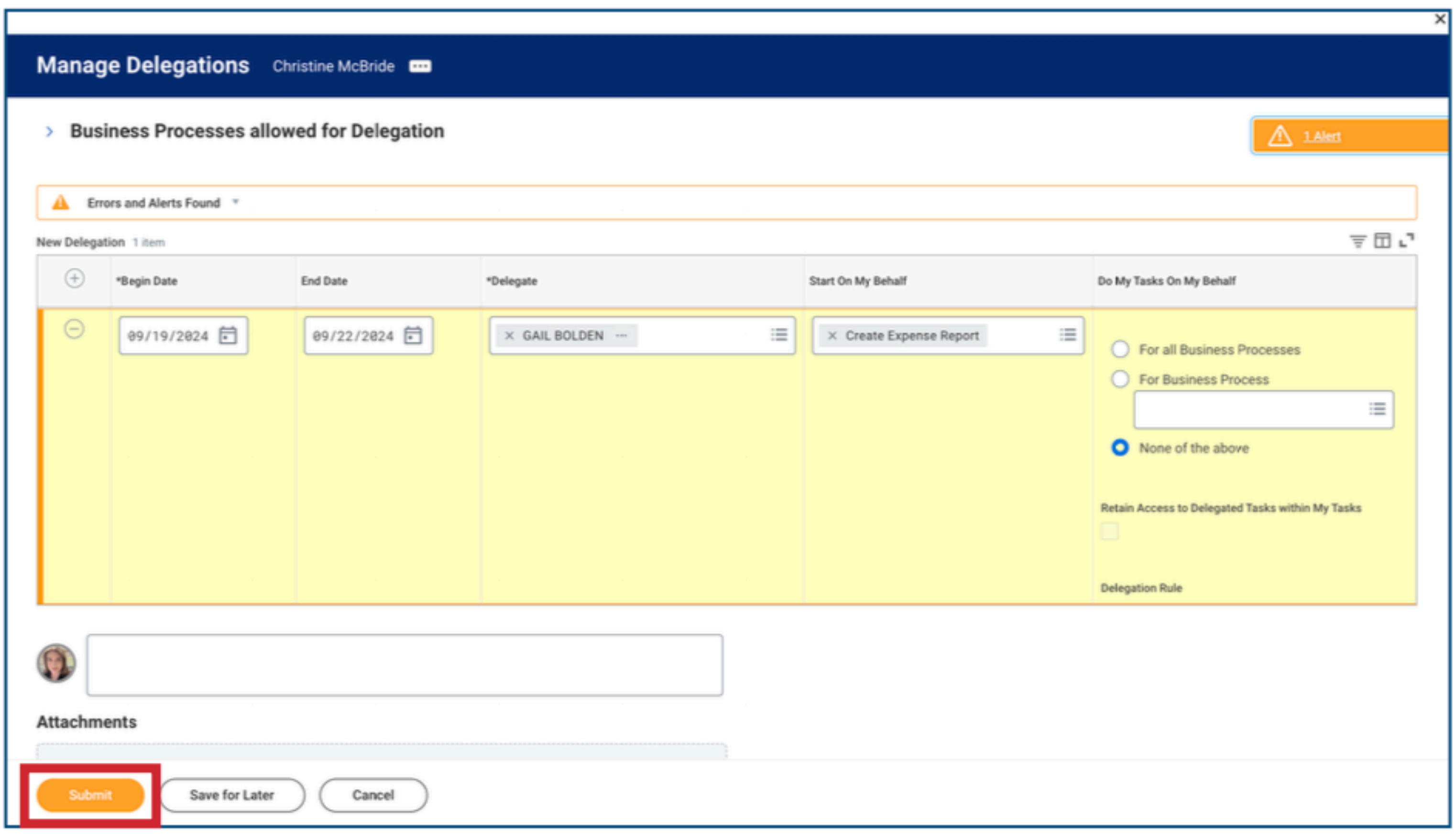
5. Click **Submit**



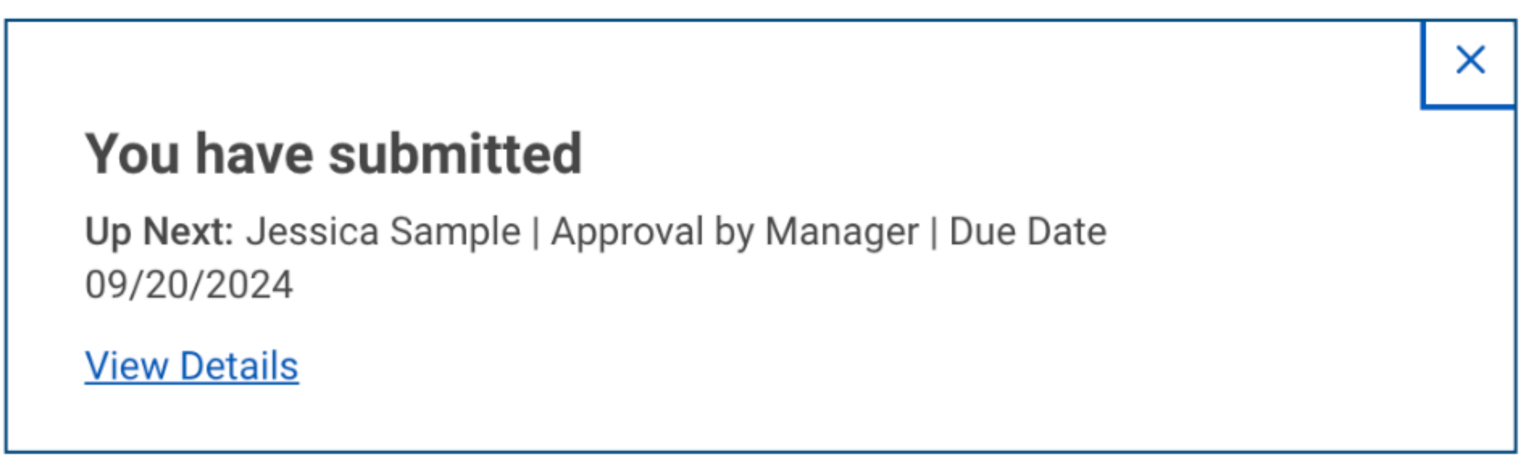
How to Assign Delegates to Create Expense Reports on Your Behalf (Desktop)

IMPORTANT! An alert appears to inform the team member that the delegate will have access to all previous expense reports and expense transactions.

6. Click **Submit** again after the alert appears.

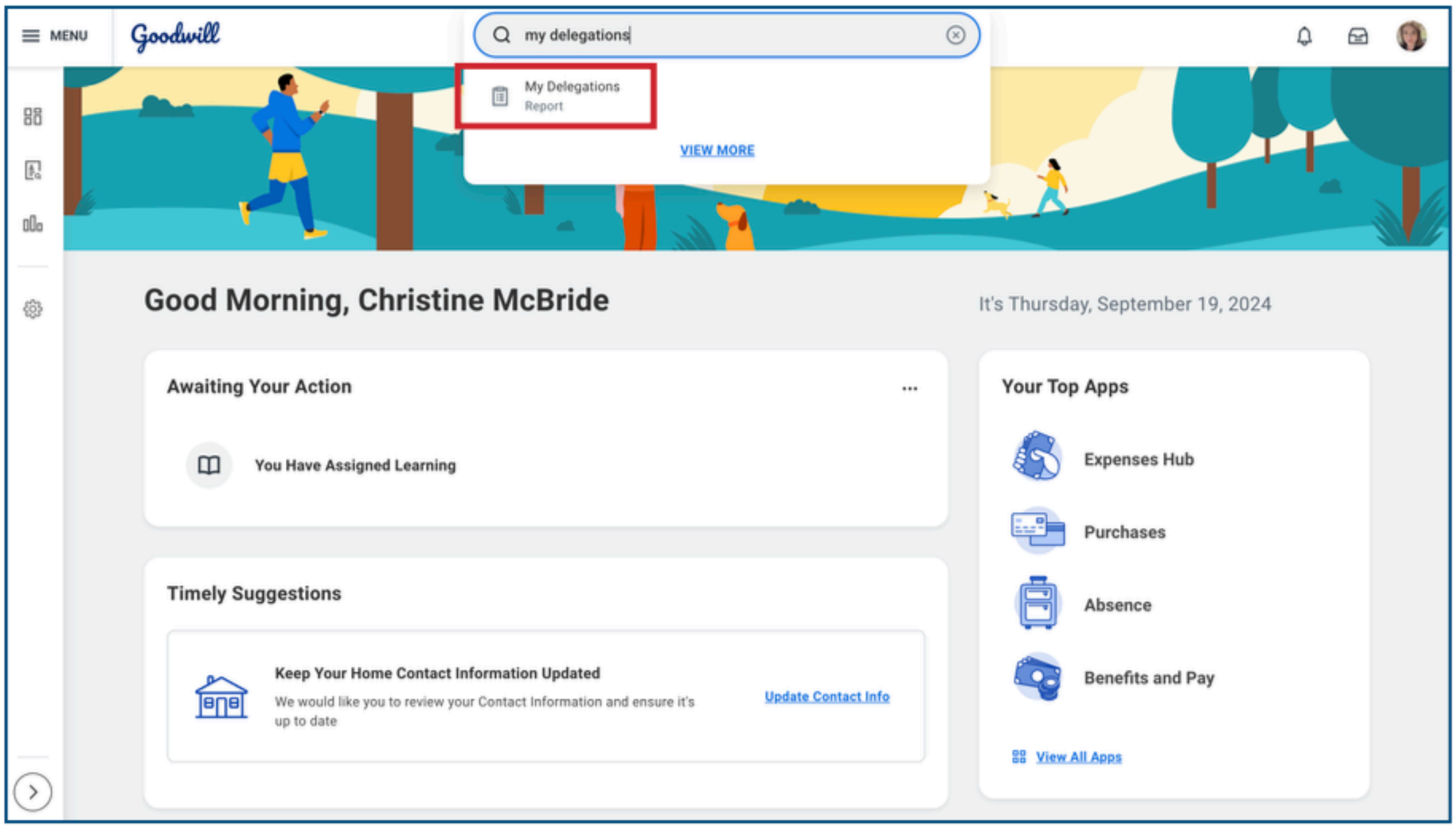


7. The team member's supervisor will have to approve the delegation request before the delegate can act on the team member's behalf.

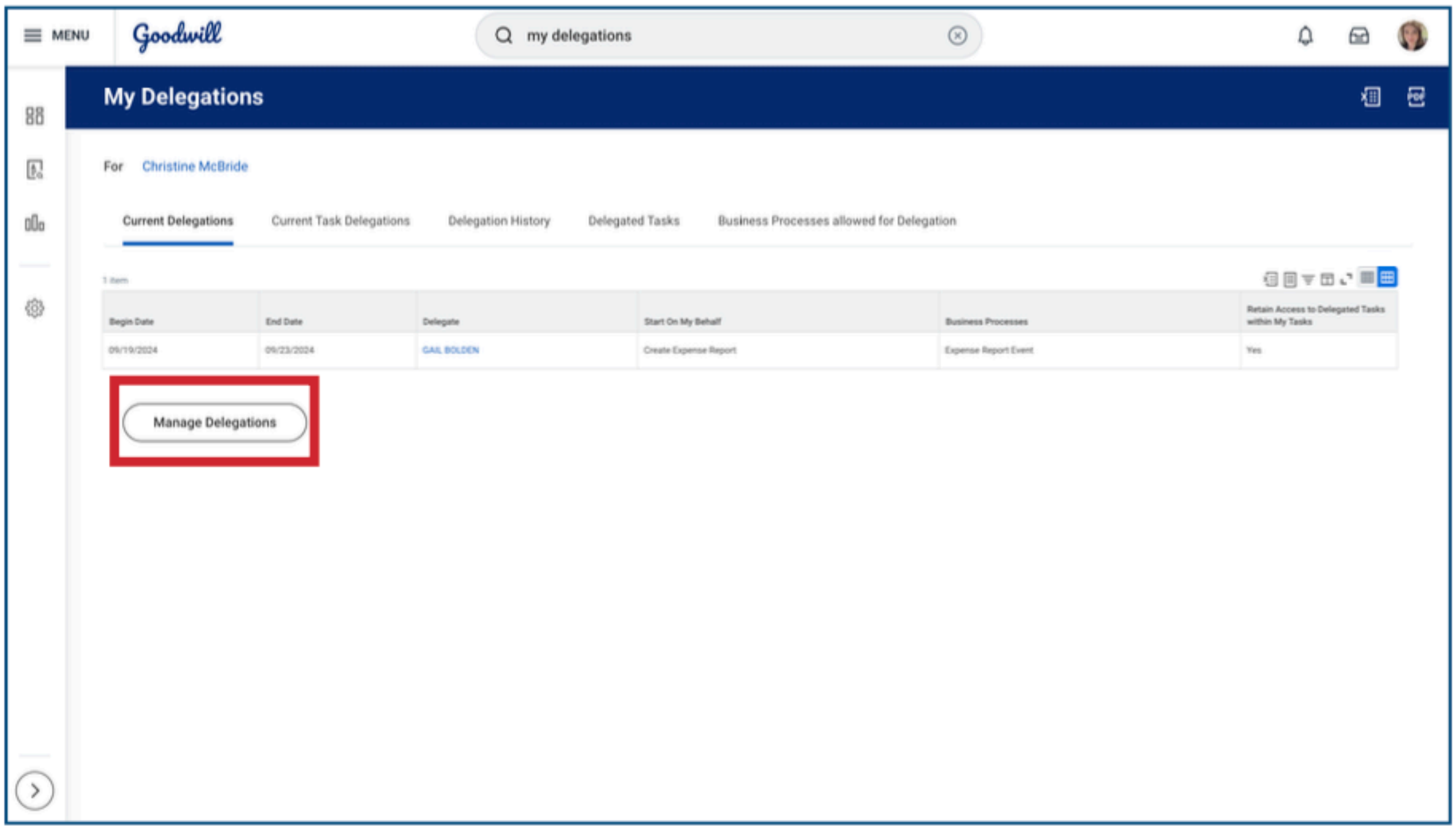


How to Revoke/Cancel Delegate Access (Desktop)

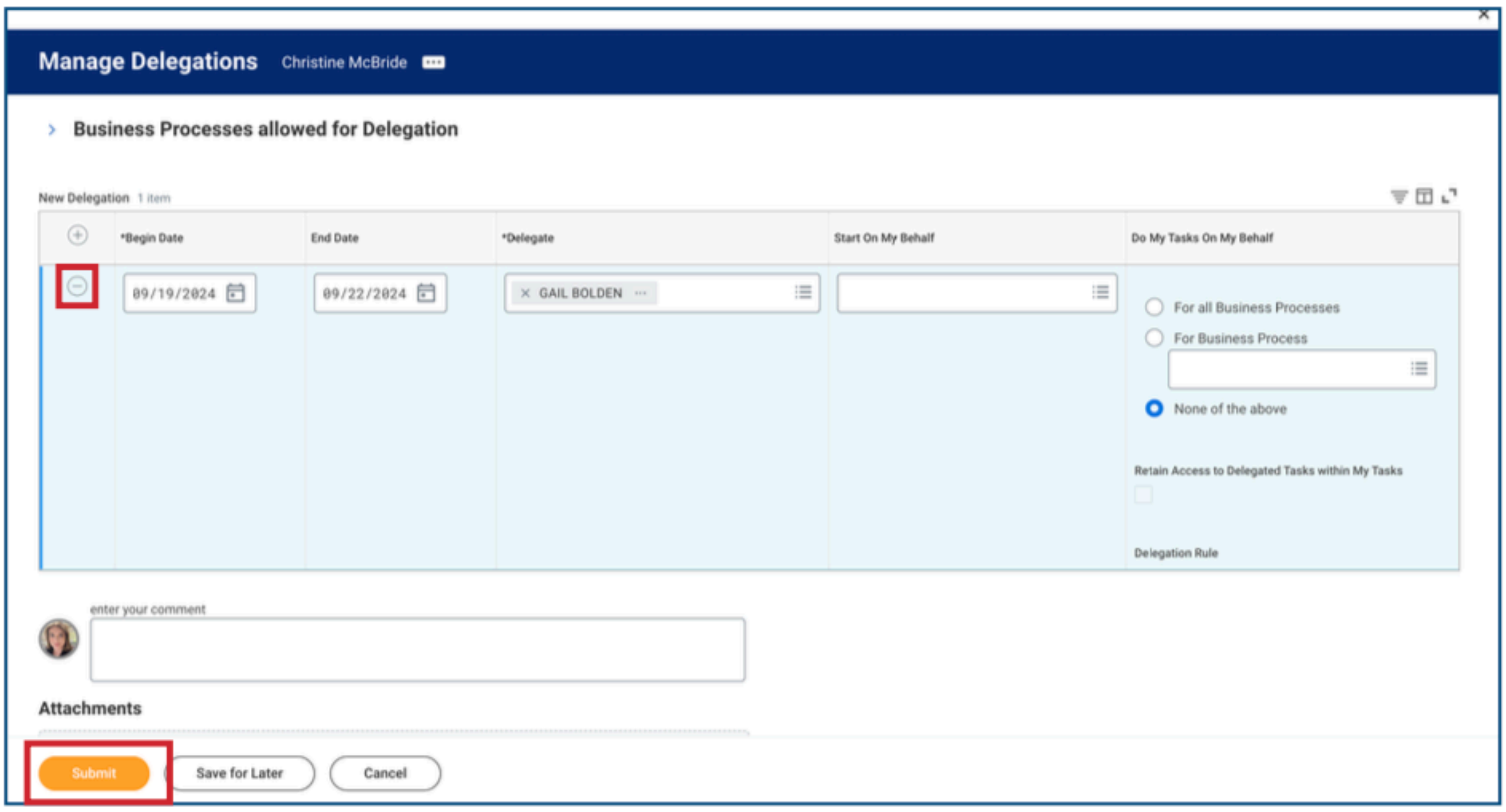
1. Navigate to the Workday Search Bar and type "My Delegations" then select the *My Delegations Report*



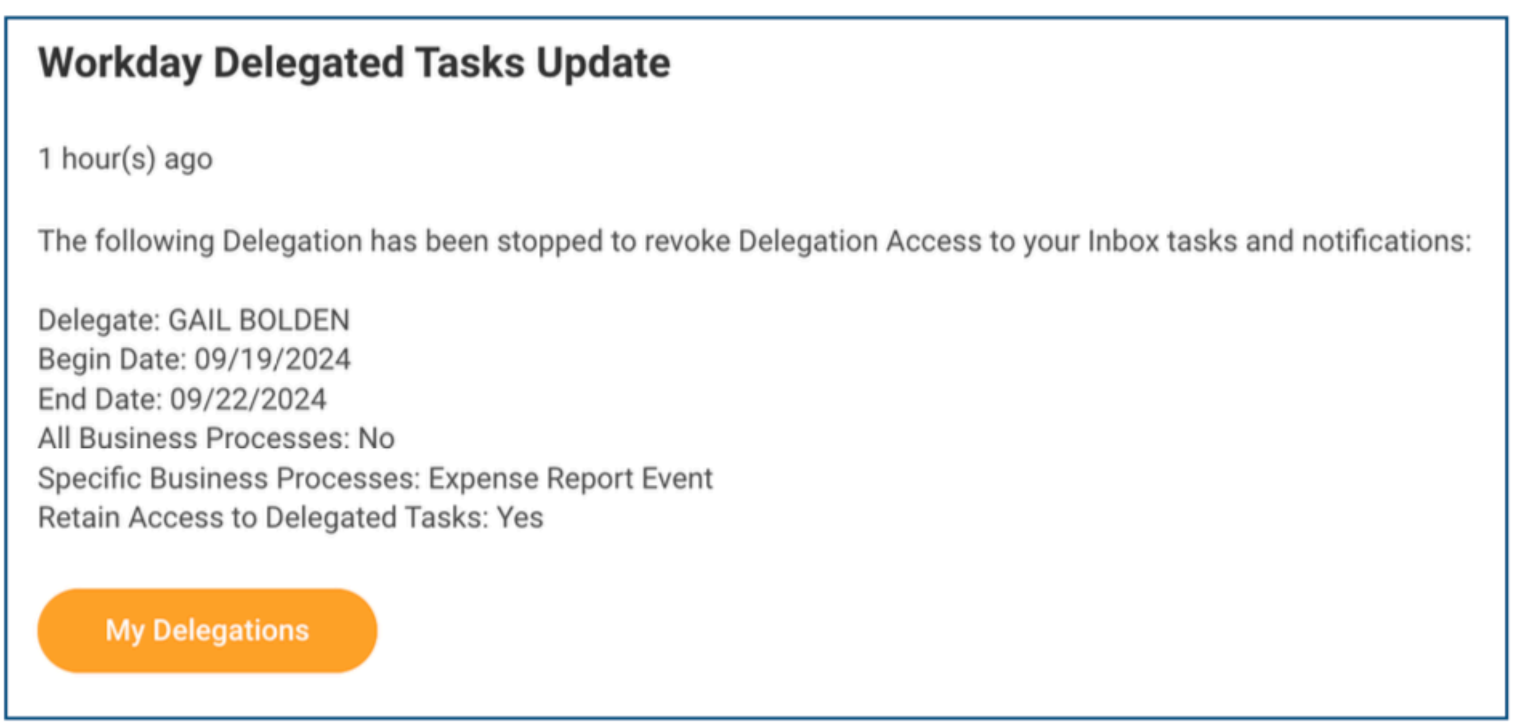
2. Click *Manage Delegations*



3. Click the **Minus Icon (-) > Submit**



Note: The team member and the delegate will receive a notification in Workday that delegation access has been revoked.



Workday Delegated Tasks Update

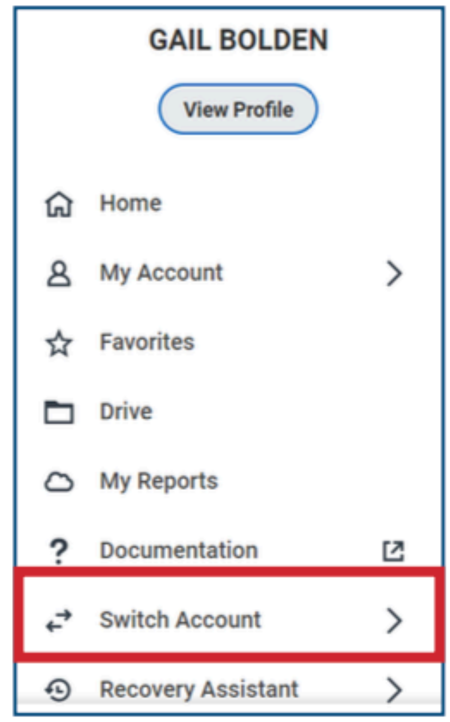
1 hour(s) ago

The following Delegation has been stopped to revoke Delegation Access to your Inbox tasks and notifications:

Delegate: GAIL BOLDEN
Begin Date: 09/19/2024
End Date: 09/22/2024
All Business Processes: No
Specific Business Processes: Expense Report Event
Retain Access to Delegated Tasks: Yes

My Delegations

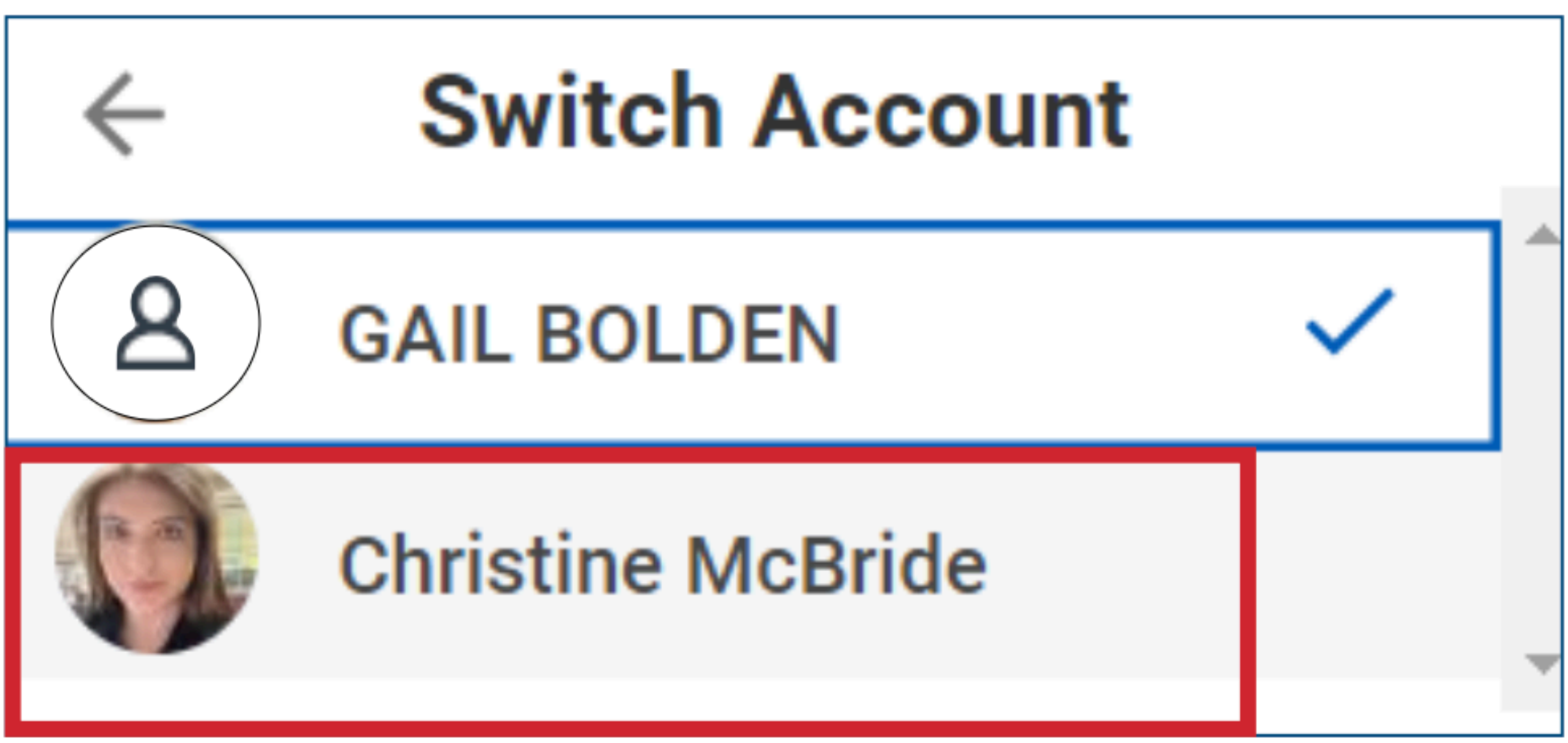
As a Delegate, How to Submit an Expense Report on Behalf of a Team Member (Desktop)



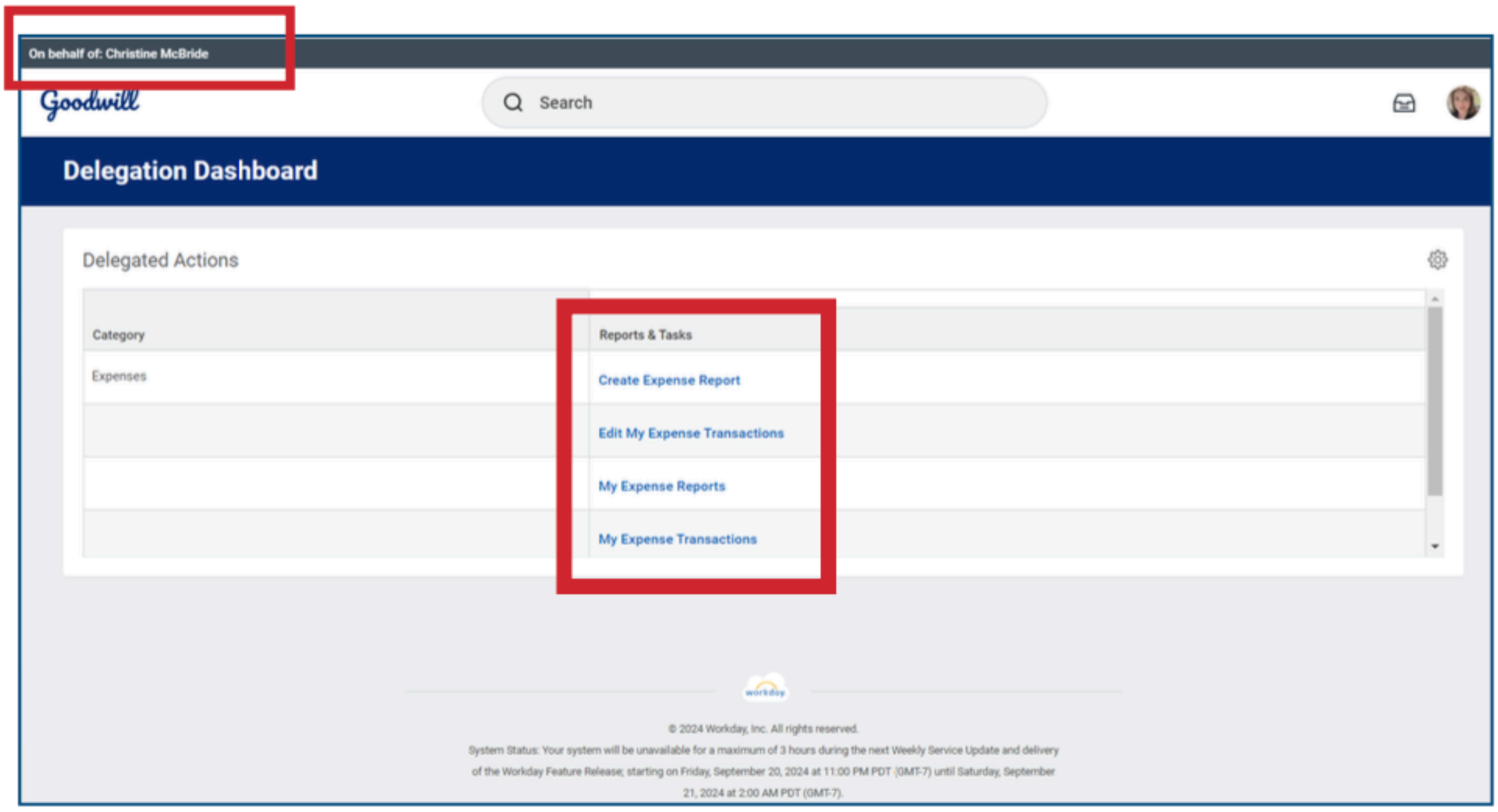
1. Navigate to your Workday profile and click ***Switch Account***.

Note: Scroll down to view all options if you do not see the "Switch Account" option.

2. Click on the appropriate account to act on their behalf.



3. Click on the appropriate tasks and/or reports to act on behalf of the team member



Note: The banner at the top of the page indicates to the delegate that they are acting on behalf of another team member.