Student Day and Overnight Travel Hands-On Workshop
Workday Financial Management

FINANCIAL MANAGEMENT
Transforming the Way We Do Business.
Student Travel Hands-On Workshop Agenda

Today’s agenda:

1. Introduction to Student Day and Overnight Travel
2. Explanation of Workday’s Financial Data Model (FDM)
3. Logging in to the Workday Sandbox Environment
4. Guided walk through of the following key processes in Workday:
   a. Submitting a Spend Authorization for Student Travel
   b. Reconciling Student Travel Purchases
5. Viewing Financial Data Reports
The following questions will be answered:

- When and why should I submit a Spend Authorization?
- Who should submit a Spend Authorization for Student Day and Overnight Travel?
- What happens after I submit a Spend Authorization?
- What do I do when my Spend Authorization gets approved?
- What are the limits and rules for purchasing things for students before and during travel?
- When and how should I provide a receipt for a travel expenses?
- How can I get a cash advance for Student Travel?
Hands-on Learnings

You will be able to complete these tasks:

• Submit a Spend Authorization for Student Day and Overnight Travel

• Pay for things before and during travel

• Reconcile travel expenses

• Manage and view your Cost Center report (for Cost Center Managers and Cost Center Financial Analysts)
Key Terms

- **Cost Center** – represents the department or other unit having financial responsibility for transactions (a type of worktag).
- **Worktags** – attributes or labels assigned to each transaction to indicate its University purpose.
- **Worklet** – the icon on Workday’s home page that provides access to specific sections of Workday.
- **University Bank Card** – BYU-Idaho’s credit card program.
- **OneCard** – a University bank card that can be used for both travel purchases, as well as regular purchases.
- **Spend Authorization** – the new way to request pre-approval for employee and student travel (previously Travel Authorization).
- **Expense Report** – the application used to reconcile purchases and receive reimbursement for out-of-pocket expenses.
- **Reconciliation** – the new way to review and assign appropriate accounting information and documentation for expenditures.
- **Cash Advance** – when an employee traveling with students needs cash in order to provide students with money to make purchases on the trip.
Important Changes

• OneCard used for Employee Overnight Travel
  - Paid for by the university

• Fleet Services no longer issuing Fuel Cards

• Cash Advances limited

• Meal Amount Caps
  - Under-the-cap meals require no receipt
  - Caps: Breakfast $12, Lunch $17, Dinner $30
  - Changes to student travel forms
## Current Account Structure

<table>
<thead>
<tr>
<th>Department</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1505-10</td>
<td>5100</td>
</tr>
</tbody>
</table>
Workday FDM & Account Structure

Workday Account Structure

**Additional Worktags**
- ex: -
- I: Appropriated

**Cost Center**
- ex: I:CC121005
  - Accounting Services

**Ledger**
- ex: 9500
  - Supplies

**Spend Category**
- ex: I:SC1165
  - I:Materials and Supplies-
   - Administrative-
   - Printing and Copies

**Revenue Category**
- ex: I:RC0306
  - I:Sales Surplus

**Expense Item**
- ex: -
  - I:Materials and Supplies -
    - Administrative -
    - Paper Products

**Financial Data Model (FDM) Key**
- Shared with BYU-Hawaii
- Idaho – I:
- Hawaii – H:
Let’s Practice

Today we will be practicing Student Travel tasks in a Sandbox Environment

1. Use the bookmark in your browser to open the BYU-Idaho log-in screen to log into the Sandbox environment.
   • OR type in this link: https://impl.workday.com/byuhi5/d/home.html
2. Use your BYU-Idaho username and password to log in.
3. Notice the green bar across the top of the page that says “Implementation - byuhi5.”
4. Wait for further instructions.
Demo:
Spend Authorization for Student Day and Overnight Travel
Viewing Your Cost Center Report
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Workday Financial Management Information Hub

www.byui.edu/workday

Register for hands-on workshops, specialized trainings, ask questions, or provide feedback

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