

# Create an Expense Report

---

Quick Reference Guide

# Create an Expense Report

---

This quick reference guide (QRG) supports employees who may need to create an expense report for a travel or non-travel related expense event. This QRG also reviews the basics of attaching Expense Card transactions to an Expense Report.

# Create an Expense Report

To create an Expense Report, complete the following steps:

From the Workday Home page:

1. Search and select the **Create Expense Report** task in the search bar. The *Create Expense Report* screen is displayed.
2. Based on the type of expense report you wish to create, click between the three options:
  - a. **Create New Expense Report** if creating a new expense report.
  - b. **Copy Previous Expense Report**, if copying a report from an existing Expense Report.
  - c. **Create New Expense Report from Spend Authorization** if a Spend Authorization has been approved and you wish to create the report from it.
3. If choosing **Option c**, complete the required fields for the expense report, including the Business Purpose. For Business Purpose, select the Business Purpose which best defines the reason for the trip. If selecting **Option a** or **Option b**, the required fields will populate from the information on the expense report being copied/Spend Authorization
4. Enter a driver worktag – Designated, Grant, Program, Project or Cost Center.
5. Click **OK**.

Expense Report Information

Expense Report For \* Employee: Aubry Arkansas

Creation Options

- Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization

Memo \*

Company \* X Project One ...

Expense Report Date \* 06 / 02 / 2020

Business Purpose \*

Cost Center \* X CC012920 UASYS | ERP Project

Designated

Grant

Program

Project

Additional Worktags \*

- X Fund: FD101 Unrestricted | General Unrestricted
- X NACUBO Function: FN0051 General

Enable Tax

OK

Cancel

# Create an Expense Report

6. Click **Add** to enter the **Expense Lines** for this expense report.



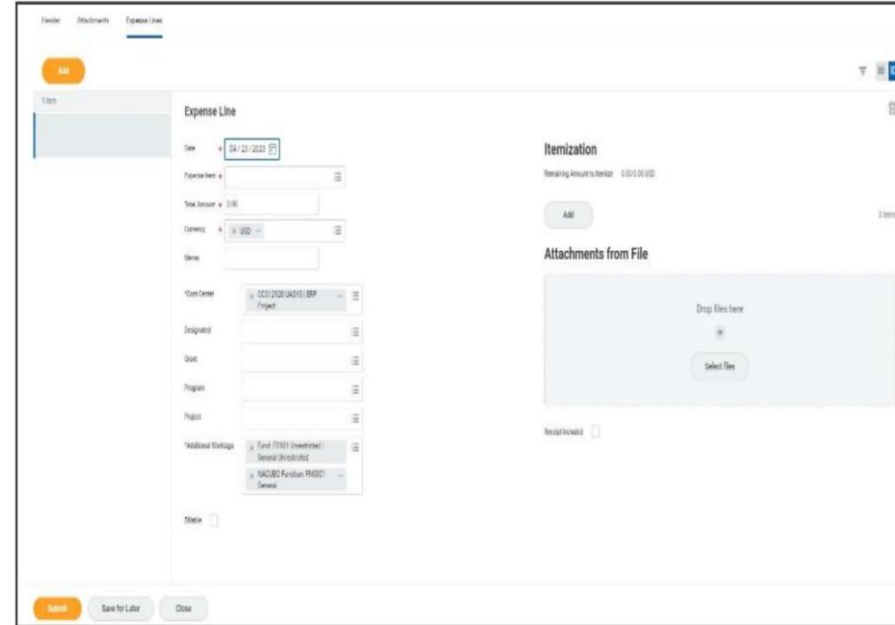
Note: You can add multiple lines to one expense report.

7. Select the Expense items type (Business Travel, Other Expenses) and narrow down your expense group type.

8. Fill in required fields (**Total Amount**, **Currency**, **Fund** and **NACUBO function** worktags).

9. Add required receipts.

10. Click **Submit**.



The screenshot shows a web application interface for creating an expense report. The main section is titled "Expense Line" and contains several input fields: "Date" (04/21/2020), "Expense Item", "Total Amount" (0.00), "Currency" (USD), "Fund Center" (0007000 (AKSIS) BPP Project), "Designated", "Dept", "Program", "Project", "Additional Worktags" (Fund 7000 (University) General Unrestricted, NACUBO Function PROJ01 General), and "Status" (unchecked). To the right, there is an "Itemization" section showing "Remaining Amount to Itemize: 0.00 (0.00 USD)" and an "Add" button. Below that is an "Attachments from File" section with a "Drop files here" area and a "Select Files" button. At the bottom, there are "Submit", "Save for Later", and "Close" buttons.

# Create an Expense Report



Note: When creating an Expense Report, Workday provides instructions on requirements based on the Expense.

## ▼ Instructions

Please review our Expense Report Policy [here](#)

If you have questions or need additional assistance, please submit a ticket using [TeamDynamix](#)

Expenses must be reimbursed within 30 days of being incurred.

- An expense report not submitted in Workday within 30 days of incurring the expense may not be eligible for reimbursement.
- Please provide an explanation in the **Memo** field if the expense is over 30 days old.

An agenda, calendar invite or flyer must be included as part of the expense reimbursement request.

An itemized receipt is required for all expenses \$75 and above.

Out-of-policy expenses require an explanation in the **Memo** field.

Expense reimbursements route for supervisor and cost center manager approval prior to routing to Accounts Payable.

# Create an Expense Report



Note: If only part of a transaction was personal, click **Add** in the *Itemization* section.

## Itemization

Remaining Amount to Itemize 25.11/25.11 USD

Add

A pop-up window displays. From here, you can separate the personal amount from the total transaction amount.

In this example, the screenshot shows that \$5.11 was a personal expense out of the total transaction amount of \$25.11.

Remaining 0.00/25.11 USD

Date \* 07 / 23 / 2020

Expense Item \*

Quantity \*

Per Unit Amount \*

Total Amount \*

Billable

Personal Expense

Done

# Manage Personal Expenses

Review this section if you have a personal expense or one of the expense items is partially a personal expense.

## FULL EXPENSE ITEM IS PERSONAL

If an entire expense item is personal (not business related), it can be marked as personal by checking the **Personal Expense** checkbox. This marks the entire charge as a personal expense.

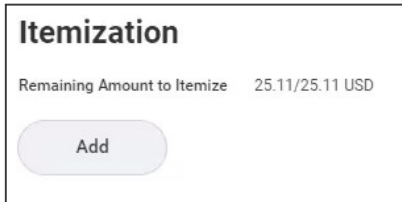


A rectangular box containing the text "Personal Expense" on the left and a blue square checkbox with a white checkmark on the right.

To reimburse the institution, you would have to repay the institution in the way defined by your institutions processes and policies.

## EXPENSE ITEM CONTAINS PERSONAL EXPENSE

If only part of a transaction was personal, the item must be itemized to separate the personal amount. Do this by clicking Add in the *Itemization* section.



A rectangular box with a title "Itemization" at the top left. Below the title, it says "Remaining Amount to Itemize 25.11/25.11 USD". At the bottom left, there is a light blue rounded rectangular button with the text "Add".

# Manage Personal Expenses

A pop-up window displays. From here, you can separate the personal amount from the total transaction amount.

In this example, the screenshot shows that \$27 was a personal expense out of the total transaction amount of \$191.48.

Remaining 0.00/191.48 USD

Date \* 08/04/2020

Expense Item \* Airfare - Commercial - Domestic

Quantity \* 1

Per Unit Amount \* 27.00

Total Amount \* 27.00

Memo Preferred Seating

Billable

Personal Expense

Done

The remaining amount of \$164.48 was a business expense.

Date \* 08/04/2020

Expense Item \* Airfare - Commercial - Domestic

Quantity \* 1

Per Unit Amount \* 164.48

Total Amount \* 164.48

Memo

Done



**Note:** The calculations at the header at the top of the screen only update after you have moved onto the next expense item.

## Create Expense Report

ER-0000001268 Official Business

Status	Personal	Company Paid	Other Business Applied	Cash Advance Applied	Reimbursment	Total
Draft	45.57 USD	210.45 USD	0.00 USD	0.00 USD	(45.57) USD	210.45 USD



# Next Steps

- The process for creating an expense report is complete.
- By clicking **Details and Process**, you can view the actions taken thus far in the process. Any changes made to the expense report are tracked in the **Process History** table.
- An approver receives a Workday Inbox task to approve, deny, or send back the change to the expense report. An approver must provide a reason, if the Send Back action is used.
- The expense report is no longer editable once expense report is paid.



Note: If you owe money, please reach out to Accounts Payable for further instruction.

# EDIT EXPENSE REPORT

1. Search for and select My Expense Reports.
2. Select Edit Expense Report next to the Expense Report you wish to edit.
3. Edit the Expense Report as applicable
4. Click Submit.

Note: The edited Expense Report routes through approvals

# VIEW EXPENSE REPORT

1. Search for and select **My Expense Reports**.
2. (Optional) Enter the following details:
  - a. **Expense Report Status:** Click the field and select a status from the menu
  - b. **Report Date On or After:** The date auto-populates, modify as needed
  - c. **Report Date On or Before:** The date auto-populates, modify as needed
3. Click **OK**

# Questions?

---

 [SJU Workday Website](#)

 [Submit a Question / Quick Reference Guides \( QRGs\)](#)