

Create Expense Report / Settle Pcard Charges

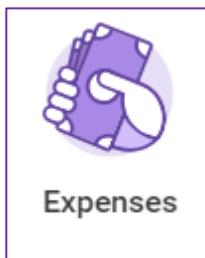
Follow the steps below to submit an expense report in Workday.

Expense Reports should be submitted within 30 days after completing the trip. Pcard charges should be settled at least once a month by completing an Expense Report.

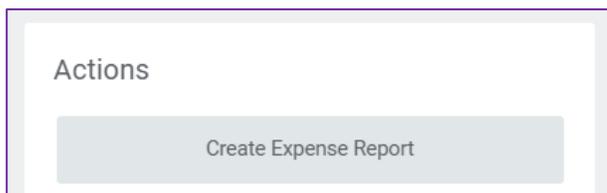
Prior to completing an expense report, you should confirm your expense direct deposit account is set up. (Type **Payment Elections** in the Workday Search Box and hit enter. If not set up, use the **Add Direct Deposit** job aid to set this up for yourself).

Special instructions for using **Faculty Development Funds** may be found in 3.i. below:

1. Select the **Expenses** application on your Workday homepage.



2. Under the **Actions** menu, select **Create Expense Report**.



3. Fill out the following on the page:
 - a. **Creation Options:** Select one of the following:
 - i. Select **Create New Expense Report**

- ii. Select **Copy Previous Expense Report** if you want to create a new expense report with details from a previous report. Click the **Prompt** icon to select the previous expense report.
- iii. If you had created a spend authorization for pre-trip approval expense, select **Create New Expense Report from Spend Authorization**. Then, click the **Prompt** icon to select the spend authorization.

- b. **Memo:** Enter a brief description for your expense report. This, in addition to a system generated number, will become the name of your expense report.
- c. **Company:** Prepopulates with **Emerson College**.
- d. **Expense Report Date:** Defaults to today's date.
- e. **Business Purpose:** Click the **Prompt** icon  to select the applicable reason for your report. **This is a required field.**

- f. **Cost Center:** Defaults to your home cost center, but it is editable.
- g. **Program:** Defaults, but it is editable.
- h. **Fund:** Defaults, but it is editable.
- i. **Additional Worktags:** Optional, but you may select a **Location**, **Grant**, **Project**, or **Project Phase** to which your report corresponds.

Faculty seeking reimbursement from their Faculty Development Funds need to make sure they select the Project Plan Phase associated with their Faculty Development fund

1. In the Additional Worktag field, type the professor's last name and hit "enter" or "return" on the keyboard

Expense Report Date ▲ 08/10/2019

Business Purpose

Cost Center *

Program *

Fund *

Additional Worktags payne

3 Results

Gift: Janice & Zulene Payne Spirit Award

Project Plan Phase: FF0124 FD- G Payne > Faculty Development Funds

Project: FF0124 FD- G Payne

2. Select the Project Plan Phase associated with their name and hit "enter" or "return" on the keyboard

*Cost Center X 830540 Communication Studies

*Program X PG100 Instruction

*Fund X FD003 College Designated

Additional Worktags X Project Plan Phase: FF0124 FD- G Payne > Faculty Development Funds

4. **Credit Card Transactions:** If you have an Emerson PCard, the transactions will populate on the form. Check the **Select All** box to include all PCard transactions in the expense report. Alternatively, you may also check the boxes next to individual transactions you want to include in the report.

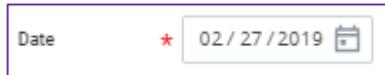
5. If you do not have a PCard or the transactions have not shown up yet and you would like to add expense for which you seek reimbursement, click OK at

the bottom of the page and start adding the expense lines (skip to step 7c for more instructions.)

6. Click **OK** at the bottom of the page.
7. **Expense Report Lines:** If you are submitting an expense report for only PCard transactions, click through and review your transactions before clicking **Submit** at the bottom of the page. If you need to be reimbursed for

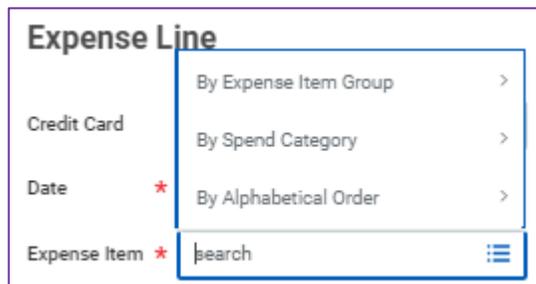
additional transactions, click the **Add** button  to include items on your report.

- a. Select **Credit Card Transactions** to include additional PCard transactions, or **New Expense** for reimbursable items.
- b. **Credit Card:** This will default with your Pcard if you have already selected the item from the previous page. If not, leave blank.
- c. **Date:** Indicate the date of the specific expense.



A screenshot of a date input field. The label 'Date' is on the left, followed by a red asterisk. The input box contains the date '02 / 27 / 2019' and a calendar icon on the right.

- d. **Expense Item:** Click the **Prompt** icon, and select the type of expense (i.e. Dinner, hotel, airfare).



A screenshot of a dropdown menu titled 'Expense Line'. The menu is open, showing three options: 'By Expense Item Group', 'By Spend Category', and 'By Alphabetical Order', each with a right-pointing arrow. Below these options is a search bar with the text 'search' and a search icon. The dropdown is positioned over a form field labeled 'Expense Item' with a red asterisk.

- e. **Quantity:** Defaults to **1**, but this is editable.
- f. **Per Unit Amount:** Enter the cost of the expense.
- g. **Total Amount:** Will default to the **Per Unit Amount** multiplied by the **Quantity** indicated.

Quantity	*	<input type="text" value="1"/>
Per Unit Amount	*	<input type="text" value="220.00"/>
Total Amount	*	<input type="text" value="220.00"/>

h. **Memo:** Describe the expense you are entering.

Memo	<input type="text"/>
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i. **Cost Center, Program, Fund, Location, Additional Worktags:**
These will default from your selections on the previous page.

8. **Spend Authorization Line:** If you have created a spend authorization for the item, select that item from the list.

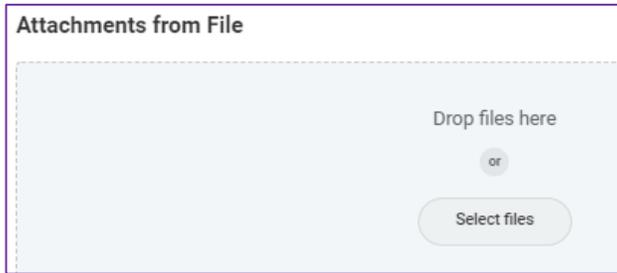
Spend Authorization Line	
Available Spend Authorization Lines	<input type="text"/> ⋮

9. **Item Details:** Different fields will be mandatory based on the **Expense Item**. Fill out fields as required to the right of the expense item (indicated by the red asterisk).

10. **Itemization:** Click **Add** if you need to itemize an expense item such as a hotel or restaurant bill. Use the **Memo** line within the itemization to explain what you are itemizing.

11. **Attachments from File:** Attach any receipts or supporting documentation for the expense here.

a. Emerson requires receipts to be attached for transactions over \$50. However, check with your manager, as some departments require receipts for all transactions.



12. **Receipt Included:** Check this box if you have attached a receipt.

Receipt Included

13. Continue to use the **Add** button to add items. Use the **Trashcan** icon  to the right of an item if you need to remove it.

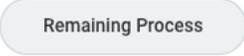
14. **Attachments** tab: Within this tab, click **Edit** to attach any documentation required for your expense report.

15. **Header** tab: Within this tab, click **Edit** to update the header of your expense report (i.e. Steps 3 – 4 of this guide).

16. Review your report and click **Submit** at the bottom of the page.

What happens next?

After submitting, there are two ways to know what happens next:

1. At the top of the page there is an Up Next section. You will see who or what is next in the approval process
2. You may expand the Detail and Process section and click the Process tab. At the bottom of that section, click the icon: 

- Your expense report will route to your Manager for approval. Depending on the amount of your expense report or source of funds, it will be routed for additional approval.
- Approved Expense Reports received by Friday will be processed by the following Friday.