Workday Quick Reference Guide

Expense Reports: Create an Expense Report for a purchase reimbursement

To complete an Expense Report, you MUST provide a receipt or another form of documentation showing proof of payment with personal funds.

HEADER INFORMATION

1. Enter 'Create Expense Report' in the search bar and select the task.

The Create Expense Report screen displays.

2. In the **Memo** box, enter a brief reason for the purchase/reimbursement.

3. For **Business Purpose**, select or type Official Business.

4. Worktags - the combination of these items will determine which budget will be used for this reimbursement. Worktags consist of the following items:

5. **Cost Center** will populate with your default department.

    a. If you intend to use your departmental budget for this purchase, leave all values as they defaulted.

    b. If you want to use a different budget, you will need to update this information by DELETING ALL Worktags and entering the new ones.

    c. If you are using a Grant or Designated fund, enter your grant/designated Worktag first. The additional values will auto populate.

    d. If this purchase will be split between budget sources, enter one of the sources here. You will add the additional sources in a later step.

        *Contact Finance if you need help with this information

6. Click the **OK** button.

EXPENSE LINES

7. Click the **Add** button

The Expense Line screen displays.

8. Enter the **Date** the purchase took place.

9. For **Expense Item**, navigate to the appropriate selection. By Expense Item Group > Non-Travel > select the appropriate expense item. Do not select Equipment.

10. Enter the **Quantity**

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11. Enter the **Per Unit Amount**

12. The **Total Amount** will automatically update

13. The budgetary Worktags will default from the previous screen. Do not edit these values unless necessary. It may automatically add an AASIS Code as well. Please do not remove this.

14. Under **Item Details**, use the **Business Reason** field to describe the item purchased/why it was needed.

15. Add a copy of your receipt in the **Attachments from File** section. You may also add any additional information that may be necessary.

16. Click on the **Receipt Included** check box once the receipt is attached.

17. To add additional lines, click on the **Add** button in the upper left corner and repeat steps 8-16. If your receipt that was previously attached contains this information as well, you do not need to attach it again. You can just check the **Receipt Included** box.

18. Once all lines are added, click on the **Submit** button at the bottom of your screen.

NEXT STEPS

Your expense report will route through electronic approvals. This includes your Manager/Cost Center Manager (budgetary head).

Once your expense report is fully approved/processed, ASMSA Finance will process your reimbursement.

The payment method for your reimbursement will be processed according to your selected Payment Elections in Workday.

To review your Payment Elections:

- Go to your Workday profile by clicking on the cloud in the upper right corner of your screen and selecting "View Profile"
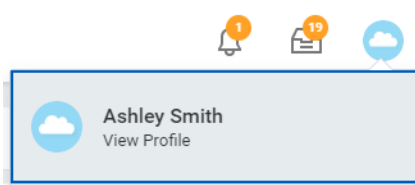
- On the left side of the screen, click on Pay

- Across the top of the screen, select Payment Elections

- Your reimbursement will be processed using the information shown next to Expense Payment Election Rules.

- You have the option to Edit this information. Please note: you can only make changes if you are on the ASMSA campus network. You cannot make these changes off campus. If you need to make changes off campus, contact Human Resources or the Director of Finance.