

# Workday Expenses

Reference Guide

Create your Expense Report - NEW



UNIVERSITY *of* ROCHESTER

# Create Your Expense Report-New

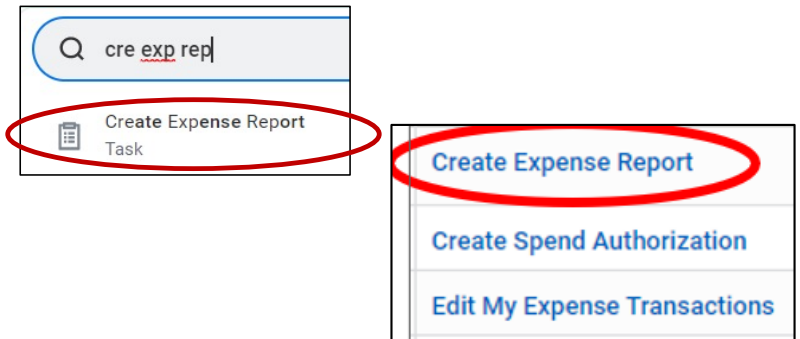
This reference guide will show you how to Create a New Expense Report in Workday

Login to Workday using your Active Directory username and password

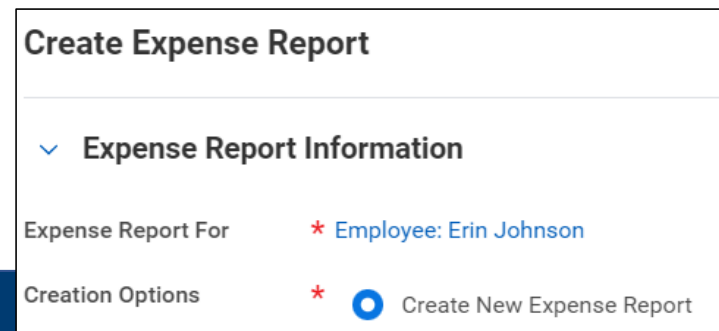
[UR Financials WORKDAY](#)

- type “cre exp” in the search bar, select **Create Expense Report Task**

**OR** click on the Expenses application on your homepage, then select Create Expense Report



- The default Creation Options is **Create New Expense Report**



# Create Your Expense Report-New

- Enter the required Fields on the **Expense Report Header** page

- Memo
- Company
- Expense Report Date-defaults to todays date
- Business Purpose (Optional)
- [Company on Expense Line](#)
- Worktags = FAO to be charged, type in the FAO and hit **ENTER**.

The company, cost center, and fund will auto-populate.

*The Company number on the Header must match the Company number on at least one of the Expense Item Lines*

- Select OK to add **Expense Lines**

The screenshot shows a web form for creating a new expense report. The form includes the following fields and values:

- Memo:** Supplies purchased during business trip.
- Company:** 010 Central Administration
- Expense Report Date:** 07/14/2022
- Business Purpose:** Supplies
- Company on Expense Line:** 010 Central Administration
- Worktags:** A dropdown menu is open, showing the following options:
  - Company for FAO: 010
  - Cost Center: CC16001-000 Senior Vice President Advancement
  - Fund: Current Fund - Unrestricted
  - UR Operating Program: OP216104 Advancement Strategic Marketing Initiatives

At the bottom of the form, there are two buttons: **OK** (highlighted with a red box) and **Cancel**.



# Create Your Expense Report-New

## Enter the Required Fields for the Expense Line (receipts):

- Attach the receipt(s) for purchases of \$50 or more by Dropping the file in the gray box, or **Select files** from your computer

- Date = purchase date listed on the receipt **OR**

Expense Item	Suggested Expense Date
Conference Registration	First day of the conference
Airfare	First day of travel (departure date)
Hotel	Check-In date
Car Rental	Pick-Up date

- Expense Item- Select the appropriate Expense Item from the drop down, or type description in the field and hit enter. Select from the search results.

- Total Amount-purchase amount from the receipt, **or** the allowable reimbursement amount (ex: purchase amount is \$80, the department allows \$50 to be reimbursed, enter \$50)
- Memo-identify supplier, describe items purchased



# Create Your Expense Report-New

- Worktags-to change the FAO that is auto-populated, delete (x) all four lines.

\*Worktags

- × Company for FAO: 010 ...
- × Cost Center: CC16001-000 ...  
Senior Vice President  
Advancement
- × Fund: Current Fund - ...  
Unrestricted
- × UR Operating Program: ...  
OP216104 Advancement  
Strategic Marketing  
Initiatives

- Then type in the FAO you want and hit enter.

\*Worktags

- The Company, Cost Center, and Fund will auto-populate

\*Worktags

- × Company for FAO: 010 ...
- × Cost Center: CC16001-000 ...  
Senior Vice President  
Advancement
- × Fund: Current Fund - ...  
Unrestricted
- × UR Operating Program: ...  
OP216021 ESM  
Advancement



# Create Your Expense Report-New

## Enter the Item Details:

- Some Expense Items require additional information to be entered.
  - *Example: Hotel-Domestic (EX120)*

When the **Item details** section shows fields marked with a red asterisk, you are required to complete the fields.

The screenshot shows the 'Expense Line' form. On the left, there is a file upload area with a 'Drop files here' box, an 'or' button, and a 'Select files' button. Below this are fields for 'Linked Quick Expense', 'Date' (with a calendar icon and a red asterisk), and 'Expense Item' (with a dropdown menu showing 'Hotel-Domestic (EX120)' and a red asterisk). On the right, the 'Instructions' section provides guidance on lodging providers and business purposes. The 'Item Details' section, enclosed in a red rounded rectangle, contains three required fields: 'Arrival Date' (with a calendar icon and a red asterisk), 'Departure Date' (with a calendar icon and a red asterisk), and 'Destination' (with a dropdown menu and a red asterisk). Below this is the 'Itemization' section.



# Create Your Expense Report-New

Once you have completed the first expense line, your options are:

- **ADD** to add another expense line for additional receipts.
- **SUBMIT** to send the expense report for approval.
- **SAVE FOR LATER** saves the expense report in “Draft” status. You can edit it later and add more expense lines or submit for approval.
- **CLOSE** will close the expense report, your changes will not be saved.

**Edit Expense Report** EXP00000420 Supplies purchased during business trip. ... 101

Pay To Employee: Erin Johnson	Status Draft	Personal 0.00 USD	Prior Balance Applied 0.00 USD	Cash Advance Applied 0.00 USD	Reimbursement 50.20 USD
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Header Attachments **Expense Lines**

**Add**

1 item

**Mon, Jun 20**

Supplies Other (EX249) OfficeMax, legal size notepads	50.20 USD
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**Expense Line**

11.9-1.jpg  
Uploaded by Erin Johnson

Comment

**Upload**

Linked Quick Expense

Date \* 06/20/2022

**Submit** **Save for Later** **Close**



# Create Your Expense Report-New

- When you're ready to SUBMIT your expense report, select SUBMIT

The screenshot shows a mobile application interface for creating an expense report. At the top, it displays 'Pay To: Erin Johnson', 'Status: Draft', and 'Personal: 0.00 USD'. Below this are three tabs: 'Header', 'Attachments', and 'Expense Lines', with 'Expense Lines' being the active tab. A blue 'Add' button is positioned above a list of items. The list shows '1 item' and a date 'Mon, Jun 20'. A single item is listed: 'Supplies Other (EX249)' with a description 'OfficeMax, legal size notepads' and a value of '50.20 USD'. At the bottom of the screen, there are three buttons: 'Submit', 'Save for Later', and a partially visible 'Cancel' button. The 'Submit' button is highlighted with a red rectangular box.





# Create Your Expense Report-New

- A pop up will appear notifying you that your expense report has been submitted. Selecting VIEW DETAILS shows:

- The expense report number
- The name of the individual being reimbursed
- The amount of the expense report
- Who the expense report was routed to for approval. The **Manager** is the individual who is requesting reimbursements Supervisor.

Select DONE to return to the home page

