Workday Expenses

Reference Guide

Create your Expense Report - NEW

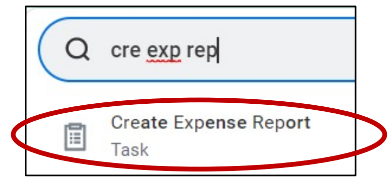
UNIVERSITY of ROCHESTER

Create Your Expense Report-New

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

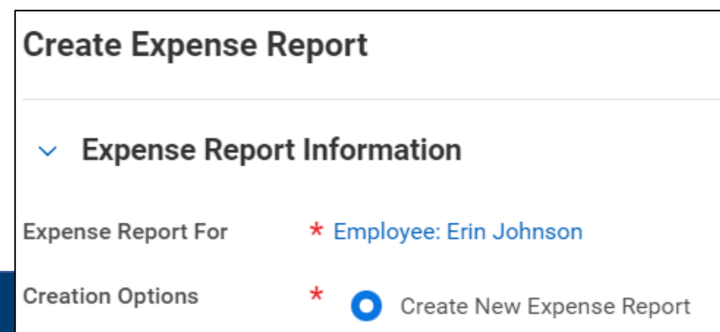
Login to Workday using your Active Directory username and password
[UR Financials WORKDAY]

- 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**



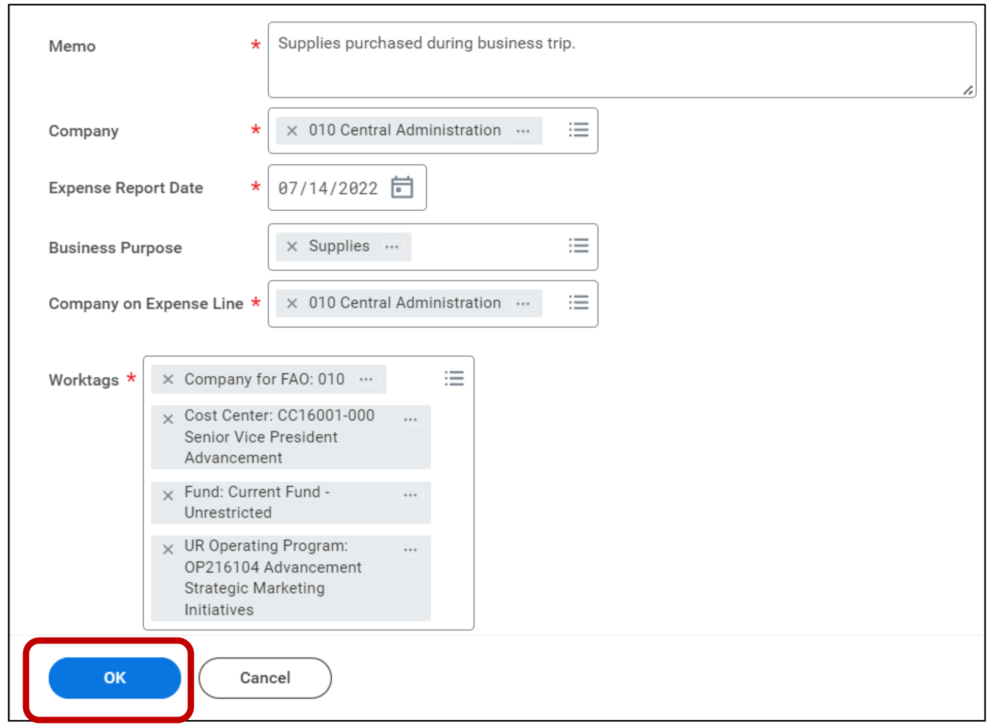
Create Your Expense Report-New

- 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**



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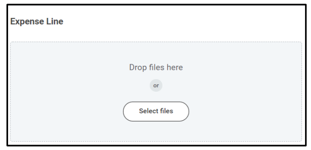
Enter the Required Fields for the Expense Line (receipts):

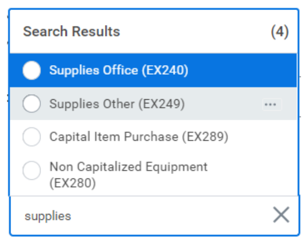
- Attach the receipt(s) for purchases of $50 or more by Dropping the file in the gray box, or **Select files** from your computer



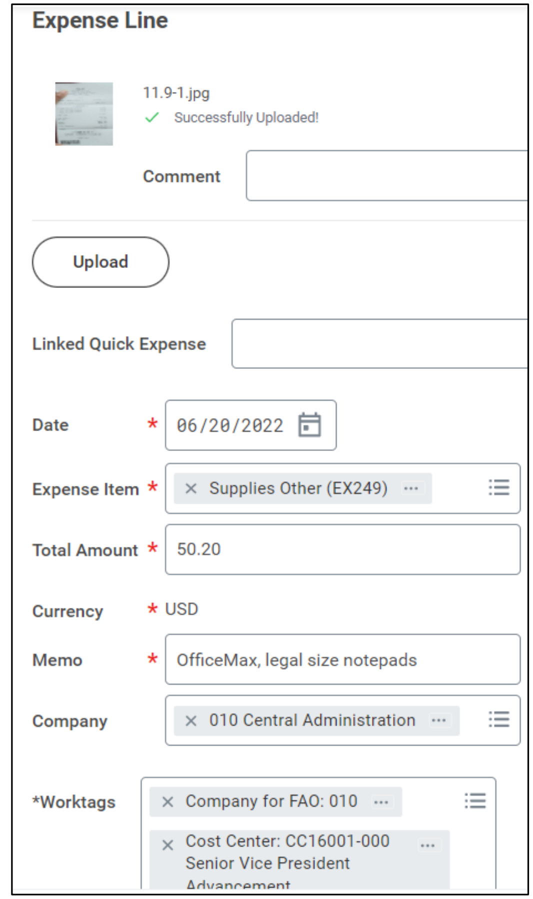
- Date = purchase date listed on the receipt **OR**

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



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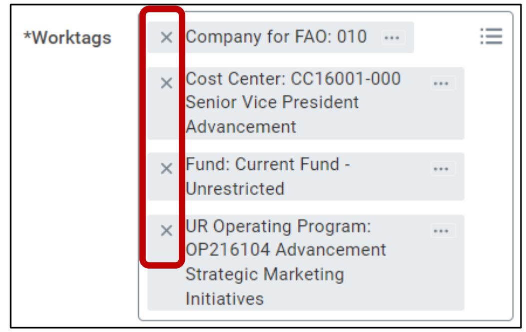
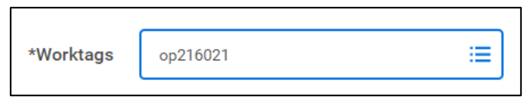
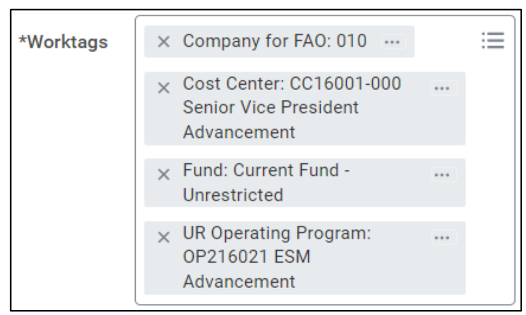
- Worktags-**to change the FAO that is auto-populated, delete (x) all four lines.**



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



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



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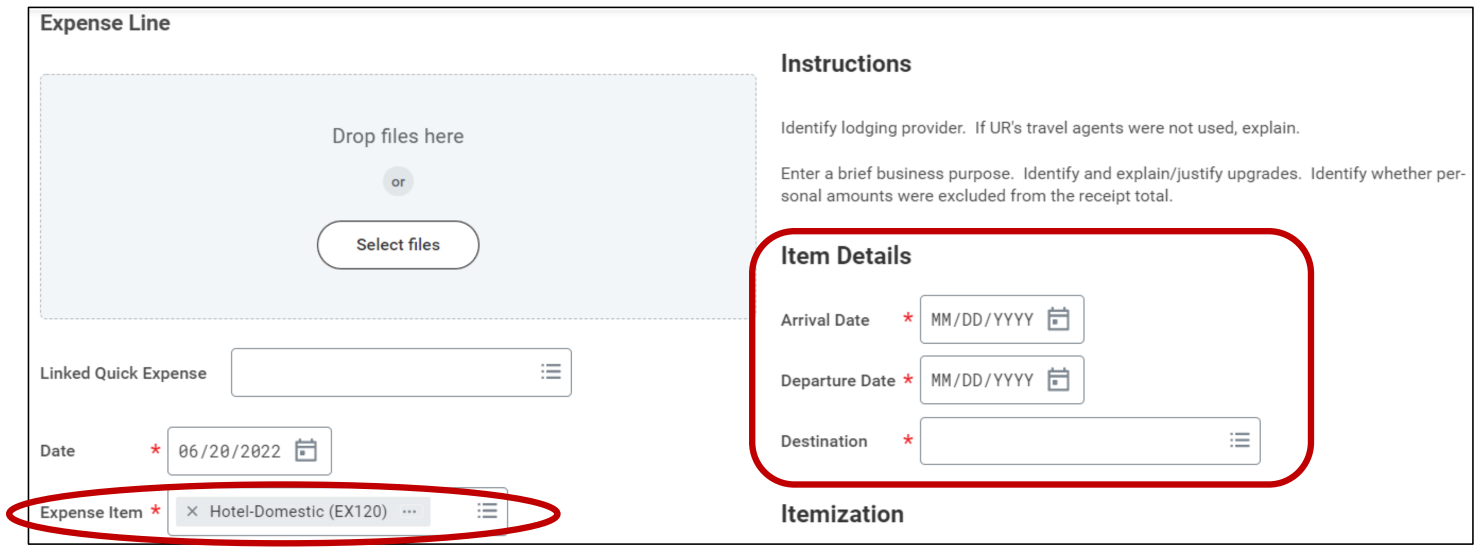
Enter the Item Details:

- 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.



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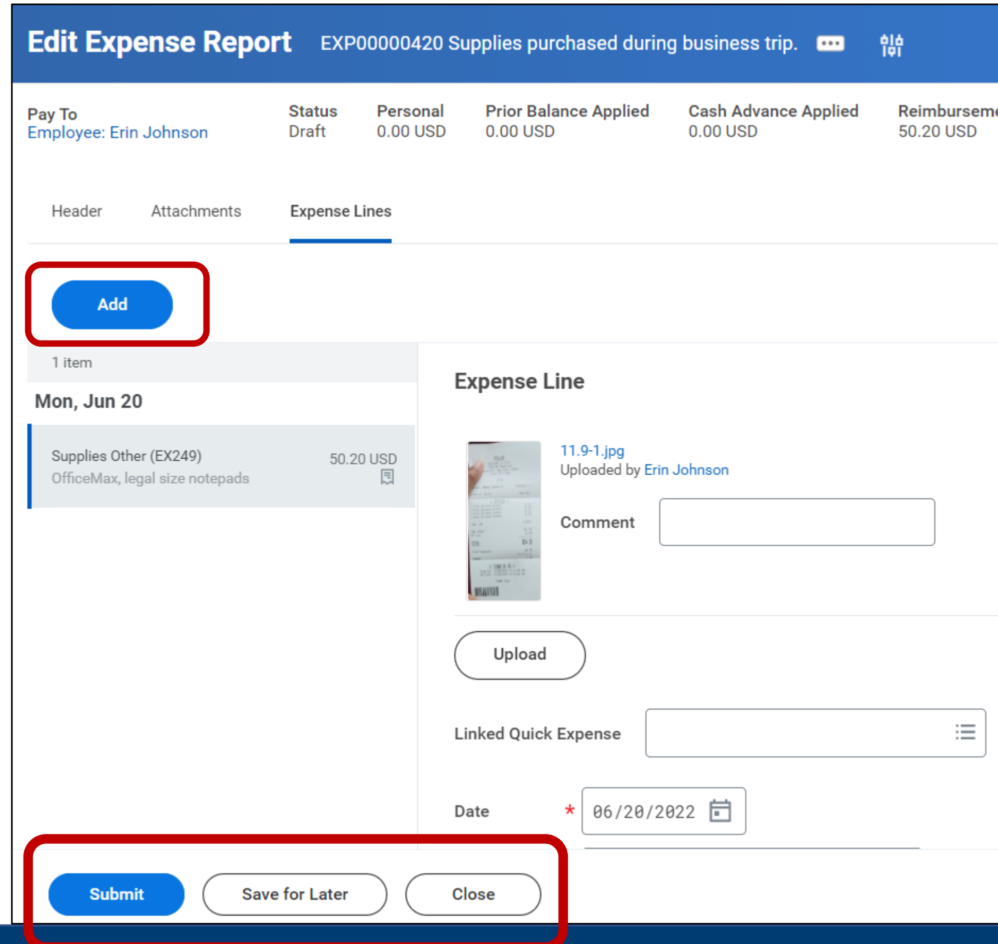
Once you have completed the first expense line, your options are:

- **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.



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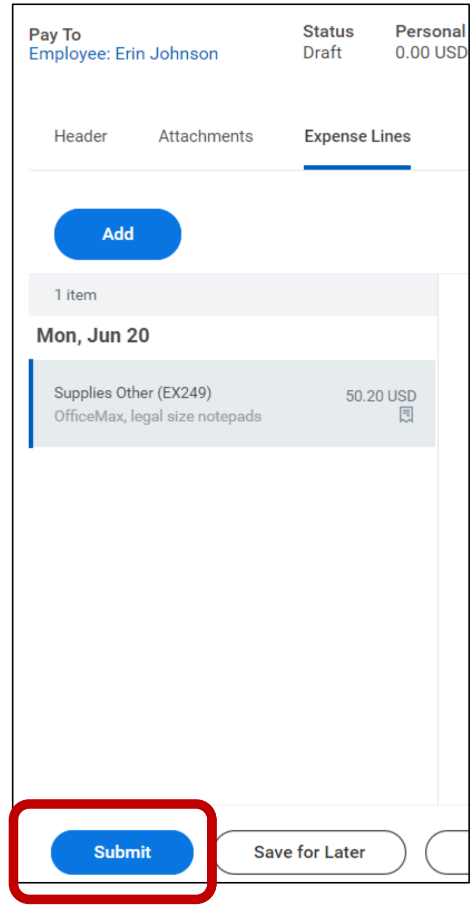
- When you're ready to SUBMIT your expense report, select SUBMIT



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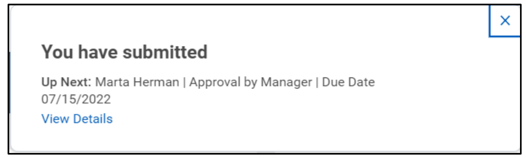
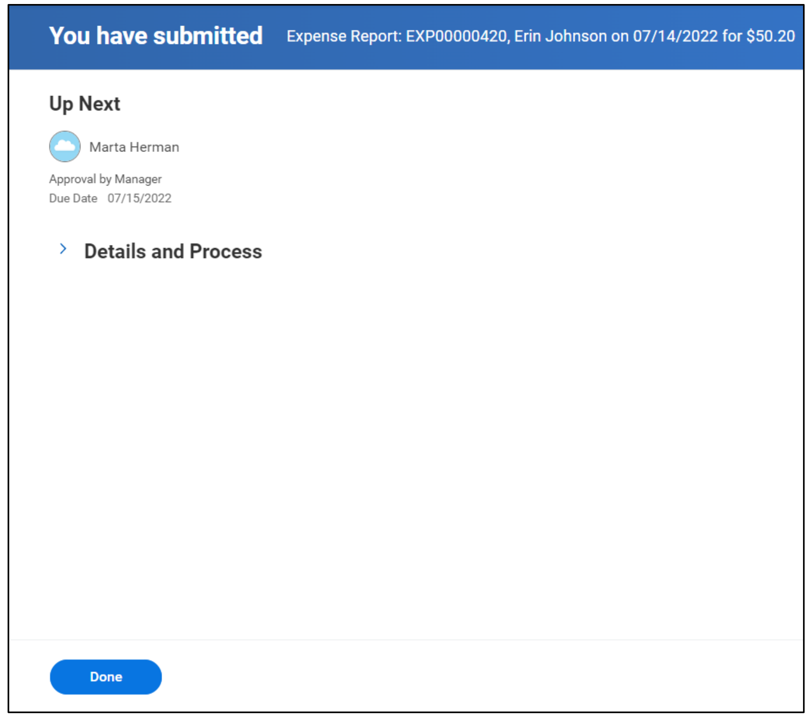
- A pop up will appear notifying you that your expense report has been submitted. Selecting VIEW DETAILS shows:

  - 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