

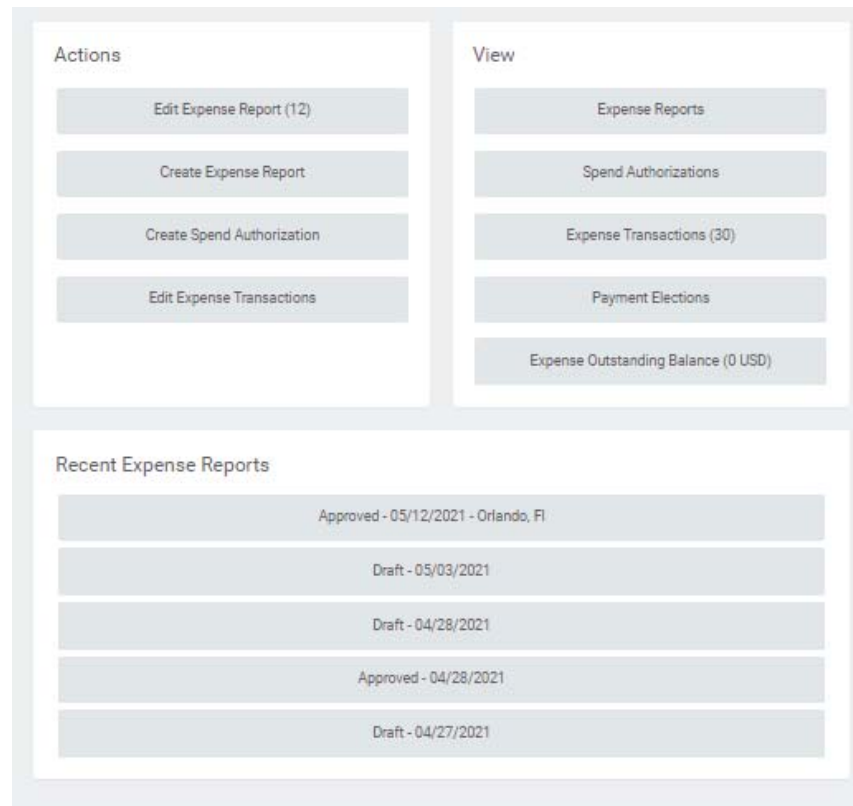
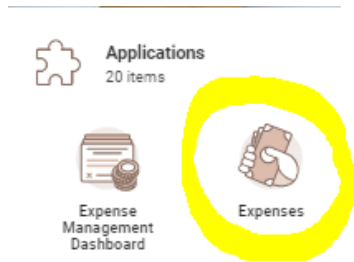
# Create Expense Report

## QUICK TAKE: Create Expense Report

## Create Expense Report

- All Travel Expenses will be reconciled in Workday
  - Reference Spend Authorization with Travel Expense Report
- All Receipts for Travel Expense will be upload into workday
  - If expense mileage, a Map Quest Showing to and from I required
- Department Admins can submit Expense Report on behalf of another worker
- If you have a MU Commercial Credit Card, reconciliation will be complete in Workday

# Create Expense Report



- Click on Expenses from your Applications on Home Screen
- Review
  - Expense Reports
  - Spend Authorization
  - Set up Pay Elections
- Actions
  - Create Expense Report
  - Edit Expense Report
  - Create Spend Authorization
- Review Expense Reports

# Create Expense Report

## Create Expense Report

### Expense Report Information

Expense Report For \* Employee: Le'Sandra N. Lockett

Creation Options \*

- Create New Expense Report
- Copy Previous Expense Report

Create New Expense Report from Spend Authorization

- Search
- 05/14/2021 Travel to Orlando, FL 1,524.38 USD
  - 04/07/2021 CV Test 45.00 USD
  - 03/31/2021 Travel to Orlando for Travel 1,009.38 USD

Memo

Company \* X Marymount University

Expense Report Date \* 05/17/2021

Business Purpose

Fund \* X 10 Operating

Cost Center X 4700000 Business Office

Grant

Additional Worktags

### Credit Card Transactions

Select All

30 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<input type="checkbox"/>	Q	02/25/2021				27,000.00	USD	BB&T Visa Credit Card Account	2235
<input type="checkbox"/>	Q	02/25/2021				6,592.00	USD	BB&T Visa Credit Card Account	2235
<input type="checkbox"/>	Q	02/25/2021				(22.00)	USD	BB&T Visa Credit Card Account	2235

### Instructions

[Expense Report Instructions](#)

Invoices, Receipts, or Approved Affidavits are required as an attachment.

Expense Policy: <https://my.marymount.edu/fmy.marymount.edu>

Select **Create New Expense Report** from Spend Authorization

- If you have a Travel Credit Card your Credit Card Transactions will Appear.
  - From the list of Credit Card Transaction you can select the items that relate to your Spend Authorization
- Input Business Purpose
- Change Cost Center if there is a need
- Click OK to complete Expense report

# Create Expense Report

Pay To	Status	Personal	Company Paid	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
Employee: La Sandra N. Lockett	Draft	0.00 USD	807.00 USD	0.00 USD	0.00 USD	0.00 USD	807.00 USD

Header Attachments Expense Lines

**Add**

2 items Sort By

Thu, Feb 25

Expense Line	Itemization
<p>421.00 USD</p> <p>386.00 USD</p>	<p>Drop files here</p> <p>or</p> <p>Select files</p> <p>Remaining Amount to Itemize 421.00/421.00 USD</p> <p>Add</p> <p>Receipt Included <input type="checkbox"/></p>

Credit Card Transaction 02/25/2021 421.00 USD

Date \* 02/25/2021

Expense Item \*

Error: The field Expense Item is required and must have a value

Total Amount 421.00

Currency \* USD

Memo

\*Fund

Cost Center

Grant

Additional Worktags

Personal Expense

Available Spend Authorization Lines

**Create Expense Report** EXP-000119 Travel to Orlando, FL

Pay To	Status	Personal	Company Paid	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
Employee: La Sandra N. Lockett	Draft	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD

Header Attachments Expense Lines

**Add**

Credit Card Transactions

New Expense

- If no Credit Card Transactions Selected, Then you would
- Click Add Lines to complete Expense Report
- Note – From this Screen when Add is Clicked you will receive the Option to Select Credit Card Transactions or New Expenses

# Create Expense Report

**BPF Toolbar Task for Expense Report** EXP-000119 Travel to Orlando, FL

Pay To Employee: LaSandra N. Lockett	Status Draft	Personal 0.00 USD	Company Paid 542.00 USD	Prior Balance Applied 0.00 USD	Cash Advance Applied 0.00 USD	Reimbursement 428.75 USD	Total 970.75 USD
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Header Attachments Expense Lines

**Expense Line**

Workday test upload.docx  
Uploaded by LaSandra N. Lockett

Comment

Upload

Credit Card Transaction 02/25/2021 542.00 USD

Date \* 02/25/2021

Expense Item \* Airfare - Domestic

Total Amount 542.00

Currency \* USD

Memo

\*Fund \* 10 Operating

Cost Center \* 4700000 Business Office

Grant

Additional Worktags

Personal Expense

Available Spend Authorization Lines \* Airfare - Domestic - 0.00 USD

**Instructions**  
American Airlines Business Account Number: 356790. You can add this code under Promo Codes and Accounts for 'Business Extra'.

**Item Details**  
Airline \* American Airlines

**Itemization**  
Remaining Amount to Itemize 542.00/542.00 USD

Add

Receipt Included

*Credit Card Paid by MU*

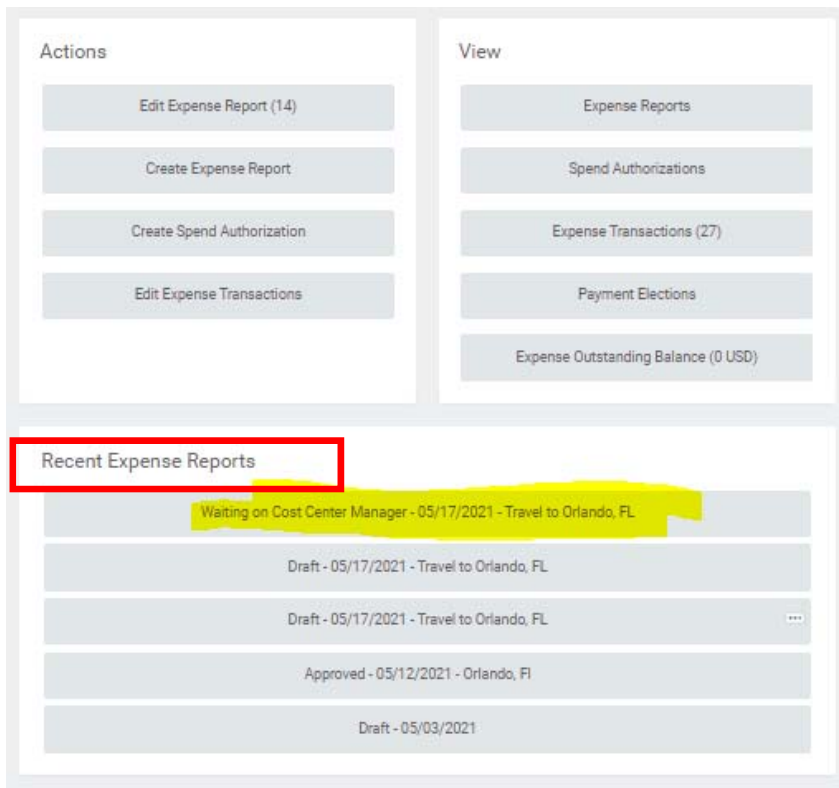
*If Cash Advance Issue, This section will show Expense Amount applied to Cash Advance*

*Amount to be Reimbursed to Employee*

*Total for Expense Report*

Once Expense Report is Complete click Submit

# Create Expense Report



The screenshot shows the Workday interface for creating and managing expense reports. It is divided into two main sections: 'Actions' and 'View'.

**Actions:**

- Edit Expense Report (14)
- Create Expense Report
- Create Spend Authorization
- Edit Expense Transactions

**View:**

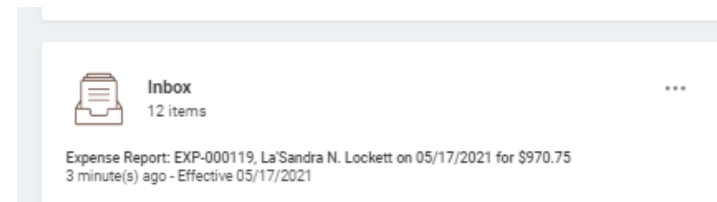
- Expense Reports
- Spend Authorizations
- Expense Transactions (27)
- Payment Elections
- Expense Outstanding Balance (0 USD)

Below these sections is a 'Recent Expense Reports' section, which is highlighted with a red box. It contains a list of reports:

- Waiting on Cost Center Manager - 05/17/2021 - Travel to Orlando, FL (highlighted in yellow)
- Draft - 05/17/2021 - Travel to Orlando, FL
- Draft - 05/17/2021 - Travel to Orlando, FL
- Approved - 05/12/2021 - Orlando, FL
- Draft - 05/03/2021

You can review Receipt Expense reports and see Status

The Cost Center Manager will receive a notification to approve in their Workday Inbox



The screenshot shows a notification in a Workday inbox. It features an envelope icon, the word 'Inbox', and '12 items'. The notification text reads: 'Expense Report: EXP-000119, La'Sandra N. Lockett on 05/17/2021 for \$970.75 3 minute(s) ago - Effective 05/17/2021'.

# Approving the Expense Report


**Approve Expense Report** EXP-000119 Travel to Orlando, FL

3 minute(s) ago - Effective 05/17/2021 | Pay To Employee: LeSandra N. Lockett | Status: Waiting on Cost Center Manager | Personal: 0.00 USD | Company Paid: 542.00 USD | Prior Balance Applied: 0.00 USD | Cash Advance Applied: 0.00 USD | Reimbursement: 428.75 USD | Total: 970.75 USD

Header | Attachments | Business Process | **Expense Lines**

Date	Item	Amount
Thu, Feb 25	Airfare - Domestic	542.00 USD
Mon, May 17	Mileage	28.75 USD
	Hotel	400.00 USD

### Expense Line

 Workday test upload.docx  
Uploaded by LeSandra N. Lockett | 8 minutes ago

Comment (empty)

Credit Card Transaction: 02/25/2021 542.00 USD

Date: \* 02/25/2021

Expense Item: \* Airfare - Domestic

Total Amount: 542.00

Currency: \* USD

Memo: (empty)

\*Fund: 10 Operating

Cost Center: 4700000 Business Office

Grant: (empty)

Additional Worktags: (empty)

Personal Expense: No

Available Spend Authorization Lines: Airfare - Domestic - 0.00 USD

### Instructions

American Airlines Business Account Number: 356790. You c Extra.

### Item Details

Airline: \* American Airlines

Receipt Included: Yes

**Approve** | **Send Back** | Deny | Close

Cost Center Manager will review each line

Approve or Send Back for Additional information

Once Expense Report is Approved it will be route to A/P for processing