Overview

This job aid will show you how to create an p-card expense report that includes a personal expense. The process will book a receivable to Trinity Health and you will be required to reimburse the expense to your local payroll/finance team (check or cash).

Content

Navigate by copy/paste using the "TEST" URL below:


Login to Workday Environment

1. Enter User Name
2. Enter Password

Note: Should be Novell user ID and password

Navigate to Expense Module

3. Select the Expense Icon from the Workday Home Screen.
Create P-card Expense Report

4. Select Create Expense Report

5. Select Radial to Create New Expense Report

6. Memo should represent business purpose for Expense Report

7. Select Expense Report Date

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Create Expense Report

**Expense Report Information**

- **Expense Report For:** Employee [Name]
- **Creation Options:**
  - Create New Expense Report
  - Copy Previous Expense Report
- **Memo:** Type in Business Purpose
- **Company:** MLTHC Trinity Health Corporation
- **Expense Report Date:** 01/16/2020
- **Cost Center:** 90011, 76000 SCM-Finance and Management
- **Additional Worktags:**

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*Note: Company and Cost Center will default according to your existing HR profile in Workday.*
8. Select Credit Card Transaction to link to this expense report. You may select individually or Select all to copy into the expense report.

9. Select Ok

10. Select "Expense Lines"

Note: You may edit your header information if required. (i.e. Expense Report Date, Memo)

11. Select each p-card transaction to complete the sign-off process.

12. P-card transaction will default with some of the necessary information based on the transaction details provided by our Visa provider.

13. Memo should be business purpose for transaction (optional)

14. Cost Center will default per your HR profile in Workday (see helper instructions)
## Expense Line

<table>
<thead>
<tr>
<th>Credit Card Transaction</th>
<th>12/05/2019 6.46 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>12/05/2019</td>
</tr>
<tr>
<td>Expense Item</td>
<td>Meals - Individual While Travelling</td>
</tr>
<tr>
<td>Total Amount</td>
<td>6.46</td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Memo</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Expense Item can be modified by selecting the button to search for other expense item categories.

**Note:** Spend Categories are mapped to respective GL expense accounts.

**Note:** Instructions will populate on the right side of your screen; once Expense Item is selected.

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## Instructions

Office supplies used for clerical and administrative functions, including paper, pencils, notebooks, calendars, staples and staples, paper punches, rubber bands and paper clips, computer disks, cartridges. This account excludes forms. Whenever possible, the contracted office supply vendor should be utilized, currently using PeopleSoft R2 RFP Staples punchout.
Attributes

You may be prompted to provide additional information based on the Expense Item Category you select. Those fields will appear on the right side of your screen. Some are optional and some are required. Required are designated with a red asterisk (*).

15. Enter Attributes as requested

16. Attach Receipts – You can either drag and drop or select files from your browser. (See helper text (receipt requirements))
Personal Expense Allocation

You may have a total P-card charge that needs to be applied as a personal expense or part of a charge that needs to be allocated partially to personal expense. Please use one of the two identified processes to sign-off on your transaction:

1. Total P-card transaction is a personal Expense:
   a. Mark the expense line as a personal expense.

2. Partial transaction is a personal expense (i.e. receipt contains alcohol, over the meal limit, etc)
   a. Select "Edit" under Itemization
   b. Select Add
c. Split the distribution between the company expense and personal expense

d. Change total amount on each line

e. Mark the personal expense by checking the personal expense box

f. Complete the attributes based on type of expense selected