Overview

This job aid will show you how to create an p-card expense report through the Workday Expense Module.

Content

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


Login to

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.
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

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" – to create out of pocket expense lines for the expense report

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)

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.

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 5.2 ERP Staples purchase.
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

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Item Details
Merchant *

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

You may utilize this functionality to split a distribution between multiple "Expense Item Categories."

1. Select "Edit" under Itemization

![Itemization](image)

2. Select Add

![Add expense item](image)

3. Change Total amount of existing line.
4. Change expense item to needed GL
5. Put in the amount of that expense item.
6. Select "DONE"
Error Resolution

You may experience error on your expense lines if you do not complete all the requirements to submit. The errors will appear in one of the following ways:

1. Top of your screen:

   ![Error Resolution](image1)

2. One line(s) that have errors listed to the left of your screen:

   ![Error Resolution](image2)

You may click on the error and the system will instruction you on issues to correct/complete.

Submit Expense Report

Final step is to submit your expense report to your manager for review and approval.

1. Select Submit
Note: You can save your expense report for later and return to complete it at a later date/time. If you opt to close the expense report, you will lose all your work.