

Expenses: Create Expense Report

Workday User Guide

Intended Audience: All Workday Users

Overview

Workday will be used by all Dickinson faculty and staff for expense management, including reconciling P-Card transactions. Expenses can be completed via desktop or Workday Mobile App.

For additional information, please refer to the College's [Expense Policy](#).

Key Terminology:

Term	Definition
Expense Report	To be used for reimbursement of expenses or to reconcile P-card transactions.
Payment Election	Details payment type (direct deposit/check), account info, payment order, and balance distribution for each pay type (e.g., regular, expenses).

Task: Create Expense Report

1. Click **Menu** and under the **Personal** section, click **Expenses Hub**.
2. Click the **Create Expense Report** button.
3. Select either **Create New Expense Report** or **Copy from Previous** (and select one of your previous reports from the search list)
4. Enter the following:

Memo	Enter the business reason for the expenses.
Position	Only visible if you have multiple jobs. Select the relevant position from the dropdown.
Company & Company on Expense Line	The system will automatically fill in this information for you.
Expense Report Date	Defaults to today's date.

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Cost Center	The system will automatically fill in this information for you.
Funding Worktags (Gift, Grant, Program, Project)	Worktags can be utilized for reporting and to link expenses to Gifts, Grants, Program, Project, or Additional categories where applicable.
Personal Expense	<p>Check this box if you accidentally used your P-Card toward a personal expense.</p> <p>Notes:</p> <ul style="list-style-type: none">• Once the report is approved, you will receive a notification via the Expenses Hub that additional action is needed.• You will then be required to submit a repayment in the form of cash or a check to the Cashier's Office for the full amount of the personal expense.

5. If including P-card transactions, scroll down to the **Credit Card Transactions** tab.

- a. Select linked P-card transactions by checking the box under **Include** next to each transaction or select all to add all transactions to your expense report.

NOTE:

- For P-card transactions, do not update Merchant Name. If accidentally erased or modified, scroll to the top of the expense line item and select the Credit Card transaction hyperlink to view the Merchant Name and enter it again as such in the field.

6. If including Quick Expenses (photos of expenses taken through the Workday mobile app), click the **Quick Expense** tab.

- a. Select linked Quick Expense transactions by checking the box under **Include** next to each transaction or select all to add all transactions to your expense report.

7. Select **OK**.

8. Once the Expense Report has been generated, select the tab at the top called **Expense Lines**.

9. Click **Add** and choose to either:

- a. Add an additional P-card Transaction. Select **Credit Card Transactions** and select your transaction from the search box.

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- b. Add an expense. Select **New Expense**.
10. Fill out the required information, as indicated by the Red Asterisks.
 - a. Uncheck **Paid with Corporate Card** if not applicable.
 - b. **Expense Date** – Select the date of the expense.
 - c. **Expense Item** - Start by typing a few words like “mileage” or “hotel” and the correct expense item will appear. If you need help finding the expense item, use the drop-down filters of **Spend Categories** or **Expense Item Groups** to search.
 - d. **Total Amount** - Enter the total amount spent on the expense line item.
 - e. **Memo** – The memo is required and should include the business reason for the expense.
 - f. **Receipts** - To attach a receipt, under the title Expense Line, click **Select Files** and browse to your receipt or drag and drop your receipt file into the gray box.
 - i. **Receipts are required for all purchases.**
 - ii. If you use the Scan Receipt option in Workday from your mobile device, you will see the option to add the receipt from that list.
11. If a transaction needs to be coded to multiple cost centers or expense items, select **Add** under **Itemization**, and code appropriately. To add lines, select **Add**.
12. Continue adding transactions until your expense report is complete then select **Submit**.

TIP: If you need to complete your expense report later, you can choose "Save for Later."

NEXT STEPS: Once submitted, your expense report will then be routed to various approvers based on the details of the expense such as:

- Manager, Management Chain (level based on expense thresholds) CFO, Gift Manager, Grant Manager, Project Manager, Program Manager, Agency Manager, Cost Center Manager, and Finance Executive

Support: Still have questions?

For technical assistance, please contact the [HelpDesk via email](#) or call 717-245-1000.

Please contact pcard@dickinson.edu for additional help regarding this process.