Create Expense Reports

⊘ This job aid covers all expense reports for employee reimbursements and to reconcile the **Lynn JPM _-EXP** (brown) travel card expenses. After going live with Workday, all users will reconcile and approve expenses in Workday and not on PaymentNet.

Instructions to submit **Lynn JPM P-Card (black) procurement card** purchases (for goods and services not travel or meals) are included on job aid "Verify Procurement Card Transactions"

Before you create an Expense Report, you must set up your payment election first! Refer to job aid Manage your Pay Options under Payment Elections.

If you **report travel and meal expenses or verify procurement card transactions on behalf of someone else**,   they must create a delegation first. See job aid "Delegations for Managers"

Do not use the Expense Report task to submit supplier (vendor) invoices.

Petty Cash Reimbursement - Effective immediately the University will no longer reimburse employees for business expenses through **petty cash** in an effort to streamline our processes and remain safe. All reimbursements, regardless of the purpose or dollar amount, must be submitted through **Workday** as an Expense Report. Once you select your payment elections you will receive your reimbursement via direct deposit.   Any employee with a Lynn University issued the JPMC VISA Travel &Expense card should use their corporate credit card as the method of payment for business related expense such as food, travel, hotel, car rental, etc. If you have any questions about the elimination of petty cash reimbursements, please contact the Procurement Department.

On this Job Aid:

- Create an Expense Report (includes Lynn JPM travel expense card)
    - Add Worktags
    - Itemize Your Expenses
- View an Existing Expense Report
- Change or Cancel expense reports
- Create Expense Reports on behalf of others
- Mobile
    - Enter Expense and Submit Expense Report
        - iPhone
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Create an Expense Report (includes Lynn JPM travel expense card)

All expense reimbursements and Lynn JPM expense visa card verification require to submit an expense report in Workday.

From the Search bar, you can type "cre expe," and select tasks Create Expense Report or

1. On your Home Page under Your Top Apps, click View all Apps,

2. Select the **Expenses** app**.**

Expenses

3. Select **Create Expense Report**. Your selection determines what information displays on the new expense report.

Actions

Create Expense Report

4. Select Create a New Expense Report. You copy previous expense reports and modify specific items. If you have a spend authorization (cash advance) approved, you will have the option to select the authorization to create the expense report (see spend authorization section).
Complete all required fields for the expense report information, including Date, and Business Purpose. If you are creating the expense report on behalf of someone else, make sure the correct cost center is selected.

∨ **Expense Report Information**

Expense Report For ★	Employee: Mary Piret
Creation Options	⦿ Create New Expense Report
	◯ Copy Previous Expense Report
Memo	
Company ★	✕ Lynn University ⋯
Expense Report Date ★	04 / 01 / 2020
Business Purpose	
Cost Center ★	✕ CC684 Information Systems ⋯
Program	
Project	
Gift	
Grant	
Additional Worktags ★	✕ Fund: FD10 Without Donor Restriction
	✕ NACUBO: NACUBO35 Institutional Support

> **Note**
>
> Cost Center refers to the department charged for the expense. By default, every employee is assigned to a cost center, and your expense will bring that default cost center for approval routing.
>
> For Additional Worktags, see the Worktags section below for Project, cost center, and/or location to be associated with your expense report.

> ⓘ **New April 2023 Expense reports for employees with multiple positions:** If youhave multiple positions, the expense report will be associated to your primary position by default. Click on the position field and select the appropiate position to route the approvals.
>
> **Create Expense Report**
>
> ∨ **Expense Report Information**
>
> Expense Report For * Employee: George Kittle
>
> Creation Options * ⦿ Create New Expense Report
>
> ◯ Copy Previous Expense Report
>
> Memo ⦿ Retail Store Manager - George Kittle
>
> ◯ Sales Representative George Kittle (+)
>
> Position * Search
>
> ✕ Retail Store Manager - George Kittle

Add Transactions

There are 3 ways to add transactions to your expense report:
Uploading receipts via your mobile device (Quick Expense)
Selecting Credit Card transactions (Lynn JPM travel T-EXP brown card holders)
Click Add / New Expense

5. If you added items from a mobile device to process later, a list of those items would display under Quick Expense

Quick Expenses
Select All

5 Items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Attachment(s)
☐	🔍	03/31/2019				27.82	USD	1
☐	🔍	09/21/2019				30.45	USD	1
☐	🔍	03/13/2020				23.16	USD	1
☐	🔍	06/11/2020				483.33	USD	1
☐	🔍	06/15/2020	Gas			10.00	USD	0

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6. For Lynn **JP Morgan Expense cardholders**, your expenses will show under Credit Card Transactions.

**Credit Card Transactions**

Select All ☐

5 Items

| Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
☐	🔍	05/06/2020	Airfare		Description 2	35.00	USD	Lynn Expense Credit Card Billing Account	1235
☐	🔍	05/07/2020	Tolls		Description 3	45.00	USD	Lynn Expense Credit Card Billing Account	1235
☐	🔍	05/08/2020	Travel Meals		Description 4	55.00	USD	Lynn Expense Credit Card Billing Account	1235
☐	🔍	05/09/2020	Travel Meals		Description 5	65.00	USD	Lynn Expense Credit Card Billing Account	1235
☐	🔍	05/10/2020	Car Rental		Description 6	75.00	USD	Lynn Expense Credit Card Billing Account	1235

> **Note**
>
> JP Morgan expense card transactions will not generate reimbursements to employees. They will follow the department approval process and will debit the department cost center.

7. Click OK.
8. A window will open to report the expense items/lines.
9. You can also click plus sign to add an expense. NOTE: Your options will change depending on what is available to you. If you have quick Expenses or Credit Card items not added to any expense report, you will be able to select them.
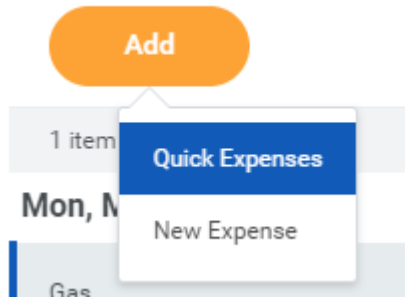
or
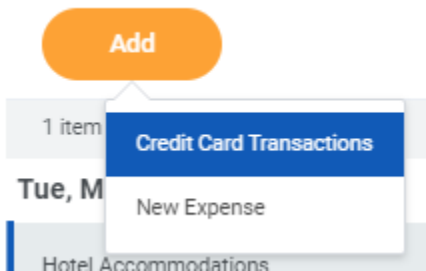
10. Fill in the expense line. Items with a red asterisk are required. Drag and drop or click select to add your receipts into Attachment from the file area.

Expense Line

Linked Quick Expense	Search
Date	* 03 / 09 / 2020
Expense Item	*
Total Amount	* 0.00
Currency	* USD
Memo	
*Cost Center	✕ CC684 Information Systems
Program	
Project	
Gift	
Grant	
*Additional Worktags	✕ Fund: FD10 Without Donor Restriction
	✕ NACUBO: NACUBO35 Institutional Support

Itemization

Remaining Amount to Itemize   0.00/0.00 USD

Add   0 Items

Attachments from File

Drop files here
or
Select files

Receipt Included ☐

11. Repeat items 7 and 8 until you added all your expense items.
12. If you need to delete and item from the expense report, click the delete icon on the top right.

13. Once you add all items, click **Submit**.

Add Worktags

Workday use "worktags to organize information.   Worktags are keywords that provide reporting dimensions or metadata for your expense reports. Expenses can also be charged to a specific project, program, or gift a worktag that can be assigned on creation. These worktags will also route the expense to the Project, program, or gift manager for approval.

*Cost Center	✕ CC684 Information Systems ··· ☰
Program	☰
Project	☰
Gift	☰
Grant	☰
*Additional Worktags	✕ Fund: FD10 Without Donor Restriction ☰
	✕ NACUBO: NACUBO35 Institutional Support ···

- **Cost Center**: Workday may auto-populate this field; it should only be modified as needed.
- **Additional Worktags**: Users in Professional Services-related cost centers may be required to associate an expense report with a project worktag (even if you are not charging expenses to customer-billable projects). Fund and Nacubo worktags should not be deleted. They are for Financial reports use.

Itemize Your Expenses

Sometimes you may need to itemize an expense to exclude items or charge items to another cost center. For example, your hotel bill may include your room rate, room service, internet fees, and more. From the Expense Lines tab within an expense report:

1. Click the **Add** button under Itemization.

Itemization

Remaining Amount to Itemize   0.00/0.00 USD

Add

2. Fields display based on expense type. Enter the necessary information, based on the expense type you are itemizing. Your itemized expenses must equal the total of your Expense Report Line.

Remaining	0.00/0.00 USD	Memo	
Date	* 03 / 09 / 2020	*Cost Center	✕ CC684 Information Systems ···
Expense Item	*	Program	
Total Amount	* 0.00	Project	
		Gift	
		Grant	
		*Additional Worktags	✕ Fund: FD10 Without Donor Restriction
			✕ NACUBO: NACUBO35 Institutional Support ···
		Personal Expense	☐

Add

Done

3. Click **Done**.

View an Existing Expense Report

From the Expenses application:

1. Click the **Expense Reports** button under View. You have the option of filtering expense reports by status or date.
2. You could also click the date of the expense report you want to view in the Recent Expense Reports section.

← **Expenses**

Actions	View
Create Expense Report	Expense Reports
Create Spend Authorization	Spend Authorizations
Edit Spend Authorization	Expense Transactions
Edit Expense Transactions	Payment Elections
Edit Travel Profile	Reimbursable Allowance Plan Activity
	Travel Profile

Recent Expense Reports

Approved - 07/23/2009

Approved - 06/23/2008 - Dues & Subscriptions

Change or Cancel expense reports

You can change or cancel an Expense Report even after approved if no payments have been applied. To change an expense report:

1. Click the **Expense Reports** button under View.

2. You have the option of filtering expense reports by status or date.

3. From the expense report list, click Change Expense Report button. Only those reports open to change will display the button.

4. To cancel an Expense Report, from your expense report list, click on the magnify glass. Select Expense Report. Select Cancel.

Create Expense Reports on behalf of others

We encourage employees to create their own expense reports. Workday has greatly improved the process to report expenses. In some cases managers or other employees may want to delegate expense reports to subordinate or other staff. In order to do that there are several steps to complete before creating an expense report.

1. Employee must create a delegation. Please follow the steps on the job aid Use Your Inbox and Delegations. For managers and supervisors, we recommend following instructions on job aid Delegation for Managers.
2. Delegates must switch accounts and access the delegations dashboard. Please follow steps "Acting on Behalf of Another User included on the job aid Use Your Inbox and Delegations.

3. Follow steps to Create an Expense Report

Mobile

Enter Expense and Submit Expense Report

iPhone

Use the Expenses app to track expenses, upload receipts, and submit expense reports.
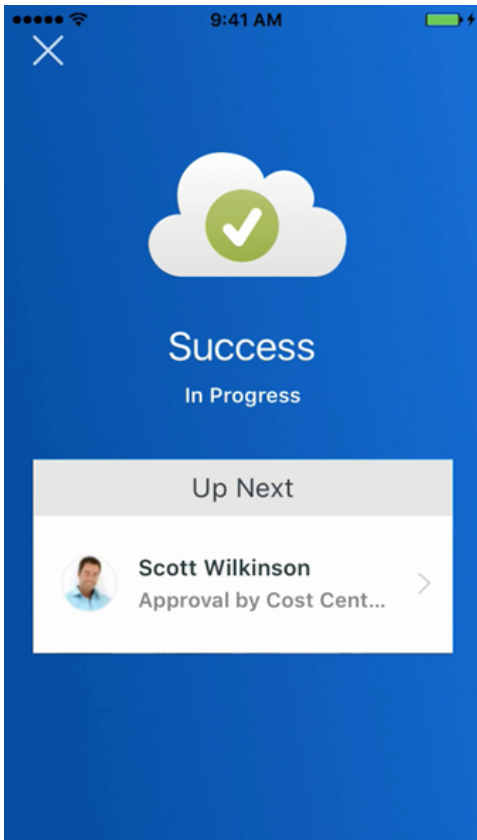From the Home screen:

1. Tap **View Apps** > **Expenses**.
2. Tap **Scan Receipt** to scan your receipt and have Workday automatically add expense data, or tap **Enter Quick Expense** to fill in the expense information manually as described in the following steps. For an iPhone, you can also choose an existing photo or import an attachment. For Android, you can select an existing photo from the gallery. If you took a photo, tap the camera icon and select **Choose Photo** or **Import Attachment.**
3. Tap **Enter Quick Expense**.
4. Enter a Date.
5. Add any other supporting information.
6. Tap **Done**.

Repeat previous steps to add any other expense items you want to report. When all expense items are added, you can submit an expense report from the Expenses app:

1. Tap **Create Expense Report**.
2. Include required information, such as Company, Expense Report Date, Cost Center, and Region.
3. Tap the **Additional Worktags** prompt. Add information your organization may require, like Location and Project.
4. To add a Project, tap **Project** from the Additional Worktags prompt.
5. Select your Project, then tap **Done**.
6. Once you've completed the expense report information, tap **Done**.
7. Tap **New Expense** to begin attaching expenses to the report.
8. Tap **Existing Expenses**. You can also choose to add new expenses in this step by tapping **New Expense**.
9. Choose the pre-existing expenses you want to include in the report by tapping the **checkmark** next to each expense item you saved.
10. Tap **Next**.
11. Tap **Review**.
12. Review your expense items for accuracy, correct any errors, and then tap **Submit**. A confirmation screen shows your expense report has been routed for approval.

> **Note**
>
> You can also add expense items to reports from your list of expenses by tapping the checkbox and Add to Report. This will display immediately after entering the expense item. If no report exists at this time, you'll be prompted to create one.

iPad
Use the Expenses app to track expenses, upload receipts, and submit expense reports.
From the Home screen:

13. Tap **View Apps** > **Expenses**.
14. From here, you can tap **Scan Receipt** to scan your receipt and have Workday automatically add expense data, or tap **Enter Quick Expense** to fill in expense information manually. You can also tap **Create Expense Report** to start a new expense report.
15. Tap **Enter Quick Expense** to enter the expense manually.
16. Tap the **Paperclip** icon to choose a photo or import an attachment.
17. Enter a Date (this may have auto-filled when creating the expense).
18. Add the Expense Item, along with any other supporting information for the expense.
19. Tap **Done**, then **Save** (the newly entered expense should save automatically).

Tap the back arrow in the upper left to add any other expense items you want to report. When all expense items are added, you can submit an expense report from the Expenses application:

1. Tap **Available Expenses** from the Expenses application.
2. Tap the **checkmark** icon to add the expense item to an Expense Report.
3. Tap the **Add to Report** button, then **Create New Report**.
4. Include required information such as Company, Expense Report, Date, Cost Center, and Region.
5. Optionally, tap the **Additional Worktags** prompt. Add information your organization may require, like Location and Project.
6. To add a Project, tap **Project** from the Additional Worktags prompt, then select your Project.
7. Tap **Done**.
8. Tap **Review**.
9. Review your expense items for accuracy and correct any errors, then tap **Submit**. A confirmation screen shows your expense report has been routed for approval.

Note

Upon review, you may be prompted to enter Business Topics into the expense item details. Enter the topic into the prompt, tap Save, and Review to continue processing your expense report.

Training Video

[Create Expense Report Video](#)