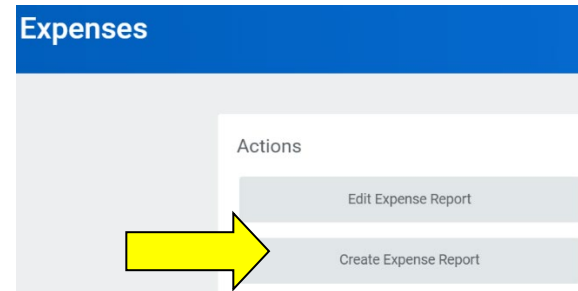## CREATE AN EXPENSE REPORT

Expense reports are reimbursement requests used to reimburse an employee for out-of-pocket expenses and/or reconcile an employee's T&E Card charges for business-related costs, such as airfare, business meals or hotel expenses.

From the **Expenses** application:

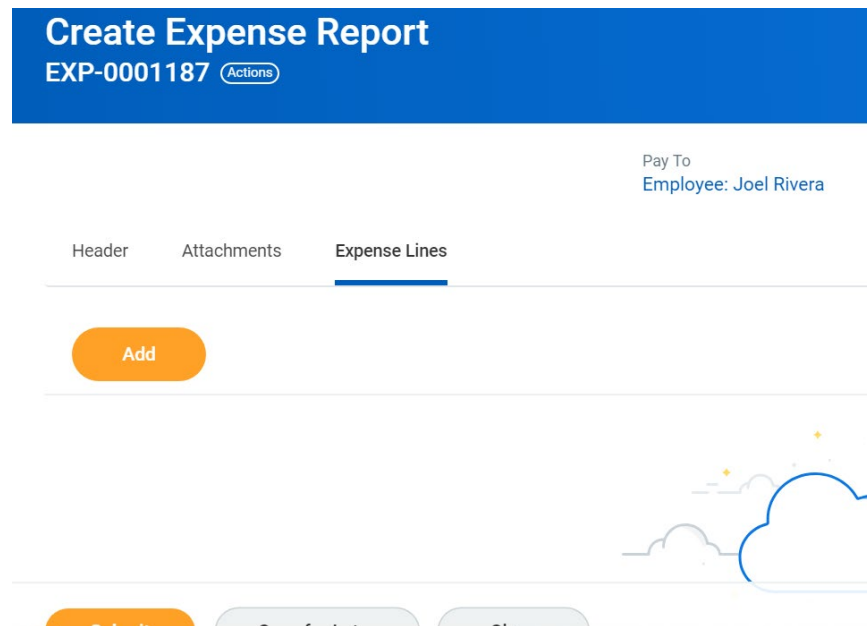1. Click the **Create Expense Report** button under Actions.

2. Select either **Create New Expense Report**, **Copy Previous Expense Report**, or **Create New Expense Report from Spend Authorization**. Your selection determines what information displays on the new expense report.

The information you enter in this memo field, will appear as the title of the expense report.

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<u>Note:</u> Please select a Business Purpose from the drop-down menu during the step. If you do not, an error message stating Business Purpose Required will be displayed on the next page. To fix this error, you will need to navigate to the Header tab and edit your entry.

3. Click **OK.** The system will bring you to **Expense Lines** section. Select **Add** to enter the expense line

details.

ADD EXPENSE LINES

From the **Expense Lines** tab within an expense report:

4. Click the **Add** button under Expense Lines. Depending on the types of transactions available for processing, you may be asked to select **Credit Card Transactions** (transactions from your T&E card), **Quick Expense** (available images and/or entries from the mobile app), or **New Expense**. (Note that you are able to link an existing Quick Expense entry to a New Expense line.)

Expenses: Create Expense Report

Header   Attachments   **Expense Lines**

Add

1 item

Expense Line

Linked Quick Expense		
Date	*	08 / 24 / 2019
Expense Item	*	✕ Train / Railway Expenses
Quantity	*	1
Per Unit Amount	*	99.00
Total Amount	*	99.00
Currency	*	USD

Item Details

Origination	*	✕ Providence, Rhode Island, United States of America
Destination	*	✕ New York City, New York, United States of America

Itemization

Remaining Amount to Itemize   99.00/99.00 USD

5. Complete all required fields, including Date, Expense Item, Quantity, Per Unit Amount, Total Amount, Financial Information (Cost Center, Function, Fund, etc.) and Business Topics as applicable.

Note: See the Worktags section if your organization requires a program, grant, gift, or project and/or RISD activity code to be associated with your expense report.

6. **Item Details** fields display based on expense item. For example, you will need to enter the names of the attendees for a business meal. Enter the necessary information in the **Item Details**.

a. **Meals:** Enter the names of the attendees for the meal. Click the **Prompt** to select the names of RISD employees, previous guests, or **Create a Guest**

b. **Airfare:** Enter the name of the airline, and the name of the city or the airport code of the destination and origination cities. If a city is not listed, enter the name of the closest location.

7. **Itemization**: You can split the accounts and/or expense categories associated with an expense line entry by clicking on the **Add** button under the **Itemization** header.

Itemization

Remaining Amount to Itemize   99.00/99.00 USD

Add   0 items

a. Once the **Add** button is selected, a new screen will appear. The screen will show the expense line with the values already entered on **Item Details.** Note the **Remaining** field on the top left side of the screen. This field will subtract the invoice distributions from the Expense Line item total and will display the funds available for allocation. The sum of your itemized expenses must equal the total of your Expense Report Line.

Remaining 99.00/99.00 USD	Memo	Origination * × Providence, Rhode Island, United States of America
Date * 08 / 24 /2019	*Cost Center × Purchasing	Destination * × New York City, New York, United States of America
Expense Item * × Train / Railway Expenses	Program	
Quantity * 1	Grant	
Per Unit Amount * 0.00	Gift	
Total Amount * 0.00	Project	
	RISD Activity Code	
	*Additional Worktags × Function: Institutional Support × Fund: FD10 Operating	
	Personal Expense ☐	

Add

b. Once all Expense Line distributions have been allocated, click on the **Done** button to go back to your expense report.

Remaining	0.00/99.00 USD	Memo	split 50/50 between media & purchasin
Date	08 / 24 / 2019	*Cost Center	X Purchasing
Expense Item	X Train / Railway Expenses	Program	
Quantity	1	Grant	
Per Unit Amount	49.50	Gift	
Total Amount	49.50	Project	
		RISD Activity Code	
		*Additional Worktags	X Function: Institutional Support
			X Fund: F010 Operating
		Personal Expense	

Origination: X Providence, Rhode Island, United States of America
Destination: X New York City, New York, United States of America

Remaining	0.00/99.00 USD	Memo	split 50/50 between media & purchasin
Date	08 / 24 / 2019	*Cost Center	X Media
Expense Item	X Train / Railway Expenses	Program	
Quantity	1	Grant	
Per Unit Amount	49.50	Gift	
Total Amount	49.50	Project	
		RISD Activity Code	
		*Additional Worktags	X Function: Institutional Support
			X Fund: F010 Operating
		Personal Expense	

Origination: X Providence, Rhode Island, United States of America
Destination: X New York City, New York, United States of America

Add

Done

c. A summary of the distribution information entered will now show under **Itemization.**

Itemization

Remaining Amount to Itemize   0.00/99.00 USD

Edit	2 items

Train / Railway Expenses 08/24/2019	49.50 USD

Train / Railway Expenses 08/24/2019	49.50 USD

8. Add any needed attachments.

9. Click **Submit**.

10. Click **Done**.

ADD WORKTAGS

Worktags are keywords needed for the expense report to be routed correctly. They are used for reporting purposes. Based on your expense, you may need to add additional worktags.

- **Cost Center**: Workday will auto-populate this field; it should only be modified as needed.
- **Grants, Projects, Programs, RISD Activity Codes**: add the worktag to associate the expense as needed

Note: The number of worktags you can choose for your expense report can vary. An inactive (closed) grant, project, program or activity code will not appear in the list of available worktags.

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 section. The current status of the expense report will appear next to the title of the expense report.

Recent Expense Reports

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EDIT AN EXISTING EXPENSE REPORT

From the Expenses application:

1. Click on the Edit Expense Report button. It will be the first option under the Action column.

2. From the Edit Expense Report page, use the drop down to select the report you want to edit.

3. Click Ok. The expense report selected will display.

4. To edit the report, selection the Action button and edit.

5. Select Submit after your changes are completed.

What does that mean? Below is an explanation of the fields displayed on the top right side of the report:
- Pay To: This fields displayed the name of the person being reimbursed/Owner of the T&E card being processed.
- Status: Shows the status of the transaction
- Personal: This field shows amounts that were flagged as personal by selecting the Personal checkbox on the Expense Line; this makes the expense reportable as a Personal expense
- Company Paid: This is the amount paid directly by RISD towards the credit card balance
- Cash Advance Applied: Shows any cash advances applied/deducted from a reimbursement
- Reimbursement: This is the amount due to the payee