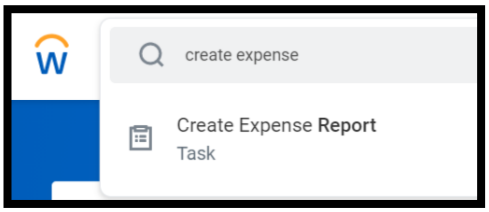
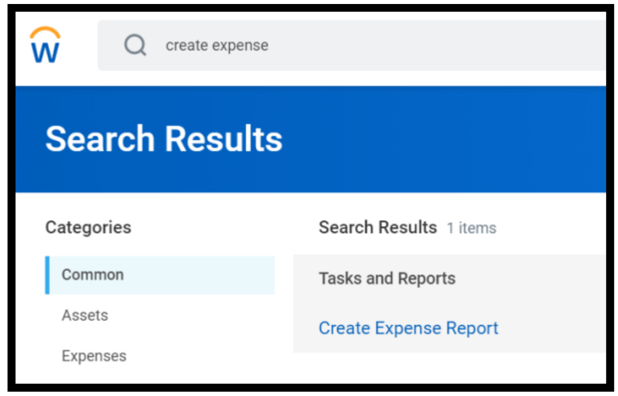
How to Create and Submit a P-Card Expense Report in WorkDay

Begin typing in the WorkDay Search Bar “Create Expense Report”

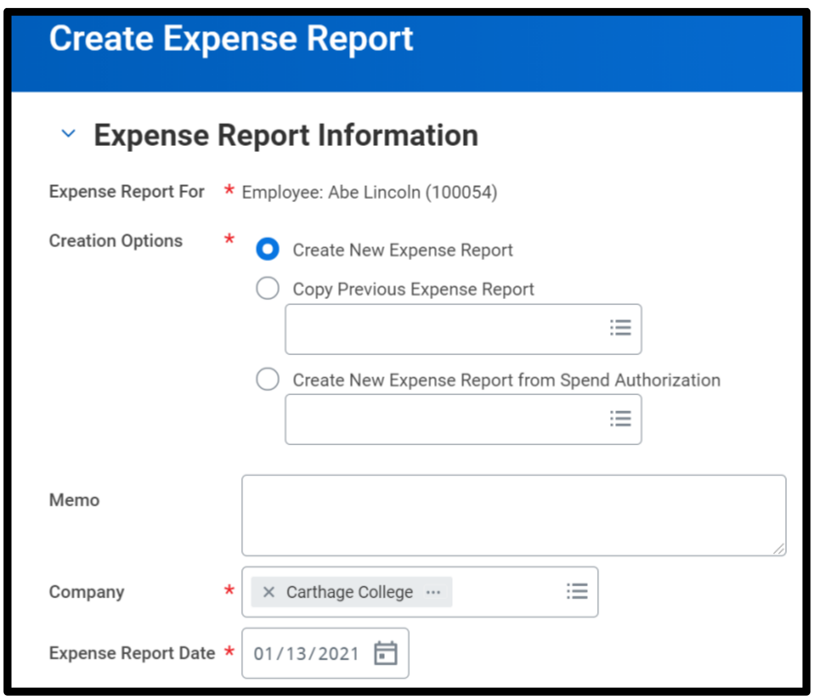
Either Click the “Create Expense Report” as it auto-appears below OR hit enter and then click on the “Create Expense Report” Link.



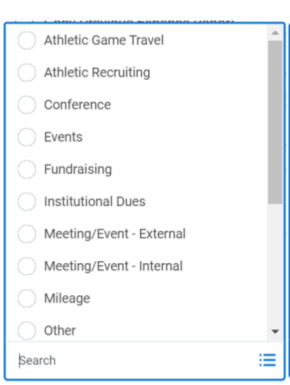
OR

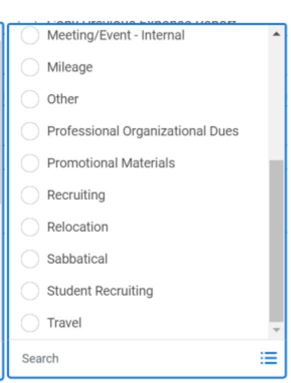


This will open a new blank expense report for you to begin filling in:



Select “**Create New Expense Report**”





Memo: Type in a brief explanation of the expense report you are submitting

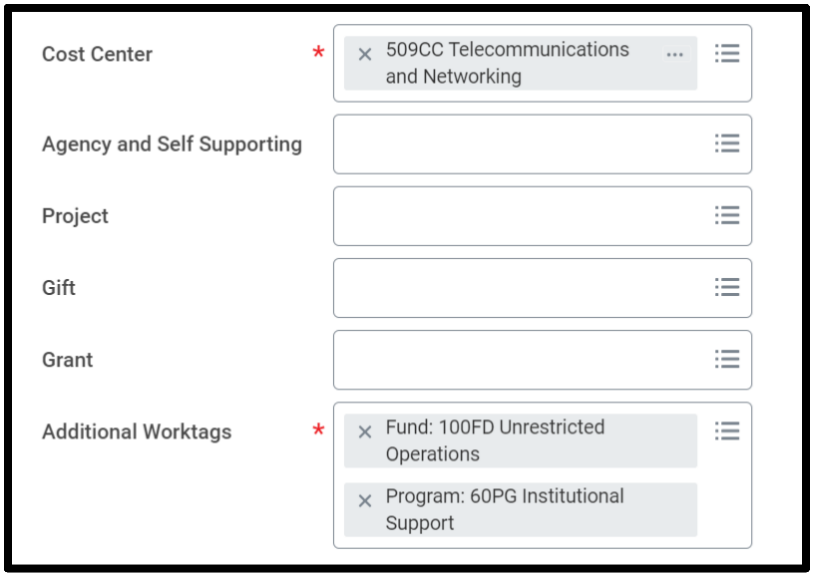
(i.e. January P Card Transactions)

Company: Carthage College

Expense Report Date: Today’s Date OR your P-Card Statement Date

(i.e. 01/25/2021)

Business Purpose: Select the most relevant option as it relates to your current expense report, if none of the options appear relevant select “Other”



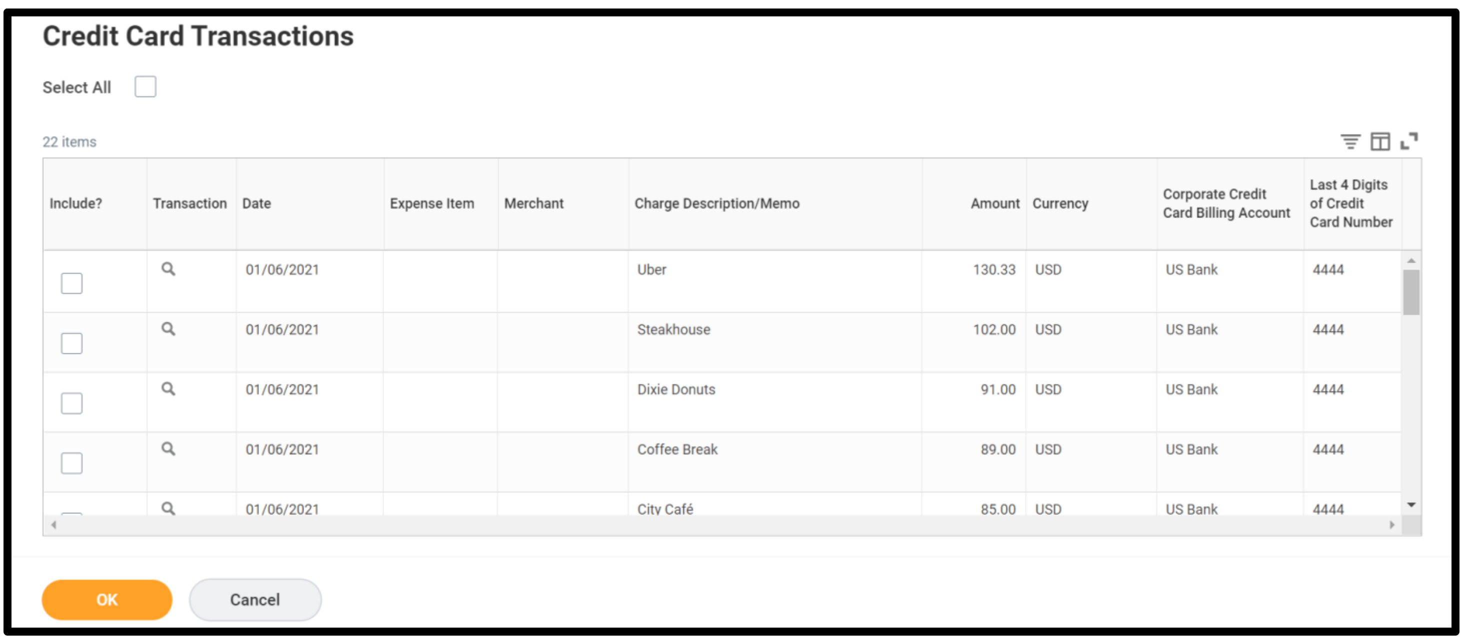
Cost Center: This will auto-populate based on how you have been set up in WorkDay

Additional Worktags: Fund and Program will auto-populate based on your cost center.

Agency, Project, Gift, and Grant: These can be left blank unless you already know all items on this expense report will go to the same Agency, Project, Gift, or Grant.

You will have the option of adding these Worktags on each line item of the expense report.

WorkDay is now integrated directly with US Bank and daily P-Card Transactions will pull into WorkDay and will be loaded into each respective P-Card user's WorkDay account. These appear when you are creating an expense report as "**Credit Card Transactions**" as shown below:



Credit Card Transactions

Select All

22 items

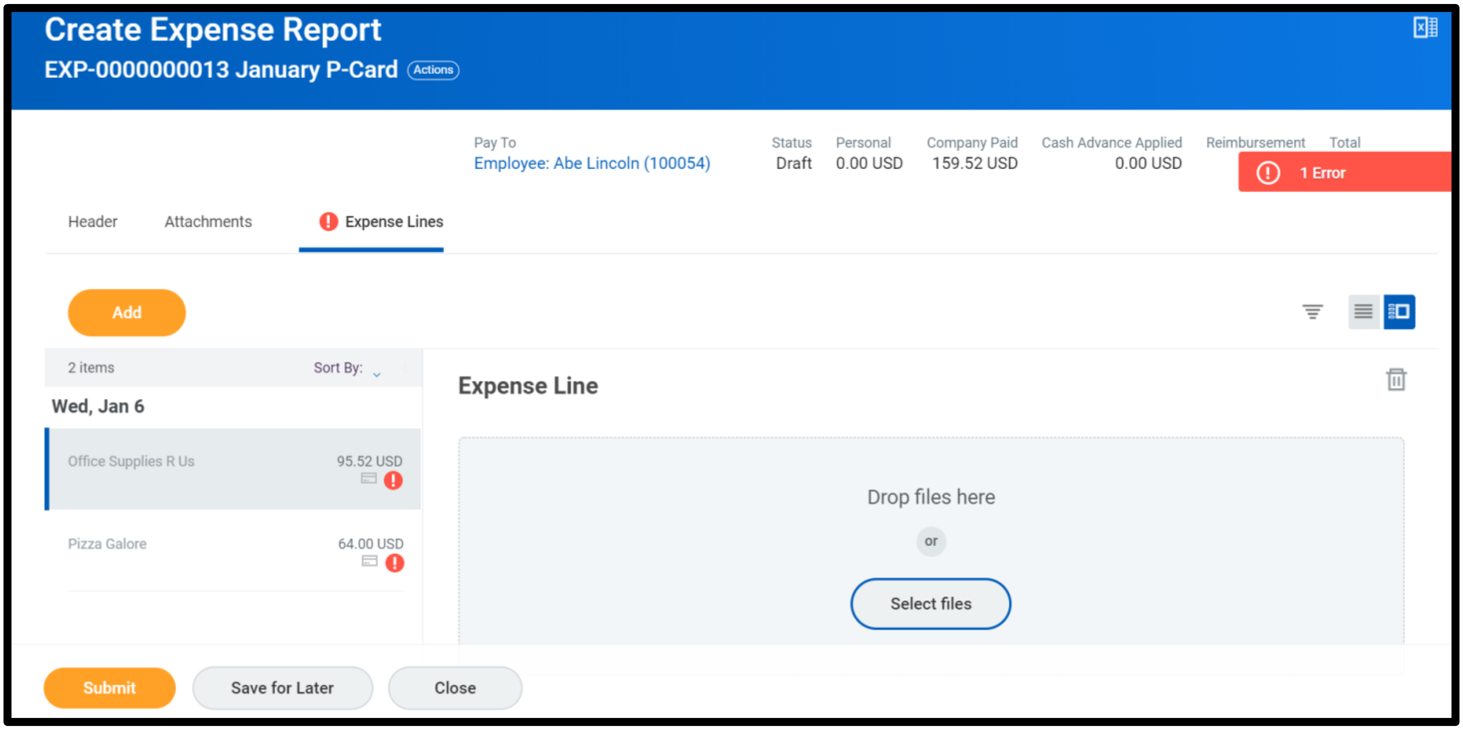
Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
		01/06/2021			Uber	130.33	USD	US Bank	4444
		01/06/2021			Steakhouse	102.00	USD	US Bank	4444
		01/06/2021			Dixie Donuts	91.00	USD	US Bank	4444
		01/06/2021			Coffee Break	89.00	USD	US Bank	4444
		01/06/2021			City Café	85.00	USD	US Bank	4444

OK Cancel

Review your monthly statement from US Bank and check the box to "Include" each transaction that appears on your statement. (**NOTE**: you will need a receipt, invoice, order confirmation, or some sort of attachment to include for each)

Once you have checked all the transactions you wish to include click "**OK**"

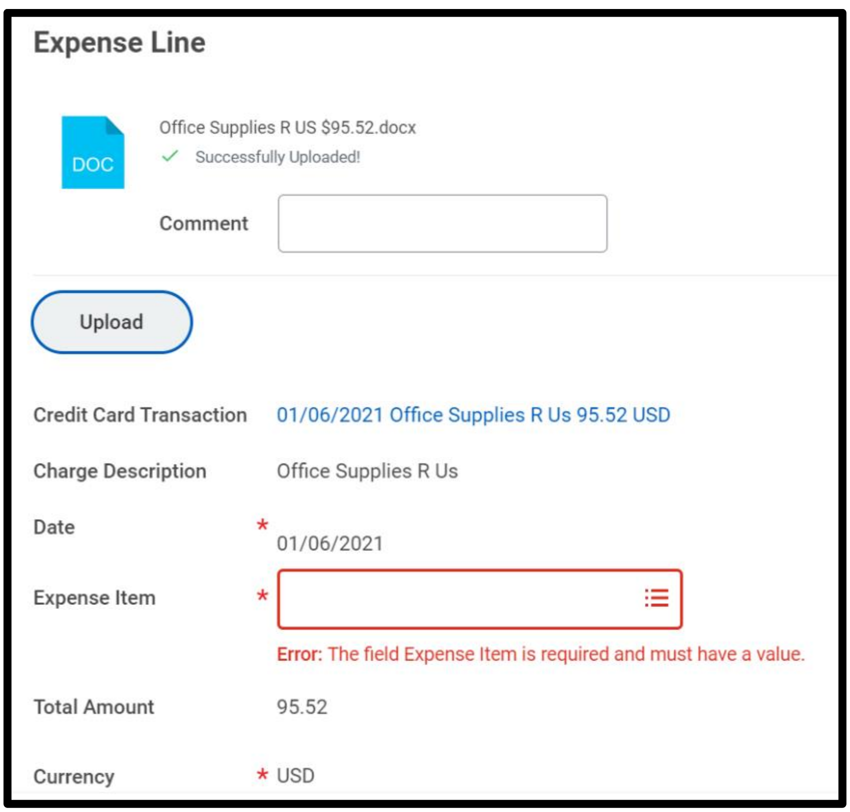
An **"Error"** message will appear, this is because you have added transactions to your expense report that need additional work. This is normal and ok. We are going to complete those next!



At the top to the right you will now see a total under "**Company Paid**". This is the total of all the "Credit Card Transactions" you chose to include on the prior page.

On the Left you will see a listing of the transactions you selected to include on the prior page. Here we see 2 items. For each item you will need to complete the following:

Add an Attachment: Drag and Drop OR click Select Files to add a receipt, order confirmation, invoice, or other support (if you need to attach multiple documents you can click the **"Upload"** button to add more)



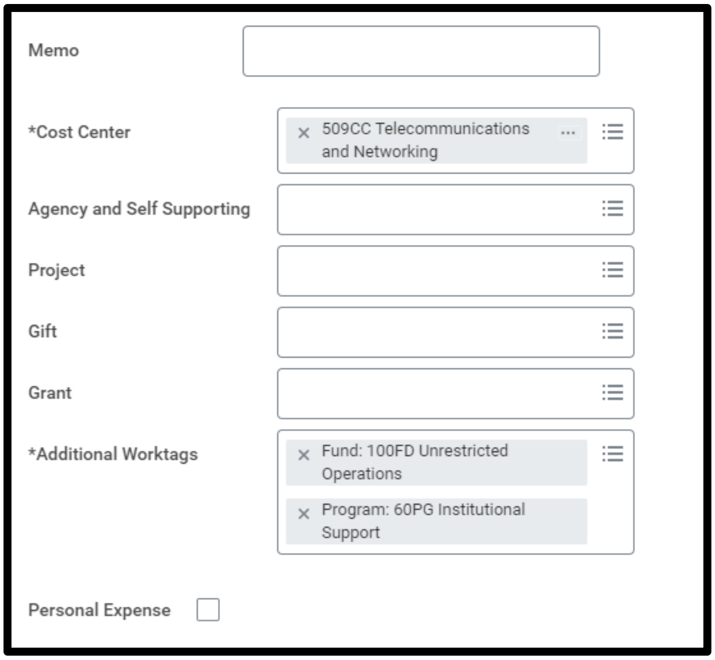
After you have attached your support you will see an icon appear with the title of your attachment.

Comment: This can be left blank. If you are attaching multiple receipts/invoices/etc. it might be helpful to add comments to explain each one.

Expense Item: You can begin typing your expense category and hit enter to see options OR you can chose from one of the categories to then see a list to choose from.

The Expense Item should closely match what your transaction is for example:

"Supplies – Office" is the appropriate choice here.



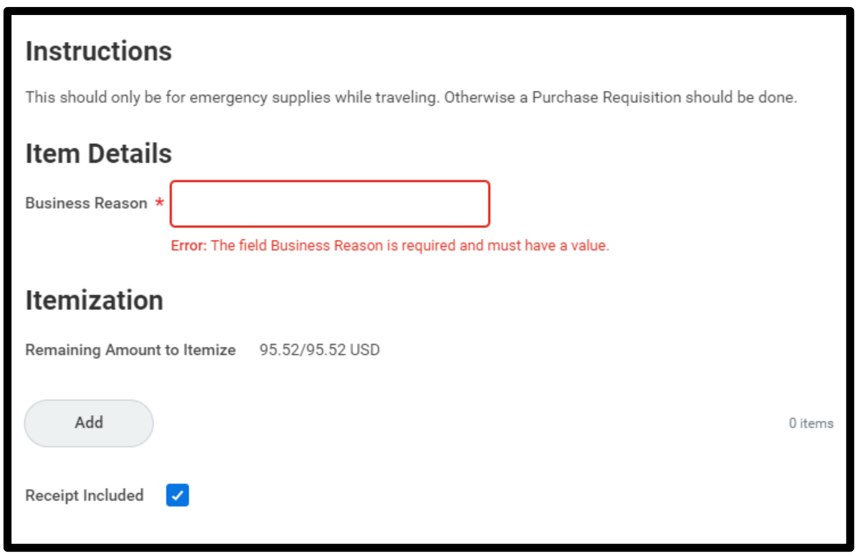
Memo: Fill in information regarding this specific charge

(i.e. Laptop power cable replacement while traveling)

Cost Center & Additional Worktags: These are auto-filled in from the prior page. Only change if this particular expense item relates to another Cost Center.

Agency, Project, Gift, & Grant: Add the related Worktag in if a specific expense items belongs to one of these.

Personal Expense: If you use your P-Card for personal use in error, check this box when completing that transaction and it will automatically mark this as needing to be reimbursed to Carthage.



Instructions: My example is for Office Supplies so the instructions appearing are related to making an Office Supply purchase.

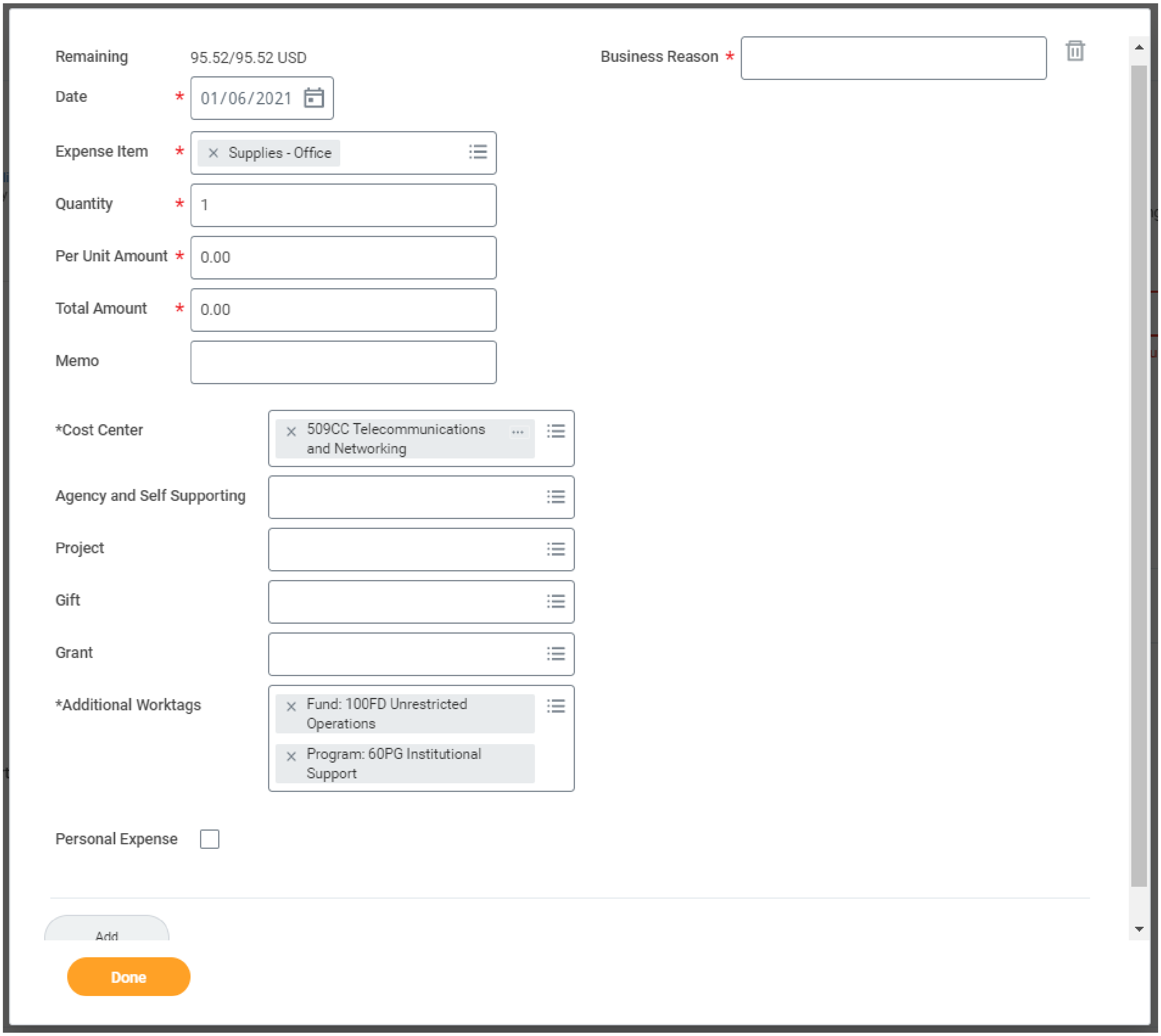
Business Reason: Fill in the related business purpose for each transaction.

(i.e. Emergency power cord replacement while traveling)

Itemization: If you have a transaction that needs to be broken down into multiple "Expense Items" (Spend Categories) you will want to Add Itemization.

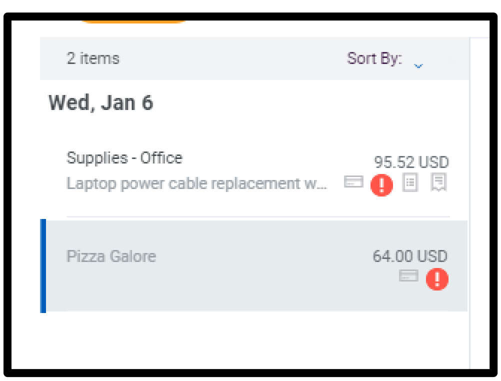
(i.e. Hotel bill that includes Lodging and Meals OR an expense where part needs to be applied to a grant or gift)

Click the "Add" button and a new window will pop up.



At the top you will see remaining adjust as you add each item. You can add as much itemization as needed, just continue to click the "**Add"** button after you complete each entry until you are done. Then click "**Done**".

You will go back to your listing of transactions on the left and select the next one and repeat the same steps until you have completed every transaction.



Next I would select the "Pizza Galore" transaction.

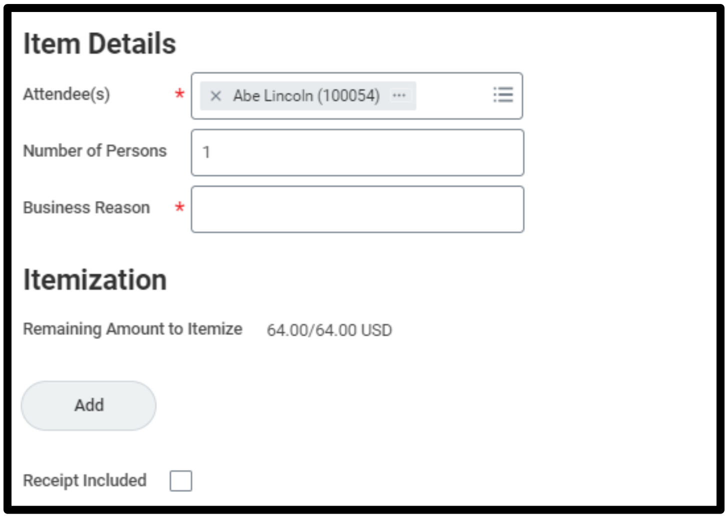
Add **Attachment** (i.e. receipt)

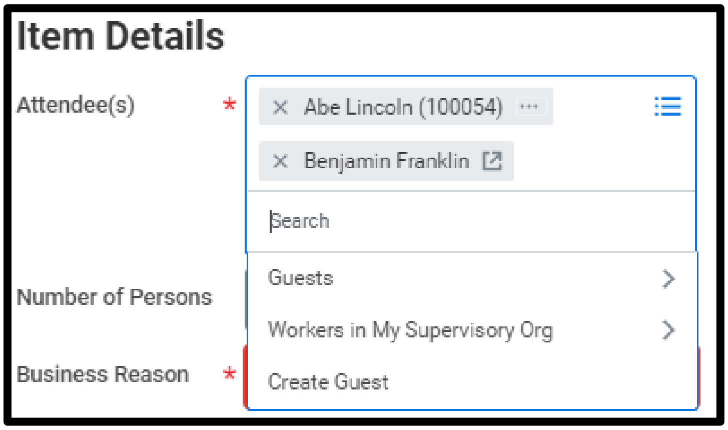
Expense Item: In this case I chose Meals – Non Entertainment

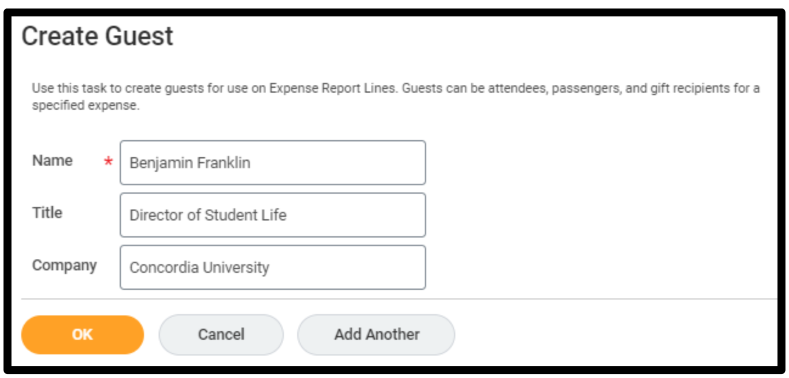
Cost Center & Additional Worktags: Reviewed the auto-fill was appropriate.

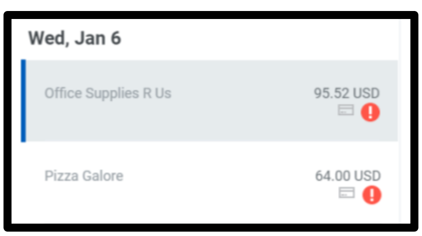
Agency, Project, Gift, Grant: Left blank as non applied

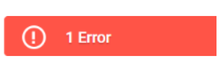
Personal Expense: Left un-checked as this was a meal while traveling for Carthage.











Instructions: Because I chose "Meals – non entertainment" as my expense item, instead of Instructions appearing to the right,

Item Details are now appearing.

Attendee(s): This will auto-fill your name. There if where additional members a part of this expense add them here as well.

> **Create Guest:** To add an additional attendee you may need to create a Guest(s).
>
> **Name:** First and Last Name of additional attendee
>
> **Title:** Their Job Title
>
> *(i.e. Director of Student Life)*
>
> **Company:** Their Company
>
> *(i.e. Concordia University)*
>
> **Add Another:** if you need to create additional guests

Number of Persons: This will auto-update based on the number of attendees you add.

Business Reason: Fill in the related business purpose

(i.e. Lunch to discuss new student life programs at Student Life Conference)

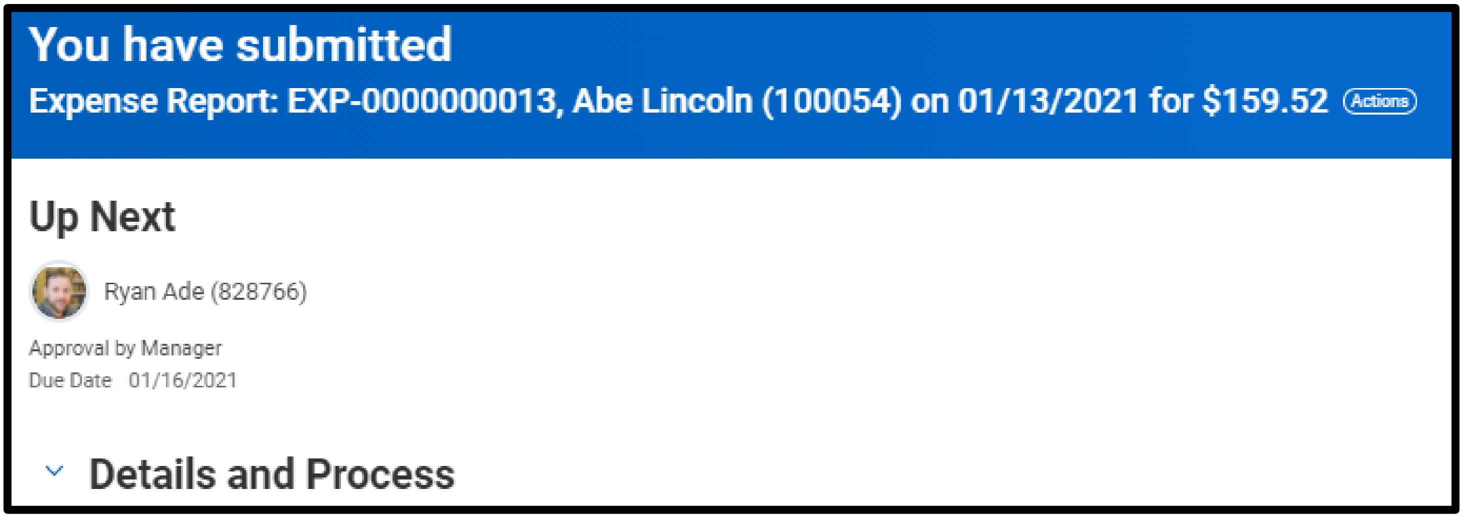
If at any point you need to stop and pick this back up later select "

If you are still seeing any "Red !" click on the red Error Bar and view the error message. You may have just forgotten to fill in a field and this will direct you to what is missing.

Once you have completed every transaction on the left you are ready to submit.

Click the **Submit Button**.

The next page will show you who will be approving your P-Card Expense report.



If your approver runs into any issues they may “Send Back” your expense report with comments on changes to make. This will appear in your WorkDay Inbox as an action item for you.

At this point you are done and your P-Card expense report has been submitted for approval.