06_Create Expense Report – Copy

Purpose: The purpose of this task is to create an Expense Report by coping a previous Expense Report.

How to Access: Open the **Expenses** worklet and click **Create Expense Report** from the *Actions* section.

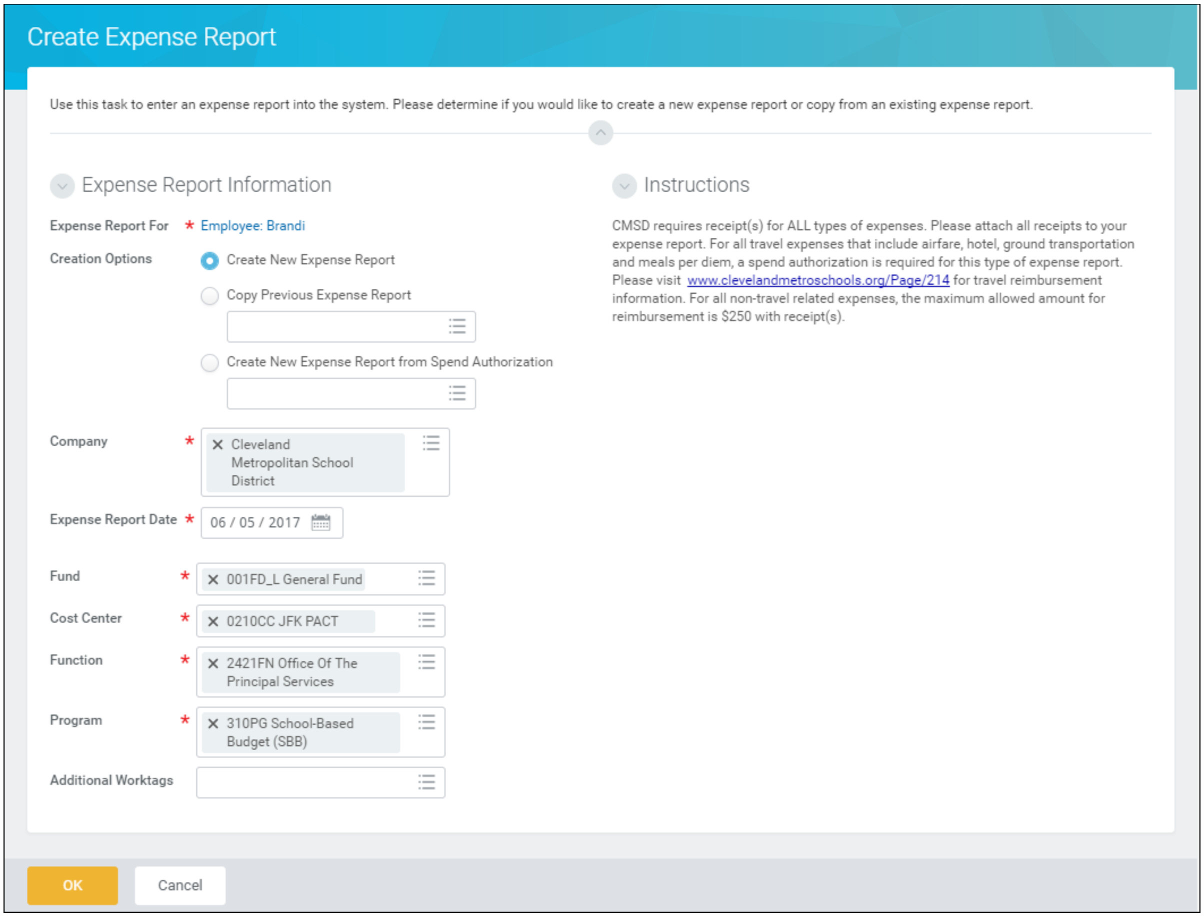
Audience: All employees

Helpful Hints:

- Do not itemize your expense report items, it is not necessary, and it will cause an error.
- You must setup a Payment Election for Expenses before you can create an Expense Report or Spend Authorization. For additional information on setting up a Payment Election for Expenses, refer to the **Add Payment Elections for Expense** job aid.
- Travel expenses in any amount require the creation and approval of a Spend Authorization, prior to making any purchases. For additional information on creating a spend authorization, refer to the **Create Spend Authorization** job aid.
- Workday displays fields in this task that CMSD is not using, only the fields listed in this document require you to complete, review, and/or update.

Procedure: Complete the following steps to create an Expense Report by copying a previous Expense Report.

Create Expense Report



1. Select the **Copy Previous Expense Report** radio button.
2. Search for the required Expense Report to copy, in the field to the right or below the **Copy Previous Expense Report** radio button.
3. As required, complete/update the following fields:

Field Name	Required / Optional	Description
Company	Required	This is always CMSD.
Expense Report Date	Required	Identifies the date of the expense.
Fund	Required	Identifies which fund will pay for the expense.
Cost Center	Required	Identifies which cost center will pay for the expense.
Function	Required	Identifies which function will pay for the expense.
Program	Required	Identifies which program will pay for the expense.

Field Name	Required / Optional	Description
Additional Worktags	Optional	Used when an expense is paid for by Grant, Gifts, or Projects. ***Note:*** Workday overwrites or defaults in the correct Fund matching the Grant entered in this field.

4. Click 

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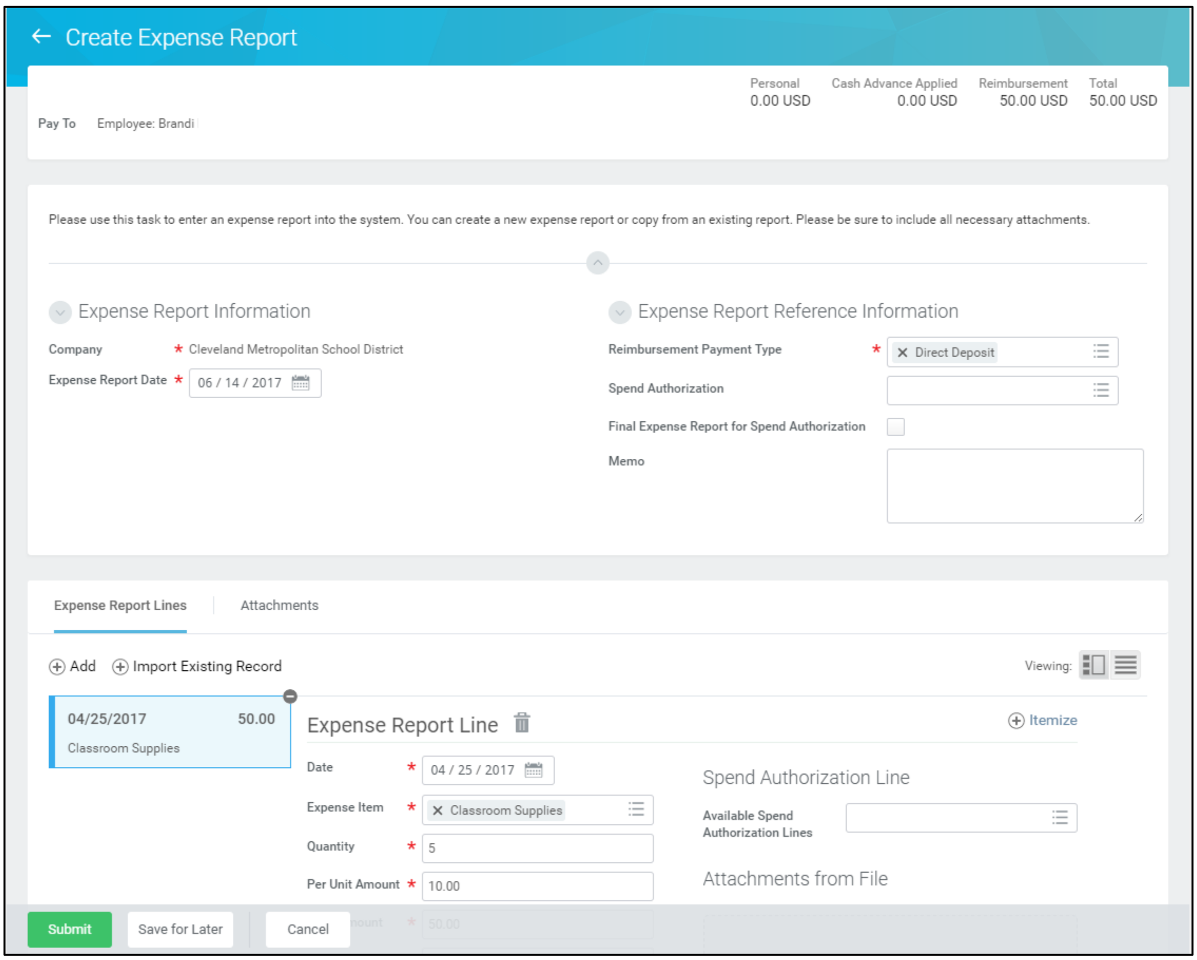
Create Expense Report - Copy



5. As required, review, update, and/or complete the following header level fields:

Field Name	Required / Optional	Description
Expense Report Date	Required	Identifies the date of the expense report.

Field Name	Required / Optional	Description
Reimbursement Payment Type	Do Not Change	Identifies the payment type for reimbursement. ***Note:*** Payment elections for employees must be in place to receive payments for expense against a spend authorization. This field is always direct deposit.
Memo	Optional	Enter any notes of comments about the expense report.

6. Scroll down to the *Expense Report Lines* section.
7. As required, review and/or update the following fields that copied in from the previous Expense Report:

Note: Be sure to review each copied line item, by selecting each item and completing the following steps.

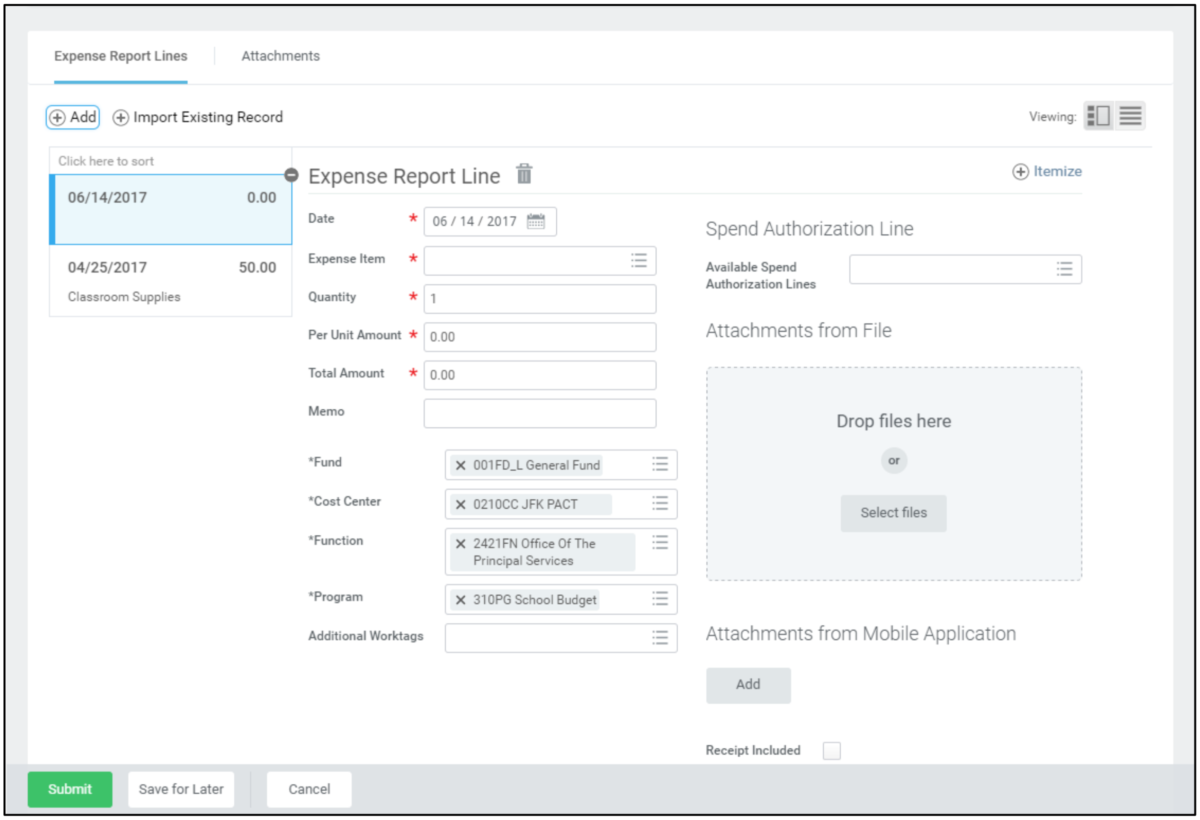
Field Name	Required / Optional	Description
Date	Required	Identifies the actual date of the expense.
Expense Item	Required	Identifies the name of the expense item or service.
Quantity	Required	Identifies how many items or services.
Per Unit Amount	Required	Identifies the dollar amount for each item or service.
Total Amount	Do Not Change	Identifies the total cost based on the quantity and per unit amount. ***Note:*** This is a system calculated field.
Memo	Optional	Provides additional information to those processing the expense report.
Fund	Required	Identifies which fund will pay for the expense.
Cost Center	Required	Identifies which cost center will pay for the expense.
Function	Required	Identifies which function will pay for the expense.
Program	Required	Identifies which program will pay for the expense.
Additional Worktags	Optional	Used when an expense is paid for by Grant, Gifts, or Projects. ***Note:*** Workday overwrites or defaults in the correct Fund matching the Grant entered in this field.

Note: Do not itemize your expense items. Be sure to include all of the expense details and enter the total amount of the expense item.

8. Click **Select Files** from the *Attachments from File* section.
9. Navigate to and select the required receipt image, and click **Open** to upload the attachment to the expense line item.
10. Select the **Receipt Included** checkbox.
    Note: Repeat Steps 7 through 10, for each copied line item.
11. As required, complete one or more of the following:

If you want to…	Then…	Go To
Add new expense line item,	Click Add .	Step 12
Remove an expense line item,	Click in the top right corner of the selected line item.	–
Submit the Expense Report for approval and reimbursement,	Click Submit .	Step 17
Save the Expense Report for later processing,	Click Save for Later .	Step 19
Cancel the Expense Report,	Click Cancel and confirm you want to discard changes. ***Note:*** If canceling before Saving for Later, the Expense Report is deleted. If canceling after Saving for Later, only the submission is canceled, and the Expense Report can be accessed using the **Edit Expense Report** task.	–

Create Expense Report – Add Line



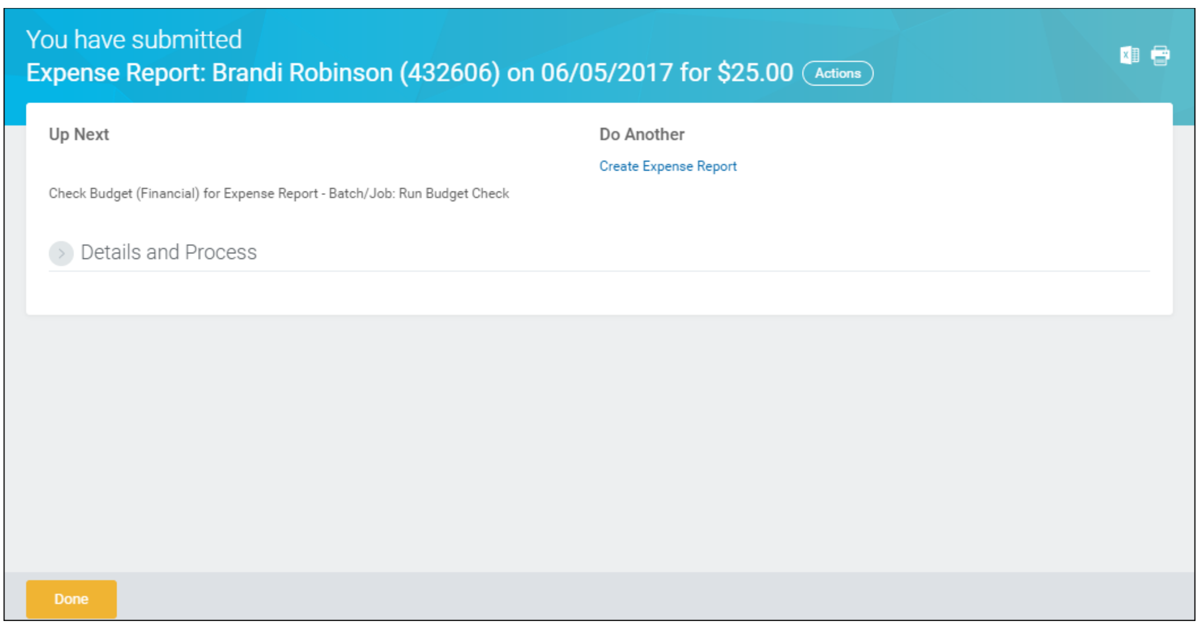
12. As required, review, update, and/or complete the following fields:

Field Name	Required / Optional	Description
Date	Required	Identifies the actual date of the expense.
Expense Item	Required	Identifies the name of the expense item or service.
Quantity	Required	Identifies how many items or services.
Per Unit Amount	Required	Identifies the dollar amount for each item or service.
Total Amount	Do Not Change	Identifies the total cost based on the quantity and per unit amount. ***Note:*** This is a system calculated field.
Memo	Optional	Provides additional information to those processing the expense report.
Fund	Required	Identifies which fund will pay for the expense.
Cost Center	Required	Identifies which cost center will pay for the expense.
Function	Required	Identifies which function will pay for the expense.

Field Name	Required / Optional	Description
Program	Required	Identifies which program will pay for the expense.
Additional Worktags	Optional	Used when an expense is paid for by Grant, Gifts, or Projects. ***Note:*** Workday overwrites or defaults in the correct Fund matching the Grant entered in this field.

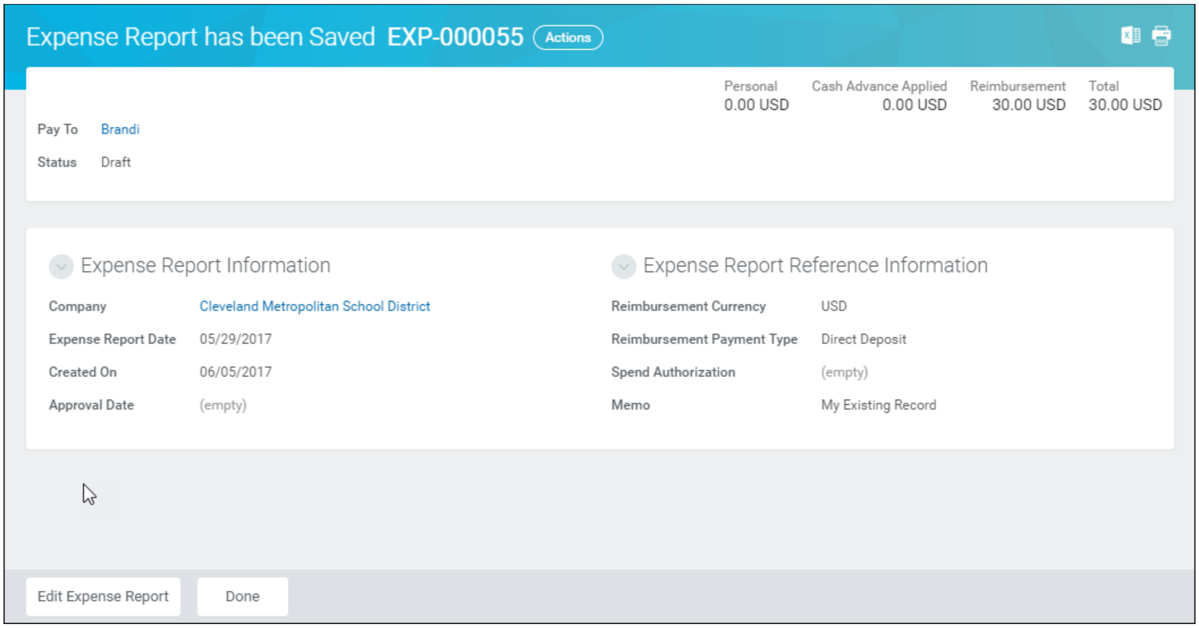
13. Click **Select Files** from the *Attachments from File* section.
14. Navigate to and select the required receipt image, and click **Open** to upload the attachment to the expense line item.
15. Select the **Receipt Included** checkbox.
16. Return to Step 11 to make your next decision.

You have submitted



17. Review the displayed information.
18. Click **Done** to exit the screen, and proceed to the **Results** section of this document.

Expense Report has been Saved



19. The system confirms the Expense Report has been saved.
    Note: If you need to edit the Expense Report at this time, click **Edit Expense** Report, otherwise click **Done**.

Result:

You have successfully created an Expense Report by copying a previous Expense Report.

Note: For additional information on this Expense Report, click to the left of **Details and Process** and review the available details, prior to clicking **Done**.