

07_Create Expense Report – From Spend Authorization (SA)

- Purpose:** The purpose of this task is to create an Expense Report from a Spend Authorization.
- 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 from an approved Spend Authorization.

Create Expense Report

Create Expense Report

Use this task to enter an expense report into the system. Please determine if you would like to create a new expense report or copy from an existing expense report.

Expense Report Information

Expense Report For * Employee: Brandi

Creation Options

Create New Expense Report

Copy Previous Expense Report

Create New Expense Report from Spend Authorization

Company *

Expense Report Date *

Fund *

Cost Center *

Function *

Program *

Additional Worktags

Instructions

CMUSD requires receipt(s) for ALL types of expenses. Please attach all receipts to your expense report. For all travel expenses that include airfare, hotel, ground transportation and meals per diem, a spend authorization is required for this type of expense report. Please visit www.clevelandmetroschools.org/Page/214 for travel reimbursement information. For all non-travel related expenses, the maximum allowed amount for reimbursement is \$250 with receipt(s).

OK
Cancel

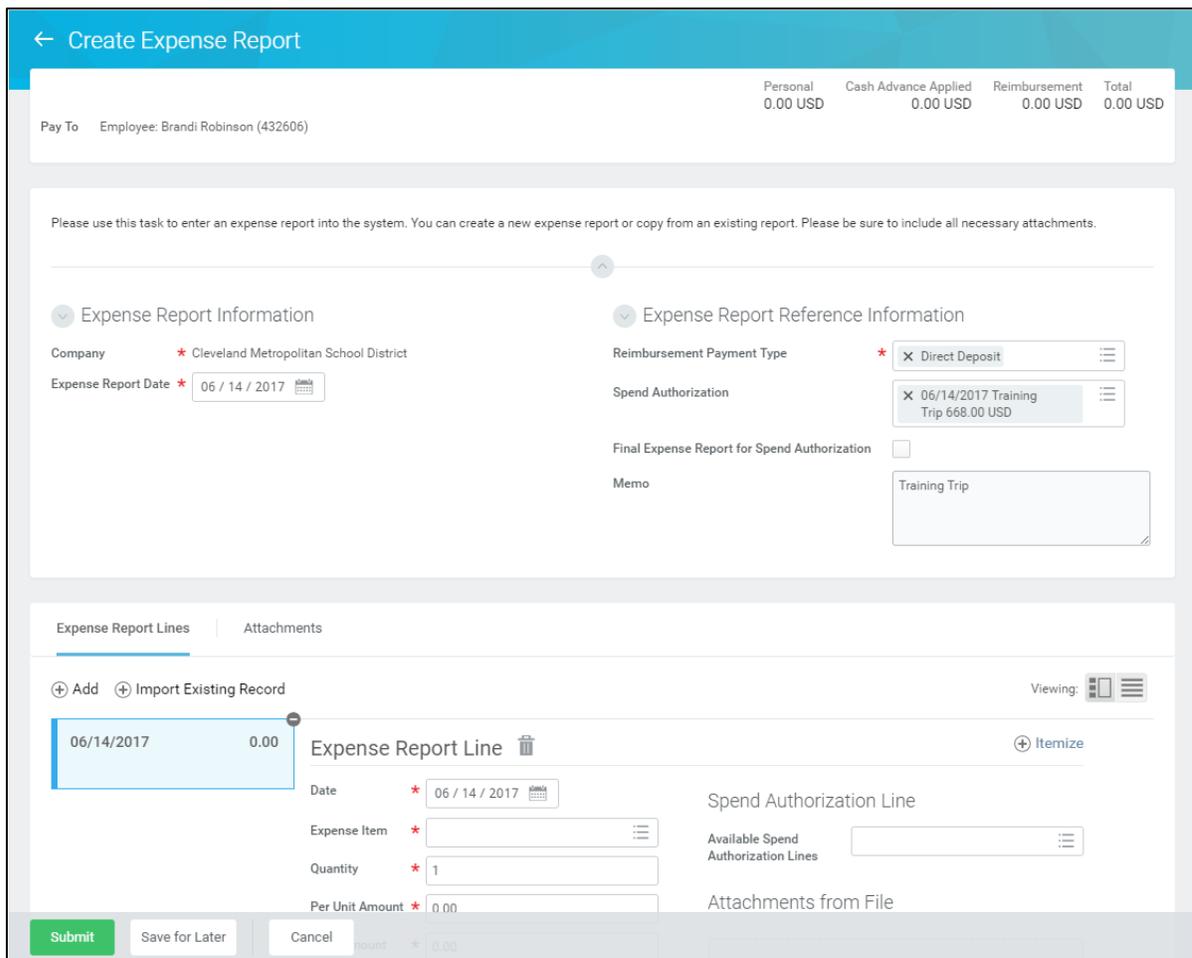
1. Select the **Create New Expense Report from Spend Authorization** radio button.
2. Search for the required Spend Authorization in the field to the right or below the **Create New Expense Report from Spend Authorization** radio button.
3. As required, complete/update the following fields:

| Field Name | Required / Optional | Description |
|----------------------------|---------------------|--|
| Expense Report For | Required | Identifies the employee initiating the report. |
| Company | Required | This is always CMUSD. |
| 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. |
| 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  .

Create Expense Report – Add Line Items



5. As required, review and/or 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 report. |

| Field Name | Required / Optional | Description |
|-----------------------------------|----------------------|--|
| Reimbursement Payment Type | <u>Do Not Change</u> | Identifies the payment type for reimbursement. Note: Payment elections for employees must be in place to receive payments for expense against a Spend authorization. |
| Spend Authorization | Optional | Identifies the Spend Authorization for the Expense Report. |
| Memo | Optional | Enter any notes of comments about the expense report. Note: Any memos entered in the Spend Authorization will carry over to the Expense Report. |

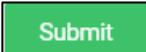
6. As required, select the **Final Expense Report for Spend Authorization** checkbox, if this is the last Expense Report being created for the Spend Authorization.
7. Scroll down to the *Expense Report Lines* section.
8. As required, review, update, and/or complete the following fields:

| 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. Note: If you are selecting Meals Per Diem , you will need to have a separate line for each day you are claiming per diem. |
| Available Spend Authorization Lines | Required | Identifies the Spend Authorization line item that the expense line item links to. |
| Quantity | Required | Identifies how many items or services. |
| Per Unit Amount | Required | Identifies the dollar amount for each item or service. Note: Certain Expense Items, like Per Diem, have a predetermined Per Unit Amount defined and it cannot be changed. |
| Total Amount | <u>Do Not Change</u> | 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. |

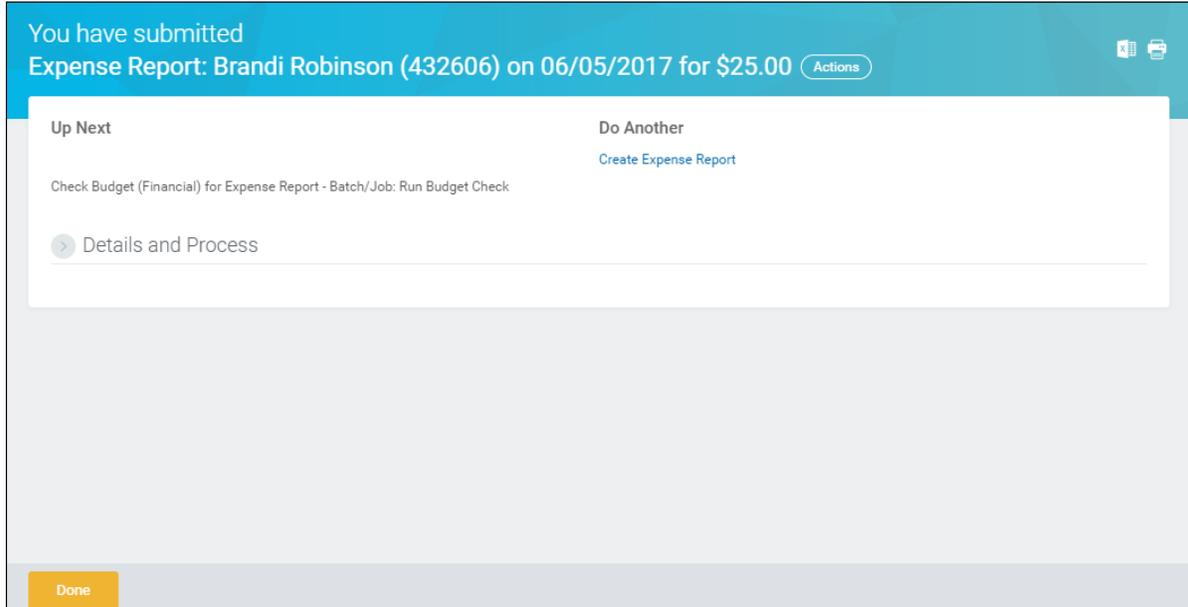
| Field Name | Required / Optional | Description |
|----------------------------|---------------------|---|
| Function | Required | Identifies which function will pay for the expense. |
| Program | Required | Identifies which program will pay for the expense. |
| Additional Worktags | Optional | Used 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.

9. Click **Select Files** from the *Attachments from File* section.
10. Navigate to and select the required receipt image, and click **Open** to upload the attachment to the expense line item.
11. Select the **Receipt Included** checkbox.
12. Complete one or more of the following:

| If you want to... | Then... | Go To |
|---|---|-------------------------|
| Add new expense line item, | Click  . | Step 8 |
| 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  . | Step 13 |
| Save the Expense Report for later processing, | Click  . | Step 15 |
| Cancel the Expense Report, | Click  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. | – |

You have submitted

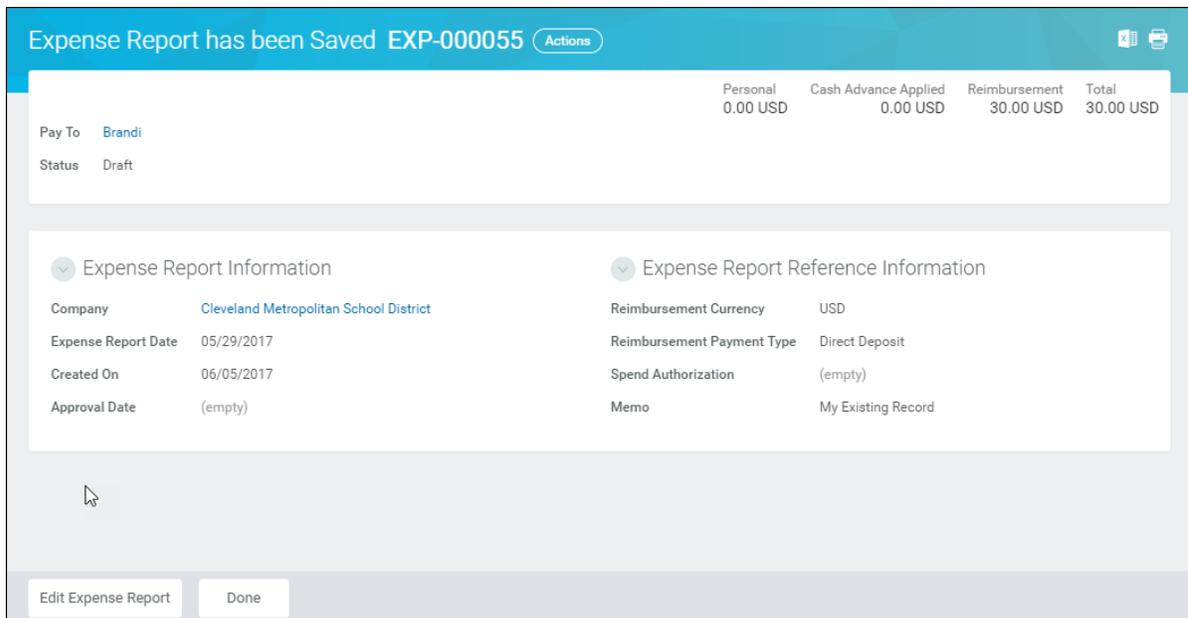


This screenshot shows a confirmation screen for a submitted expense report. The header is blue and contains the text 'You have submitted Expense Report: Brandi Robinson (432606) on 06/05/2017 for \$25.00' along with an 'Actions' button and icons for help and print. Below the header is a white box with two columns of options: 'Up Next' (Check Budget (Financial) for Expense Report - Batch/Job: Run Budget Check) and 'Do Another' (Create Expense Report). A 'Details and Process' link with a right-pointing arrow is also visible. At the bottom left of the screen is a yellow 'Done' button.

13. Review the displayed information.

14. Click **Done** to exit the screen, and proceed to the **Results** section of this document.

Expense Report has been Saved



This screenshot shows the 'Expense Report has been Saved' confirmation screen. The header is blue and displays 'Expense Report has been Saved EXP-000055' with an 'Actions' button and help/print icons. Below the header is a summary table:

| | Personal | Cash Advance Applied | Reimbursement | Total |
|--|----------|----------------------|---------------|-----------|
| | 0.00 USD | 0.00 USD | 30.00 USD | 30.00 USD |

Below the table, the 'Pay To' is 'Brandi' and the 'Status' is 'Draft'. The main content area is divided into two sections: 'Expense Report Information' and 'Expense Report Reference Information'. The 'Expense Report Information' section includes: Company (Cleveland Metropolitan School District), Expense Report Date (05/29/2017), Created On (06/05/2017), and Approval Date (empty). The 'Expense Report Reference Information' section includes: Reimbursement Currency (USD), Reimbursement Payment Type (Direct Deposit), Spend Authorization (empty), and Memo (My Existing Record). At the bottom of the screen are two buttons: 'Edit Expense Report' and 'Done'.

15. 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 from an Approved Spend Authorization.

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**.