09_Display or Change Expense Report

Purpose: The purpose of this task is to view or edit and existing Expense Report for expenses.

How to Access: Open the **Expenses** worklet, click **Expense Reports** from the *View* section to search for Expense Reports you created.

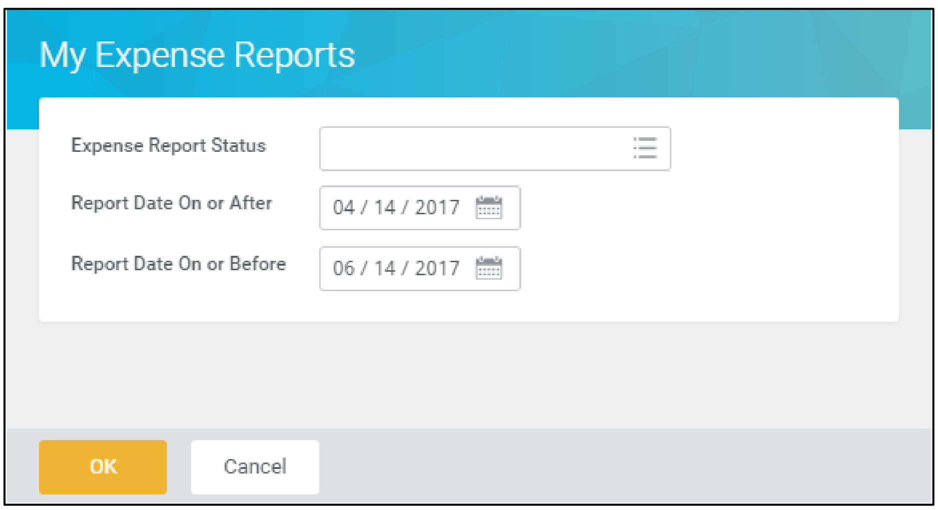
Audience: All employees

Helpful Hints:

- Expense Reports with a **Draft** status can be edited.
- It is necessary to Change Submitted or Approved Expense Reports.
- 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 **Display** and/or **Change Expense Reports**.

My Expense Reports



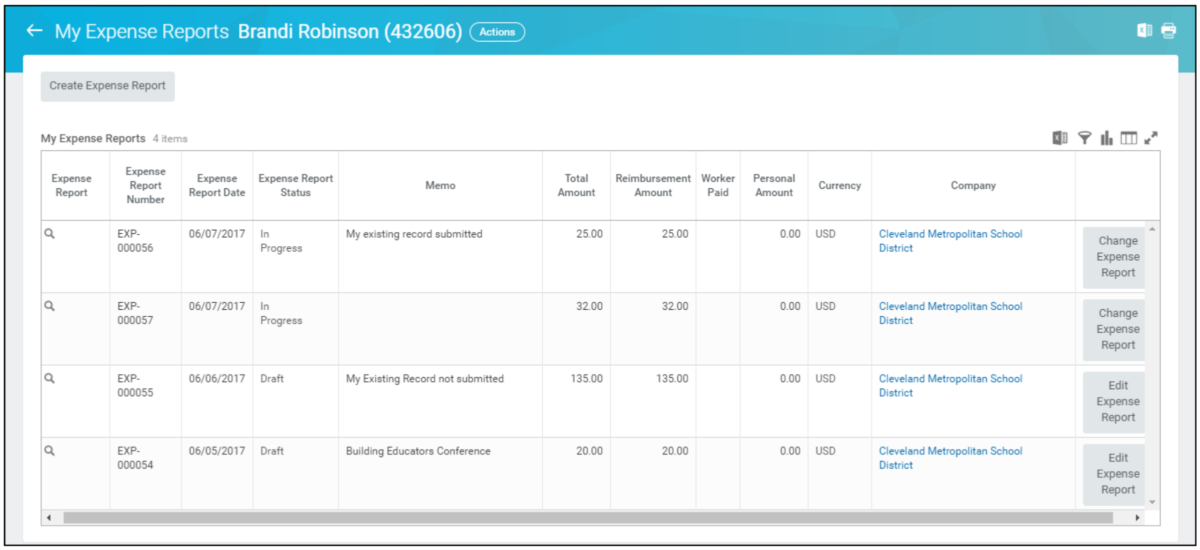
1. As required, complete and/or update the following fields:
   Note: None of the following fields are required, but it is required to enter at least one Search Field.

Field Name	Required / Optional	Description
Expense Report Status	Optional	Identified the expense report to display or change. ***Note:*** Select from status Approved, Canceled, Draft or In Progress to narrow search. If field is left blank, all statuses within date range are displayed.

Field Name	Required / Optional	Description
Report Date On or After	Optional	Identifies the start of the search date range.
Report Date On or Before	Optional	Identifies the end of the search date range.

2. Click OK to view Expense Reports matching the search criteria.

Display and/ or Change Expense Report- initial


My Expense Reports Brandi Robinson (432606) Actions

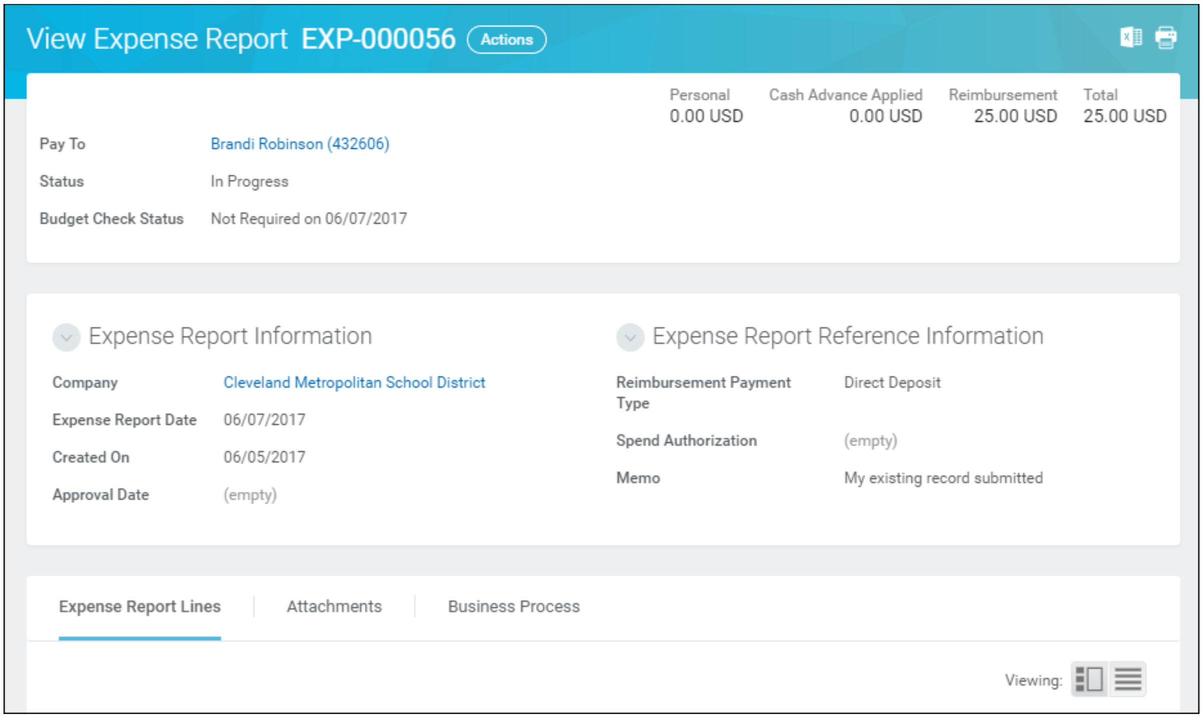
Create Expense Report

My Expense Reports 4 items

Expense Report	Expense Report Number	Expense Report Date	Expense Report Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Personal Amount	Currency	Company	
	EXP-000056	06/07/2017	In Progress	My existing record submitted	25.00	25.00		0.00	USD	Cleveland Metropolitan School District	Change Expense Report
	EXP-000057	06/07/2017	In Progress		32.00	32.00		0.00	USD	Cleveland Metropolitan School District	Change Expense Report
	EXP-000055	06/06/2017	Draft	My Existing Record not submitted	135.00	135.00		0.00	USD	Cleveland Metropolitan School District	Edit Expense Report
	EXP-000054	06/05/2017	Draft	Building Educators Conference	20.00	20.00		0.00	USD	Cleveland Metropolitan School District	Edit Expense Report

3. Click to the left of the required Expense Report number to display it.

View Expense Report



Note: The system displays the Spend Authorization in **View** mode, and no changes can be made on this screen.

4. As required, review the following fields:

Field Name	Required / Optional	Description
Total	Required	Identifies the total amount of the Expense Report.
Status	Required	Identifies the current status of the Expense Report.
Expense Report Date	Required	Identifies the date for the Expense Report.
Create On	Required	Identifies the date the Expense Report was created.
Approval Date	Optional	Displays the date the Expense Report was approved.
Spend Authorization	Optional	Only displays when an Expense report has been created for the Expense Report.
Final Expense Report for Spend Authorization	Optional	Indicates if this is the last expense report for the Spend Authorization, or not.
Memo	Optional	Displays any notes entered in the Expense Report or Spend Authorization.

5. Scroll down to the Expense Report Line items.

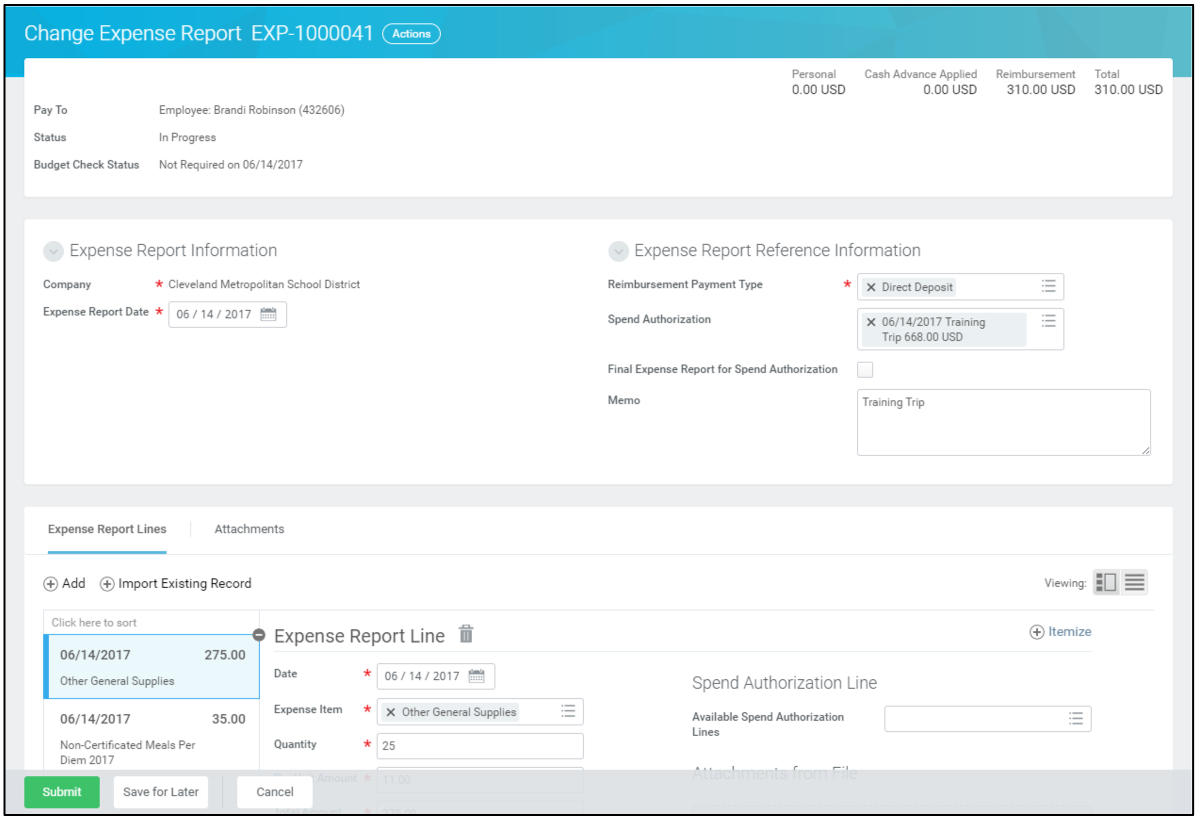
6. As required, review the following fields for each line item included in the Expense Report:
Note: It will be necessary to click on each line item to review the following fields.

Field Name	Required / Optional	Description
Date	Required	Identifies the date for the expense line item.
Expense Item	Required	Indicates the type of expense.
Quantity	Required	Identifies how many items.
Per Unit Amount	Required	Identifies the dollar amount for each item.
Total Amount	Required	Identifies the total cost for the line item.
Memo	Optional	Use to provide additional information to those processing the Expense Report.
Fund	Required	Identifies the fund to pay for the line item.
Cost Center	Required	Identifies the location/department to pay for the line item.
Function	Required	Identifies the function to pay for the line item.
Program	Required	Identifies the program to pay for the line item.
Additional Worktags	Optional	Used when the Expense Report line item is being paid by a Grant, Gifts, or Projects

7. As required, complete one of the following:

If you want to…	Then…	Go To
Modify the existing Expense Report,	Click Actions to the right of the Expense Report number, select **Expense Report**, and click **Change** or **Edit**. ***Note:*** You will only see the option to Edit, if the Expense Report has not submitted.	Step 8
Exit this task,	Click workday to return to your *Workday Home* screen.	–

Edit / Change Expense Report



Note: The only difference between the Edit and Change screens is the Process History tab, which is only available on the *Change* screen.

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

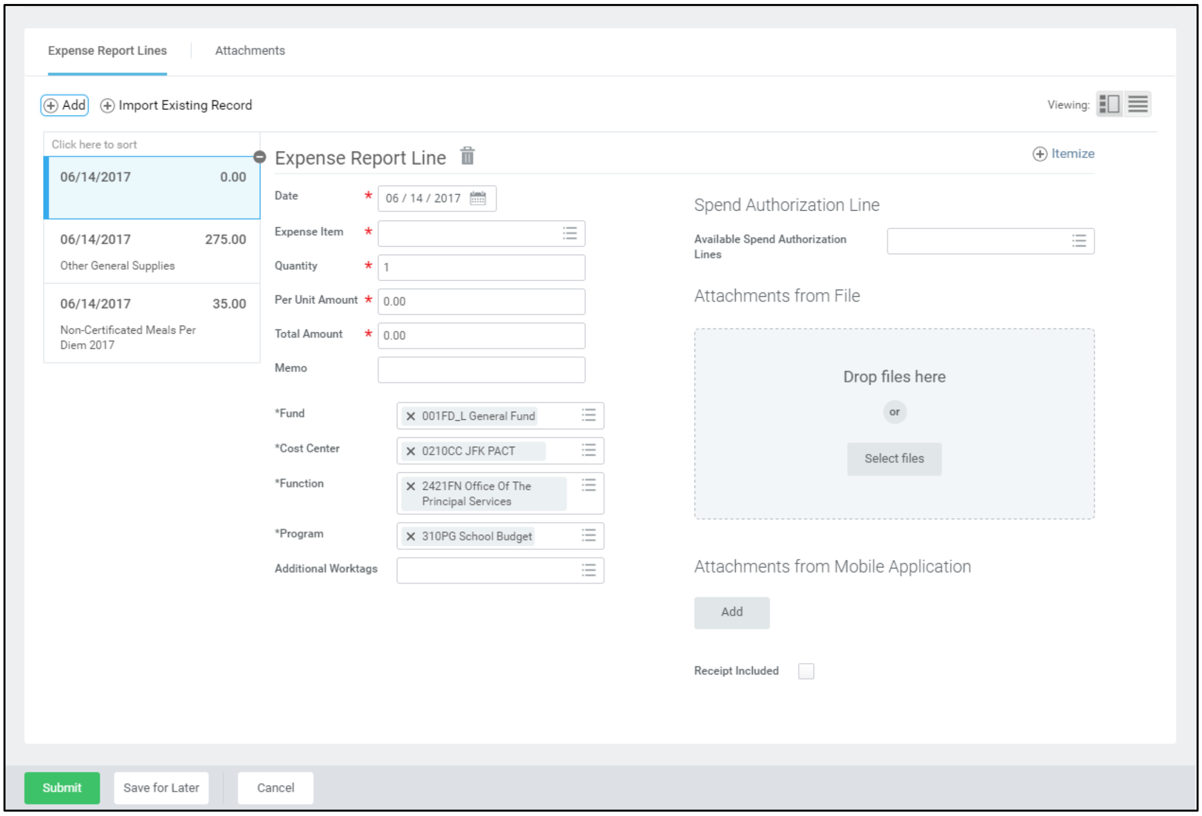
Field Name	Required / Optional	Description
Company	Required	This is always CMSD.
Expense Report Date	Required	Identifies the date of the expense report.
Reimbursement Payment Type	Required	Identifies the payment type for reimbursement. ***Note:*** Payment elections for employees must be in place to receive payments for expense against an Expense Report. This field is always direct deposit.
Spend Authorization	Optional	Identifies the purpose for the Expense Report.
Final Expense Report for Spend Authorization	Optional	Identifies the currency type.

Field Name	Required / Optional	Description
Memo	Optional	Identifies the payment type for reimbursement. ***Note:*** Payment elections for employees must be in place to receive payments for expense against an Expense Report. This field is always direct deposit.

9. As required, complete one or more of the following:

If you want to…	Then…	Go To
Add an Expense Report Line,	Click the Add .	Step 10
Modify and Existing Expense Report line item,	Select the required Expense line.	Step 15
Remove an existing line item,	Click in the top right corner of the required line item.	–
Cancel the Expense Report change,	Click Cancel . ***Note:*** If canceling before Saving for Later, the Expense Report is deleted. If canceling after Saving for Later, only the submission is canceled.	–
Save the Expense Report, to finish processing later,	Click Save for Later and,	Step 20
Finish processing the Expense Report,	Click Submit and,	Step 22

Change Expense Report – Add Line



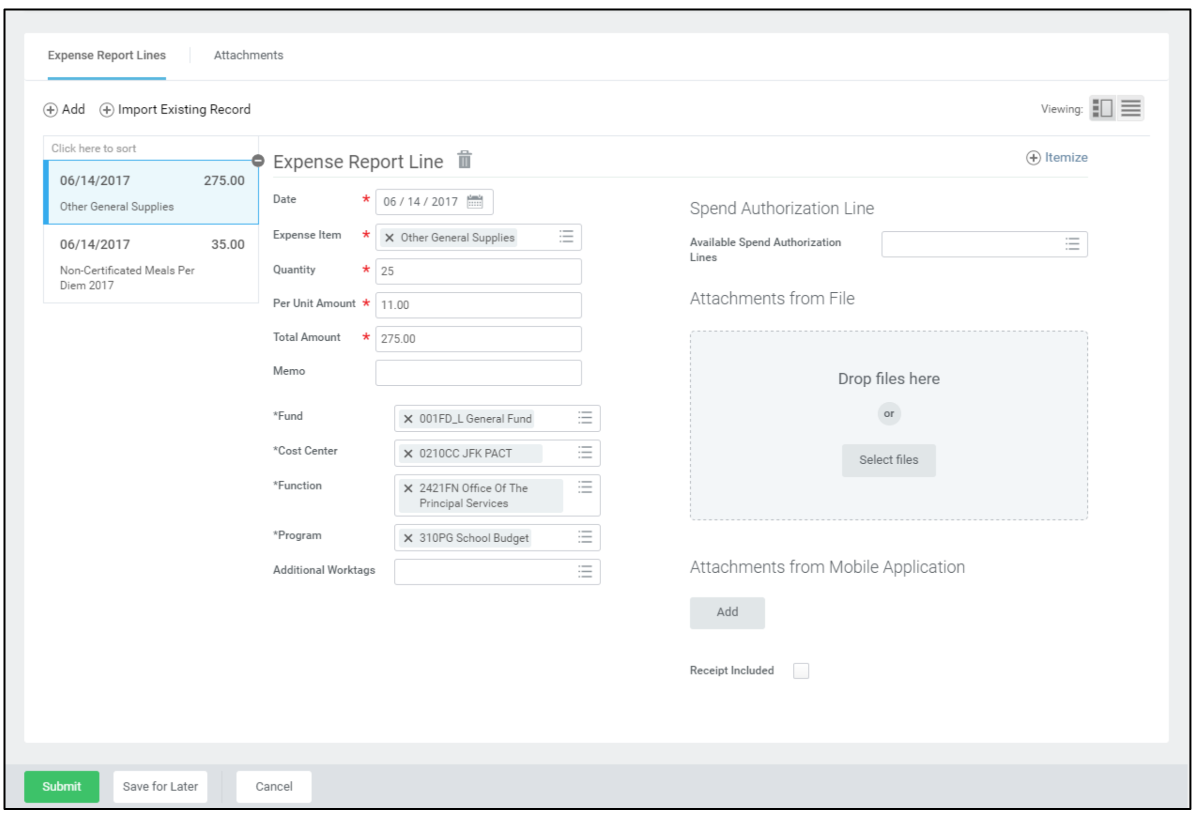
10. As required, review, update, and/or complete the following fields:

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	Required	Identifies the total cost based on the quantity and per unit amount.
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.

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.
Available Spend Authorization Lines	Optional	Identifies the Spend Authorization line item to link to the Expense line. ***Note:*** Only available when Create Expense Report from Spend Authorization is selected in the Expense Report information section.

11. Click **Select Files** from the *Attachments from File* section.
12. Navigate to and select the required receipt image, and click **Open** to upload the attachment to the expense line item.
13. As required, select the **Receipt Included** checkbox.
14. Return to Step 9 to make your next decision.

Change Expense Report – Line



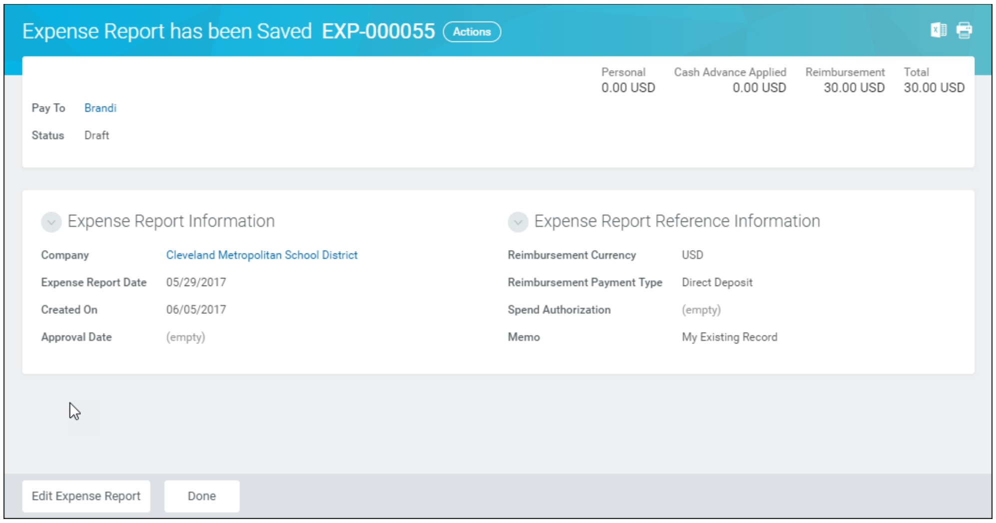
15. As required, review, update, and/or complete the following fields:

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	Required	Identifies the total cost based on the quantity and per unit amount.
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.
Available Spend Authorization Lines	Optional	Identifies the Spend Authorization line item to link to the Expense line. ***Note:*** Only available when Create Expense Report from Spend Authorization is selected in the Expense Report information section.

16. Click **Select Files** from the *Attachments from File* section to add a new attachment.
17. Navigate to and select the required receipt image, and click **Open** to upload the attachment to the expense line item.

    Note: To delete an existing attachment, click .
18. As required, select the **Receipt Included** checkbox.
19. Return to Step 9 to make your next decision.

Expense Report has been Saved

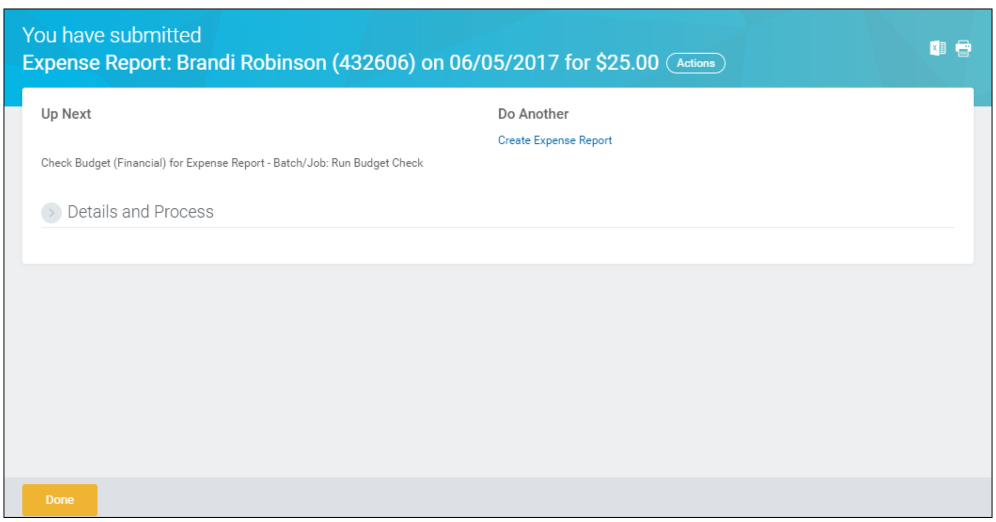


20. Review the displayed information.

Note: To continue modifying the Expense Report, click **Edit Expense Report** and return to Step 9.

21. Click Done to exit this task, and go to the **Results** section in this document.

You have submitted



22. Review the displayed information.
23. Click **Done** to exit the screen.

Result:

You have successfully created a displayed or changed an 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**.