**Job Aid | Workday for Core Users: Finance**

# Create an Expense Report (Non-Travel)

An expense report is required to reconcile non-travel PCard transactions and/or reimburse non-travel expenses.

If you are reconciling travel PCard transactions or reimbursing for travel business expenses, see Create Expense Report (Travel) (https://admin.resources.osu.edu/er-create-an-expense-report-travel) .

⚠️ Refer to the Expenditure Policy (https://busfin.osu.edu/sites/default/files/411_expenditures.pdf) and/or PCard Policy (https://busfin.osu.edu/sites/default/files/223_purchasingcard.pdf) for rules and restrictions.
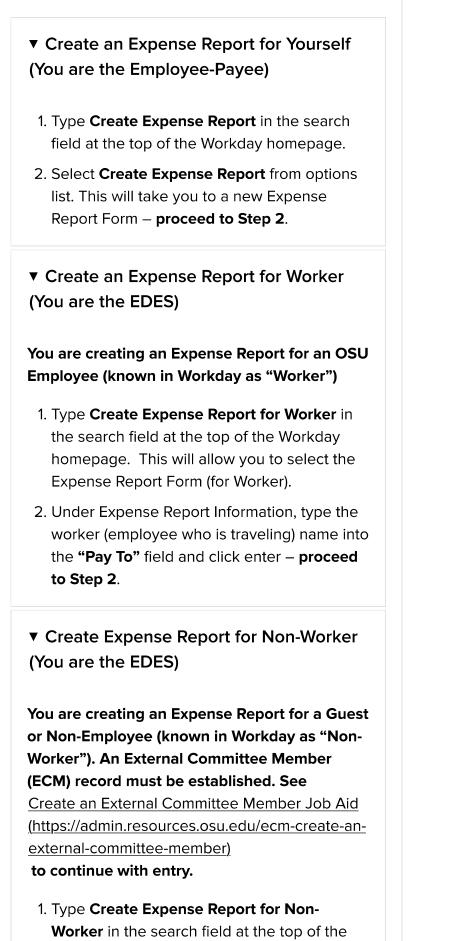
⚠️ Before starting an Expense Report, be sure you have all receipts and required support documentation scanned and ready to upload into the Expense Report.

To create an Expense Report, follow steps below through submission:

▼ **Step 1: Access Expense Report Form**

Workday offers three access options for creating an Expense Report.  Make a selection below to navigate to the appropriate Expense Report Form in Workday (https://workday.osu.edu/).  Follow the prompts thoroughly for the option you select in order

to proceed to Step 2.

### ▼ Create an Expense Report for Yourself (You are the Employee-Payee)

1. Type **Create Expense Report** in the search field at the top of the Workday homepage.

2. Select **Create Expense Report** from options list. This will take you to a new Expense Report Form – **proceed to Step 2**.

### ▼ Create an Expense Report for Worker (You are the EDES)

**You are creating an Expense Report for an OSU Employee (known in Workday as "Worker")**

1. Type **Create Expense Report for Worker** in the search field at the top of the Workday homepage.  This will allow you to select the Expense Report Form (for Worker).

2. Under Expense Report Information, type the worker (employee who is traveling) name into the **"Pay To"** field and click enter – **proceed to Step 2**.

### ▼ Create Expense Report for Non-Worker (You are the EDES)

**You are creating an Expense Report for a Guest or Non-Employee (known in Workday as "Non-Worker"). An External Committee Member (ECM) record must be established. See** Create an External Committee Member Job Aid (https://admin.resources.osu.edu/ecm-create-an-external-committee-member) **to continue with entry.**

1. Type **Create Expense Report for Non-Worker** in the search field at the top of the Workday homepage. This will allow you to select the Expense Report Form (for Non-

Worker).

2. Click on the List Icon for **Payee Type** and select **External Committee Member**.

3. The Payee Type selection will trigger a new field to populate.  Enter the non-worker (ECM) name into the **"Pay To"** field (matching the pre-established ECM) and click enter – **proceed to Step 2.**

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## ▼ Step 2: Complete Expense Report Header

**Expense Report Information & Details:**  This section captures the summary details of business expenses.

Complete all fields as prompted.

- **Creation Options –** Keep the default selection **"Create New Expense Report".**



- **Memo** – Enter a note relative to the specific expense report

- **Company** This field auto populates with the company associated with the primary assignment of the individual entering the Expense Report. This can be changed if necessary.

- **Expense Report Date** - This field will auto populate with today's date.

- **Business Purpose** – Select the **Non-Travel** radio button.

- **Worktags** – Do not make any changes to the default **worktags** on the header.  You will have an opportunity to edit the worktags in the expense lines section.

- **Credit Card Transactions -** Select any non-travel credit card (PCard) transaction(s) to include with this expense report by clicking the checkbox in the **Include** column.

- Click **OK**

**Proceed to Step 3 – Add Expense Report Lines.**

▼ Step 3: Add Expense Report Lines

**Lines:** This section captures the actual expense line(s) that make up the Expense Report. If you selected a credit card (PCard) transaction in the previous step, it will appear as an expense line and some fields will be pre-populated from the credit card file. These amounts will show under the "Company Paid" total at the top of the Expense Report. Additional entry (e.g., expense item type and worktags) and receipt documentation is required for the credit card (PCard) transaction line.

> ⚠️ To reconcile a credit card (PCard) expense, an expense report is entered, thus moving a credit card (PCard) transaction from the generic/holding worktag to the approved funding worktag. The goal is to expense these transactions within 7 business days from load date in Workday.

For reimbursement expenses (non-travel), you will need to manually add expense lines to the Expense Report. These amounts will show under the "Reimbursement" total at the top of the Expense Report.

# Add Lines:

- Click the **Add** button to activate line entry.
  - Add a new line for each expense and complete all fields as prompted.

# Detailed Entry Information:

**DATE:** Enter the date of the expense.

**EXPENSE ITEM:** Enter or select an **Expense Item**.

| ▶ Additional Guidance |
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**QUANTITY | PER UNIT AMOUNT | TOTAL AMOUNT:**  Enter the quantity and per unit amount as prompted by the Expense Item selection.

| ▶ Additional Guidance |
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**MEMO:**  Enter a note relative to the specific expense line (e.g., Membership dues for 2021).

**WORKTAGS:**  The Cost Center and related worktags will default from the initiator's primary assignment (except for a non-worker). Make sure the correct cost center and associated worktags are being used.

| ▶ Additional Guidance |
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**ITEM DETAILS:**  The Expense Item selection will trigger the display of Item Details fields.   Review the instructional text for important information.  All fields must be completed as prompted for successful submission.

**ITEMIZATION:** You are not required to itemize each expense unless required by policy.  For example: alcohol procured during a business meal must be expensed to a discretionary fund.

**RECEIPT:** Upload the receipt that corresponds to the expense.  Drag, drop or select attachment(s) for upload.

- Use the Comment box to name your attachment for easier identification and selection.

**Proceed to Step 4 – Add Attachments.  If no attachments, proceed to Step 5.**

## ▼ Step 4: Add Attachments

This section allows attachments that further support the justification (business purpose), expense lines and/or other details that will assist the approver in determining the full business scope and costs for approval.

> ⚠️ **IMPORTANT:** Review attachments to ensure personal or secure data is not visible (e.g., social security # or credit card #). Redact secure content before upload.

- Navigate to the Attachments section, just below the Pay To information at the top.

- Drag, drop or select attachment(s) for upload.
  - Use the Comment box to name your attachment for easier identification and selection.

**Proceed to Step 5 – Save or Submit for approval.**

## ▼ Step 5: Save or Submit for Approval

Upon completion of the previous steps, you may **Save for Later** or **Submit**.

**Save for Later** will save content in a "Draft" status until you return to edit or submit. Even if this button is not clicked, the system will automatically save the Expense Report.

- The Expense Report # will be assigned (e.g., ER-0000000001)

- After Saving and while in "Draft" status, you can make edits to the content of the Expense Report (see Edit or Change Expense Report Job Aid (https://admin.resources.osu.edu/er-edit-or-change-expense-report) ).

**Comments:** You may enter any notes or messages regarding this expense report.

**Submit** will route the Expense Report into the business process flow pending the approval by the applicable approvers based on your assignment and the worktags entered.

- At submission, you may receive alerts (reminder notifications only) or error indicators (prompts that prevent submission until additional action or correction).

- If the Expense Report was not submitted by the payee, the Expense Report will route to the employee for final approval thus completing the certification procedure per policy.

*Last modified:* *Oct 20, 2021*