

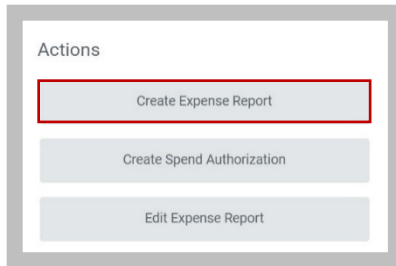
## CREATE AN EXPENSE REPORT

**Expense Reports** are submitted so you can be reimbursed for business-related costs, such as airfare or hotel expenses. Employees with a University credit card will reconcile their transactions using an expense report.

1. Click the **Expenses** worklet



2. Select **Create Expense Report** under **Actions**.



Note: You can also type **Create Expense Report** in the Search field at the top of the screen and select **Create Expense Report** from the task results.

3. The **Create Expense Report** window opens. Select **Create New Expense Report**.
4. You will need to complete all fields marked with a red asterisk. Under **Expense Report Information** you will need to complete:
  - **Memo:** (Required) Enter your detailed business purpose, remember to answer the questions, Who, What, When, Where, and Why.
  - **Company:** This field defaults to your WFU company.

- **Expense Report Date:** This field defaults with the date you begin the expense report. Select the appropriate date for the expense report.
- **Business Purpose:** (Required) Select the category of the detailed business purpose you enter in the **Memo** field. For example if you are creating an expense report to reconcile your expenses after attending a conference, you would select *Conference Travel Expenses*. Click in the field and begin typing the name of the **Business Purpose**, select the field you would like to add.
- **Cost Center:** (Required) Identifies which cost center will pay for the item or service. This field defaults in with the users **Cost Center**.

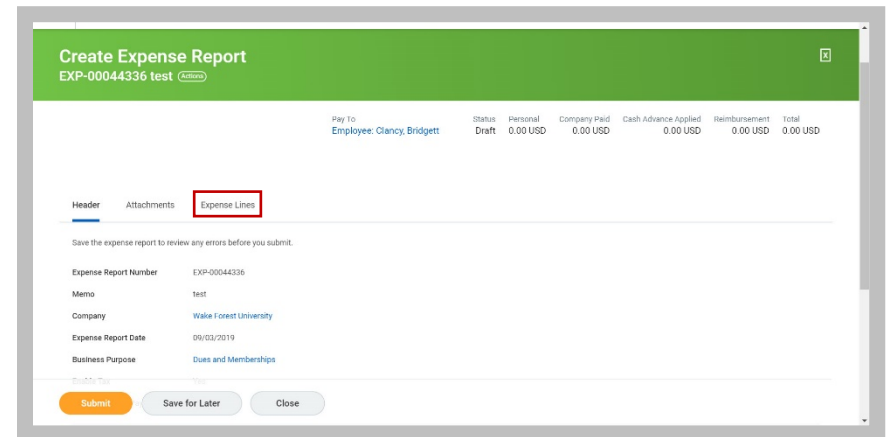
- **Division:** (Required) Identifies the cost center that will pay for the item or service. This field defaults in with the users **Division**.
- **Expenditure Treatment:** This field will be required if a travel expense type is selected. Select the field and indicate if your travel was International or Domestic.
- **Additional Worktags:** Identifies which Fund and Program the expense is being charged to. If you are not adding a specific Fund or Detail, this field defaults in with the worktags associated to the user.
- **Enable Tax:** Please check this box. It will be needed if you are submitting PCard reimbursement items. If the reimbursement item is not a PCard expense it will not impact the item, therefore it is alright to keep this box checked.

5. Click OK

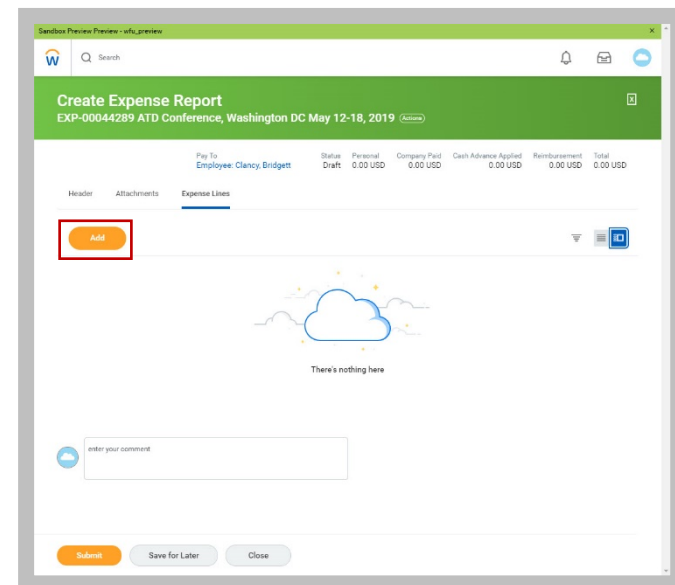


Note: If you wish to pay for the expense from a Fund, Grant, Gift, etc. please click the 'x' by the words in the Cost Center, Division and Additional Worktags field to delete the fields and enter the Fund, Grant, Gift, etc. in the Additional Worktag field. Once you enter that information into the field Division and Cost Center will populate with the correct information.

6. The Create Expense Report window displays at the Header tab. Select the **Expense Lines** tab to begin adding transaction on the expense report.



7. Select the **Add** button and complete the required fields:



- **Cost Center:** (Required) Identifies which cost center will pay for the item or service. This field defaults in with the users
- **Division:** (Required) Identifies the cost center that will pay for the item or service. This field defaults in with the users **Division**.
- **Expenditure Treatment:** This field will be required if a travel expense type is selected.
- **Additional Worktags:** Identifies expense from a Fund, Grant, Gift, etc. This field defaults in with the worktags associated to the user. **Please see Note on page 2.**
- **Item Details:** This section of the window dynamically changes based on the Expense Item type you select. Please complete the required fields marked with an asterisk.

- **Date:** (Required) Defaults with the date you are creating the report.
- **Expense Item:** (Required) is the category for the expense. Click in the field and begin typing the name of the **Expense Item**.
- **Total Amount:** (Required/Optional based on Expense Item) you may be required to enter an amount in this field or it will be a system calculated field that you will not need to edit.
- **Memo:** (Required if you are creating a monthly/mixed reimbursement Expense Report) Provides additional information for those processing the expense report.

8. Add any attachments, as needed. Attachments are required based on the expense type. Receipts are attached on the expense line item. An example of documents that you could attach under the Attachments tab is a .PDF of a map for mileage reimbursement, etc.

## SPLITTING YOUR EXPENSES

You may need to split your expenses between funding sources. Clicking the **Add** button will allow you to split based on the amount. If you are not splitting your expense, go to step 11.

From the Expense Lines tab within an expense report:

9. Click the **Add** button. Itemization fields display based on the expense type. Complete the required fields.
10. Select the **Add** button and complete the required fields. The split expense must equal the total of your expense or the total item amount.

11. Click **Done** 



12. Click **Submit** 

## VIEW AN EXISTING EXPENSE REPORT

From the Expenses worklet:

1. Click the **Expense Reports** button under View. You have the option of filtering expense reports by status or date.
2. You could also click the date of the expense report you want to view in the Recent section.

