
HOW TO PROCESS EXPENSE CARD CREDIT **WORKDAY JOB AID**

This job aid will assist in processing credits issued to your Ecard



FLORIDA POLYTECHNIC
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2020

HOW TO PROCESS EXPENSE CARD CREDIT

WORKDAY JOB AID

STEP-BY-STEP GUIDE ON PROCESSING CREDITS ISSUED TO YOUR ECARD

Purpose

To provide users with step-by-step instructions on how to process credits/refunds made to your Ecard in various scenarios.

The How To:

Section A:

Steps to perform if neither the original charge for the purchase nor the credit have yet been processed on an expense report.

Section B:

Steps to perform if an expense report in 'draft' or 'in progress' exists for the original charge and you want to pull the corresponding credit into the expense report

Section C:

Steps to perform if the original charge for the purchase has already been processed on an expense report and the credit still needs to be processed.

Section A:

Perform the following steps if neither the original charge for the purchase nor the credit have yet been processed on an expense report.

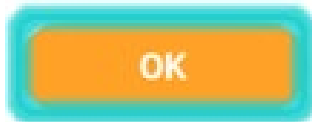
Step 1

Go to **"Create Expense Report"** and select the items you wish to process from the list of your Ecard transactions (see job aid **"How to Complete an Expense Report"** for additional steps):

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account
<input checked="" type="checkbox"/>	Q	04/14/2020		MAKESTICKERS.COM	MAKESTICKERS.COM	(40.04)	USD	BOA Expense Card
<input checked="" type="checkbox"/>	Q	04/14/2020		MAKESTICKERS.COM	MAKESTICKERS.COM	127.47	USD	BOA Expense Card

Step 2

Click **"OK"**:



Step 3

The charge and credit will now be pulled into the expense report for completion (see job aid **"How to Complete an Expense Report"** for additional steps):

Header

Attachments

Expense Lines

Add

2 items

Sort By: ▾

Tue, Apr 14

Educational /Office Supplies charge127.47 USD

Educational /Office Supplies credit(40.04) USD

Expense Line

Credit Card Transaction04/14/2020 MAKESTICKERS.COM 127.47 USD

Charge DescriptionMAKESTICKERS.COM

Date★ 04/14/2020

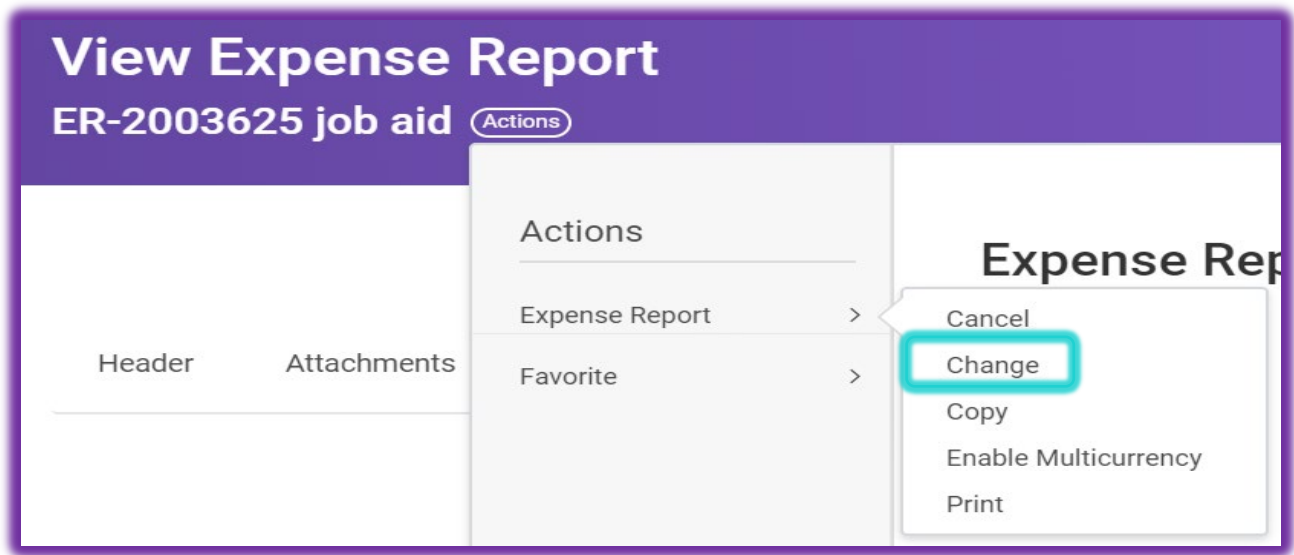
Expense Item★ × Educational /Office Supplies

Section B:

Perform the following steps if an expense report in 'draft' or 'in progress' exists for the original charge and you want to pull the corresponding credit into the expense report

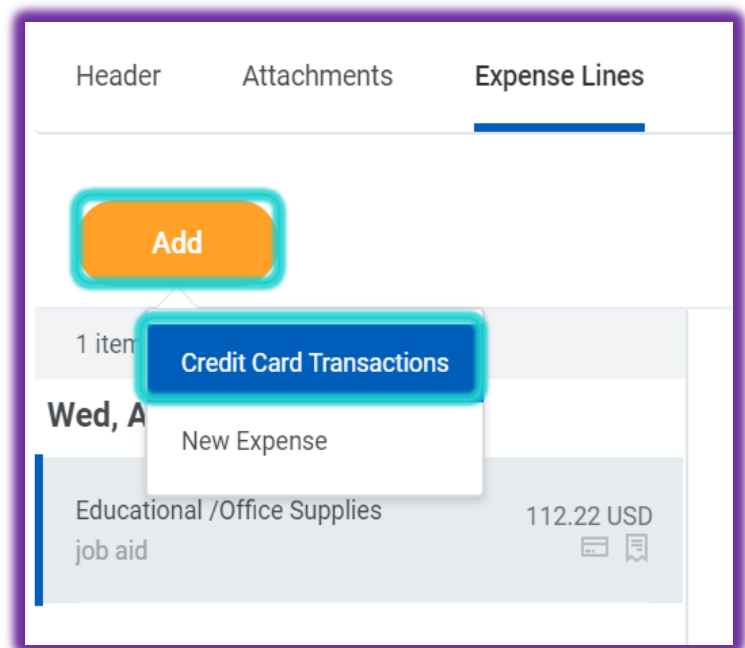
Step 1

Locate the expense report you started and **edit** or **change** it to be able to pull in the credit:



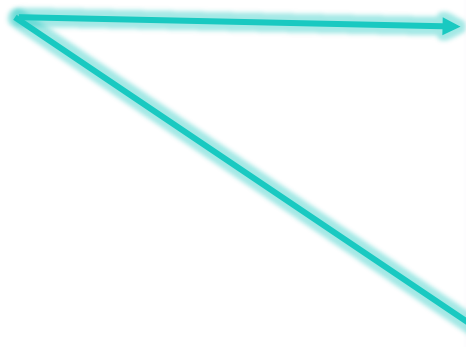
Step 2

Click "**Add**" and then "**Credit Card Transactions**":



Step 3

Select the credit to pull into the expense report and click "**OK**":



Add Credit Card Transactions

Credit Card Transactions

☒ 04/29/2020 LOWES #02531*
(7.35) USD

OK

Cancel

Step 4

The credit has now been added to the expense report and once completed; the expense report can be **submitted**:

Change Expense Report

ER-2003625 job aid Actions

Header

Attachments

Expense Lines

Add

2 items

Sort By: ▾

Wed, Apr 29

Educational /Office Supplies
job aid

(7.35) USD

Educational /Office Supplies
job aid

112.22 USD

Submit

Save for Later

Close

Pay
Emp

Expense

Credit Card

Charge Des

Date

Expense It

Total Amou

Section C:

Perform the following steps if the original charge for the purchase has already been processed on an expense report and the credit still needs to be processed.

Step 1

In the event that the charge has already been processed on an expense report that has been settled and can no longer be edited, but you have a credit associated with the charge to process, go to “**Create Expense Report**” and select the item you wish to process from the list of your Ecard transactions and click “**OK**”:

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account
<input checked="" type="checkbox"/>	Q	04/27/2020		UNITED 0167442830591	UNITED 0167442830591	(418.80)	USD	BOA Expense Card

Step 2

Complete the expense line details, being sure to reference the *expense report number* containing the original charge for the purchase in the **memo** under the **Header tab**:

Header	Attachments	Expense Lines
Save the expense report to review any errors before you submit.		
Spend Authorization	(empty)	
Final Expense Report	No	
Expense Report Number	ER-2003653	
Memo	Credit for cancellation. See ER-2001234 for corresponding charge.	
Company	Florida Polytechnic University	
Expense Report Date	05/07/2020	
Business Purpose	Ecard & Non Travel Purchases	
Reimbursement Payment Type	Direct Deposit	
<input type="button" value="Edit"/>		

