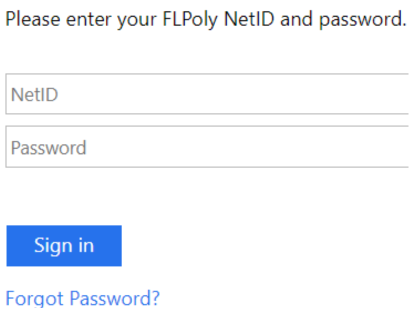
WORKDAY QUICK REFERENCE

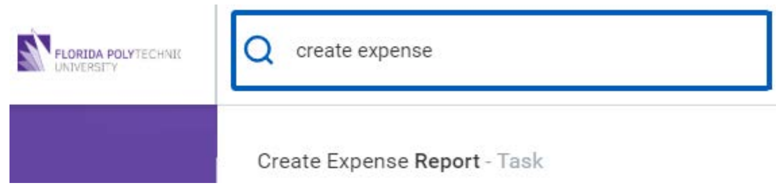
EXPENSE REPORT | WIRE TRANSFER FEE | PAYROLL 09.14.18

Steps to create an Expense Report for the wire transfer fee reimbursement.

(1) Sign into your Workday account

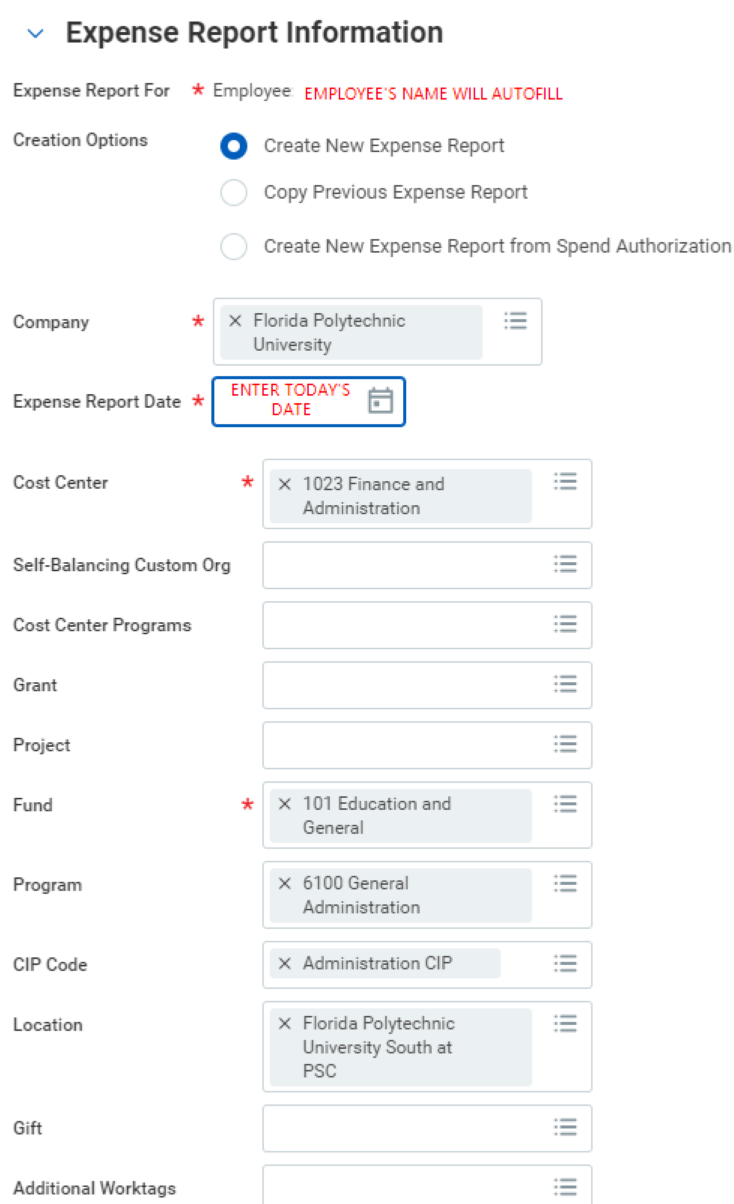


(2) Type "Create Expense" in the Search Bar and select the task **Create Expense Report**



(3) Complete the **Expense Report Information,** enter as displayed

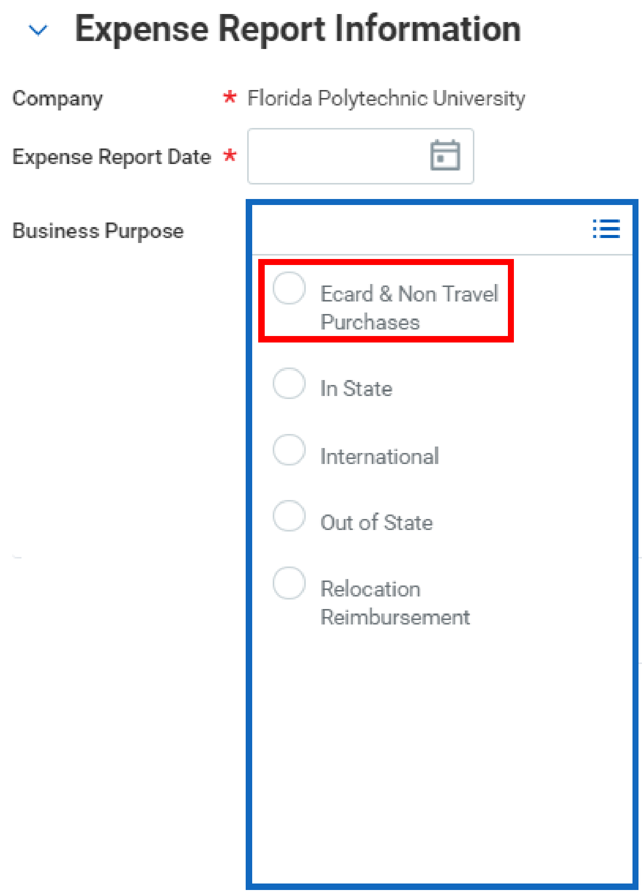
- Create Options
  - Select Create New Expense Report
- Company
  - Select Florida Polytechnic University
- Expense Report Date
  - Date expense report is entered
- Cost Center
  - 1023
- Self-Balancing Custom Org
  - Leave blank
- Cost Center Programs
  - Leave blank
- Grant
  - Leave blank
- Project
  - Leave blank
- Fund
  - 101
- Program
  - 6100
- CIP Code
  - Administration CIP
- Location
  - Do not change default text
- Gift
  - Leave blank
- Additional Worktags
  - Leave blank



(4) Select the gold **OK** button, located at the bottom, left-hand corner of the screen

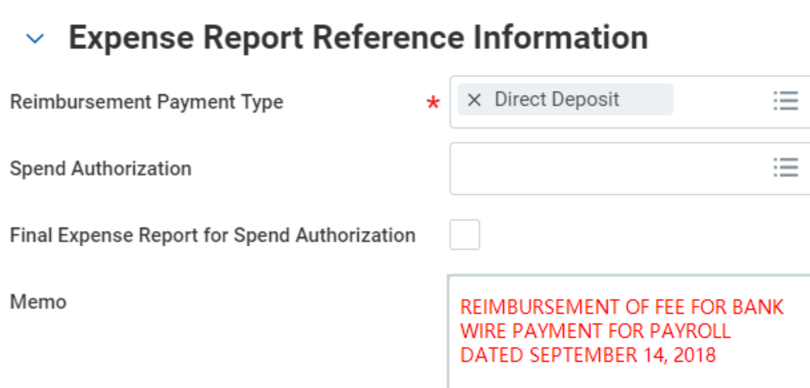
(5) Complete the **Expense Report Information**

- Expense Report Date
  - Date expense report is entered
- Business Purpose
  - Select Ecard & Non Travel Purchases



(6) Complete the **Expense Report Reference Information,** located on the right-hand side of the screen

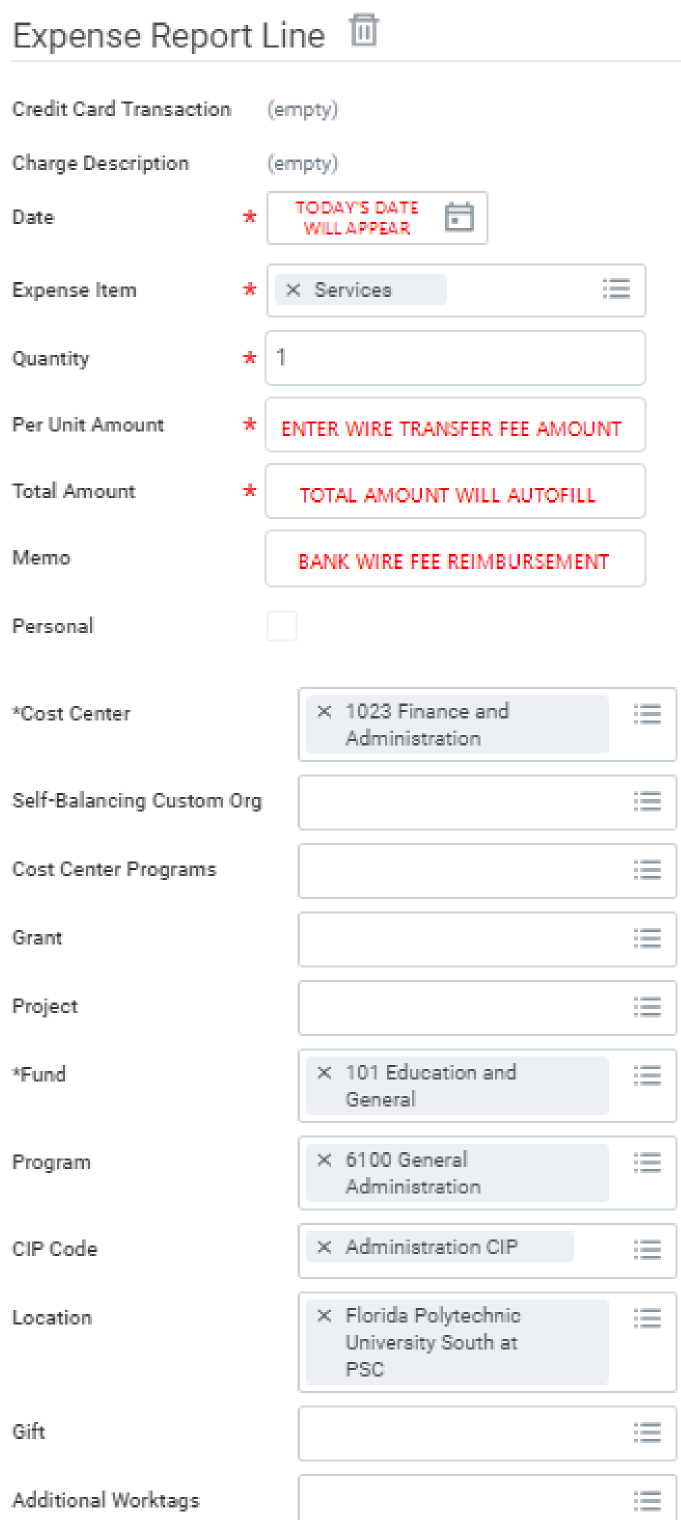
- Reimbursement Payment Type
  - Direct Deposit
- Spend Authorization
  - Leave blank
- Final Expense Report for Spend Authorization
  - Do not select; leave unchecked
- Memo
  - Reimbursement of fee for bank wire payment for payroll dated September 14, 2018



(7) Select **Expense Report Lines** and click on ⊕ Add and new **Expense Report Line** will appear

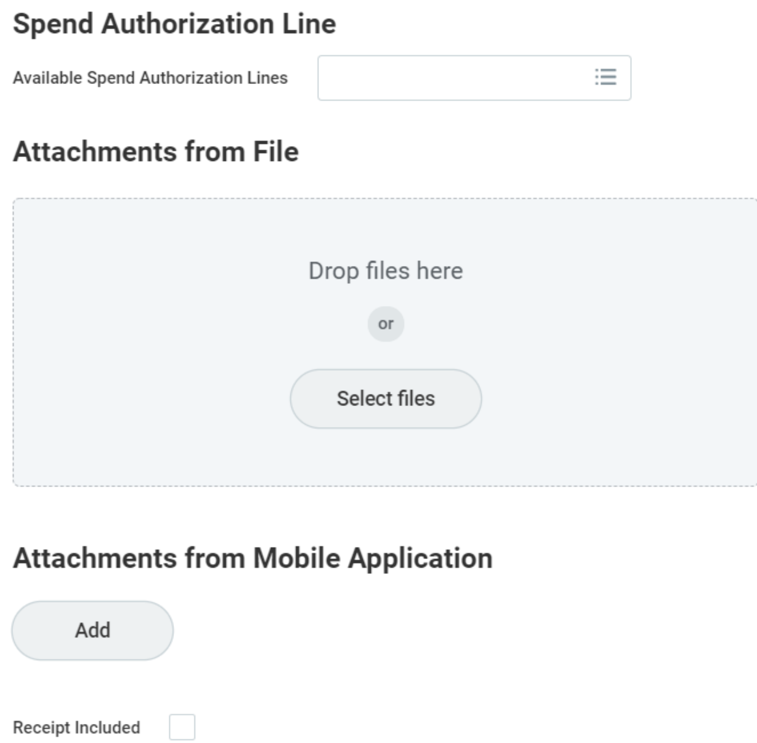
(8) Complete the **Expense Report Line** information, enter as displayed

- Date
  - Date expense report is entered will appear
- Expense Item
  - Services
- Quantity
  - 1
- Per Unit Amount
  - Wire Transfer Fee Amount
- Memo
  - Bank wire fee reimbursement
- Personal
  - Do not select, leave unchecked
- Cost Center
  - 1023
- Self-Balancing Custom Org
  - Leave blank
- Cost Center Programs
  - Leave blank
- Grant
  - Leave blank
- Project
  - Leave blank
- Fund
  - 101
- Program
  - 6100
- CIP Code
  - Administration CIP
- Location
  - Do not change default text
- Gift
  - Leave blank
- Additional Worktags
  - Leave blank



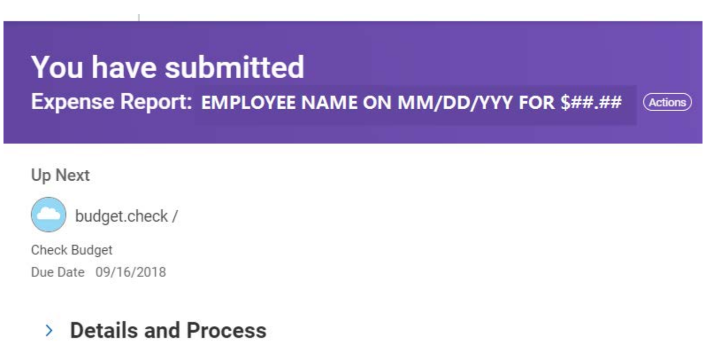
(9) Complete the **Spend Authorization Line** section**,** located on the right-hand side of the screen

- Itemize
  - Do not use
- Spend Authorization Line
  - Leave blank
- Attachments from File
  - Upload a copy of the line item from the bank statement reflecting the fee Do not include banking information
- Attachments from Mobile Application
  - Upload a copy of the line item from the bank statement reflecting the fee Do not include banking information
- Receipt Included
  - Leave blank, do not select

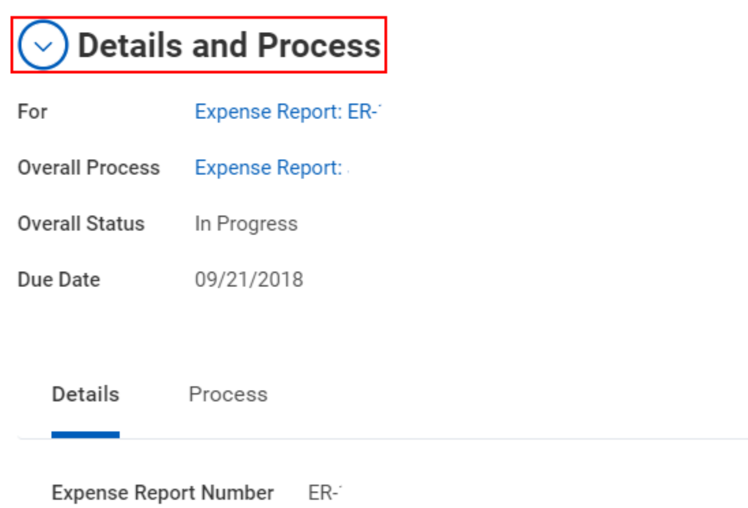


(10) Select the gold **Submit** button, located at the bottom, left-hand corner of the screen

(11) Another screen will appear with the message "You have submitted"



(12) Select Details and Process to locate your Expense Report number



END OF TRANSACTION