

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

Please enter your FLPoly NetID and password.

[Sign in](#)

[Forgot Password?](#)

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

The screenshot shows the Workday search bar with the text "create expense" entered. Below the search bar, the task "Create Expense Report - Task" is highlighted in a purple box.

(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

Expense Report Information

Expense Report For * Employee **EMPLOYEE'S NAME WILL AUTOFILL**

Creation Options

- Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization

Company *

Expense Report Date *

Cost Center *

Self-Balancing Custom Org

Cost Center Programs

Grant

Project

Fund *

Program

CIP Code

Location

Gift

Additional Worktags

(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

Expense Report Information

Company * Florida Polytechnic University

Expense Report Date *

Business Purpose

A dropdown menu for Business Purpose with a blue border and a hamburger menu icon in the top right. The first option, "Ecard & Non Travel Purchases", is highlighted with a red rectangular border. Other options include "In State", "International", "Out of State", and "Relocation Reimbursement".

(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

Expense Report Reference Information

Reimbursement Payment Type *

Spend Authorization

Final Expense Report for Spend Authorization

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














Expense Report Lines Attachments

+ Add **+ Import Existing Record**

(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

Expense Report Line

Credit Card Transaction	(empty)
Charge Description	(empty)
Date	* TODAY'S DATE WILL APPEAR 
Expense Item	* X Services 
Quantity	* 1
Per Unit Amount	* ENTER WIRE TRANSFER FEE AMOUNT
Total Amount	* TOTAL AMOUNT WILL AUTOFILL
Memo	BANK WIRE FEE REIMBURSEMENT
Personal	<input type="checkbox"/>
*Cost Center	X 1023 Finance and Administration 
Self-Balancing Custom Org	
Cost Center Programs	
Grant	
Project	
*Fund	X 101 Education and General 
Program	X 6100 General Administration 
CIP Code	X Administration CIP 
Location	X Florida Polytechnic University South at PSC 
Gift	
Additional Worktags	

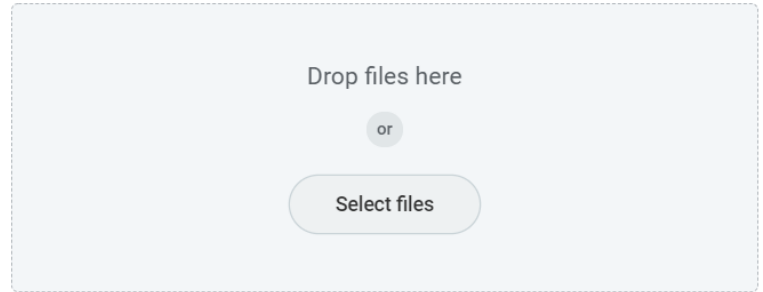
(9) Complete the **Spend Authorization Line** section, located on the right-hand side of the screen

- 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

Spend Authorization Line

Available Spend Authorization Lines

Attachments from File



Attachments from Mobile Application

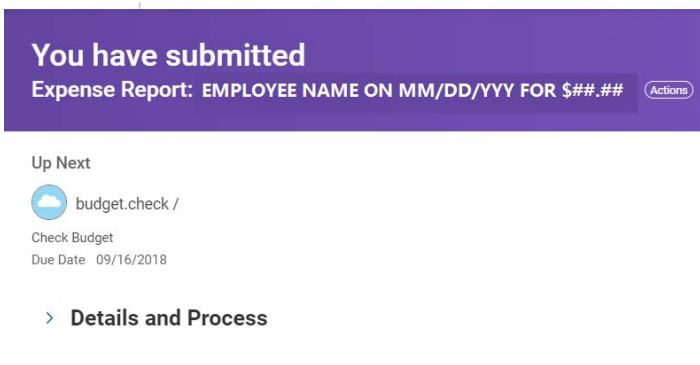
Add

Receipt Included

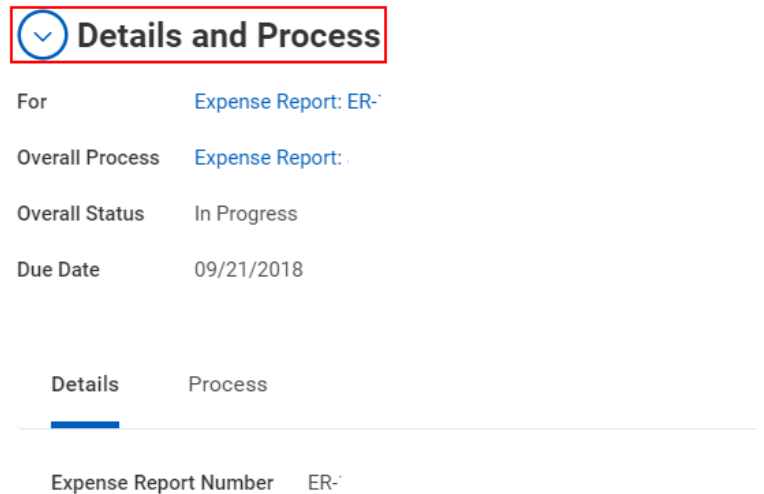
Submit

(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