

# THE-Card transaction Reconciliation- CREATE AN EXPENSE REPORT

To Create an Expense Report, Go to Expenses > Actions > Create Expense Report

The screenshot shows the Workday interface for the 'Expenses' section. At the top left, there is a 'MENU' icon and the Workday logo. A search bar is located at the top center. Below the menu, a red box highlights the 'Expenses' breadcrumb. The main content area is divided into four panels: 'Actions' (highlighted with a green box), 'External Links', 'View' (highlighted with a yellow box), and 'Recent Expense Reports'. The 'Actions' panel contains three buttons: 'Create Expense Report', 'Create Spend Authorization', and 'Edit Expense Transactions'. The 'View' panel contains five buttons: 'Expense Reports', 'Spend Authorizations', 'Expense Transactions', 'Payment Elections', and 'Expense Outstanding Balance (0 USD)'. The 'External Links' panel contains one button: 'Travel Forms & Policies'. The 'Recent Expense Reports' panel contains one button: 'Canceled - 06/08/2023'. A red arrow points from a text box to this button. The text box contains the instruction: 'To view recent Expense Reports, click on the one listed and check under "Process History" to find out where your report is in the process.' At the bottom of the page, there is a Workday logo and a system status message: '© 2023 Workday, Inc. All rights reserved. System Status: Your system will be unavailable for a maximum of 3 hours during the next Weekly Service Update; starting on Friday, July 14, 2023 at 11:00 PM PDT (GMT-7) until Saturday, July 15, 2023 at 2:00 AM PDT (GMT-7).'

If you created a Spend Authorization, you can click on the 3<sup>rd</sup> circle and find that Spend Authorization to auto-populate your required fields.

Otherwise, you must fill in each of the required fields, including the **Memo** section. You can change the Cost Center here or you will have a chance to change it for each transaction once you get into the report as well.

Creation Options \*  Create New Expense Report  
 Copy Previous Expense Report [dropdown]  
 Create New Expense Report from Spend Authorization [dropdown]

Memo [text area]

Company \* [x] 100 The University of Akron [dropdown]

Expense Report Date \* 01/25/2024 [calendar icon]

Business Purpose \* [dropdown]

Cost Center \* [x] A4251001 College of Business Dean's Office [dropdown]

Grant [dropdown]

Gift [dropdown]

Departmental Sales/Testing [dropdown]

IDC/FRG/Start Up [dropdown]

Additional Worktags \* [x] Class: OPER Regular Operating Account [dropdown]  
[x] Function: FX 4000 Academic Support [dropdown]  
[x] Fund: FD 10000 General Fund [dropdown]

Please scroll down to access your THE-card transactions to select the credit card transaction to add to the expense report then press ok. (You must see on the next screen the transaction amount under company paid header- indicating you successfully added the credit card transaction.)

Please review our Expense Report Policy here: [www.uakron.edu/ogc/UniversityRules/pdf/31-05.pdf](http://www.uakron.edu/ogc/UniversityRules/pdf/31-05.pdf). If you have questions or need additional assistance, please contact Accounts Payable.

Top Tips for successfully submitting your expense report and avoiding reimbursement delays:

Payment Elections must be made before submitting an expense report.

- An itemized receipt is required for all expenses.
- Hotel expense (rate plus taxes) must be reported as Quantity (# of nights) at Amount (Nightly Rate).
- Business Meals are to be listed separately and must include a business purpose, list of attendees and external party needed.

To change your Default Cost Center to a Special Account:

1. Click on the "X" and delete the Auto-filled Cost Center
2. Put the Account you need to use in the appropriate box provided (Grant, Gift, Sales/Testing)
3. Notice that your Cost Center now Auto-filled once again as well as you can see your special account too.

Next: Scroll to the bottom of this first page and below the "Additional Worktags" you will see that you are required to select THE-Card Transactions that you need to include with this report:

Gift

Departmental Sales/Testing

IDC/FRG/Start Up

Additional Worktags \*

- Class: OPER Regular Operating Account
- Function: FX 4000 Academic Support
- Fund: FD 10000 General Fund

Credit Card Transactions    Quick Expenses

Select All

25 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account
<input type="checkbox"/>	Q	11/03/2023		AKRON CHILDREN'S HOSPITA	0000000001	1,500.00	USD	UA Bank of America Expense Card
<input type="checkbox"/>	Q	12/13/2023		BVIP LIMOUSINE SERVICE	79500007	206.00	USD	UA Bank of America Expense Card
<input type="checkbox"/>	Q	01/04/2024		TST* KUBA CABANA BAYSIDE	3tn2Po1gxbNka6UJa	92.36	USD	UA Bank of America Expense Card
<input type="checkbox"/>	Q	01/04/2024		DE PASO		77.20	USD	UA Bank of America Expense Card
<input type="checkbox"/>	Q	01/04/2024		DC TRANSIT SERVICE CENTER		9.00	USD	UA Bank of America Expense Card

Select the transactions to include in this report by clicking on the open box at the beginning of each line listing a transaction and then click on "Ok"

**Add**

**If you forgot to include a transaction, you can click "add" and find that transaction you missed earlier**

4 items Sort By: ▾

**Fri, Nov 3**

AKRON CHILDREN'S HOSPITA	1,500.00 USD
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**Wed, Dec 13**

BVIP LIMOUSINE SERVICE	206.00 USD
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**Thu, Jan 4**

TST* KUBA CABANA BAYSIDE	92.36 USD
DE PASO	77.20 USD

**Expense Line**

**Select Itemized RECEIPT**

Drop files here

or

Select files

**Itemization**

Use the button below only if your company's expense policy requires itemizations.

**Add**

**Only use this section if you are using multiple Cost Centers for this transaction.**

Receipt Included

Credit Card Transaction 11/03/2023 0000000001 1,500.00 USD

Charge Description 0000000001

Expense Date \* 11/03/2023

Expense Item \*

**You can type in a key word to find the appropriate Expense Item listed.**

Error: The field Expense Item is required and must have a value.

Total Amount 1,500.00

Currency \* USD

Memo

**Submit**

Save for Later

Close

Provide an itemized receipt, select the most appropriate Expense Item from the lists provided, **provide the memo** and check your cost center for each transaction on the list.

Once all transactions are completed, click on "Submit" to submit your transaction reconciliations (Expense Report) to the Cost Center managers for review.

For reimbursements, including mileage, that may be part of this same Expense Report, you can click on the **blue "Add" button on the top left** and add expense item lines. In "Expense Item" you can type "mileage" or "special Mileage" if you are not using the current government rate for mileage reimbursement. You do still need a receipt for each of your expense lines.

## Expense Line

Drop files here

or

Select files

Expense Date \*

08/07/2023



Expense Item \*

X Non-Standard Mileage



Quantity \*

10

Per Unit Amount \*

0.55

Total Amount \*

5.50

Currency \*

USD

Memo

## Instructions

Attachment of MapQuest screenshot is required documentation.

## Itemization

Use the button below only if your company's expenses

Add

Receipt Included

Close

Share this window

**You should use your THE-Card for all TRAVEL, HOSPITALITY and EVENT purposes.** However, we realize there are LIMITED reasons that you may need to pay with cash or claim per diem. For cash items, provide the details requested and an itemized receipt. Alcohol is NOT permitted on a PCard unless you have permission to use a special account to split your reconciliation. If claiming per diem, please provide the number of days and meals you need to include in one lump sum providing the information as requested. As a receipt, provide proof of travel.

You can use information on the Controller’s website for per diem information:

Find per diem rates here: [Travel forms and policies : The University of Akron, Ohio \(uakron.edu\)](https://uakron.edu/travel)



The University of Akron  
Office of the Associate Vice President/Controller

ABOUT UA		ADMISSIONS		ACADEMICS/MAJORS		CAMPUS LIFE		OFFICES/DEPARTMENTS		RESEARCH		LIBRARIES	
AVP/Controller		<b>Travel forms and policies</b>											
Policies, Procedures, and Guidelines		<b>Travel and honorarium forms</b>											
Effort Reporting and ecrt		<a href="#">Travel Authorization Form</a>											
<b>Travel Forms and Policies</b>		<a href="#">Standard Travel Expense Report</a>											
Partial Day Meal Per Diem Guidelines		<a href="#">Athletic Team Travel Expense Report</a>											
Property		<a href="#">Foreign Travel Expense Report (Sponsored research only)</a>											
Payroll		<a href="#">Moving Expense Report</a>											
Payroll Forms		Honorarium and Expense Form for Non-University Personnel <a href="#">Excel</a> <a href="#">PDF</a>											

Calendar 2023 Rates

Mileage Rate	65.5C/mile
Standard Per Diem Meal Rate	\$59/day
Moving mileage rate	22C/mile
Listing of all state per diem rates	<a href="#">Excel</a> <a href="#">PDF</a>

Calendar 2022 Rates

Mileage Rate	62.5C/mile
Standard Per Diem Meal Rate	\$59/day
Moving mileage rate	18C/mile
Listing of all state per diem rates	<a href="#">Excel</a> <a href="#">PDF</a>

Look up per diems on the Excel spreadsheet

EXAMPLE:

IL	Chicago	Cook / Lake	October 1	November 30	\$ 79	\$ 14	\$ 18	\$ 47
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If you need to edit an expense report that is in “draft” or cancel an Expense Report:

Click on the three dots beside the expense report number, click on Edit or Cancel under “actions > Expense Report”

The screenshot shows a web application interface for viewing an expense report. At the top, there is a navigation bar with a 'MENU' icon and a search bar containing 'Find Credit Card Transactions - UA'. Below this, the main content area is titled 'View Expense Report' with the report ID 'EX-10001815'. The report details include: Pay To: Employee: Lori Horton, Status: Draft, Personal: 0.00 USD, and Company: 0.00 USD. There are tabs for 'Header', 'Attachments', and 'Expense Lines', with 'Expense Lines' being the active tab. An 'Actions' menu is open, showing options: Expense Report, Favorite, Integration IDs, and Navigate. A sub-menu is open for 'Expense Report', showing options: Edit, Cancel, Copy, and Print. The report details are displayed in a table format:

Expense Report	
Report ID	EX-10001815
Status	Draft
Pay To	Lori Horton
Payee Type	Employee
Company	100 The University of Akron
Currency	USD
Date	10/02/2023
Payment Type	Direct Deposit
Total Amount	0.00

If you still have questions, please feel free to contact us at any time.