



Create Procurement Card Expense Reports



The Create Procurement Card Expense Reports tip sheet is for All Employees.

After a procurement card expense has occurred, an expense report must be created to reconcile the p-card expenditure. Please check with your business / finance department for frequency of completion.

Business Process

Initiation: This process can be initiated by employees as self, as an employee on behalf of other employees as a delegate if assigned, and contingent workers as self.

Business Process Approvals

Budget Check: For all schools, the budget approval step is automated. If the budget fails, the budget manager will be the first one notified in the approval process. They will determine whether to proceed with an override or deny the request.

Credit Card Transactions: For all schools, expense reports with at least one credit card transaction, initiated by or on behalf of a Credit Card Administrator, must be approved by a top-level manager.

Expense Report Payee: Requires approval by a manager.

Taggable Gift/Grant/Project Transaction: Approval required by Gift, Grants, or Project Manager (unless initiated by these individuals).

Taggable Cost Center Transactions: Approval required by the Cost Center Manager (unless initiated by these individuals).

Extended Amount is greater than or Equal to \$1,000. For all schools, the Business Asset Accountant must approve (unless initiated by these individuals). This is also applicable to transactions with Trackable Spend Categories, regardless of dollar value.

For CCC, CNM, and SFCC: Approval required by the Expense Partner (unless initiated by these individuals).

For NNMC: Approval required by the Expense Analyst and Expense Operations Lead (unless initiated by these individuals).

SFCC and CCC: Approval required by the Finance Executive.

Taggable Gift/Grant/Project/Cost Center Transaction: Approval required by Gift, Grants, or Project Manager (unless initiated by these individuals) if the Gift, Grant, Project, or Cost Center Worktag is changed.

Create an Expense Report

1. Beginning on the Workday home page, locate **Your Top Apps**. Select **View All Apps > Expenses**.

NOTE: To add an app, select **Add Apps**, search for the app by typing its name, and select the plus sign.

2. Select **Create Expense Report**.

OR

In the Workday Search bar, type “**Create Expense Report**” and select the report.

3. Under **Creation Options**, select **Create New** or **Copy from Previous**.

4. Enter the following details:

- **Memo:** Enter details about this expense report, including the date range for which the P-card is being reconciled.
- **Expense Report Date:** Leave as default date.
- **Business Purpose:** Select **P-Card Purchases** (Excluding Travel).
- **Company on Expense Line:** Verify defaulted information is accurate.
- **Entity:** Select your college.
- **Cost Center:** This field will default, leave as default.

NOTE: If expense is being covered by a grant or project, enter the name in **Grant** or **Project** field. You must verify the chosen project is from your institution. The Cost Center and Additional Worktags will auto populate.

- **Additional Worktags:** This information will default, leave as default. If a default is not populated, please refer to finance department for guidance.
5. **Credit Card Transactions:** Transactions will appear automatically and are pulled in from Bank of America or New Mexico Bank & Trust, daily. Select the appropriate transaction(s) to reconcile.
 6. **Quick Expenses** will appear at the bottom of the screen if there are Quick Expenses created through the mobile App. Select the appropriate transaction(s) to reconcile.
 7. Select **OK**.
 8. Each line item requires an attachment. Select files and upload itemized payment receipts.
 9. For each **Expense Item**, start by typing a few words like “duplicating” or “registration” and select enter; the correct item should default. If you need help finding the item, use the drop-down filters of **Spend Categories** or **Expense Item Group** → **P-Card** to search.
 10. Select the **Attachments** tab to include a copy of the supporting documentation (aside from receipts) for the expense report.
 11. Go back to the **Expense Lines** tab, select the next P-Card item to reconcile.

12. Once complete, select **Submit**.

NOTE: You can always select **Save for Later** if you need to revisit the report at a later time. For example, you can update individual transactions daily, but only submit the report once per month or other timeline as determined with Business / Finance Office.

13. Your expense report will then route through the appropriate approval queue based on the cost center and additional worktags.

Mobile Quick Expenses

With Workday, you can take care of expenses on-the-go. Create Expense Reports or create Expense Items.

1. From the Workday Mobile app, select the **Expenses** app.
2. Under **Available Expenses**, select **Enter Quick Expense** to take a photo/choose a photo/import attachment from mobile and create the quick expense to use on a future expense report.
3. The above Quick Expense(s) can be added to an existing Expense Report. Click on Available Expenses, select the checkbox next to your expense or expenses you want to add, select **Add to Report**, and choose the existing report to link.
4. You can also create a new expense report from the Available Expenses above. Select the checkbox next to your expense or expenses you want to include, select **Add to Report**, and select the plus sign in the top right corner.