Expense Report

Contents

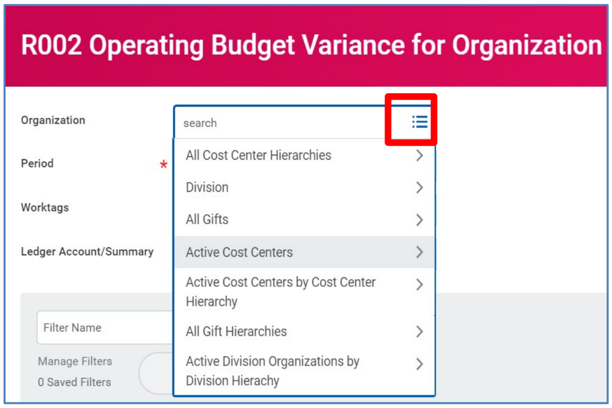
Expense Reports are submitted to process reimbursements for travel-related costs, such as airfare or hotel expenses, or business-related costs such as books, etc.

For any international and/or overnight trips, or for per diems which are to be advanced, an approved Spend Authorization must be in the system before an expense report can be initiated.

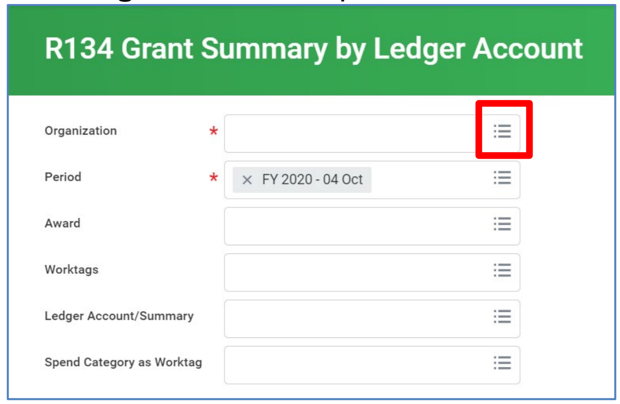
Check Budget

If there is no Spend Authorization in the system for the Expense Report that will be created, then you will need to check the available budget. For cost center and gift transactions, run the R002 Report. If the transaction is for a grant, then the R134 Report should be run.

- In the *Search* field, enter **R002** to find and run the **Budget Report**.

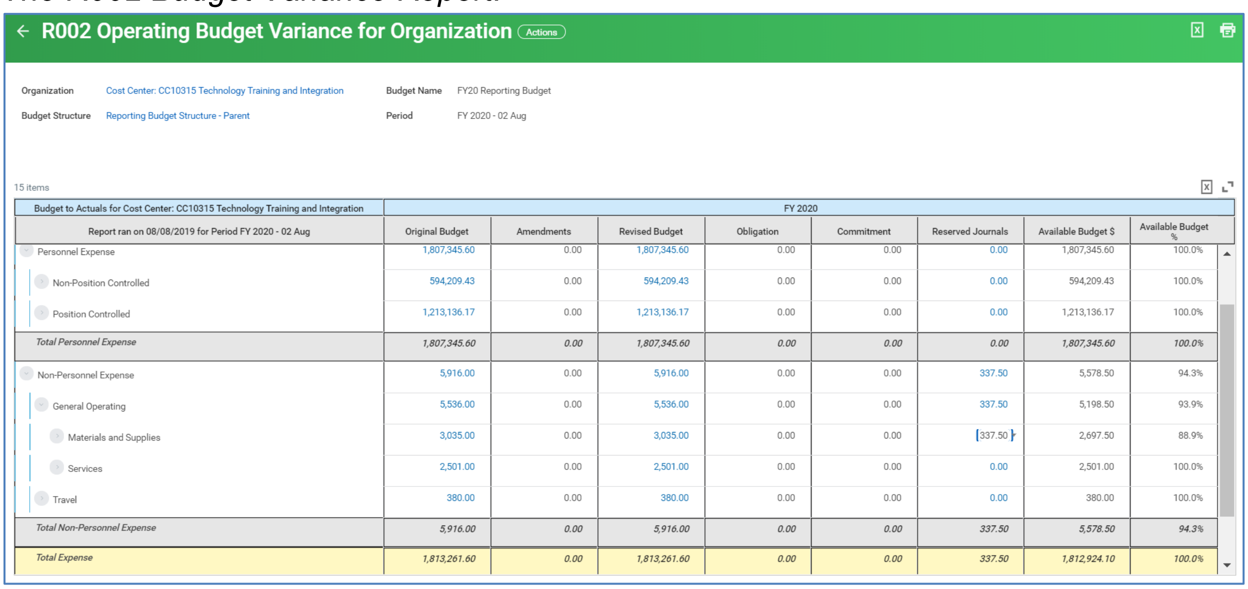


- In the *Search* field, enter **R134** to find and run the **Grant Summary by Ledger Account** report.



1) In the **Organization** field of the R002, select the **Prompt** icon and search for the organization you wish to view. To view a list of all Cost Centers or Gifts to which you have access, select **Active Cost Centers** or **All Gifts**.
2) In the **Organization** field of the R134, select the **Prompt** icon and search for the project you wish to view.
3) Click the **OK** button.

The R002 Budget Variance Report.

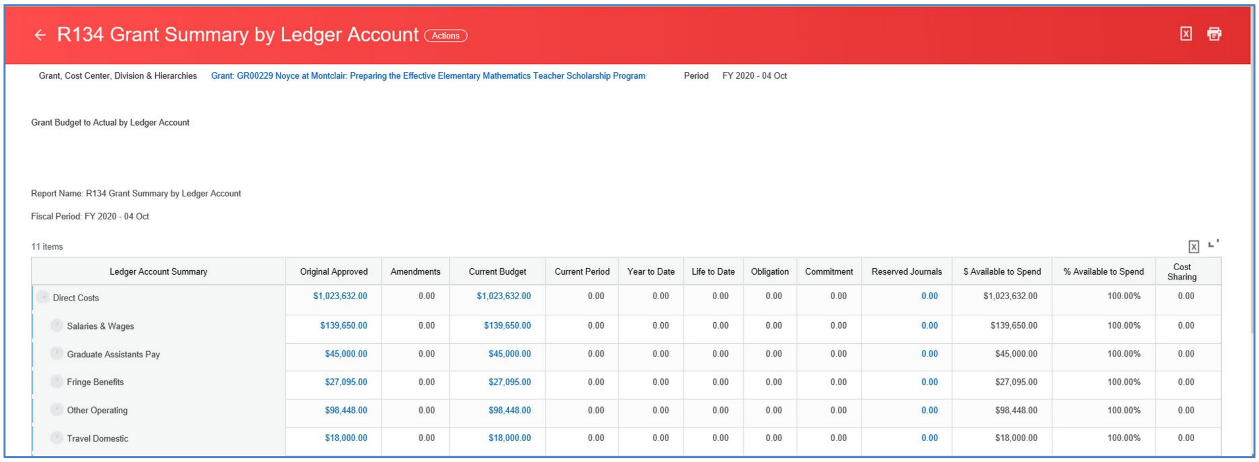


Budget to Actuals for Cost Center: CC10315 Technology Training and Integration	FY 2020							
Report ran on 08/08/2019 for Period FY 2020 - 02 Aug	Original Budget	Amendments	Revised Budget	Obligation	Commitment	Reserved Journals	Available Budget $	Available Budget %
Personnel Expense	1,807,345.60	0.00	1,807,345.60	0.00	0.00	0.00	1,807,345.60	100.0%
Non-Position Controlled	594,209.43	0.00	594,209.43	0.00	0.00	0.00	594,209.43	100.0%
Position Controlled	1,213,136.17	0.00	1,213,136.17	0.00	0.00	0.00	1,213,136.17	100.0%
Total Personnel Expense	*1,807,345.60*	*0.00*	*1,807,345.60*	*0.00*	*0.00*	*0.00*	*1,807,345.60*	*100.0%*
Non-Personnel Expense	5,916.00	0.00	5,916.00	0.00	0.00	337.50	5,578.50	94.3%
General Operating	5,536.00	0.00	5,536.00	0.00	0.00	337.50	5,198.50	93.9%
Materials and Supplies	3,035.00	0.00	3,035.00	0.00	0.00	337.50	2,697.50	88.9%
Services	2,501.00	0.00	2,501.00	0.00	0.00	0.00	2,501.00	100.0%
Travel	380.00	0.00	380.00	0.00	0.00	0.00	380.00	100.0%
Total Non-Personnel Expense	*5,916.00*	*0.00*	*5,916.00*	*0.00*	*0.00*	*337.50*	*5,578.50*	*94.3%*
Total Expense	*1,813,261.60*	*0.00*	*1,813,261.60*	*0.00*	*0.00*	*337.50*	*1,812,924.10*	*100.0%*

Review the appropriate Parent level Available Budget column to ensure that there is money available for the proposed purchase.

If there is not enough budget in the correct parent account, a budget amendment will need to be completed and approved. Please go to the Workday 2020 website to access the Budget Amendment Reference Guide.

The R134 Grant Summary by Ledger Account report.



R134 Grant Summary by Ledger Account Actions

Grant, Cost Center, Division & Hierarchies Grant: GR00229 Noyce at Montclair: Preparing the Effective Elementary Mathematics Teacher Scholarship Program Period FY 2020 - 04 Oct

Grant Budget to Actual by Ledger Account

Report Name: R134 Grant Summary by Ledger Account

Fiscal Period: FY 2020 - 04 Oct

11 items

Ledger Account Summary	Original Approved	Amendments	Current Budget	Current Period	Year to Date	Life to Date	Obligation	Commitment	Reserved Journals	$ Available to Spend	% Available to Spend	Cost Sharing
Direct Costs	$1,023,632.00	0.00	$1,023,632.00	0.00	0.00	0.00	0.00	0.00	0.00	$1,023,632.00	100.00%	0.00
Salaries & Wages	$139,650.00	0.00	$139,650.00	0.00	0.00	0.00	0.00	0.00	0.00	$139,650.00	100.00%	0.00
Graduate Assistants Pay	$45,000.00	0.00	$45,000.00	0.00	0.00	0.00	0.00	0.00	0.00	$45,000.00	100.00%	0.00
Fringe Benefits	$27,095.00	0.00	$27,095.00	0.00	0.00	0.00	0.00	0.00	0.00	$27,095.00	100.00%	0.00
Other Operating	$98,448.00	0.00	$98,448.00	0.00	0.00	0.00	0.00	0.00	0.00	$98,448.00	100.00%	0.00
Travel Domestic	$18,000.00	0.00	$18,000.00	0.00	0.00	0.00	0.00	0.00	0.00	$18,000.00	100.00%	0.00

Once confirmed that there is enough budget to proceed, begin to build the Expense Report.

Credit Card Transactions/Quick Expenses

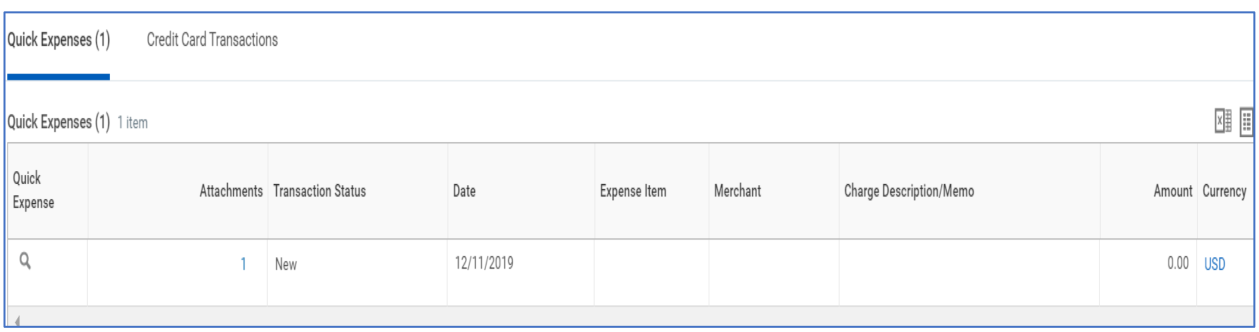
MSU Travel Card transactions and any receipts which have been uploaded through the mobile app (Quick Expenses) are located on the initial screen, underneath the worktag fields, within the Expense Report function.

To allocate a charged item to an expense report, in the Credit Card Transactions section:

1) Click the **checkbox** of the corresponding expense(s) on the first page.
2) Click the **OK** button.
3) The selected expenses come in as expense line items within your report.

To allocate an uploaded receipt to an expense report, in the Quick Expenses section:

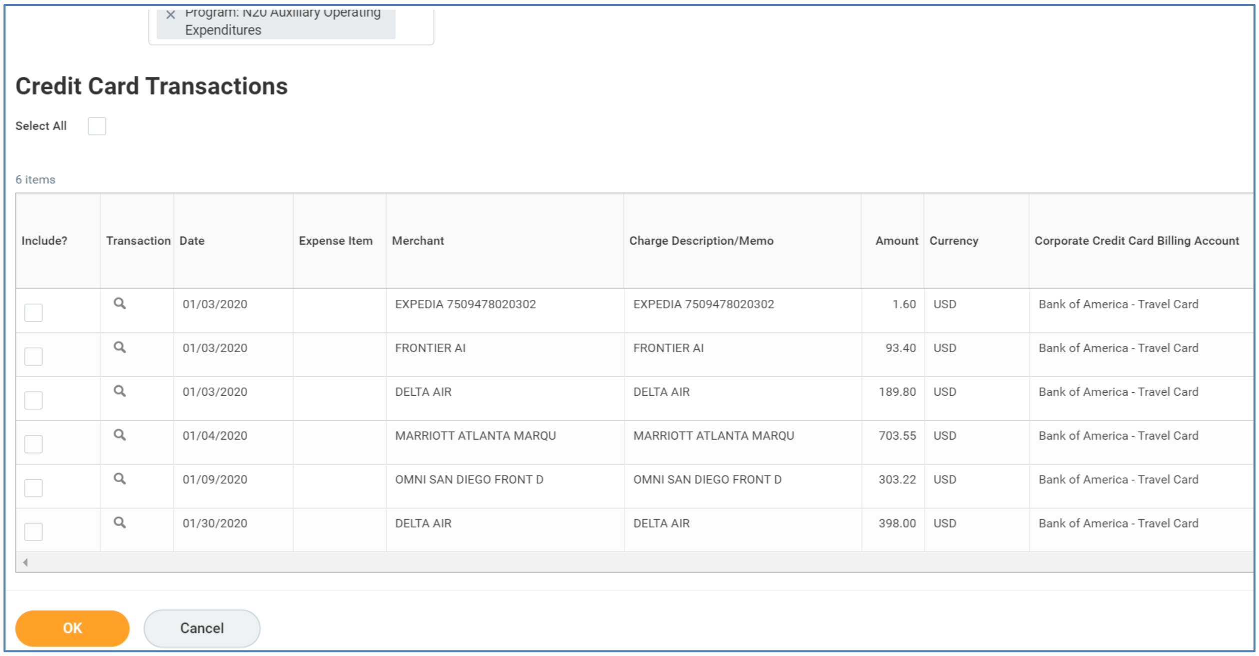
1) Click on the **magnifying glass** to view the preview of the uploaded receipt and to select it to be included in the expense report.
2) Click the **OK** button.
3) The selected receipts will be brought into your expense report.



Quick Expenses (1) Credit Card Transactions

Quick Expenses (1) 1 item

Quick Expense	Attachments	Transaction Status	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency
	1	New	12/11/2019				0.00	USD


Program: N20 Auxiliary Operating Expenditures

Credit Card Transactions

Select All

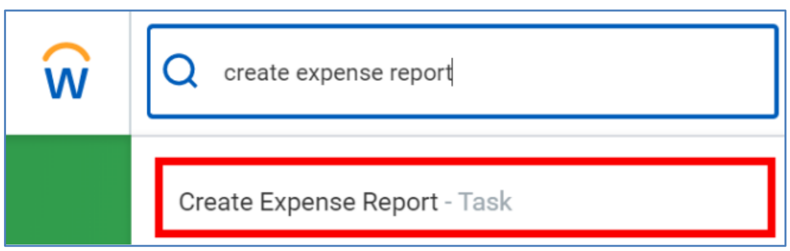
6 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account
		01/03/2020		EXPEDIA 7509478020302	EXPEDIA 7509478020302	1.60	USD	Bank of America - Travel Card
		01/03/2020		FRONTIER AI	FRONTIER AI	93.40	USD	Bank of America - Travel Card
		01/03/2020		DELTA AIR	DELTA AIR	189.80	USD	Bank of America - Travel Card
		01/04/2020		MARRIOTT ATLANTA MARQU	MARRIOTT ATLANTA MARQU	703.55	USD	Bank of America - Travel Card
		01/09/2020		OMNI SAN DIEGO FRONT D	OMNI SAN DIEGO FRONT D	303.22	USD	Bank of America - Travel Card
		01/30/2020		DELTA AIR	DELTA AIR	398.00	USD	Bank of America - Travel Card

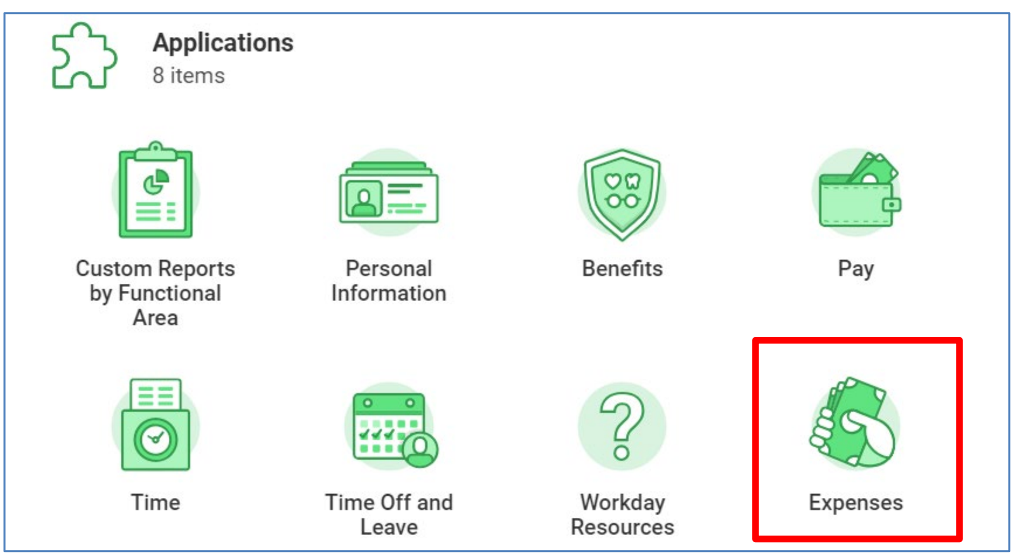
OK Cancel

Create Expense Report

1) Enter **Create Expense Report** into the *Search* bar and select it from the search results.

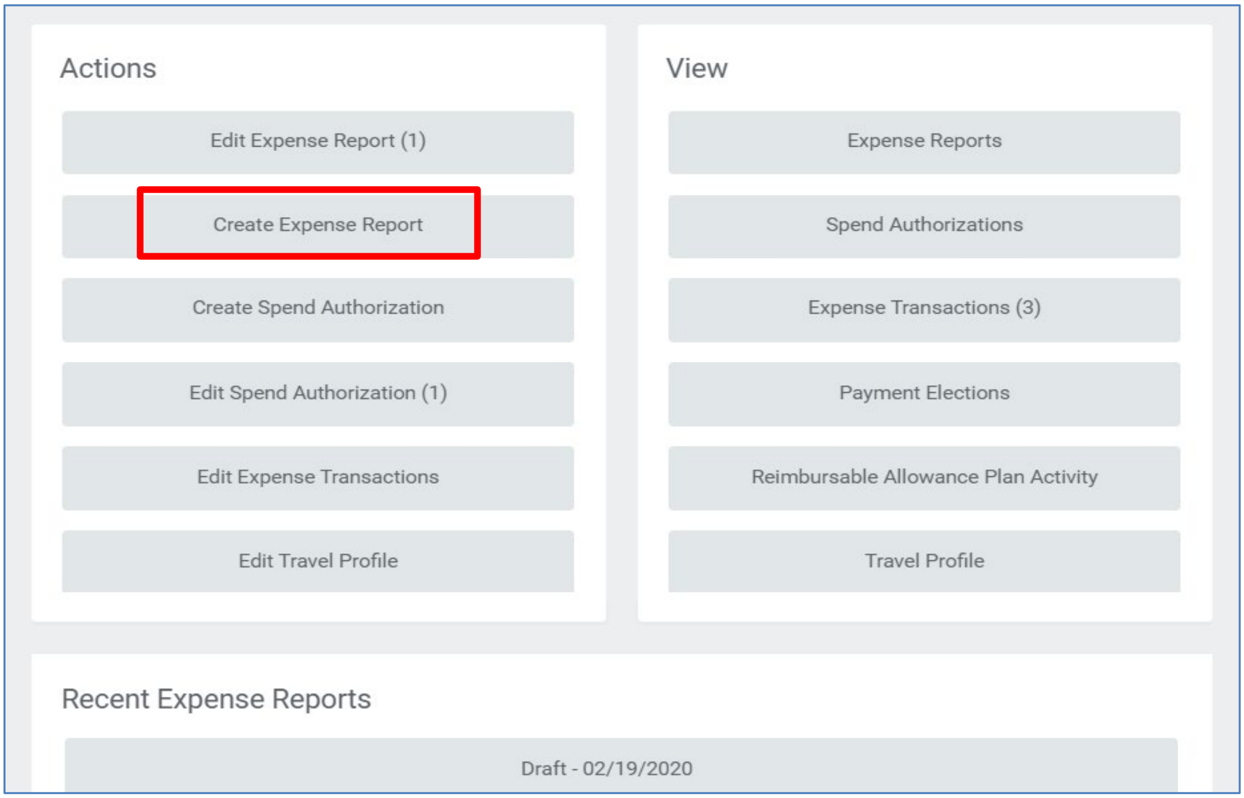


OR, from the homepage *Applications* section.



2) Select the **Expenses** application and from the Expenses dashboard, click on the **Create Expense Report** option under Actions.

Note - Those end users with a travel card will now see a number, in parenthesis, next to Expense Transactions under the View column. This number indicates the number of unexpensed travel card transactions. An expense report should be created and submitted to include these transactions.

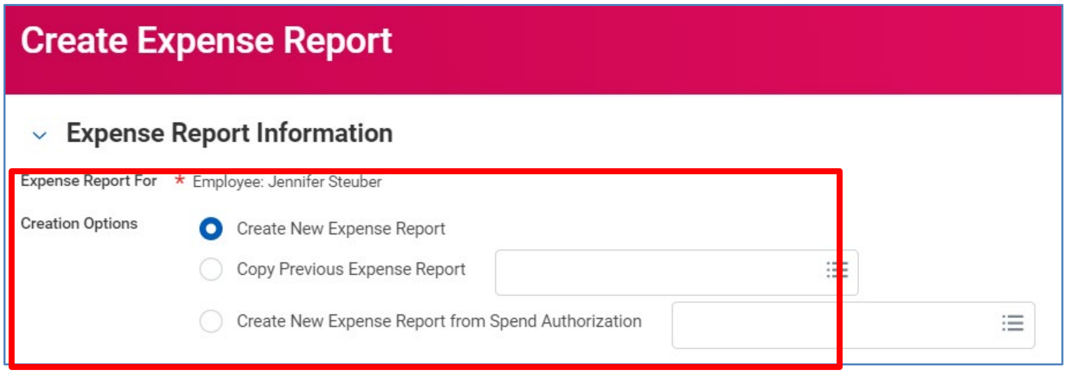


3) From the **Expense** screen, select one of the following options:

- **Create New Expense Report:** If this is not an overnight travel or cash advance related expense, then a *Spend Authorization* is not required. Select this option to create a new expense report.

- **Copy Previous Expense Report:** Allows you to copy an expense report you have submitted previously, in order to bring in similar data. For example, this can be used for recurring trips that have the same location and mileage.

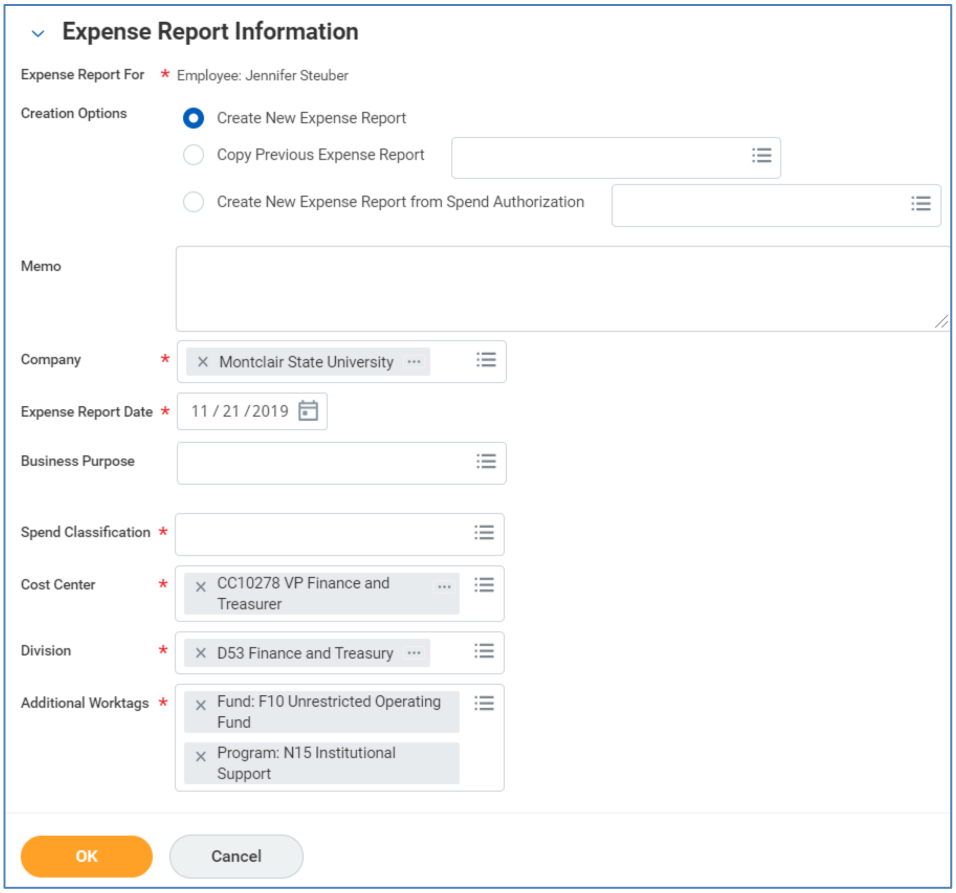
- **Create New Expense Report from Spend Authorization:** Allows you to create a new expense report based on an APPROVED spend authorization. Refer to the ***Create Spend Authorization Reference Guide*** on the Workday 2020 website for more information on how to complete this process.



4) If **Create New Expense Report** was selected, complete the following fields:

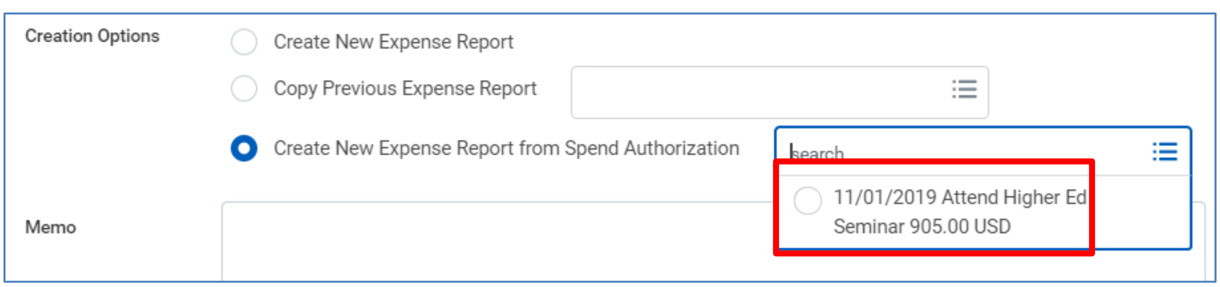
- **Company**: This field defaults to Montclair State University.
- **Expense Report Date**: Enter today's date.
- **Business Purpose**: Select the item associated with the business purpose of the expense. This field is searchable by typing the name of the item (i.e. conference) and is required.
- **Spend Classification:** Click into the field and select Spend Classification to enter the appropriate travel justification. If this is not a travel related expense, select *Non-Travel*.
- **Cost Center:** Identifies which cost center will pay for the item/service. This field defaults in with the employee's Cost Center. If different worktags need to be indicated, click the **X** in the corresponding field to remove the default and search for the appropriate worktag via the **prompt** icon.
- **Division**: Identifies the division that will pay for the item/service.
- **Additional Worktags**: Identifies what Fund and Program the item/service is being charged to. This field defaults in with the worktags associated to the employee's Cost Center.

5) Click **OK**, then **Add** to add an Expense line.

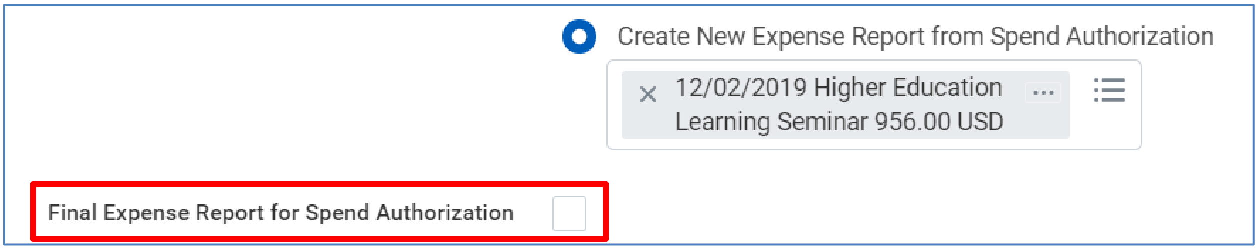


6) If the expense relates to overnight travel or a cash advance, select **Create New Expense Report from Spend Authorization** and select the **Spend Authorization** associated with this expense report from the list.

Note – The **Spend Authorization** must be ***approved*** prior to linking it to your expense report.



7) If this is the last expense report for this authorization, check the **Final Expense Report for Authorization** box. This releases any excess encumbrance that may be associated to this request. If not, it will not be removed until Accounts Payable does a mass close.

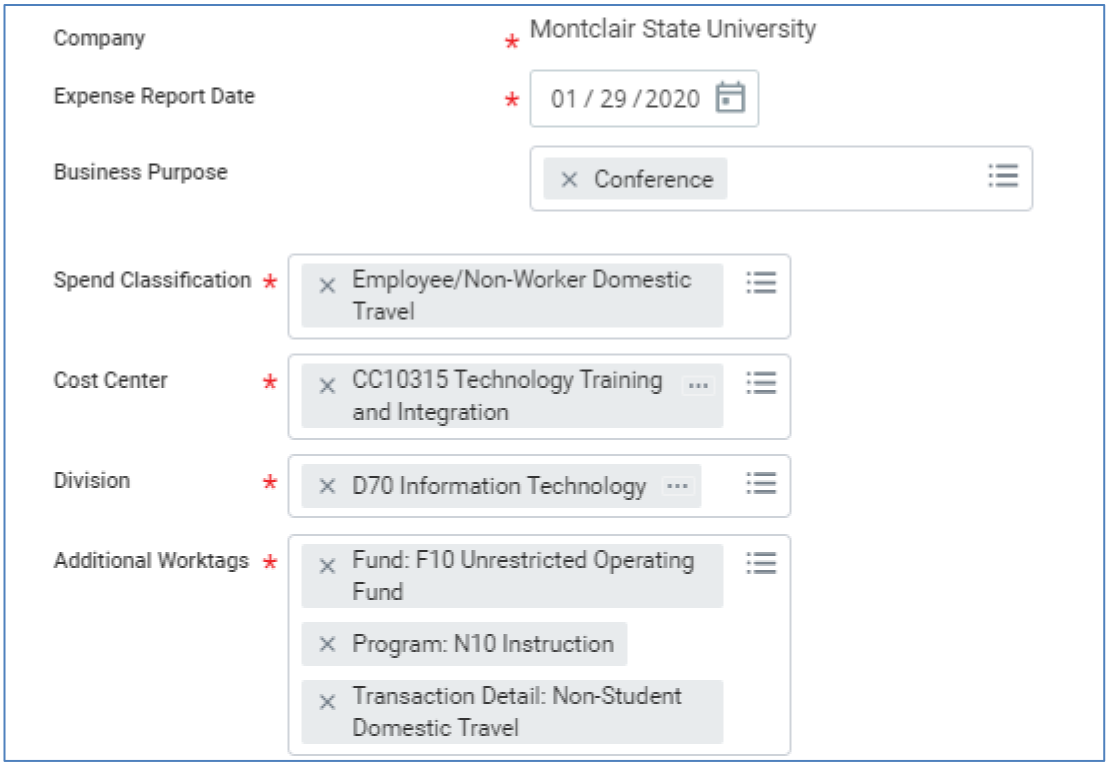


8) The following fields populate from the **Spend Authorization** selected:

- **Company:** This field defaults to Montclair State University.
- **Expense Report Date:** Select the date of expense report creation.
- **Business Purpose:** Select the item associated with the business purpose of the expense, by typing the name of the item (i.e. conference).
- **Spend Classification:** Click into the field and select Spend Classification to enter the appropriate travel justification. If this is not a travel related expense, select *Non-Travel*.
- **Cost Center**: Identifies which cost center will pay for the item/service. This field defaults in with the employee's Cost Center. If different worktags need to be indicated, click the **X** in the corresponding field to remove the default and search for the appropriate worktag via the **prompt** icon.
- **Division**: Identifies the cost center that will pay for the item/service.
- **Additional Worktags**: Identifies what Fund and Program the item/service is being charged to. This field defaults in with the worktags associated to the employee's Cost Center.

IMPORTANT: If a Grant, Gift, or Project is being used, delete all default worktags (cost center, etc.) and select the appropriate driver worktag in the Additional Worktags field. The remaining fields default based on the selection.

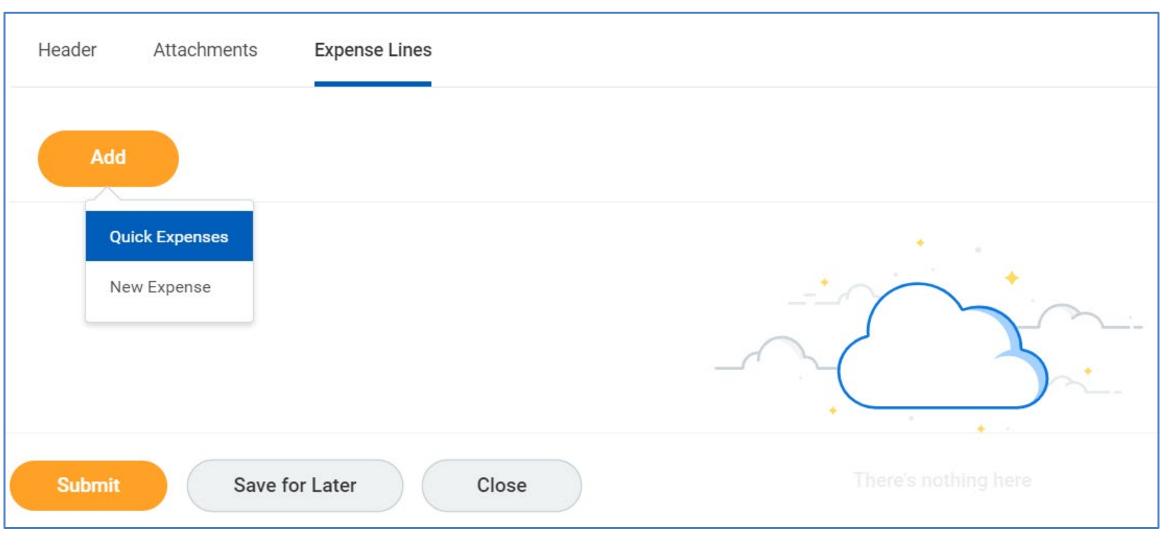
Note – For expenses related to **Grants** that involve travel, the Transaction Detail worktag, located under the Additional Worktags field, must be completed.



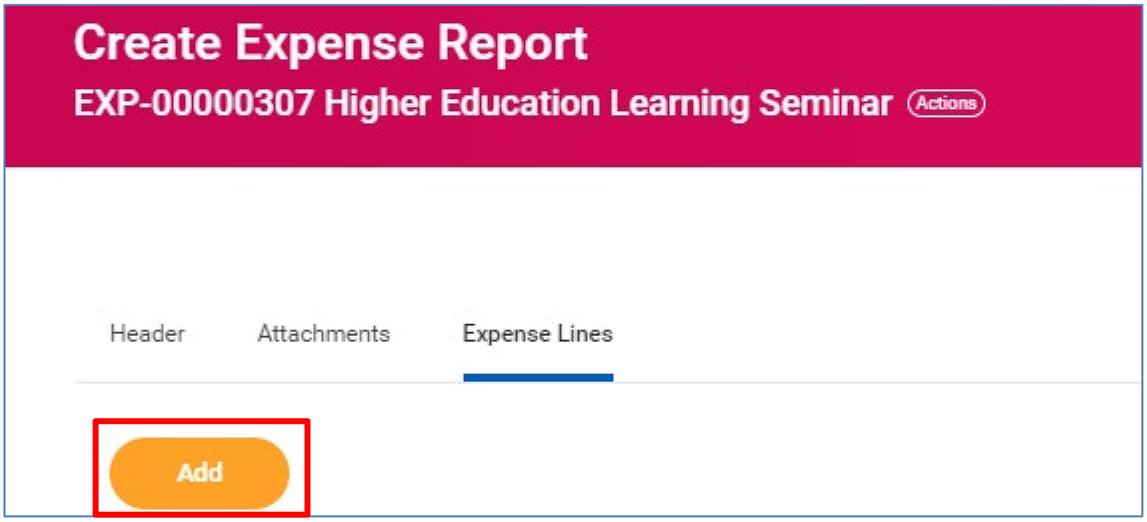
9) Click **OK,** then **Add** to add an Expense line.

10) If there are unallocated receipts in the Quick Expenses tab, the requester must select if the new line will be created from the Quick Expense (uploaded receipt), or as a brand new expense item.

Enter a separate line for each expense. For example, Lodging/hotel should be one line, airfare would be another, and finally per diem is a separate line as well.



Note – If there is no expense line(s) entered, the report will not be allowed to be submitted for approval.



To ***split a line item*** in an expense report, the requester must add a separate line for the same expense item and indicate the amount to be assigned for each specific cost center, gift, or grant.

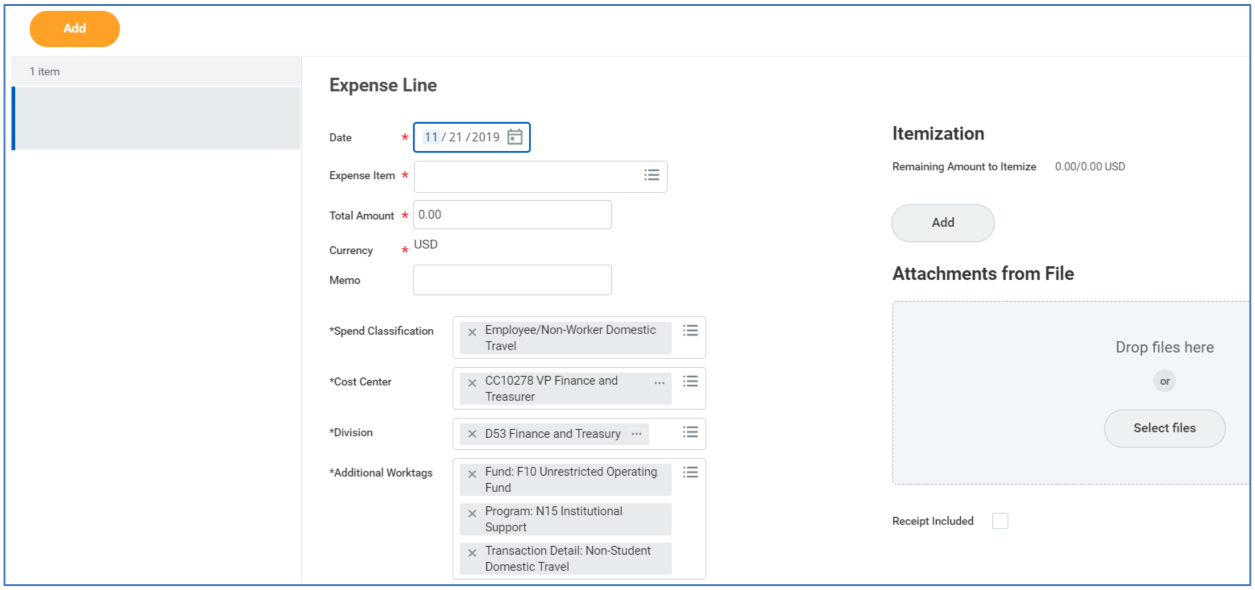
For example, if a hotel room expense were to be split between a cost center and/or gift and/or grant, the first line of the expense report should read "Lodging" and the Worktags should reflect the first Cost Center, Grant, Gift and the amount field should reflect the amount to be encumbered.

The next line(s) should reflect the next cost center/gift/grant that will encumber a portion, or remainder, of the overall expense.

Note – Confirm that the entire amount of each expense line has been accounted for when splitting the lines.

11) Complete the following fields for **Expense Lines**:

- **Date**: Defaults to today's date. Enter the date of the expense.
- **Expense Item**: Select the classification of the expense, i.e. - hotel. **Note-** If you have a New Jersey State Grant, select **Mileage (New Jersey Grant Travel)** as the expense item.
- **Item Details/Itemization**: Based on the Expense Item selected, related fields appear. Complete each of the fields displayed for each line.
- **Total Amount**: Total amount of the expense for the line.
- **Worktags** – This data will default in based on the user. If these fields are changed on the first line, then all lines added in afterwards will reflect the new information. **Note** – To split expense between various Cost Centers, Grants, etc., add individual line items into the expense report with the corresponding worktags, and appropriate cost.



12) If this is not an overnight travel or cash advance related expense, itemization is required. Click **Add** under **Itemization** and enter the **Per Unit Amount**. For multiple items, click **Add** and continue.

13) Within the *Attachments from File* section, click the **Select Files** button to attach documentation associated with <u>each</u> <u>line</u> item. **Note** – A receipt is required for any expense line items greater than $10.00. Do NOT add attachments onto the Attachment tab.

<u>NON PER DIEM MEALS</u>

If you are requesting reimbursement for meals and do not want to use the standard GSA rates:

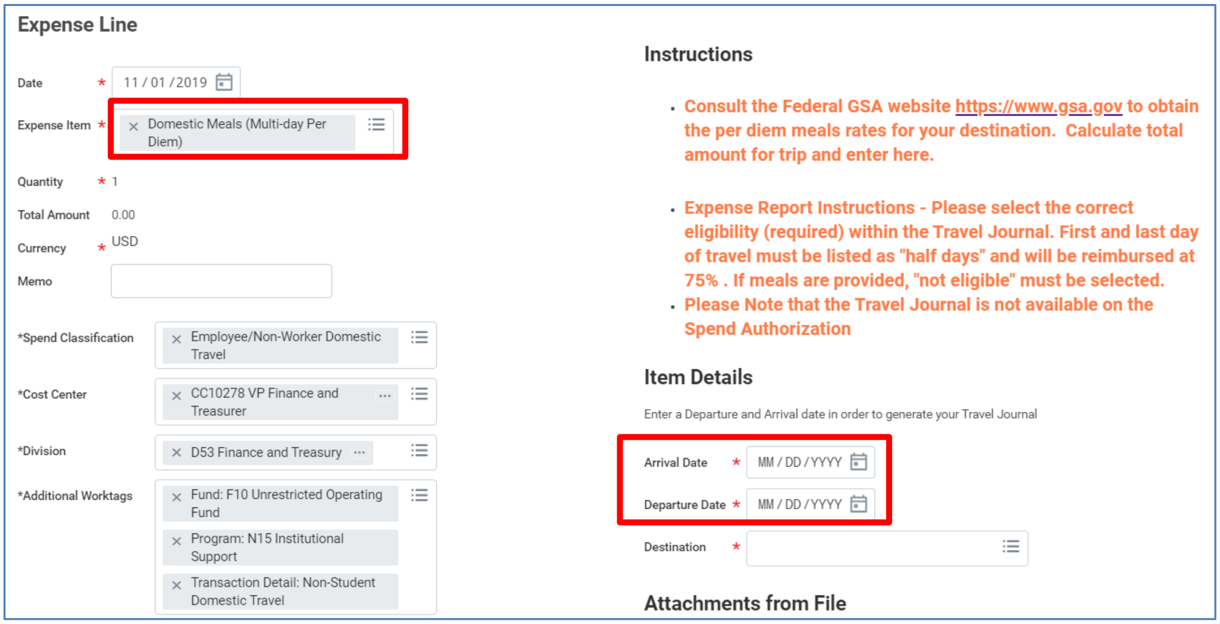
1) Select Non Per Diem Breakfast, Lunch, or Dinner from the **Expense Line** field.
2) Enter the ACTUAL cost of the expense into the **Per Unit Amount** field. No receipt needs to be attached.

Note – The actual expense cost for a non per diem meal must be LESS than the standard GSA rate.

<u>MULTI DAY PER DIEM MEALS</u>

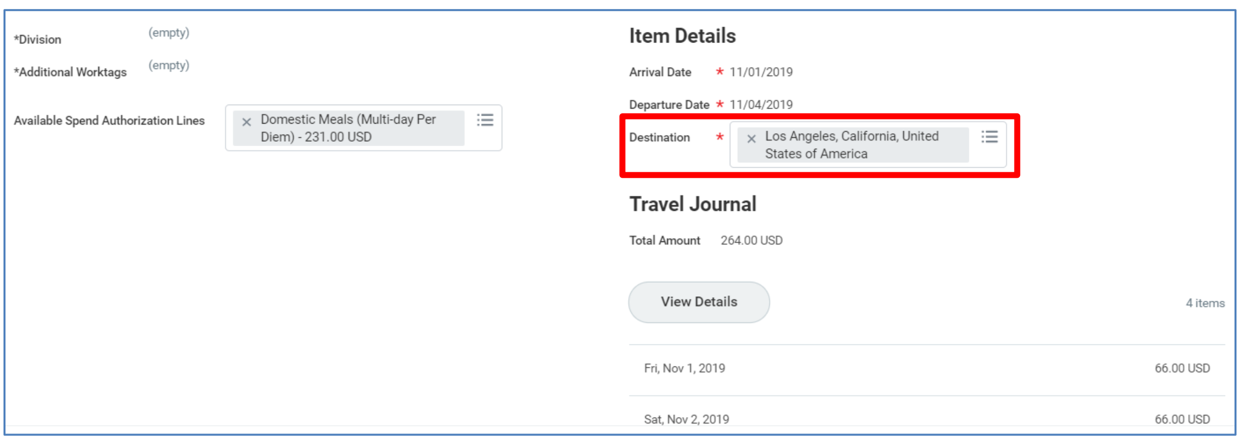
Note – For MULTI DAY PER DIEM expenses, reimbursements will be pro-rated for available meals based on first and last day of travel.

1) Within the line item, select **Domestic Meals (Multi Day Per Diem)** from the **Expense Item** field.
2) On the right side of the screen, enter your **Arrival Date** and **Departure Date** in the corresponding fields.

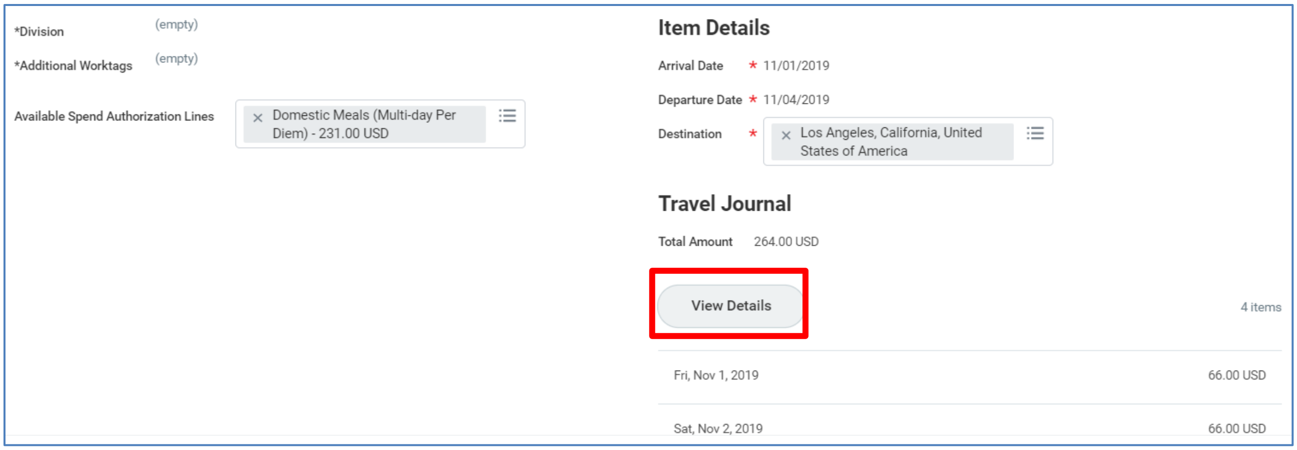


The system displays additional fields to be completed.

3) Compete the **Destination** field.



4) In the *Travel Journal* section, click the **View Details** button to open up additional fields to be completed.



Each day of travel is listed on the screen.

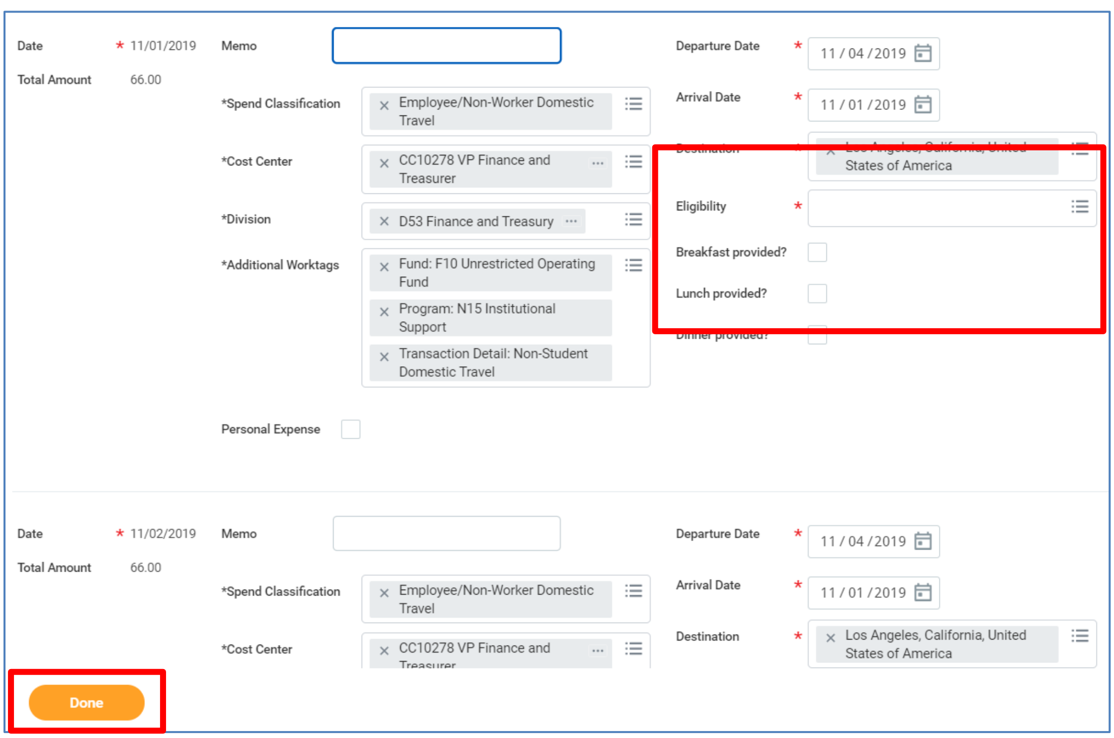
- For each day, complete the **Eligibility** field by clicking the **prompt** icon and selecting one of the following options:

  Full day – Indicates 100% reimbursement for those meals not provided.

  Half day – Prorates the reimbursement to 75% for those meals not provided. This should be selected for the first and last days of travel.

  Not Eligible – Used when all of the meals for the day were included in the travel event.

- Once the **Eligibility** field has been completed, indicate which meals, if any, were provided for each day in the travel event, by selecting the corresponding meal items.



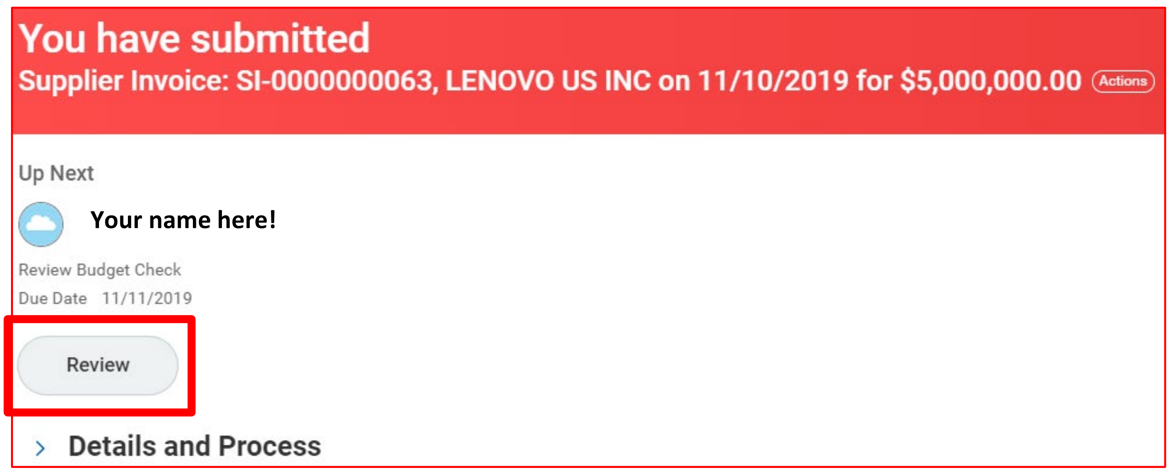
5) When all days have been completed, click the **Done** button to return to the expense report.

6) When you are back in the Expense Report, continue to add lines to the expense report as needed.

7) Click **Submit** to begin the approval process.

Review Budget Check

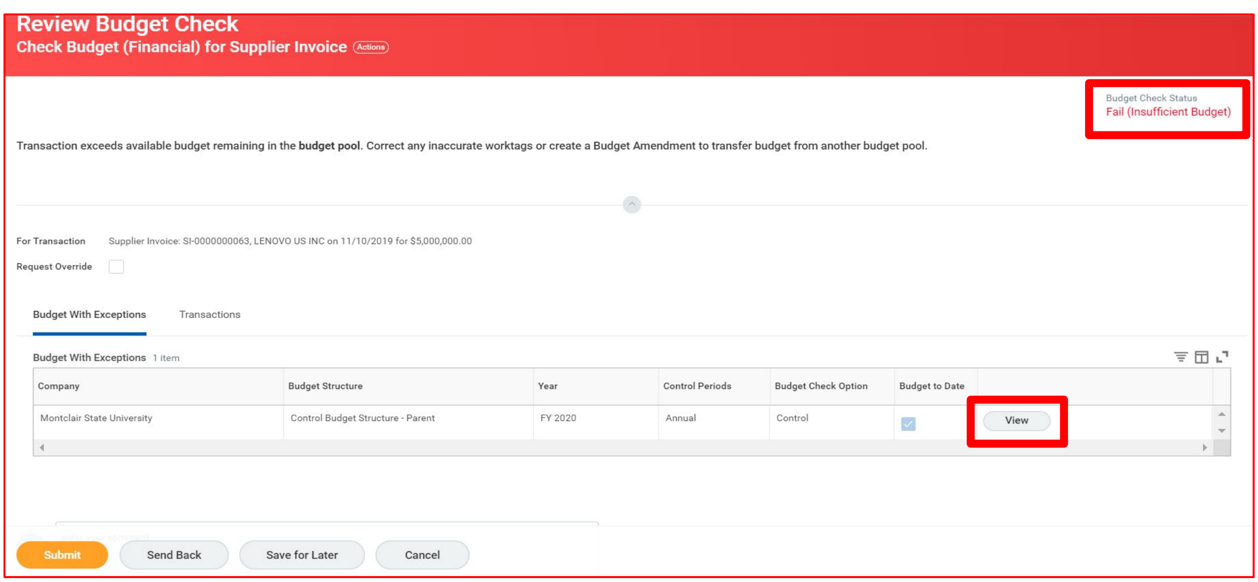
If the system finds an issue with the budget versus your request, a “Review Budget Check” action and Review button displays on the screen, once the request is submitted. An item will also be sent to your Inbox, Actions tab. **NOTE-This request will NOT be sent to the approver for review if there is an issue with the budget.**



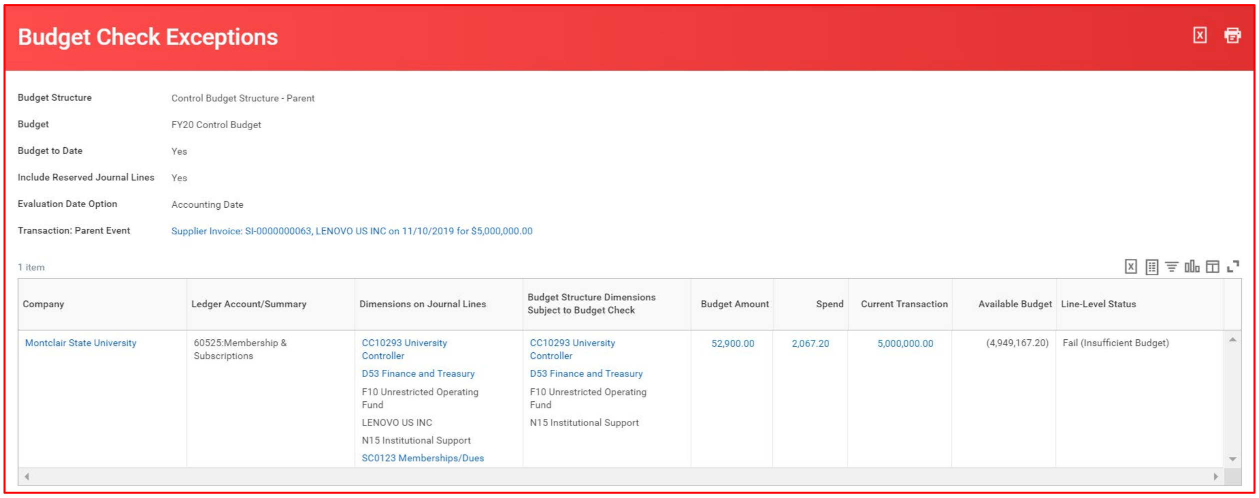
1) Click the **Review** button to drill into the request in order to find the issue.

In the upper right corner, the budget status displays.

2) Click the **View** button on the line to see the specific details of the request.



3) Review the columns of the report, and pay special attention to the Budget Amount versus the Current Transaction columns.


Budget Check Exceptions

Budget Structure	Control Budget Structure - Parent
Budget	FY20 Control Budget
Budget to Date	Yes
Include Reserved Journal Lines	Yes
Evaluation Date Option	Accounting Date
Transaction: Parent Event	Supplier Invoice: SI-0000000063, LENOVO US INC on 11/10/2019 for $5,000,000.00

1 item

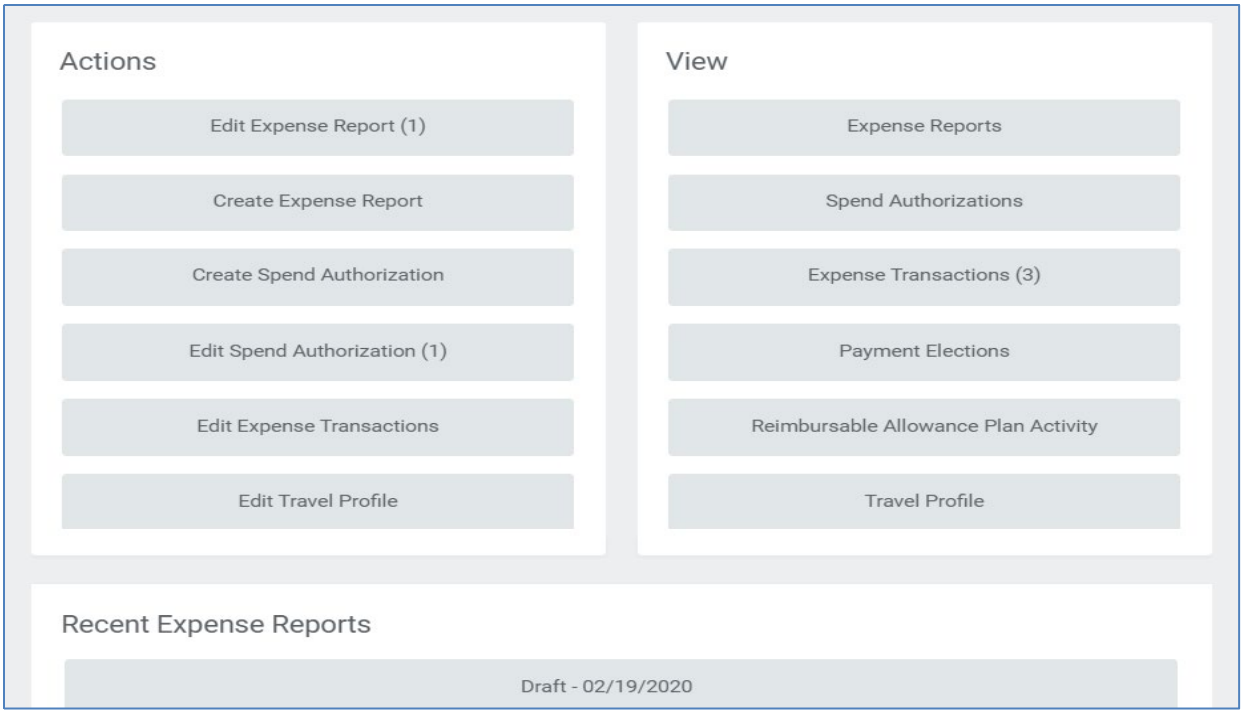
Company	Ledger Account/Summary	Dimensions on Journal Lines	Budget Structure Dimensions Subject to Budget Check	Budget Amount	Spend	Current Transaction	Available Budget	Line-Level Status
Montclair State University	60525:Membership & Subscriptions	CC10293 University Controller D53 Finance and Treasury F10 Unrestricted Operating Fund LENOVO US INC N15 Institutional Support SC0123 Memberships/Dues	CC10293 University Controller D53 Finance and Treasury F10 Unrestricted Operating Fund N15 Institutional Support	52,900.00	2,067.20	5,000,000.00	(4,949,167.20)	Fail (Insufficient Budget)

4) Based on the information provided, decide if a Budget amendment needs to be completed, or if the request should be edited to adjust the Worktags.

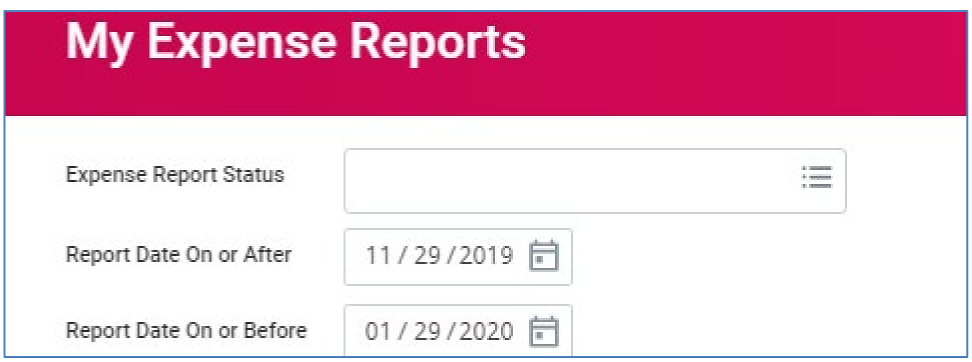
Manage Expense Reports/Check Status

Employees can locate, view, and edit their Spend Authorizations and Expense Reports by clicking on the **Expenses** application icon, and selecting the appropriate action in the **Expenses Dashboard**.

Note – For those spend authorizations and expense reports which were submitted by someone else on behalf of an employee or non-worker, the Initiator must locate the document through the **Find Expense Report Lines for Organization – Report** (see the *Edit Expense Report* section below.)

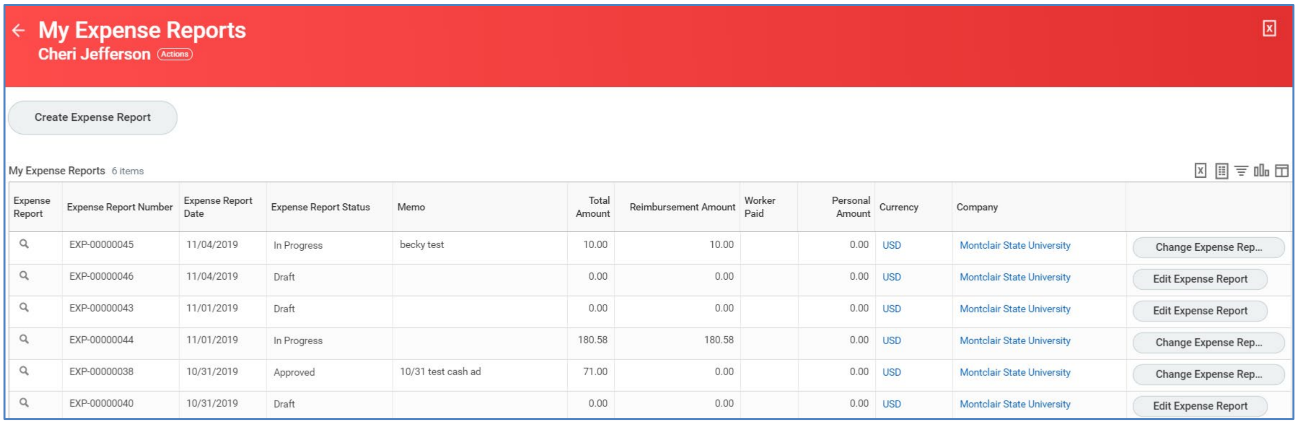


1) Under the *View* section on the right of the dashboard, select **Expense Reports**.
2) On the *My Expense Reports* screen, click the **prompt** icon in the Expense Report Status and select the status(es) to search.
3) The **Report Dates** default from the current date to sixty (60) days back. These dates can be changed if needed by clicking on the corresponding calendar icon and selecting the appropriate date.
4) Click the **OK** button.



The *My Expense Reports* screen updates and displays all of the expense reports associated to the user.

1) Select the appropriate line from the report and go to the far right to select the associated action button of Change or Edit, based on the current status of the document. **Note** – You can also click the twinkie at the magnifying glass of the expense report and select **Expense Report > Edit** or **Change** to make changes to this document.



Expense Report	Expense Report Number	Expense Report Date	Expense Report Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Personal Amount	Currency	Company	
	EXP-00000045	11/04/2019	In Progress	becky test	10.00	10.00		0.00	USD	Montclair State University	Change Expense Rep...
	EXP-00000046	11/04/2019	Draft		0.00	0.00		0.00	USD	Montclair State University	Edit Expense Report
	EXP-00000043	11/01/2019	Draft		0.00	0.00		0.00	USD	Montclair State University	Edit Expense Report
	EXP-00000044	11/01/2019	In Progress		180.58	180.58		0.00	USD	Montclair State University	Change Expense Rep...
	EXP-00000038	10/31/2019	Approved	10/31 test cash ad	71.00	0.00		0.00	USD	Montclair State University	Change Expense Rep...
	EXP-00000040	10/31/2019	Draft		0.00	0.00		0.00	USD	Montclair State University	Edit Expense Report

2) Make the necessary changes and click **Submit** to send the expense report through the approval flow.

Approval Process

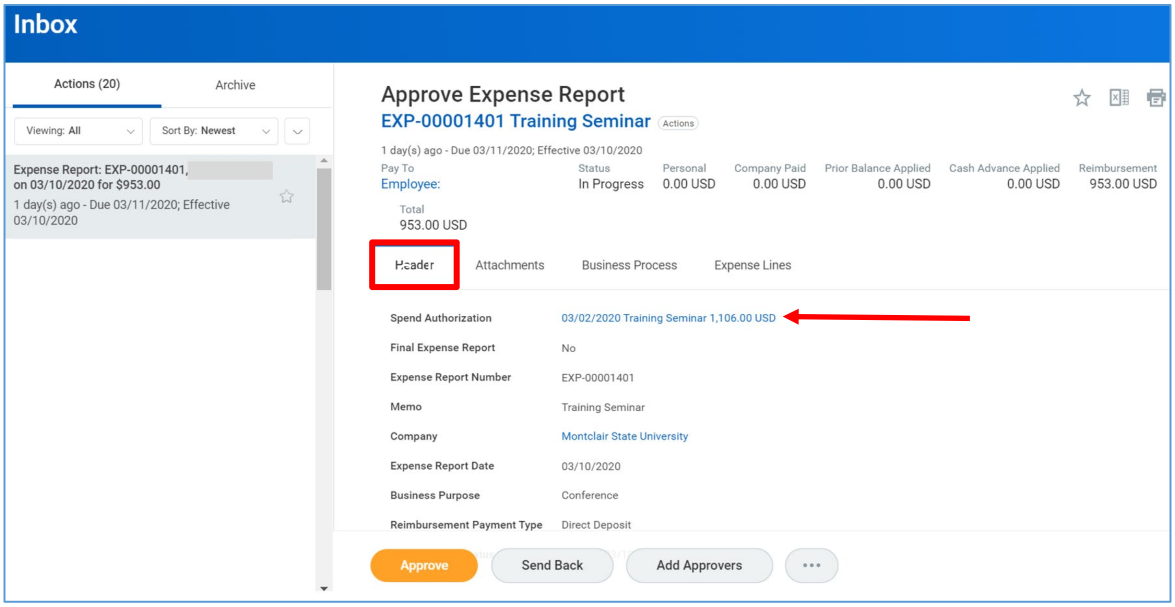
If an expense report is created by an individual on behalf of another employee, the spend authorization will be routed to the targeted employee for review and approval before moving to the standard approval flow.

The approvers will receive a notification in their Workday Inbox, and should click on it to review and process the request. The approval flow is as follows:

- Cost Center Manager or Grant Manager (PI)
- Special Approver (if required) – Grants Accounting, Project Manager, Gift Manager, etc.

Note – The approver can **approve** or **send the request back** to the requester. If the approver sends the request back, the requester receives a notification in their Inbox of the requested changes. Once the changes are made, the requester must resubmit the request.

1) To confirm if a spend authorization has been associated to the expense report, from within the approval request, click the **Header** tab.
2) A hyperlink will be in the **Spend Authorization field** if a spend authorization was associated to the expense report.
3) Click the **hyperlink** in the Spend Authorization field to open the request in view mode.

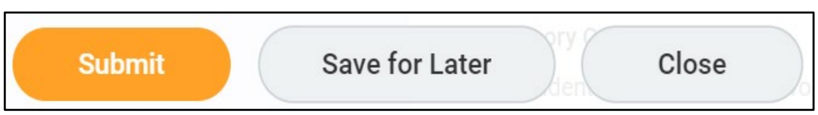


When the request has been approved and processed, the requester will get a notification indicating that their expense report has been paid.

Additionally, if the employee received an ***overage of cash advance*** and/or had ***incurred personal charges on the travel card***, they will receive a notification once Accounts Payable has approved the expense report. The employee must print the notification(s) and bring it to the Cashier's office along with payment to reimburse the University, no later than thirty (30) days from date of notification. If personal payment is not remitted within this time period, the travel card will be suspended.

Save for Later

1) Click the **Save for Later** button to save your request and return to it later.

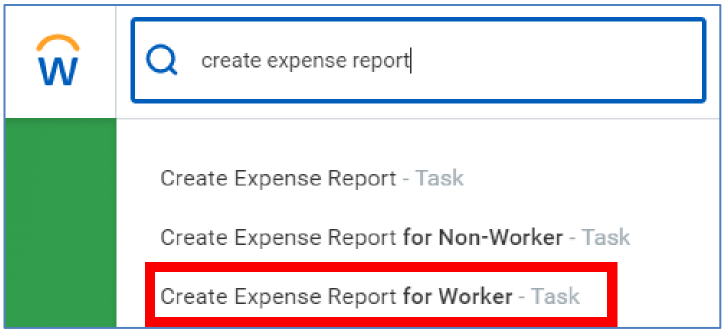


1) To locate the Expense Report in Draft status, click the **Expenses** application icon in applications section of your Home Page.
2) Select **View > Expense Reports** and select the appropriate Expense Report.

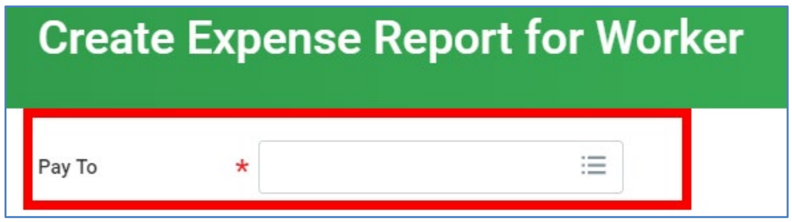
Create Expense Report on behalf of an employee (FOR WORKER)

The Cost Center Finance Specialist role can initiate this business process.

1) Enter **Create Expense Report for Worker** into the *Search* bar and select it from the search results.



2) Enter and select the name of the employee/worker.

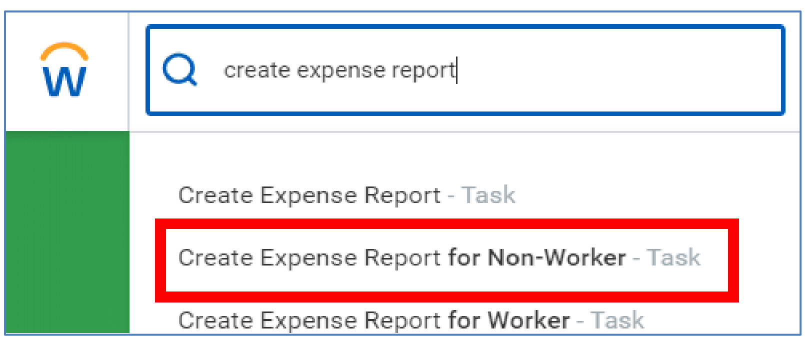


3) Continue from **Step 2** of **Create Expense Report** in previous section.

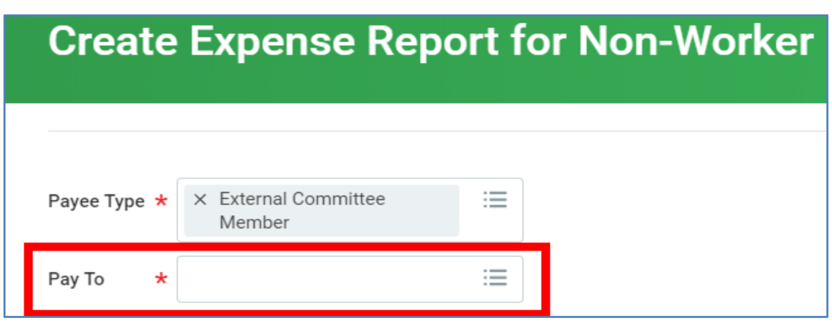
Create Expense Report for an External Committee Member (FOR NON-WORKER)

The Cost Center Finance Specialist role can initiate this business process.

1) Enter **Create Expense Report for Non-Worker** into the *Search* bar and select it from the search results.



2) Enter and select the name of the non-worker/external committee member.



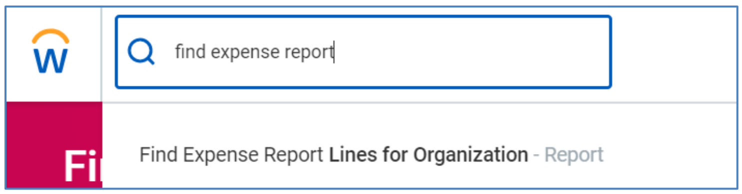
Note – If the non-worker does not display in the system, the Initiator must contact Accounts Payable in order to have the individual created in the system.

3) Continue from **Step 2** of **Create Expense Report** in previous section.

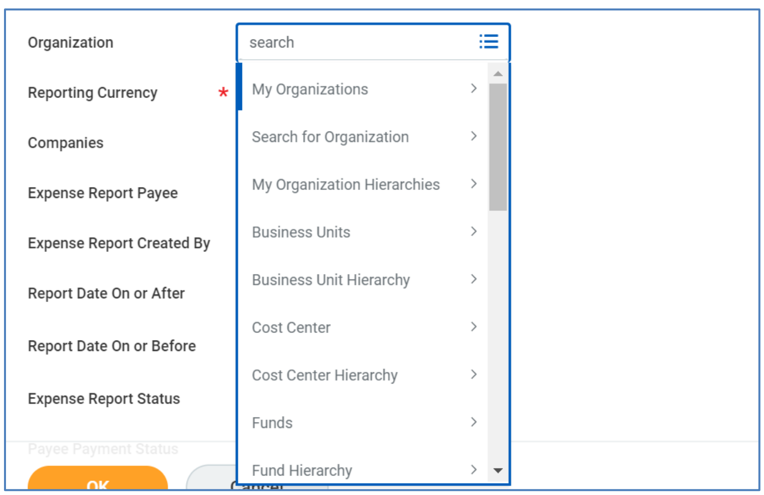
Edit "On Behalf Of" Expense Report

Changes can be made to an expense report up until it has been approved.

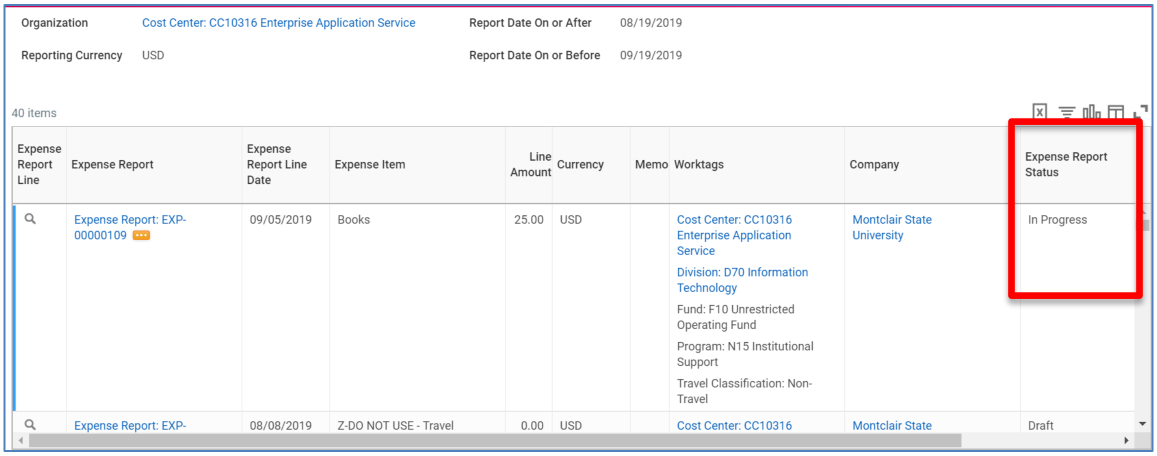
1) Enter **Find Expense Report** into the *Search* bar and select **Find Expense Report Lines for Organization – Report** from the search results.



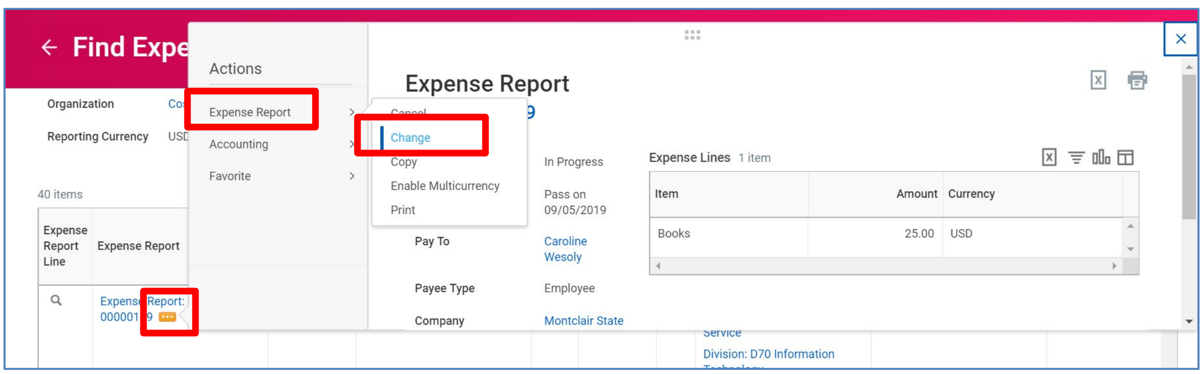
2) In the **Organization** field, select the **Prompt** icon and **My Organizations** to view a list of those cost centers associated to you and select the appropriate cost center.



3) Click **OK**.
4) Locate the line for expense report with the **Expense Report Status** of **In Progress**.



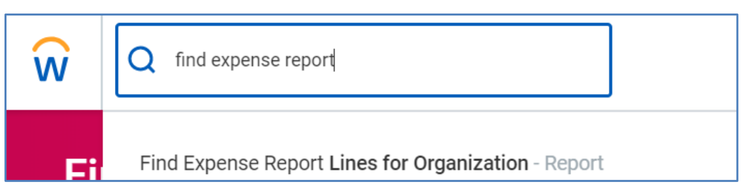
5) Hover over the expense report field, and click on the **twinkie** for the **Actions** menu.
6) Click **Expense Report** and click **Change** or **Edit**.



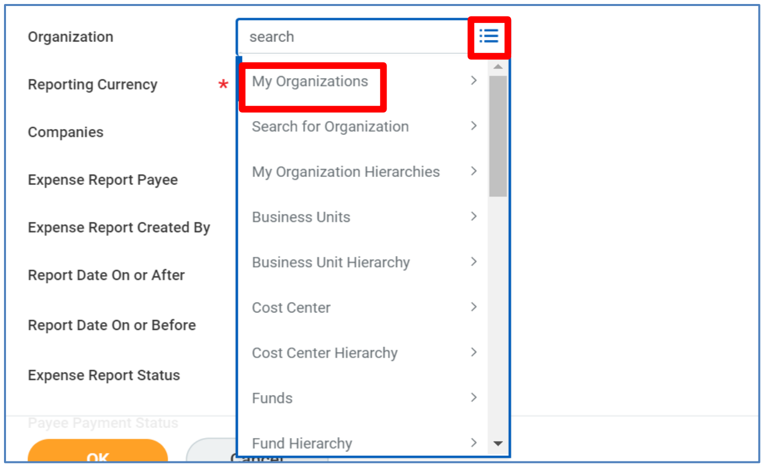
7) Make any changes and click **Submit** to send the expense report through the approval flow.

System Drafts

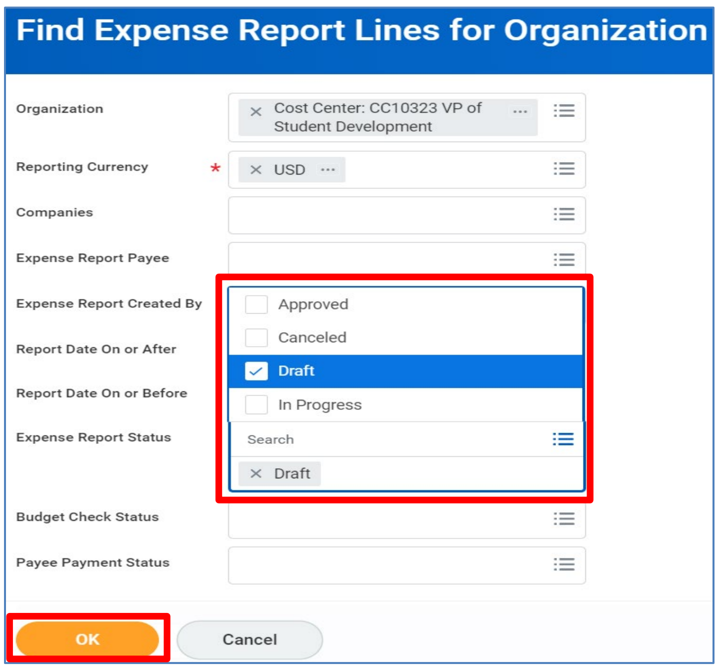
1) Enter **Find Expense Report** into the *Search* bar and select **Find Expense Report Lines for Organization – Report** from the search results.



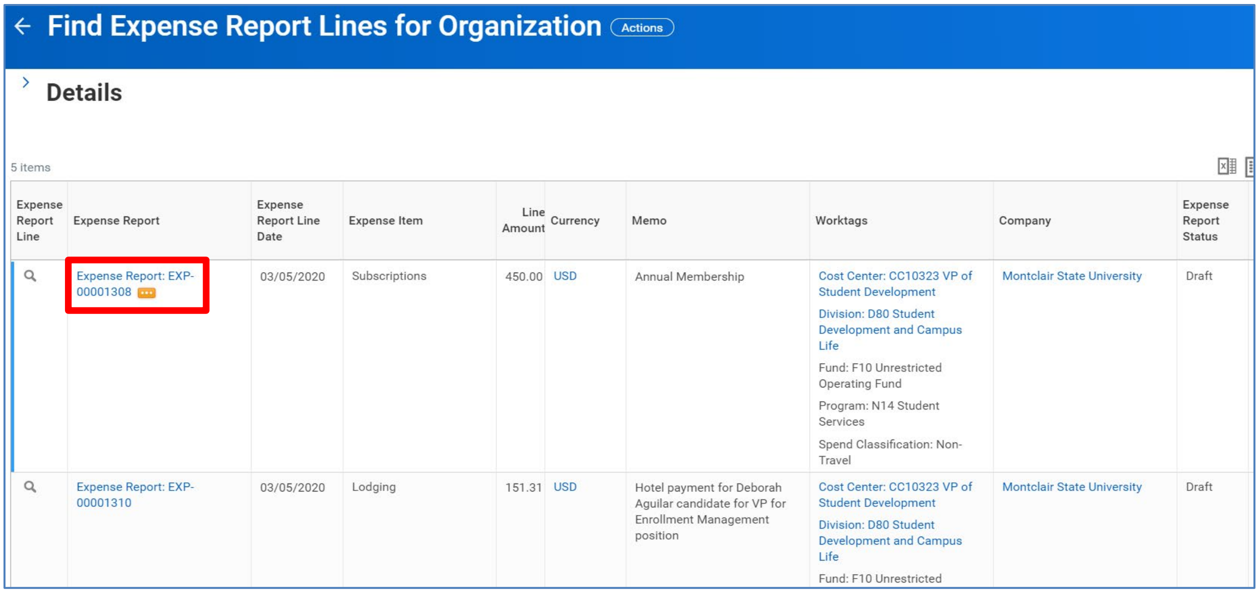
2) In the **Organization** field, select the **Prompt** icon and **My Organizations** to view a list of those cost centers associated to you and select the appropriate cost center.



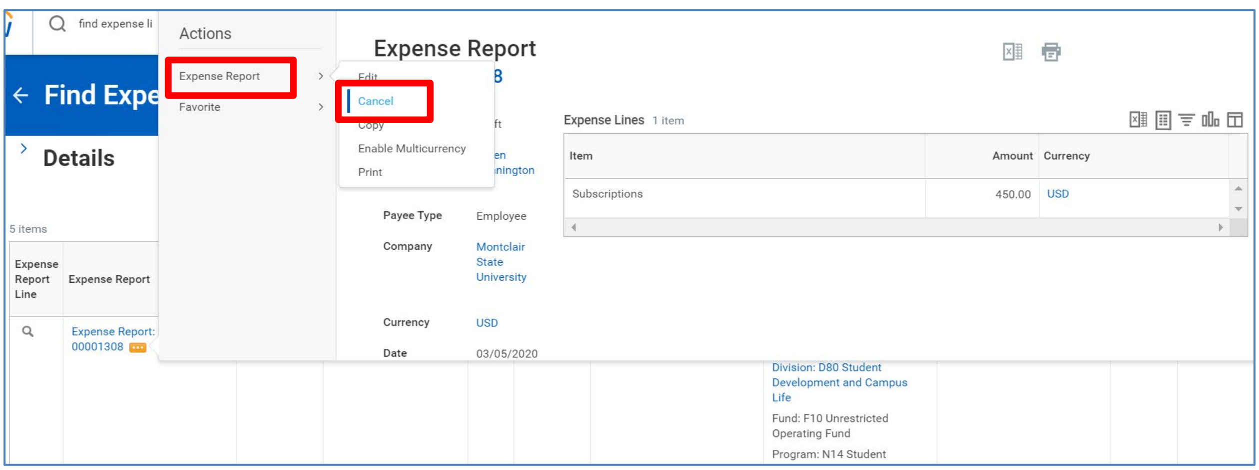
3) On the **Expense Report Status** field, click the prompt icon and select **Draft** from the list of statuses available.



4) Click **OK**.
5) Hover over the expense report field, and click on the **twinkie** to display the **Actions** menu.

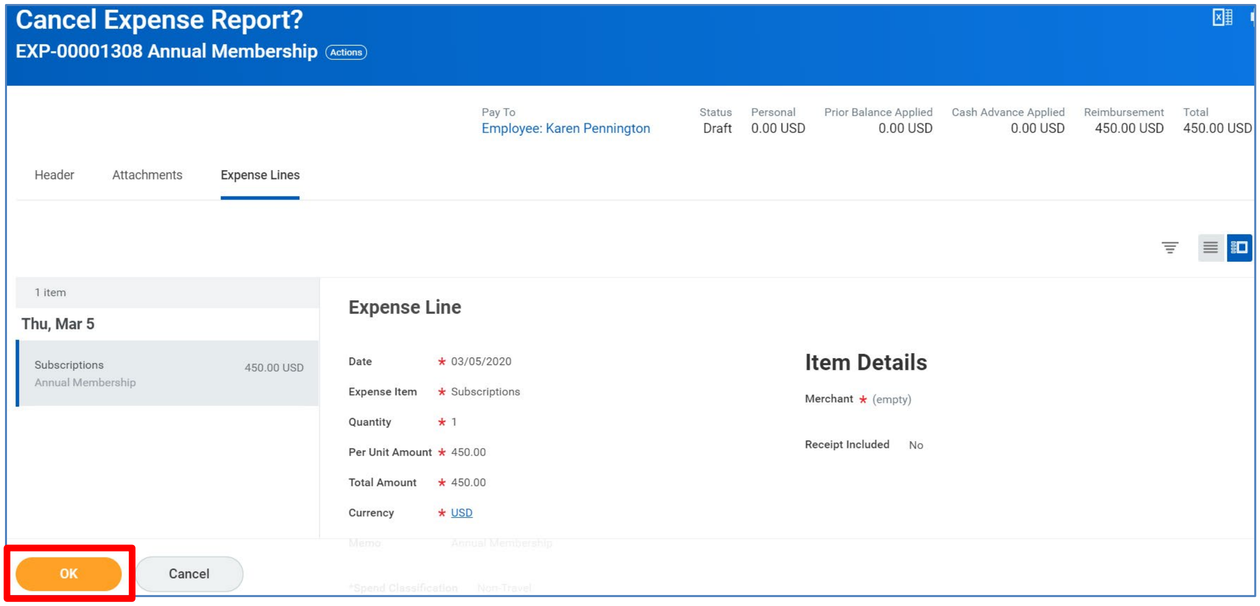


6) From the Related Actions menu, hover over **Expense Report** and then click **Cancel**.



The system asks for a confirmation regarding the cancelation of the expense report.

7) Click the **OK** button to confirm to cancel the draft.



The system displays a confirmation that the draft has been canceled.