

Expense Reports

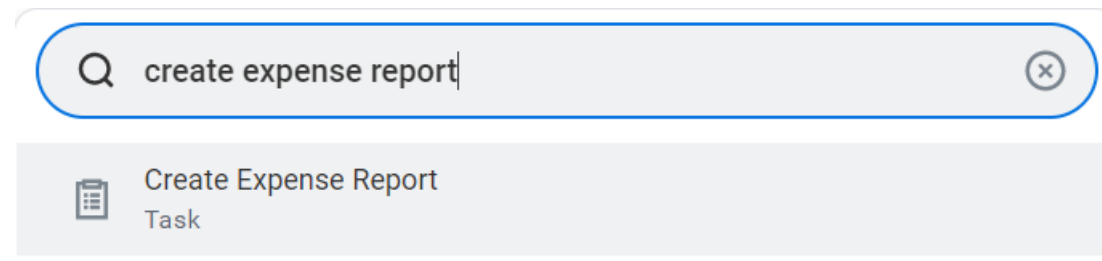
How to create an Expense Report for reimbursement

Before Starting

Prior to starting an Expense Report, you will need three things:

1. Copies of the receipts for the goods/services you paid for
2. The reason why the purchase was necessary (often referred to as a “business purpose”)
3. The Worktags that are funding these reimbursements. If you are uncertain about what your Worktags are, please contact Fiscal Officer Jackie Shreves via email at shreves.5@osu.edu.

Once you are ready, log in to workday.osu.edu and in the search box, type **Create Expense Report**. The task will pop up below the search box. Click on it to proceed



A pop up box will appear with your name associated

Create Expense Report

Expense Report Information

Expense Report For * Employee: Jackie Shreves

Creation Options *

Create New Expense Report

Copy Previous Expense Report

Create New Expense Report from Spend Authorization

Make sure this box is selected. If you have similar repeated Expense Reports, you may be able to copy previous ones, but most often it will be a New Expense Report.

Memo

Company *

X The Ohio State University ...

Expense Report Date *

08/24/2022

Business Purpose *

From the drop-down menu, select **Non-Travel**

Scroll down to view the Worktags boxes. Here you will input the Worktags for the fund that is reimbursing you.

Cost Center	*	<input type="text" value="X CC12316 Arts and Sciences Art ..."/>	← CC#s go here
Balancing Unit	*	<input type="text" value="X BL1462 Arts and Sciences Arts and Humanities ..."/>	← BL#s will autopopulate based on your CC#
Fund	*	<input type="text" value="X FD100 General Fund ..."/>	← FD#s will also autopopulate for you
Gift		<input type="text"/>	← If you have a GF#, input that here
Grant		<input type="text"/>	← If you have a GR#, input that here
Program		<input type="text"/>	← If you have a PG#, input that here
Project		<input type="text"/>	← If you have a PJ#, input that here
Additional Worktags	*	<input type="text" value="X Function: FN100 Instruction and Departmental Research ..."/>	← FN#s will auto populate for you. If you have an AE# or AS#, input those in this section as well

This is all you need to input on this page. Click **Submit** at the bottom of the page to proceed.

Create Expense Report

ER-0000226985



This is your Expense Report number. If you ever need to find this request again, you can search for this number in Workday

Pay To
Employee: Jackie Shreves

Status
Draft

Personal
0.00 USD

Company Paid
0.00 USD

Prior Balance Applied
0.00 USD

Cash Advance Applied
0.00 USD

Reimbursement
0.00 USD

Total
0.00 USD

Header

Attachments

Expense Lines

Add

Click here to add an item to expense



There's nothing here

Each item you expense needs to be in its own section (ex: one section for a sheet music purchase, another section for an instrument). Click **Add** again to enter additional items *if needed*.

Add

1 item

Expense Line

Drop files here

or

Select files

Itemization

Remaining Amount to Itemize 0.00/0.00 USD

Add

Receipt Included

Here, select the receipt you have related to this reimbursement and upload it

The date will auto populate and does not need edited

Enter the Total Amount shown on the receipt

The Memo field can be left blank

Date * 08/29/2022

Expense Item *

Total Amount * 0.00

Currency * USD

Memo

The Expense Item is a term associated with what you purchased. You can type keywords into this box and hit Enter to search for relevant matches.

- For sheet music, you can use the **Publications**
- For memberships to organizations, you can use **Dues and Memberships**
- **Office Supplies** can be used for office materials
- **Food-Not restaurants or catering** can be used for non-catered snacks provided at events


Once you have selected an Expense Item, a box will appear on the right-hand side.

Here, enter the reason why the purchase was needed.



Type in the name of the vendor you purchased from here



 **Item Details**

Business Reason

*

Merchant

*

Requisition Number (SERVICE CENTER USE ONLY)

Exception Reason (SERVICE CENTER USE ONLY)

Itemization

Remaining Amount to Itemize 0.00/0.00 USD

0 items

Receipt Included

This is all you need to enter in this section.

*Cost Center	<input type="text" value="× CC12316 Arts and Sciences Art ..."/>
*Balancing Unit	<input type="text" value="× BL1462 Arts and Sciences Arts and Humanities ..."/>
*Fund	<input type="text" value="× FD100 General Fund ..."/>
Gift	<input type="text"/>
Grant	<input type="text"/>
Program	<input type="text"/>
Project	<input type="text"/>
*Additional Worktags	<input type="text" value="× Function: FN100 Instruction and Departmental Research ..."/>

Scrolling down, you will see another Worktags section. This will have pulled information you already put in, so you should not need to edit it, but you can verify that it is using the worktags you want to use.

Continue to add more Expense Lines until you have input everything you need, then **Submit**.

If you run into errors or questions, feel free to contact Jackie Shreves at shreves.5@osu.edu