Expense Report: P-Card

Each time a transaction posts to your P-Card, Workday will notify you to create an expense report. Opening the notification gives you a link to the **My Expense Transactions** screen, which is located in the **Expenses Hub** app. We recommend adding this app to your Workday menu for easy access to your transaction list and expense reports.

1. On the My Expense Transactions screen, select **Create Expense Report**.
2. Choose **Create New Expense Report**.
3. In the **Memo** field, enter a brief description including whatever information your supervisor requires to approve the purchase.
4. The **Expense Report Date** is today's date, not the transaction date.
5. In the **Business Purpose** field, select **Procurement Card Purchases**.
6. Check your **Worktags** to ensure the expense will be paid from the correct account. To charge it to another account, change the worktag here before continuing.
7. In the **Credit Card Transactions** section, select the transactions you want to include (or check the Select All box), then **click OK to continue**.
8. Use Select Files or drag files to **attach your receipt** or similar document.
9. Scroll down to enter the **Transaction Date, Expense Item, Total Amount**, and memo. (This memo is optional; the memo in step 3 is required.)
10. Check the **Worktags** again and update if necessary.
11. If you're reporting multiple transactions, repeat steps 8-10 for each.
12. When the report is ready, select **Submit** to send it for approval. You can also **Save for Later** or **Cancel** if necessary.

Notes

- Best practice is to **create one expense report for each transaction**, rather than periodically creating one big report. This makes it easier to catch incorrect or unauthorized charges, improves record-keeping, and reduces risk of lost receipts.

  However, you can combine transactions into one report when necessary, such as when multiple transactions post on the same day, or when a charge and an accompanying charge (like a sales tax refund) should be recorded together.

- To find the **Expense Item** for your transaction, begin typing a description in the field (like "books" or "food") and hit enter. This field is set up to be searched, but you can also browse the list, which is extensive. If you can't find anything suitable for your transaction, contact Accounts Payable.

- The **red error alert** is there to remind you that you must attach a receipt and select an Expense Item. Once you attach the receipt and choose an Expense Item, the error will disappear. If you don't, you won't be able to proceed.
- If you used the **Workday Mobile App** to take a photo of your receipt, it will appear as an option to attach when you click the Select Files button.

Reminder

P-Card users must adhere to all procedures, policies, and rules contained in the P-Card Manual, located on the Purchasing website. This Job Aid is for reference purposes and does not serve as a substitute for the P-Card Manual.