



MINNESOTA STATE

# Employee Expenses and P-card Transactions



Job Aid



# Employee Expenses and P-card Transactions

## Job Aid

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### 01 | Introduction

This job aid walks through the processes of spend authorizations and expense reports.

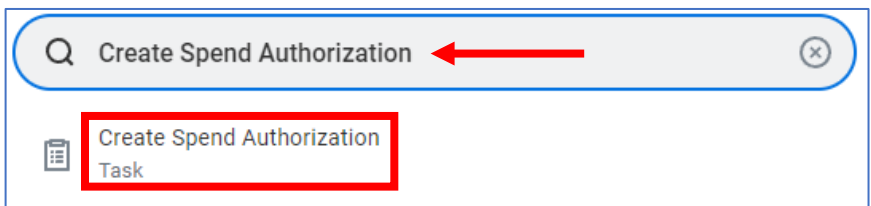
In this document, you will see Workday screenshots that vary in color depending on the institution. Please note, Workday also performs frequent updates that may affect what you see on the page. Actions and process steps, however, remain the same.

Keep in mind, for confidentiality purposes, all personal identifiable information (PII) such as names, employee ID numbers, and contact information was reorganized in random order (scrambled) to eliminate sensitive data.

### 02 | Spend Authorization

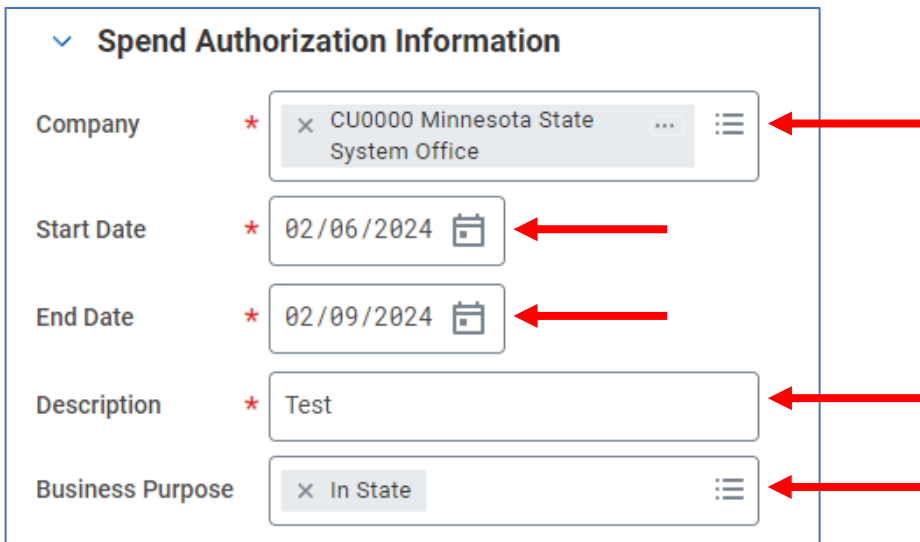
Employees will submit a Spend Authorization to request pre-approval for expenses. Follow the steps to create and submit a Spend Authorization.

**Step 1.** Type “Create Spend Authorization” in the search bar and select the task.



**Step 2.** Complete the Spend Authorization Information section:

- **Company:** Will auto-populate.
- **Start/End Date:** Dates when expected expenses will be incurred.
- **Description:** Description of the spend authorization. For example, “Instructional Seminar.”
- **Business Purpose:** Select a business reason in the drop-down.





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**Step 3.** Complete the **Justification** field under the Spend Authorization Details section by entering the reason for the expected expense.

▼ Spend Authorization Details

Justification

**Step 4.** Scroll down if necessary and click the **Add (+)** icon to add an expense item in the spend authorization. Multiple line items may be added in a spend authorization, as needed. Complete all required fields in the Spend Authorization Line section.

Spend Authorization Lines Attachments

⊕ Add

Spend Authorization Line		🗑️
Expense Item	→ *	<input type="text" value="x Conf/Regist Fee - Instate"/>
Quantity	→ *	<input type="text" value="1"/>
Per Unit Amount	→ *	<input type="text" value="250.00"/>
Total Amount	→ *	<input type="text" value="250.00"/>
Budget Date	→ *	<input style="border: 1px solid gray; padding: 2px; width: 100px;" type="text" value="01/31/2024"/>
Memo		<input type="text"/>

Continued on next page.



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**Step 5.** Scroll down to the Worktags section and select the **Program** from the drop-down menu. The **Additional Worktags** will default. Select the **Attachments** tab to include any relevant documentation. Click **Submit** for manager approval.

The screenshot shows the 'Spend Authorization Lines' interface with the 'Attachments' tab selected. The 'Worktags' section includes fields for Program, Grant, and Project, each with a drop-down menu. Below these is the '\*Additional Worktags' section, which contains three items: 'Cost Center: CC0002915 SYSO - Financial Reporting', 'Function: FN000 Default', and 'Fund: FD0025 BRM - Bluff Restoration and Mon'. At the bottom, there are three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Cancel'. Red arrows point to the 'Attachments' tab, the 'Program' drop-down menu, and the '\*Additional Worktags' list.

### 03 | Expense Reports (Without P-card Transactions)

Follow the steps to create and submit an expense report associated with a Spend Authorization in Workday. Alternatively, you can use the Expenses App to initiate this process.

**Step 1.** Type "Create Expense Report" in the search bar and select the task.

The screenshot shows a search bar containing the text 'Create Expense Report'. Below the search bar, a search result is displayed: 'Create Expense Report Task', which is highlighted with a red box. A red arrow points to the search bar.



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**Step 2.** Select the appropriate radio button related to your expense. Complete the **Memo** field. Scroll down to add other information as needed.

**Step 3.** Scroll to the bottom of the page and click **OK**.

**Step 4.** From the Create Expense Report page, click **Add**.

Continued on next page.



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**Step 5.** In the Expense Line section, attach receipts or supporting documentation, as necessary. Also include the following:

- **Expense Date:** Date expense was incurred.
- **Expense Item:** Item purchased.
- **Quantity:** Number of items.
- **Per Unit Amount:** Amount per unit/item.
- **Total Amount:** Will auto-populate.
- **Currency:** Will auto-populate.
- **Memo:** Description of the expense.

**Expense Line**

Drop files here  
or

**Expense Date** \* 01/24/2024

**Expense Item** \*

**Quantity** \*

**Per Unit Amount** \*

**Total Amount** \*

**Currency** \* USD

**Memo** \*

**Step 6.** In the Itemization section, click **Add**. If there are multiple expense items to report, repeat the process for each expense. Items with multiple worktags can be split using itemization and additional rows can be added as needed.

**Itemization**

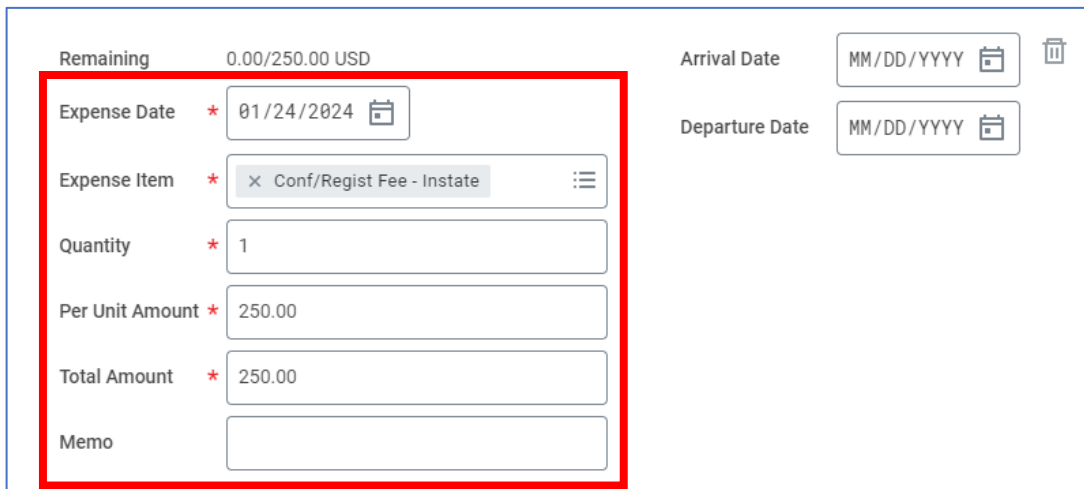
Use the button below only if your company's expense policy requires itemizations.

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**Step 7.** Complete the required fields on the pop-up window and enter information relevant to the itemization.

- **Expense Date:** Will auto-populate.
- **Expense Item:** Will auto-populate.
- **Quantity:** Enter item quantity.
- **Per Unit Amount:** Enter item amount.
- **Total Amount:** Will auto-populate.



Remaining 0.00/250.00 USD

Expense Date \* 01/24/2024

Expense Item \* X Conf/Regist Fee - Instate

Quantity \* 1

Per Unit Amount \* 250.00

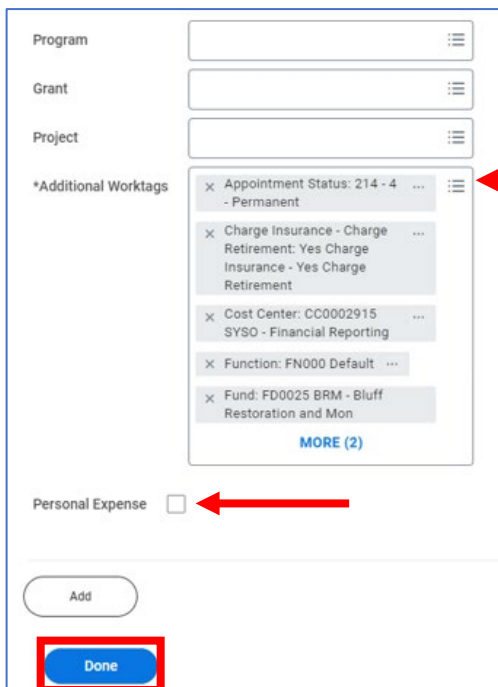
Total Amount \* 250.00

Memo

Arrival Date MM/DD/YYYY

Departure Date MM/DD/YYYY

**Step 8.** Scroll down to enter **Additional Worktags** from the drop-down menu. Check the **Personal Expense** box if applicable (not commonly used). Click **Add** if needed, to include additional line items. Click **Done**.



Program

Grant

Project

\*Additional Worktags

- X Appointment Status: 214 - 4 - Permanent
- X Charge Insurance - Charge Retirement: Yes Charge Insurance - Yes Charge Retirement
- X Cost Center: CC0002915 SYSO - Financial Reporting
- X Function: FN000 Default
- X Fund: FD0025 BRM - Bluff Restoration and Mon

MORE (2)

Personal Expense

Add

Done





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**Step 9.** Check **Receipt Included** if applicable. Click **Submit** for approval. Note that Employees may check the status of the expense report by entering “My Expense Reports” in the search bar and accessing the report.

### Itemization

Remaining Amount to Itemize 0.00/250.00 USD

[Edit](#) 1 Item

---

Conf/Regist Fee - Instate 250.00 USD  
Wed, Jan 24, 2024

---

Receipt Included  ←

[Submit](#) [Save for Later](#) [Close](#)

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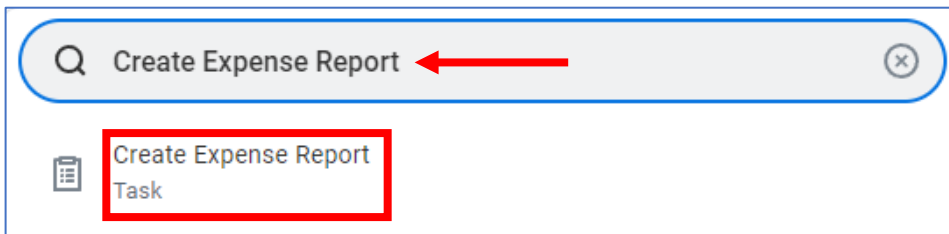
# Employee Expenses and P-card Transactions

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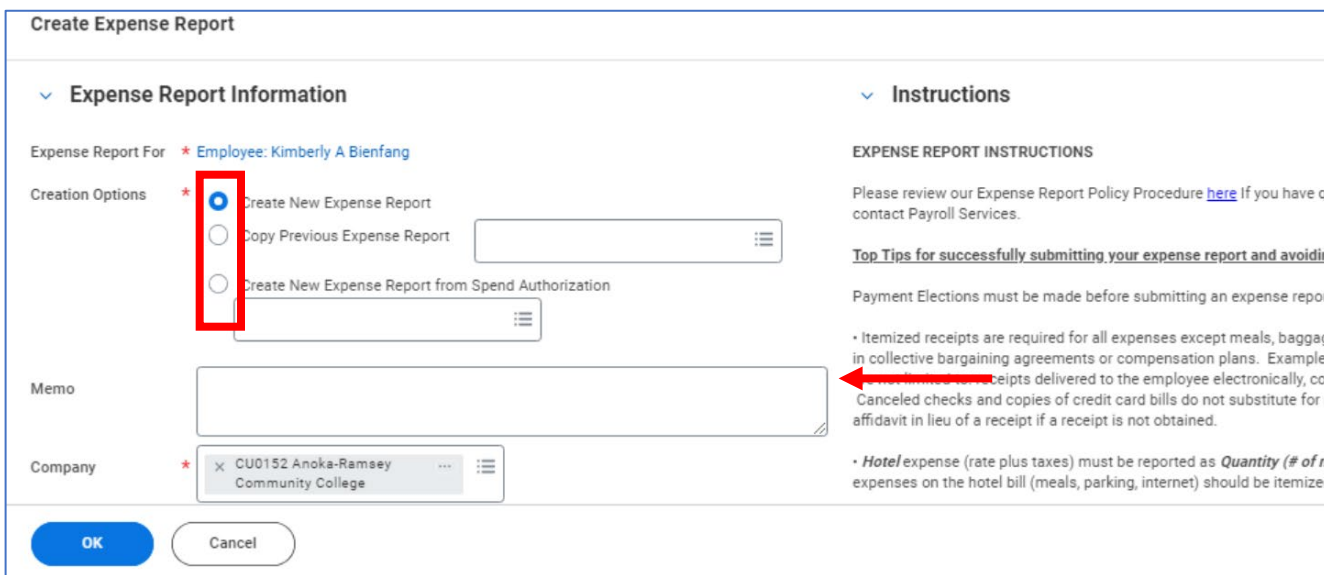
### 04 | Expense Reports (With P-card Transactions)

Follow the steps to create and submit an expense report associated with P-card transactions in Workday. Alternatively, you can use the Expenses App to view P-card transactions and initiate this process.

**Step 1.** Type “Create Expense Report” in the search bar and select the task.



**Step 2.** Select the appropriate radio button related to your expense. Input “P-card Transactions” in the **Memo** field.



Continued on next page.



# Employee Expenses and P-card Transactions

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**Step 3.** Scroll down to add the **Business Purpose**, Driver Worktag, and other information as needed.

Expense Report Date \* 05/30/2024

Business Purpose

Program  
X PG0046078 SYSO NextGen- Enterprise Contributions 113096

Grant

Project

Additional Worktags \*  
X Appointment Status: 220 - 4 - Permanent  
X Charge Insurance - Charge Retirement: Yes Charge Insurance - Yes Charge

**Step 4.** Scroll to the bottom of the page and select the appropriate credit card transactions  
Click **OK**.

Credit Card Transactions Quick Expenses

Select All

15 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account
<input type="checkbox"/>	Q	07/15/2022				120.00	USD	Expenses P-Card Test Account
<input type="checkbox"/>	Q	07/15/2022				44.00	USD	Expenses P-Card Test Account
<input type="checkbox"/>	Q	07/15/2022				23.00	USD	Expenses P-Card Test Account
<input type="checkbox"/>	Q	07/15/2022				55.00	USD	Expenses P-Card Test Account
<input type="checkbox"/>	Q	07/15/2022				88.00	USD	Expenses P-Card Test Account

**OK** Cancel

Continued on next page.



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**Step 5.** In the Expense Line section, attach receipts or supporting documentation. Also include the following:

- **Expense Date:** Will auto-populate.
- **Expense Item:** Item purchased.
- **Total Amount:** Will auto-populate.
- **Currency:** Will auto-populate.
- **Memo:** Description of the expense.
- **Driver Worktag:** Select a Program, Project, or Grant.
- **Item Details:** Enter item details depending on what the expense item is.

In the Itemization section, click **Add**. If there are multiple expense items to report, repeat the process for each expense. Items with multiple worktags can be split using itemization and additional rows can be added as needed.

The screenshot shows the 'Expense Line' form with the following fields and values:

- Drop files here** (with 'Select files' button)
- Item Details:**
  - Arrival Date: 05/27/2024
  - Departure Date: 05/30/2024
  - Miles Traveled: 134
- Itemization:**
  - Use the button below only if your company's expense policy requires itemizations.
  - Add** button (highlighted with a red box)
- Expense Line Summary:**
  - Credit Card Transaction: 07/15/2022 88.00 USD
  - Expense Date: 07/15/2022
  - Expense Item: X Lodging - Instate
  - Total Amount: 88.00

Continued on next page.



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**Step 6.** Complete the required fields on the pop-up window and enter information relevant to the itemization.

- **Expense Date:** Will auto-populate.
- **Expense Item:** Will auto-populate.
- **Quantity:** Enter item quantity.
- **Per Unit Amount:** Enter item amount.
- **Total Amount:** Will auto-populate.
- **Memo:** Description of the expense.
- **Item Details:** Enter item details depending on what the expense item is.

Remaining	88.00/88.00 USD	Arrival Date *	05/27/2024	←
Expense Date *	07/15/2022	Departure Date *	05/30/2024	←
Expense Item *	X Lodging - Instate ...	Miles Traveled *	134	←
Quantity *	1			
Per Unit Amount *	0.00			
Total Amount *	0.00			
Memo				

Continued on next page.



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**Step 7.** Scroll down to enter Driver Worktags and any **Additional Worktags** from the drop-down menu. Check the **Personal Expense** box if applicable (not commonly used). Click **Add** if needed, to include additional line items. Click **Done**.

Program

Grant

Project

\*Additional Worktags

- Appointment Status: 214 - 4 - Permanent
- Charge Insurance - Charge Retirement: Yes Charge Insurance - Yes Charge Retirement
- Cost Center: CC0002915 SYSO - Financial Reporting
- Function: FN000 Default
- Fund: FD0025 BRM - Bluff Restoration and Mon

[MORE \(2\)](#)

Personal Expense

**Step 8.** Check **Receipt Included** if applicable. Click **Submit** for approval. Note that Employees may check the status of the expense report by entering “My Expense Reports” in the search bar and accessing the report.

Receipt Included

Continued on next page.

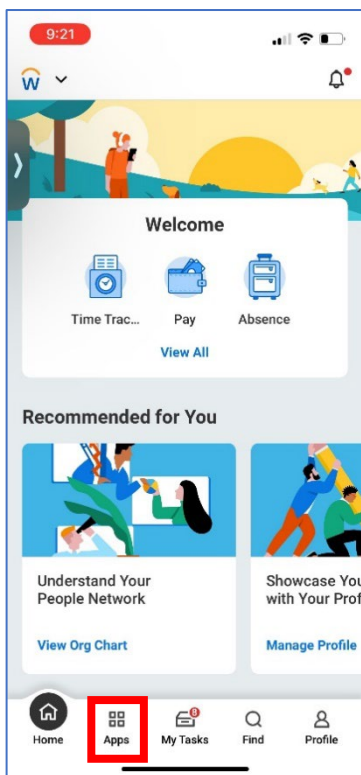


### 05 | Mobile: Entering Expense and Submit Expense Report

Use the Workday Mobile app (iPhone and Android) to track expenses, upload receipts, and submit expense reports.

From the Home screen:

**Step 1.** Select **Apps** tab located at bottom of home screen.

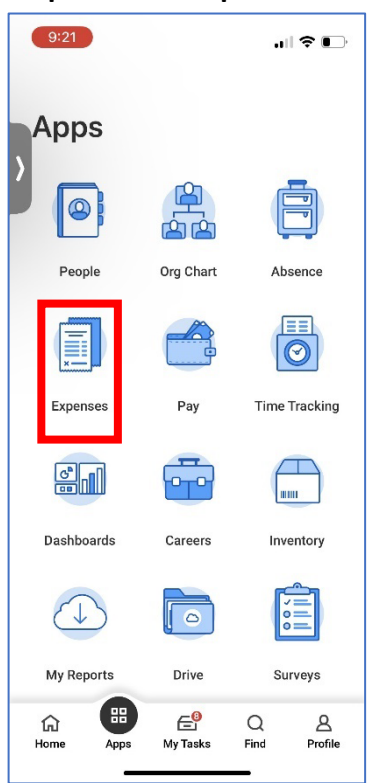


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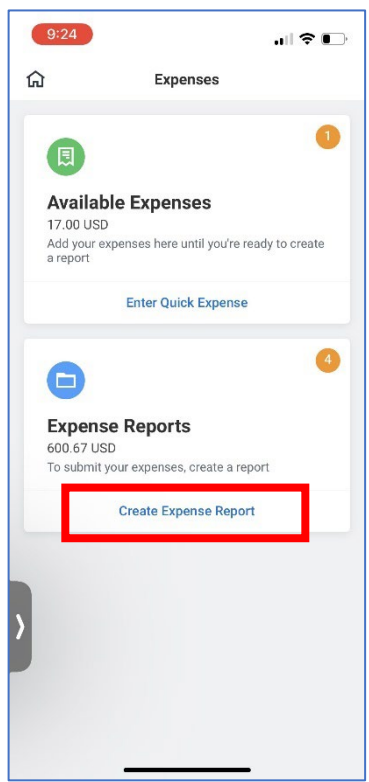


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**Step 2.** Select **Expenses** icon located in the second row of the first column.



**Step 3.** Select **Create Expense Report** located at the bottom of the Expense Reports section.







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**Step 4.** Enter a **Memo** and select a **Business Purpose**.

A screenshot of a mobile application interface for creating a new report. The top bar shows the time 10:14 and status icons. Below the bar are three buttons: 'Cancel', 'Create New Report', and 'Done'. The main form contains several sections: 'Memo' with a text input field containing 'Expense report for conference travel week of 3/8.'; 'Company' with a dropdown menu showing 'CU0000 Minnesota State System O...'; 'Expense Report Date' with a date picker set to '03/08/2024'; 'Business Purpose' with a dropdown menu showing 'In State'; 'Program', 'Grant', and 'Project' each with an empty dropdown menu. Two red arrows point to the 'Memo' and 'Business Purpose' fields.

**Step 5.** Select a Driver Worktag (**Program**, **Grant**, or **Project**) under the appropriate Worktag section. Select **Done**.

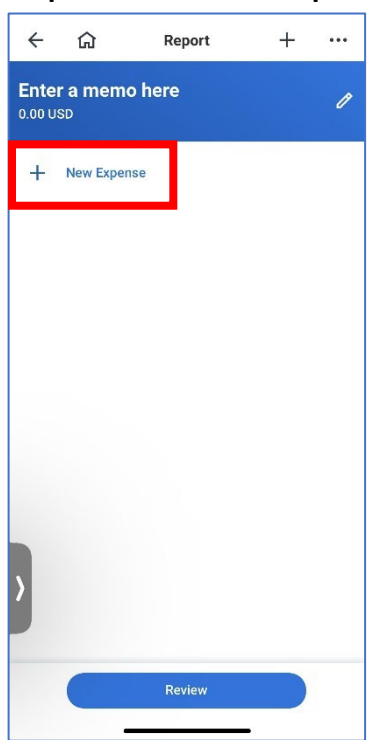
A screenshot of the same mobile application interface, but now showing the 'Additional Worktags' section at the bottom. The 'Done' button in the top bar is highlighted with a red box. The 'Program' dropdown menu is highlighted with a red arrow. The 'Additional Worktags' section contains several dropdown menus with selected items: 'Appointment Status: 220 - 5 - Temp...', 'Charge Insurance - Charge Retireme...', 'Cost Center: CC0002955 SYSO - Tec...', 'Fund: FD0039 General Operations', and 'Job Detail Number: Job Detail 02'.



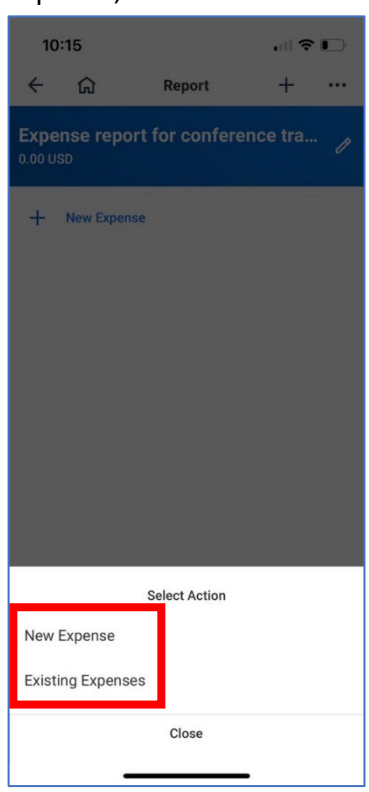
# Employee Expenses and P-card Transactions

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**Step 6. Select + New Expense.**



**Step 7. Select Existing Expenses** if you are adding a credit card expense or another existing expense; otherwise select **New Expense** and skip to **Step 10**.

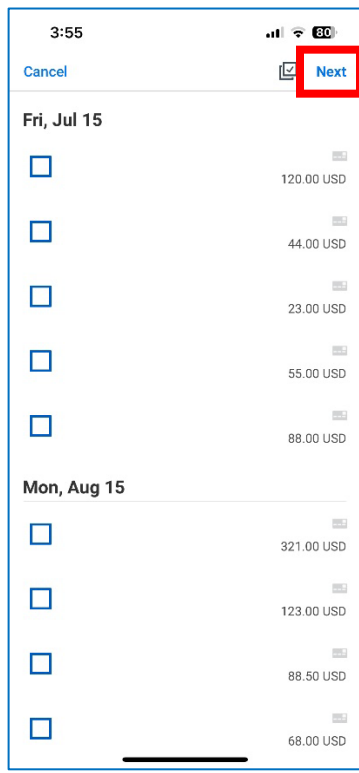




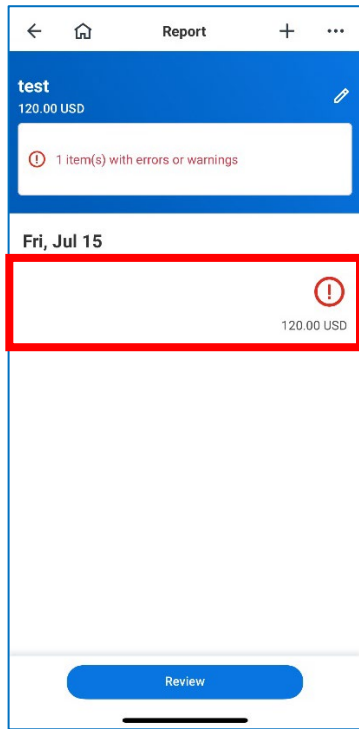
# Employee Expenses and P-card Transactions

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**Step 8.** If adding an existing expense, select the transaction and click **Next**.



**Step 9.** Open the expense line and add the required details (Expense Item and Receipt) by clicking in the area marked below.





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**Step 10.** Expense Date is pulled in by default. Enter your **Expense Item** in the relevant field. Enter **Total Amount** (or **Quantity** and **Unit Amount**) if necessary.

The screenshot shows the 'Expense Line' form with the following fields and values:

- Cancel
- Expense Line
- Add Attachments
- Linked Quick Expense
- Expense Date \* (03/08/2024)
- Expense Item \*
- Total Amount \* (0.00)
- Currency (USD)
- Done

Red arrows point to the Expense Date, Expense Item, and Total Amount fields.

**Step 11.** Scroll down and enter a **Memo** message. Enter a relevant Driver Worktag for the expense Line (**Program, Grant, or Project**). Note: the Driver Worktag may autofill from the overall expense report.

The screenshot shows the 'Expense Line' form with the following fields and values:

- Cancel
- Expense Line
- Expense Item \* (Mileage - Nontaxable - Instate)
- Total Amount (0.67)
- Currency (USD)
- Memo (Mileage from Bemidji to St. Paul for a conference.)
- Billable
- Program (PG0001758 BESU BSU Business Clu...)
- Grant
- Project
- Done

Red arrows point to the Memo, Program, Grant, and Project fields.



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**Step 12.** *\*This step is specific certain expense items\** Scroll down and select **Arrival Date** and **Departure Date** for expense item.

The screenshot shows the 'Expense Line' form. At the top, there are 'Cancel' and 'Expense Line' buttons. Below is an 'Instructions' section with text about reporting mileage. The 'Item Details' section contains 'Arrival Date \*' and 'Departure Date \*' fields, both with calendar icons. Red arrows point to the date input boxes. Below these are checkboxes for 'Personal Vehicle' (checked) and 'Miles Traveled \*' with a numeric keypad icon. A 'Done' button is at the bottom.

**Step 13.** *\*This step is specific to certain expense items\** Scroll down and enter in **Miles Traveled**.

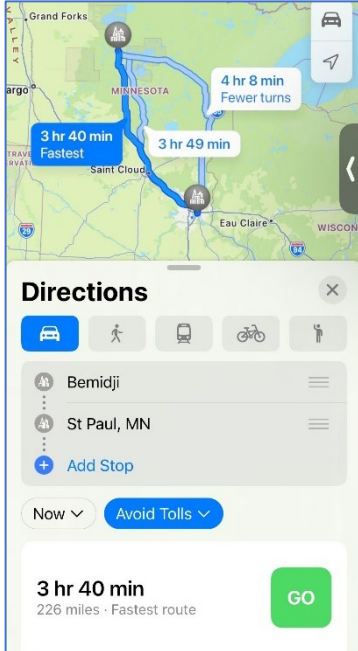
This screenshot shows the 'Expense Line' form with the 'Miles Traveled \*' field highlighted. The 'Arrival Date \*' and 'Departure Date \*' fields are filled with '03/08/2024' and '03/07/2024' respectively. The 'Personal Vehicle' checkbox is checked. The 'Miles Traveled \*' field contains the number '226', with a red arrow pointing to it. Below this are checkboxes for 'Receipt Included' (checked) and buttons for 'Delete' and 'Do Another'. A 'Done' button is at the bottom.



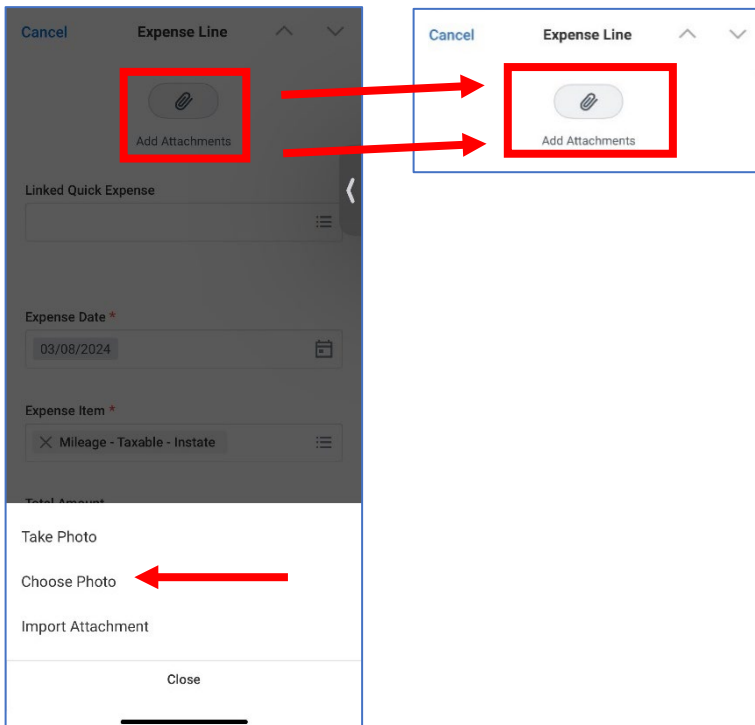
# Employee Expenses and P-card Transactions

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**Step 14.** *\*This step is specific to certain expense items\** If required by your institution, take a screenshot of a map route for the miles traveled. You will add this as an attachment in the next step.



**Step 15.** *\*This step is specific to certain expense items\** Scroll to top of page and select **Add Attachments** icon. Select **Choose Photo** to add the screenshot and or any receipts to the expense line.

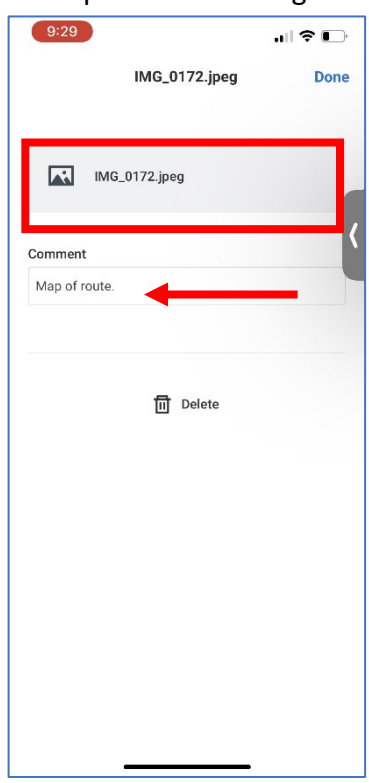




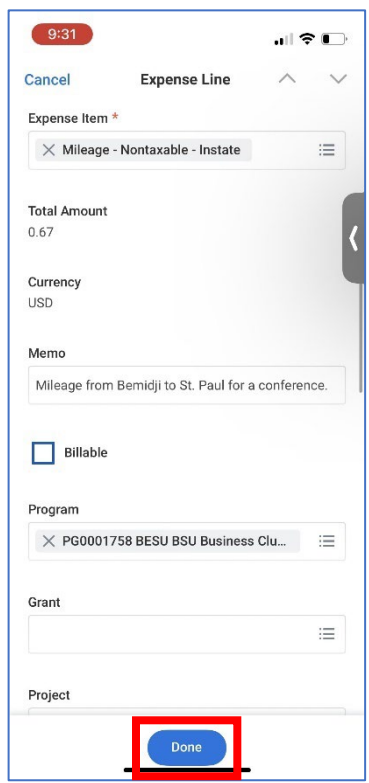
# Employee Expenses and P-card Transactions

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**Step 16.** Select the relevant image that you want to attach. Add a comment for the description of the image.



**Step 17.** Select **Done** to complete the Expense Line.

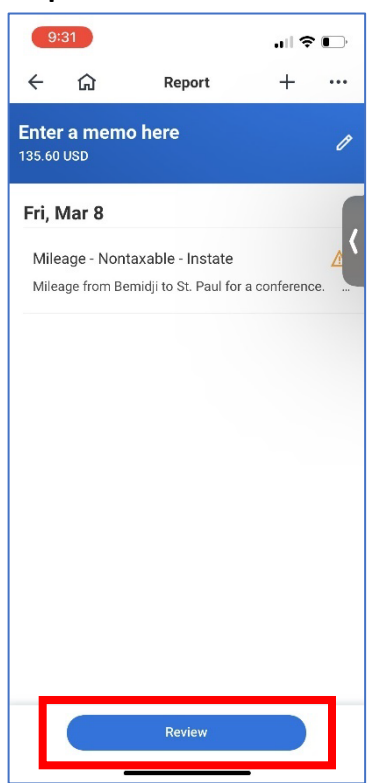




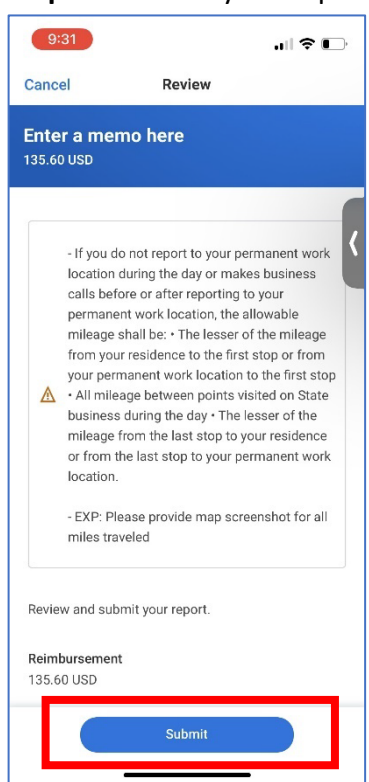
# Employee Expenses and P-card Transactions

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**Step 18.** Select **Review** to advance to the Review/Submit page.



**Step 19.** Review your expense items for accuracy, correct any errors, and then select **Submit**.



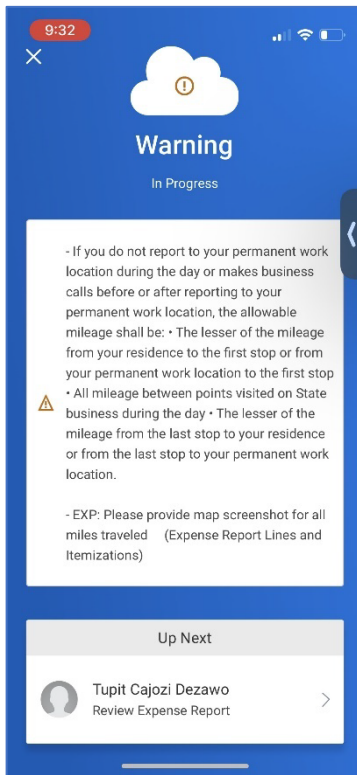




# Employee Expenses and P-card Transactions

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A confirmation screen shows your expense report is routing for approval.



**Note:** You can also add expense items to reports from your list of expenses by selecting the checkbox and Add to Report. This will display immediately after entering the expense item. If no report exists at this time, Workday will prompt you to create one.