QUESTIONS?

Ask at slido.com using the code **UBCOWW**

Workday Wednesday: Expenses

February 9th, 2022

RESOURCES AVAILABLE

Reconcile UBC VISA Transactions on an Expense Report

Create an Out of Pocket Expense Report

View, Edit, Change or Cancel an Expense Report

Create an Expense Report via Workday Mobile App

Check the Status of an Expense Report

Enter a Quick Expense via Workday Mobile App

PeopleSoft to Workday Translation Tool

AGENDA

1 | Capital vs. Non-Capital Expenses

2 | Create an Expense Report

3 | Find Draft Transactions and Expense Reports

4 | Tax Considerations

5 | Q+A

CAPITAL VS. NON-CAPITAL EXPENSES

CAPITAL VS. NON-CAPITAL EXPENSES

Tangible capital assets are defined as those items that meet all of these criteria:

Have a useful life expectancy of greater than one year

Are held for the purpose of rendering a service rather than for sale or immediate consumption

UBC acquires ownership of a tangible asset

Have a unit cost exceeding the thresholds listed in the table

CAPITAL VS. NON-CAPITAL EXPENSES

Category	Capitalization Threshold	Useful Life
Site improvements	>=$50,000	- Infrastructure electric: 30 years - Infrastructure gas and hot water: 40 years - Infrastructure roads: 50 years - Infrastructure sewer: 80 years - Infrastructure lots: 15 years - Infrastructure steam: 25 years - Infrastructure water: 50 years
Buildings	>=$50,000	- Concrete: 50 years - Wood frame: 30 years - Temporary buildings: expected life of the temporary building
Building renovations	>=$50,000	Remaining life of the building
Leasehold improvements	>=$50,000	Lesser of the lease term or the remaining lease term
Network and server hardware	>=$50,000	7 years
Major software	>=$50,000	5 years
Enterprise systems	>=$50,000	10 years
Furniture, equipment, and audio and video hardware	>=$5,000	8 years
Vehicles	>=$5,000	5 years
Library books	>=$1,000	10 years
Computer hardware	>=$1,000	3 years
Work-In-Progress (WIP)	Same as associated asset	No amortization taken until WIP transferred to

CAPITAL VS. NON-CAPITAL EXPENSES

Betterments – enhancements to the service potential of a tangible capital asset – are also included. For example:

An increase in the previously assessed physical output or service capacity

A reduction in associated operating costs

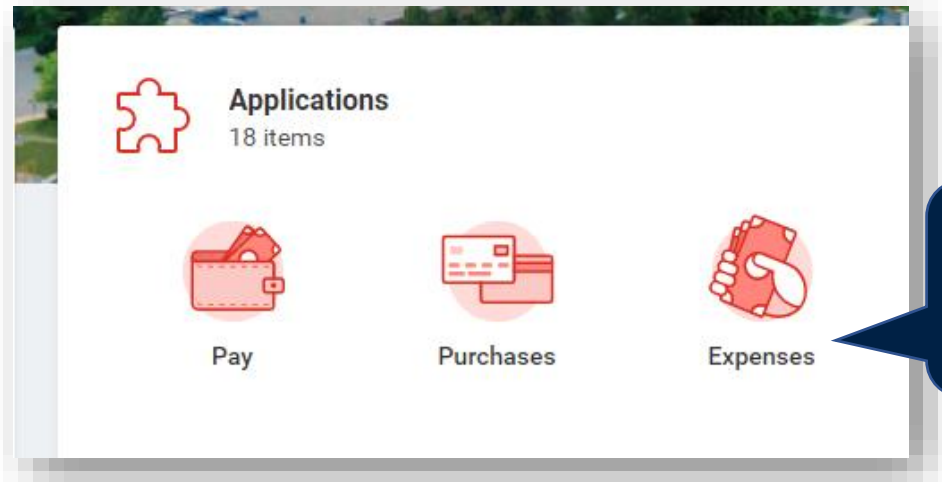An extension of the estimated useful life
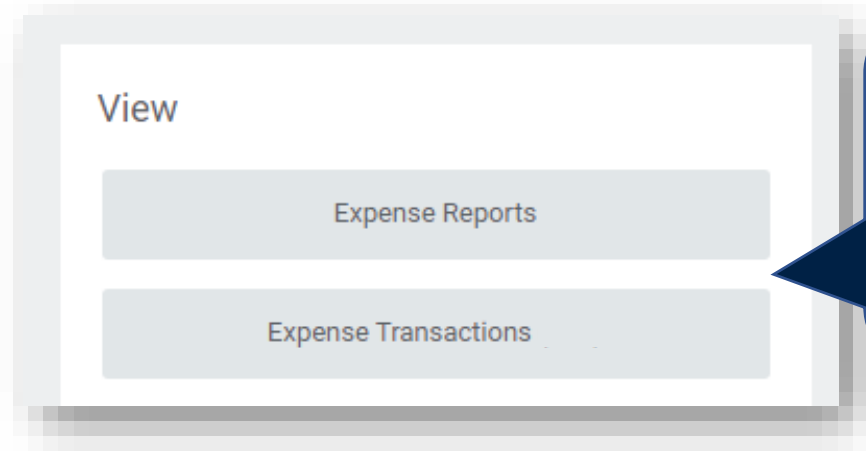
An improvement in the quality of output
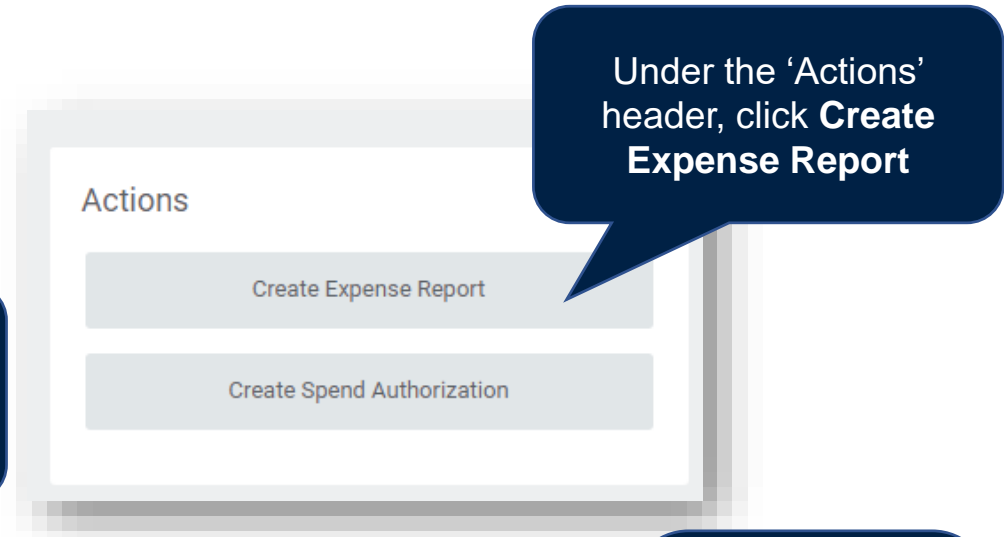
CREATE AN EXPENSE REPORT

CREATE AN EXPENSE REPORT

Applications
18 items

Pay Purchases Expenses

From your homepage, click on the **Expenses** application

Actions

Create Expense Report

Create Spend Authorization

Under the 'Actions' header, click **Create Expense Report**

View

Expense Reports

Expense Transactions

You will also be able to view previous Expense Reports and all unreconciled UBC credit card transactions

Recent Expense Reports

Waiting on Employee as Self Minus Paymaster

Waiting on Employee as Self Minus Paymaster...

Waiting on Employee as Self Minus Paymaster...

Paid - 2022-01-05 - analysis of soil samples

Paid - 2022-01-05 - Field work in San Diego

Recent Expense Reports, including those in draft, will be listed under **Recent Expense Reports**

10

CREATE AN EXPENSE REPORT

The **Memo** field is for easy reference regarding the Expense Report. Such as 'purchase of lab supplies' or 'desk chair'. It's helpful for approvers and reviewers to understand reason for Expense Reports.

The **Company** field will always auto populate to UBC

The **Expense Report Date** is typically the date which you're creating the Expense Report

ONE OF the **Program, Grant, Project, or Gift** fields must be populated. This is the specific budget where you are charging this expense. These can be updated after you begin your Expense Report as it's possible you may be charging certain items to different budgets, or 'worktags'.

The **Cost Center** field will auto populate after you input one of the four fields above. You should generally **NEVER** charge to solely a Cost Center.

Create Expense Report

Expense Report Information

Expense Report For * Employee: First Last

Creation Options *
○ Create New Expense Report
○ Copy Previous Expense Report

Memo

Company * ☒ UBC The University of British Columbia ...

Expense Report Date * 2022-02-07 📅

Program

Grant

Project

Gift

Cost Center * ☒ CC00845 Biology | Biology | Provost and VP Academic - Faculties - UBCO ...

Additional Worktags * ☒ Function: FN000 Instruction ...

11

CREATE AN EXPENSE REPORT

Enable Tax * ☑

Credit Card Transactions

If you have unreconciled UBC credit card transactions, they will be listed at the bottom of the **Create Expense Report** first page. If you want to reconcile a credit card transaction, simply select one or more of the transaction(s) and click **OK**.

Select All ☐

499 items

Include?	Transaction	Date	Expense Item	Merchant
☐	🔍	2021-06-04		U-HAUL MOVING & STORAG
☐	🔍	2021-05-28		U-HAUL MOVING & STORAG
☐	🔍	2021-05-27		ADOBE ACROPRO SUBS
☐	🔍	2021-05-26		ART KNAPP PLANTLAND

OK   Cancel

12

CREATE AN EXPENSE REPORT

Create Expense Report EXP-0000161780

| Pay To Employee: First Last | Status Draft | Personal 0.00 CAD | Company Paid 508.28 CAD | Prior Balance Applied 0.00 CAD | Cash Advance Applied 0.00 CAD | Reimbursement 0.00 CAD | Total 508.28 CAD |

Header   Attachments   ⚠ Expense Lines

Add

4 items   Sort By: ∨

Wed, May 26

ART KNAPP PLANTLAND   240.66 CAD

Thu, May 27

ADOBE ACROPRO SUBS   22.39 CAD

Fri, May 28

U-HAUL MOVING & STORAG   162.70 CAD

Submit   Save for Later   Close

Expense Li...

Drop files here
or
Select files

Credit Card Transaction   2021-05-26 240.66 CAD
Date   * 2021-05-26
Expense Item   *

Itemization

Remaining Amount to Itemize   240.66/240.66 CAD

Add

Tax

Tax Code
Tax Amount   0.00

If you included credit card transactions, you will see them as individual expense lines here

Each transaction = one expense line. You will go through each one individually to add attachments, classify expense items, and ensure the correct worktag is being charged.

Expense item = classification of expense. E.g. meals, airfare, hotel, office supplies, books, etc.

13

CREATE AN EXPENSE REPORT

Company paid = UBC credit card transaction total

Reimbursement = amount direct deposited to employee's account (if applicable)

If you have more expense lines to add, such as an out of pocket expense or another credit card transaction, click the **Add** button.

If you have supporting documentation/receipts, you can attach them here.

For UBC credit card transactions, the expense date will auto-populate based on the transaction date.

Create Expense Report EXP-0000161780 •••

| Pay To Employee: | First Last | Status Draft | Personal 0.00 CAD | Company Paid 508.28 CAD | Prior Balance Applied 0.00 CAD | Cash Advance Applied 0.00 CAD | Reimbursement 0.00 CAD | Total 508.28 CAD |

Header   Attachments   ⚠ Expense Lines

Add

4 items   Sort By: ⌄

Wed, May 26

ART KNAPP PLANTLAND   240.66 CAD
                             ⚠

Thu, May 27

ADOBE ACROPRO SUBS   22.39 CAD
                             ⚠

U-HAUL MOVING & STORAG   162.70 CAD
                             ⚠

Expense Line

Drop files here
or
Select files

Credit Card Transaction   2021-05-26 240.66 CAD

Date   * 2021-05-26 📅

Expense Item   * [≡]

Error: The field Expense Item is required and must have a value.

Total Amount   240.66

Itemization

Remaining Amount to Itemize   240.66/240.66 CAD

Add

Tax

Tax Code   [≡]

Tax Amount   0.00

Receipt Included   ☐

Submit   Save for Later   Close

14

CREATE AN EXPENSE REPORT

Date * 2021-05-26

Expense Item * ✕ Research Supplies

Total Amount 240.66

Currency * CAD

Memo

Program ✕ PM009067 UBCO-FSC Deans Office-ADS | Dean's Office | Provost and VP Academic - Faculties - UBCO

Project

Gift

***Cost Center** ✕ CC00861 Office of Sciences | Dean's Office | Provost and VP Academic - Faculties - UBCO

***Additional Worktags** ✕ Function: FN000 Instruction ✕ Fund: FD000 General Purpose Operating

Personal Expense ☐

Item Details

Origination ✕ BC, British Columbia, Canada

Destination ✕ BC, British Columbia, Canada

Country * ✕ Canada

Missing Receipt? ☐

Itemization

Remaining Amount to Itemize 240.66/240.66 CAD

Add

Tax

Tax Code ✕ CAN British Columbia GST / 7% PST (12%)

Tax Amount 25.79

Receipt Included ☐

Expense Item helps drive tax information and supports reporting

You can change the worktag information for each expense line. You do not need to use the same worktag information for the entire Expense Report.

If you used your UBC card for a personal expense in error, select the Personal Expense box and the amount will be deducted from your pay.

Where was the expense incurred/consumed? Location information is important for driving below TAX. In most cases the Destination will be BC, British Columbia, Canada and the Country will be Canada

If you are missing a receipt click here to certify that the receipt was unattainable and will not be claimed elsewhere

Itemization is used to split an expense line across different worktags or expense items.

CREATE AN EXPENSE REPORT

Travel and Accommodation and Learning and Development expenses are FIA reportable

Identify attendees, including non-UBC employees (added as "Guest"

Date * 2021-12-02

Expense Item * × Accommodation ···

Total Amount * 243.00

Currency * × CAD ···

Memo

Program

Grant

Project

Gift

Item Details

Attendee(s) *

Destination

Country *

Missing Receipt? ☐
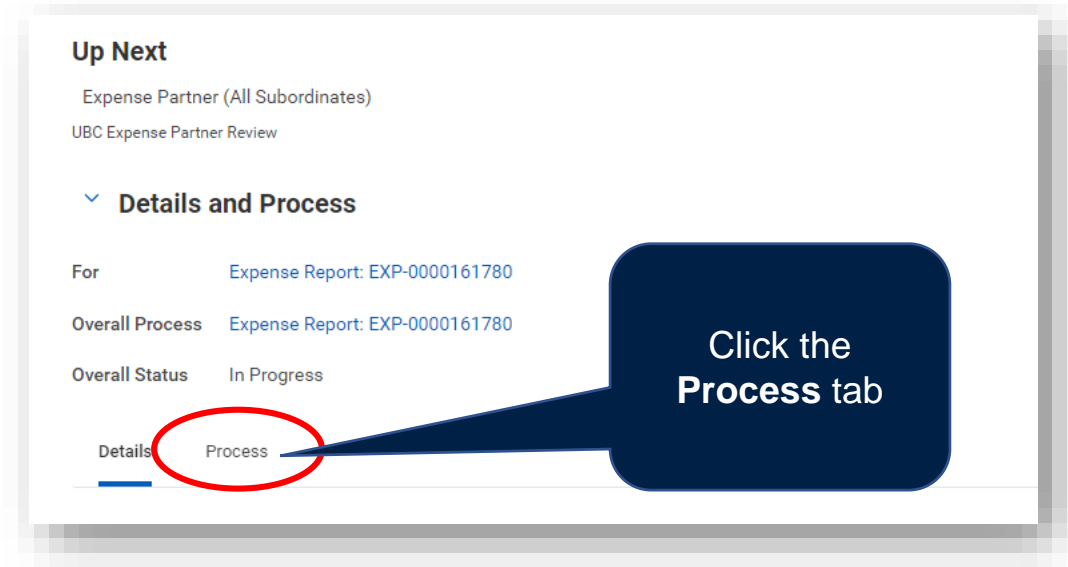
CREATE AN EXPENSE REPORT - Documentation

Completeness	• Is the sufficient entirety of all text, images, stamps, annotations, and all other content **captured**? • Is the entire record represented, with no obscuring artifacts or attachments on the face of scan?
Separateness	• Is one, and only one piece of paper represented in the image **capture**? If not, are all records totally clear and distinct? Note this requirement does not preclude compiling multiple discretely **captured** images/pages into a single PDF file.
Legibility	• Is it an accurate reproduction with the intention of it taking the place of the paper record or electronic record? • Are the significant details of the image visible and not obscured because of limitations in resolution, tonality, or hue?
Authenticity	• Is the correct scan present as an attachment? • Is the supporting record correspond to the transaction?
Other	• Workday accepts various file types; however, the preferred file format is PDF or JPEG. • The image must be free of any other characteristics that would raise questions as to its integrity as an **authentic** image of a legitimate paper **source**?

> Receipts and Documents should clearly indicate date, total expense, and taxes.

CREATE AN EXPENSE REPORT

You have submitted

Up Next: Expense Partner (All Subordinates), UBC Expense Partner Review
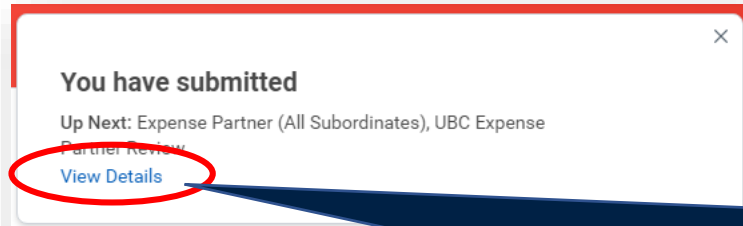
View Details

After you submit, this pop-up window will appear. To view more information, click **View Details**.

Up Next

Expense Partner (All Subordinates)

UBC Expense Partner Review

⌄ **Details and Process**

For   Expense Report: EXP-0000161780

Overall Process   Expense Report: EXP-0000161780

Overall Status   In Progress

Details   Process

Click the **Process** tab

Process History 33 items

| Process	Step	Status	Completed On	Due Date	Person
Expense Report Event	Expense Report Event	Step Completed	2022-02-07 01:47:56 PM		
Expense Report Event	UBC Employee Review as Claimant	Not Required			
Expense Report Event	UBC Expense Partner Review	Awaiting Action			Alex Shirazian (Expense Partner (All Subordinates))

Remaining Process

Click on the button below to review remaining process details.

Remaining Process

Or click **Remaining Process** to see all upcoming approvals

You can view the next step in the workflow

18
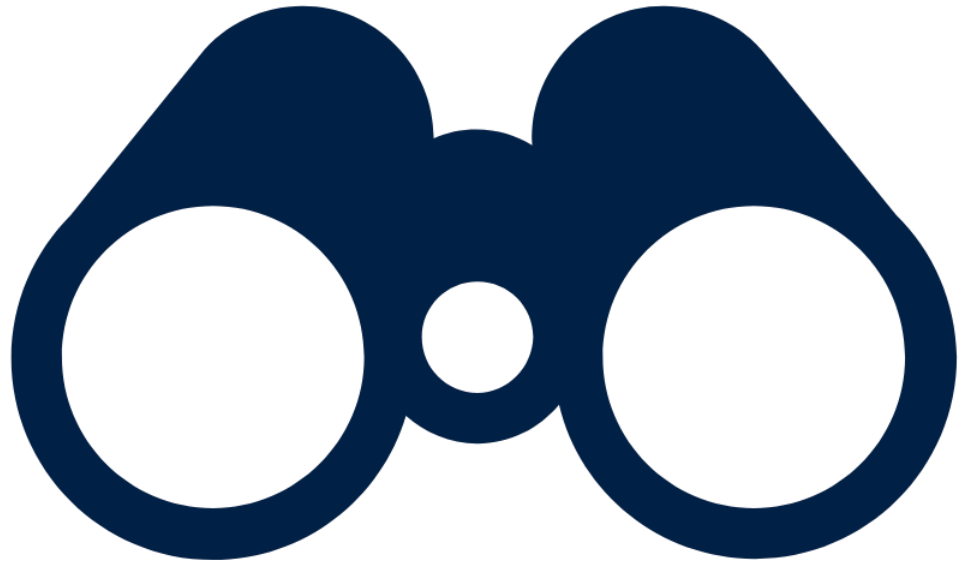
FIND DRAFT TRANSACTIONS AND EXPENSE REPORTS

FIND DRAFT TRANSACTIONS/REPORTS

Find My Credit Card Transactions

Transaction Date on and after   YYYY-MM-DD

Transaction Date on and before   YYYY-MM-DD

Transaction Status

Expense Report Status   × Draft

OK   Cancel

If you can't locate a credit card transaction, it's possible that it's in a draft Expense Report!

You can run the **Find My Credit Card Transactions** report, and set the **Expense Report Status** to DRAFT to view any credit card transactions that are currently stuck in draft Expense Reports.

FIND DRAFT TRANSACTIONS/REPORTS

Find My Credit Card Transactions

Transaction Date on and after   YYYY-MM-DD

Transaction Date on and before   YYYY-MM-DD

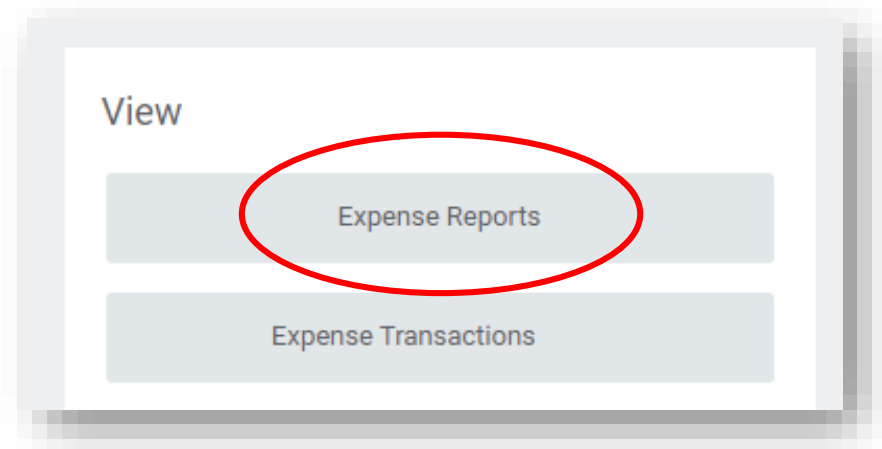Transaction Status
× Prepaid
× New

Expense Report Status
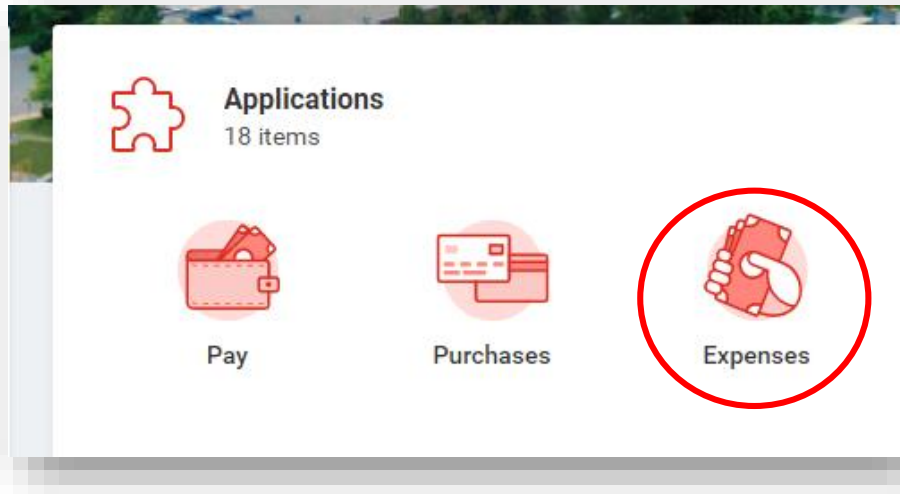
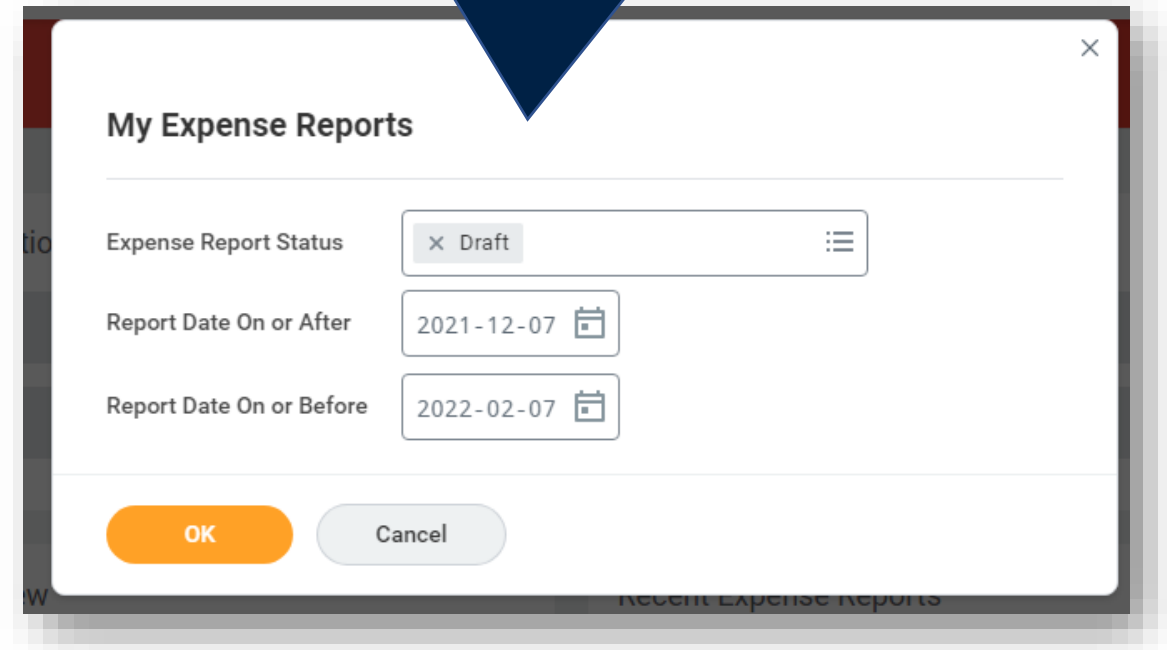OK   Cancel

Alternatively, if you want to view credit card transactions that have yet to be reconciled, set the **Transaction Status** to PREPAID and NEW

FIND DRAFT TRANSACTIONS/REPORTS

To view your Expense Reports in Draft, click on **Expense Reports** and set **Expense Report Status** to DRAFT.

FIND DRAFT TRANSACTIONS/REPORTS

Find Credit Card Transactions For My Area

Credit Card Charge Start Date	2020-11-01
Credit Card Charge End Date	2022-02-07
Transaction Date	✕ Prepaid ✕ New

OK   Cancel

For managers, you can review credit card transactions for your area using the **Find Credit Card Transactions For My Area** report.

To see any credit card transactions that need to be reconciled, set the **Transaction Date** field (erroneously titled) to PREPAID and NEW.

TAX CONSIDERATIONS

WHICH TAX CODE TO USE

← Tax Codes

○ CAN Simplified HST 4% GST / 10% PST (14%) (14%)

○ CAN Simplified HST Ontario 4% GST / 8% PST (12%)

○ CAN Simplified Quebec 4% GST / 9% QST (13%)

○ CAN Small Supplier 0% GST (0%)

○ CAN Tax Exempt (GST/PST)

○ CAN Tax Exempt - Sales to USA (GST/PST)

○ CAN Yukon 5% GST / 0% PST (5%)

○ CAN Zero Rated 0% GST (0%)

○ CAN Zero Rated - Travel from USA (0%)

● CAN Alberta 5% GST / 0% PST (5%)

○ CAN BC Accommodation 3% MRDT 5% GST / 8% PST / 3% MRDT (16%)

○ CAN BC Accomodation no MRDT 5% GST / 8% PST (13%)

○ CAN BC Carbon Offset - 5% GST (5%)

← Tax Codes

(Expenses) (0%)

○ CAN GST Small Supplier / PST 7% (7%)

○ CAN HST New Brunswick 5% GST /10% PST (15%)

○ CAN HST Newfoundland and Labrador 5% GST / 10% PST (15%)

○ CAN HST Nova Scotia 5% GST / 10% PST (15%)

○ CAN HST Ontario 5% GST / 8% PST (13%)

○ CAN HST Prince Edward Island 5% GST / 10% PST (15%)

○ CAN Manitoba 5% GST / 8% PST (13%)

← Tax Codes

○ CAN BC Hot Water or Gas Sales 5% GST / 7% PST / 0.4% ICE (12.4%)

○ CAN BC Hot Water or Gas Sales - To USA 5% GST / 7% PST / 0.4% ICE (12.4%)

○ CAN BC Liquor Sales 5% GST / 10% PST (15%)

○ CAN BC Parking Sales 5% GST / 24% Translink / 1.20% GST

○ CAN BC PST 7% (7%)

○ CAN BC PST 7% Self Assess (Expenses) (0%)

○ CAN BC Renewable Natural Gas Purchase 5% GST / 7% PST / 0.4% ICE (12.4%)

○ CAN BC Residential Gas Sales 5% GST / 0.4% ICE (5.4%)

○ CAN British Columbia 5% GST / 7% PST (12%)

○ CAN GST 5% (5%)

○ CAN GST 5% & PST 7% Self Assess (Expenses) (5%)

○ CAN GST 5% - Sales or Travel to USA (5%)

○ CAN GST 5... (Expenses

○ CAN GST 5 PST 7% Se (Expenses

○ CAN HST Prince Edward Island 5% GST / 10% PST (15%)

○ CAN Manitoba 5% GST / 8% PST (13%)

○ CAN Northwest Territories 5% GST / 0% PST (5%)

○ CAN Nunavut 5% GST / 0% PST (5%)

○ CAN PST Exempt

○ CAN Quebec 5% GST / 9.975% QST (14.975%)

○ CAN Saskatchewan 5% GST / 6% PST (11%)

○ CAN Simplified GST 4% (4%)

TIP – TAX CODES

Itemization

Remaining Amount to Itemize   100.00/100.00 CAD

Add
- Tax Code by Company's Country >
- All Tax Codes by Country >
- Tax Codes >

Tax

Tax Code   Search ☰

Tax Amount   0.00

To narrow down the list, type in key words. For example, type "BC" and hit Enter - a list of tax codes to choose from for BC will filter out

Common Tax Codes for BC:	CAN BC PST 7% (7%)	
	CAN GST 5% (5%)	
	CAN British Columbia 5% GST / 7% PST (12%)	Requested that this be changed to CAN BC 5% / 7% PST (12%)
	CAN Zero Rate 0% GST (0%)	
	CAN Tax Exempt (GST/PST)	
	CAN Small Supplier 0% GST	Supplier is considered a small supplier by Canada revenue agency and does not charge GST
Ontario	CAN HST Ontario 5% GST / 8% PST (13%)	
Alberta	CAN Alberta 5% GST / 0% PST (5%)	
Tax Exempt	CAN Tax Exempt (GST/PST)	If within Canada but tax exempt
	CAN Tax Exempt Sales to USA (GST/PST)	If salws to USA that are tax exempt

26

Next Workday Wednesday: February 16th | 10:00 – 11:00am
Topic: Year-End Checklist
Registration link