



THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations  
Okanagan Campus

# Faculty of Science Expenses Workshop

March 1<sup>st</sup>, 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](#)

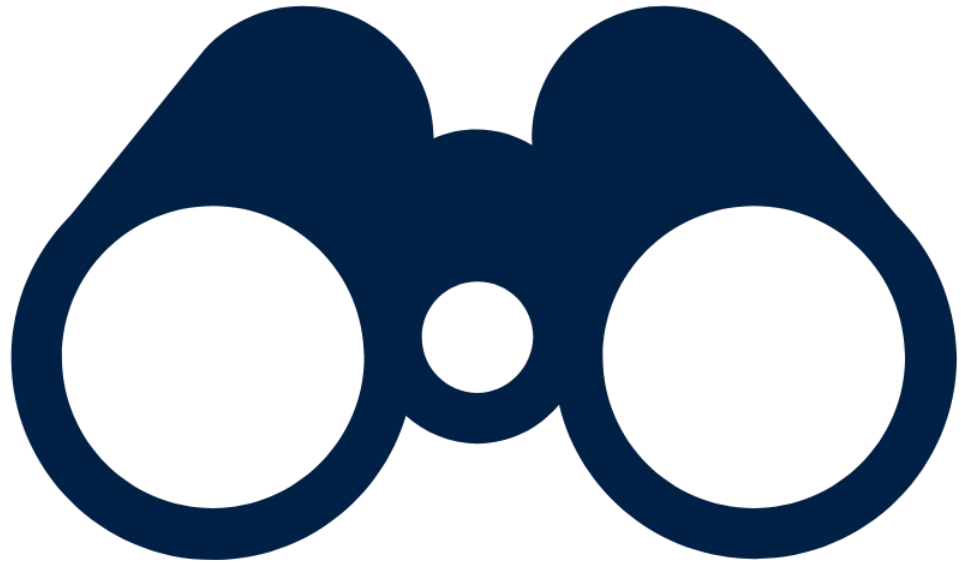
[Check the Status of an Expense Report](#)

[Enter a Quick Expense via Workday Mobile App](#)

[PeopleSoft to Workday Translation Tool](#)

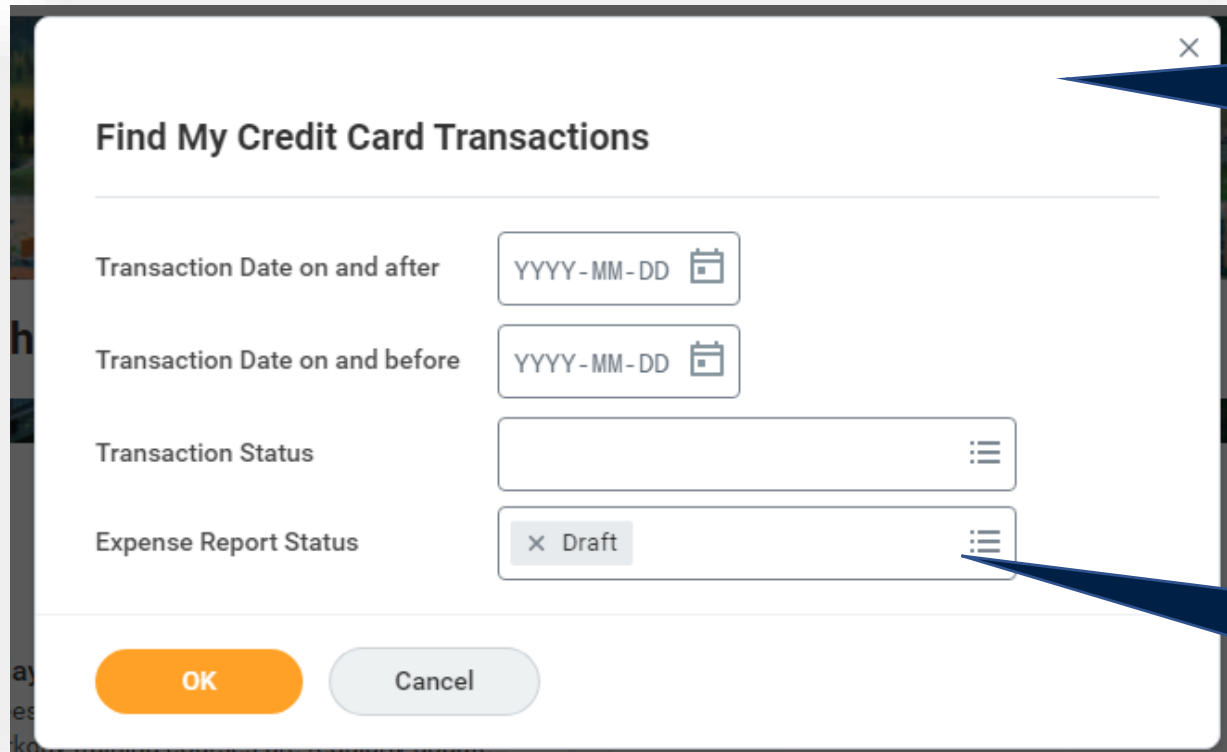
# AGENDA

- 1 | Helpful Reports
- 2 | Charging your Expense to the Right Budget
- 3 | Create an Expense Report
- 4 | Q+A




## HELPFUL REPORTS


# HELPFUL REPORTS





The screenshot shows a dialog box titled "Find My Credit Card Transactions" with a close button (X) in the top right corner. It contains four input fields: "Transaction Date on and after" and "Transaction Date on and before" both with date pickers (YYYY-MM-DD and a calendar icon); "Transaction Status" with a dropdown menu icon (three horizontal lines); and "Expense Report Status" with a dropdown menu showing "x Draft" and a dropdown menu icon. At the bottom are "OK" and "Cancel" buttons. Two callout boxes point to the dialog: one to the close button and another to the "Expense Report Status" dropdown.

**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 x 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.

# HELPFUL 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

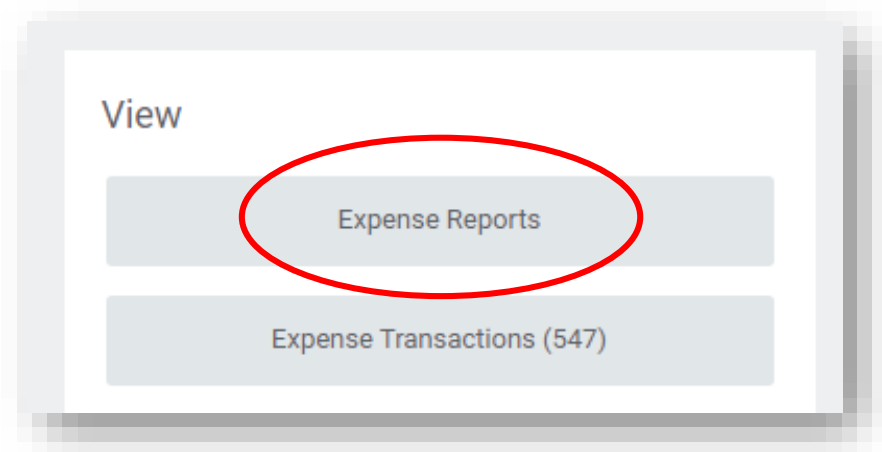
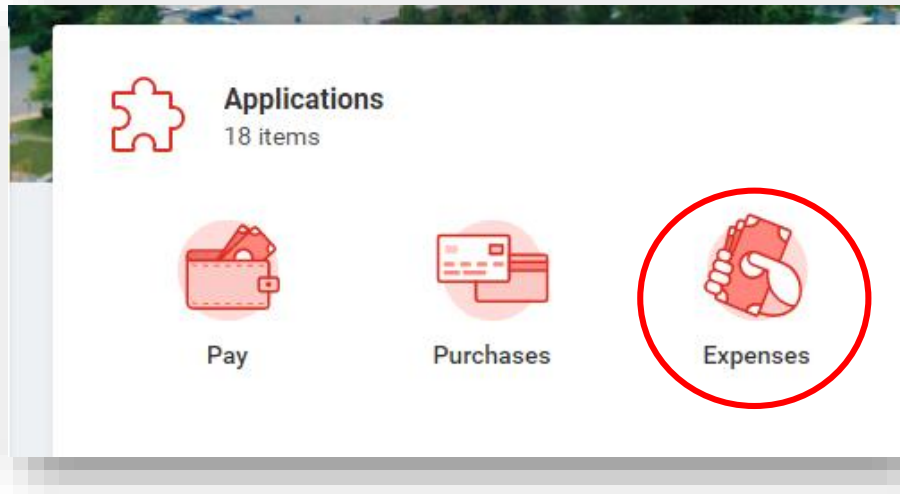
Expense Report Status

OK

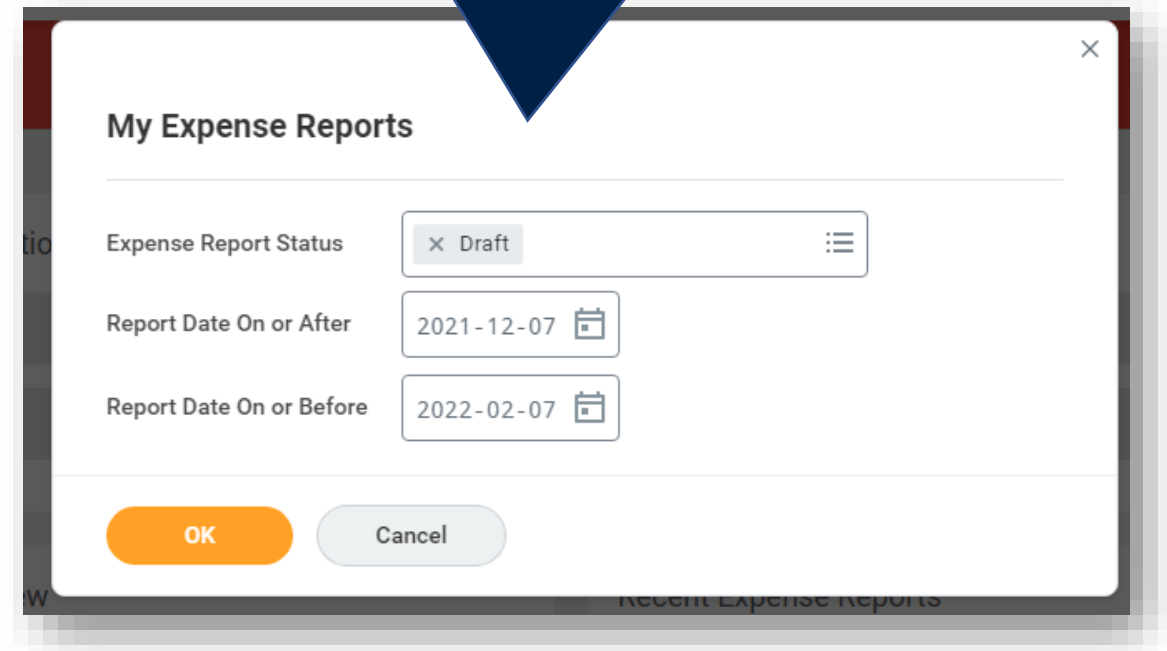
Cancel

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

# HELPFUL REPORTS



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





# **CHARGING YOUR EXPENSE TO THE RIGHT BUDGET**



# CHARGING YOUR EXPENSE TO THE RIGHT BUDGET

Ideally, you should charge your expense report to one of these four fields.

A Cost Center is not the lowest possible budget level to charge an expense to. It's usually not the correct place to charge your expense.

The screenshot shows a web-based interface for selecting budget codes. On the left, a vertical list of four options—Program, Grant, Project, and Gift—is enclosed in a red rectangular box. A dark blue callout bubble points from this box to the text 'Ideally, you should charge your expense report to one of these four fields.' Below this list, the label '\*Cost Center' is followed by a selection box containing the text 'CC00845 Biology | Biology | Provost and VP Academic - Faculties - UBCO'. Another dark blue callout bubble points from this selection box to the text 'A Cost Center is not the lowest possible budget level to charge an expense to. It's usually not the correct place to charge your expense.' At the bottom, the label '\*Additional Worktags' is followed by two stacked selection boxes. The first contains 'Function: FN000 Instruction' and the second contains 'Fund: FD000 General Purpose Operating'. Each selection box has a small 'x' icon on the left and a menu icon (three horizontal lines) on the right.

Program	<input type="text"/>
Grant	<input type="text"/>
Project	<input type="text"/>
Gift	<input type="text"/>
*Cost Center	<input type="text" value="CC00845 Biology   Biology   Provost and VP Academic - Faculties - UBCO"/>
*Additional Worktags	<input type="text" value="Function: FN000 Instruction"/>
	<input type="text" value="Fund: FD000 General Purpose Operating"/>

# CHARGING YOUR EXPENSE TO THE RIGHT BUDGET

Memo ☐

Program ubco chemistry

PM003811 Administration | Chemistry UBCO | Provost and VP Academic - Faculties - UBCO

Memo ☐

Program ubco biology

PM010926 Administration | Biology | Provost and VP Academic - Faculties - UBCO

Program

Grant dilabio

PHPH GR017891 DEPNADEF 2018 DiLabio

These fields are searchable. For example, you can see the Admin program budgets for Biology and Chemistry, as well as one of Gino Dilabio's grants shown.

Grants are the only budgets with the four-letter 'speed chart'. You can search by your grant speed chart as well.

# CHARGING YOUR EXPENSE TO THE RIGHT BUDGET

FINANCE RESOURCES FOR WORKDAY

- Changes to Finance Processes >
- Tools >**
- PeopleSoft Chartfield to Workday FDM Worktags >
- Workday Reports Catalogue >
- Chartfield Lookup Tool >
- Hyperion 2.0 >
- Digitization Framework >

## TOOLS

Business processes have changed and new tools are available for users to support these changes.

Use these tools to review the relationship between what reports are available in Workday and the PeopleSoft chartfields used to create them.

**PeopleSoft Chartfield to Workday FDM Worktags**

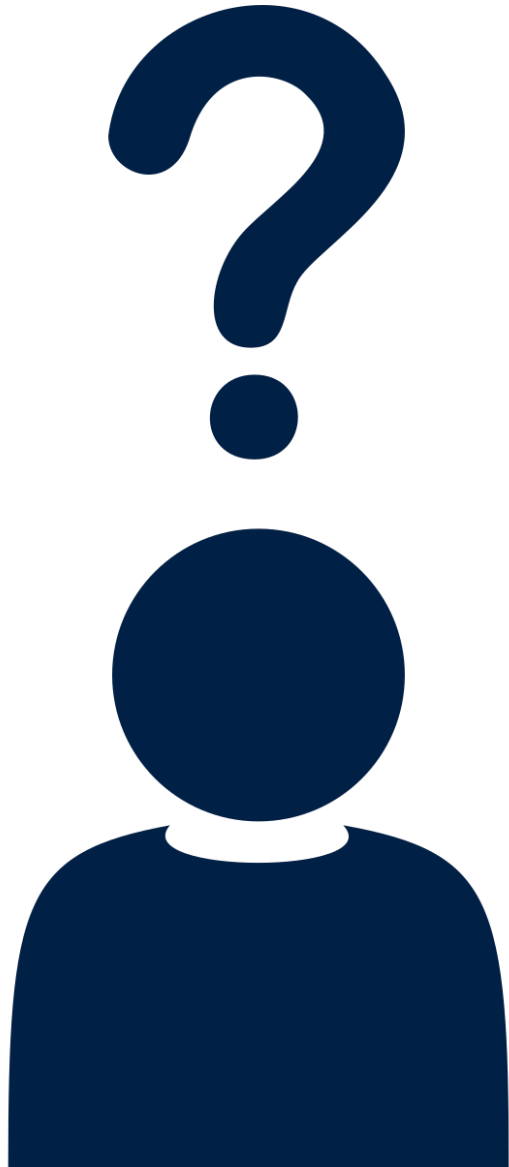
The Foundation Data Model (FDM) Translation Tool allows users at UBC to find certain Workday FDM worktags by entering PeopleSoft chartfield(s).

The PeopleSoft Chartfield to Workday Worktags Tool can help you identify Workday programs/grants etc. by using identifying information you used in PeopleSoft, such as speed charts.

<https://finance.ubc.ca/tools>

# CHARGING YOUR EXPENSE TO THE RIGHT BUDGET

---



If you're unsure where to charge your expense to, contact **Barb Jackson** to request information regarding the program/grant/project/gift to which you should be charging your expense.

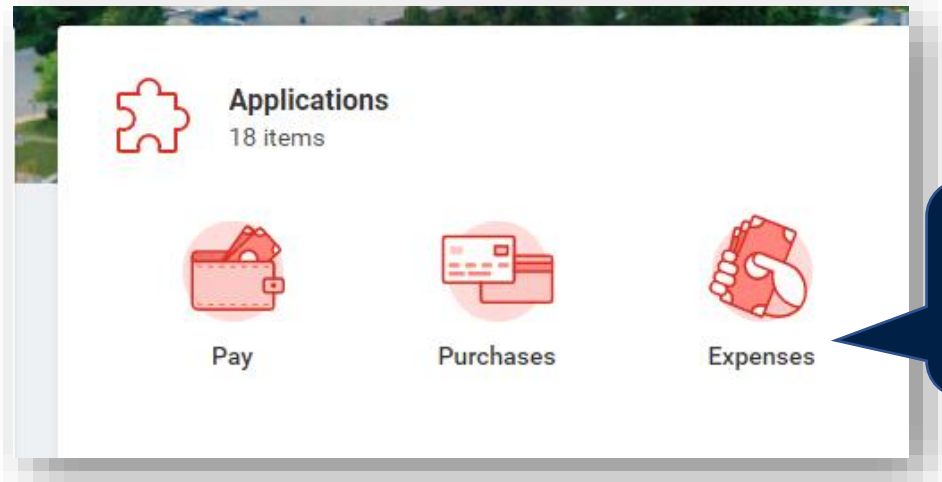




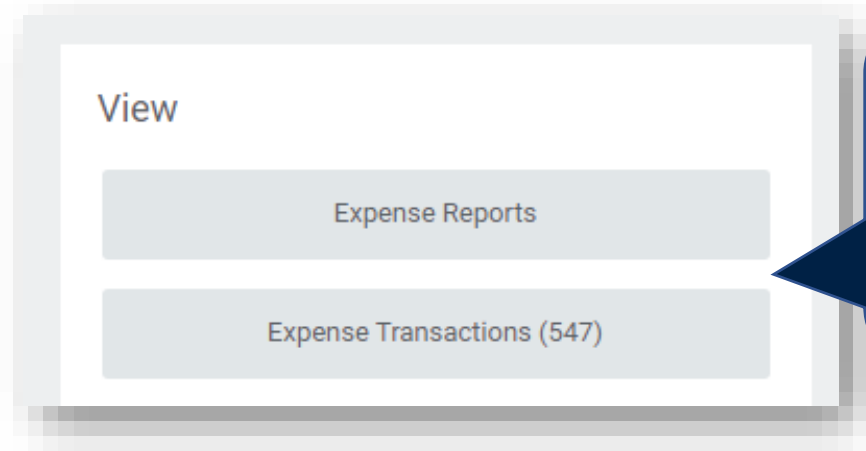
## **CREATE AN EXPENSE REPORT**



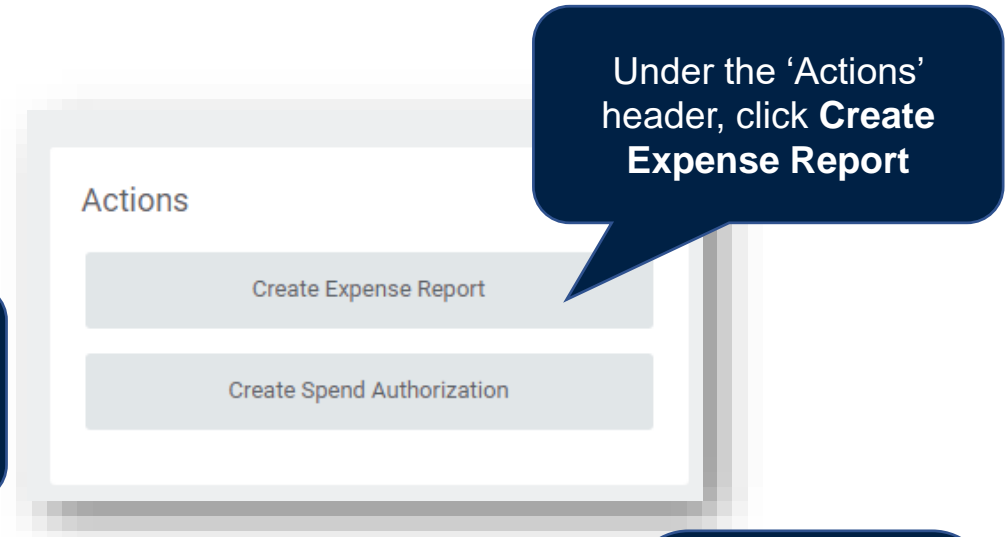
# CREATE AN EXPENSE REPORT



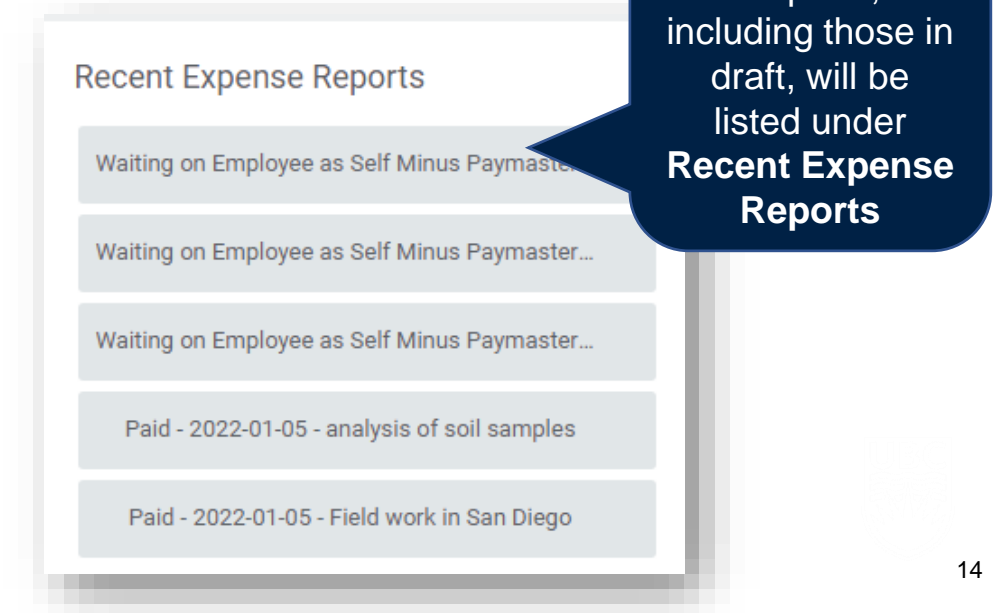
From your homepage, click on the **Expenses** application



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



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



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

# 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 easy reference when reviewing 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 **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 \*  
x UBC The University of British Columbia ...

Expense Report Date \*  
2022-02-07

Program

Grant

Project

Gift

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

Additional Worktags \*  
x Function: FN000 Instruction ...

# CREATE AN EXPENSE REPORT

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

Enable Tax \* ☒

### Credit Card Transactions

Select All ☐

499 items

Include?	Transaction	Date	Expense Item	Merchant
<input type="checkbox"/>	Q	2021-06-04		U-HAUL MOVING & STORAG
<input type="checkbox"/>	Q	2021-05-28		U-HAUL MOVING & STORAG
<input type="checkbox"/>	Q	2021-05-27		ADOBE ACROPRO SUBS
<input type="checkbox"/>	Q	2021-05-26		ART KNAPP PLANTLAND

**OK** Cancel

# 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
--------------------------------	-----------------	----------------------	----------------------------	-----------------------------------	----------------------------------	---------------------------	---------------------

HeaderAttachmentsExpense Lines

Add

4 itemsSort By: ▾

Wed, May 26

ART KNAPP PLANTLAND240.66 CAD

Thu, May 27

ADOBE ACROPRO SUBS22.39 CAD

Fri, May 28

U-HAUL MOVING & STORAG162.70 CAD

Expense Item

Credit Card Transaction2021-05-26 240.66 CAD

Date2021-05-26

Expense Item

Drop files here

Select files

Itemization

Remaining Amount to Itemize240.66/240.66 CAD

Add

Tax

Tax Code

Tax Amount0.00

SubmitSave for LaterClose

Total Amount240.66

Error: The field Expense Item is required

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.

# CREATE AN EXPENSE REPORT

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

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

Company paid = UBC credit card transaction total

Reimbursement = amount direct deposited to employee's account

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

**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 PLANTLAND240.66 CAD

Thu, May 27

ADOBE ACROPRO SUBS22.39 CAD

U-HAUL MOVING & STORAG162.70 CAD

Expense Line

Drop files here  
or  
Select files

Credit Card Transaction2021-05-26 240.66 CAD

Date\*2021-05-26

Expense Item\*

Itemization

Remaining Amount to Itemize240.66/240.66 CAD

Add

Tax

Tax Code

Tax Amount0.00

Receipt Included☐

Submit

Save for Later

Close

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

Total Amount240.66



# CREATE AN EXPENSE REPORT

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.

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
Grant	
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	<input type="checkbox"/>

### 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 ☐

Once the Expense Item is categorized, this drives tax information and other item details.

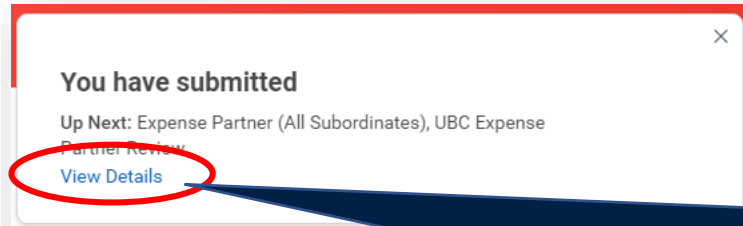
The item details, such as location information, is important for reporting and tax purposes.

If you are missing a receipt, you will need to upload other documentation to support this expense.

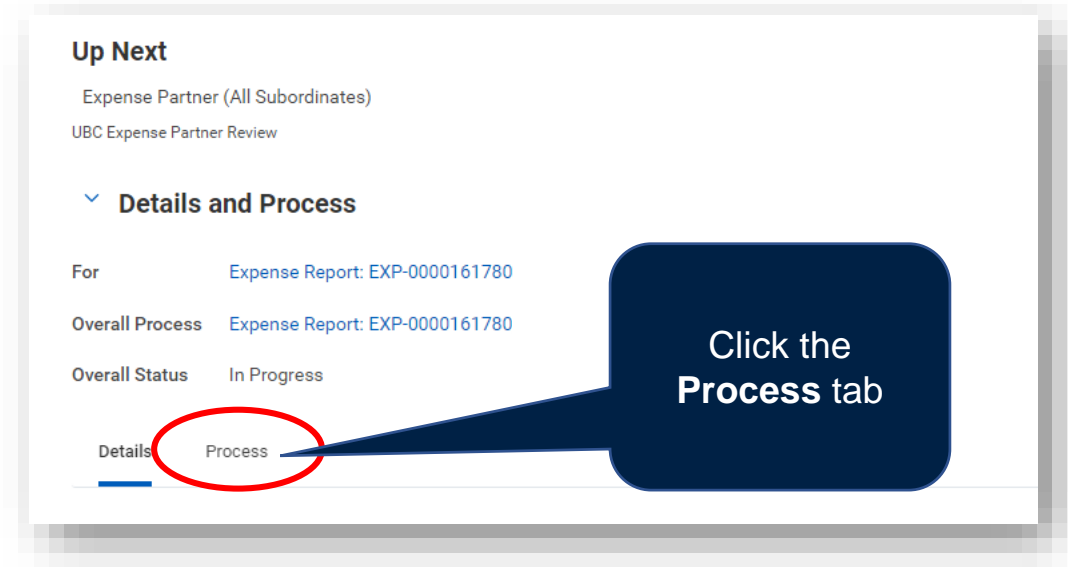
If you used your UBC card for a personal expense, select the Personal Expense box and the amount will be deducted from your pay.

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

# CREATE AN EXPENSE REPORT



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



Click the **Process** tab

## Process History 33 items

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

## 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

# PD FUNDS

---

The Professional Development Fund balance and activity should be viewed before completing any transaction related to PD plans in order to see the available balance. Read the [View My Professional Development Funds](#) article for more information.

You can request a credit be applied to your department for PD activity that the department has paid upfront on your behalf. Read the [Transfer PD Funds Reimbursement to my Department](#) article for more information.

If you are *not* claiming a PD Fund related expense, refer to the following for guidance on Expenses:

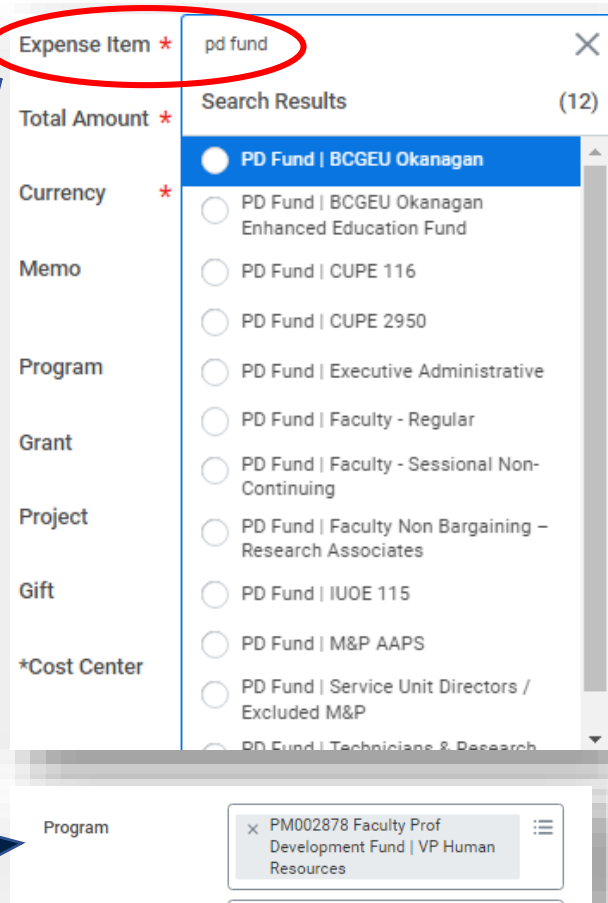
- [Create an Out of Pocket Expense Report](#)
- [Reconcile UBC VISA Transactions on an Expense Report](#)

# PD FUNDS

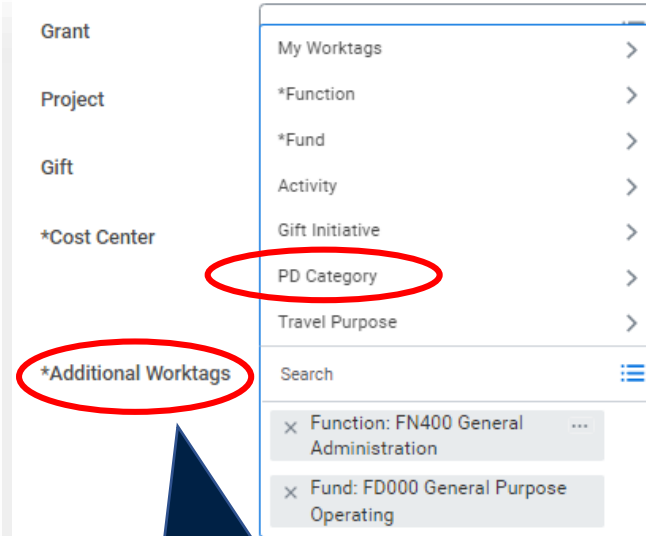
If charging your expense to your PD Funds, there are a few extra steps to follow.

In the **Expense Item** field, type in 'pd fund' and select your relevant PD Fund from the dropdown menu.

The Program will then auto-populate. Do not edit this.

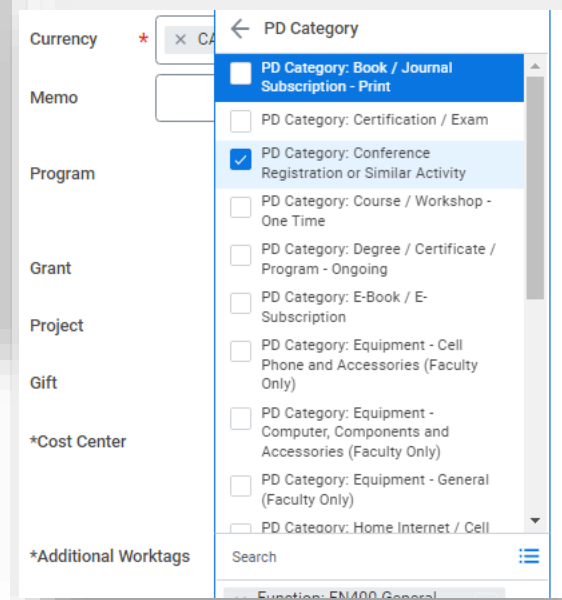


A screenshot of a software interface showing a dropdown menu for 'Expense Item'. The text 'pd fund' is entered into the search field. The dropdown list is titled 'Search Results (12)' and contains several radio button options. The first option, 'PD Fund | BCGEU Okanagan', is selected and highlighted in blue. Other visible options include 'PD Fund | BCGEU Okanagan Enhanced Education Fund', 'PD Fund | CUPE 116', 'PD Fund | CUPE 2950', 'PD Fund | Executive Administrative', 'PD Fund | Faculty - Regular', 'PD Fund | Faculty - Sessional Non-Continuing', 'PD Fund | Faculty Non Bargaining - Research Associates', 'PD Fund | IUOE 115', 'PD Fund | M&P AAPS', 'PD Fund | Service Unit Directors / Excluded M&P', and 'PD Fund | Technicians & Research'. Below the dropdown, the 'Program' field is auto-populated with 'PM002878 Faculty Prof Development Fund | VP Human Resources'.



A screenshot of a software interface showing a dropdown menu for '\*Additional Worktags'. The text 'PD Category' is entered into the search field. The dropdown list contains several options: 'My Worktags', '\*Function', '\*Fund', 'Activity', 'Gift Initiative', 'Travel Purpose', and 'PD Category'. The 'PD Category' option is selected and highlighted in blue. Below the dropdown, there are search results for 'Function: FN400 General Administration' and 'Fund: FD000 General Purpose Operating'.

In the **Additional Worktags** field, select **PD Category** and select one category that best suits your expense type.



A screenshot of a software interface showing a dropdown menu for 'PD Category'. The text 'PD Category: Book / Journal Subscription - Print' is entered into the search field. The dropdown list contains several radio button options. The first option, 'PD Category: Book / Journal Subscription - Print', is selected and highlighted in blue. Other visible options include 'PD Category: Certification / Exam', 'PD Category: Conference Registration or Similar Activity', 'PD Category: Course / Workshop - One Time', 'PD Category: Degree / Certificate / Program - Ongoing', 'PD Category: E-Book / E-Subscription', 'PD Category: Equipment - Cell Phone and Accessories (Faculty Only)', 'PD Category: Equipment - Computer, Components and Accessories (Faculty Only)', 'PD Category: Equipment - General (Faculty Only)', and 'PD Category: Home Internet / Cell'.



If you have questions/need help submitting your expense report, contact [Lauren.Hatchard@ubc.ca](mailto:Lauren.Hatchard@ubc.ca)

