THE UNIVERSITY OF BRITISH COLUMBIA
AVP Finance and Operations
Okanagan Campus

Faculty of Science Expenses Workshop

March 1st, 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

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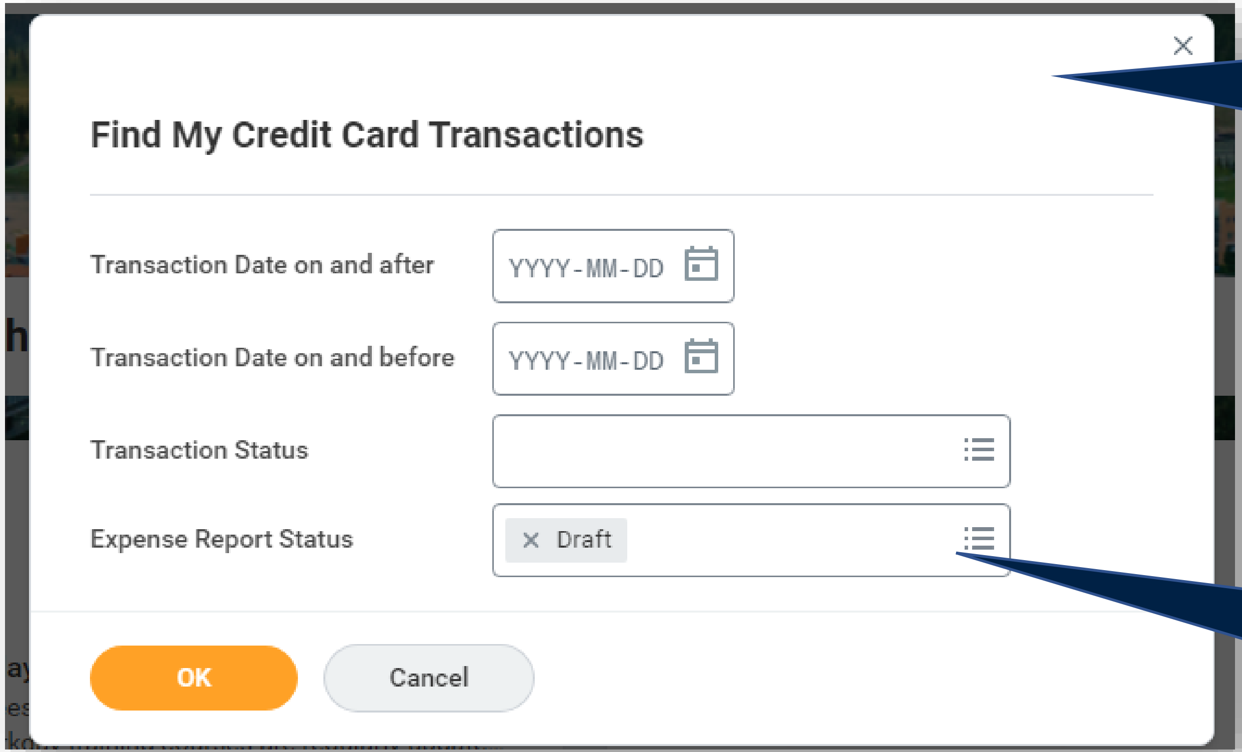
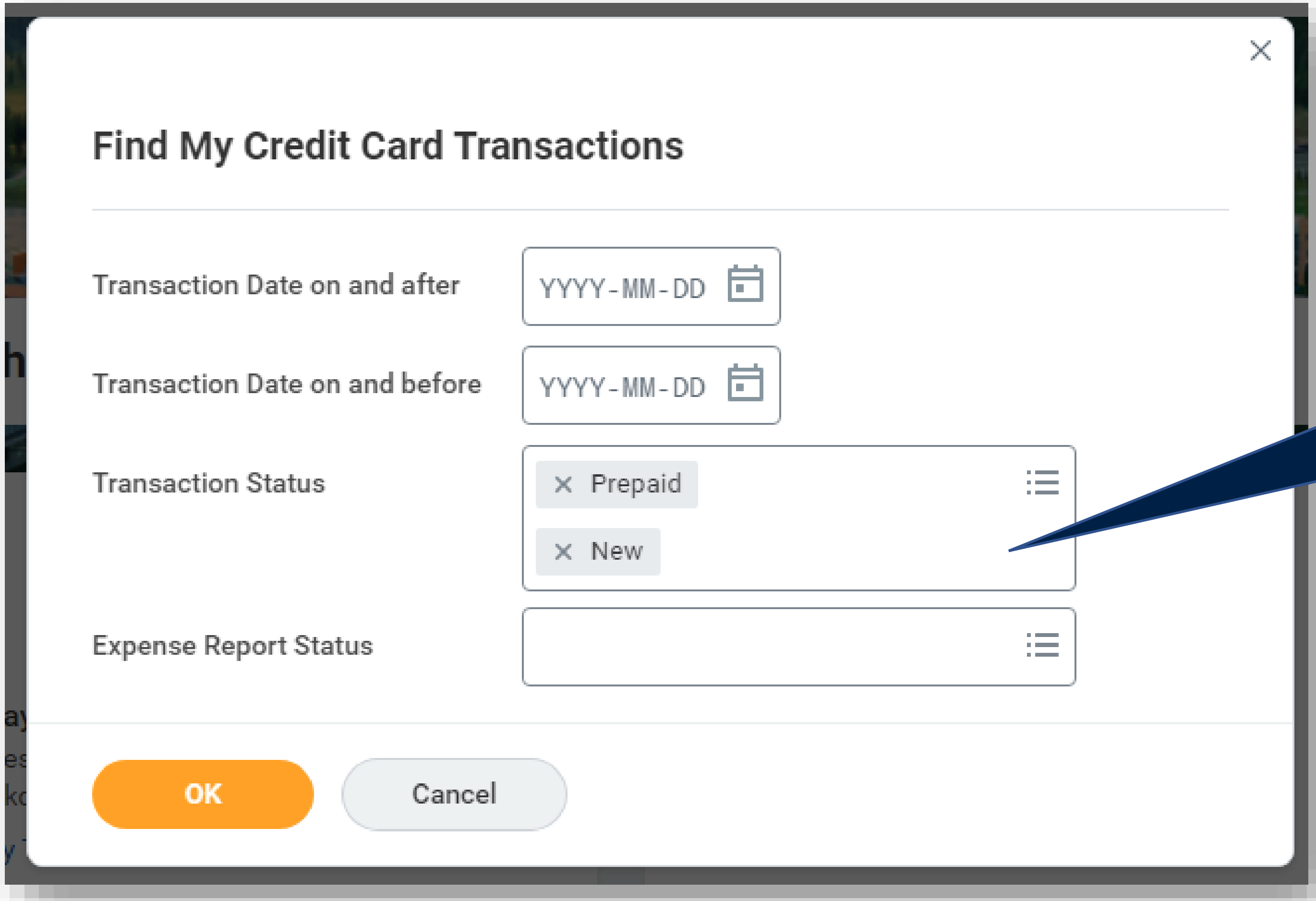


If you can’t locate a credit card transaction, it’s possible that it’s in a draft Expense Report!

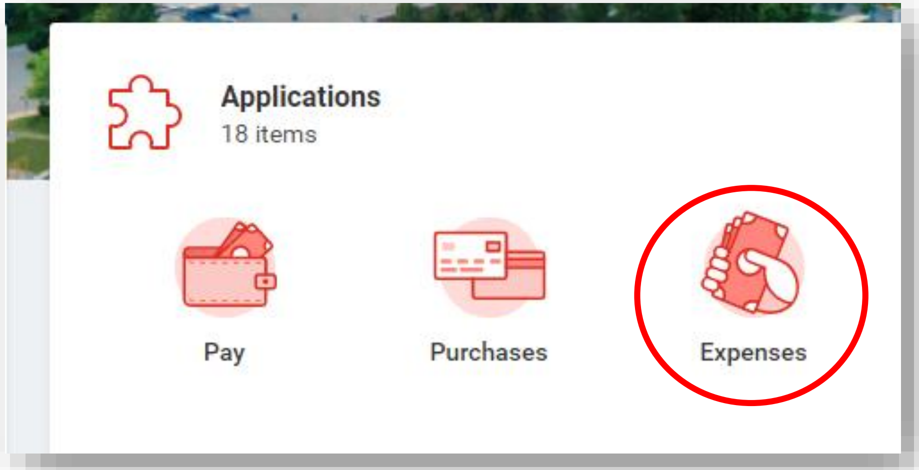
You can run the **Find My Credit Card Transactions** report, and set the **Expense Report Status** to DRAFT to view any credit card transactions that are currently stuck in draft Expense Reports.

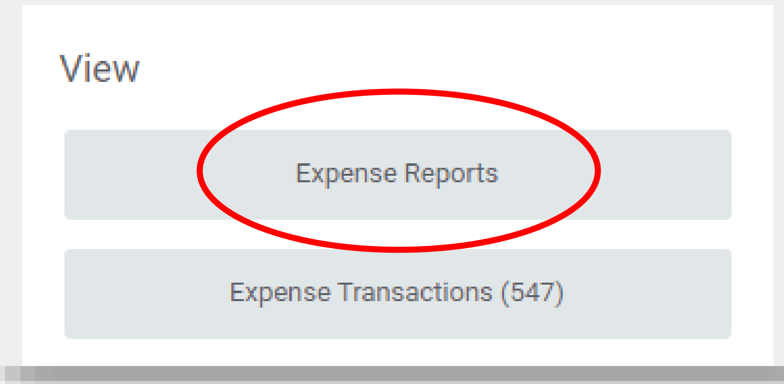
HELPFUL REPORTS



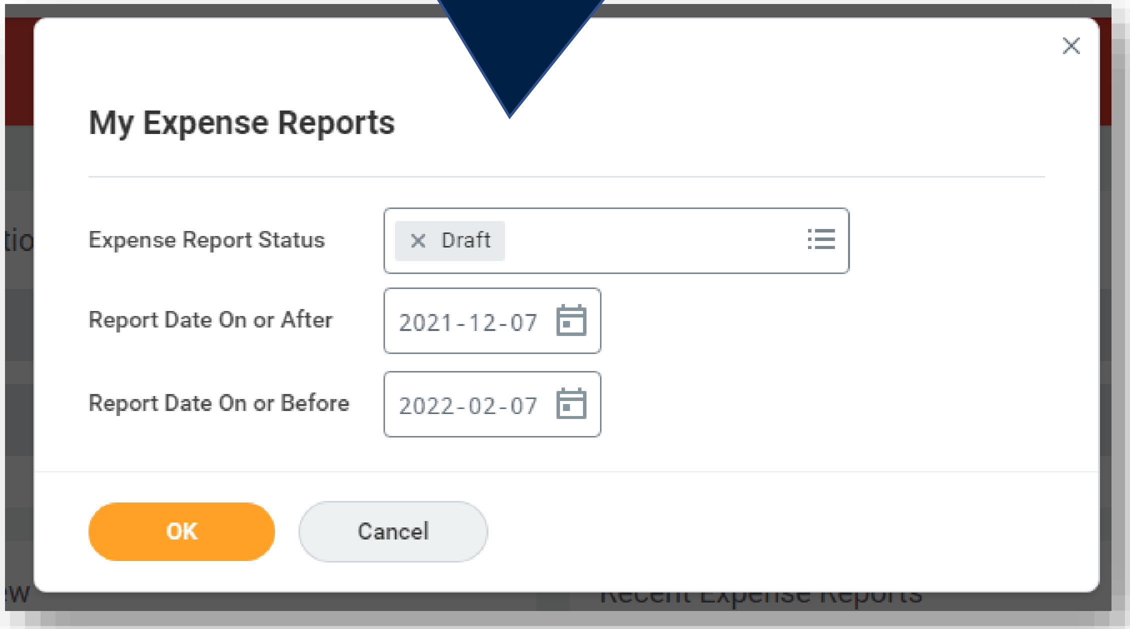
Alternatively, if you want to view credit card transactions that have yet to be reconciled, set the **Transaction Status** to PREPAID and NEW

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

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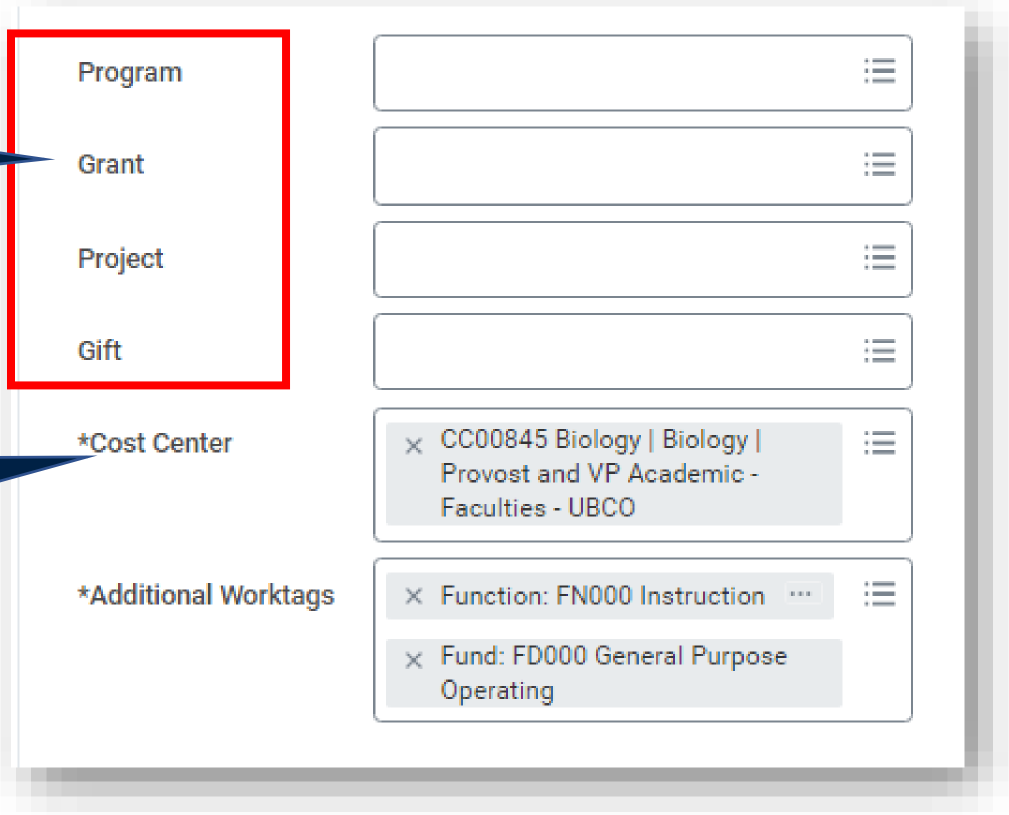
Ideally, you should charge your expense report to one of these four fields.

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.



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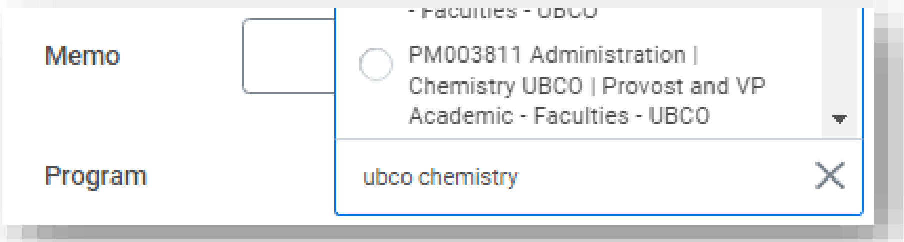
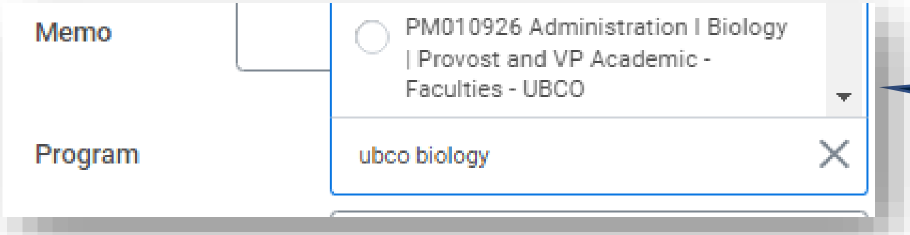
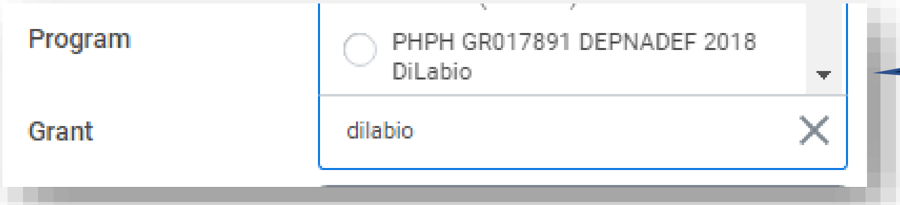


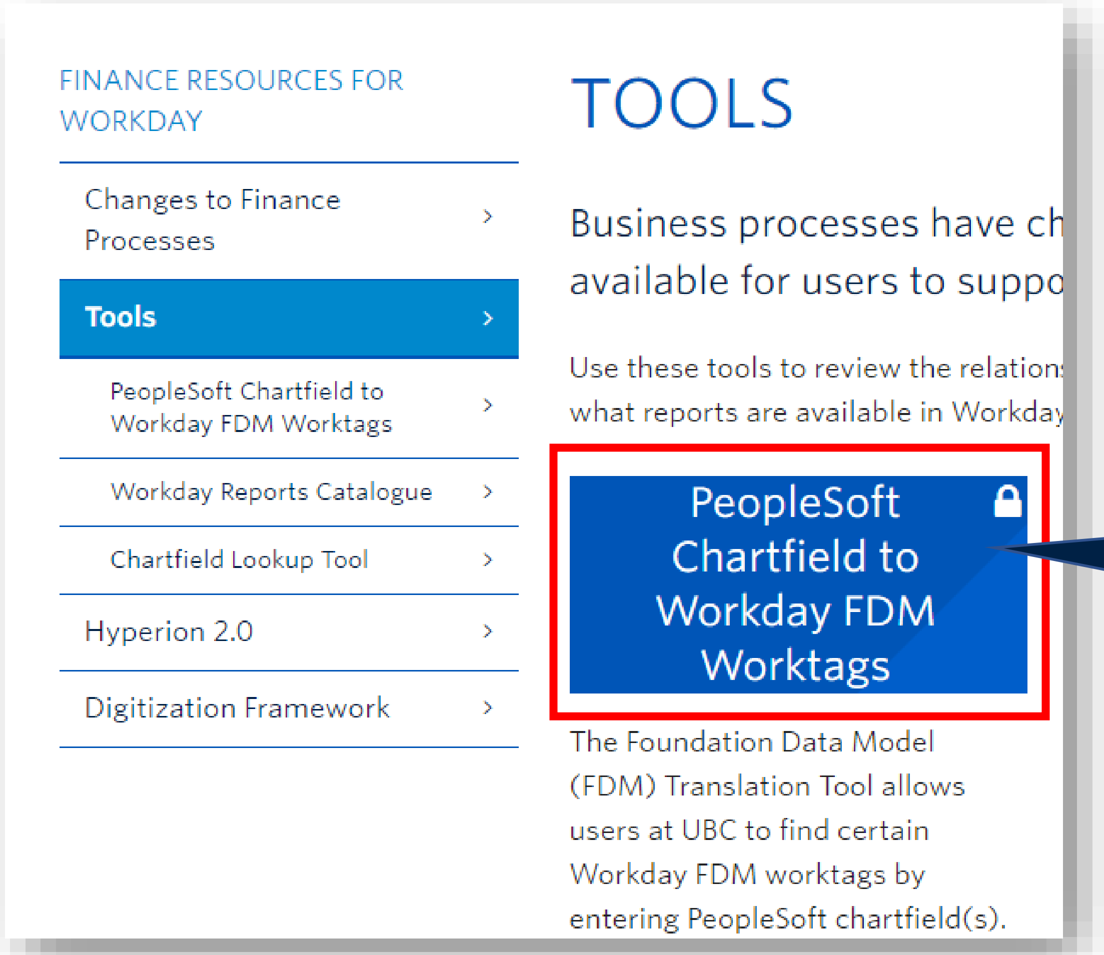


These fields are searchable. For example, you can see the Admin program budgets for Biology and Chemistry, as well as one of Gino Dilabio's grants shown.



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

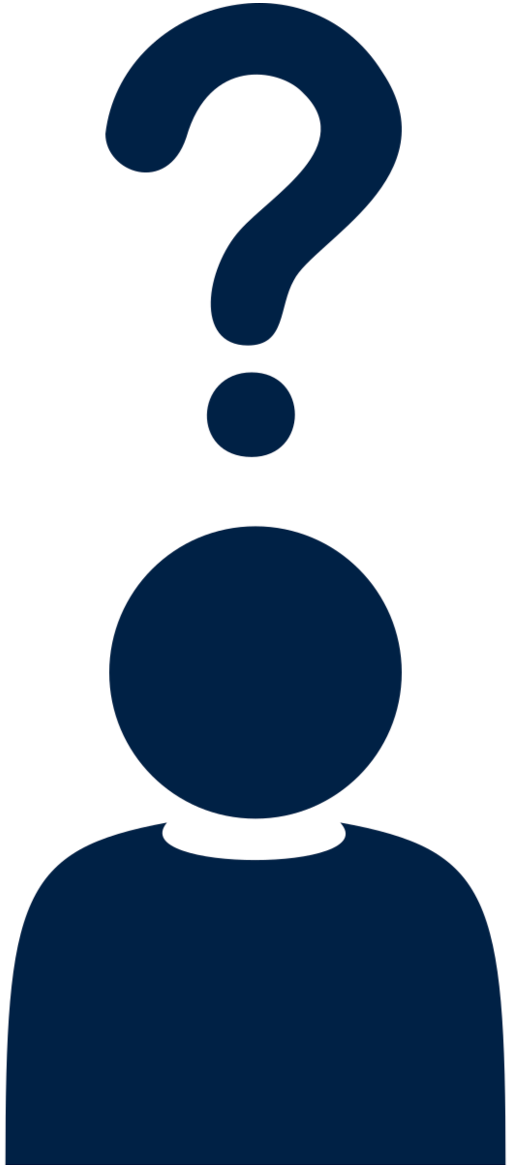
CHARGING YOUR EXPENSE TO THE RIGHT BUDGET



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

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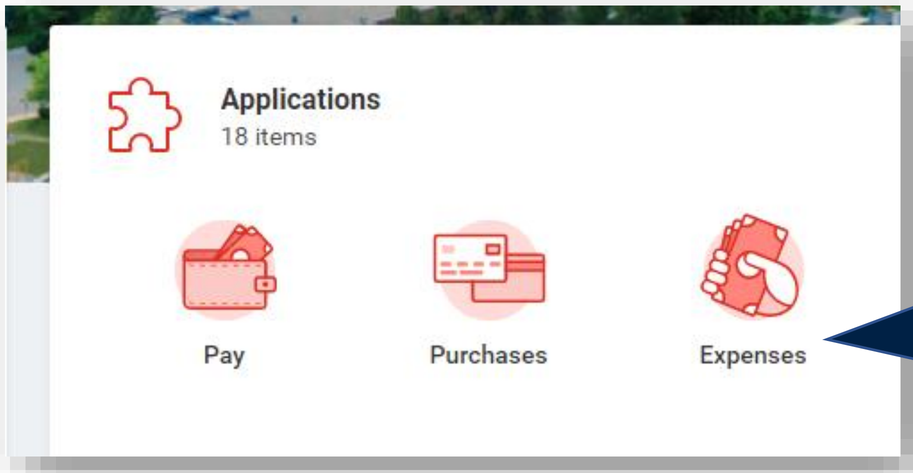
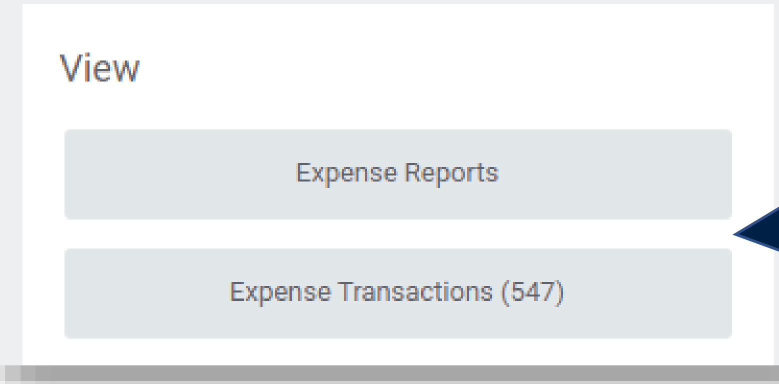
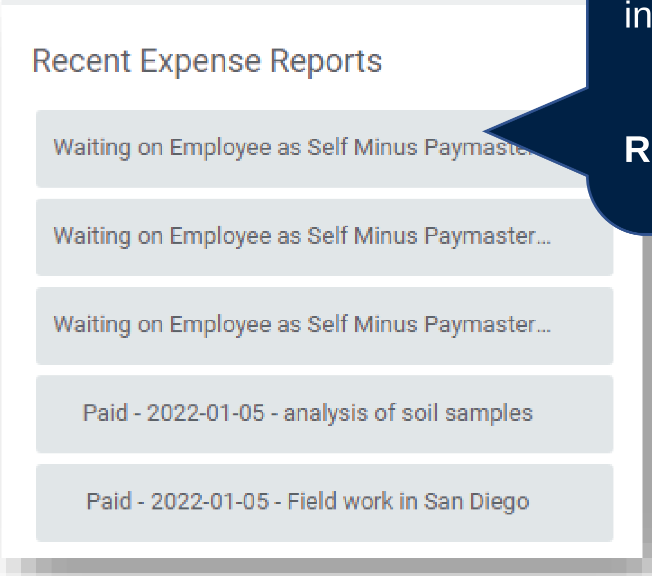


From your homepage, click on the **Expenses** application

Under the ‘Actions’ header, click **Create Expense Report**



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



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

CREATE AN EXPENSE REPORT

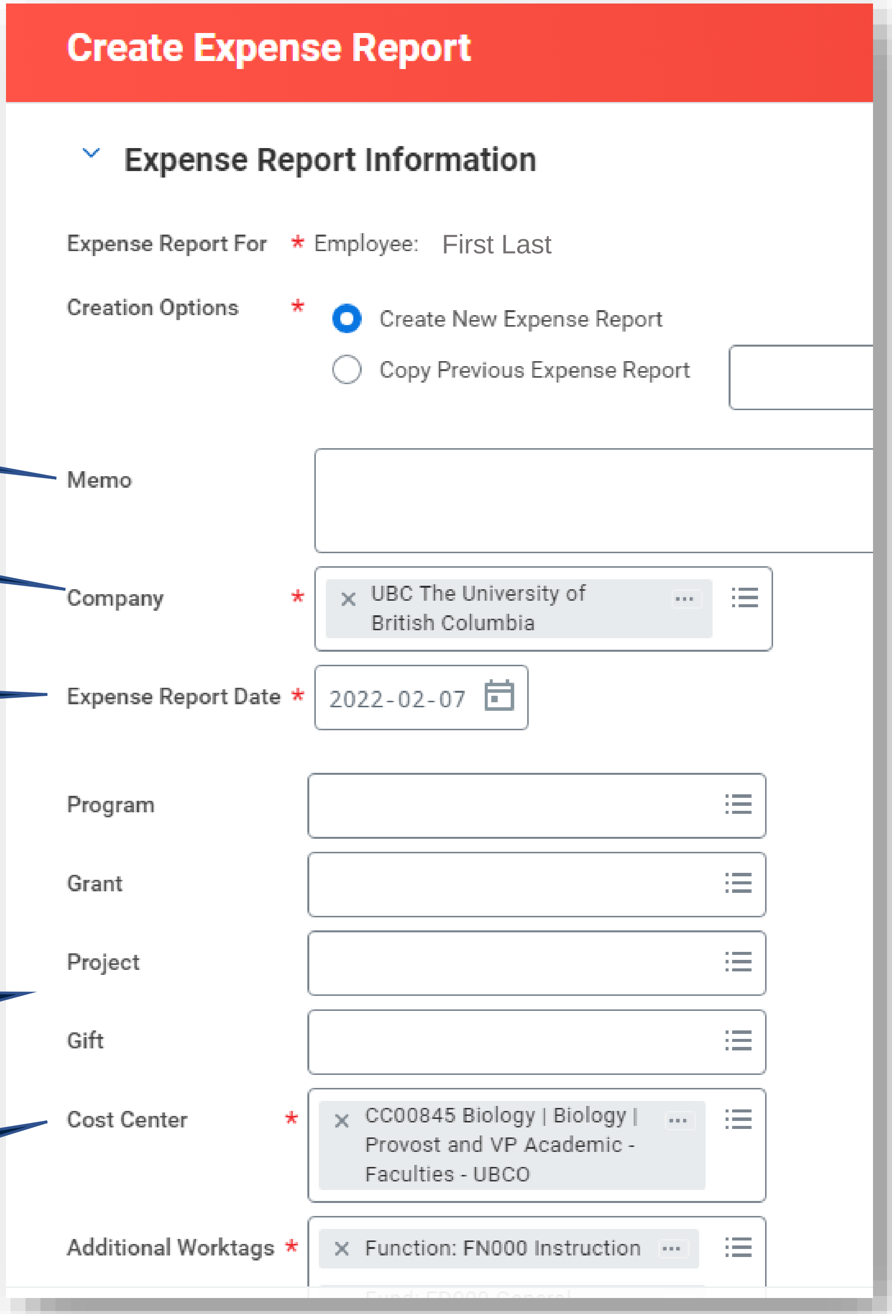
The **Memo** field is for easy reference regarding the Expense Report. Such as 'purchase of lab supplies' or 'desk chair'. It's helpful for easy reference when reviewing Expense Reports.

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

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

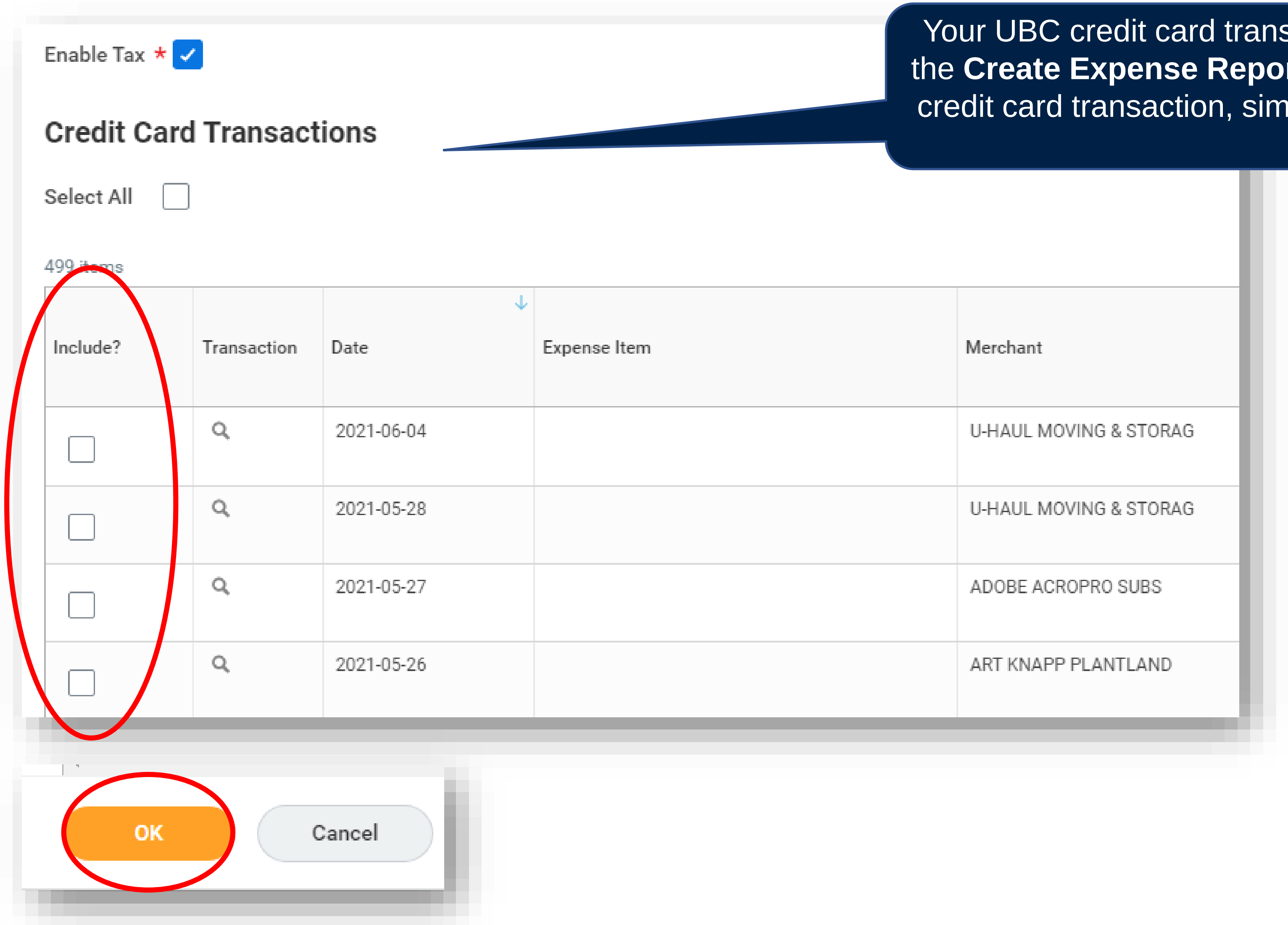
ONE OF the **Program, Grant, Project, or Gift** fields must be populated. This is the specific budget where you are charging this expense. These can be updated after you begin your Expense Report as it's possible you may be charging certain items to different budgets, or 'worktags'.

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.

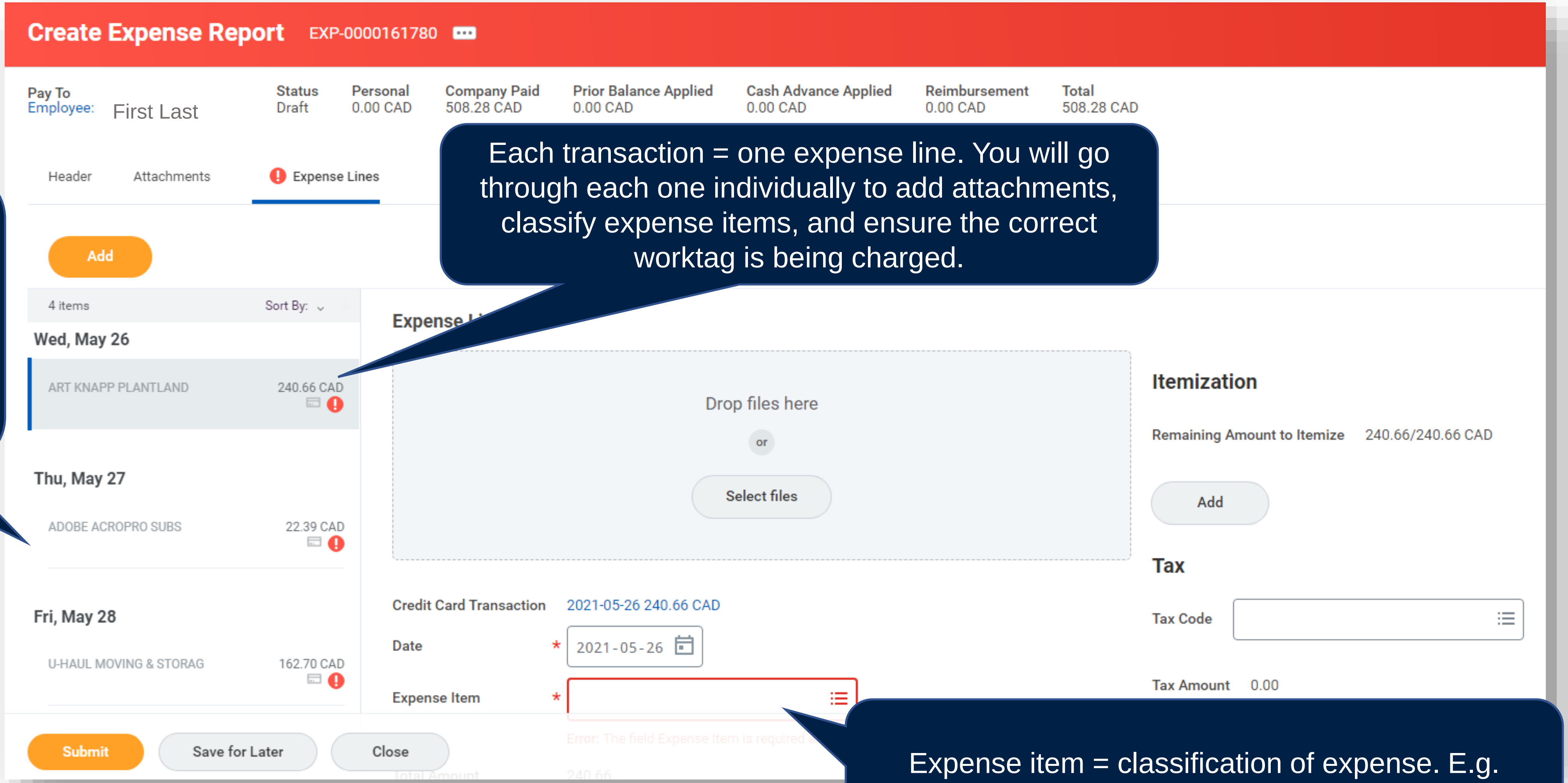


CREATE AN EXPENSE REPORT

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**.



CREATE AN EXPENSE REPORT



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

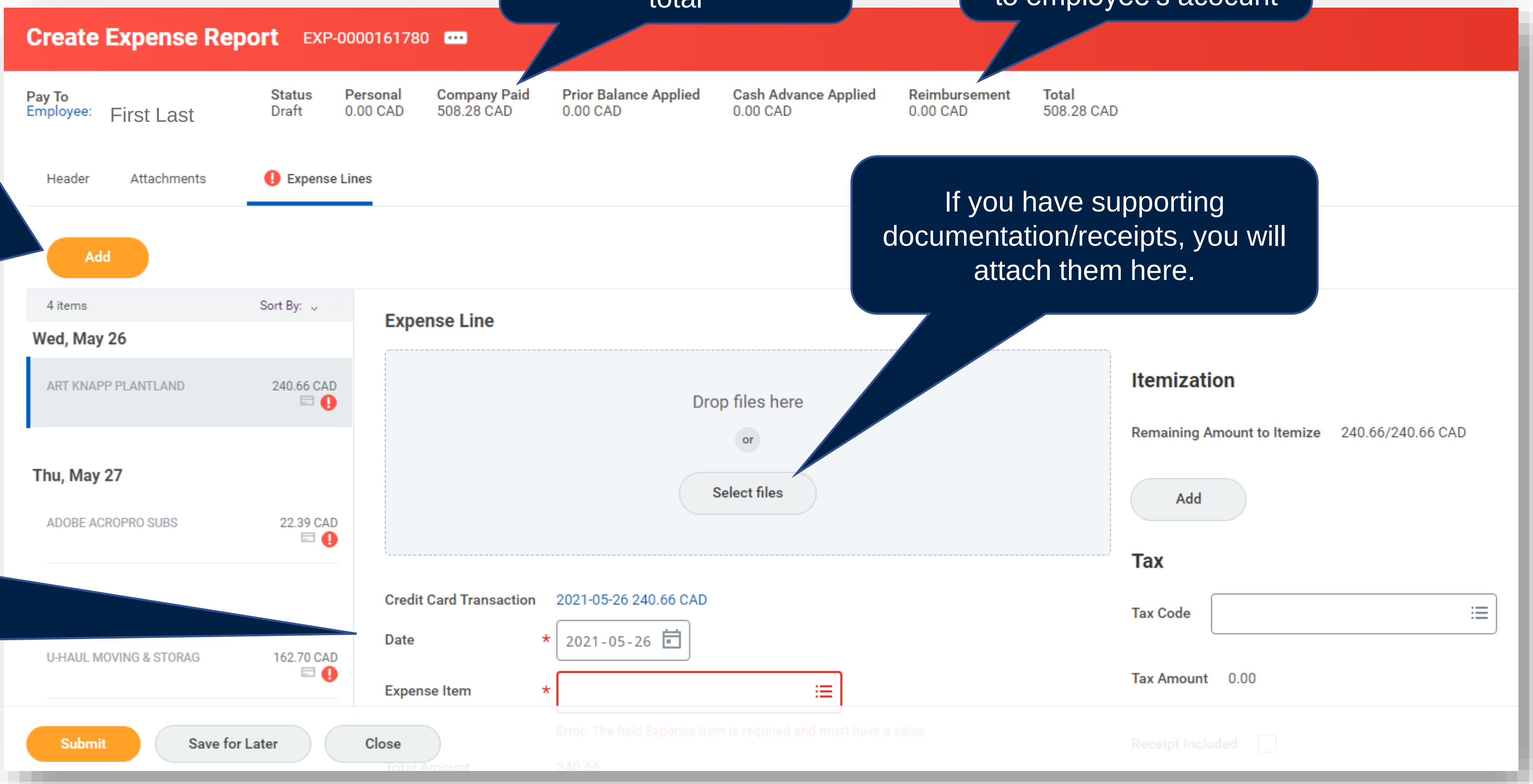
If you have more expense lines to add, such as an out of pocket expense or another credit card transaction, click the **Add** button.

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

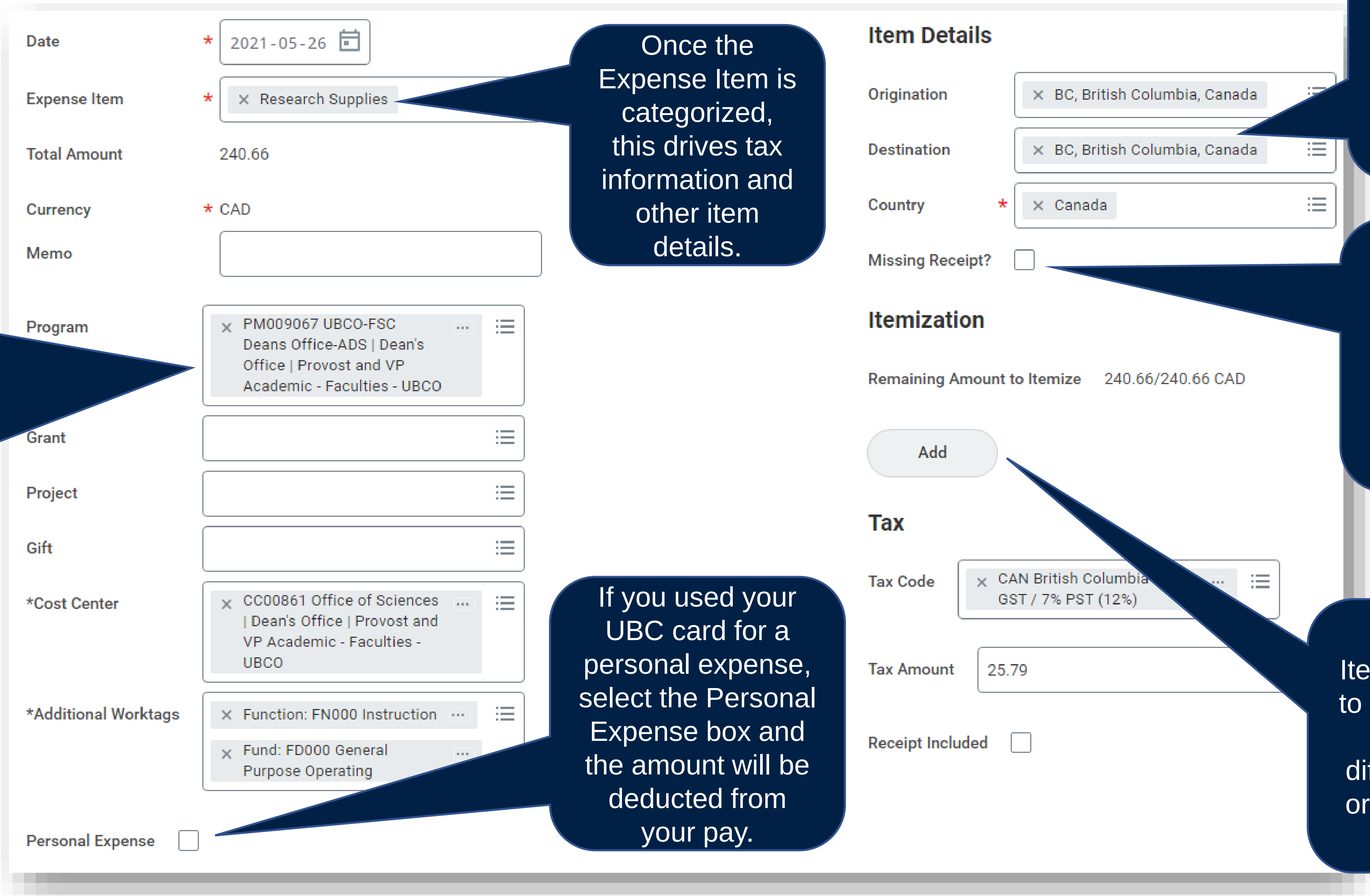
Company paid = UBC credit card transaction total

Reimbursement = amount direct deposited to employee's acocunt

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



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.

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

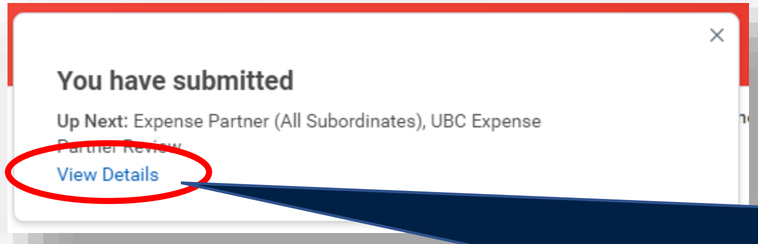
If you used your UBC card for a personal expense, select the Personal Expense box and the amount will be deducted from your pay.

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

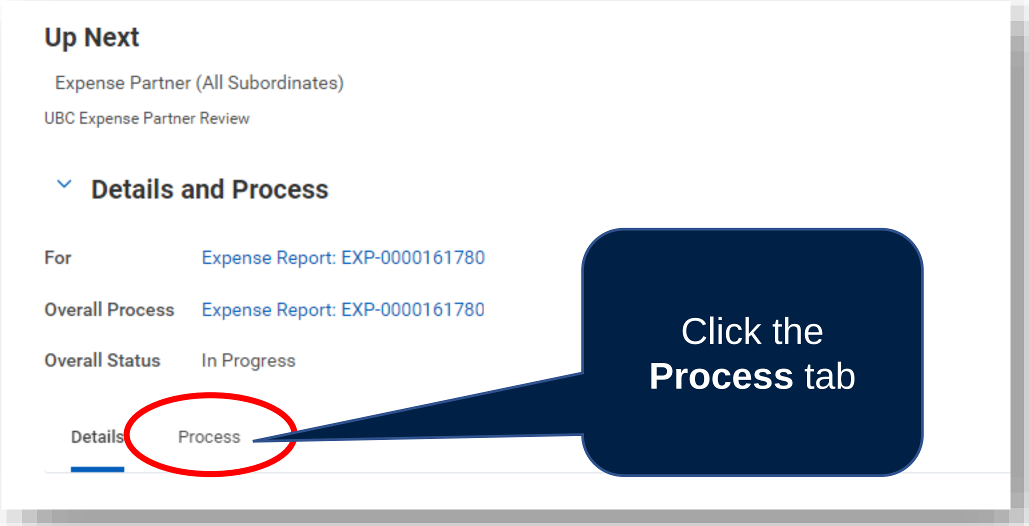
If you are missing a receipt, you will need to upload other documentation to support this expense.

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

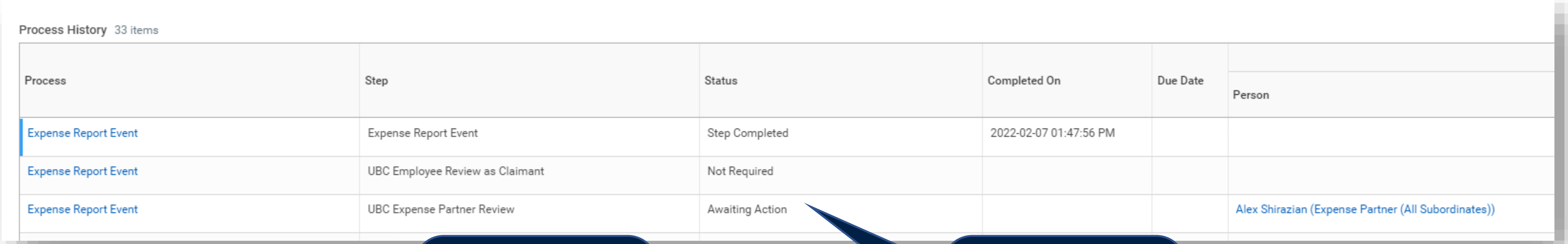
CREATE AN EXPENSE REPORT



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

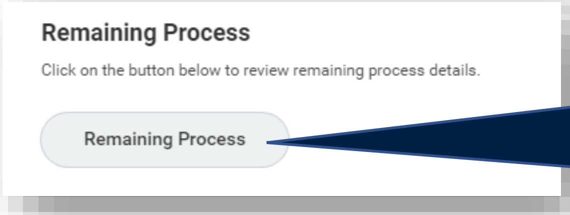


Click the **Process** tab



Process History 33 items

Process	Step	Status	Completed On	Due Date	Person
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))



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.

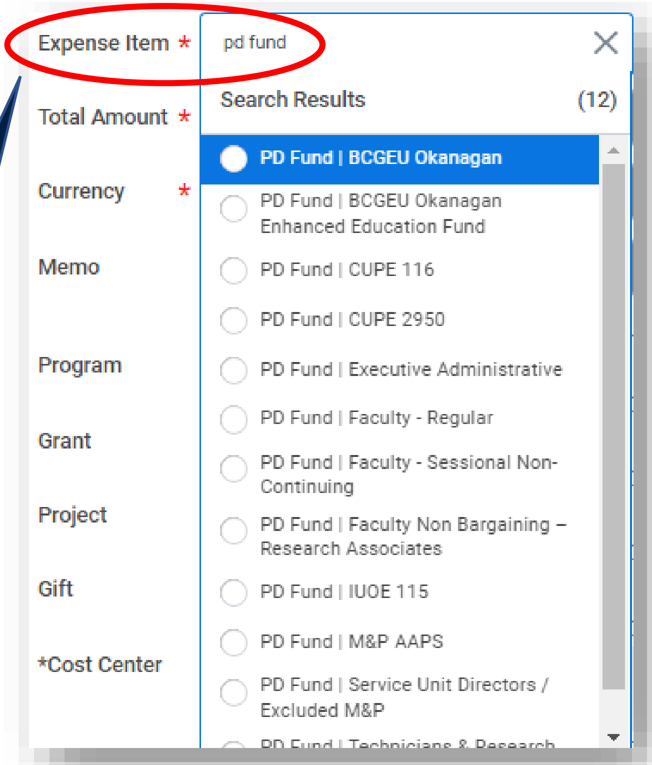
If you are *not* claiming a PD Fund related expense, refer to the following for guidance on Expenses:

- Create an Out of Pocket Expense Report
- Reconcile UBC VISA Transactions on an Expense Report

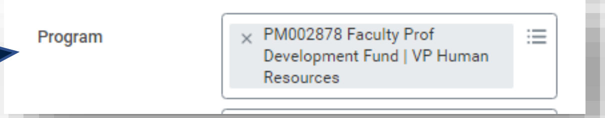
PD FUNDS

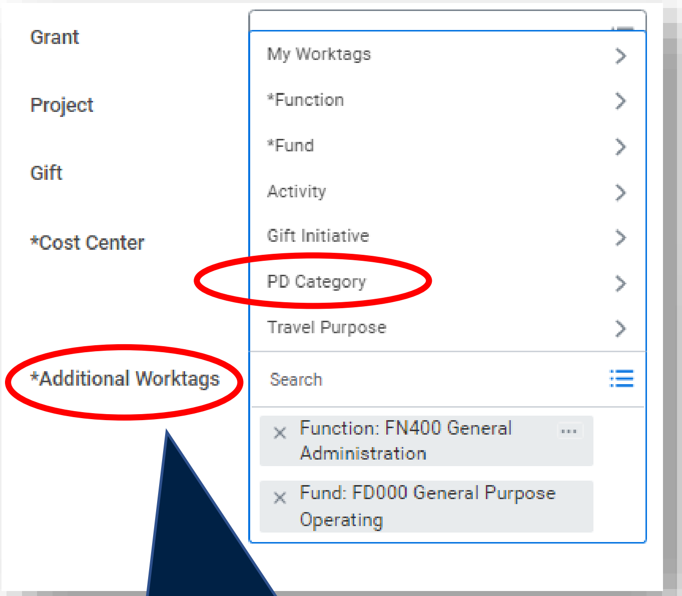
If charging your expense to your PD Funds, there are a few extra steps to follow.

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

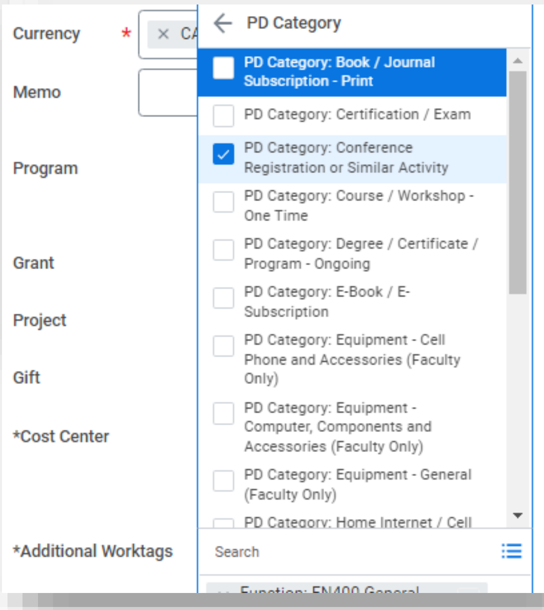


The Program will then auto-populate. Do not edit this.





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



If you have questions/need help submitting your expense report, contact Lauren.Hatchard@ubc.ca