

## Creating An Expense Report for a Personal Charge

If you have used your Vassar C-card for personal use, you must create an expense report to expense the charges and then Record a Cash Sale to reimburse Vassar. It is recommended that you do a separate expense report for personal charges. Below are the instructions to complete the expense report and record the cash sale. If you have multiple personal charges, they can all be combined on one expense report.

### Instructions

1. Begin by clicking into the **Expense App** (or by clicking View All Apps) and then selecting **Create Expense Report**. You can also type Create Expense in the search bar.



2. After you click on Expense Report, the screen below will pop up. Enter the information for the expense.

**Expense Report Information**

Expense Report For \* Employee

Creation Options \*  Create New Expense Report  
 Copy Previous Expense Report   
 Create New Expense Report from Spend Authorization

Memo \* Personal charge on Vassar credit card

Company \* X Vassar College ...

Expense Report Date \* 10/11/2022

Business Purpose \* X Personal Charge on Vassar Credit Card

Function \* X 50 Institutional Support ...

Cost Center \* X CC5018 Principal Gifts ...

Fund \* X FD1000 Current Operating Fund ...

Custom Fin Worktags for Spend

Additional Worktags

Complete the following fields, all fields with an asterisk are required:

- Creation Option** – Defaults to Create New Expense Report, no need to change this.
- Memo** – Enter “Personal charge on Vassar credit card”.
- Company** – Will default to Vassar College.
- Expense Report Date** – Will auto-populate to today’s date, do not change.
- Business Purpose** – Select “Personal Charge on Vassar Credit Card”.
- Function, Cost Center, and Fund** – These tags will default to your home budget, *do not* change these Worktags as this process will charge the correct Worktags once the expense is submitted. Your home department *will not* be charged this expense.
- Custom Fin and Additional Worktags** – Do not add any Worktags if your home budget defaults one of these tags you can leave it. Your home budget *will not* be charged for this expense.


- Credit card transactions will appear at the bottom of the page. Check the box for the transaction(s) that are personal and click [ok](#).

Credit Card Transactions		Quick Expenses				
Select All <input type="checkbox"/>						
10 items						
Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount
<input checked="" type="checkbox"/>	Q	07/15/2022		COURTYARD SCHENECTADY	COURTYARD SCHENECTADY	2.65
<input type="checkbox"/>	Q	07/15/2022		COURTYARD SCHENECTADY	COURTYARD SCHENECTADY	267.81

- Add the *Attachment (receipt) first*.
- From the Expense Item drop-down box type “personal” and then select “Personal Charge on Vassar Credit Card.”
- In the memo field enter “Personal Charge.”

Fri, Jul 15
Expense Item

COURTYARD SCHENECTADY 2.65 USD

 Restaurant Receipt.docx  
✓ Successfully Uploaded!

Comment

Linked Quick Expense

Credit Card Transaction [07/15/2022](#) [COURTYARD SCHENECTAD](#) 2.65 USD

Charge Description COURTYARD SCHENECTADY

Date \* 07/15/2022

Expense Item \*

Total Amount 2.65

Currency \* USD

Memo

\*Function

\*Cost Center

\*Fund

Custom Fin Worktags for Spend

Additional Worktags

**Personal Expense**

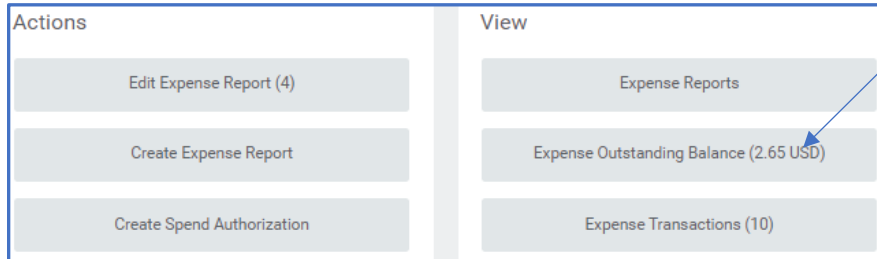
- Make sure you *check* the Personal Expense box.

8. The header of your expense should look as follows:

Status	Personal	Company Paid	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
Draft	0.00 USD	2.65 USD	0.00 USD	0.00 USD	0.00 USD	2.65 USD

9. You can click Submit on your expense report and it will route to your manager for approval.

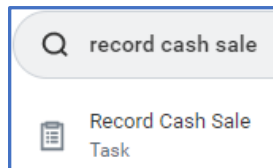
10. To view expenses that you need to reimburse the College, go to your Expense app, and click the [Expense Outstanding Balance](#) button.



**Next Step** – Record Cash Sale to Reimburse Vassar

Now that you have completed the expense report, you will need to Record a Cash Sale in Workday. Then you will bring the cash/check to the Cashier’s office. Follow the instructions below for Recording a Cash Sale for a personal expense.

1. Type *Record Cash Sale* in the search bar.



2. Enter the fields under *Cash Sale Information* as follows:

**▼ Cash Sale Information**

Company \*

Customer \*

Currency \*

Cash Sale Date \*

Invoice Type

From Date

To Date

Memo

Complete the fields as follows:

- Company** – Select Vassar College from the drop-down menu.
- Customer** – Type *Vassar* in the drop-down box and select *Vassar Credit Card Reimbursement*.
- Currency** – This will default to USD.
- Cash Sale Date** – This is the date you are bringing the cash/check to the Cashier’s office.
- Memo** – Enter “*Reimbursement for EXP-????*”, (the expense number that you are reimbursing).

3. Enter the fields under *Payment Information* as follows:

**Payment Information**

Default Tax Code

Payment Type \*

Reference

Control Total Amount

Total Payment Amount 0.00

Tax Amount 0.00

Create Deposit

Bank Account (empty)

Deposit Reference

Currency Rate Type (empty)

Deposit to Bank Rate 0

Complete the fields as follows:

- Payment Type** – Select if you are bringing *Cash* or *Check* to the Cashier’s office.
- Reference** – Copy and paste the information that you put in the Memo line.
- Control Amount** – Enter the amount you are reimbursing.

4. Go down to the *Invoice Lines* and fill out the information as follows:

Invoice Lines Tax Attachments

Invoice Lines 1 item

Line	Order	*Company	Sales Item	Revenue Category	Line Item Description
1		x Vassar College	x Reimburse Personal Charge on Vassar Credit Card	Employee CC Receivable (RC9103)	Reimburse Personal Charge on

Complete the fields as follows:

- Company** – Will default to Vassar College
- Sales Item** – Type in “Reimburse” and select “Reimburse for Personal Charge on Vassar Credit Card”
- Line Item Description** – This will auto default from memo line.

4a. Scroll to the right and enter Unit Price and the Extended Amount will auto-populate (this is the amount of your reimbursement). Leave date fields blank.

Unit Price	Extended Amount	Analytical Amount	Transaction Date	From Date	To Date
<input type="text" value="2.65"/>	<input type="text" value="2.65"/>	<input type="text" value="0.00"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>

4b. Scroll to the right until you get too *Additional Worktags*, type in your last name and select the tag that has “Employee” and your name.

Search Results (2)

Employee:  
Hodor, Kris  
M  
Workday  
System  
Analyst |  
Business  
Application  
s

Supplier: Kris Hodor

Additional Worktags

x Employee: Hodor, Kris M

4c. Now scroll to the left until you get to Fund, Cost Center and Function. These tags will default to your home budget, you will need to *change* them to **FD1000, CC9020, 50**. If there are any other tags such as gift, grant or program please remove.

*Fund	*Cost Center	*Function
<div style="border: 1px solid #ccc; padding: 5px;"> <span style="float: left; cursor: pointer;">×</span> <span style="float: right; cursor: pointer;">...</span> <span style="float: right; cursor: pointer;">☰</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">           FD1000 Current Operating Fund         </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <span style="float: left; cursor: pointer;">×</span> <span style="float: right; cursor: pointer;">...</span> <span style="float: right; cursor: pointer;">☰</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">           CC9020 Accounting and Tax - Institution Wide         </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <span style="float: left; cursor: pointer;">×</span> <span style="float: right; cursor: pointer;">...</span> <span style="float: right; cursor: pointer;">☰</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">           50 Institutional Support         </div>

5. Now you will need to add an attachment. If you are paying via a check, then attach a copy of the check. If you are paying via cash, then create a word document that lists the denominations and quantity. For example: \$35 reimbursement amount, (1) twenty-dollar bill, (1) ten-dollar bill, (1) five-dollar bill. *Do not* make copies of cash.
6. Once complete, click [Submit](#) on the Cash Sale. You can now bring the funds to the cashier's office. Once at the Cashier's office you can inform them that you have created a cash sale and are now depositing the funds.