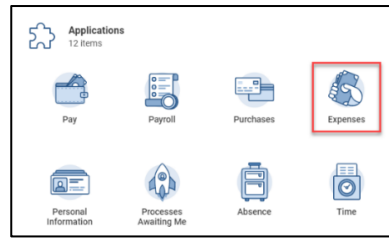


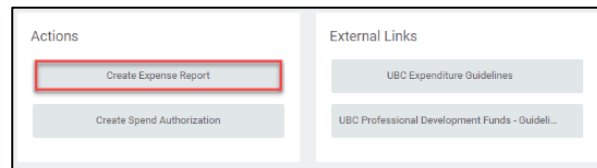
HOW DO I ... Do a Visa Reconciliation?	ABOUT THIS TASK: Describes how to reconcile UBC VISA/P-Card transactions for reimbursement.
AUDIENCE: All UBC Staff and Faculty	DETAILED JOB AID: Expense Reporting: Create Expense Report – VISA Reconciliation

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

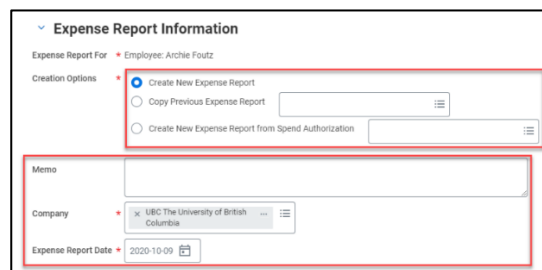
1. On Workday's home page, under **Applications** click **Expenses**.



2. In the **Actions** section, click **Create Expense Report**.



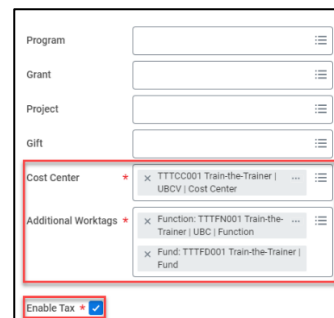
3. Choose one of the **Creation Options**.



4. In **Memo** section enter a description about the expense.
TIP: Be specific as this becomes part of the expense report name.

5. **Review** and **update**, if required, the **Cost Center**.

TIP: If you change the Cost Centre the additional Worktags automatically update.



There are two ways to **add** a Credit Card Transaction:

6. Choose the relevant **credit card transaction(s)** and then, click **OK**.

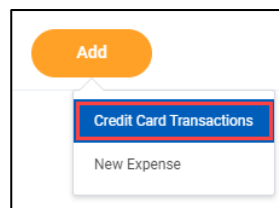
or

Include?	Transaction Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Level 4 Digit of Credit Card Number
<input type="checkbox"/>	01	2020-06-05	SAFE GASES AND CHEMICALS	081426	380.00	CAD	UBC Visa Program	1234
<input type="checkbox"/>	01	2020-06-05	SAFE GASES AND CHEMICALS	081426	380.00	CAD	UBC Visa Program	1234
<input type="checkbox"/>	01	2020-09-05	SMPLY SUPPLIES	WC199	380.00	CAD	UBC Visa Program	1234
<input type="checkbox"/>	01	2020-09-05	SMPLY SUPPLIES	WC199	380.00	CAD	UBC Visa Program	1234
<input type="checkbox"/>	01	2020-06-05	SAFE GASES AND CHEMICALS	081426	380.00	CAD	UBC Visa Program	1234

HOW DO I ... Do a Visa Reconciliation?	ABOUT THIS TASK: Describes how to reconcile UBC VISA/P-Card transactions for reimbursement.
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Note: All values in screenshots are examples only and may not refer to actual data in Workday.

7. Click **OK**. Now click **add** and choose **Credit Card Transactions**.



8. Complete the **date** (this is the transaction date), and **expense item** (type key words and related results will display). The **total amount currency** field, will be pre-populated.

TIP: More information on Goods and Services, Air Travel, Meals, and Attendees can be found in the detailed [Expense Reporting: Create Expense Report – VISA Reconciliation](#)

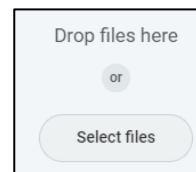
9. Complete **Item Details**.

TIP: The **Item Details** fields change based on the **Expense Item**. If applicable, use the **Attendee(s)** field to document any non-UBC guests.

TIP: Ensure destination is entered as this calculates the tax.

10. Attach screenshot(s) of **receipts**.

TIP: Use **Quick Expenses** on the Workday Mobile app for an easy way to upload receipts.



11. Click **Submit** or **Save for Later**.

TIP: Use **Save for Later** if you want to add additional expenses later before submitting the report for reimbursement.