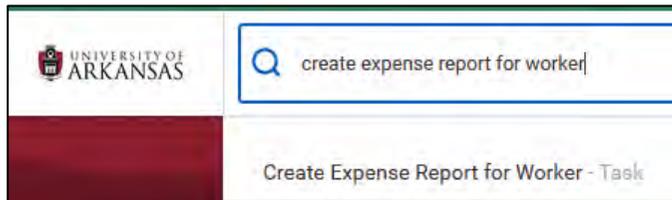


This Quick Reference Guide will provide step by step instructions for processing an Expense Report for fuel card charges for a Worker.

This process replaces the approval process that was used within BASIS for approving fuel card charges. You will now enter an expense report and associate the fuel card charges with the expense report.

## Creating an Expense Report for Worker

1. From the Search Bar you will enter Create Expense Report for Worker and select the task.



2. In the Pay To field you will enter the name of employee you are creating the Expense Report for.
3. The **Creation Options** will default to **Create New Expense Report**.
4. In the **Memo** field you will enter the specific information describing the dates and charges for which the fuel card has been used. **Example:** *Fuel for July 2020*, or if your card allows Maintenance, *Oil Change at 5000 miles*.
5. The **Expense Report Date** field will default to the current date but can be modified.

6. Select from the drop-down  icon, the **Business Purpose** as it relates to this Expense report



In most instances when processing an expense report for non-travel you will select **Official Business**.

7. The Cost Center defaults to where your position resides.
8. You are now ready to enter your FDM elements for this purchase line. For the U of A Fayetteville, we utilize Driving Worktags, so you will either enter a Driving Worktag in one of the following fields: **Designated, Grant, Program, or Project**. The **Cost Center** field will be populated when you select your Driving Worktag



**Please Note:** If not sure what your Driving Worktag should be, you can utilize the Workday Translator which will allow you to enter your legacy cost center and the translator will display the appropriate Driving Worktag associate with it. Translator available at: <https://financial-affairs.uark.edu/winAuth/basisccntowd>

9. If you select the drop-down  icon while in the **Additional Worktags** field you will also have the option of selecting a **Departmental Activity Code**, which you can use to further define your purchase. These are numbers that you can cross reference for your own interpretation. *For example:* I may designate *Departmental Activity: 001* to mean *Back to School Freshman Event*. I can then pull reports based on this *Departmental Activity Code and Driving Worktag combination*.

The **Credit Card Transactions** should display on your screen.

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<input type="checkbox"/>		07/01/2020			0413 FAYETTEVILLE AR	21.89	USD	UAF   WEX   Fuel Card	3326
<input type="checkbox"/>		07/02/2020			SHELL SERVICE STATIO FAYETTEVILLE AR	12.87	USD	UAF   WEX   Fuel Card	3326
<input type="checkbox"/>		07/02/2020			SHELL SERVICE STATIO FAYETTEVILLE AR	8.18	USD	UAF   WEX   Fuel Card	3326
<input type="checkbox"/>		07/02/2020			SHELL SERVICE STATIO FAYETTEVILLE AR	0.06	USD	UAF   WEX   Fuel Card	3326

- Click in the **Select All** field to verify all transactions that have been assigned to the worker. OR, select the individual transactions by clicking in the **Include?** column.



**NOTE:** To review transactions, **right** click on the related actions next to the magnifying glass, and select *See in New Tab*.

## Item Details

- Select from the drop-down icon or enter the **Destination** as it relates to this specific charge. *Country will default once the Destination is selected.*

## Attachments from File

- Select the **Receipt included** box at the bottom of the page.
- Receipts can be attached on each individual purchase or from the **Attachments** tab.
- Press the **Submit** button to submit for approval.

- When the transactions have been selected, the **Expense Lines** will display. Select the transaction and complete the required and additional fields as needed.
- The **Currency** will default to USD.
- The **Memo** field is used if you want to add additional information regarding the purchase.
- The **Driving Worktags** are populated from the header information.

## Next Steps

- Expense Report will route to the employee for their approval prior to approval by the employee's manager.
- Expense Report will route to the manager for approval, with the exception of specified positions such as Dean, Provost, Chancellor, prior to approval by financial reviewers.

## Things to Know when Processing WEX Fuel Card Charges

- Fuel Card charges with WEX are associated with an Expense Report.
- Fuel Charges are uploaded daily to Workday and work very similar to Travel Credit Cards in that they are associated with a worker name and can be reassigned to other workers as deemed necessary.
- Expense Data Entry Specialist role has the ability of reassigning WEX fuel charges to another worker, if applicable.
- The Expense Report can also be filed in the name of the worker assigned to the account with each charge associated with a specified FDM worktag.

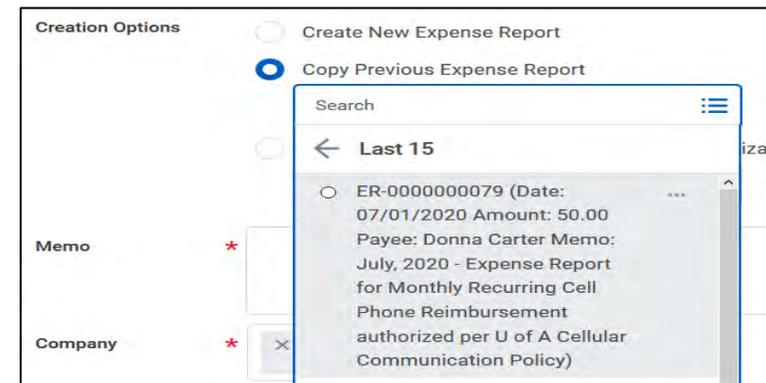
## Role that can Create or Reassign WEX Fuel Charges and create an Expense Report for Worker

Expense Data Entry Specialist

## How to Copy an Existing Expense Report

You may find where you would like to copy an existing Expense Report and then modify any fields applicable:

1. Follow Steps 1 and 2 for Creating the Expense Report for Worker
2. Instead of Creating a New Expense Report, select **Copy Previous Expense Report** and select the drop-down menu. You will have the option of selecting from the last 15 Expense Reports, or all.



3. Modify the **Memo** field as appropriate to reflect any changes
4. Modify any additional fields applicable, then press the submit button to submit for approval.