
HOW TO PROCESS EXPENSE CARD CREDIT **WORKDAY JOB AID**

This job aid will assist in processing credits issued to your Ecard



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2020

HOW TO PROCESS EXPENSE CARD CREDIT **WORKDAY JOB AID**

STEP-BY-STEP GUIDE ON PROCESSING CREDITS ISSUED TO YOUR ECARD

Purpose

To provide users with step-by-step instructions on how to process credits/refunds made to your Ecard in various scenarios.

The How To:

Section A:

Steps to perform if neither the original charge for the purchase nor the credit have yet been processed on an expense report.

Section B:

Steps to perform if an expense report in 'draft' or 'in progress' exists for the original charge and you want to pull the corresponding credit into the expense report

Section C:

Steps to perform if the original charge for the purchase has already been processed on an expense report and the credit still needs to be processed.

Section A:

Perform the following steps if neither the original charge for the purchase nor the credit have yet been processed on an expense report.

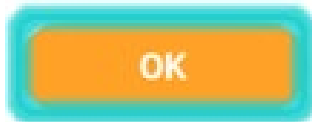
Step 1

Go to **"Create Expense Report"** and select the items you wish to process from the list of your Ecard transactions (see job aid **"How to Complete an Expense Report"** for additional steps):

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account
<input checked="" type="checkbox"/>	Q	04/14/2020		MAKESTICKERS.COM	MAKESTICKERS.COM	(40.04)	USD	BOA Expense Card
<input checked="" type="checkbox"/>	Q	04/14/2020		MAKESTICKERS.COM	MAKESTICKERS.COM	127.47	USD	BOA Expense Card

Step 2

Click **"OK"**:



Step 3

The charge and credit will now be pulled into the expense report for completion (see job aid **"How to Complete an Expense Report"** for additional steps):

Header

Attachments

Expense Lines

Add

2 items

Sort By: ▾

Tue, Apr 14

Educational /Office Supplies charge127.47 USD

Educational /Office Supplies credit(40.04) USD

Expense Line

Credit Card Transaction04/14/2020 MAKESTICKERS.COM 127.47 USD

Charge DescriptionMAKESTICKERS.COM

Date★ 04/14/2020

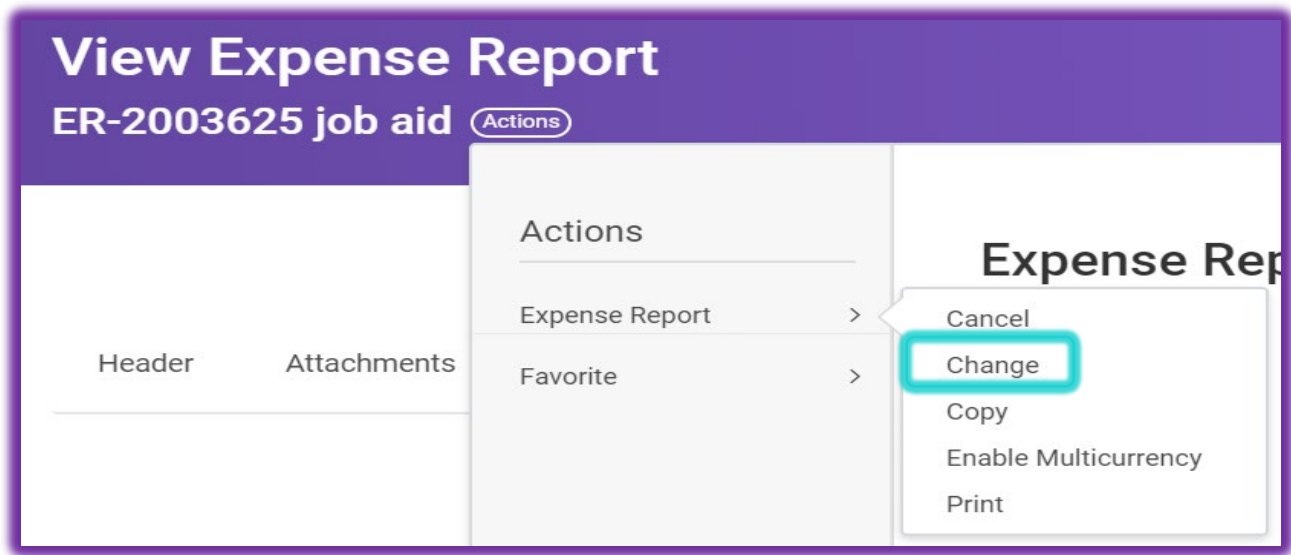
Expense Item★ × Educational /Office Supplies

Section B:

Perform the following steps if an expense report in 'draft' or 'in progress' exists for the original charge and you want to pull the corresponding credit into the expense report

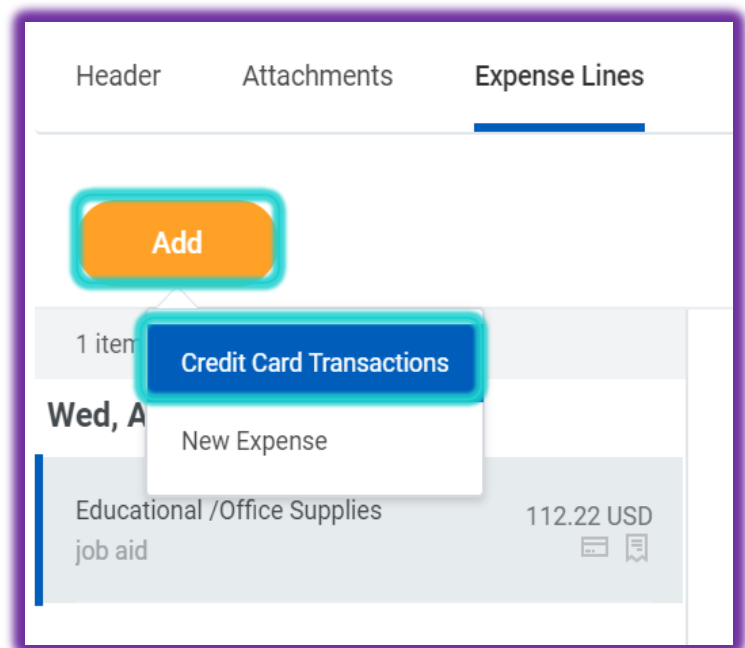
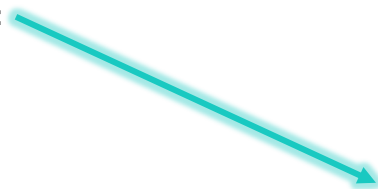
Step 1

Locate the expense report you started and **edit** or **change** it to be able to pull in the credit:



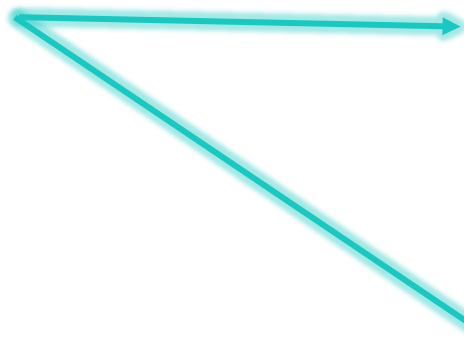
Step 2

Click "**Add**" and then "**Credit Card Transactions**":



Step 3

Select the credit to pull into the expense report and click "**OK**":

A modal titled "Add Credit Card Transactions" with a sub-header "Credit Card Transactions". It features a search bar with the placeholder text "Search". Below the search bar, a credit card transaction is listed: "04/29/2020 LOWES #02531* (7.35) USD". A teal square checkbox is to the left of this entry. At the bottom of the modal, there are two buttons: "OK" (highlighted with a teal border) and "Cancel".

Step 4

The credit has now been added to the expense report and once completed; the expense report can be **submitted**:

A screenshot of the "Change Expense Report" interface for report "ER-2003625 job aid". It has tabs for "Header", "Attachments", and "Expense Lines", with "Expense Lines" being the active tab. An "Add" button is at the top. Below it, a summary shows "2 items" and a "Sort By:" dropdown. A table lists expense items. The first item, "Educational /Office Supplies job aid", with a value of "(7.35) USD", is highlighted with a teal border. The second item is "Educational /Office Supplies job aid" with a value of "112.22 USD". On the right side, there are labels for "Credit Card", "Charge Des", "Date", "Expense It", and "Total Amou". At the bottom, there are three buttons: "Submit" (highlighted with a teal border), "Save for Later", and "Close".

Section C:

Perform the following steps if the original charge for the purchase has already been processed on an expense report and the credit still needs to be processed.

Step 1

In the event that the charge has already been processed on an expense report that has been settled and can no longer be edited, but you have a credit associated with the charge to process, go to **"Create Expense Report"** and select the item you wish to process from the list of your Ecard transactions and click **"OK"**:

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account
<input checked="" type="checkbox"/>	Q	04/27/2020		UNITED 0167442830591	UNITED 0167442830591	(418.80)	USD	BOA Expense Card

Step 2

Complete the expense line details, being sure to reference the *expense report number* containing the original charge for the purchase in the **memo** under the **Header tab**:

Header	Attachments	Expense Lines
Save the expense report to review any errors before you submit.		
Spend Authorization	(empty)	
Final Expense Report	No	
Expense Report Number	ER-2003653	
Memo	Credit for cancellation. See ER-2001234 for corresponding charge.	
Company	Florida Polytechnic University	
Expense Report Date	05/07/2020	
Business Purpose	Ecard & Non Travel Purchases	
Reimbursement Payment Type	Direct Deposit	
<input type="button" value="Edit"/>		

