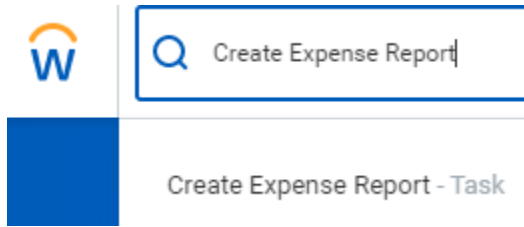


# Expensing a g-Card Transaction

**1** In the Workday search bar (top left), search and select *Create Expense Report*.



**2** On the 1<sup>st</sup> screen of the Expense Report (middle section), enter the following criteria:

**Business Purpose:** *Pcard PURCHASE: NON-TRAVEL*  
**Expense Treatment:** *Purchase – Other (including Equipment under \$5,000)*

**SmartTag:** *Defaults to your assigned SmartTag. Change only as needed.*

The screenshot shows the 'Creation Options' section with 'Create New Expense Report' selected. Below this, the 'Memo' field is empty. The 'Company' field is set to 'Florida Atlantic University'. The 'Expense Report Date' is '12/16/2019'. The 'Business Purpose' is 'Pcard PURCHASE: NON-TRAVEL' (indicated by a yellow arrow). The 'SmartTag' is 'TAG000569 University Police - Boca' (indicated by a yellow arrow). The 'Fund' is 'FAU\_F0000 Grants and Aids'. The 'Cost Center' is 'CC0044 University Police'. The 'Expense Treatment' is 'Purchases - Other (including Equipment under \$5,000)' (indicated by a yellow arrow). The 'Additional Worktags' include 'Business Unit: BU001 Boca' and 'Program: PG6100 General Administration'.

**3** On the 1<sup>st</sup> screen of the Expense Report (bottom section), check the box to include the g-Card transaction in your Expense Report.

Credit Card Transactions

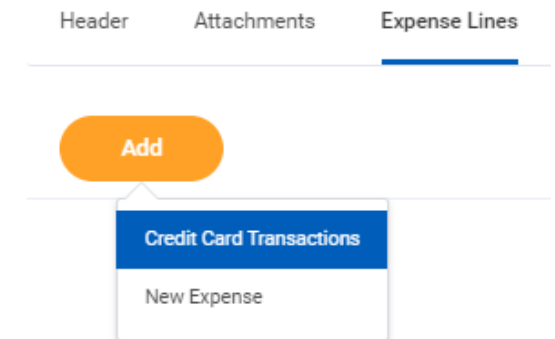
Select All

1 item

Include?	Transaction	Date	Expense Item	Merchant
<input checked="" type="checkbox"/>	Q	12/12/2019		SPEEDWAY 06598

**OR**

If you forgot to include the g-Card transaction on the 1<sup>st</sup> screen, you're able to pull this in on the 2<sup>nd</sup> screen of the Expense Report.



# Expensing a g-Card Transaction

4

On the 2<sup>nd</sup> screen of the Expense Report, you will see the “Credit Card Transaction”. If you forgot to add the gCard transaction on the 1<sup>st</sup> screen, use ADD to pull it in now.

Expense Item: *Gasoline (Non Travel)*.

**Add**

1 item

Thu, Dec 12

SPEEDWAY 06598	27.56 USD
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**Expense Line**

Credit Card Transaction 12/12/2019 SPEEDWAY 06598 27.56 USD ←

Charge Description SPEEDWAY 06598

Date \* 12/12/2019

Expense Item \* X Gasoline (Non Travel) ←

Total Amount 27.56

Currency \* USD ...

Memo

5

Add an attachment (gas receipt) and Submit (bottom left).

Attachments from File

Drop files here

or

Select files

**Submit**

## Card Details:

- \$100 per transaction limit / \$300 monthly limit (refreshed on the 5<sup>th</sup> of each month).
- Card is assigned to you – should stay with you and not the vehicle.
- For FAU vehicles, only.
- May be used at any gas station that accepts VISA.

## Expense Report Details:

- Keep your receipts! Receipts are required for expense reports.
- You may process more than one gCard transaction on an expense report.
- gCard transactions should be settled by an expense report within 30 days.

## Check Your Work – Avoiding Accidental Reimbursements

pCard/gCard transactions are COMPANY PAID and loaded into Workday directly from the bank. You will **NEVER** enter an amount for these transactions when completing an expense report. Review the top-right field on the expense report to ensure that this shows as Company Paid.

Status	Personal	Company Paid	Cash Advance Applied	Reimbursement	Total
In Progress	0.00 USD	27.56 USD	0.00 USD	0.00 USD	27.56 USD