Expense Report (UW)

Report Overview

The Expense Report (UW) (47) is a custom report intended to be used by expense business process approvers, expenses analysts, and auditors to extract expense report data at the line level. The report combines university credit card data, expense report details, payment status, in addition to worker and general ledger information contained in the business document. The report is also used to support budget preparation for certain programs.

General Report Definition Information

Report Type	Advanced
Primary Business Object	Expense Report Lines and Itemizations
Data Source Filter	Data Source Filter: Expense Report Lines Filter • Ensures all expense report lines for a given company are included in the report output. • Data is governed by the Process: Expense Report-Reporting domain. Access to this domain is required to view the report output.
Filter Conditions	Expense Reports returned should meet the following criteria: • All expense report lines for any created expense report in the status of Draft, In Progress, of Approved
Security Groups with Report Access	• Expense Data Entry Specialist • Expense Foundation Specialist • Expense Advance Repayment Specialist • Expense Analyst • Expense Operations Lead • Expense Partner UW • Finance Auditor • Finance Executive • Cash Sale Deposit Specialist • Cash Sale Payment Specialist • Central Processing – Payroll UW • FIN Analyst UW

How to Prompt the Report

1) **Required Prompts:** before running the report, make sure all required fields, marked with a red asterisk, are populated. **This report requires either Company or Company Hierarchy to run.**

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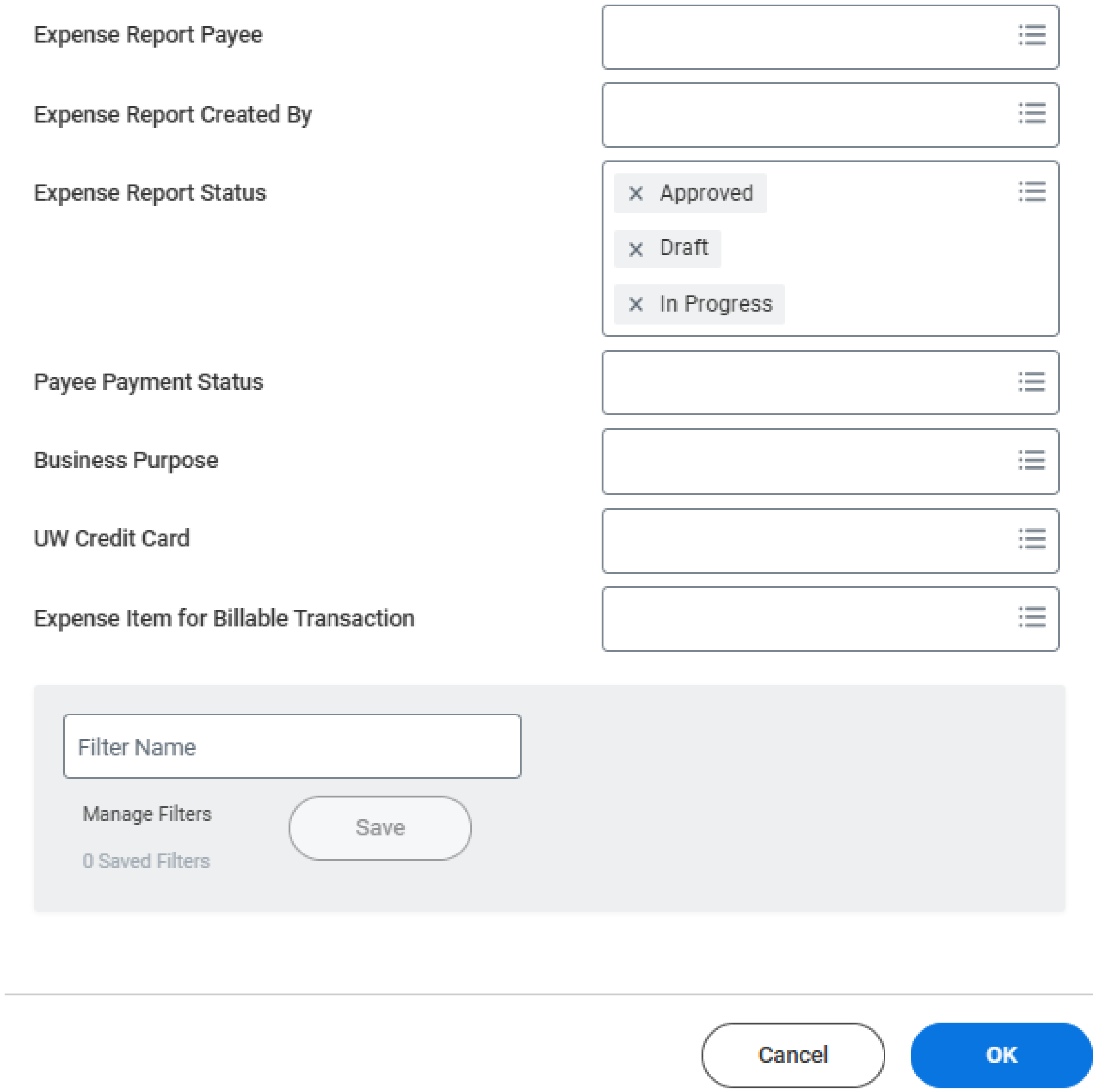
View Report Definition

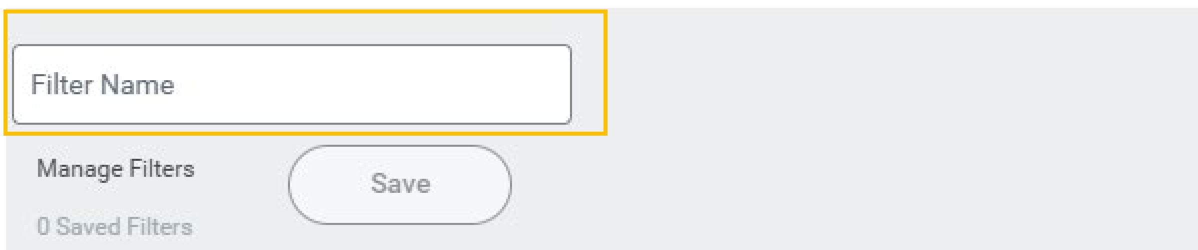
Company *	UWMIL University of Wisconsin Milwaukee
Report Date On or After	04/20/2025
Report Date On or Before	08/31/2025
Expense Report Approved Date for Line On or After	MM/DD/YYYY
Expense Report Approved Date for Line On or Before	MM/DD/YYYY
Expense Report Line Date On or After	MM/DD/YYYY
Expense Report Line Date On or Before	MM/DD/YYYY
Cost Center Hierarchies	
Fund	
Function ID	
Program	
Gift	
Grant	
Project	



2) **Optional Prompts:** You can further filter the report data by filling in the optional prompts (not marked with a red asterisk.) This will allow you to further define the data output and reduce the amount of sorting and filtering needed after the report is ran. Leaving the optional prompts blank will return all expense report lines for the company, however, this will create a larger data output which will slow run time.

   a. Enter either a company or company hierarchy for the **Company** you are requesting data for.
   b. You can select a date range for the Expense **Report On of After Date** and **Report Date On of Before.** Note: This data range is based on the date from the expense report header.
   c. You can select a date range for the **Expense Report Approved Date for Line On or After** and **Expense Report Approved Date for Line On or Before.** Note: This data range is based on the date associate with each expense line and each line may have a different date.
   d. **Expense Report Line Date On or After** and **Expense Report Line Date On or Before** will return all expense lines regardless of status.
   e. **Cost Center Hierarchies**, **Fund**, **Function ID**, **Program**, **Gift**, **Grant** and **Project** allow you to further define the data to be returned.
   f. Prompt on **Expense Report Payee** if you want to review expense report lines for a specific individual.

g. Prompt **Expense Report Created By** to identify expense reports created by Expense Data Entry Specialist. Note: This is helpful when reviewing work load or expense reports created on behalf of others.
h. **Expense Report Status** defaults all 3 output statuses: **Approved**, **Draft**, **In Progress**. These can be removed if only one or two statuses are desired.
i. **Payee Payment Status** can be used to further define the output for either **Paid** or **Unpaid** expense reports.
j. **Business Purpose** can be used to find Expense Reports with a specific Business Purpose.
k. **UW Credit Card** allows you to find Expense Reports that contain that specific UW Card Product type (such as UWMKE Purchase card) make sure the company at the top matches the company credit card type.
l. Finally, **Expense Item for Billable Transaction**, further defines the report to the expense item noted on the individual expense line. This is useful for expenses charged to federal research projects or for billing expenses back to the foundations, but does not need to include anything "billable" and can be used as a general Expense Item filter.
m. You can save your prompt selection as a saved filter, reducing entry each time the report is ran.

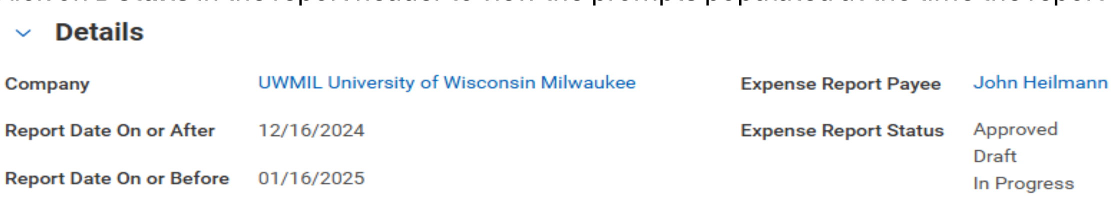


3) Click **"OK"** to run the report.

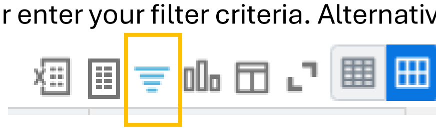
Navigating the Report

Workday allows you to further filter, rearrange, and drill into report values. You can also extract the report into an Excel file for further analyzation. Refer to Commonly Used Report Icon table for further information.

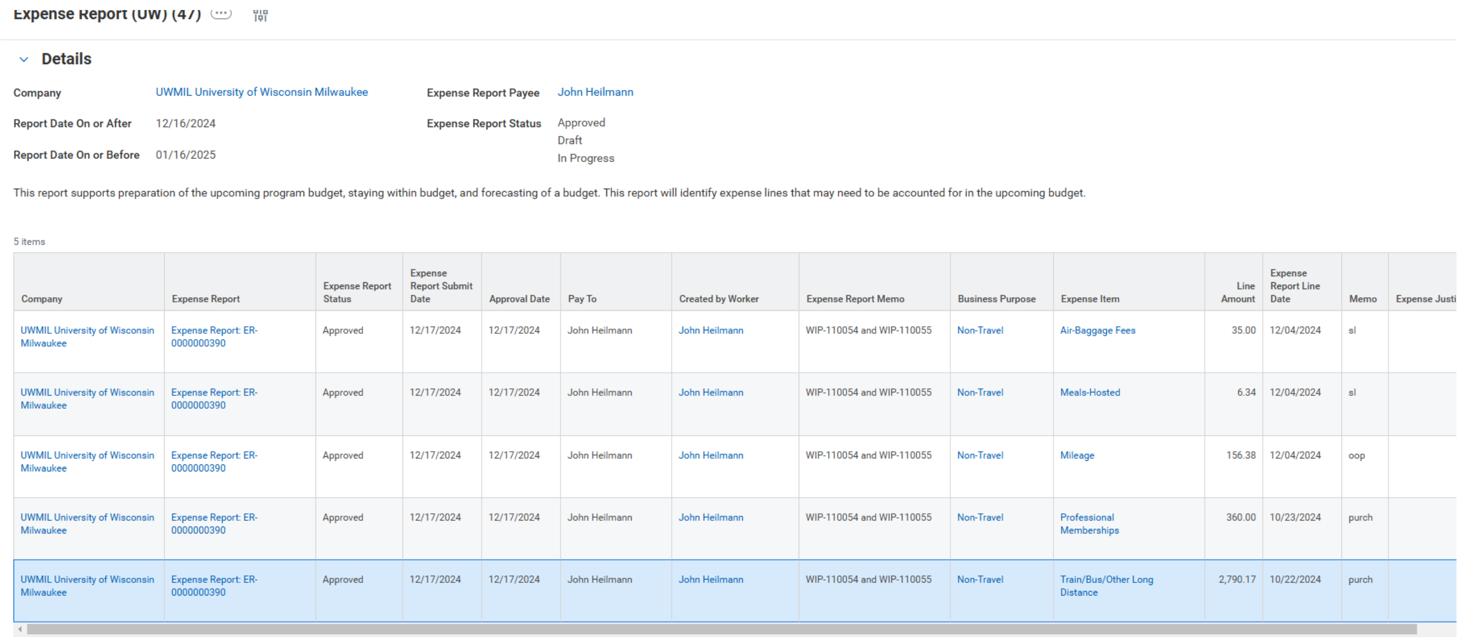
1) Click on **Details** in the report header to view the prompts populated at the time the report was run.



2) To filter the data displayed on the report, click on the **Header** of each column (e.g., Company, Expense Report, Expense Report Status, etc.) and select or enter your filter criteria. Alternatively, click the **Filter** icon and then click **Add** to apply a filter to each column.



3) This is a rather large report and you will need to scroll to see all columns.



Expense Report (UW) (47)

Details

Company	UWMIL University of Wisconsin Milwaukee	Expense Report Payee	John Heilmann
Report Date On or After	12/16/2024	Expense Report Status	Approved Draft In Progress
Report Date On or Before	01/16/2025		

This report supports preparation of the upcoming program budget, staying within budget, and forecasting of a budget. This report will identify expense lines that may need to be accounted for in the upcoming budget.

5 items

Company	Expense Report	Expense Report Status	Expense Report Submit Date	Approval Date	Pay To	Created by Worker	Expense Report Memo	Business Purpose	Expense Item	Line Amount	Expense Report Line Date	Memo	Expense Justi
UWMIL University of Wisconsin Milwaukee	Expense Report: ER-0000000390	Approved	12/17/2024	12/17/2024	John Heilmann	John Heilmann	WIP-110054 and WIP-110055	Non-Travel	Air-Baggage Fees	35.00	12/04/2024	sl	
UWMIL University of Wisconsin Milwaukee	Expense Report: ER-0000000390	Approved	12/17/2024	12/17/2024	John Heilmann	John Heilmann	WIP-110054 and WIP-110055	Non-Travel	Meals-Hosted	6.34	12/04/2024	sl	
UWMIL University of Wisconsin Milwaukee	Expense Report: ER-0000000390	Approved	12/17/2024	12/17/2024	John Heilmann	John Heilmann	WIP-110054 and WIP-110055	Non-Travel	Mileage	156.38	12/04/2024	oop	
UWMIL University of Wisconsin Milwaukee	Expense Report: ER-0000000390	Approved	12/17/2024	12/17/2024	John Heilmann	John Heilmann	WIP-110054 and WIP-110055	Non-Travel	Professional Memberships	360.00	10/23/2024	purch	
UWMIL University of Wisconsin Milwaukee	Expense Report: ER-0000000390	Approved	12/17/2024	12/17/2024	John Heilmann	John Heilmann	WIP-110054 and WIP-110055	Non-Travel	Train/Bus/Other Long Distance	2,790.17	10/22/2024	purch	

Commonly Used Report Icons

Change Selection: Returns to prompt screen	
Export to Excel • Extracting from the header will include the selected prompts. • Extracting from the table will exclude the selected prompts from the header.	
Expand: Toggle fullscreen viewing mode	
Column Preferences: Show/hide, freeze and reorder • Any changes you make to the column setting will be saved and applied the next time you run the report. These preferences are specific to your account and will not impact the report view for other Workday users.	
Filter: Select to filter grid data	
Magnifying Glass: View customer invoice details	