

Expense Report Guidance for Academy Employees

Entering New Academy Companies on Expense Reports

- The Company Field for expense reports will continue defaulting to Company 200 for Academy Employees.
- **Action before creating expense lines:** Review the defaulted Cost Center name prefix (see table below) to determine the correct Academy Company. **Update the Company field, as applicable.**
- If you do not update the correct Company, based on Cost Center, you will receive a **hard stop message** upon expense report submission and need to re-create the report
- Expense reports in **Draft Status as of May 29 at 5p EST** will need to be re-drafted using the New Companies (where applicable) or you will receive error messages

Cost Center Names and Corresponding Companies

Workday Company	Updated Cost Center Naming
200 UMCorp	CC##### UMCorp – [Department Name]
220 Athletics	CC##### Athletics – [Department Name]
230 Academy Corp	CC##### Academy – [Department Name]
240 Auxiliaries	CC##### Auxiliaries – [Department Name]
250 Schools & Colleges	CC##### [School Acronym] – [Department Name]

Create Expense Report

Pay To

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x

Employee: Nicole Frisbie

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Creation Options

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☒ Create New Expense Report

☐ Copy Previous Expense Report

☐ Create New Expense Report from Spend Authorization

Memo

Company

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250 Schools & Colleges

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Expense Report Date

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04/24/2025

Business Purpose

Grant

Program

Gift

Project

Cost Center

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CC00200 CAS – Fiscal Affairs and Facilities

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Legacy Value

Additional Worktags

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Fund: FD000 Clearing Fund

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Company Defaults to 200 for Academy Employees. Update the Company based on the Cost Center name prefix (e.g., 250 Schools & Colleges)

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Reference **Cost Center Name** to determine the appropriate Academy Company, and update where applicable.