

Overview

This document explains how to reassign a credit card transaction to another worker.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.

Considerations by Institution

- None

Icons Referred to in This Document



Prompt



Related Actions



Required Field



Notification



Inbox



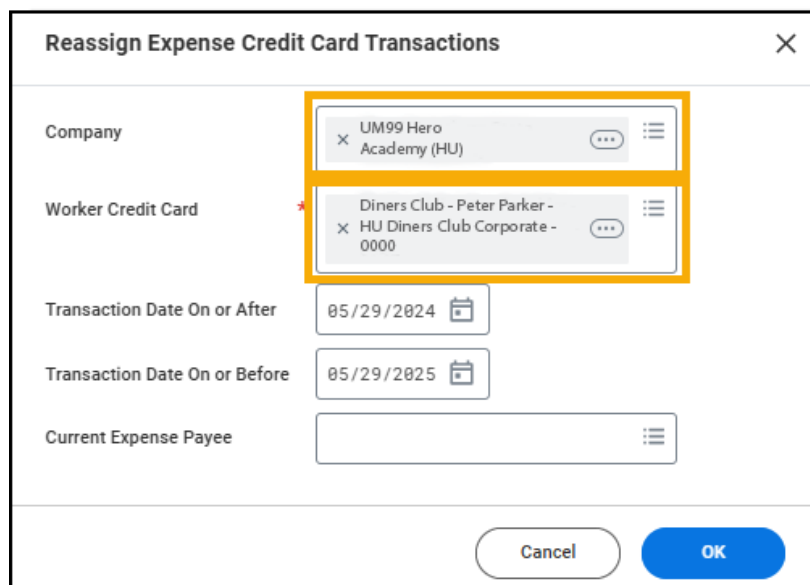
Radio



Check

Reassigning A Credit Card Transaction

- Enter **Reassign Expense Credit Card Transactions** into the **Search** bar and select the task.
- The Reassign Expense Credit Card Transactions pop up displays.
- Complete the following fields on the pop up:
 - (Optional) **Company:** Select your appropriate institution.
 - Worker Credit Card:** Select your card.
 - (Optional) Use the **Transaction Date On or After** and/or the **Transaction Date On or Before** prompts to limit the results returned by the search.
 - Select **OK**.



- The Reassign Expense Credit Card Transactions task displays.



FIN: Reassigning Credit Card Transactions

5. Use the **New Expense Payee prompt** to select the worker to reassign the transaction to.
6. Select **OK**.

Reassign Expense Credit Card Transactions

Reassign Transactions to Assignee

Company: UM99 Hero Academy (HU)
Worker Credit Card: Diners Club - Peter Parker - HU Diners Club Corporate - 0000
Transaction Date On or After: 05/29/2024
Transaction Date On or Before: 05/29/2025
Current Expense Payee: (empty)

Credit Card Transactions: 1 item

Transaction	Merchant	Amount	Currency	Date	Description	Traveler	Current Expense Payee	*New Expense Payee
Q		\$15.00	USD	05/16/2025	IN GOTHAM QUAD DE		Employee: Peter Parker	X Employee: Selina Kyle

OK Cancel

7. A confirmation page displays, indicating that the transaction has been reassigned.
8. Select **Done**.

Note: Once reassigned, the transaction displays for the recipient as a selectable charge in the Credit Card Transactions table of a draft expense report.

Create Expense Report

Academy (HU)

Expense Report Date: 05/29/2025

Business Purpose: *

USource: *

Grant: *

Project: *

Gift: *

Additional Worktags: *

- Cost Center: CC999999
- X HU | VPAS | Chess Club
- Fund: FD4010 Unrestricted
- X Education and General - State Support

Credit Card Transactions

Select All ☐

1 item

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
☐	Q	05/16/2025		IN GOTHAM QUAD DE	IN GOTHAM QUAD DE	\$15.00	USD	HU Diners Club Corporate	0000

OK Cancel