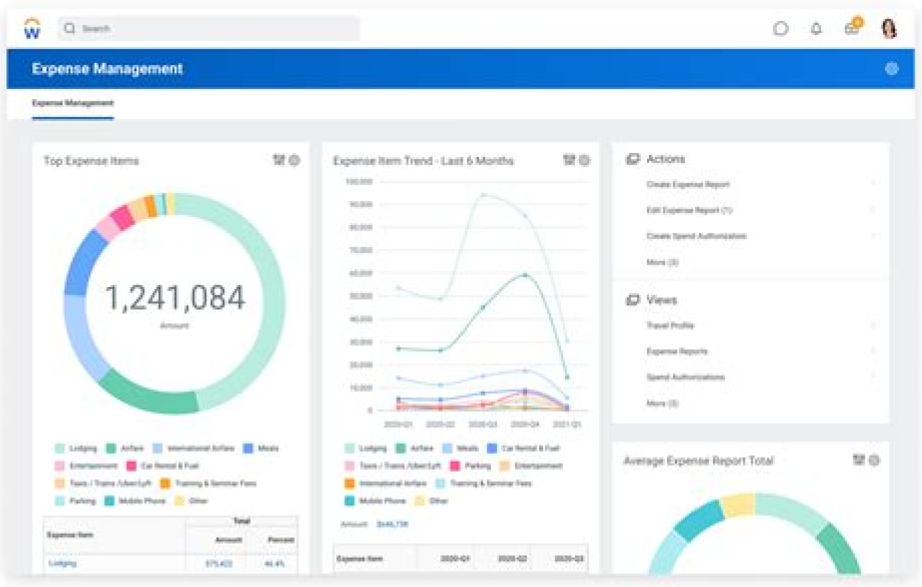
Workday Expenses User Guide



Workday Expenses User Guide

Managing expenses effectively is crucial for any organization, and the Workday Expenses module provides a comprehensive solution for tracking, reporting, and managing employee expenses. This user guide aims to provide a detailed overview of the Workday Expenses functionality, including how to submit expenses, manage approvals, and generate reports. By leveraging Workday's intuitive interface, users can streamline the expense reporting process, ensuring compliance and accuracy in financial management.

Getting Started with Workday Expenses

Before diving into the functionalities, it’s essential to understand the initial setup required for using Workday Expenses. This section covers the prerequisites and navigation tips.

Accessing Workday Expenses

1. Login to Workday: Use your organization’s specific URL to access the Workday login page. Enter your credentials to log in.
2. Navigating to Expenses: Once logged in, locate the search bar at the top of the Workday interface. Type “Expenses” and select the appropriate option from the dropdown menu.

Understanding User Roles

Different roles within Workday may have varying levels of access and responsibilities regarding expenses:

- Employee: Can submit and view their own expense reports.
- Manager: Can review and approve expenses submitted by their team.
- Finance Administrator: Manages the overall expense policies and reporting.

Submitting Expense Reports

Submitting expense reports is a straightforward process in Workday. Follow these steps to ensure accurate and timely submissions.

Creating an Expense Report

To create an expense report, follow these steps:

1. Navigate to Expenses: In the Workday dashboard, click on the "Expenses" option.
2. Select "Create Expense Report": This option is usually found under the “Actions” menu.
3. Choose the Report Type: You may need to select between options like “Standard Expense Report” or “Travel Expense Report,” depending on your organization’s setup.

Entering Expenses

Once you have created an expense report, it’s time to enter your expenses. Here’s how:

1. Input Expense Details: Click on “Add Expense” to enter the required details for each expense, including:
- Date of the expense
- Expense type (e.g., travel, meals, lodging)
- Amount spent
- Description of the expense
2. Attach Receipts: Workday allows you to upload digital copies of your receipts directly to the expense line item for verification.
3. Review and Save: After entering all expenses, review for accuracy and click "Save."

Managing Approvals

Once submitted, expense reports go through an approval process. Understanding this process is crucial for timely reimbursements.

Approval Workflow

The approval workflow in Workday typically involves:

1. Manager Approval: After submission, the expense report is routed to the employee's manager for review.
2. Finance Team Review: Depending on the organization's workflow configuration, it may also go to the finance team for further scrutiny.
3. Notification of Approval/Denial: Users will receive notifications regarding the status of their expense report.

Tracking Approval Status

To track the status of your expense report:

1. Access the Expenses Dashboard: Navigate back to the Expenses section.
2. Select "View Expense Reports": This will list all your submitted reports along with their current status (e.g., Pending, Approved, Denied).
3. Use Filters: Utilize filtering options to sort by date, status, or other criteria to find specific reports quickly.

Generating Expense Reports

Workday provides robust reporting features that enable users to generate and analyze expense reports effectively.

Creating Custom Reports

To create a custom expense report:

1. Navigate to Reporting: In the Workday dashboard, find the "Reporting" section.
2. Select "Create Custom Report": Choose the type of report you want to create, such as a summary or detailed report.
3. Select Data Fields: Choose the specific data fields you want to include in your report, such as:
- Total expenses by category
- Employee expense trends
- Approval times
4. Run Report: After configuring, run the report to view the results. You can also export it in various formats (PDF, Excel, etc.).

Using Pre-built Reports

Workday also offers a variety of pre-built reports, which can save time and provide insights without the need for customization. Common pre-built reports include:

- Expense Overview
- Expense Trends by Department
- Reimbursement Status Tracking

Best Practices for Using Workday Expenses

To maximize the benefits of Workday Expenses, consider the following best practices:

1. Regularly Update Expense Policies: Ensure that expense policies are updated and communicated to all employees to avoid confusion and non-compliance.
2. Timely Submission: Encourage employees to submit their expense reports promptly after incurring expenses to ensure timely reimbursements.
3. Utilize Mobile Features: Workday offers mobile applications that allow users to submit expenses on the go, making it more convenient.
4. Training and Support: Provide training sessions for users to familiarize them with the Workday Expenses module and address common questions or concerns.

Troubleshooting Common Issues

Even with a user-friendly interface, issues may arise when using the Workday Expenses module. Below are some common problems and their solutions:

Issues with Receipts

- Problem: Receipt uploads fail.
- Solution: Ensure that the file format is supported (typically PDF, JPG, or PNG) and that the file size does not exceed the limit set by your organization.

Expense Report Not Submitted

- Problem: Unable to submit the expense report.
- Solution: Check for any required fields that may have been left blank or validate if the report exceeds any policy limits.

Approval Delays

- Problem: Reports are taking too long to get approved.
- Solution: Communicate with your manager or finance team to understand if there are any bottlenecks in the approval process.

Conclusion

The Workday Expenses module provides powerful tools for managing employee expenses efficiently. By following this user guide, you can navigate the system effectively, ensuring timely submissions, accurate reporting, and smooth approvals. Mastering these functionalities will not only enhance your experience but also contribute to the overall financial health of your organization. Embrace the tools and resources available to you within Workday to streamline your expense management process today.

Frequently Asked Questions

What is the purpose of the Workday Expenses User Guide?

The Workday Expenses User Guide provides detailed instructions and best practices for users to efficiently manage and track their expenses within the Workday system.

How do I create a new expense report in Workday?

To create a new expense report in Workday, navigate to the Expenses worklet on your Workday dashboard, select 'Create Expense Report', fill in the required information, and then submit for approval.

Can I attach receipts to my expense reports in Workday?

Yes, you can attach receipts to your expense reports in Workday by using the 'Attach Receipt' option when entering individual expenses in your report.

What types of expenses can I report in Workday?

You can report a variety of expenses in Workday, including travel, meals, lodging, and other business-related expenses as defined by your organization's expense policy.

How can I check the status of my expense report in Workday?

To check the status of your expense report, go to the Expenses worklet, select 'View Expense Reports', and you can see the current status and any comments from approvers.

What should I do if my expense report is rejected?

If your expense report is rejected, review the comments provided by the approver, make the necessary corrections, and then resubmit the report for approval.

Is there a mobile app for submitting expenses in Workday?

Yes, Workday offers a mobile app that allows users to submit expenses, capture receipts, and manage their expense reports on the go.

How can I set up recurring expenses in Workday?

To set up recurring expenses in Workday, you can create a recurring expense item within the Expenses worklet, specifying the frequency, amount, and any other relevant details.

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