

Create Expense Report in the Workday Mobile App Overview

This Quick Reference Guide (QRG) is designed to walk employees through the process of creating an expense report in the Workday Mobile Application as well as how to edit and delete quick expenses. You can scan and upload receipts through the Workday mobile app. Once uploaded, these receipts are known as “**Quick Expenses**” that can be linked to your expense reports. For more detailed steps for creating an expense report (on your desktop), refer to the [Create Expense Report QRG](#).

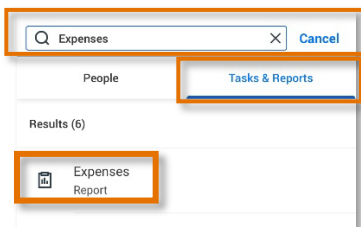
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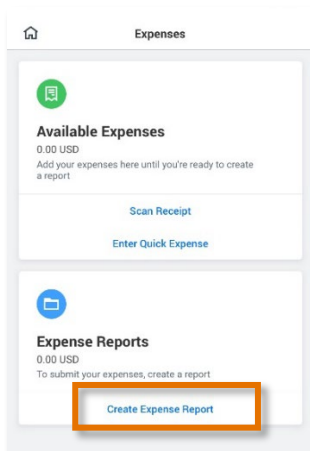
Create Expense Report in the Workday Mobile App

On the **Workday Mobile Application Home Page**:

1. Type **Expenses** in the **Search** field.
2. Navigate to the **Tasks & Reports** section of the search results and click **Expenses**.




3. Under Expense Reports, select **Create Expense Report**.




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On the **Create New Report** screen:

4. Complete the following required fields:
 - **Memo** – enter a title for your expense report. This is how you will reference the report.
 - **Company** – will auto-populate to your associated Company.
 - **Expense Report Date** – will auto-populate with the current date.
 - **Company on Expense Line** – will auto-populate with your associated Company. Update only if the expenses are to be paid by a different company than your own (intercompany event). Tap the drop-down and select the appropriate company.
 - For T&E card transactions only, when the default Company is Rector & Visitors, leave the default company, but provide the other company's worktags in the appropriate fields. The accounting will be adjusted on the back end.
 - Intercompany event example: Someone in the School of Medicine makes a purchase that needs to be reimbursed by UPG funds.
 - **Gift, Grant, Designated, or Project** –
 - At least one of these worktags must be entered to identify the account to charge the expense.
 - Tap the **Search** icon and type the full value in the field (e.g., DN000311) or type part of it to search for the value (e.g., DN0003), then select it from the list.

 NOTE	<p>If you select a Gift worktag, this will only populate Fund, Cost Center, and Function but not the Business Unit from that Cost Center. You will need to confirm you want to use that Cost Center worktag from the gift selected.</p> <p>If you want to use the Cost Center that was populated, you will need to enter a Business Unit worktag in the Additional Worktags field.</p> <p>If you do not want to use that Cost Center, you can select a new Cost Center worktag which will populate a Business Unit worktag.</p>
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- **Fund** – will auto-populate with your associated fund and update accordingly upon completion of the Gift, Grant, Designated, or Project fields.
- **Cost Center** – will auto-populate based on your associated cost center or other worktag entry. Update as needed.
- **Function** – will auto-populate upon completion of the Gift, Grant, Designated, or Project fields. Update as needed.
- **Additional Worktags** – Select additional worktags such as Activity or Assignee if applicable to the expense(s).

 NOTE	<p>Always check all your worktag entries to ensure they are correct and make any updates as needed.</p>
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5. Tap the **check mark** at the top of the screen to proceed.

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On the **Report** screen:

6. Tap **New Expense**, then tap:
 - **New Expense** to add an expense line for reimbursement.
 - **Existing Expenses** to add a T&E card transaction or scanned receipt to the report. Tap the expense transactions that you want to expense. Click the forward arrow to return to the Report screen and then tap the expense item.
7. Under the Expense Line section, attach the receipt for the expense. Supported file types include: JPG, PDF, PNG or GIF for viewing and printing. Do not use DOC, DOCX, XLS, or HEIC files since they cannot be printed (e.g., for grants or audit purposes).

Tap the **Add Attachments** (paperclip) icon to upload the receipt(s). Most expenses will require a receipt. You attach the receipt via your device's:

- Camera
 - Gallery
 - File browser
8. Under the Expense Line section, complete the following required fields:
 - **Date** – will auto-populate with the current date (if reimbursement) or the T&E card transaction date. If reimbursement, change the date to the date the expense was incurred.
 - **Expense Item** – Tap the drop-down and use the *Expense Item Group* or *Spend Category* to select the expense item.
 - **Total Amount** – type the amount of the expense incurred (if reimbursement).
 - **Currency** – change the currency if needed.
 - **Memo** – enter a description for the expense item. Most expense items will require a memo. It is good practice to enter a memo even when it is not required to provide more information about the expense.
 - The remaining required fields in this section will auto-populate with the values from the first screen. Update as needed.
 9. Under the **Item Details** section, complete any fields as required. The fields in this section will vary depending on the Expense item selected. Required fields may include: Merchant, Missing Receipt Justification, Arrival Date, and Departure Date.




It is suggested you add as much detail as possible to describe the expense item. The greater the detail added, the easier it will be for the approver to approve the expense.

If you need to itemize the expense, continue with steps 10 – 13. For example, itemize when you have more than one expense on the same receipt, or you need to split the expense between more than one worktag string (accounts). T&E Card Cash Withdrawals and Hotel Accommodations expense items also require itemization. **Most expense items do not require itemization.**

If you do not need to itemize the expense, skip to step 14.


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10. Under the Itemization section, tap **Add New** to itemize additional expense lines as needed to include and track more detailed costs.

 <p>CAUTION</p>	<p>The Hotel Accommodations expense item will automatically include the Hotel daily rate and Hotel taxes for you to complete on the Itemization screen. Tap the item to update it on the Itemization screen.</p> <p>All other <i>daily</i> hotel expenses will need to be added by tapping Add New under Daily Expenses.</p> <p>Tap Add New under Itemization to add a non-daily hotel expense, such as a meal, to enter the expense.</p> <p>See the Create Expense Report QRG for more detailed steps for adding a hotel accommodations expense item.</p>
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On the **Itemization** screen (only if needed):


11. Complete the following required fields (starting with the first expense item):
- **Date** – will auto-populate with the date from the Expense Line.
 - **Expense Item** – will auto-populate with the expense item from the Expense Line. Change the expense item to the item that applies to the expense you are itemizing. Based on the Expense Item you select, additional required fields may display. Complete these fields as needed.
 - **Total Amount** – type the total amount of the expense you are itemizing.
 - **Company** – will auto-populate with the company from the Expense line. Update as needed.
 - **Fund, Cost Center, Function and Additional Worktags** – update as needed for the expense you are itemizing.

 <p>NOTE</p>	<p>All other fields on the Itemization screen are optional. It is suggested you add as much detail as possible to describe the expense item. The greater the detail added, the easier it will be for the approver to approve the expense.</p>
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12. Tap the **back arrow** at the top of the Itemization screen to return to the main Expense line screen.
13. To add the next itemization line, tap **Add New** under **Itemization** and repeat steps 11-12. Repeat this step until you have added all the needed items.

Back in the **Expense Line** section:

14. Tap the **check mark** at the top of the screen to return to the main Report screen.

 <p>NOTE</p>	<p>If Do Another displays at the bottom of the screen, you can tap this to add another expense line. Complete all the required fields for the expense item.</p>
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15. Repeat steps 6 – 14 to include any additional expenses on the report.

16. Once you've added all the expenses, tap **Review** at the bottom of the Report screen.
17. After you've reviewed your report, tap **Submit**.

You have successfully completed this task. It will now be routed based on the business process workflow.

View, Edit, and Delete Quick Expenses

You can scan and upload receipts through the Workday mobile app. Once uploaded, these receipts are known as “**Quick Expenses**” and can be linked to your expense reports. If you want to view, edit, or delete your receipts (quick expenses), review the steps below.


 NOTE	If you have already uploaded your receipts, skip to step 6 below.
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On the **Workday Mobile Application Home** page:

1. Type **Expenses** in the Search field.
2. Navigate to the **Tasks & Reports** tab of the search results.
3. Under Results, select **Expenses**.
4. Select **Scan Receipt**. Once uploaded, the receipt(s) will display in the Quick Expenses tab in the desktop version.
5. Go to Workday on your desktop and log into your account.

On the **Workday Home** screen:

6. Type **Edit My Expense Transactions** in the **Search** field and select the task.

 NOTE	If you only want to <u>view</u> your uploaded receipts (quick expenses), you can search for the My Expense Transactions report via the Workday Search bar. This report will list your quick expenses as well as any T&E credit card transactions you may have. You can also click the <i>Edit My Expense Transactions</i> button to edit or delete quick expenses (per the steps below).
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On the **Edit My Expense Transactions** screen:

7. To edit your quick expense, navigate to the appropriate fields to make any changes as needed. For example, click the (X) in the **Expense Payee** or **Expense Item** field to remove the current value, then click the field to make a new selection.

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The *Expense Payee* field will only display if you are the delegate for another employee for creating expense reports. This allows you to upload their receipts to your Workday account and then change the Expense Payee field to that employee. Now you can attach their receipts when you create their expense report.

- To delete a quick expense, click the **remove row** icon (-).

Quick Expenses (4)		Credit Card Transactions			
Quick Expenses (4) 4 items					
	Quick Expense	Attachments	Transaction Status	Created by	*Expense Payee
		1	New		

- Click **OK**.

You have successfully completed this task.