

Workday Expenses

Streamline expense management.

Accurate expense management has a huge impact on your bottom line. Travel and entertainment (T&E) continues to be one of the most difficult operating expenses to control, and organizations are looking at ways to further automate and simplify the expense reporting process to benefit both the organization and employees.

While employees want a fast and intuitive way to capture and submit their expenses, back-office teams need a flexible solution to enforce spending policies and identify cost-saving opportunities.

Workday Expenses addresses both of these requirements by providing organizations with a user-friendly experience and enterprise-grade functionality that helps capture, monitor, and control employee spend more accurately.

Manage expenses on the go.

Workday offers an easy-to-use, consumer web-like application, as well as an intuitive mobile experience that allows you to submit and approve expenses on the go from any device.

Employees can email receipts directly from their inbox or scan receipts on their mobile device to automatically populate data on mobile expense reports. From there, Workday AI can accurately read and interpret receipt data to automatically create quick expenses that can be easily added to reports. This not only helps your employees save time when filling out expense reports, but it also increases the accuracy of your expense reporting.

Effectively monitor and control spend.

Eliminate manual paper processes and easily configure expense workflows and approvals. You can also implement spend authorizations and spend freezes to plan for, control, or halt spending. Every transaction is recorded for audit transparency, and embedded analytics helps inform manager approvals and administrative decisions. Additionally, you can automatically identify expense report risks such as duplicate expense, incorrect expense item, and amount anomalies utilizing Workday AI.

Global at the core.

Reduce complexity and cost using a single global expense management application that natively handles international tax rules as well as regional reimbursement requirements. The underlying global core in Workday accommodates local customs and rules, including allowances, currencies, per diems, and vehicle mileage rates.

Key Benefits

Streamlined expense processing:

- Intuitive user experience
- Mobile expense reports and approvals
- Stronger controls through spend authorizations and freezes
- Reduced risk with automated expense error detection
- More-accurate and timely accounting and reimbursements
- Better adherence to global requirements
- Faster settlements

Ease of deployment and maintenance:

- Faster and easier deployment through the cloud
- Unified mobile applications for finance and HR

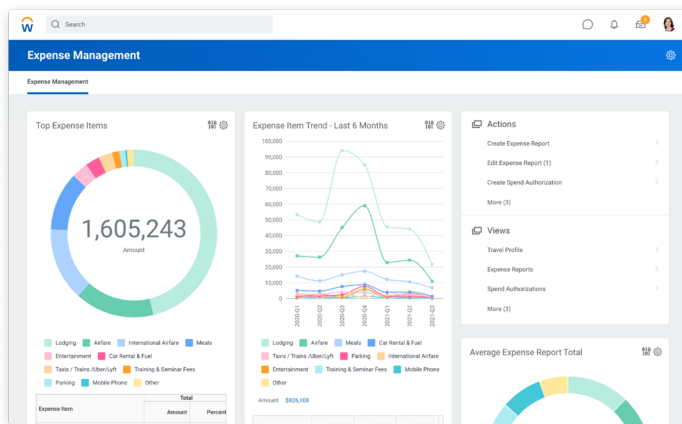
Stronger reporting and visibility:

- Better visibility into actual spend versus budget
- Detailed reporting and the ability to drill down by relevant business dimensions
- Approval cycle analysis
- Complete auditing visibility

Workday Expenses

Streamlined expense processes:

- Intuitive self-service application
- Configurable approval processes
- Packaged credit card integrations
- Configurable instruction text
- Direct deposit reimbursement
- Easy delegation of expense report creation or approvals
- Reimbursement accounts
- Itemization templates



Expense Report	Action	Risk Level	Risk Insights	Status	Number of Days in Queue	Last Back Order	Number of Lines	Company	Expense Payee	Payment Type
EXP-0000405	Review	High	Amount Anomaly Incorrect Expense Item	Waiting on Expense Partner	125	No	1	SDI 1 Global Modern Services, Inc. (USA)	Employee: Jake Lee (Ex: VFI Mgr 7800)	Direct Deposit
EXP-0000401	Review	High	Amount Anomaly Incorrect Expense Item	Waiting on Expense Partner	122	No	3	SDI 1 Global Modern Services, Inc. (USA)	Employee: Oliver Reynolds (205 Mgr 3000)	Direct Deposit
EXP-0000402	Review	High	Amount Anomaly Incorrect Expense Item	Waiting on Expense Partner	110	No	3	SDI 1 Global Modern Services, Inc. (USA)	Employee: Jake Lee (Ex: VFI Mgr 7800)	Direct Deposit
EXP-0000408	Review	High	Amount Anomaly Incorrect Expense Item	Waiting on Expense Partner	125	Yes	3	SDI 1 Global Modern Services, Inc. (USA)	Employee: Oliver Reynolds (205 Mgr 3000)	Direct Deposit
EXP-0000407	Review	Low		Waiting on Expense Partner	125	Yes	2	SDI 1 Global Modern Services, Inc. (USA)	Employee: Jake Lee (Ex: VFI Mgr 7800)	Direct Deposit
EXP-0000409	Review	Low		Waiting on Expense Partner	128	No	1	SDI 1 Global Modern Services, Inc. (USA)	Employee: Stacy Chan	Direct Deposit
EXP-0000402	Review	Low		Waiting on Expense Partner	116	No	1	SDI 1 Global Modern Services, Inc. (USA)	Employee: Super User	Direct Deposit

Powerful, real-time visibility and control over organizational spend.

Gain actionable insight.

Actionable insight is the key to developing your spend policies and negotiating with vendors. With Workday Expenses hub, you can easily access your regularly used tasks, unexpensed receipts, and key reports. All approved expense transactions are immediately available to provide real-time visibility into actual versus budgeted spend. You can also drill down into relevant business dimensions, such as spend category, worker, customer, vendor, and region, and take action immediately.

Unified with Workday Financial Management.

Workday Expenses is part of a single system with Workday Financial Management. When used together, you gain a clear view into your total spend and a deeper understanding about the financial implications of your employees' spending.

Unified with Workday Human Capital Management.

Workday Expenses is part of a single system with Workday Human Capital Management (HCM), allowing you to more quickly and easily deploy Workday Expenses to your workforce. Your organization can also benefit from other Workday features, including worker profiles, organization structures, business processes, and embedded management reporting.

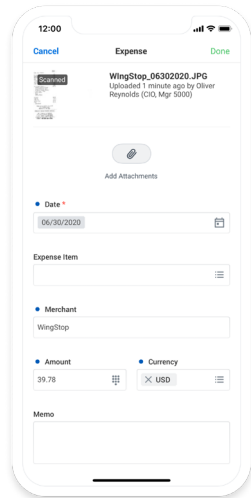
- Single hub for expense tasks and reporting
- Google maps integration for distance calculation
- Default expense items upon upload
- Ability to email receipts to expenses from your inbox and automatically create expense reports

Spend controls and management:

- Applicant and contingent labor expenses
- Expense reports on behalf of external committee members
- Transaction approval and audit history
- Policy compliance audit
- Exception management
- Spend authorizations
- Cash advances
- Spend freezes by organization
- Expense item restrictions
- Per-diem calculations
- Eligibilities and deductions
- Budget checking and commitment accounting
- Override default budget dates
- Ability to automatically identify expense report risks (duplicate expense, incorrect expense item, amount anomaly)

Mobile readiness:

- Use native iPad, iPhone, and Android apps
- Capture and submit expenses, including per diems
- Upload receipt from mobile device camera
- Expense report itemization
- Link expense report lines to travel booking records
- Approve expense reports on mobile devices
- View spend reports and analytics



Email receipts directly from your inbox and utilize Workday AI to scan receipts and create Quick Expense reports.

STREAMLINED USER EXPERIENCE

Self-service

An intuitive, consumer-friendly user experience enables your workforce to easily enter or upload expenses quickly and accurately, as well as submit or approve expense reports with minimal training. Creating expense reports is easy and accurate when you use Workday AI to identify or suggest expense items.

Mobile readiness

Using their iOS, Android, or web-enabled device, every worker can quickly enter their spending on the go for more timely and accurate expense reports. Additionally, employees can upload receipts directly from their mobile devices or email receipts directly from their inbox. Workday AI automates mobile processes with smart defaulting of expense items and automatically creates expense reports from scanned receipts.

Unified

The underlying global core, business process framework, security rules, and workforce information in Workday provide a consistent and centralized foundation for all of your critical business processes.

Reporting and insight:

- Approval and exception notifications
- Embedded analytics during approvals
- Real-time consolidated spend insight
- Drill-down analysis by business dimensions
- Standard reporting library and custom report writer
- Expense management dashboard
- Ability to calculate fields for key spend metrics
- Information export for regulatory reporting

Global core:

- Multilanguage support
- Multicurrency support
- Global consistency and auditability
- Upload local travel and reimbursement rates
- Support for local reimbursement policies
- Complex per diems
- Global credit card formats
- Local vehicle mileage reimbursement rates
- Transaction tax defaulting
- Value-added tax
- Global receipt scanning

Unified with Workday Financial Management and Workday Human Capital Management:

- Rapid deployment and adoption
- Single home page for HR and expenses
- Immediate accounting visibility upon approval
- Single source for your financial data with Workday Financial Management
- Single platform for paying and reimbursing employees when paired with Workday Payroll

To learn more about Workday Expenses, visit: <https://www.workday.com/en-us/products/spend-management/expenses.html>



+1-925-951-9000 +1-877-WORKDAY (+1-877-967-5329) Fax: +1-925-951-9001 [workday.com](https://www.workday.com)

© 2023 Workday, Inc. All rights reserved. WORKDAY and the Workday logos are trademarks of Workday, Inc. registered in the United States and elsewhere. All other brand and product names are trademarks of their respective holders. 20231121-workday-expenses-datasheet-enus