BEACON MOBILITY EXPENSES

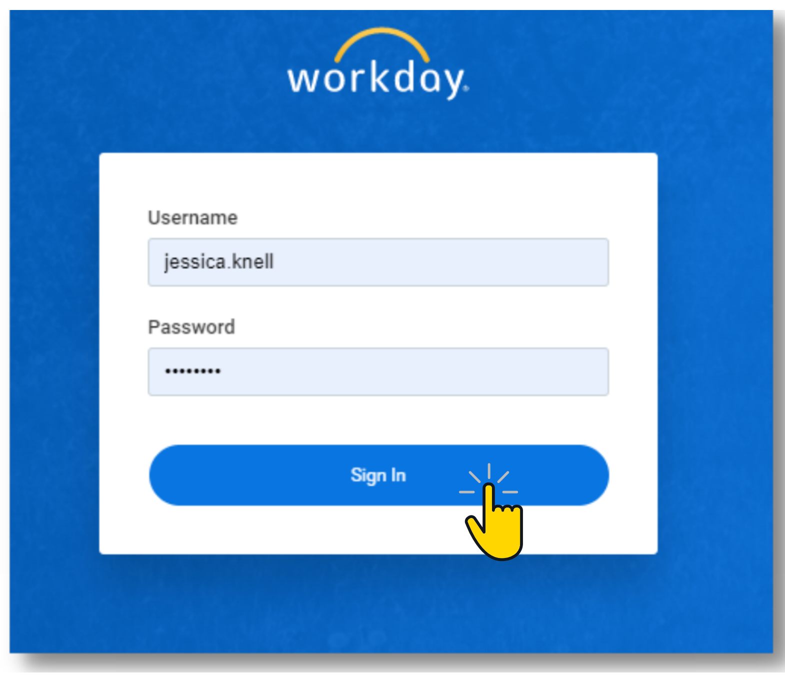
workday.

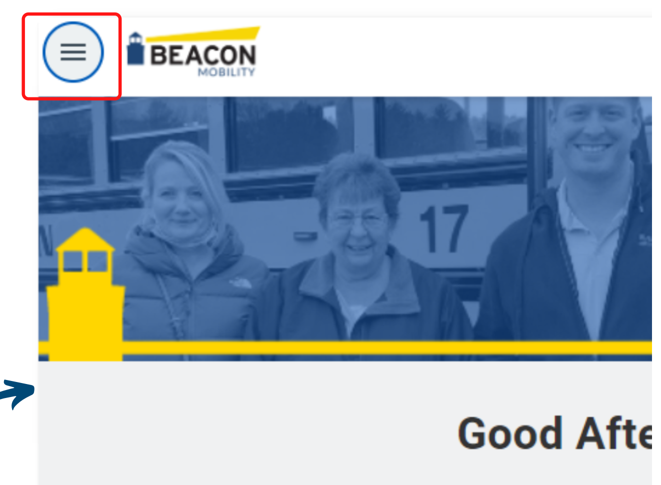
Create an Expense Report (Desktop)

You can submit expense reports for reimbursement of business-related costs, such as airfare or hotel expenses in Workday and Workday Mobile.

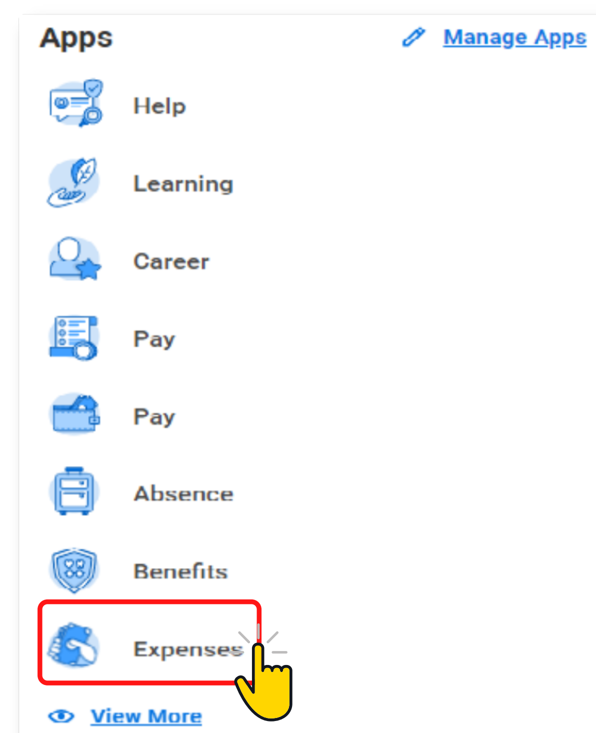
Please note: Reimbursable expenses are those that are paid for by employees and not by their company provided cards.

1 **Log in** to your Workday account, select the **menu** at the top left.

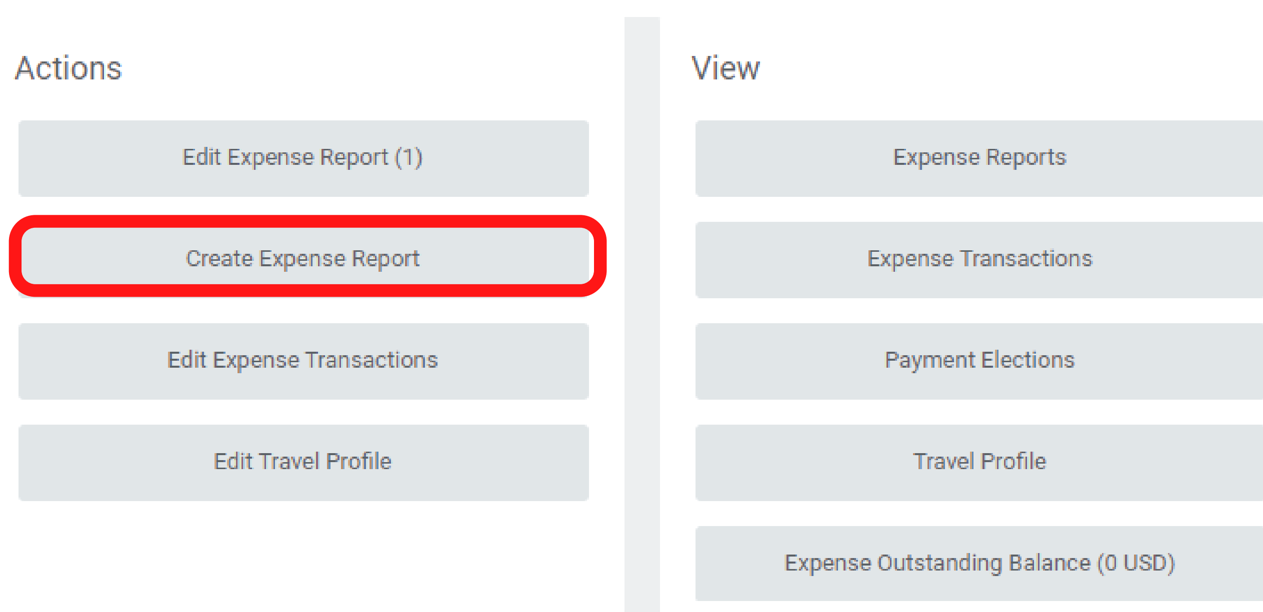




2 Select the **Expense Icon**



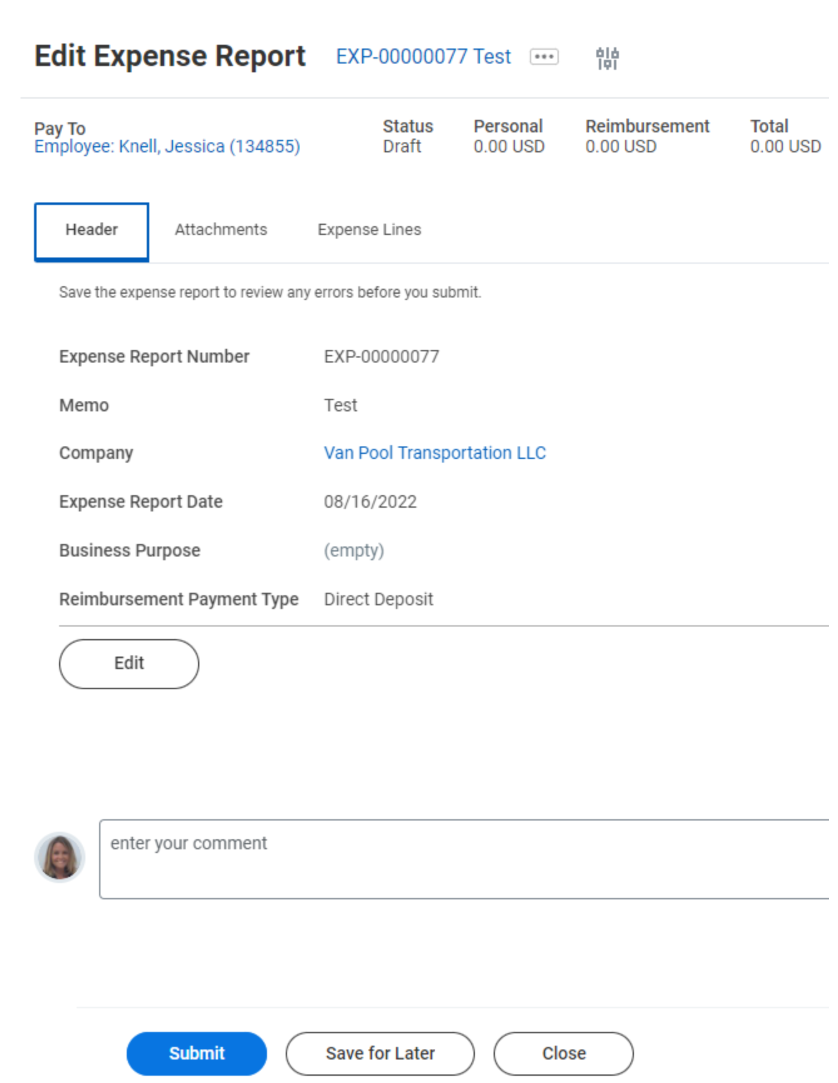
3 Under **Actions**, click the **Create Expense Report**.



On the Create Expense Report form, **Expense Report For** will auto-populate with your name an employee number. Complete all appropriate fields. Fields marked with a **red asterisk *** are required.

4 Click **OK** to be taken to the next page.

Verify the **Header** Information is correct. If a field needs to be changed, click **Edit.**

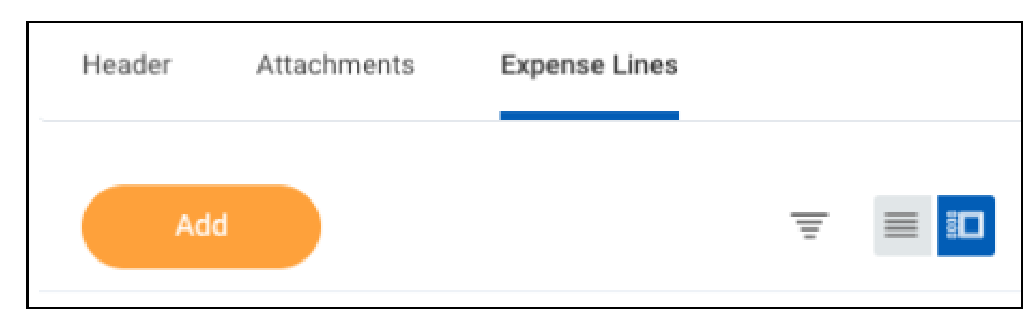


5 Click the **Attachment's tab** if you need to add documents that are relevant to the **overall** report.

Please Note: Receipts should not be attached here but should be added within the Expense Lines tab as explained next.

6 Select the **Expense Lines** tab to enter individual expenses.

Click **Add** to create a new line for each individual expense.



Complete the **Expense Line** fields. Each line item pertains to one payment. Fields marked with a **red asterisk *** are required.

7 Attach the receipt for this individual expense line.

You can also scan your receipt using the Workday app on your smartphone as detailed **below.**

8 Click the **Submit** button to route the expense report for approval.

- Select **Save for Later** to save the request and to submit or modify the expense report request later.
- Select **Cancel** to cancel the expense report.
- Click **Details and Process** if you would like to see the submission status or next business process steps. Otherwise Click **Done**.

Done

What Happens Next...

Once your expense report is approved, it will take 3-5 days to receive your reimbursement via direct deposit. If you have not set up direct deposit for reimbursements, a check will be mailed to your registered home address via USPS.

BEACON MOBILITY EDUCATION

If you need assistance please email: Workday@gobeacon.com

BEACON MOBILITY EXPENSES (Cont.)

workday.

Explanations of all Create Expense Report fields and to view and example

***Creation Options**: Your selection determines the information that will display on the expense report:

- **Create New Expense Report:** This option will step you through the process to upload and submit business related expenses.
- **Copy Previous Expense Report:** Select this option to see a drop down of previous expense reports and select the one that you want to copy.

Memo: Enter the purpose of the expense and its benefit to the Business.

***Company**: This field will populate with your company. It can be modified when necessary.

***Expense Report Date**: This field describes the overarching purpose of the expense.

***Cost Center**: This field will auto-populate based on the employee's assigned cost center. It can be modified when necessary.

Quick Expenses: This tab shows receipts that have been uploaded using the Workday mobile app.

Adding receipts within the Expense Lines tab

1. Click **Edit**
2. Click **Select files** to upload your document(s) (you can also drag and drop your documents) into the box. The file(s) will automatically be uploaded.
3. Click **Upload** if you would like to upload another document.
4. Add any **Comment** that would help the approver to understand the context for the attachment.
5. Click **Save** to save the attachment (s).

Complete the Expense Line Fields

Please Note: Some of the fields below will appear/disappear based on the *Header* information and the *Expense Item* that you input.

Linked Quick Expense: If you have a saved quick expense, for example, from uploading a receipt through the Workday mobile app, be sure to link it here.

***Date**: Enter the date of the expense.

***Expense Item**: Enter or select the Expense Item.

***Quantity**: Enter the quantity of the expense item

***Total Amount**: This field will populate based on Quantity amount entered. If the above options are not selected, enter the total amount of the expense item.

***Currency**: This field will auto-fill to USD but can be modified if needed.

Memo: Enter a description of the individual expense.

***Cost Center**: This field will auto-populate based on the employee's assigned cost center. It can be modified when necessary.

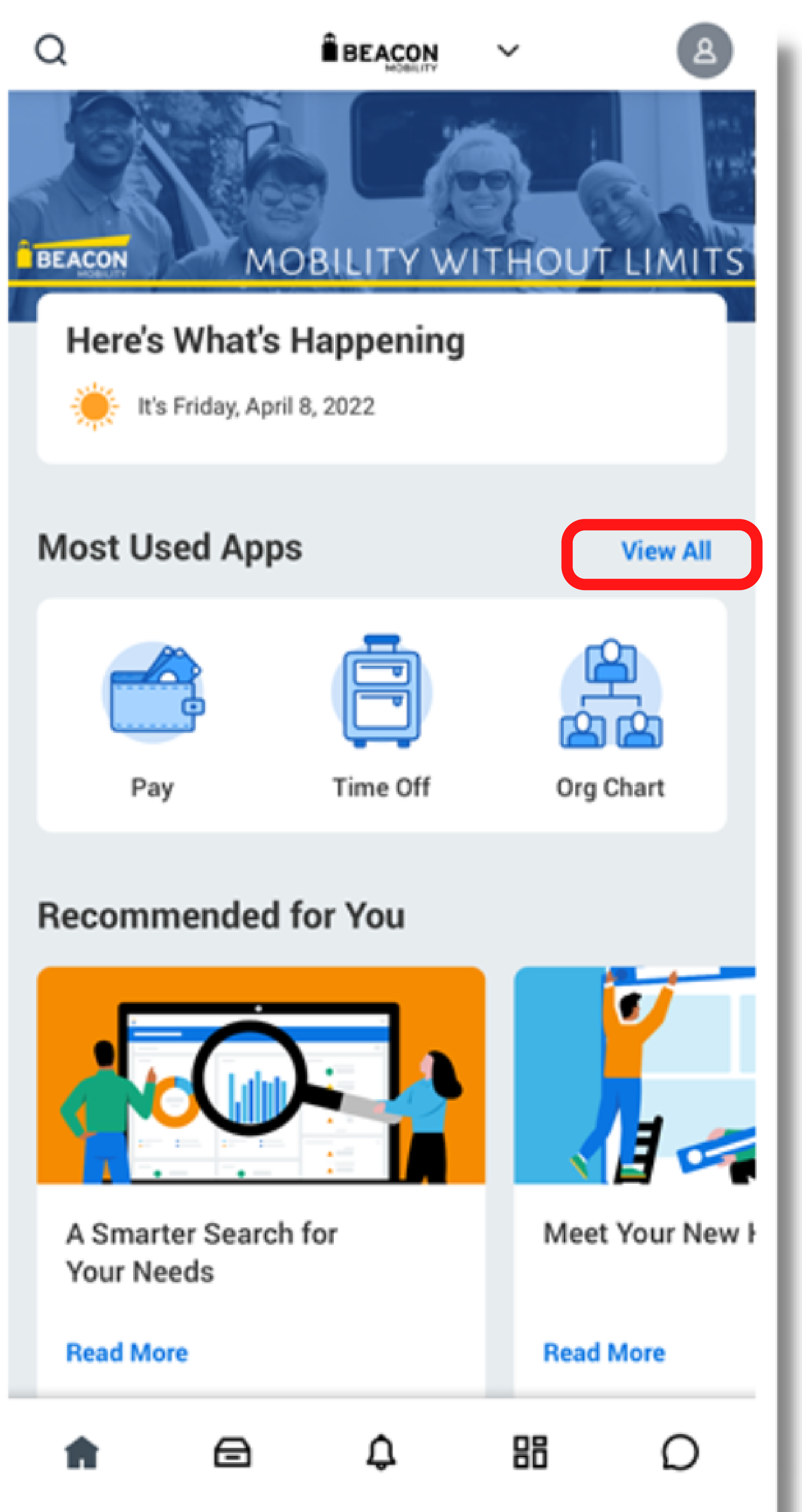
BEACON MOBILITY EXPENSES

workday.

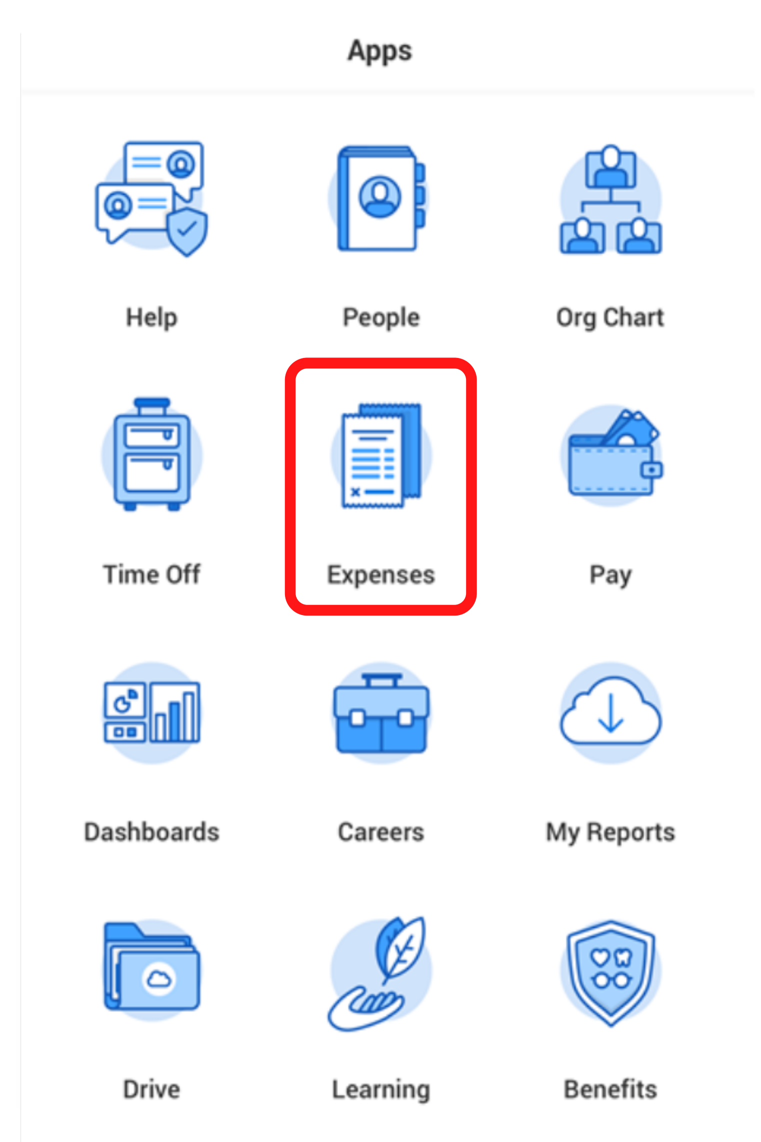
Add Receipt(s) via (Mobile App)

If you have physical receipts, you can use Workday mobile to scan them and add them to your expense report. If you have not already installed the Workday Mobile app, see the Workday Mobile: Getting Started Guide for instructions.

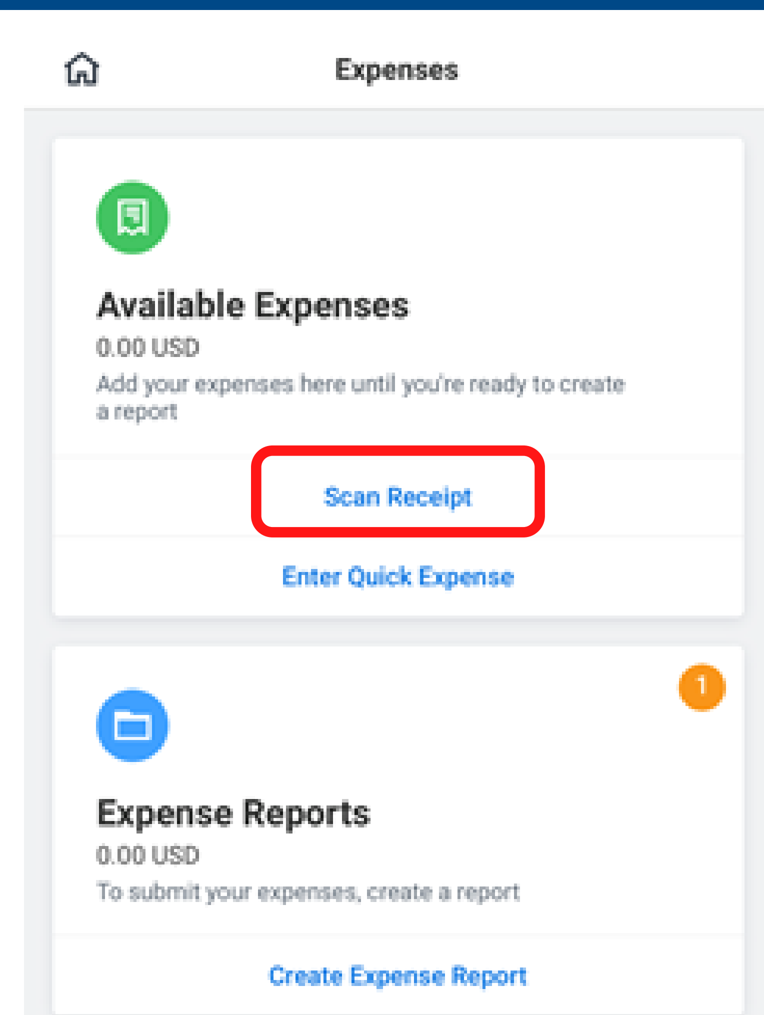
1 From the home screen of the Workday mobile app, select **View All.**



2 Select **Expenses**

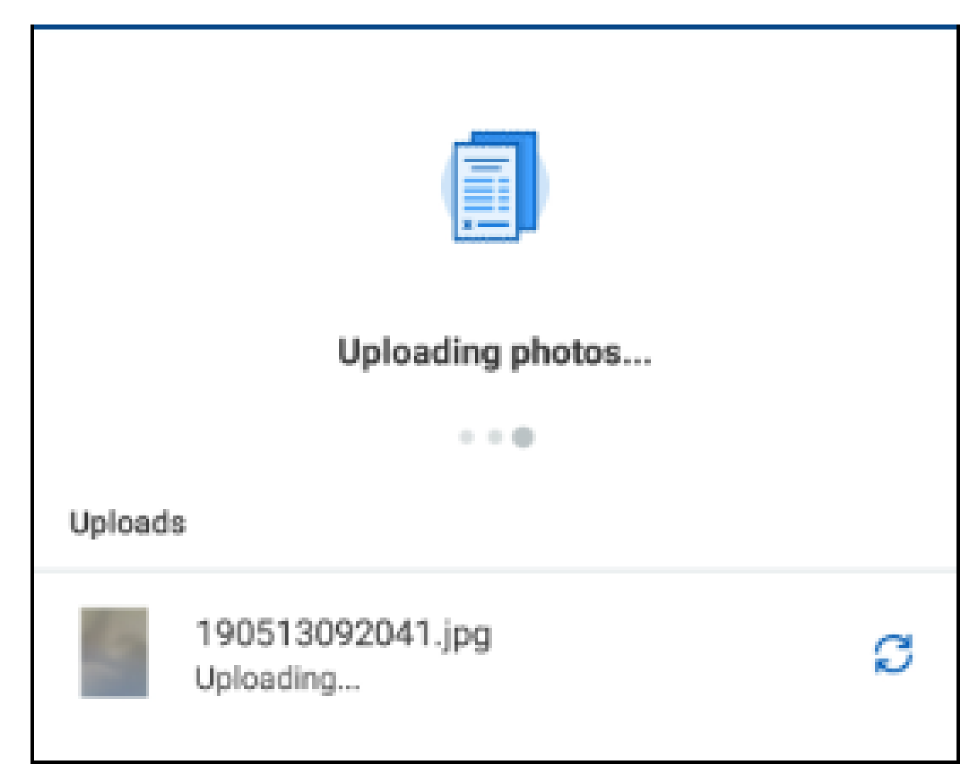


3 Select **Scan Receipt** with Camera

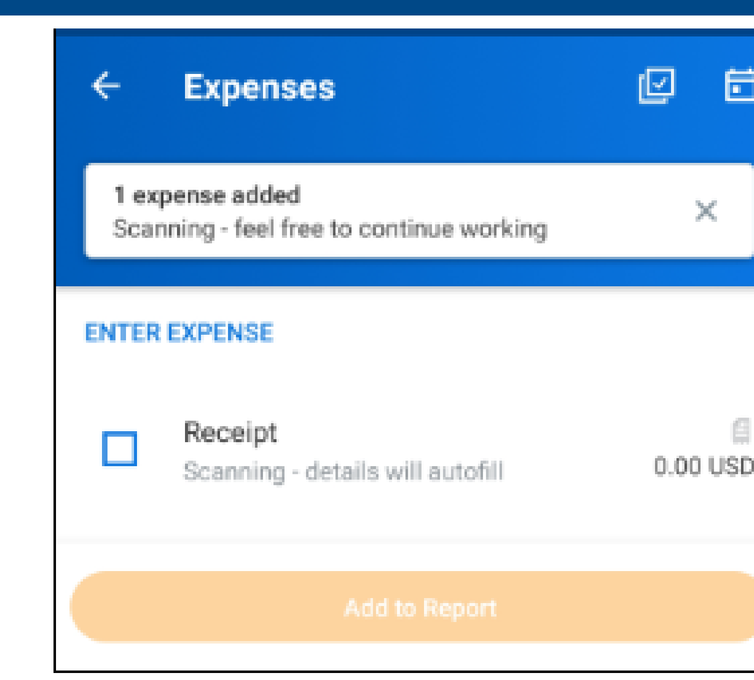


4 Take a picture of your receipt, and tap **done** to continue. Alternatively, you can **Retake** the picture or photography another receipt by tapping **Next Receipt.**

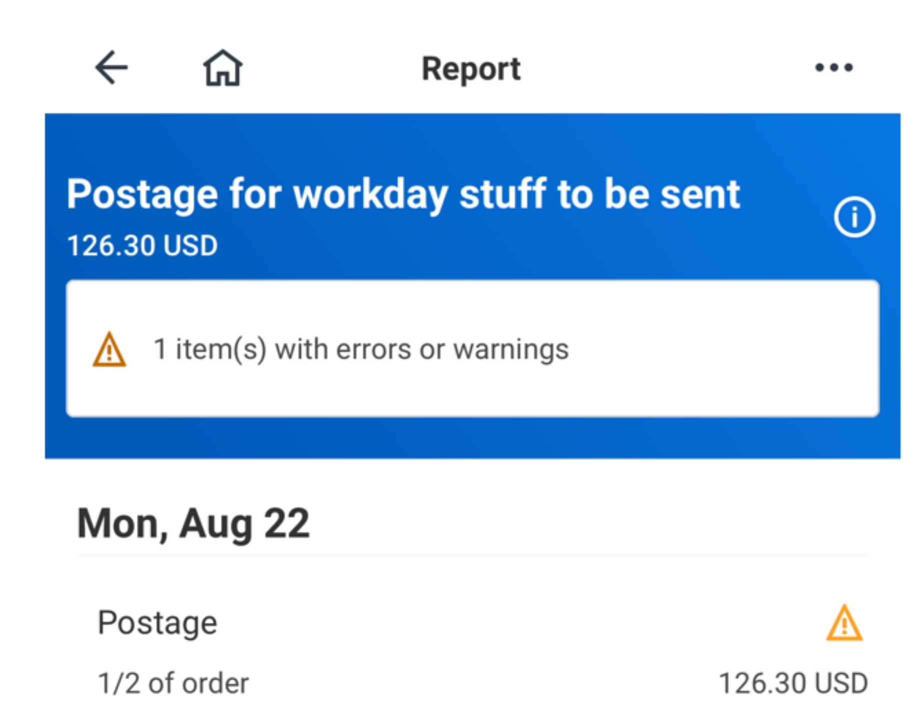
5 The receipt(s) will begin to upload.



6 Once the receipt(s) have finished scanning, **check the box** to the left of "receipt"; then, tap **Add to Report.**



7 Click **Review** if you would like to review the current expense report. Otherwise, you may complete the expense report from your desktop browser or the workday mobile app.



BEACON MOBILITY | EDUCATION

If you need assistance please email: Workday@gobeacon.com