

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 also scan receipts on their mobile device to automatically populate data on mobile expense reports. Our proprietary optical character recognition (OCR) technology uses machine learning to accurately read and interpret receipt data, while allowing for improved accuracy over time.

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.

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

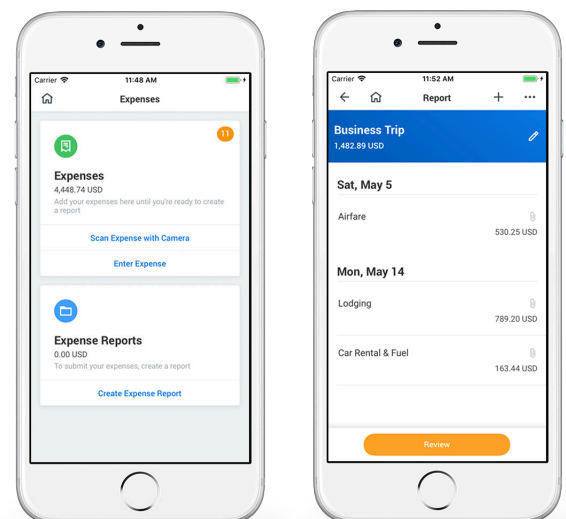
- Intuitive user experience
- Mobile expense reports and approvals
- Stronger controls through spend authorizations and freezes
- More-accurate and timely accounting and reimbursements
- Better adherence to global requirements
- Faster settlements

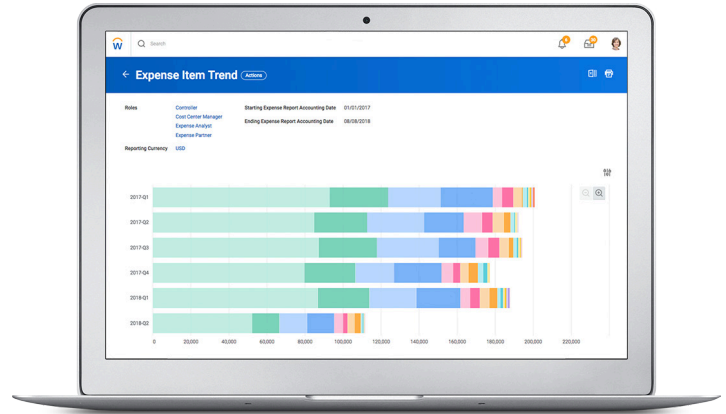
Ease of Deployment and Maintenance

- 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





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. All approved transactions are immediately shown in reports 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 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.

“Previously, expenses were housed on a different system and people had to log in a different way. Now, everything comes through the same user interface. Employee hierarchy information and manager-reporting relationships for approvals are all on the same system. All the functions use the same workflow and no additional training is required.”

—Avago Technologies

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.
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.
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.

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

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

Mobile Readiness

- Use native iPad, iPhone, and Android apps
- Capture and submit expenses, including per diems
- Scan receipts for faster expense report entry*
- Expense report itemization
- Link expense report lines to travel booking records
- Approve expense reports on mobile devices
- View spend reports and analytics

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

Unified with Workday Financial Management and Workday Human Capital Management

- Rapid deployment and adoption
- One login and user experience
- Single homepage for HR and expenses
- Immediate accounting visibility upon approval

* Scanning of mobile receipts is currently available to customers in the United States.



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