Workday Expenses

Expense Management Simplified

Today's organizations have a lot riding on expense management to help them achieve designated business objectives. Travel and entertainment (T&E) continues to comprise a large share of the corporate budget, and companies are always looking to streamline expense processing functions. While users want a fast and easy-to-use solution to record and submit their expenses, accounting teams are seeking out ways to enable a lean back office that is compliant with regulatory policies and requirements. With this in mind, Workday has created the optimal solution for today's people-driven enterprise.

Workday Expenses provides organizations with a modern, user-friendly experience together with enterprise-grade functionality to help your organization capture, monitor, and control employee spend more accurately.

Mobility and Ease of Use for the Workforce

The easier it is for workers to submit expense reports, the lower the costs, the more accurate the accounting, and the more timely the reimbursements. 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 web-enabled device.

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 by leveraging a single global expense management application that natively handles international tax rules as well as regional reimbursement requirements. Local customs and rules—such as allowances, currencies, per diems, and vehicle mileage rates—are accommodated thanks to the underlying global core in Workday.

Key Benefits

**Streamlined Expense Processing**

- Modern, 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 financial and HCM applications

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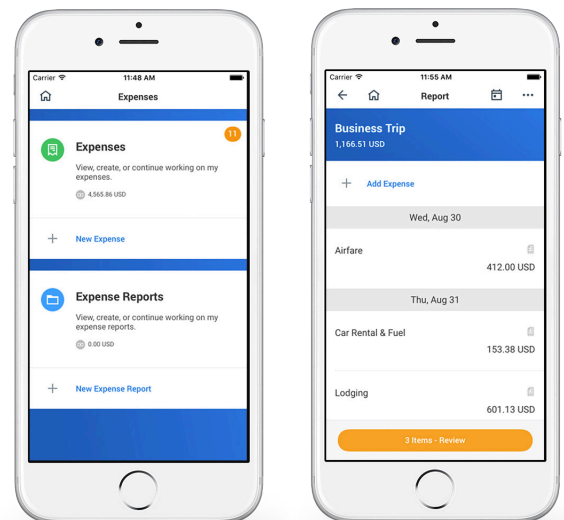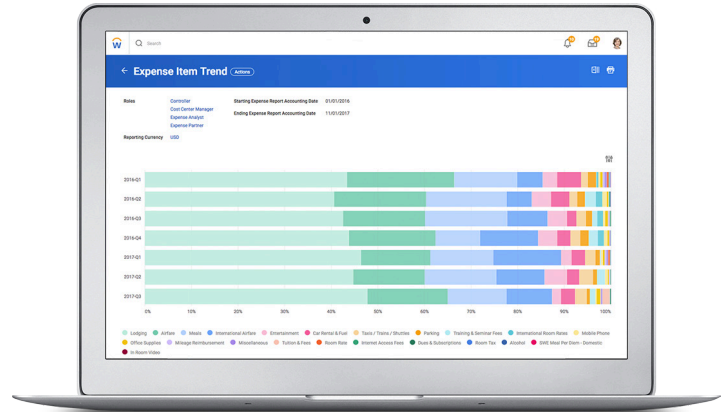
Powerful, real-time visibility and control over organizational spend.

Actionable Insight

Insight is the key to optimizing 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 unified with Workday Human Capital Management (HCM), allowing you to more quickly and easily deploy Workday Expenses to your workforce. Unification also allows you to reap all the benefits and features of Workday, including worker profiles, organization structures, business processes, and embedded management reporting.

Workday Expenses Drives Customer Value

- Lower costs with a unified solution for Workday Financial Management and Workday HCM

- Automate processes to reduce cycle times

- Gain insights with access to real-time data and analytics

- Improve controls and ensure policy compliance

- Increase adoption with consumer-like internet experience

"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 easliy 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 web-based self-service application
- Configurable approval processes
- Automatic credit card transaction loads
- Configurable instruction text
- Reimbursement by direct deposit
- Ability to delegate expense report creation or approvals
- Reimbursement accounts
- Hotel itemization templates
- Fast settlements

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

- Link expense report lines to travel booking records
- Native iPad, iPhone, and Android apps
- Browser access from any web-enabled device
- Capture receipt images and itemize expenses
- Ability to submit and approve expense reports on mobile device or tablet
- Ability to 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
- Calculate fields for key spend metrics
- Information export for regulatory reporting

Global Core

- Multilanguage support
- Multicurrency support
- Global consistency and auditability
- Ability to 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
- Unified login and user experience
- Single homepage for HR and expenses
- Immediate accounting visibility upon approval