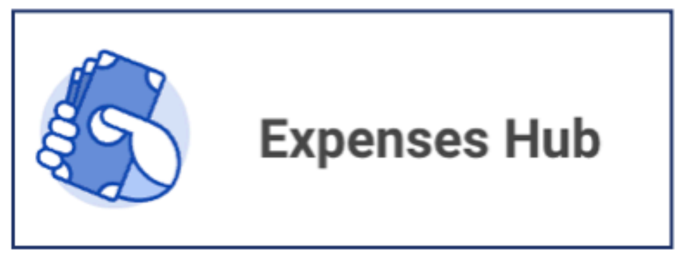
Workday Expenses Hub Job Aid

An Interactive Guide for GSFB *Team Members Who Do* ***Not*** *Use Company-Issued Credit Cards*

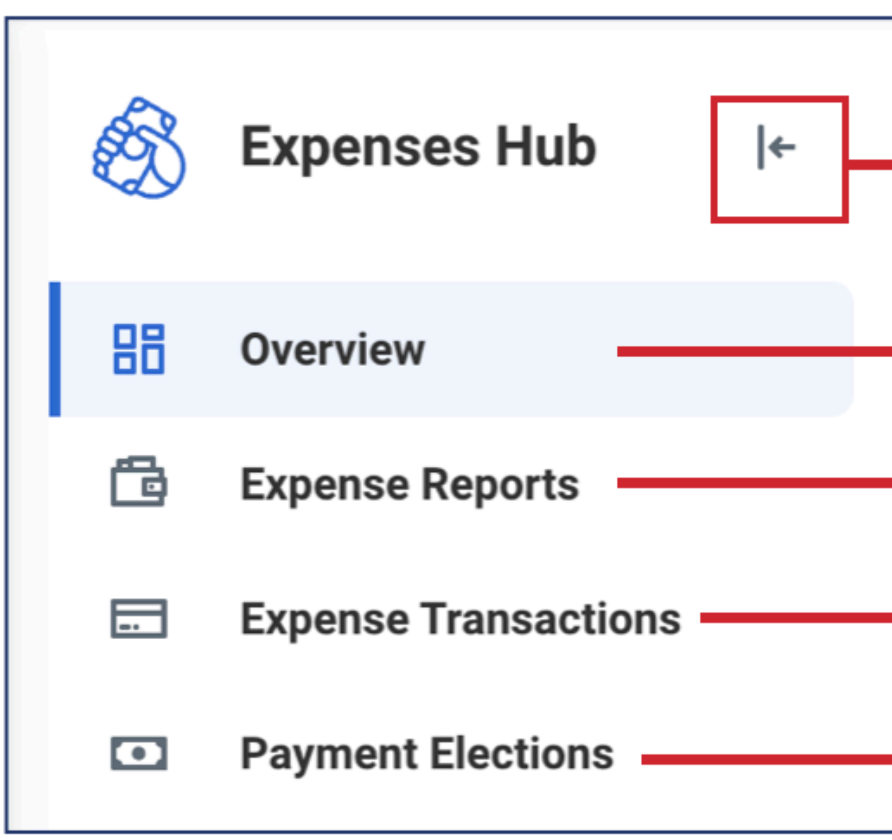
Workday Expenses Hub

The functions in the the Expenses Hub app in Workday replace the previously used Concur software at GCNA. The Expenses Hub allows team members to create expense reports and submit expenses for personal reimbursements including mileage. Team members can submit transactions made on company credit cards, itemize transactions, and add expenses for personal reimbursements (e.g. mileage) in a single report.



The Expenses Hub app is located in your Workday apps list accessed via the Workday Menu.

Expenses Hub Features



Click to expand/collapse tabs

Overview: Displays expense reports that need to be submitted and transactions that are not yet assigned to an expense report

Expense Reports: Displays current and past expense reports; expense reports can be created and managed here

Expense Transactions: Displays all transactions and transaction statuses: New, Pending and/or Expensed; expense reports can be created and managed here

Payment Elections: View and manage payment elections for reimbursements and regular pay.

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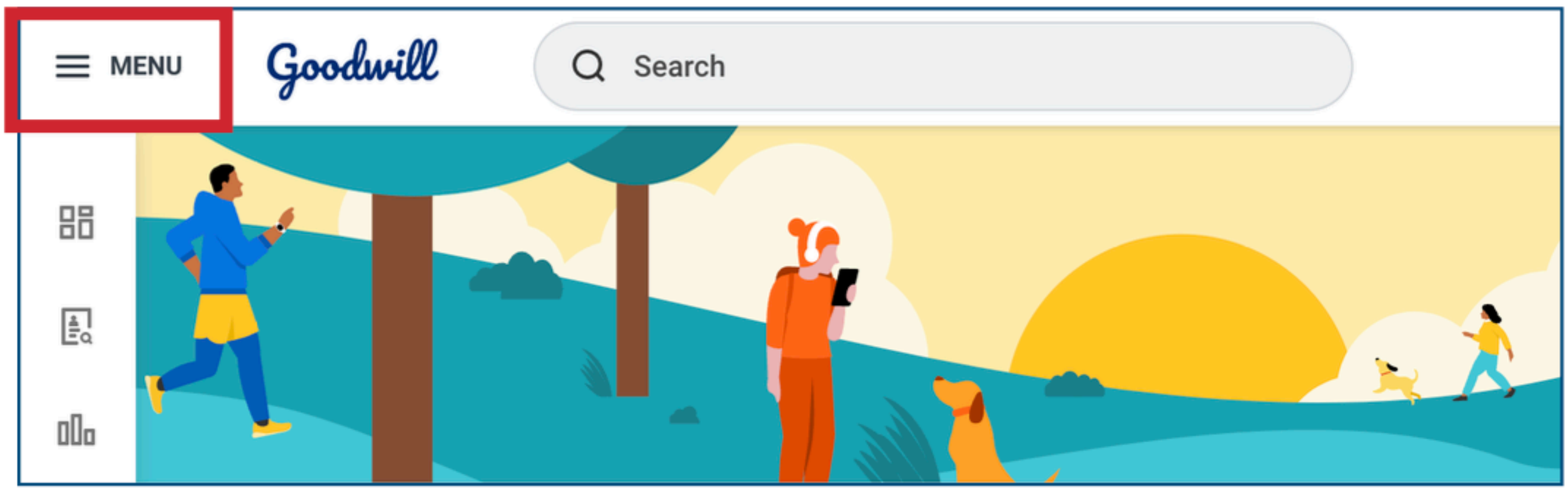
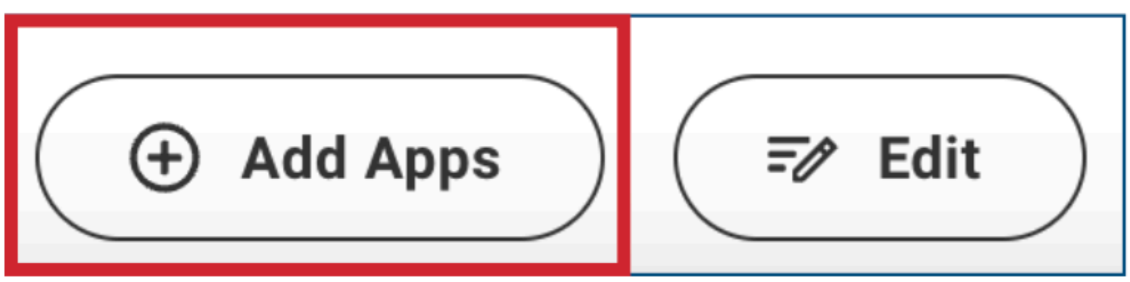
How to Access the Workday Expenses Hub App (Desktop)

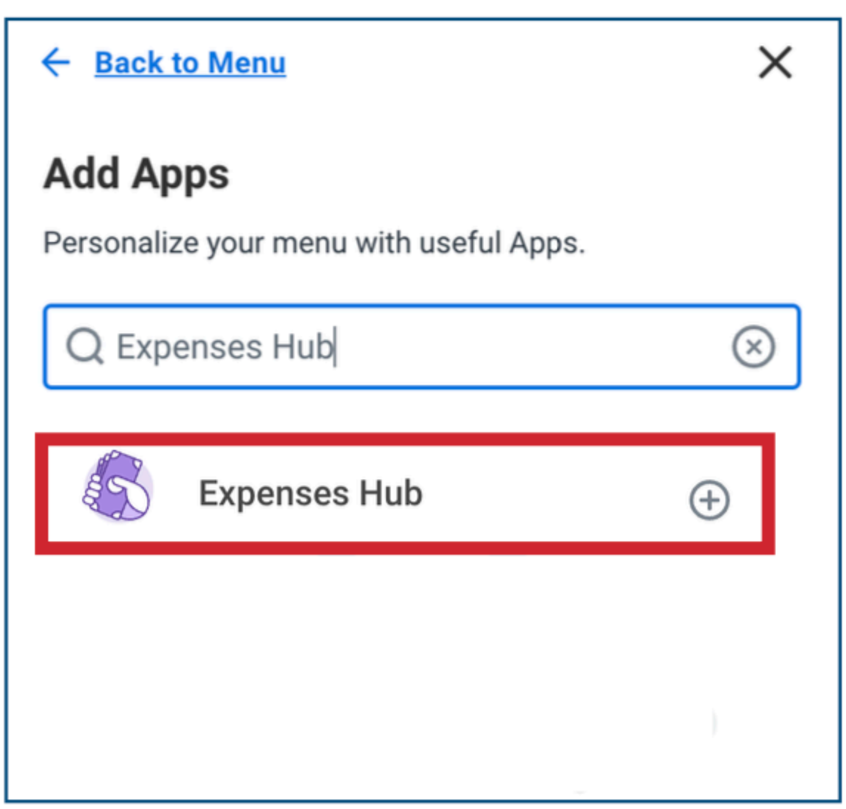
1. Login to Workday and click on ***Menu***



2 Click ***Add Apps*** located at the bottom of the apps menu



3 Type "Expenses Hub" in the app search bar and click the on the Expenses Hub app



Note: Click the circular plus (+) icon next to the Expenses Hub to add it to your Workday Apps List. The Expenses Hub can then be accessed via your Workday apps menu list.

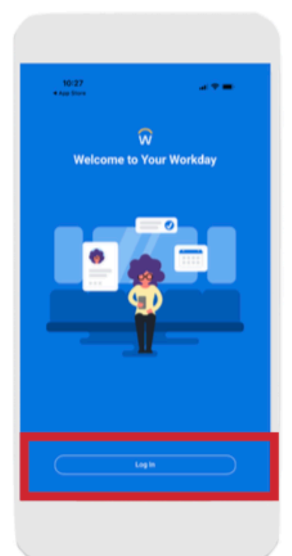
How to Download and Access Workday Mobile

1. Click on the App Store app (iPhones) or the Google Play Store app (Androids) on your device.

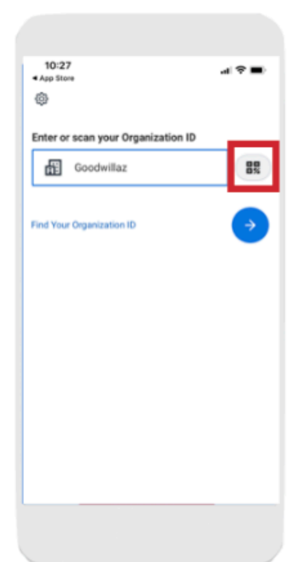
2. Search for "Workday" and click "Install" or "Get" to download the Workday Mobile App.

Note: Once downloaded, the Workday app will appear on the home screen of your device.

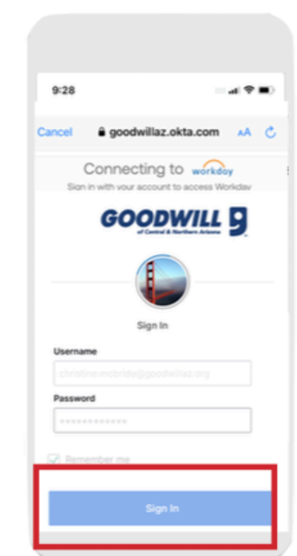
3. Open the app on your device and click ***Log in***



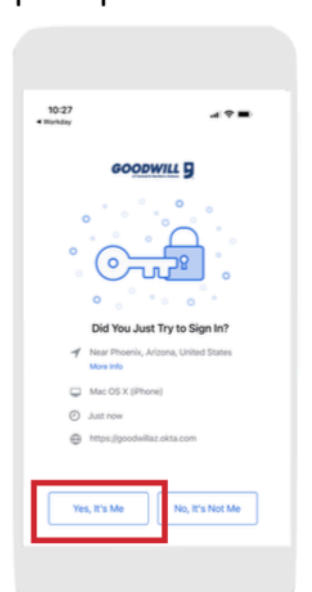
4. Type in the organizational ID ***goodwillaz*** or click the icon to access your device's camera and scan the QR code.



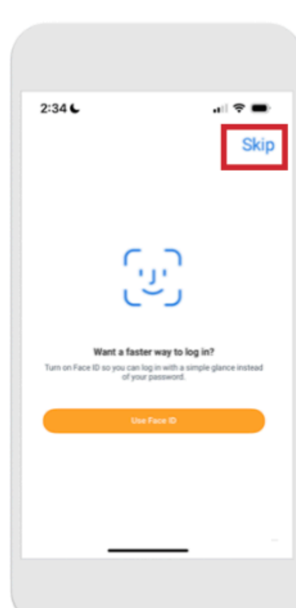
5. Sign in using your employee login details

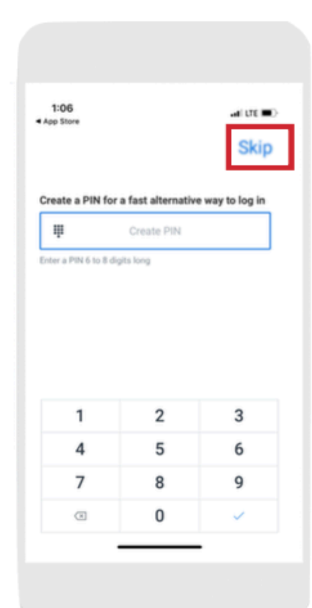


6. Confirm the login push from Okta, if prompted

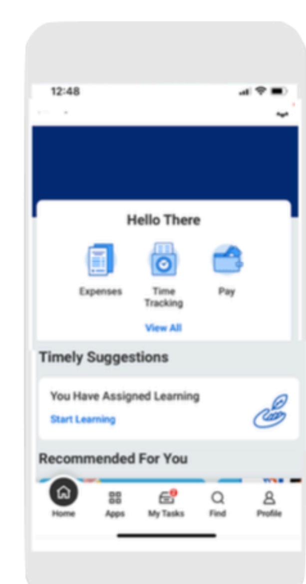


7. Return to the Workday App, choose extra security settings (e.g. Face I.D., PIN Code) or click "Skip".





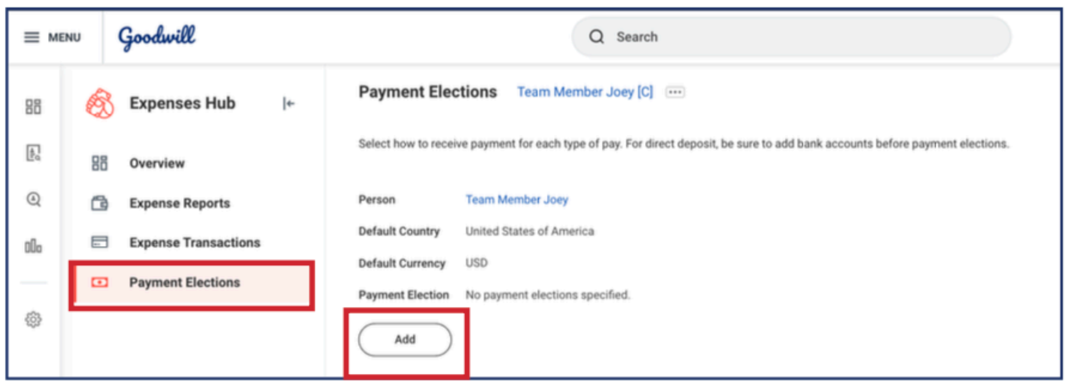
8. Begin using Workday Mobile



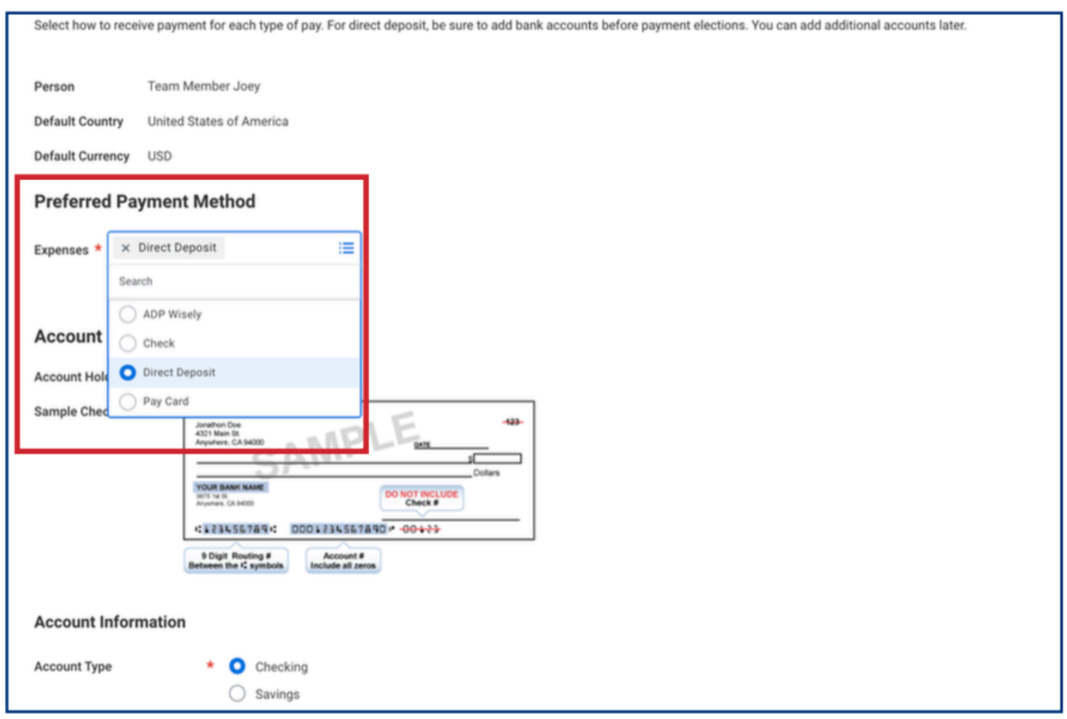
How to Setup Payment Elections for Reimbursements (Desktop)

IMPORTANT! Payment elections for reimbursements must be setup before expense reports can be made and funds for reimbursements can be distributed.

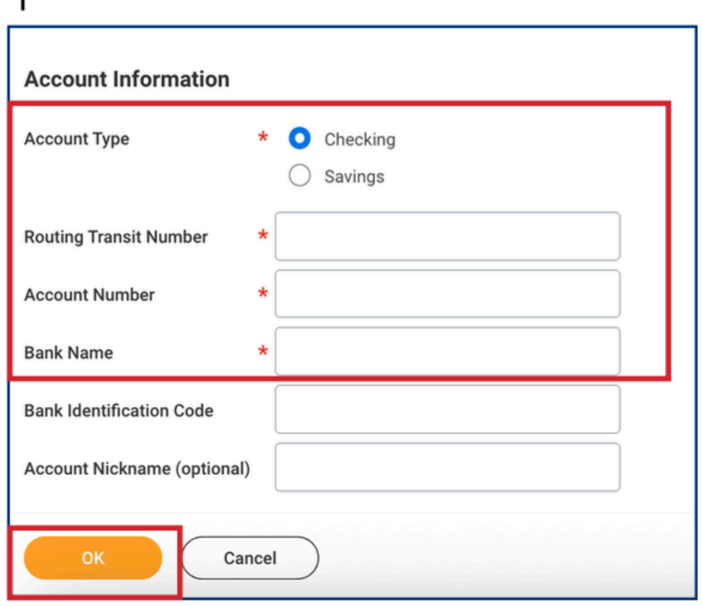
1. Click on the *Payment Elections* tab > Click **Add**



2. Select the preferred payment method

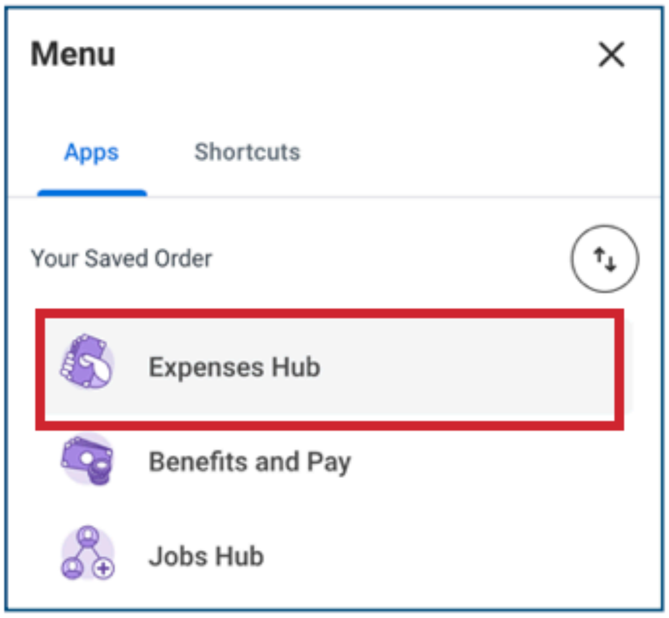


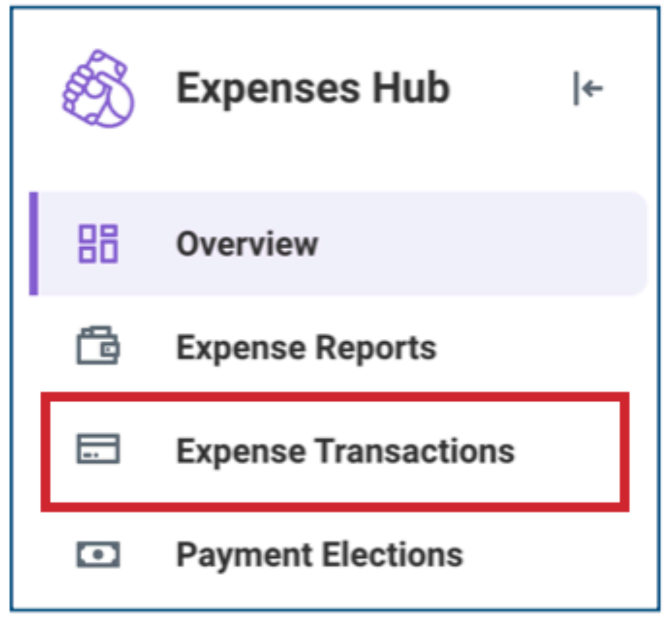
3. Enter the required information > Click **OK**



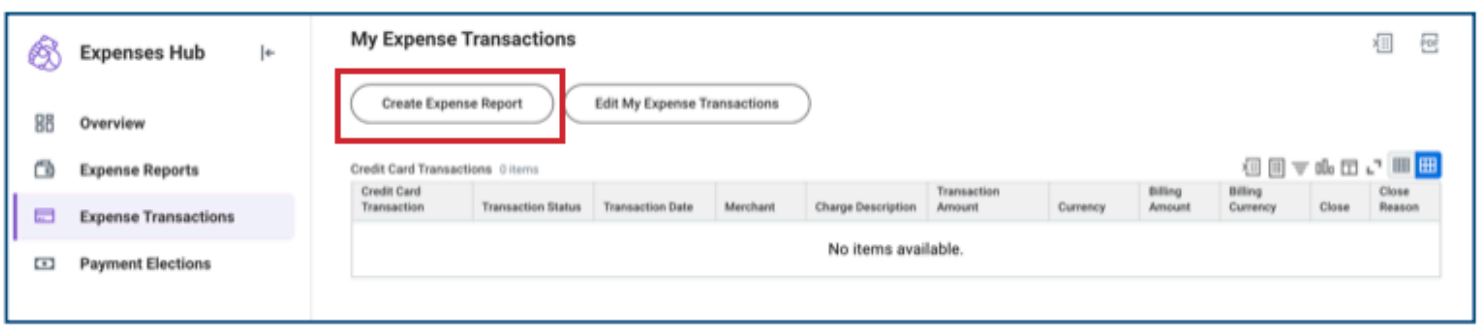
How to Create an Expense Report for Personal Mileage Reimbursement

1. Navigate to the *Expenses Hub* and click the “Expense Reports” tab

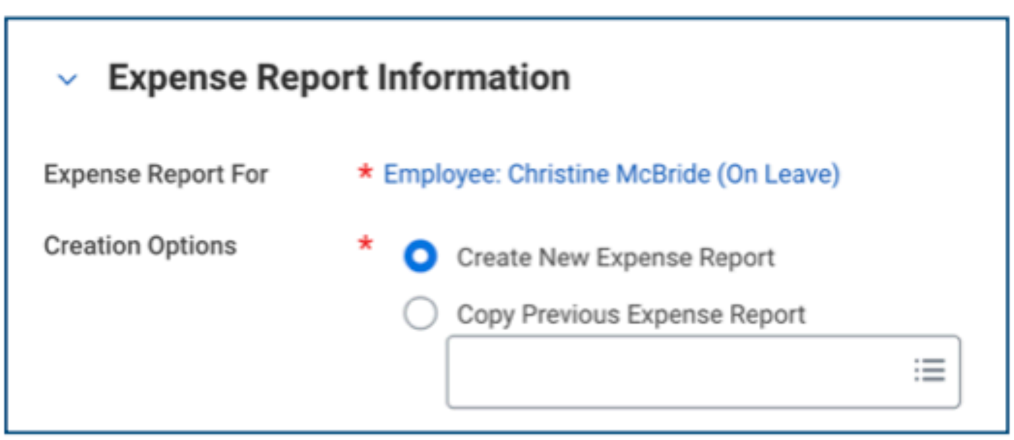




2. Click “Create Expense Report”



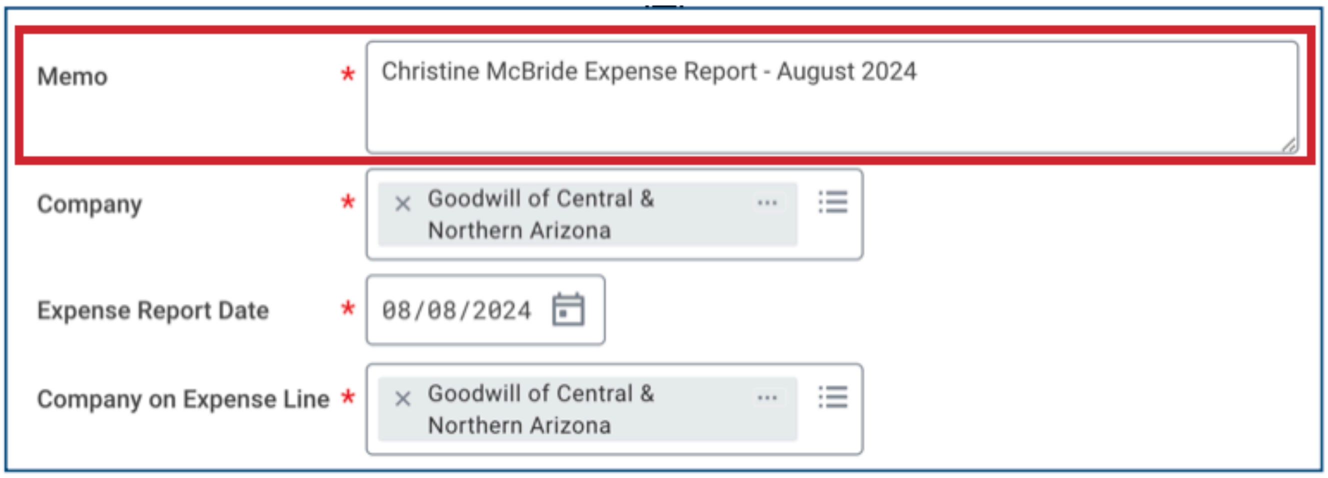
3. Create a "New Expense Report”



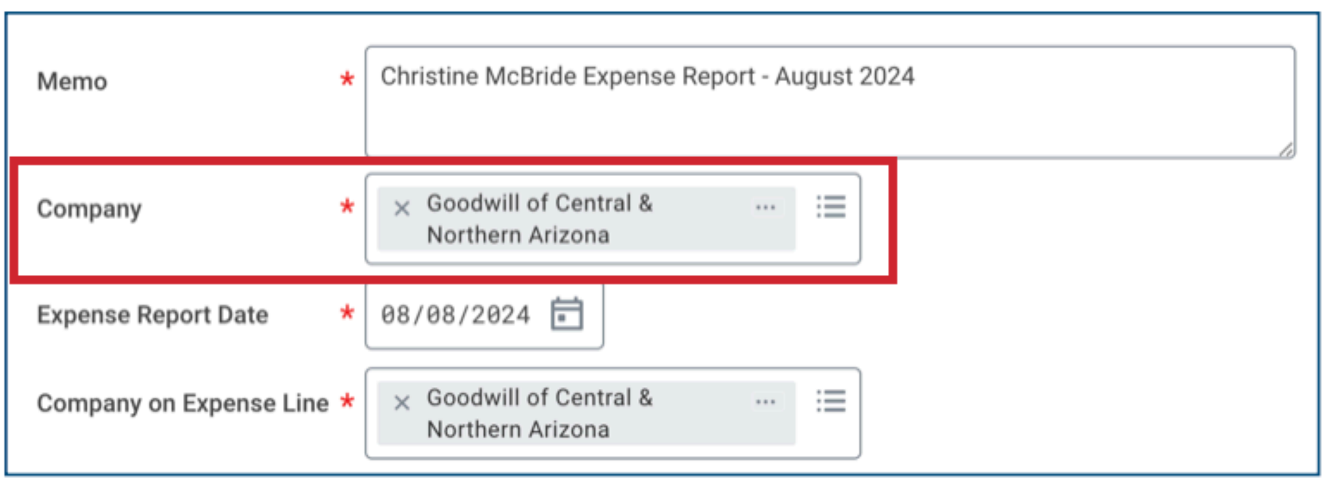
Note: It is not recommend to select “Copy Previous Expense Report” unless the team member is only submitting personal mileage where they often travel the same route.

How to Create an Expense Report for Personal Mileage Reimbursement

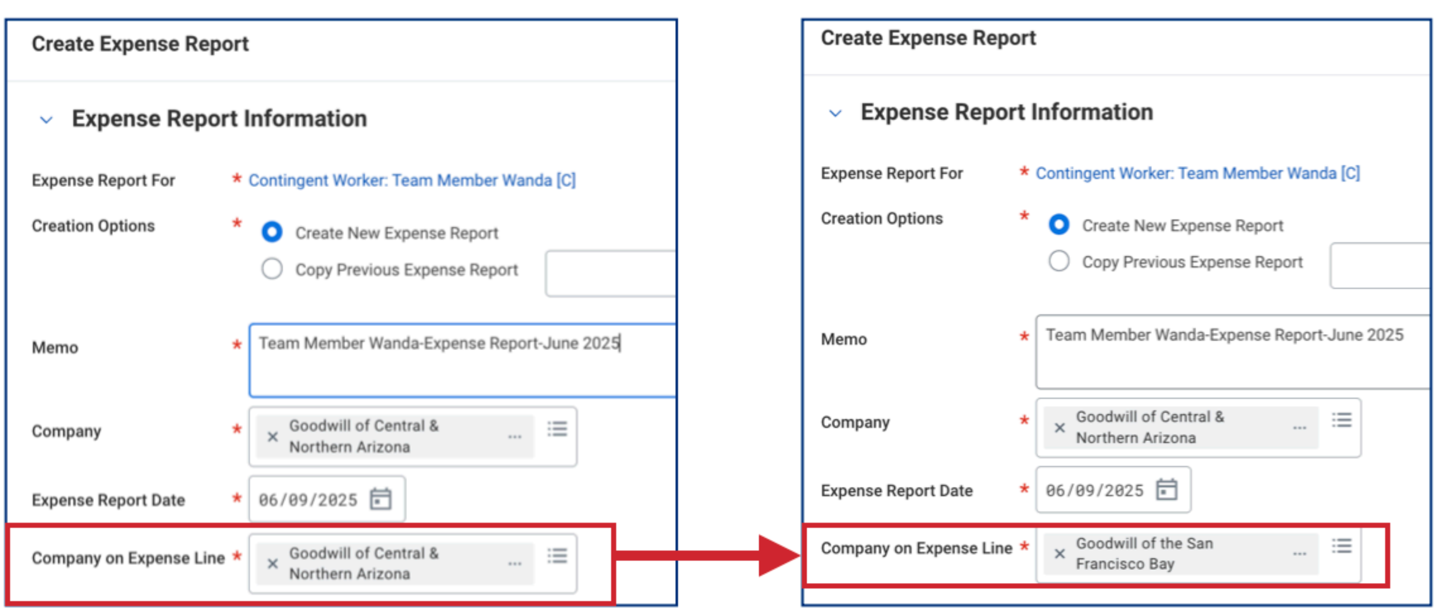
4. Type a memo to include the team member's name, "expense report" and the month and year.



IMPORTANT! DO NOT CHANGE THE COMPANY FIELD!

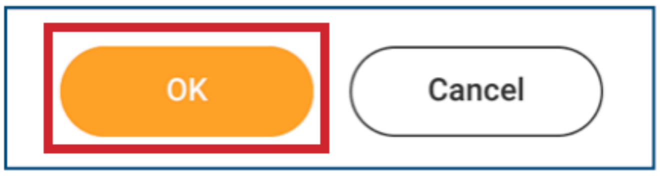


5. Change the Company on Expense Line to Goodwill of the San Francisico Bay

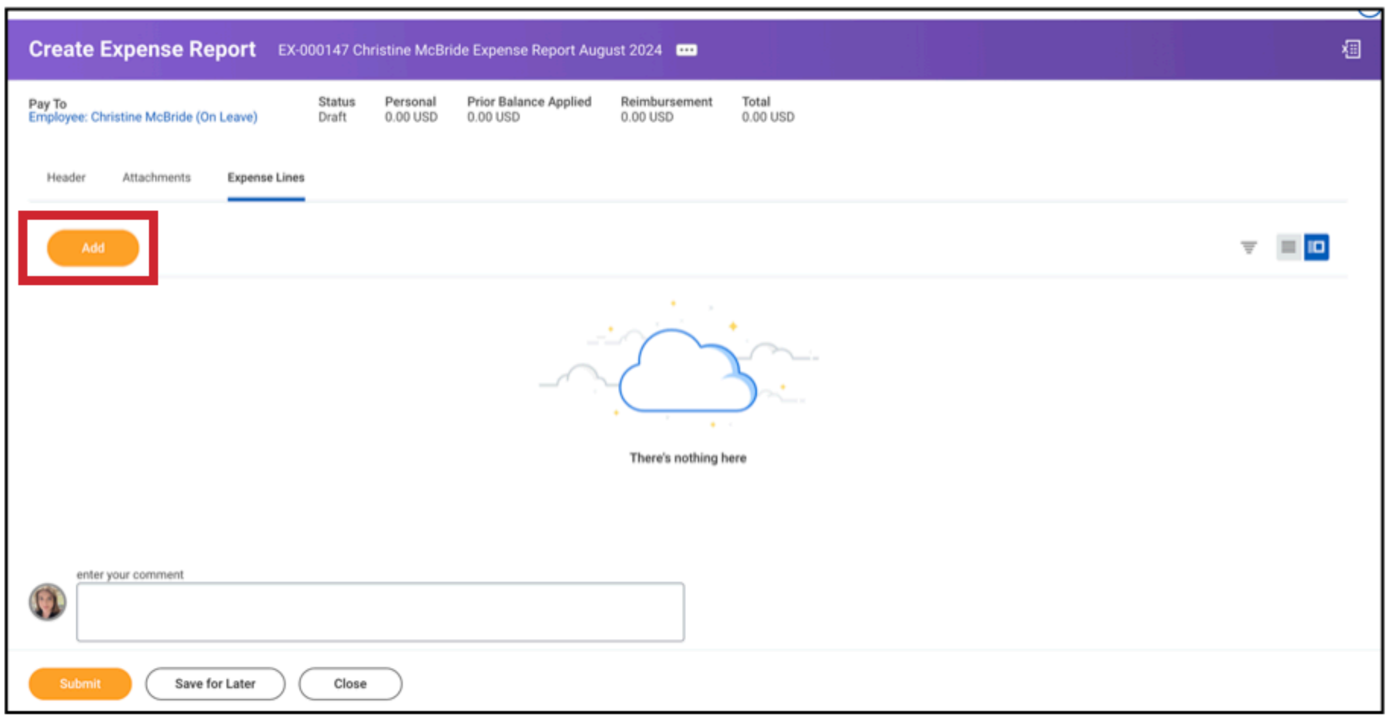


How to Create an Expense Report for Personal Mileage Reimbursement

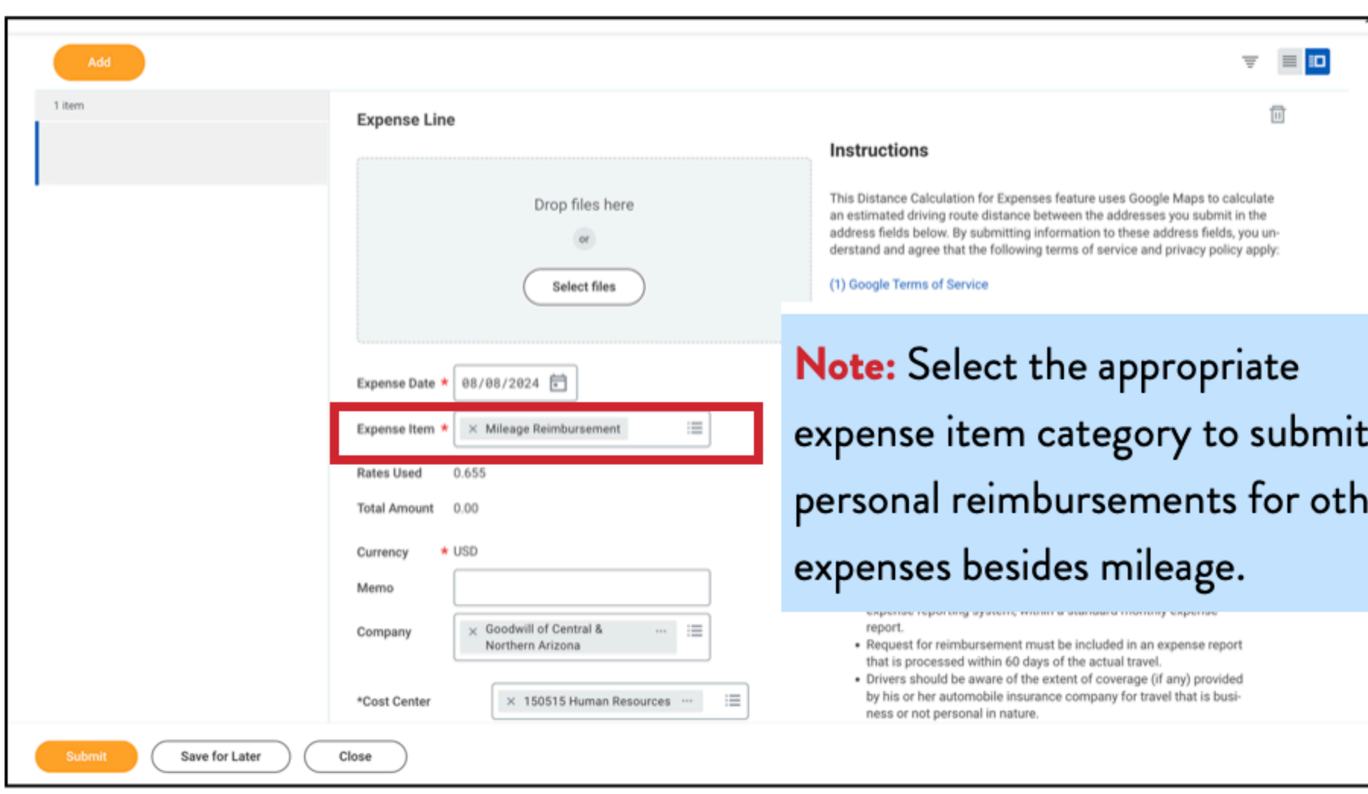
6. Click OK



7. Click Add



8. Select "Mileage Reimbursement" under Expense Item



Note: Select the appropriate expense item category to submit for personal reimbursements for other expenses besides mileage.

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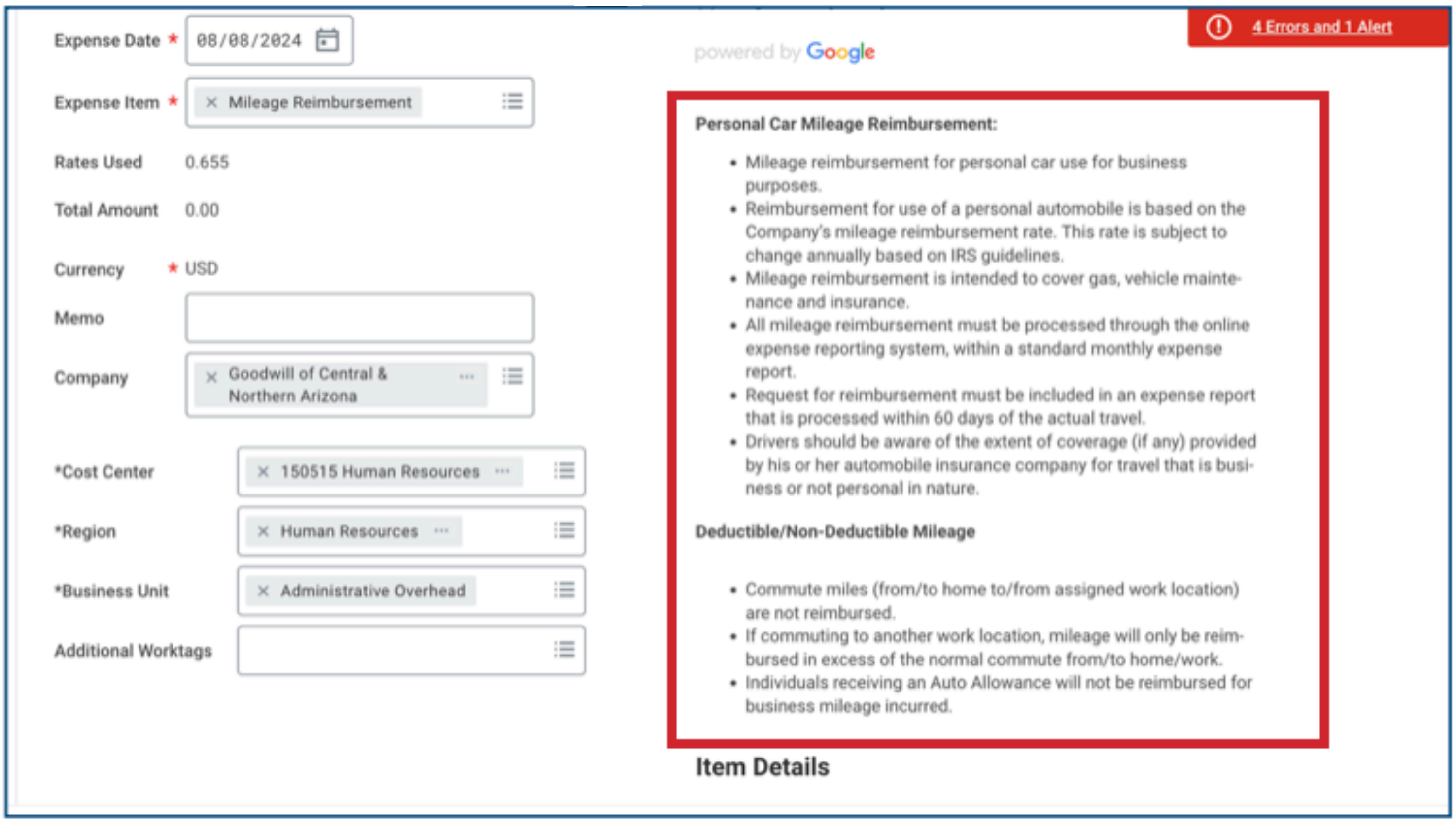
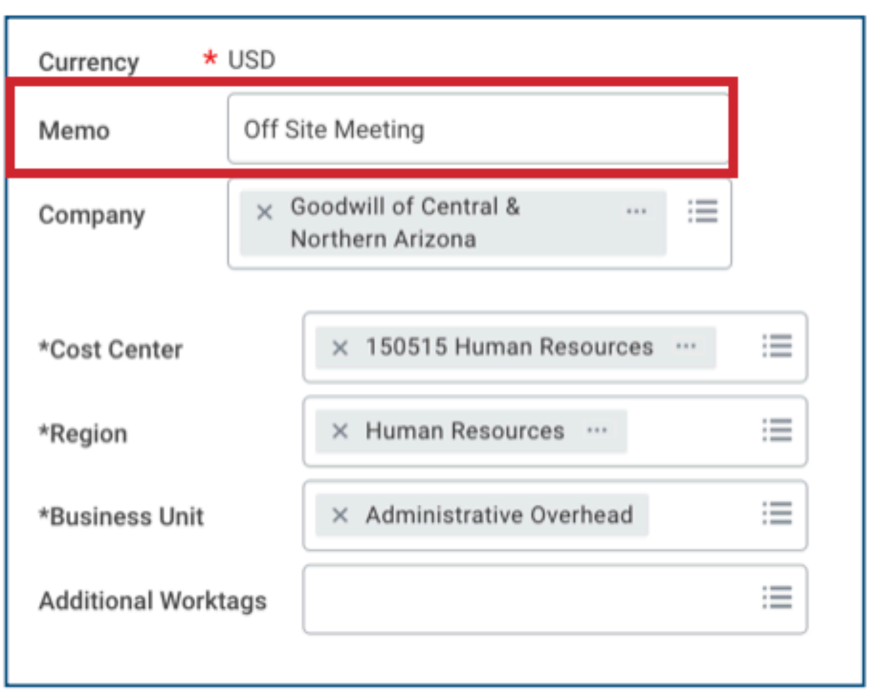
How to Create an Expense Report for Personal Mileage Reimbursement

9. Review the important information on the right of the screen.



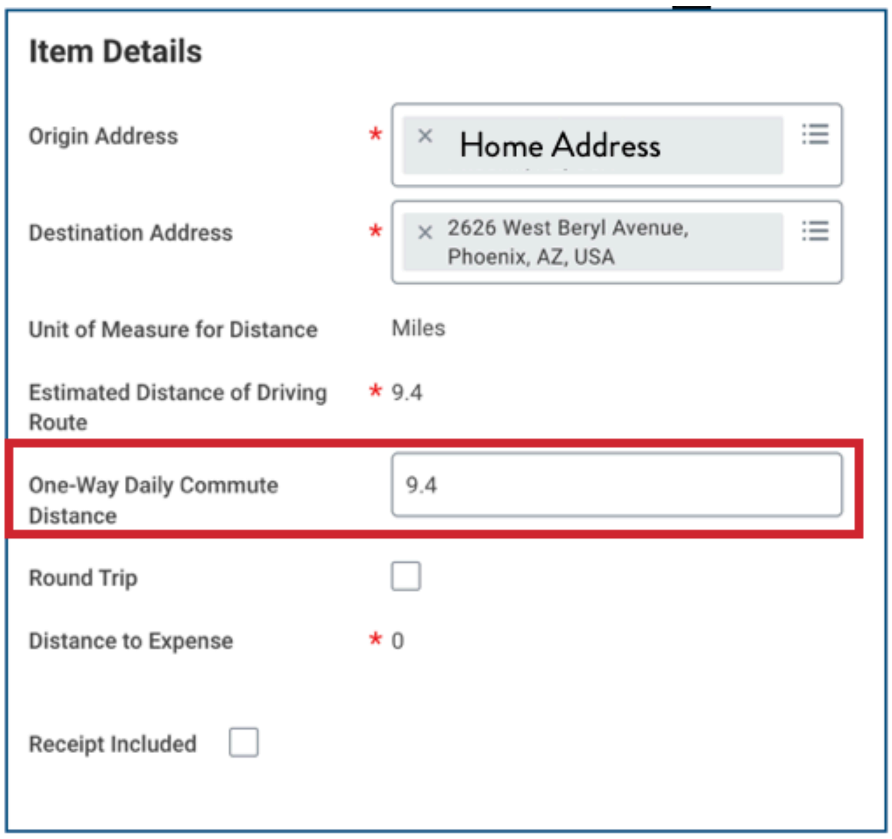
IMPORTANT! Team members are only paid for the extra mileage that exceeds their normal commute. Mileage reimbursements are distributed to cover the difference.

10. Enter the business purpose in the memo.



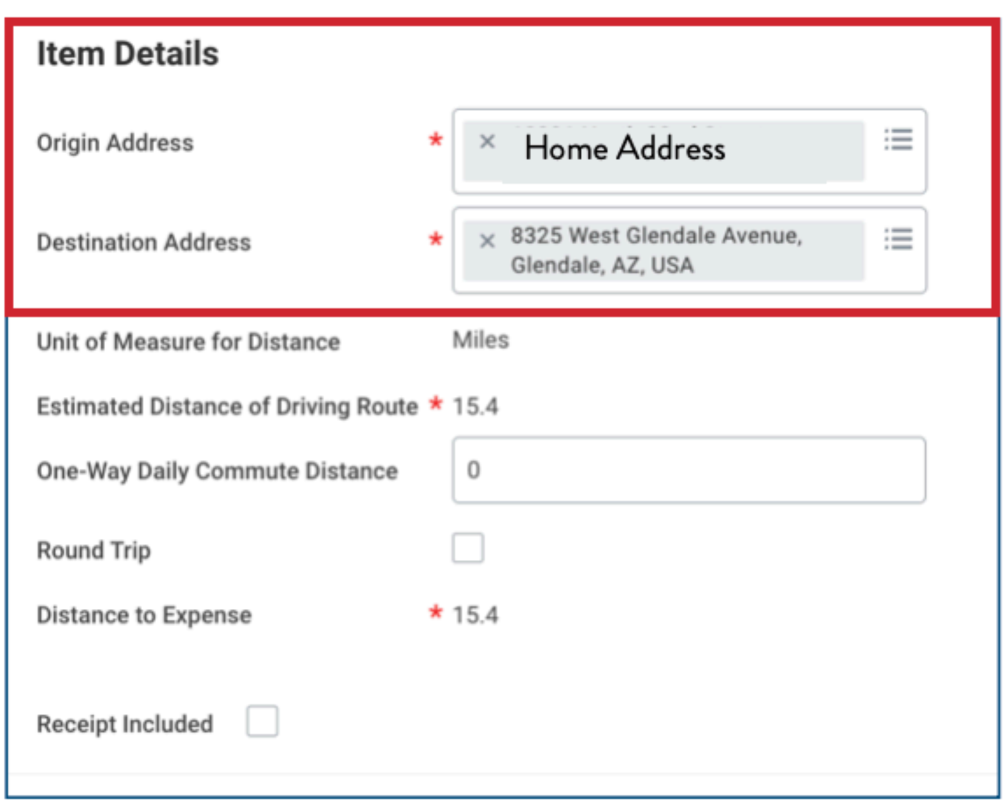
How to Create an Expense Report for Personal Mileage Reimbursement

11. Under the *Item Details* section, enter your home address under the **Origin Address** and your regular work site address under **Destination Address** to calculate your personal one-way commute mileage.

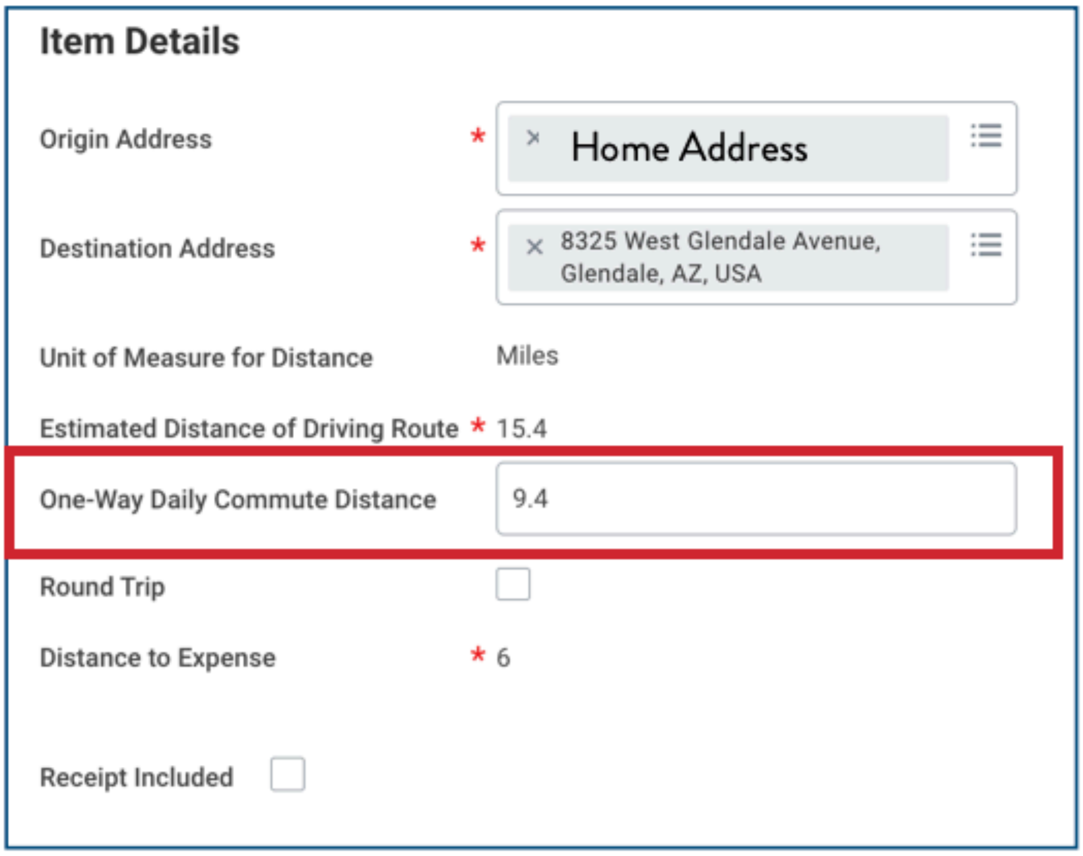


IMPORTANT! Record your "One-Way Daily Commute Distance" mileage for your records. Your personal one-way commute mileage is needed to accurately calculate the appropriate mileage to expense.

12. Clear the address details, and then enter the appropriate origin and destination addresses.

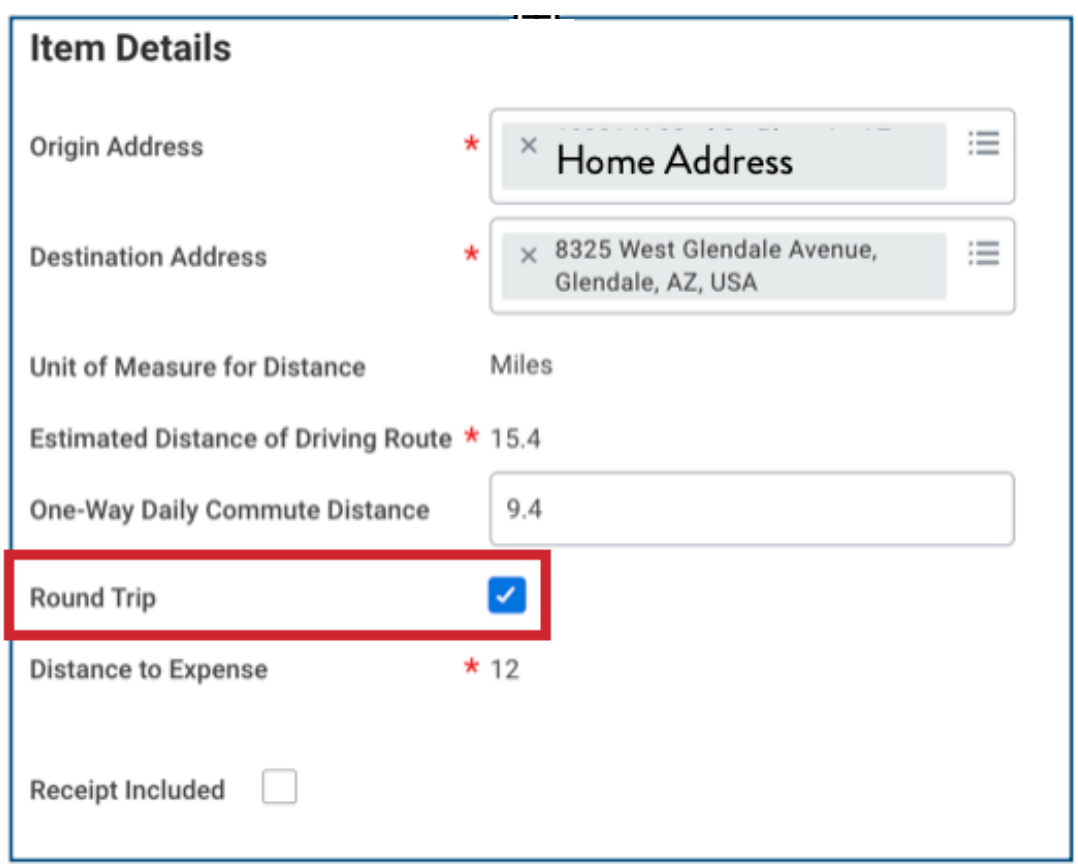


13. Enter your personal one-way commute mileage under the "One-Way Daily Commute Distance" section



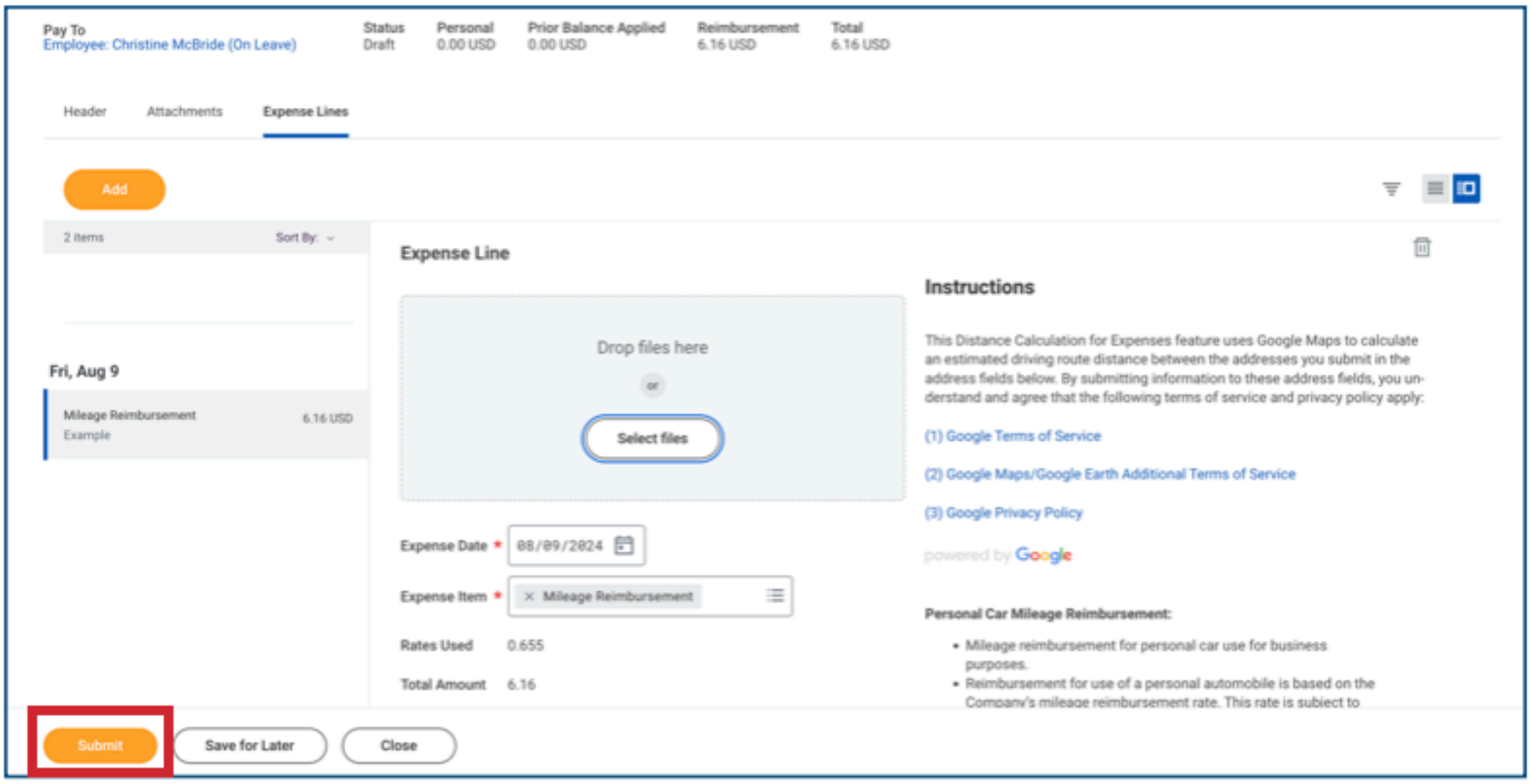
Note: Workday will automatically calculate the mileage as information is entered. As shown, for example, 15.4 subtracted by 9.4 = 6 miles to expense (one way).

14. Check the Round Trip check box, if applicable.

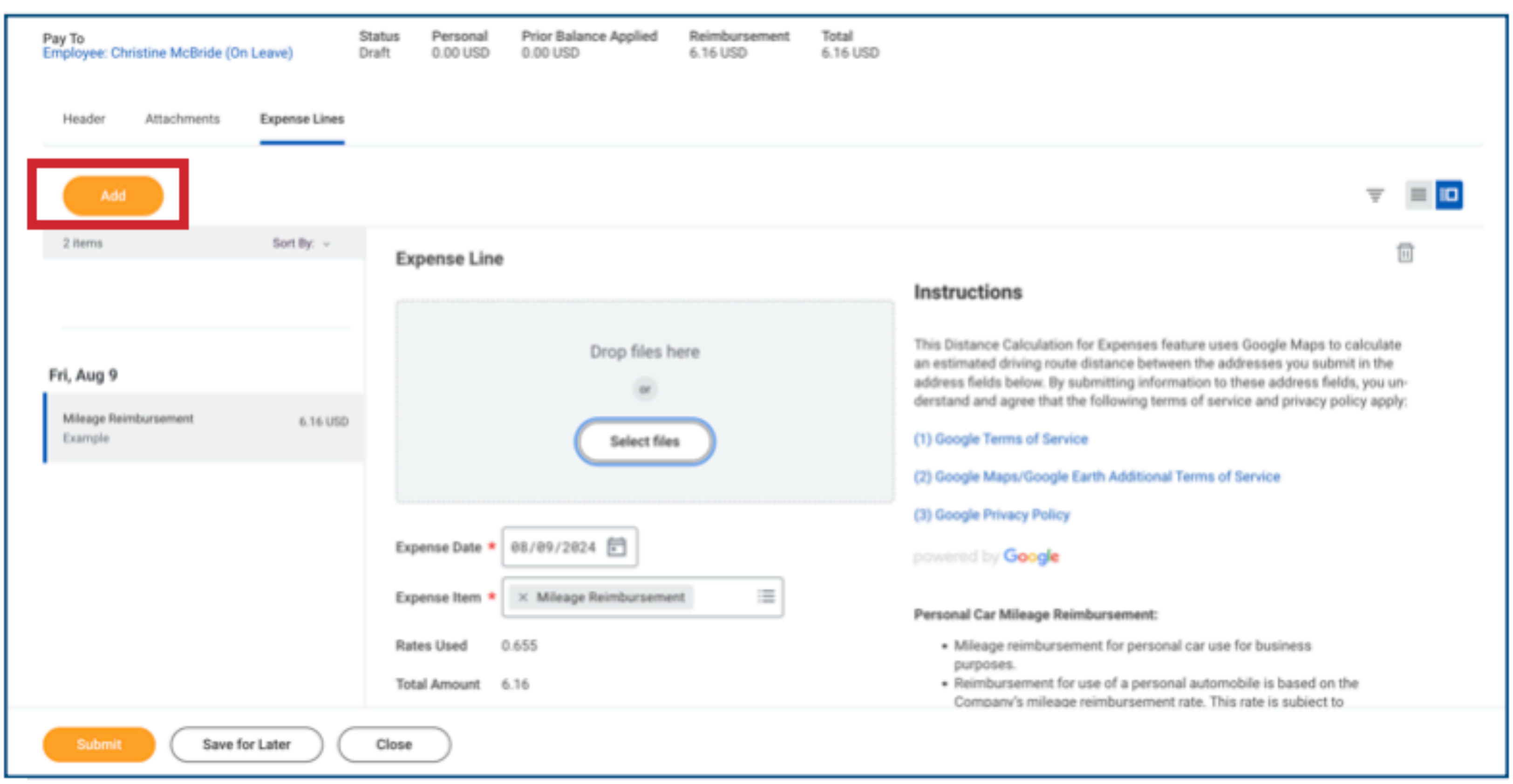


How to Create an Expense Report for Personal Mileage Reimbursement

15. If no other mileage or transactions need to be included in the expense report, click the **Submit** button to complete.



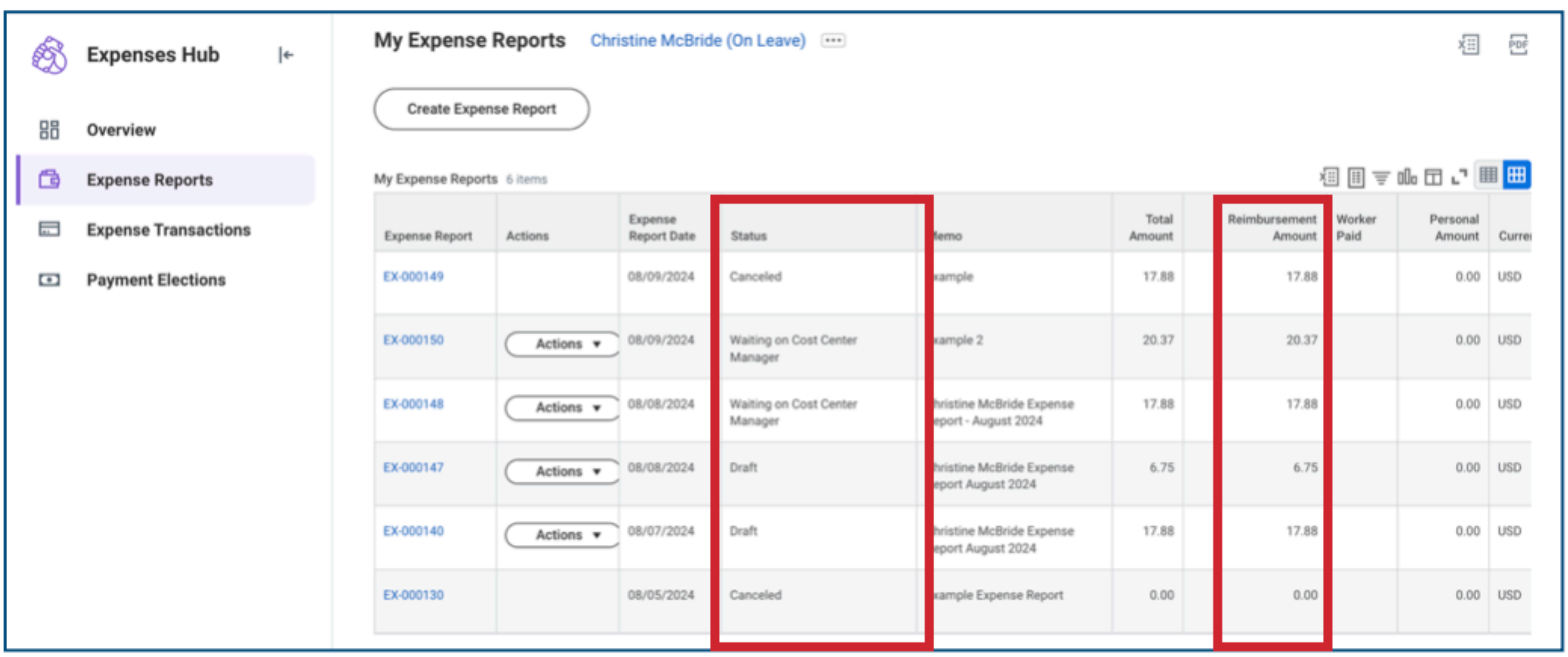
16. To add a new expense line to an expense report, click the **Add** button.



17. Repeat steps 8-14 to add additional mileage. Then click the **Submit** button when complete.

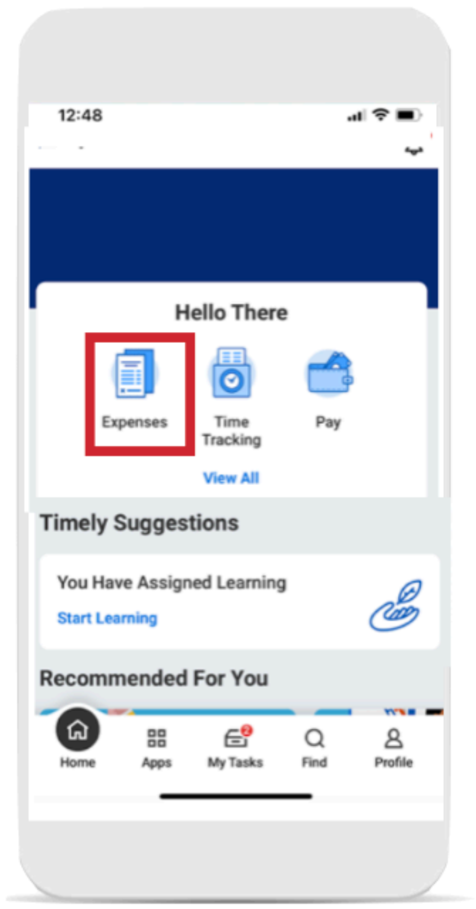
> **IMPORTANT!** Team members who travel to multiple sites within the same day need to create a new mileage reimbursement expense line for every leg of their travels.

18. Return to the "Expense Reports" tab in the *Expenses Hub* to view the status of your expense reports and the reimbursement amount.



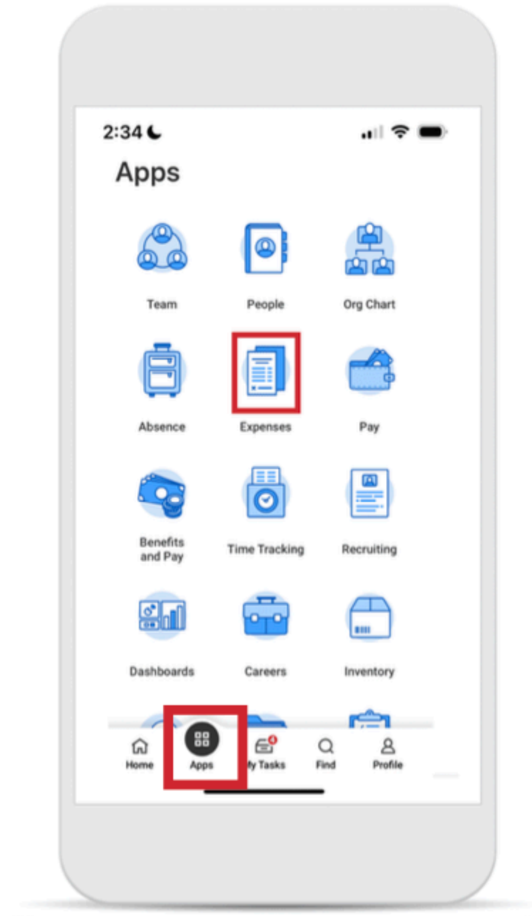
Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Personal Amount	Curre
EX-000149		08/09/2024	Canceled	xample	17.88	17.88		0.00	USD
EX-000150	Actions	08/09/2024	Waiting on Cost Center Manager	xample 2	20.37	20.37		0.00	USD
EX-000148	Actions	08/08/2024	Waiting on Cost Center Manager	hristine McBride Expense eport - August 2024	17.88	17.88		0.00	USD
EX-000147	Actions	08/08/2024	Draft	hristine McBride Expense eport August 2024	6.75	6.75		0.00	USD
EX-000140	Actions	08/07/2024	Draft	hristine McBride Expense eport August 2024	17.88	17.88		0.00	USD
EX-000130		08/05/2024	Canceled	xample Expense Report	0.00	0.00		0.00	USD

How to Add Personal Mileage Reimbursement to an Expense Report (Mobile)

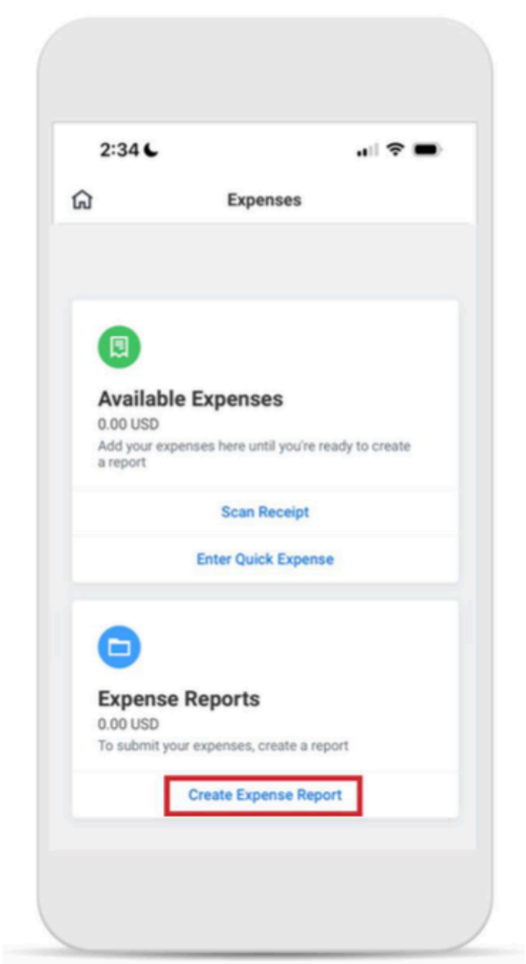


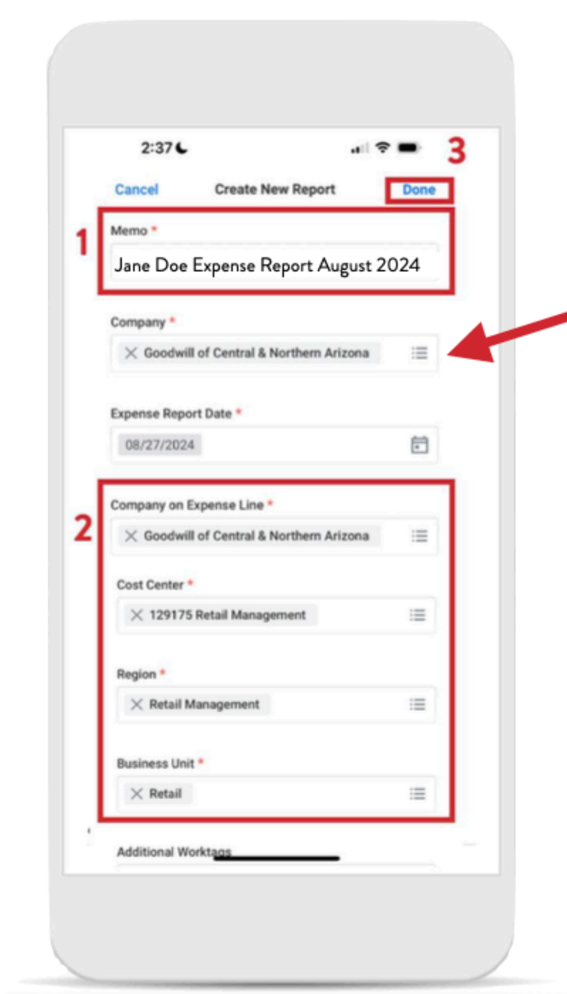
1. Login to Workday Mobile and click on the ***Expenses*** app

Note: Click on ***Apps*** at the bottom of the screen if the Expenses app does not appear on your Workday Mobile Home Page



2. Click ***Create Expense Report***



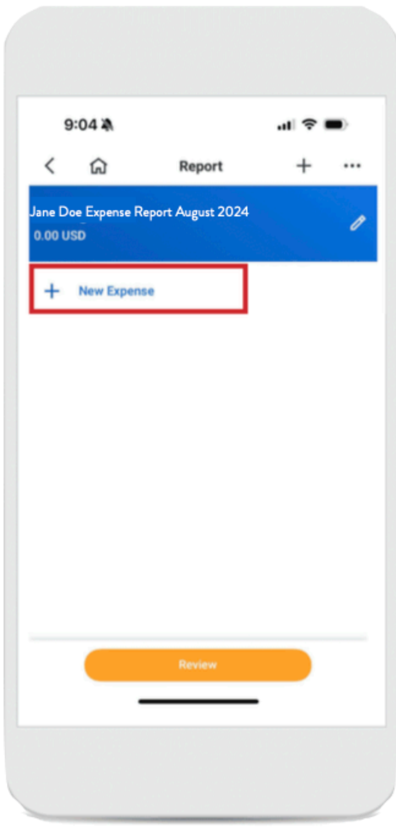


3. Enter all necessary information

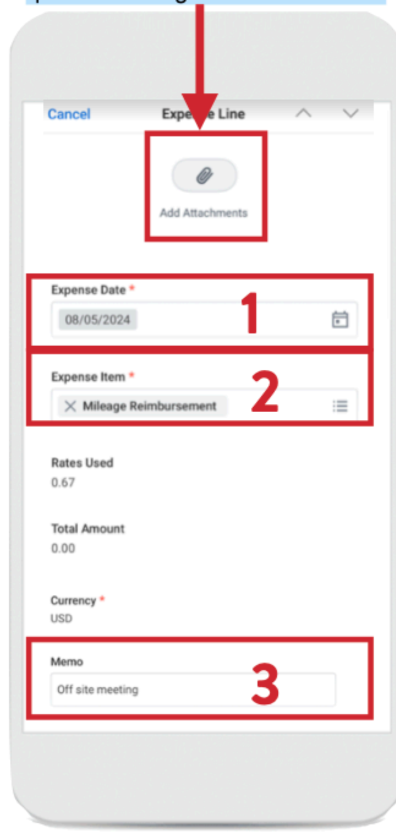
1. Enter the name of the expense report (team member name, month and year).
<u>DO NOT CHANGE THE COMPANY LINE!</u>
2. If the expense needs to be assigned to a different company select the appropriate option under the "Company on Expense Line" section.
Note: *The Cost Center, Region and Business Unit will auto-populate.*
3. Click Done

How to Add Personal Mileage Reimbursement to an Expense Report (Mobile)

4. Click ***New Expense***

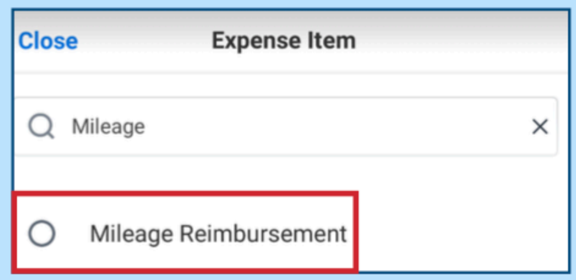


Note: Receipts are **not** needed for personal mileage reimbursements.



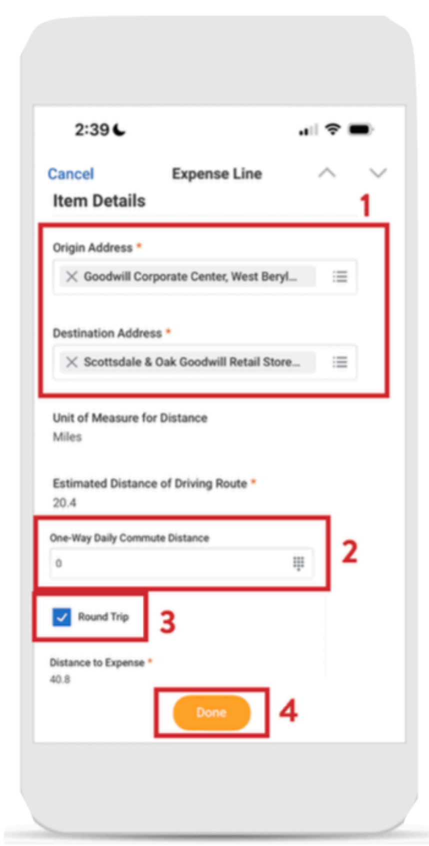
5. Enter all relevant information

1. Enter the date of the expense
2. Click the expense item section **>** type mileage in the search bar **>** select mileage reimbursement



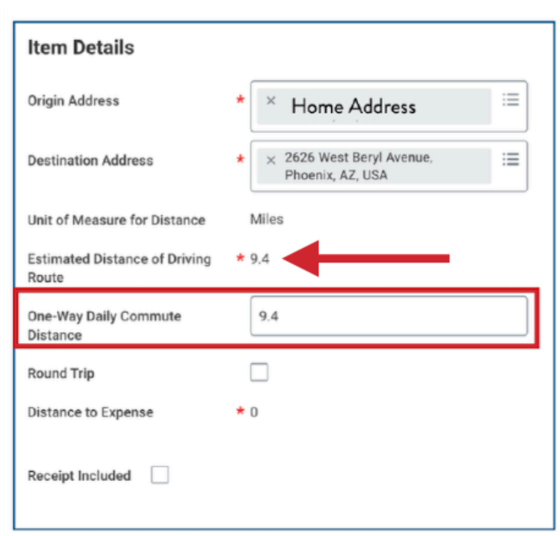
3. Enter the business purpose for the mileage expense

6. ***Scroll down*** and enter all relevant information



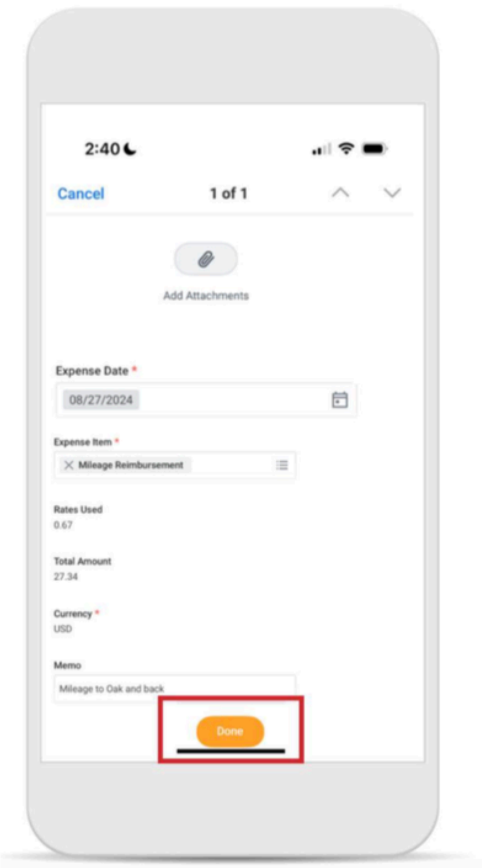
1. Enter the appropriate origin and destination addresses
2. Enter your personal one-way mileage commute distance under the "One-Way Daily Commute Distance" section, if applicable
3. Select the "Round Trip" check mark, if applicable
4. Click Done

*Under the **Item Details** section, enter your home address under the **Origin Address** section and your regular work site address under **Destination Address** to calculate your personal one-way distance commute.*

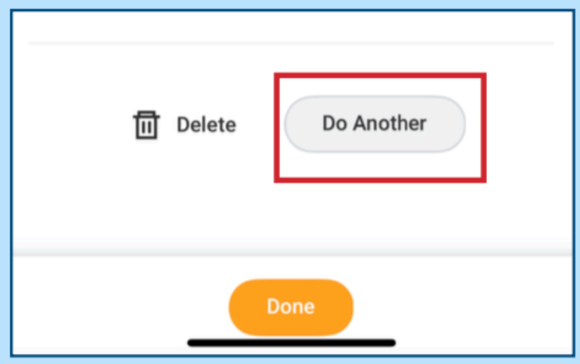


How to Add Personal Mileage Reimbursement to an Expense Report (Mobile)

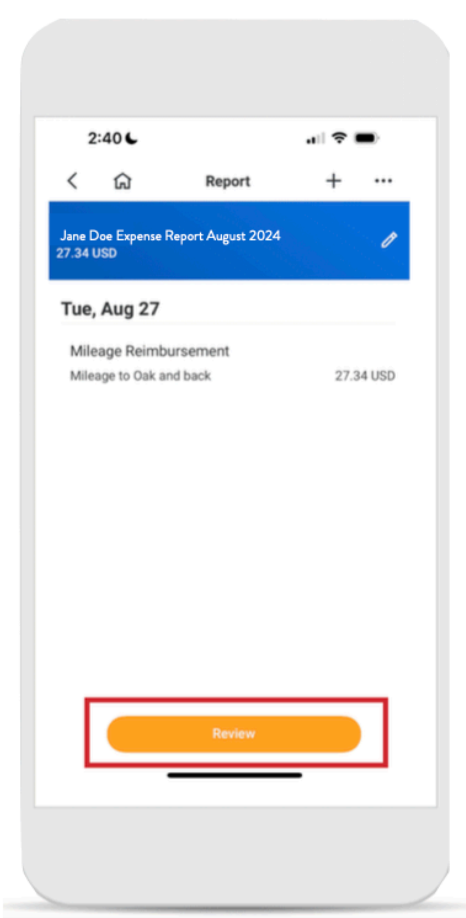
7. Review the information on the page and then click ***Done***



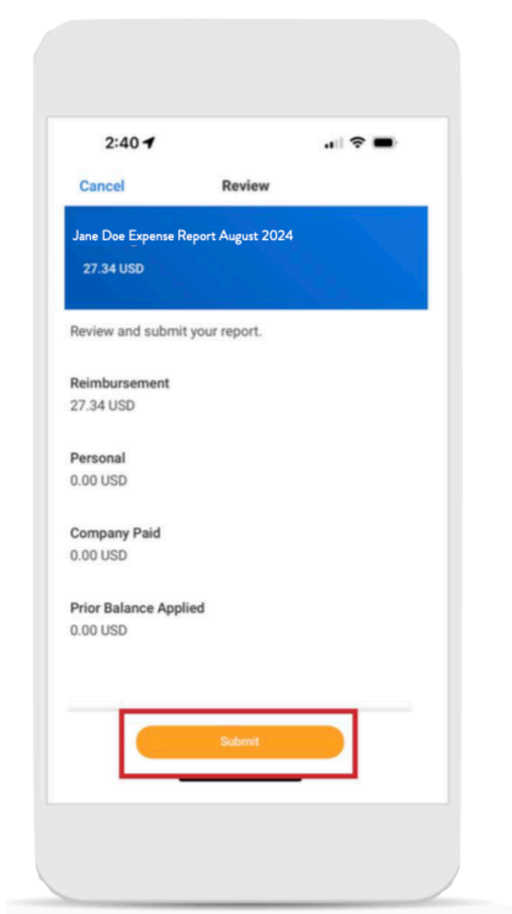
Note: Alternately, click the ***Add Another*** button to add another expense line to the report. <u>Team Members who travel to multiple sites on the same day must add a new expense line for every leg of their travels.</u>



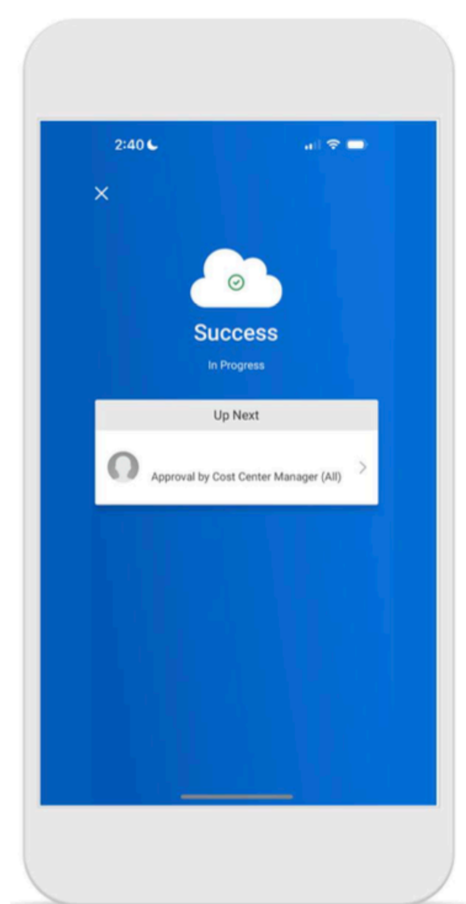
8. Click ***Review***



9. Click ***Submit***

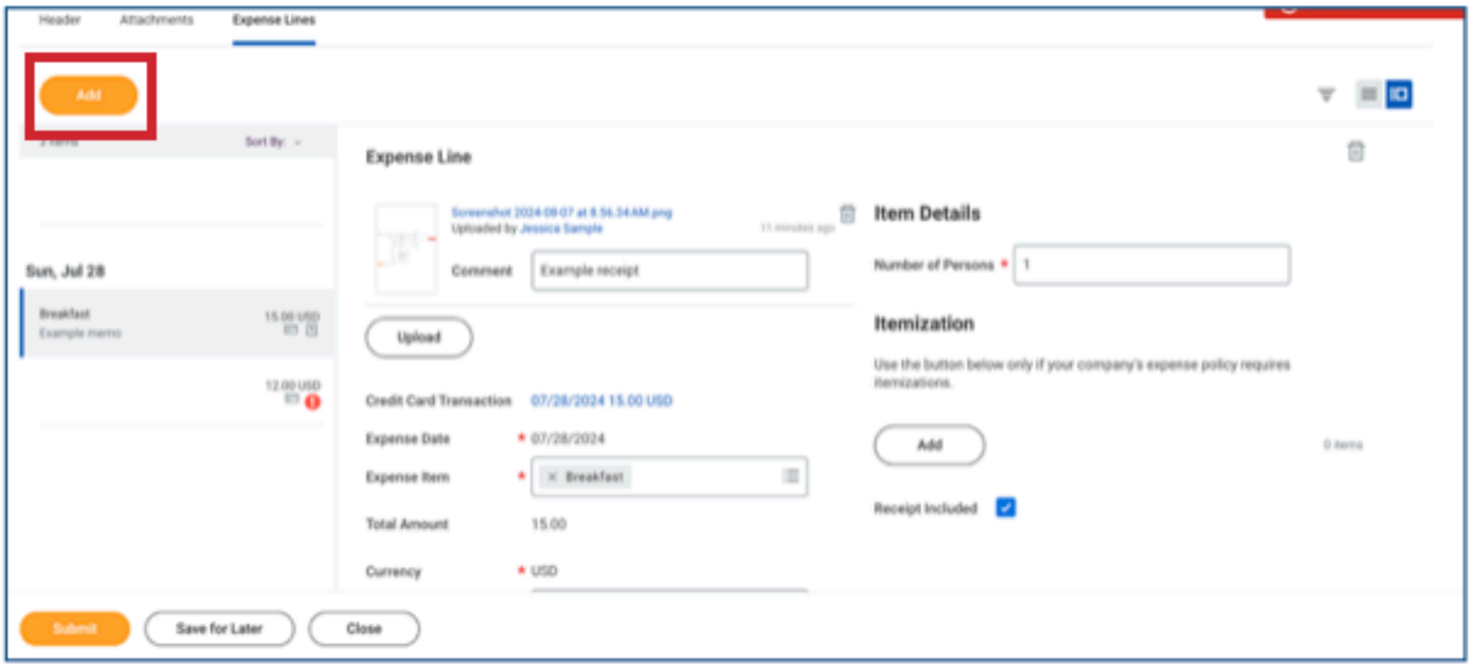


10. The next steps in the business process appear on the screen.

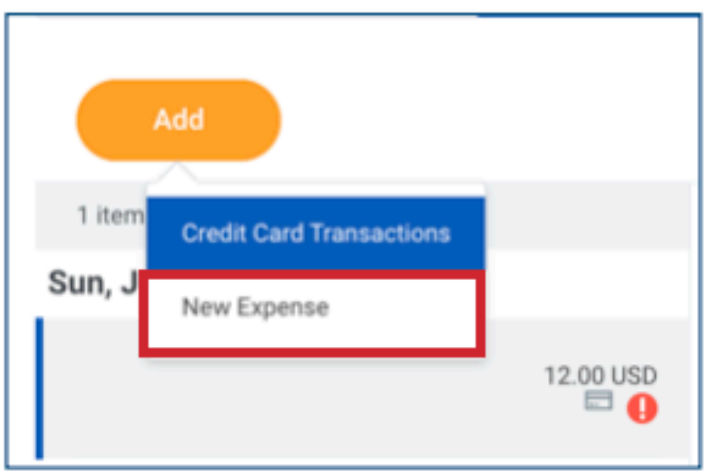


How to Add a Personal Expense (Non-Mileage) for Reimbursement to Expense Reports (Desktop)

1. Click the **Add** button to add additional expenses to the report.



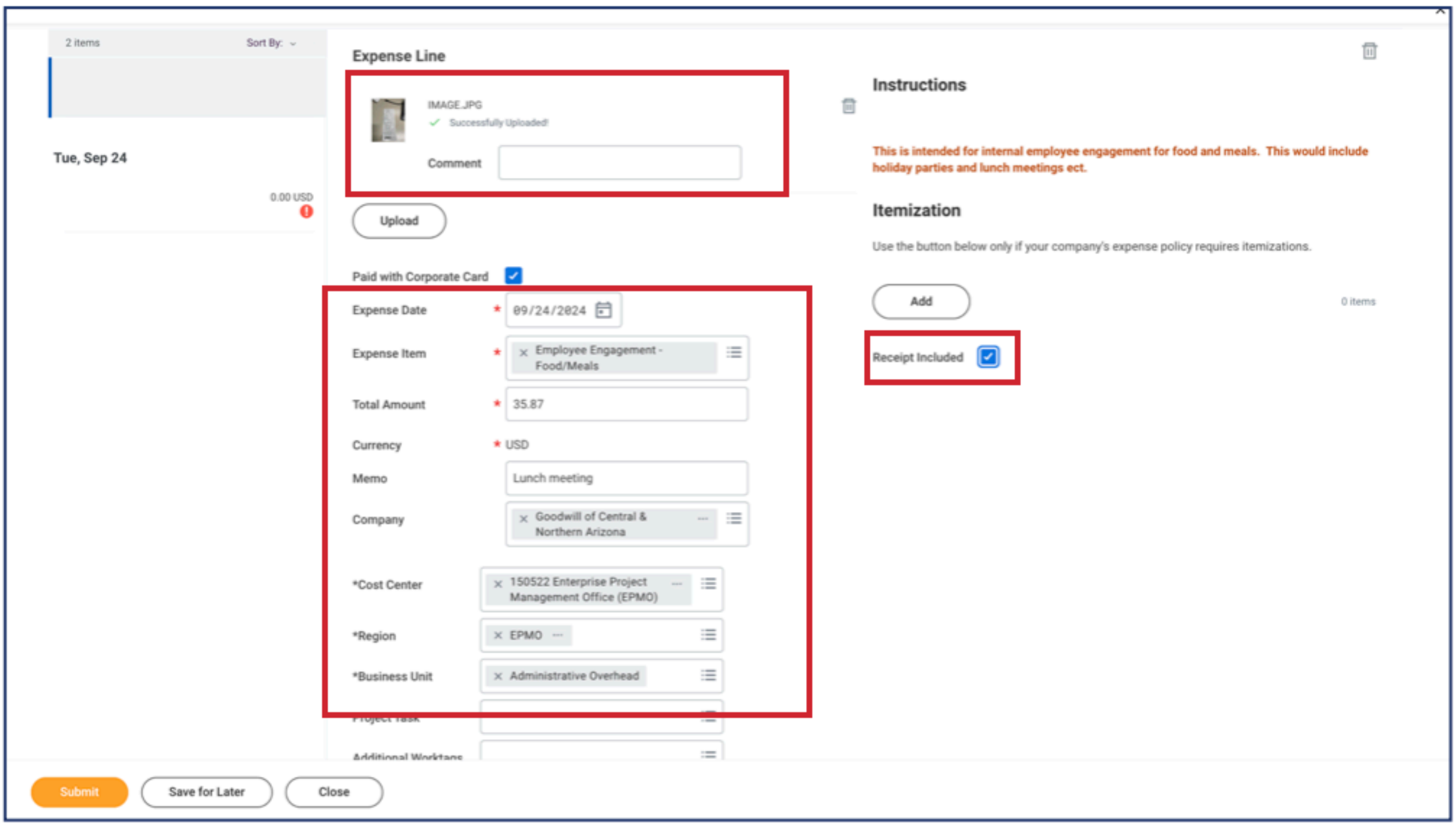
2. Click "New Expense"



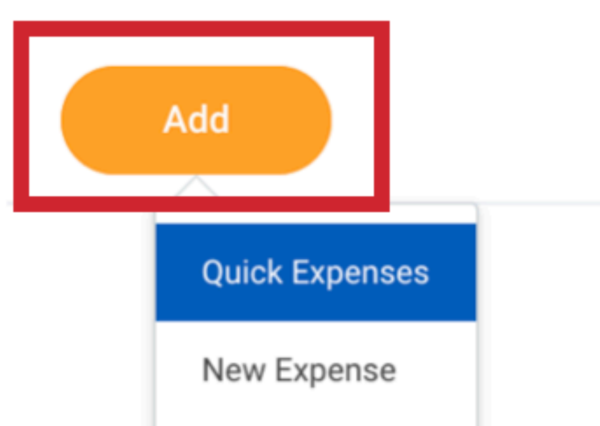
Note: This option will only appear if there are transactions that are not already assigned to an expense report. Otherwise, clicking the *Add* button will directly route the user to the expense line page in the form.

OR Create a new expense report, if necessary.

3. Enter all required information and upload the receipt.



4. Click **Submit** to finalize the expense report ***OR*** click **Add** to add more expenses to the report.



Quick Expense(s) FAQs

What Is A "Quick Expense"? A quick expense is a transaction that is manually documented in the Workday Mobile App, but not yet added to an expense report.

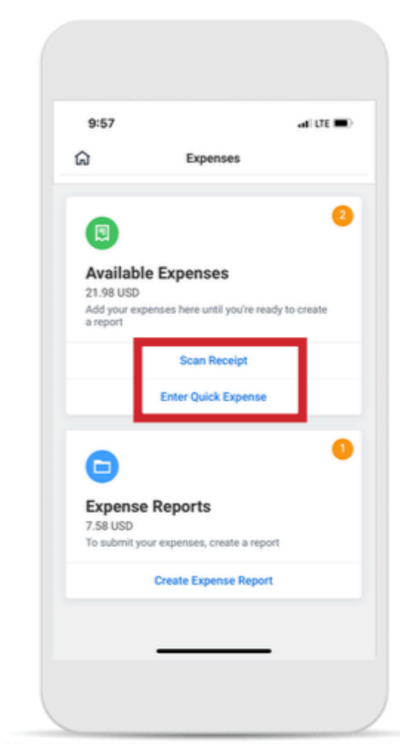
Why Create Quick Expenses? Creating quick expenses allows users to—quickly—document transactions and/or receipts to compile into an expense report at a later time.

Do GCNA Team Members Have to Create Quick Expenses? No. Creating quick expenses is an optimal feature that is designed to simply save the team member time when creating expense reports. **Team members who do not create quick expenses in the Workday Mobile App will not see them appear in the Expenses Hub in the Desktop version of Workday.**

How To Create Quick Expenses? Quick expenses are documented/created in the Workday Mobile App in two different ways but can be viewed, edited, deleted and added to expense reports in in the *Expenses Hub App* in the Desktop version of Workday.

What Are The Two Ways That Quick Expenses Are Created? Quick expenses can be created by scanning a receipt and/or by entering a quick expense in the Workday Mobile App.

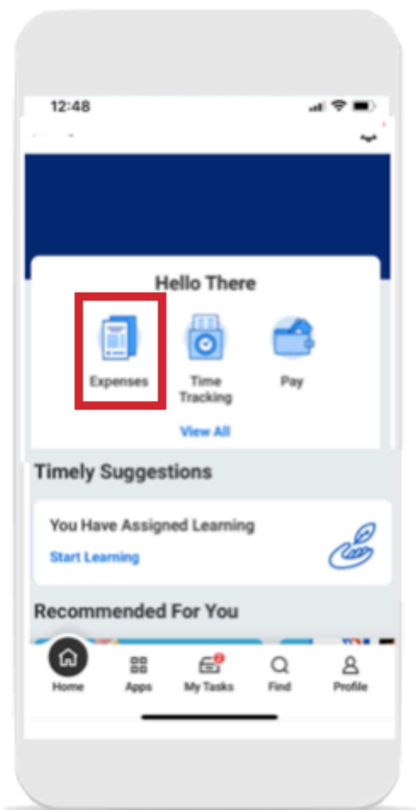
What is the Difference Between "Scanning a Receipt" and "Entering a Quick Expense"?



Scan Receipt: Clicking ***Scan Receipt*** prompts the user to take a picture of a receipt. This allows the user to quickly document the receipt and return to it a later time to add the expense details and assign it to an expense report.

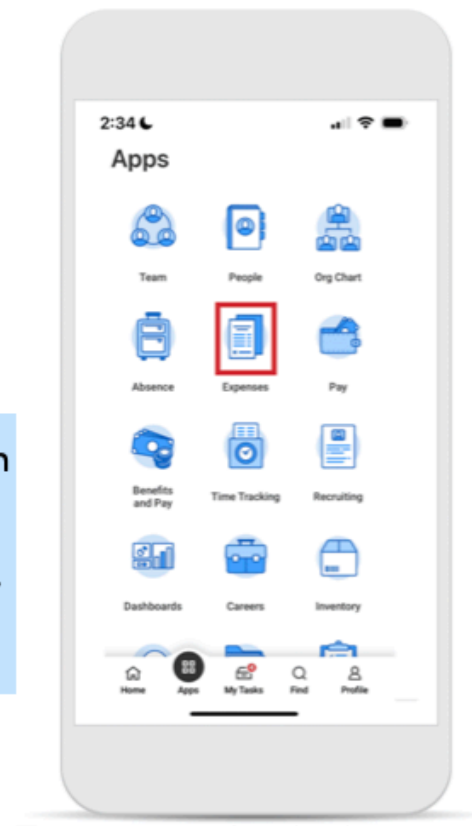
Enter Quick Expense: Clicking ***Enter Quick Expense*** prompts the user to manually enter information about an expense in an expense line not yet assigned to an expense report. A receipt can also be photographed and uploaded to the expense line. This allows the user to quickly document details of an expense with a receipt and return to it a later time to assign the expense line to an expense report.

How to Create a Quick Expense Option 1: Scan A Receipt

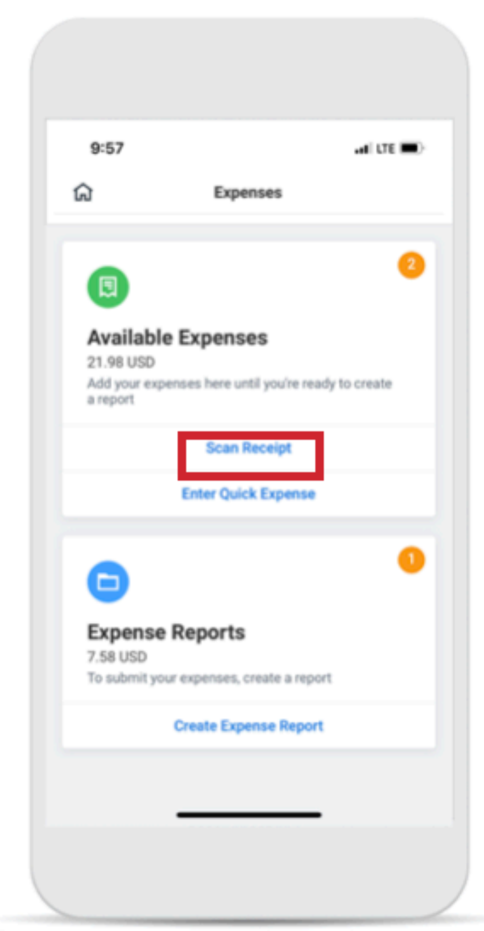


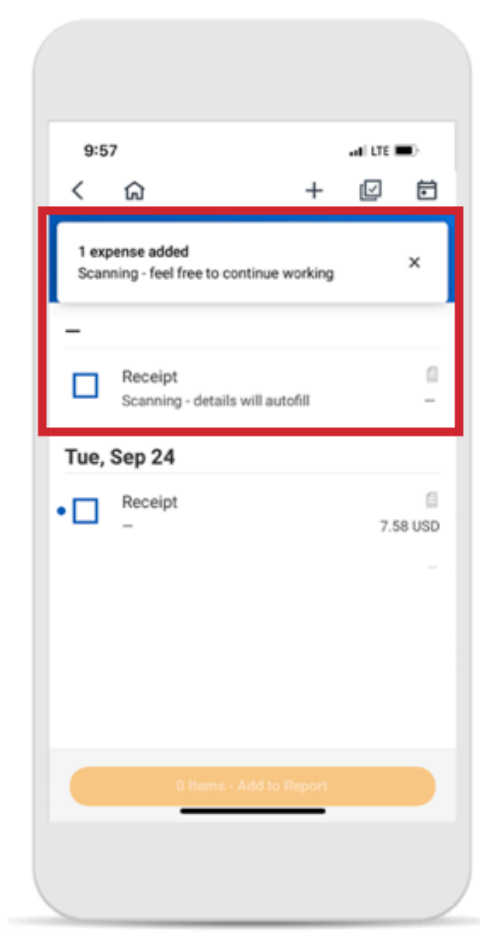
1. Login to Workday Mobile and click on the ***Expenses*** app

Note: Click on ***Apps*** at the bottom of the screen if the Expenses app does not appear on your Workday Mobile Home Page



2. Click ***Scan Receipt***

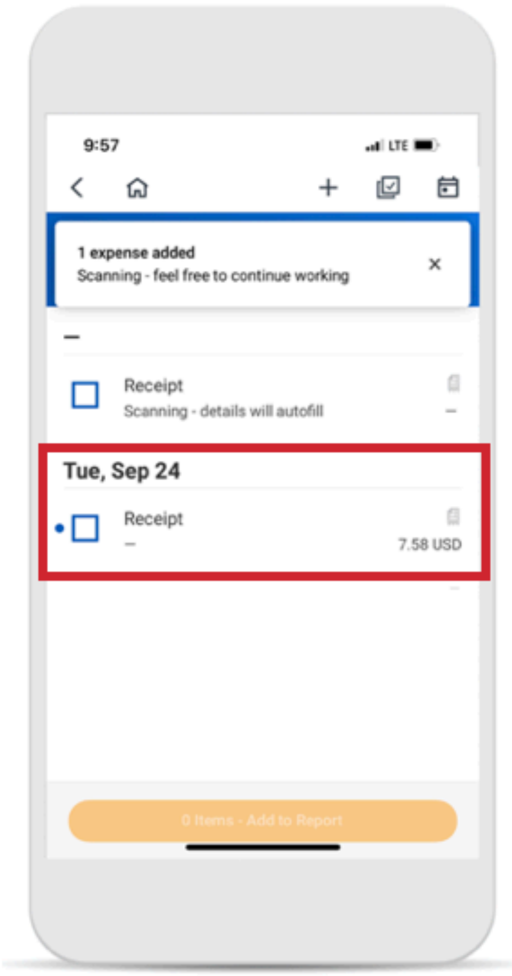




3. Take a picture of the receipt and wait for Workday to scan it to extract relevant information.

Note: The team member can continue working in the Mobile App while the receipt is being scanned.

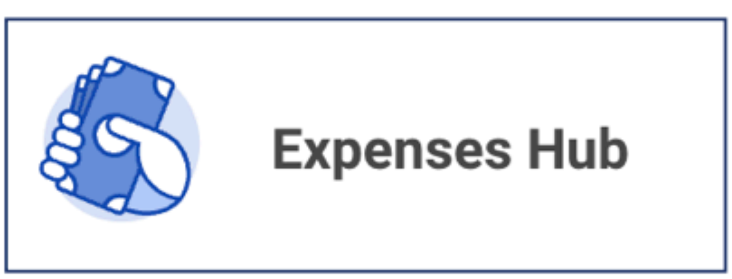
How to Create Quick Expenses in the Workday Mobile App (Mobile)

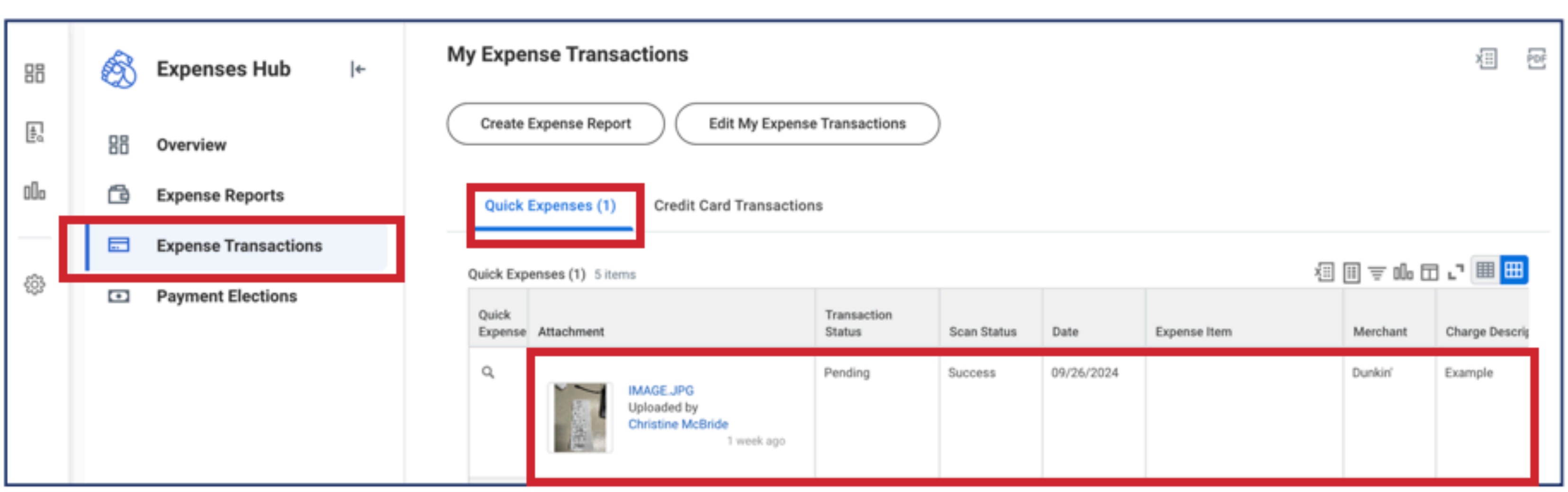


Note: Once the receipt has been scanned, information that could be extracted from the receipt will populate (e.g. date of transaction, merchant, amount and currency). A blue circle will also appear by the receipt to indicate that the scan is complete.

IMPORTANT! Team members can exit the Mobile App at this stage and return to the receipt/quick expense at a later time to enter/edit information and assign it to an expense report. The remaining process can be done the Desktop version of Workday.

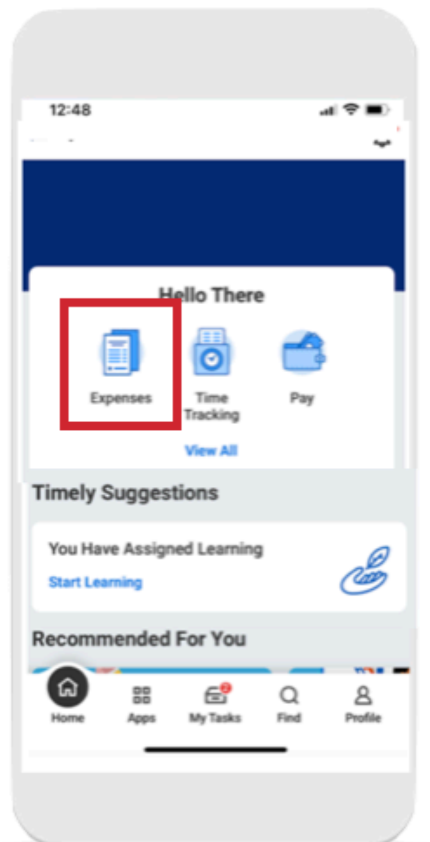
*The receipt can be found in the Desktop version of Workday by navigating to the **Expenses Hub > Click the Expense Transactions tab > Click the Quick Expenses tab** to view your receipts.*





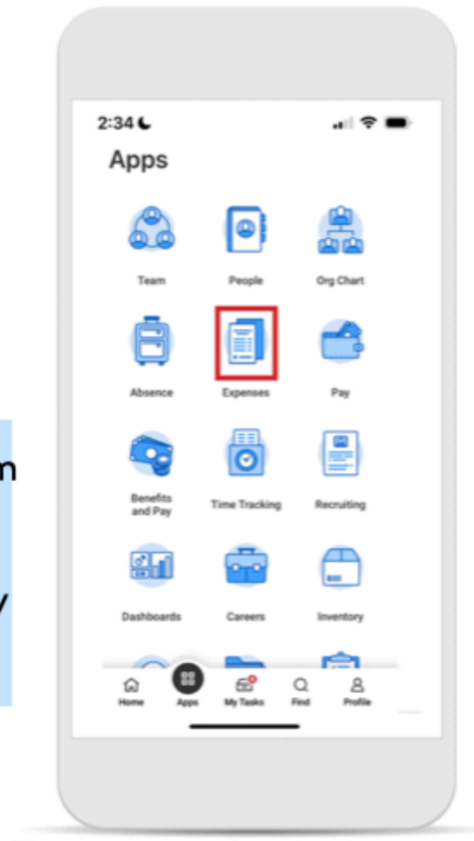
How to Create Quick Expenses in the Workday Mobile App (Mobile)

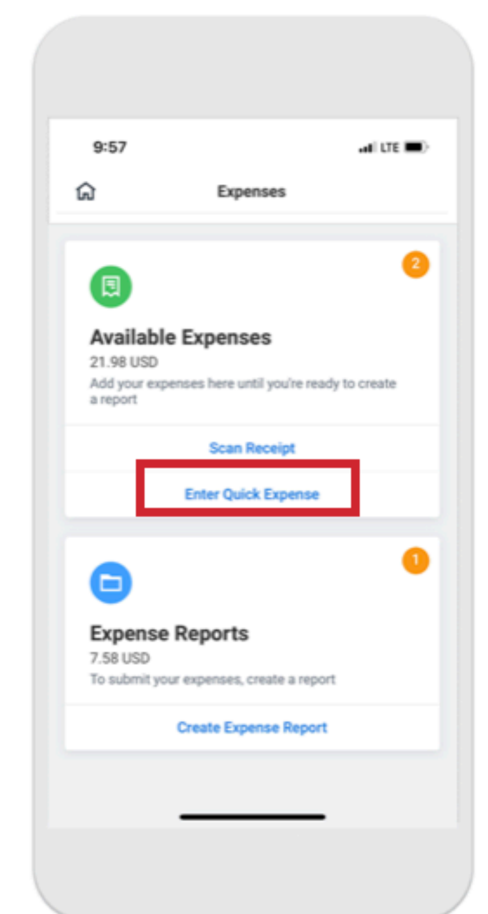
How to Create a Quick Expense Option 2: Enter A Quick Expense



1. Login to Workday Mobile and click on the ***Expenses*** app

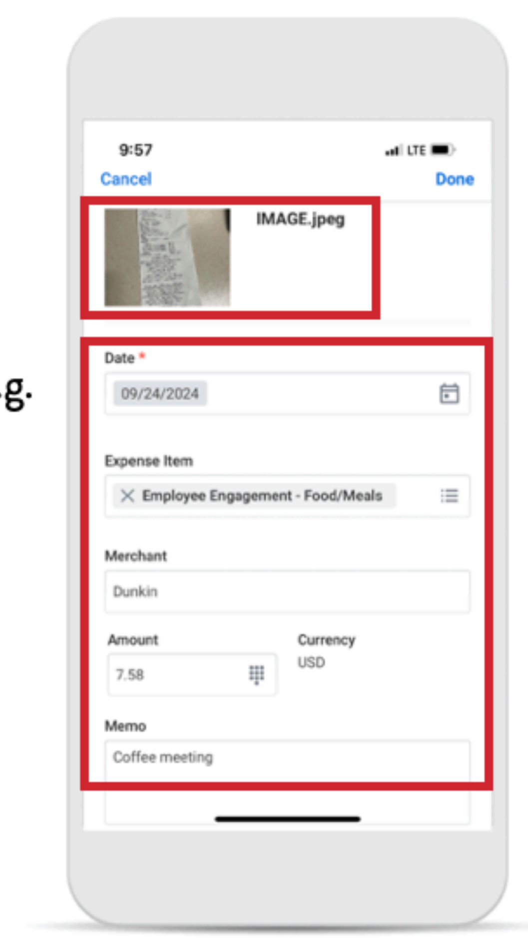
Note: Click on ***Apps*** at the bottom of the screen if the Expenses app does not appear on your Workday Mobile Home Page





2. Click ***Enter Quick Expense***

3. Enter the expense details (e.g. date of transaction, expense item category, merchant, amount, and business purpose for the expense).

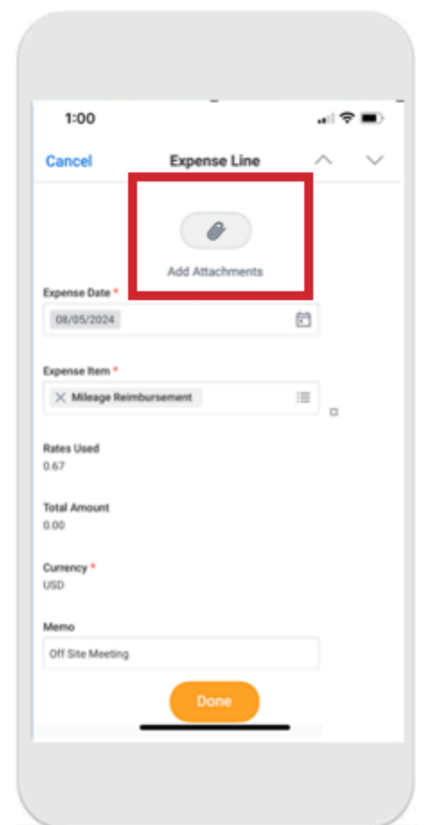


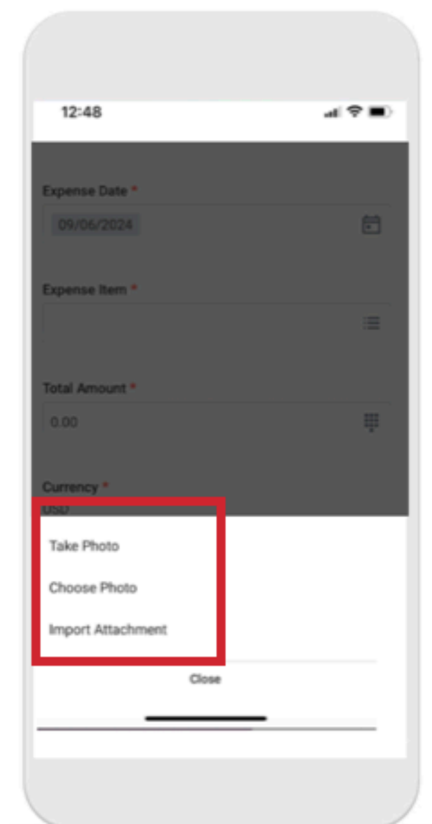
How to Create Quick Expenses in the Workday Mobile App (Mobile)

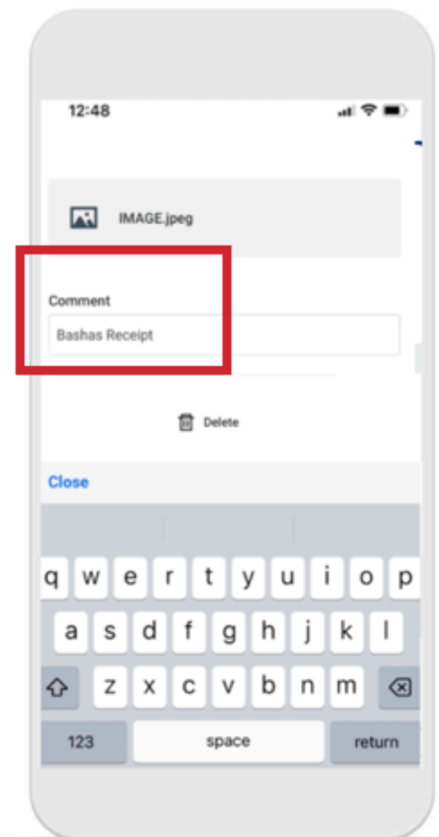
4. To upload a receipt to the expense line click ***Add Attachments***

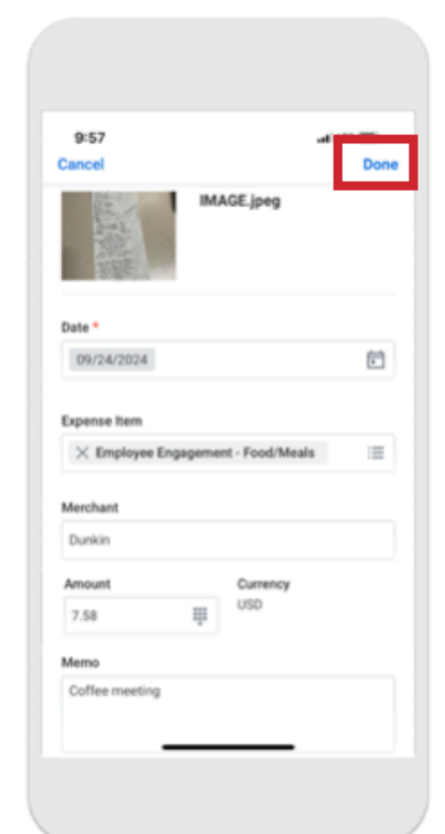
5. Select Take Photo, Choose Photo from your camera roll or Import an Attachment

6. Add a comment for the receipt (optional)

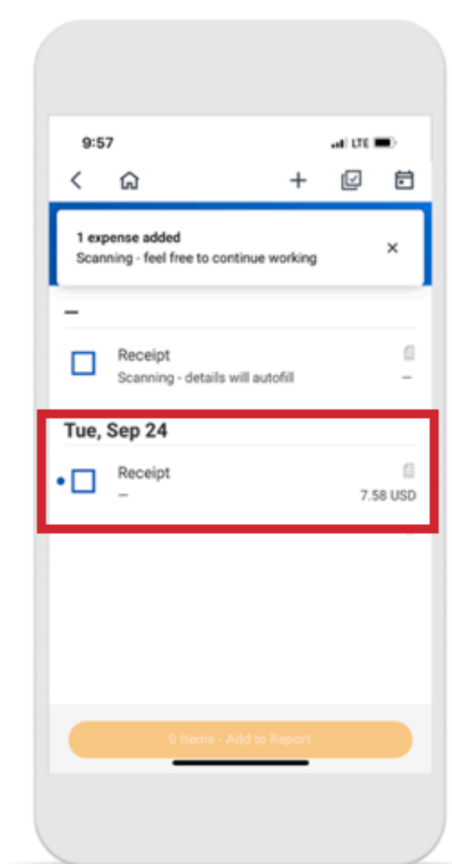








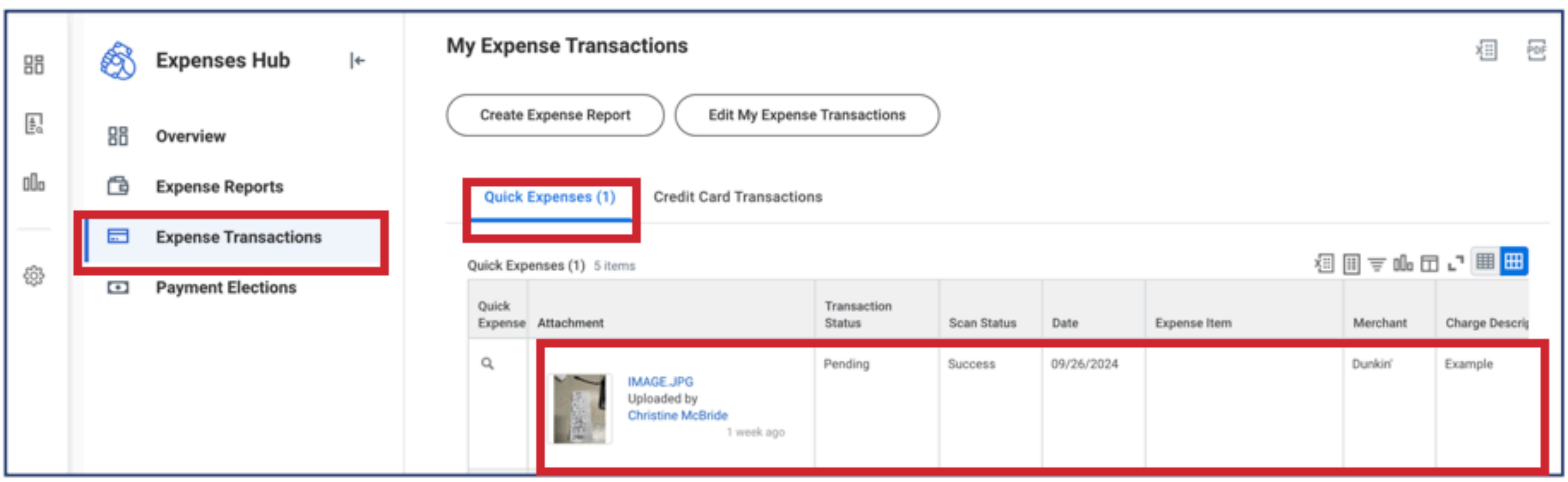
7. Click ***Done***



IMPORTANT! Team members can exit the Mobile App at this stage and return to the quick expense at a later time to and assign it to an expense report. The remaining process can be done the Desktop version of Workday.

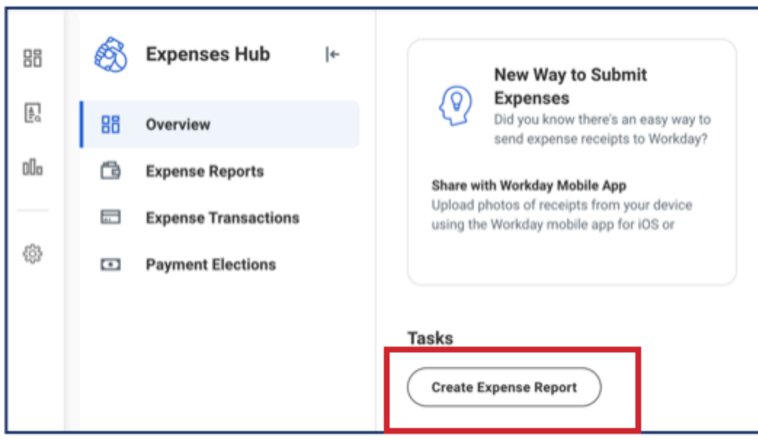
How to Create Quick Expenses in the Workday Mobile App (Mobile)

The "quick expense" can be found in the Desktop version of Workday by navigating to the ***Expenses Hub > Click the Expense Transactions tab > Click the Quick Expenses tab*** *to view your receipts/quick expenses.*

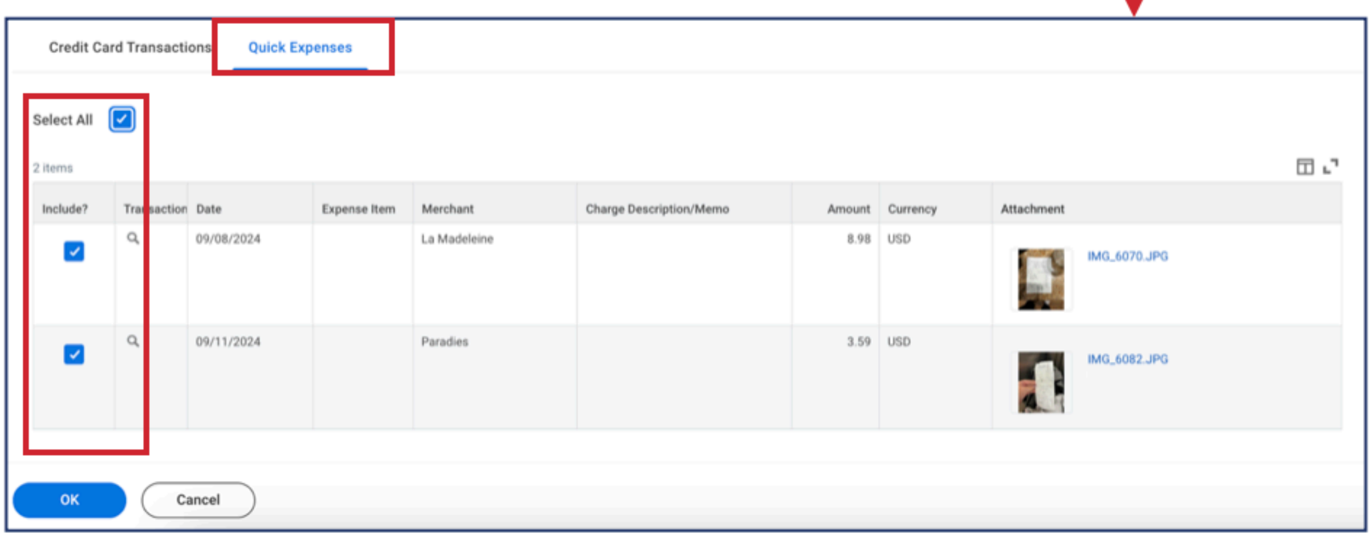


How to Add Quick Expenses Made on a Personal Payment Method to an Expense Report For Personal Reimbursement in Workday (Desktop)

IMPORTANT! Quick expenses made on personal payment methods are considered personal expenses but appear under the "Quick Expenses" tab in Workday when they are documented via the "Scan Receipt" and/or "Enter a Quick Expense" actions in the Workday Mobile App.

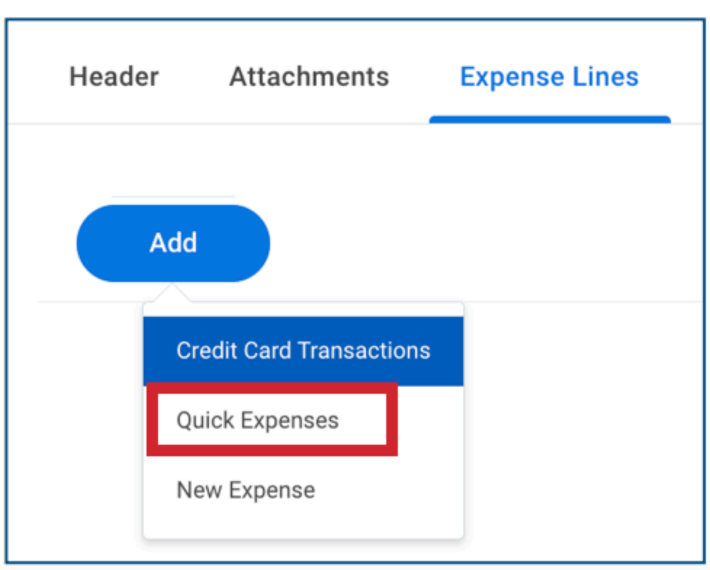


1A. If necessary, **Create a New Expense Report > Click the Quick Expenses tab > Select the appropriate Quick Expense(s)**



OR

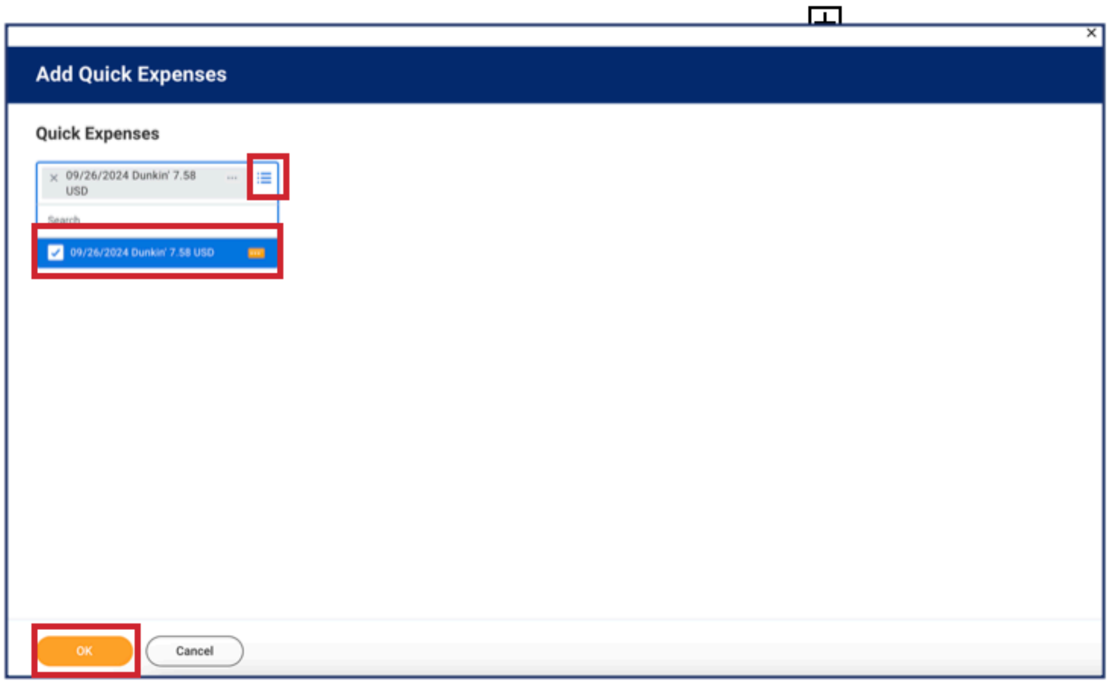
1B. Navigate to the *Expense Lines* tab of an expense report in progress and **Click Add > Quick Expenses**



IMPORTANT! The "Quick Expenses" option in the expense line only appears if a quick expense was already created in the Workday Mobile App and has not already been assigned to an existing expense report.

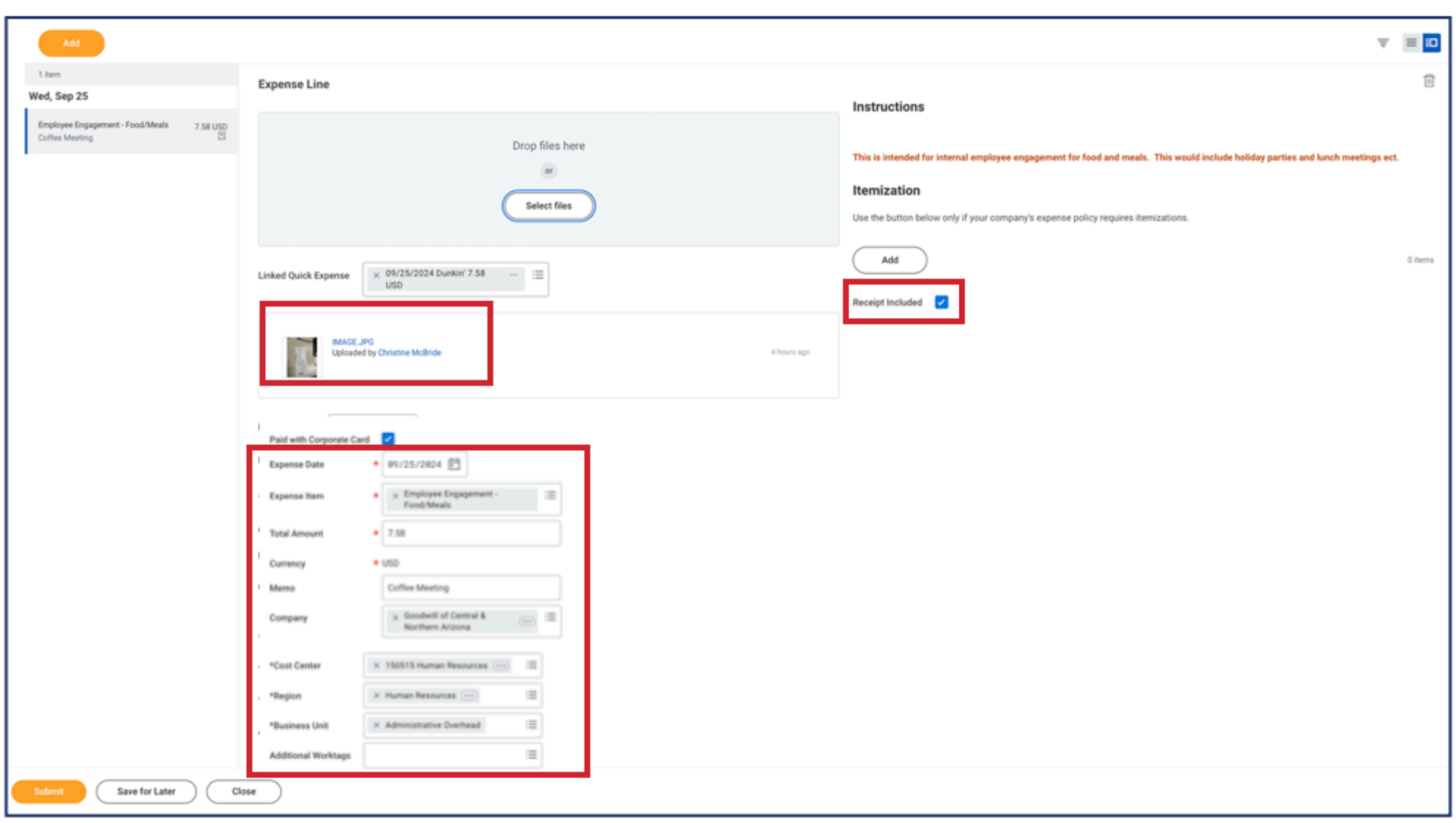
How to Add Quick Expenses Made on a Personal Payment Method to an Expense Report For Personal Reimbursement in Workday (Desktop)

2B. Click on the Stacked Bar Icon > Select the Appropriate Quick Expense Option(s) > Click OK

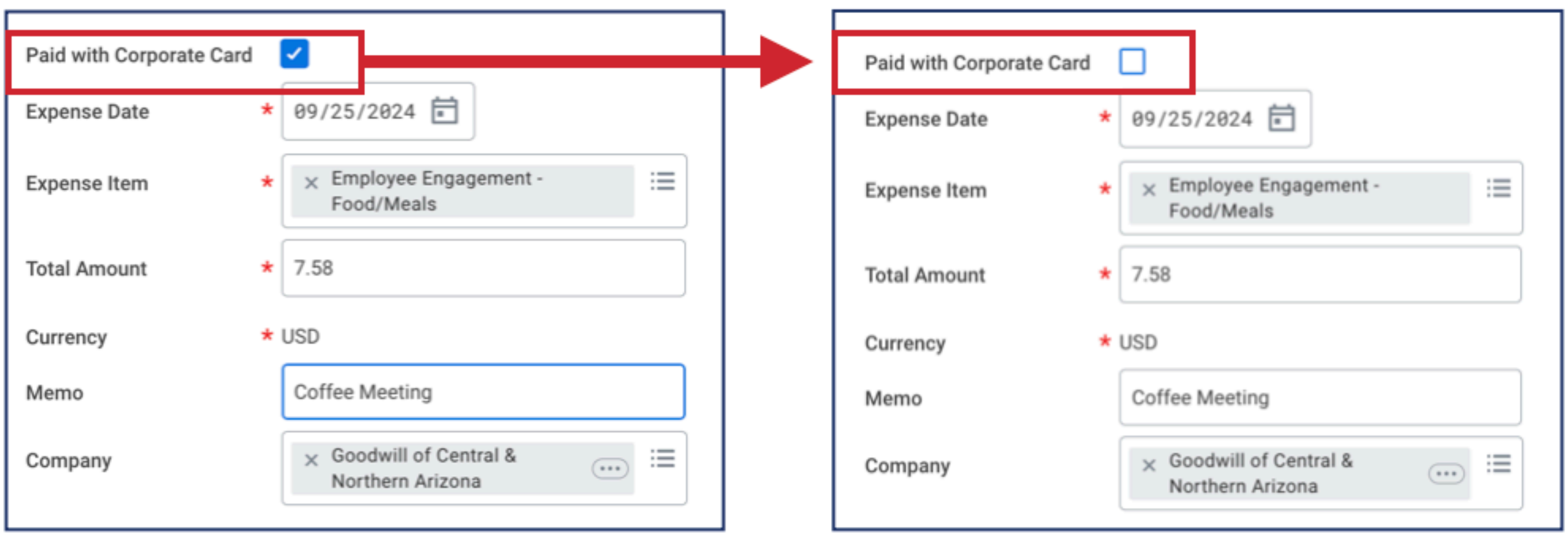


2. Review the information and edit/enter all required information, if applicable.

Note: The receipt and any information that was entered in the quick expense should automatically populate once the quick expense is selected.

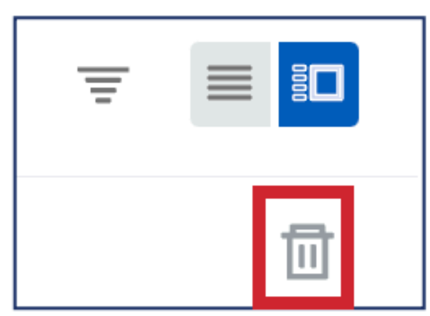


3. Uncheck the "Paid with Corporate Credit Card" check box

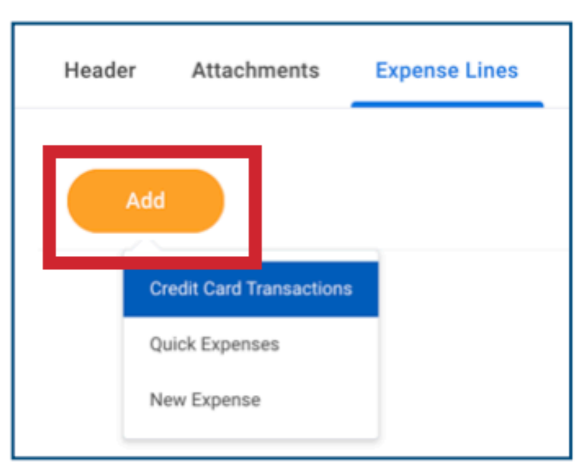


IMPORTANT! If the quick expense was made using a company credit card, delete the expense line and refer to the *How to Add Quick Expenses Made on Company Credit Cards to Expense Reports in Workday (Desktop)* section of the job aid for instructions.

Note: To delete an expense line, **Click the Expense Line From the Left Side Bar > Click the Trash Can Icon in the Top Right Corner.**

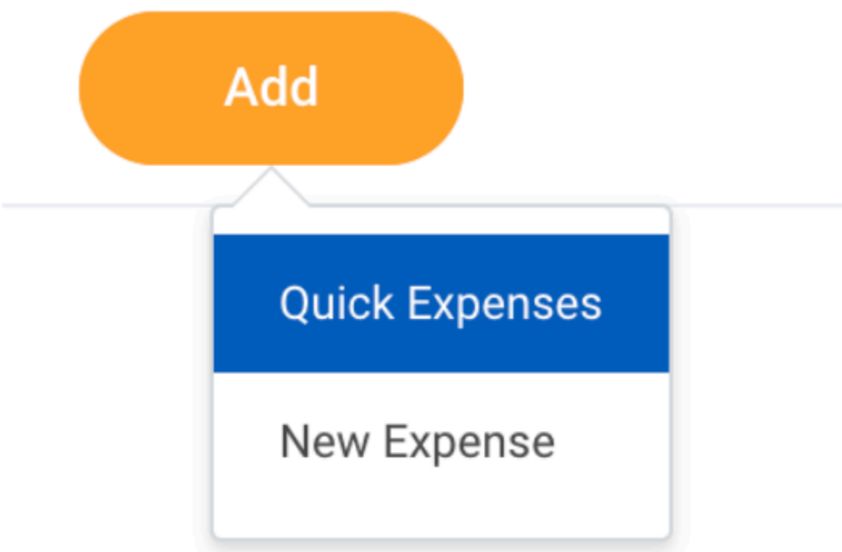


4. Click **Submit** to finalize the expense report ***OR*** click **Add** to add more transactions to the report.



How to Add Additional New Expenses, and/or Quick Expenses to an Expense Report

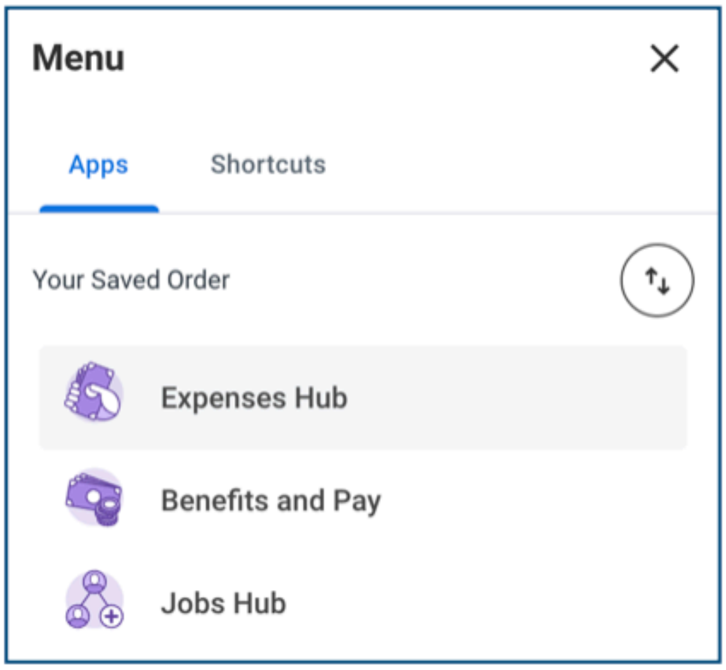
Note: Click the **Add** button and click ***New Expense*** to add expenses for personal reimbursements or click ***Quick Expenses*** to add quick expenses/receipts documented in the mobile app.

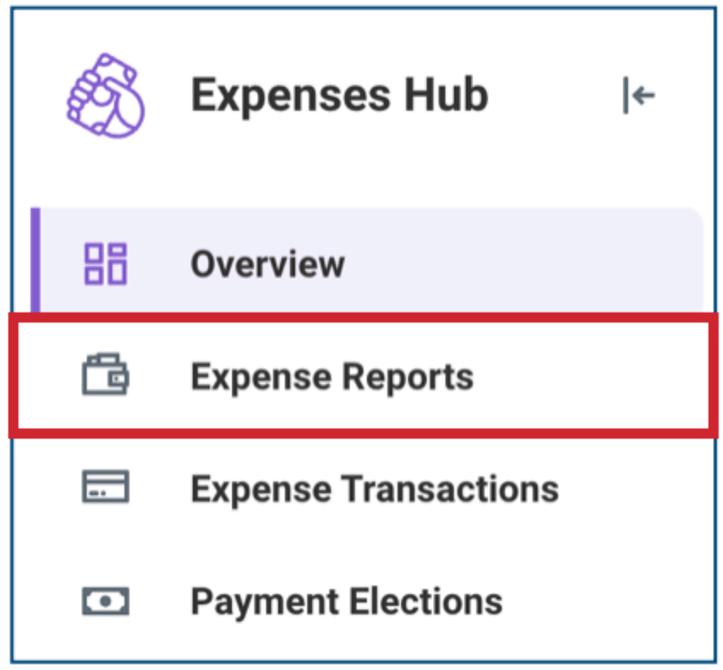


Note: This option will only appear if there are transactions that are not already assigned to an expense report. Otherwise, clicking the *Add* button will directly route the user to the expense line page in the form.

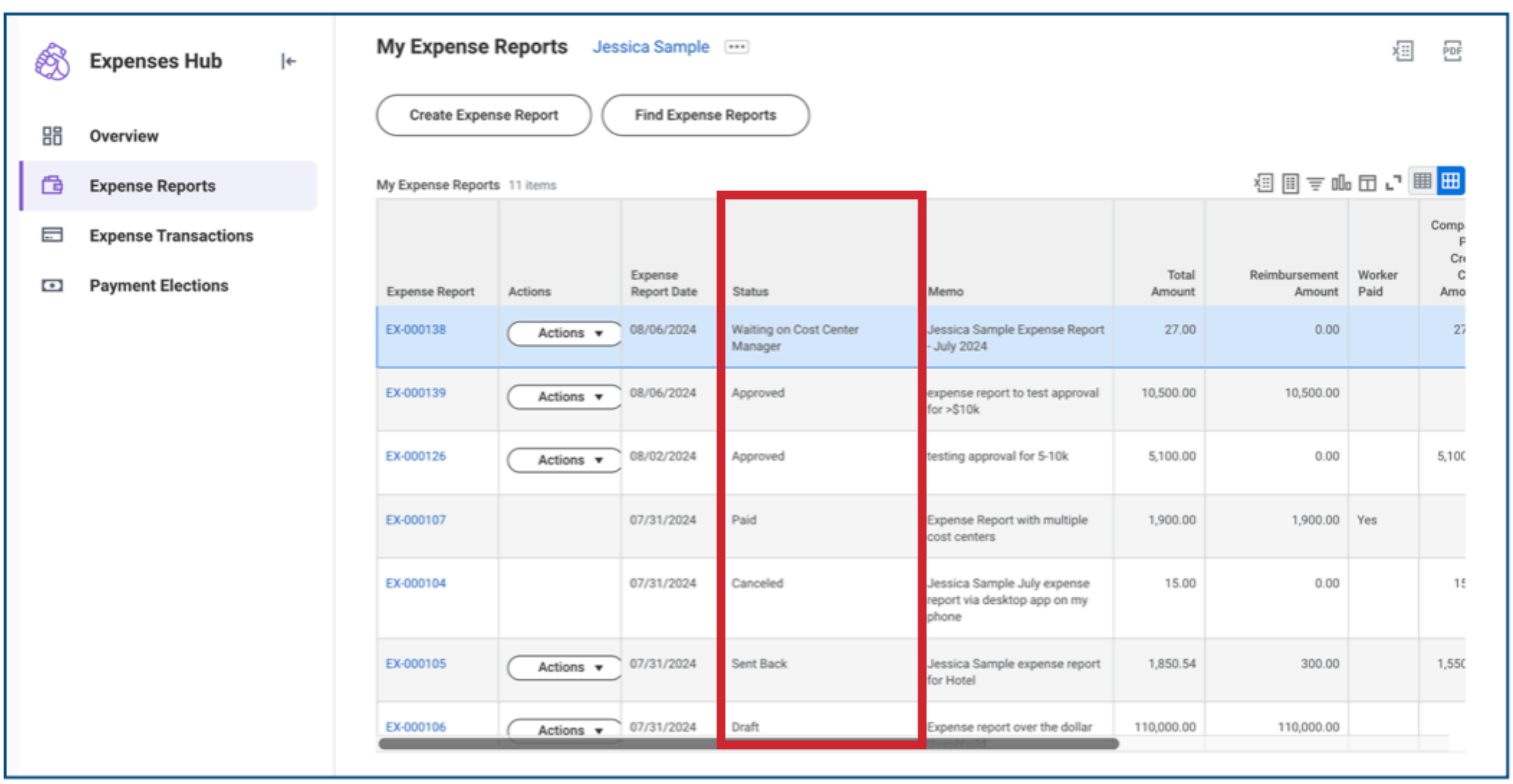
How to Monitor the Status of a Submitted Expense Report (Desktop)

1. Navigate to the *Expenses Hub* and click the “Expense Reports” tab





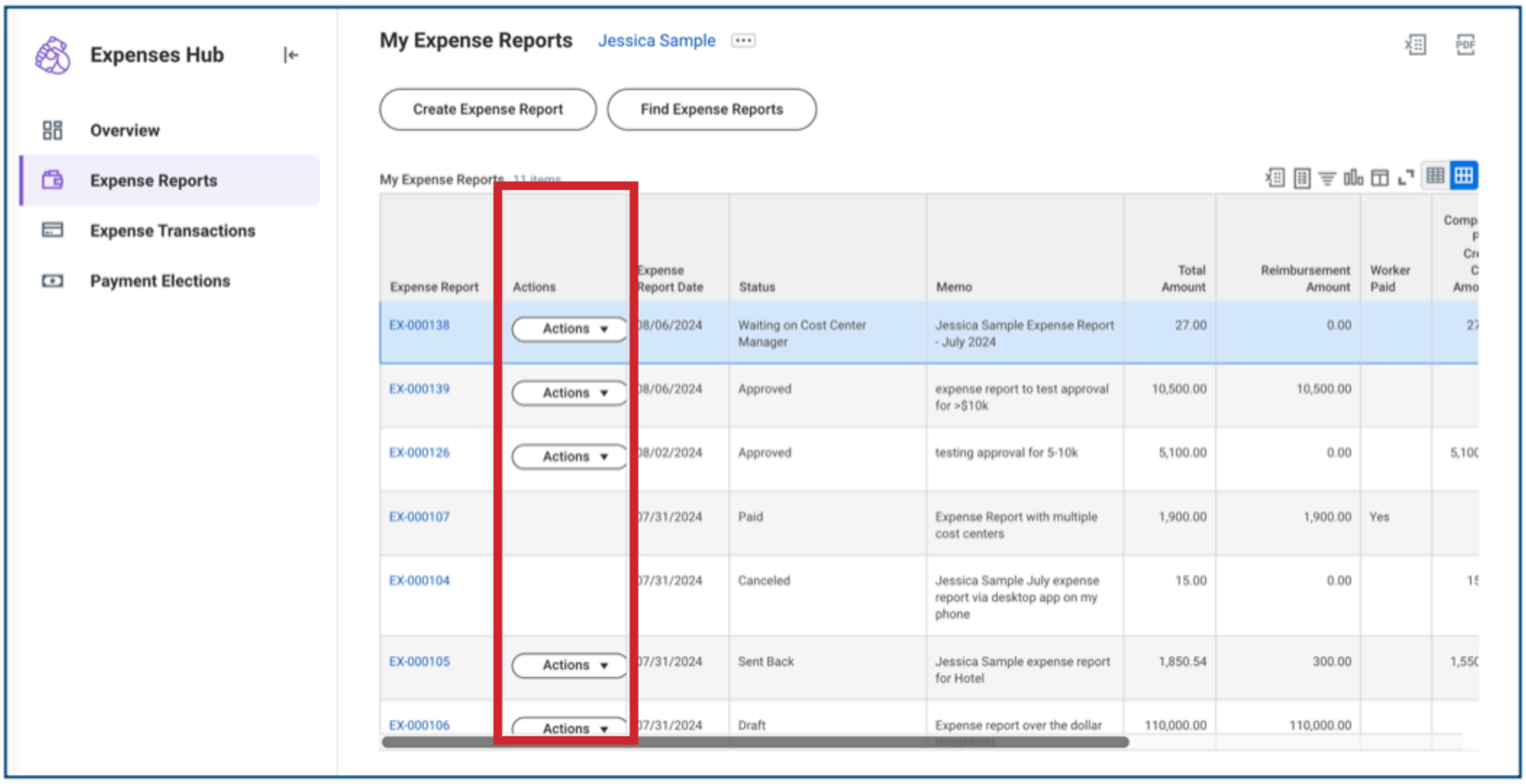
2. View the status of the desired expense report in the chart the under the “Status” column.



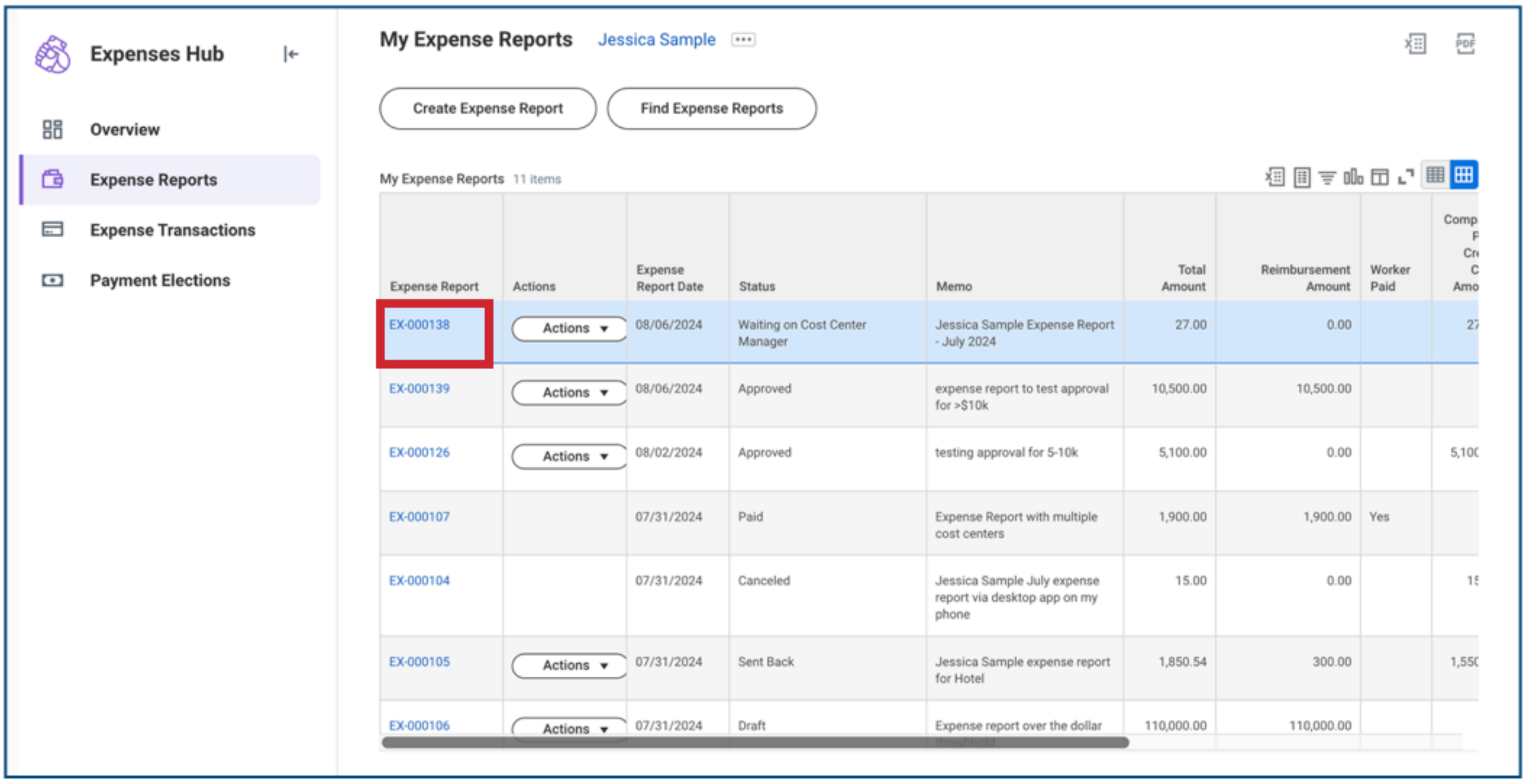
How to Monitor the Status of a Submitted Expense Report (Desktop)

3. Click on the **Actions** button to cancel or edit an expense report.

Note: Expense reports that have already been "canceled" or "paid" cannot be edited.

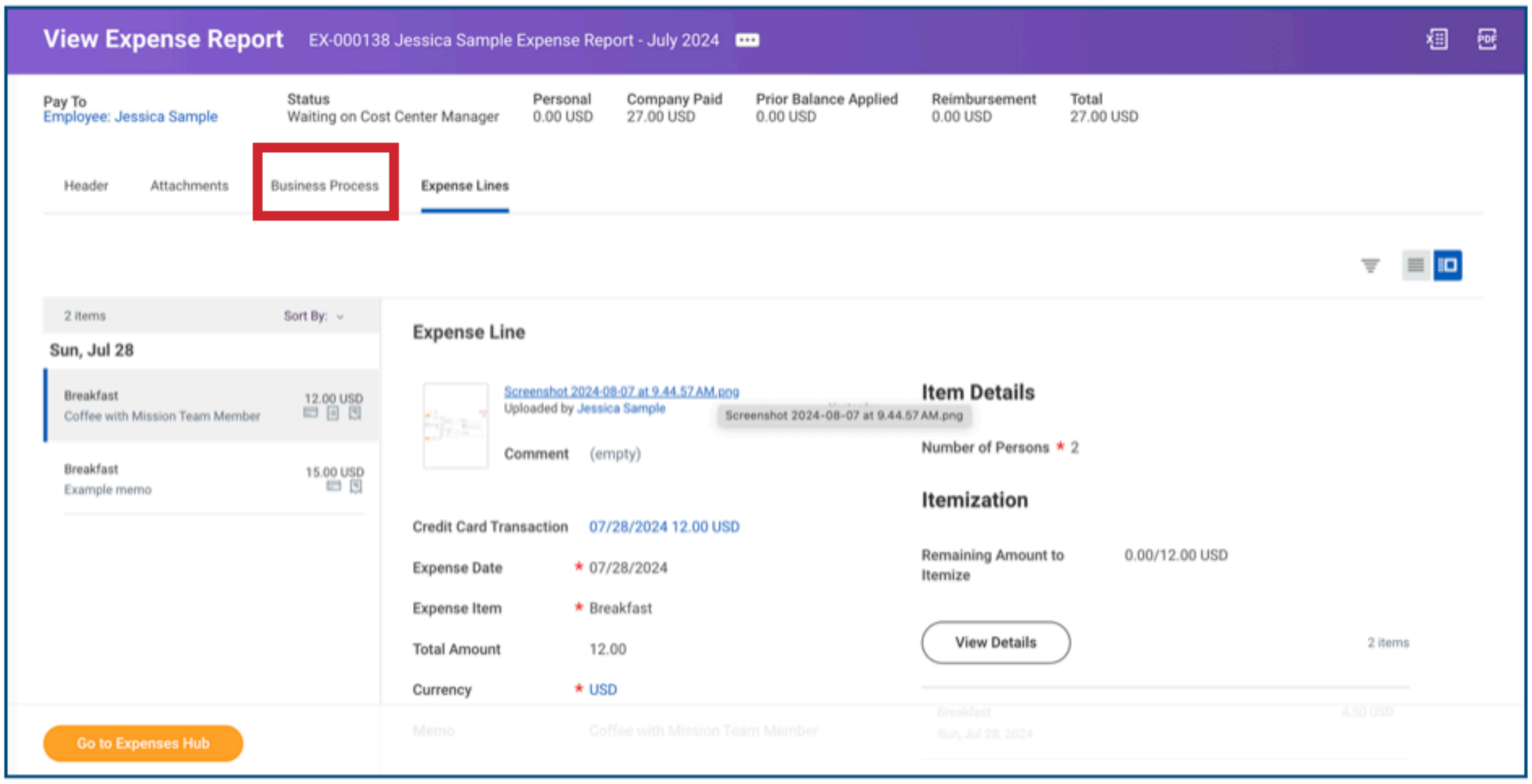


4. Click on the number of the expense report to view more information.

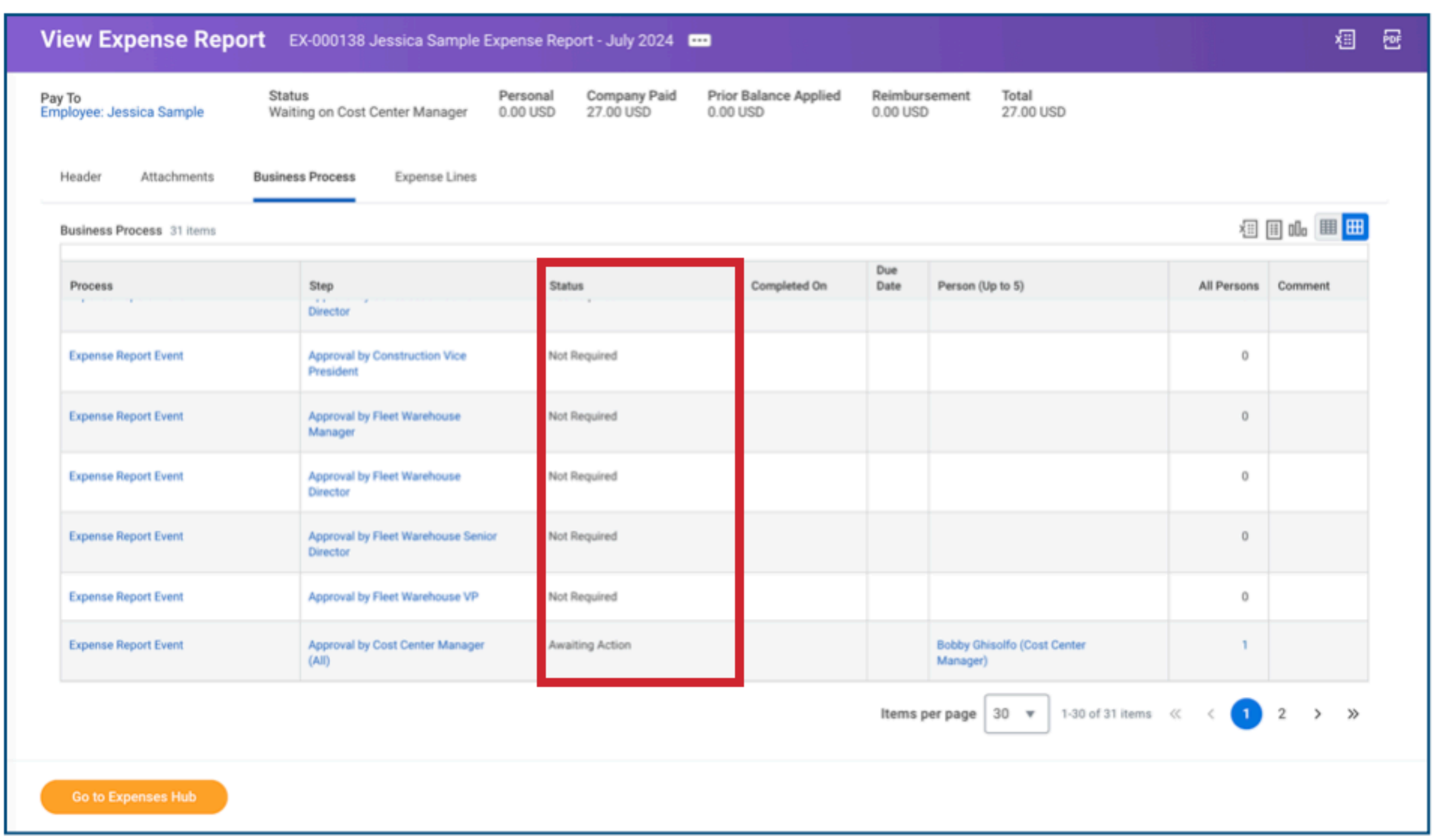


How to Monitor the Status of a Submitted Expense Report (Desktop)

5. Click on the **Business Process** tab



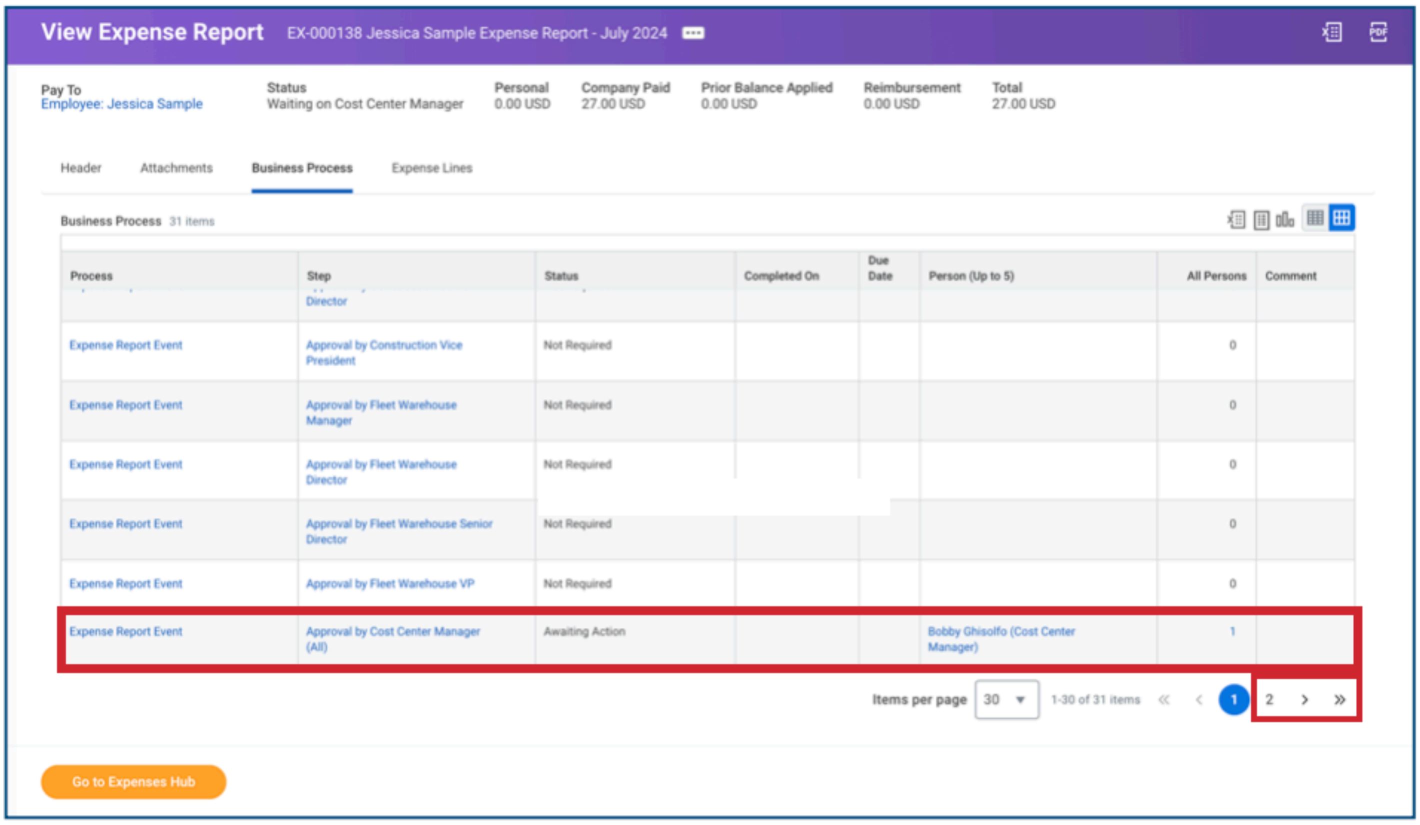
6. View **Awaiting Action(s)** under the status column.



How to Monitor the Status of a Submitted Expense Report (Desktop)

7. The supervisor(s) who need to take action/approve the expense report appear under the *Person* column

IMPORTANT! Sometimes approval is needed by multiple supervisors. Check all pages of the business process chart to see how many supervisors need to take action.



Note: Click on the the arrow or number(s) to view all of the pages of the business process chart.