Overview

This Quick Reference Guide (QRG) walks **Employees** and **Delegates** through the process of e-mailing receipts for expense reports directly to Workday.

To e-mail receipts to Workday, **you must use an e-mail address in your Workday Contact Information** (to send receipts to the specific domain). This can be either your email address(es) under Work Contact Information or a personal email address listed under Home Contact Information.

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E-mail Receipts to Workday for Expense Reports

On your **Microsoft Outlook Home** screen:

1. Create new e-mail (new email or forward e-mail with receipt).

NOTE	Remember, you must use an e-mail address (business or personal) listed in your **Workday Contact Information** to send receipts to Workday.

2. Enter receipts@expensereport.virginia.edu in the **To** field.

NOTE	If you are a Delegate, this will send the receipts to *your* expense transactions in Workday. You will need to manually reassign the receipts to the expense owner through the **Edit My Expense Transactions** screen. See Delete a Quick Expense, Update the Memo, or Change the Expense Owner in this QRG.

3. Enter text in the **Subject** field.

   The text entered here will automatically populate the **Memo** field in the expense line of the expense report. You may need to update the Memo field in the expense report.

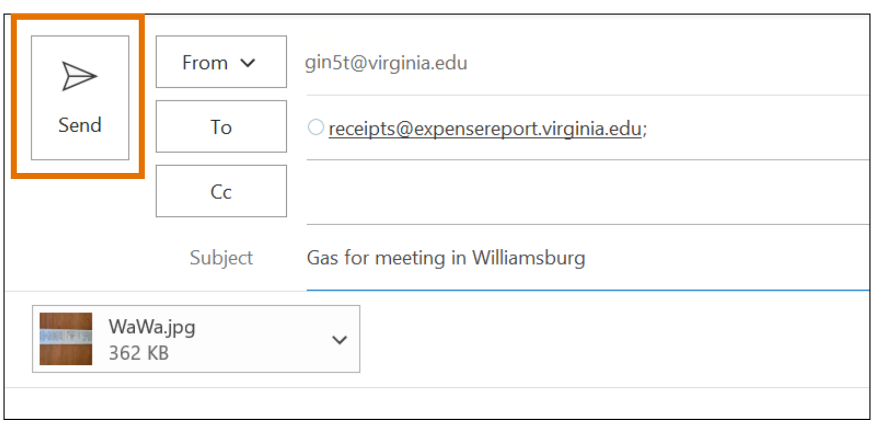
   If you are a delegate sending receipts for someone else, it is suggested you include the expense owner's name in this field (e.g., John Smith Parking in Williamsburg). This will help you distinguish the receipts if you are the delegate for multiple employees.

NOTE	If you attach multiple receipts to the e-mail, the same "Subject" text will display in the Memo field for all of the expense lines. If the receipts are related (e.g., for a trip), enter the appropriate text, such as "Traveler Name: XX Conference Atlanta, GA" If the receipts are unrelated, enter generic text and update the Memo field later when you create the expense report. Either way, you should always check the Memo field and update it as needed. You can edit the memo directly in the expense report or via Edit My Expense Transactions.

4. Attach the receipt(s).
   - It is recommended that you attach file types that are supported by OCR: JPEG, JPG, PNG, WEBP, BMP, PDF, TIFF, TIF, and GIF.
   - Minimum size limits are:
     - PDF will have no minimum size limit
     - PNG or TIFF files must be > 40 KB
     - All other files must be > 20KB
   - Images such as logos, ads, or maps referenced in the e-mail body cannot be included in the generated PDF file if they reside outside the Workday tenant firewall.

NOTE	You can send receipts either as attachments or in the email body (e.g., Uber receipts). If both are sent in one email, then Workday only creates a Quick Expense for the attached receipt. Avoid multiple forwards in the email body (example: FWD: FWD:) for better OCR accuracy.

5. Send the e-mail.



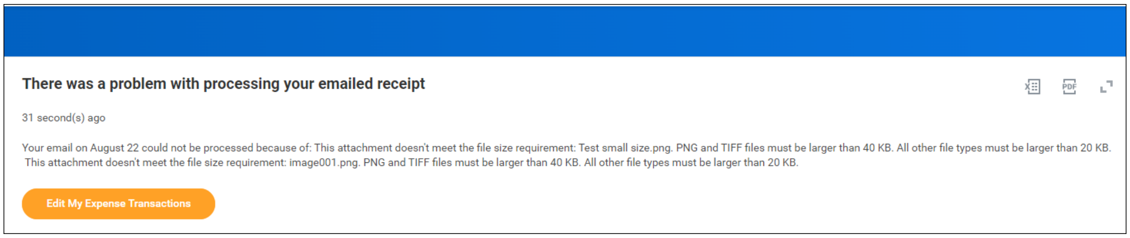
6. A Quick Expense for the receipt is created in Workday.

   The Quick Expense includes the following information and will auto-populate the Expense Report when selected:

   - Date of receipt
   - Amount of expense
   - Memo – pulled from subject line on e-mail
   - Merchant – entered after the expense item is selected

NOTE

If Workday encounters an error when creating the Quick Expense, (e.g., file size is too small, delegate is not valid), you will receive a notification in Workday.



You have successfully completed this task.

View Receipts (Quick Expenses) from Expenses Hub

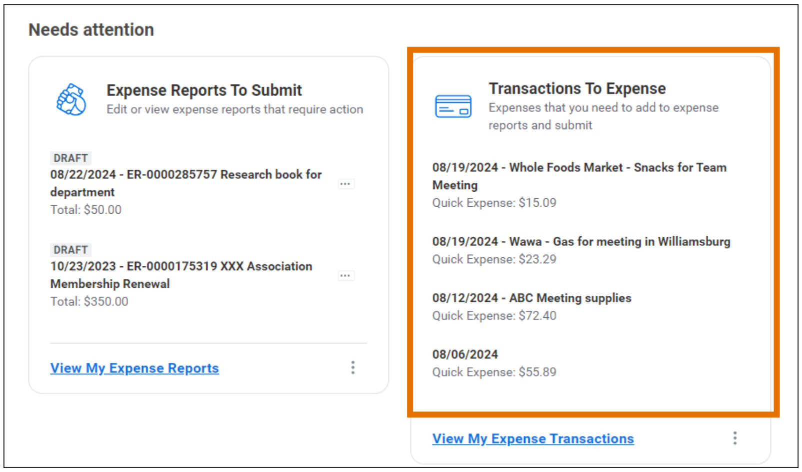
After you e-mail your receipts to Workday, you can view them in the Expenses Hub.

On the **Workday Home** screen:

1. Click **Menu** and then select the **Apps** tab.
2. From the list of apps, select **Expenses Hub.**

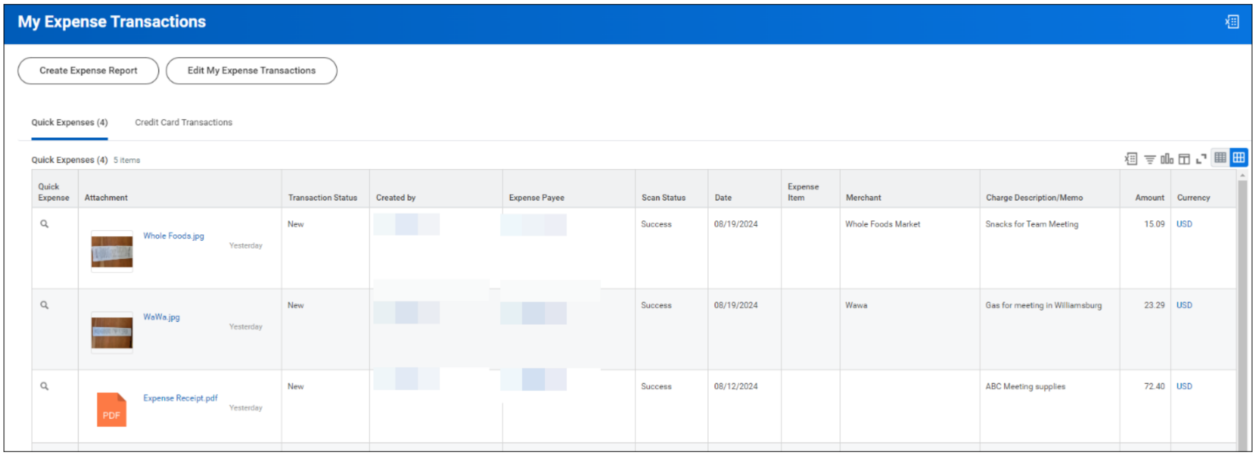
On the **Expense Hub** screen:

3. View your quick expenses under **Transactions To Expense.**



4. Select any quick expense to open a pop-up window and view more details about the expense.

5. Click **View My Expense Transactions** to view more details for all the expenses in a list.



You can also access My Expense Transactions by typing ***my expense transactions*** in the main Workday **Search** bar and selecting it from the search results.

You have successfully completed this task.

Delegate Information

Delegates can e-mail receipts on behalf of the employees they are Delegates for. It is a 2-step process, and a delegate relationship must exist.

1. Send the receipts to Workday following the procedure in this QRG. This will create quick expenses in Workday under your expense transactions.
2. Reassign the receipts to the expense owner (the person you are the delegate for) using the **Edit My Expense Transactions** screen. See Delete a Quick Expense, Update the Memo, or Change the Expense Owner in this QRG.

If a Delegate relationship does not exist, you will not be able to reassign the receipts in Workday on the Edit My Expense Transactions screen. You can only reassign receipts for employees you are a delegate for.

Delete a Quick Expense, Update the Memo, or Change the Expense Owner

The following tasks can be completed from the Edit My Expense Transactions screen:

- If you e-mail receipts to Workday by mistake, you can delete the corresponding Quick Expenses from Workday.
- You can update the Memo field for a Quick Expense.
- If you are a Delegate, you can change the Expense Owner for a Quick Expense from yourself to your Delegator.

On the **Workday Home** screen:

1. Click **Menu** and then select the **Apps** tab.
2. From the list of apps, select **Expenses Hub.**

On the **Expense Hub** screen:

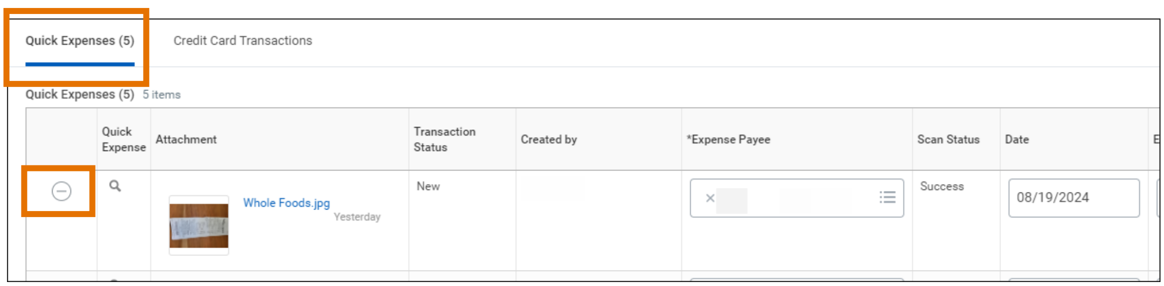
3. Click **View My Expense Transactions** on the left side of the screen.
4. Click the **Edit My Expense Transactions** button.

HINT	You can also access Edit My Expense Transactions by either: • typing ***edit my expense transactions*** in the main Workday **Search** bar and selecting it from the search results. • Selecting the applicable notification from Workday Notifications (click "bell" icon).

On the **Edit My Expense Transactions** screen:

Delete a Quick Expense:

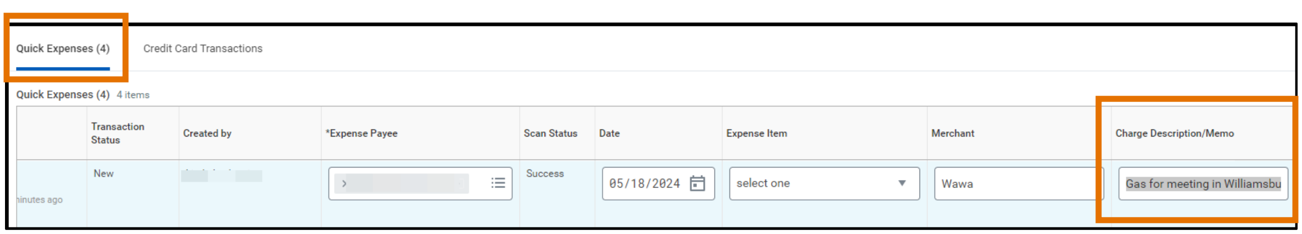
5. Click the **minus** button for the Quick Expense you need to delete.



6. Click **OK.**

Change the Memo for a Quick Expense:

7. Find the Quick Expense you want to update.
8. Click the **Charge Description/Memo** field and update the text as needed.

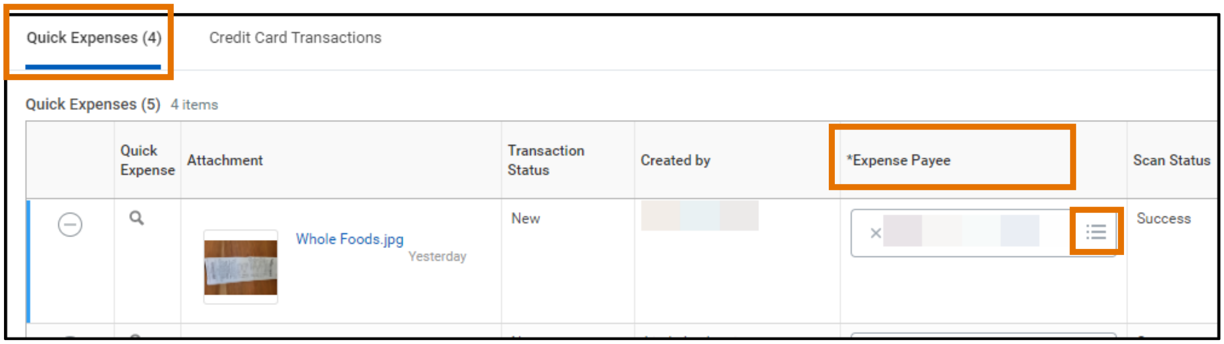


9. Click **OK.**

Change the Expense Owner for a Quick Expense (for Delegates):

NOTE	You can only change the Expense Owner of a Quick Expense for employees that you are a Delegate for; otherwise, this option will not be available.

10. Find the Quick Expense you want to update.
11. Click the **Expense Payee** field and select the expense owner from the list.



12. Click **OK**.

Select Quick Expenses in Expense Report for Reimbursement

After you e-mail your receipts to Workday, they will appear as Quick Expenses in Workday. You can select them when you create an expense report. They can be selected from the first or second Create Expense Report screens.

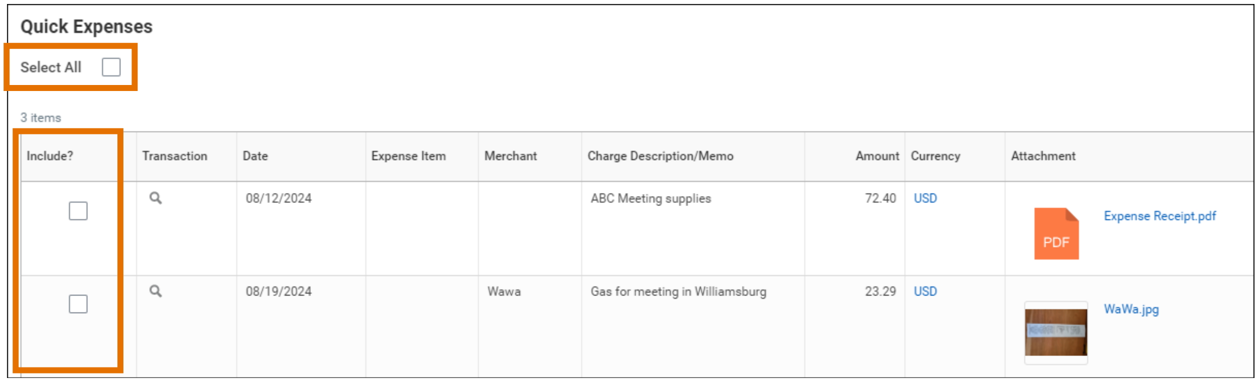
This procedure is only for reimbursements (out-of-pocket expenses). If the Quick Expense receipts are for T&E card transactions, then use the Link Quick Expenses in Expense Report for T&E Credit Card Transactions procedure in this QRG.

From first Create Expense Report screen

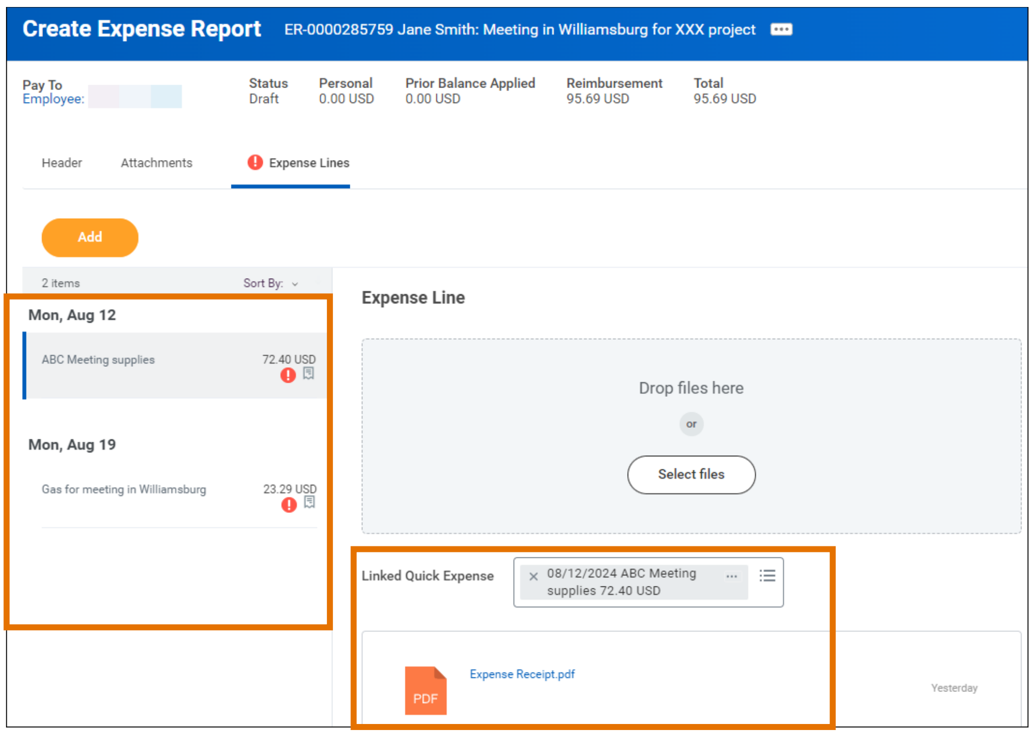
On the **first Create Expense Report** screen:

1. Scroll to the bottom of the screen and select the **Quick Expenses** tab, if needed.

   If you have T&E credit card transactions, they will also display at the bottom of the screen in the first tab.
2. Do *one* of the following:
   - Select the **check boxes** for the **Quick Expenses** you want to expense in the expense report.
   - Select the **Select All** check box to select all of the Quick Expenses in the list.



3. Click **OK**.
4. The selected Quick Expenses are added to your expense report (on the second screen).

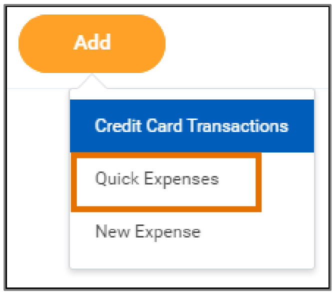


From second Create Expense Report screen

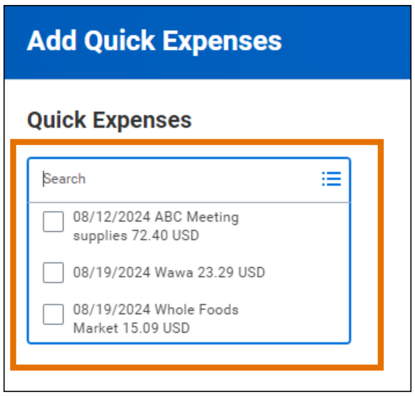
If you forget to select a Quick Expense from the first Create Expense screen, you can select them from the second screen.

On the **second Create Expense Report** screen:

1. Click the **Add** button.
2. Select **Quick Expenses** from the drop-down list.



3. Click the **Search** field and select the desired Quick Expense(s) from the list.



4. Click **OK**.

   The Quick Expenses are added to your Expense Report.

NOTE	See the *Create Expense Report* QRG for detailed steps for completing and submitting an Expense Report.

You have successfully completed this task.

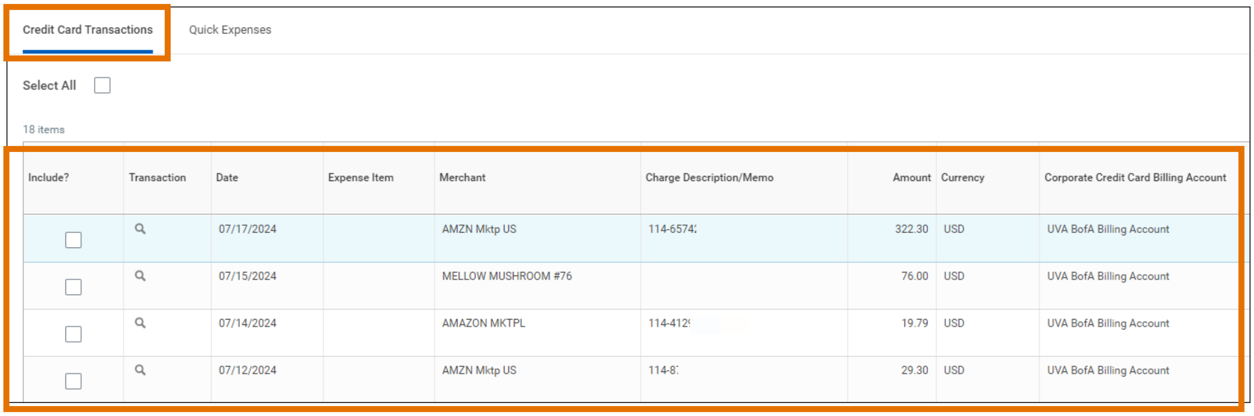
Link Quick Expenses in Expense Report for T&E Credit Card Transactions

After you e-mail your receipts to Workday, they will appear as Quick Expenses in Workday. If the Quick Expense is for a T&E credit card transaction, you must first select the T&E card transaction and then link the appropriate Quick Expense (receipt) to that transaction.

CAUTION	Never select a T&E card charge as a Quick Expense in Workday. You must always select T&E card charges under Credit Card Transaction. If you select a receipt that belongs to a T&E card transaction as a Quick Expense, it will be processed as a reimbursement and will need to be paid back to the university.

On the **first Create Expense Report** screen:

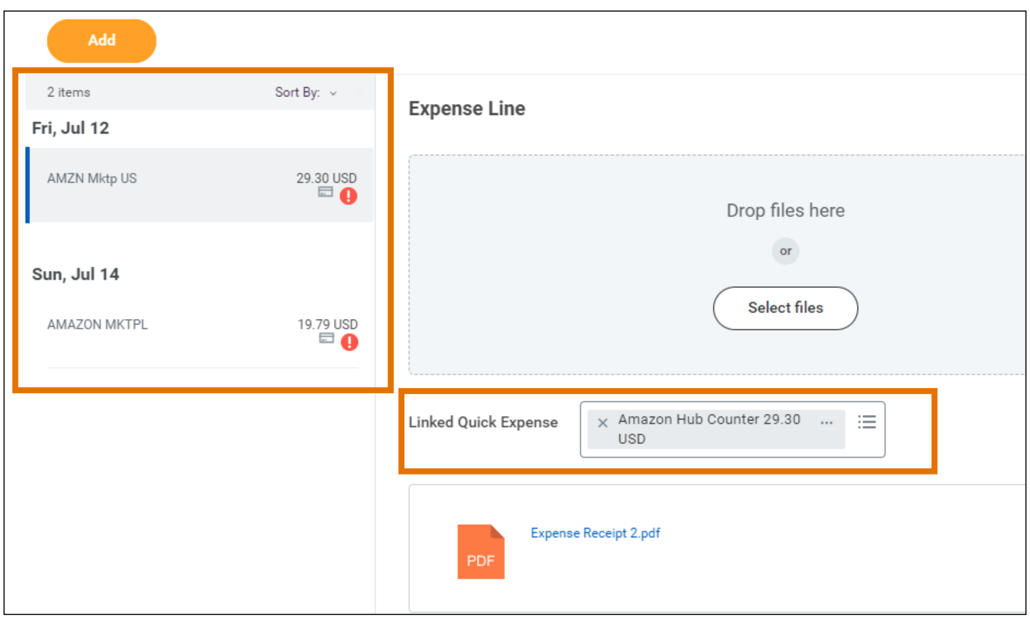
1. Scroll to the bottom of the screen and select your T&E credit card transactions from the **Credit Card Transactions** tab.



2. Click **OK**.
3. The selected T&E card transactions are added to your expense report (on the second screen).

On the **second Create Expense Report** screen:

4. Click the **Linked Quick Expense** field and select the appropriate Quick Expense for the transaction.



NOTE	See the *Create Expense Report* QRG for detailed steps for completing and submitting an Expense Report.

You have successfully completed this task.