

Credit Card Expense Reports *Desktop*



This guide is essential for understanding how to effectively manage your credit card expense reports in Workday. It clarifies the automated creation process, ensures accurate coding and receipt attachment, and outlines the steps for submitting reports correctly. Following this guide will help prevent errors, streamline the approval process, and ultimately save time and effort when handling expenses.



Alert! Workday will create the expense report. You as the cardholder will NOT be creating any expense reports for your credit card. If the card is a house card, a report will be created every other Friday. For Admin cards Workday will create an expense report between the 23rd and 26th, depending on how many days are in the month.

1 Click "Expenses Hub" from the home screen.

The screenshot displays the Workday home screen interface. On the left, the 'Awaiting Your Action' section lists three expense reports for RYAN CONNELL (31503) with their respective dates and amounts. Below this is a 'Timely Suggestions' section. On the right, the 'Quick Tasks' section includes links for 'My Payslips', 'Time Off Balance', and 'My Goals'. The 'Your Top Apps' section on the right lists 'Supplier Accounts', 'Jobs Hub', 'Absence', and 'Expenses Hub'. An orange arrow points to the 'Expenses Hub' app icon. At the bottom, a 'Recommended for You' section is visible. The Windows taskbar is shown at the very bottom of the screen.

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This is how a created credit card expense report will look from Workday. Notice the date the report was created, the report ID and "Please Enter a purchase description" This is the formant workday will use.

Share with Workday Mobile App

Upload photos of receipts from your device using the Workday mobile app for iOS or Android

Tasks

Create Expense Report

Needs attention

Expense Reports To Submit

Edit or view expense reports that require action

DRAFT

05/19/2025 - 10000105 Please enter a purchase description.

Total: \$52,879.46

Transactions To Expense

Expenses that you need to add reports and submit

05/19/2025 - Rent

Quick Expense: \$1,912.22

05/05/2025 - Costco

3

After selecting the report from the previous screen, you will be brought to the details of the expense report. To the left you will find all the transactions inside the report. Select a transaction to edit the details.

Add

30 items Sort By: ▾

Tue, Apr 1

Default Expense Item 1,994.12 USD

Please Enter a Purchase Description

Default Expense Item 1,912.22 USD

Please enter a Purchase description

Default Expense Item 1,825.95 USD

Please enter a purchase description

Default Expense Item 2,566.29 USD

Please enter a purchase description

Default Expense Item 1,570.59 USD

Please enter a purchase description

Default Expense Item 2,097.67 USD

Please enter a purchase description

Default Expense Item 1,523.66 USD

Please enter a purchase description

Expense Line

Drop files here

or

Select files

Linked Quick Expense

Credit Card Transaction 04/01/2025 284066902 1,994.12 USD

Charge Description 284066902

Expense Date * 04/01/2025

Expense Item * x Default Expense Item

Total Amount 1,994.12

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After selecting one of the expenses to work on it will bring you to the below screen. Here you will have the ability to properly code and attach receipts.

se Item 1,912.22 U...
Purchase descripti...

se Item 1,825.95 U...
purchase descripti...

se Item 2,566.29 U...
purchase descripti...

se Item 1,570.59 U...
purchase descripti...

se Item 2,097.67 U...
purchase descripti...

se Item 1,523.66 U...
purchase descripti...

se Item 1,760.45 U...
purchase descripti...

se Item 1,755.76 U...
purchase descripti...

or

Select files

Linked Quick Expense

Credit Card Transaction 04/01/2025 284066902 1,994.12 USD

Charge Description 284066902

Expense Date * 04/01/2025

Expense Item * x Default Expense Item

Total Amount 1,994.12

Currency * USD

Memo * Please Enter a Purchase Description

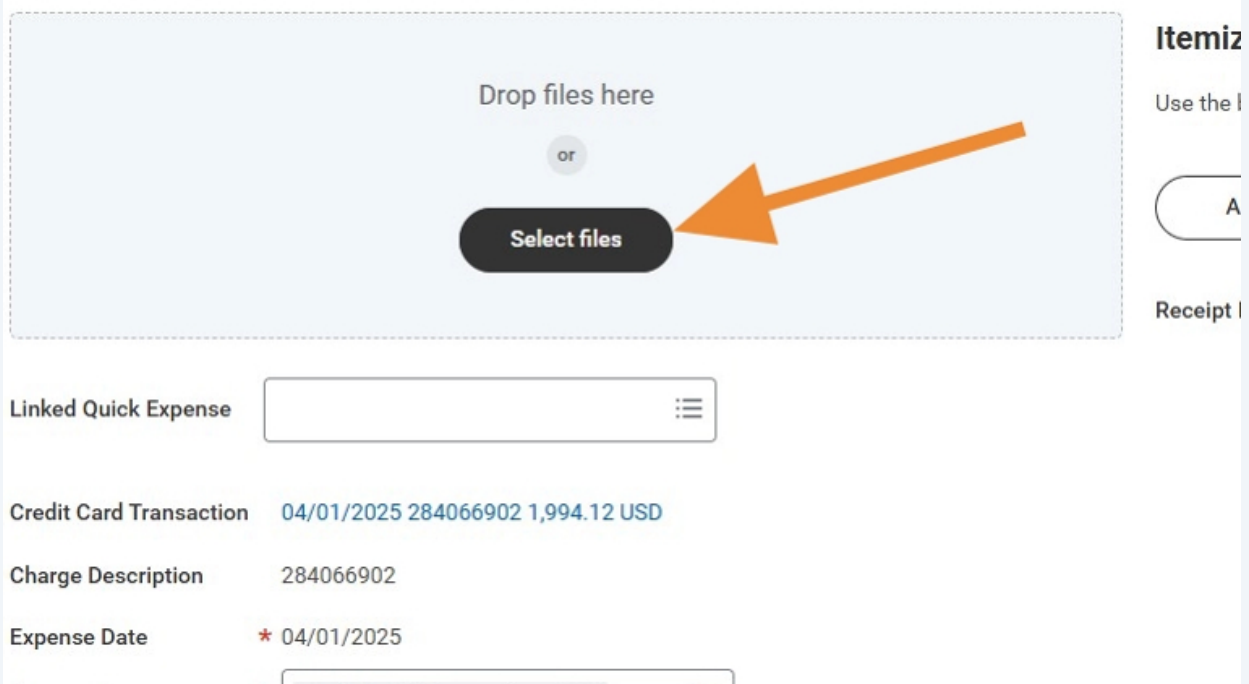
Company x KCS KenCrest Services



Alert! Notice that the "Expense Item" and "Memo" are prefilled. These both NEED to be changed and coded properly. If not done properly, the system will not allow the report to be submitted.

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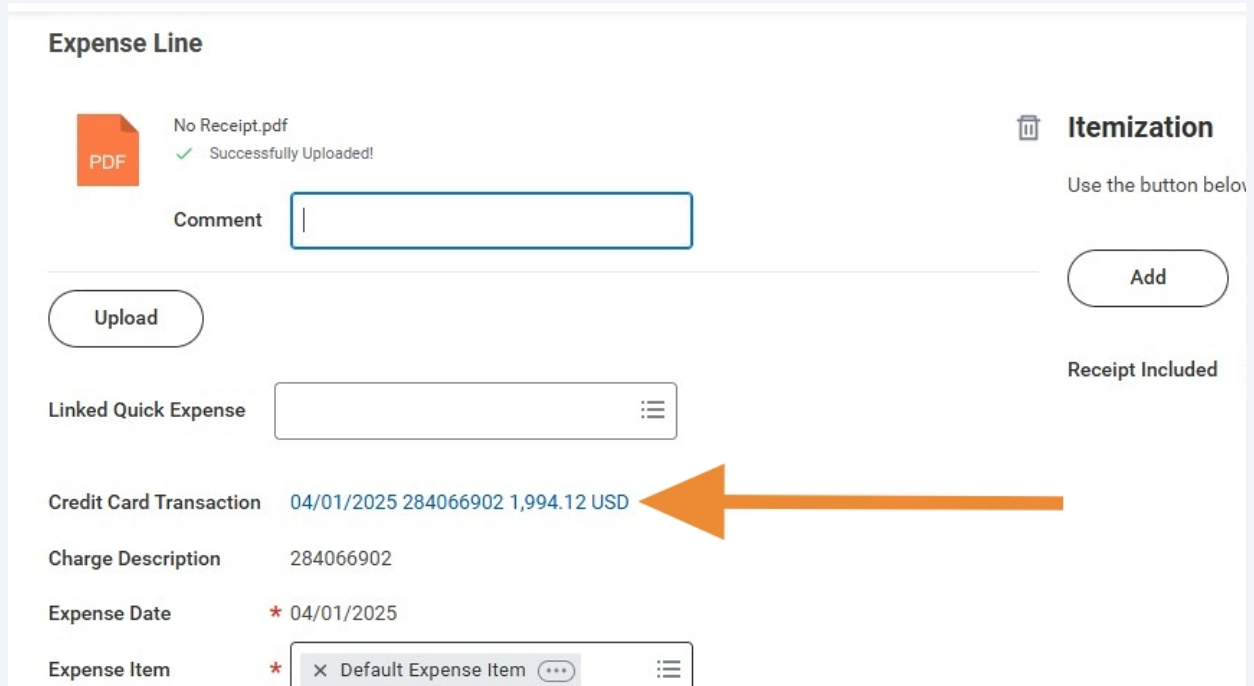
Click "Select files" to attach receipt that has been scanned in. For receipts that you have taken a picture of on your phone follow the "Quick Expense" steps created in another guide.



The screenshot shows a light blue dashed box containing the text "Drop files here" and a small "or" button. Below this is a dark grey button labeled "Select files", which is pointed to by a large orange arrow. To the right of the box, the text "Itemiz" is visible. Below the dashed box, there is a "Linked Quick Expense" field with a dropdown menu icon. Further down, the "Credit Card Transaction" field displays a blue hyperlink: "04/01/2025 284066902 1,994.12 USD". Below this are fields for "Charge Description" (284066902) and "Expense Date" (* 04/01/2025).

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You will notice that "Credit Card Transaction" has a hyperlink. Selecting the link will provide basic information of the transaction.



The screenshot shows the "Expense Line" form. At the top, there is a PDF icon and the text "No Receipt.pdf" and "Successfully Uploaded!". Below this is a "Comment" field. To the right, there is a trash icon and the text "Itemization". Below the "Itemization" text, there is a button labeled "Add". Below the "Add" button, there is a button labeled "Upload". Below the "Upload" button, there is a "Linked Quick Expense" field with a dropdown menu icon. Further down, the "Credit Card Transaction" field displays a blue hyperlink: "04/01/2025 284066902 1,994.12 USD", which is pointed to by a large orange arrow. Below this are fields for "Charge Description" (284066902) and "Expense Date" (* 04/01/2025). At the bottom, there is an "Expense Item" field with a dropdown menu icon and the text "x Default Expense Item".

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Transaction Information

2,017.36 U

1,949.10 U

1,598.48 U

1,499.00 U

2,025.10 U

2,033.83 U

2,092.54 U

1,646.94 U

1,525.21 U

1,681.63 U

1,570.59 U

Linked Quick Expense

Credit Card Transaction

Charge Description

Expense Date

Expense Item

Total Amount

Currency

Memo

Company

Cost Center

Additional Worktags

05/01/2025 288396059 2,033.83 USD

Download PDF

Expense Payee RYAN CONNELL (31503)

Credit Card Network Visa

Status Pending

Transaction Information

Corporate Credit Card Billing Account M&T - Admin

Credit Card Visa - RYAN CONNELL - M&T - Admin - 7605

Credit Card Category ~Worker~ Credit Card

Cardholder Employee: RYAN CONNELL (31503)

Transaction Files KenCrest_Admin_87_20250503090550.txt on 05/03/2025

Transaction Date 05/01/2025

Posted Date 05/02/2025

Billing Date 05/25/2025

Transaction Number 1122702189687605-05022025-24906415121228229800541-578840

Transaction Type Purchase

Transaction Type Code 10

Merchant Code 6513 - REAL ESTATE AGENTS AND MANAGERS-RENTALS

Last 4 Digits of Credit Card Number 7605

Charge Description Line 1 288396059

Charge Description Line 2 (empty)

any's expense policy requires itemizations.

8

Transaction information

2,017.36 U

1,949.10 U

1,598.48 U

1,499.00 U

2,025.10 U

2,033.83 U

2,092.54 U

1,646.94 U

1,525.21 U

1,681.63 U

1,570.59 U

Linked Quick Expense

Credit Card Transaction

Charge Description

Expense Date

Expense Item

Total Amount

Currency

Memo

Company

Cost Center

Additional Worktags

Charge Description Line 1 288396059

Charge Description Line 2 (empty)

Extended Transaction Amount 2,033.83

Extended Tax Amount 0.00

Transaction Currency USD

Currency Rate 0

Billing Amount 2,033.83

Billing Tax Amount 0.00

Billing Currency USD

Detail Information

Merchant (empty)

Origination City (empty)

Destination City (empty)

Merchant Name YSI*Property Payment Rent

Merchant Location 610-3639067, PA, 840

Merchant Country 840

Merchant City 610-3639067

Merchant Country Region Pennsylvania

Merchant Postal Code 19341

any's expense policy requires itemizations.

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You **MUST** remove "Default Expense Item" and add an "Expense Item". You may either type the item you need, for example "gas" and press enter. If the expense is available, it will appear and populate. Your other option is select the drop down menu to the right in the box to get a list of different way to find the expense item.

Upload

Receipt Included

Linked Quick Expense

Credit Card Transaction

04/01/2025 284066902 1,994.12 USD

Charge Description

284066902

Expense Date

* 04/01/2025

Expense Item

*

×

Default Expense Item

...

⋮

Total Amount

1,994.12

Currency

* USD

Memo

*

Please Enter a Purchase Description

Company

×

KCS KenCrest Services

...

⋮

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Select expense Item

Upload

Linked Quick Expense

Credit Card Transaction

04/01/2025 284066902 1,994.12 USD

Charge Description

284066902

Expense Date

* 04/01/2025

Expense Item

*

food

×

Search Results

(3)

○

Food for Meetings

...

○

Food Service Supplies

...

○

Food and Beverages for Individuals

...

Total Amount

Currency

*

Memo

Company

×

KCS KenCrest Services








...

⋮

Cost Center







11

You **MUST** remove the populated "Please Enter a Purchase Description" and input description for the transaction.

Charge Description	284000902
Expense Date	* 04/01/2025
Expense Item	* <input type="text" value="Search"/>  <div> × Food for Meetings   </div>
Total Amount	1,994.12
Currency	* USD
Memo	* <input type="text" value="Please Enter a Purchase Description"/>
Company	× KCS KenCrest Services  
Cost Center	<input type="text"/> 
Additional Worktags	<input type="text"/> 

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Select the "Cost Center" you wish to charge. Follow same steps used in finding Expense Item.

Credit Card Transaction	04/01/2025 284066902 1,994.12 USD
Charge Description	284066902
Expense Date	* 04/01/2025
Expense Item	* × Food for Meetings  
Total Amount	1,994.12
Currency	* USD
Memo	* <input type="text" value="Food for Program Meeting"/>
Company	× KCS KenCrest Services  
Cost Center	<input type="text"/> 
Additional Worktags	<input type="text"/> 

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After completing expense, click on the expense on the left to set it to your changed coding and description. NOTE: If there are no errors the red explanation will disappear. If the system detects an error the red explanation will remain.

Tue, Apr 1

Default Expense Item	Amount	Status
Please Enter a Purchase Descripti...	1,994.12 U...	!
Please enter a Purchase descripti...	1,912.22 U...	!
Please enter a purchase descripti...	1,825.95 U...	!
Please enter a purchase descripti...	2,566.29 U...	!
Please enter a purchase descripti...	1,570.59 U...	!
Please enter a purchase descripti...	2,097.67 U...	!
Please enter a purchase descripti...	1,523.66 U...	!
	1,760.45 U...	

Expense Entry

No Receipt.pdf
✓ Successfully Uploaded!

Comment

Upload

Linked Quick Expense

Credit Card Transaction 04/01/2025 284066902 1,994.12 USD

Charge Description 284066902

Expense Date * 04/01/2025

Expense Item *

Total Amount 1,994.12

Currency * USD

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Select the next expense item, and move down the list until all expense items in report have been completed.

Tue, Apr 1

Expense Item	Amount	Status
Food for Meetings	1,994.12 U...	
Food for Program Meeting		
Please Enter a Purchase Descripti...	1,912.22 U...	!
Please enter a purchase descripti...	1,825.95 U...	!
Please enter a purchase descripti...	2,566.29 U...	!
Please enter a purchase descripti...	1,570.59 U...	!
Please enter a purchase descripti...	2,097.67 U...	!
Please enter a purchase descripti...	1,523.66 U...	!
	1,760.45 U...	
	1,755.76 U...	

Expense Line

No Receipt.pdf
Uploaded by RYAN CONNELL (31503)

Comment

Upload

Linked Quick Expense

Credit Card Transaction 04/01/2025 284066902 1,994.12 USD

Charge Description 284066902

Expense Date * 04/01/2025

Expense Item *

Total Amount 1,994.12

Currency * USD

Memo *

Company

Cost Center

Additional Worktags

Itemization

Just now

Use the button below only if your compar

Add

Receipt Included ☒

Fri, Apr 4

Default Expense Item 1,517.13 U...

15

Once all expenses have been completed with no errors. Click "Submit" to send to your approver.

Expense Description	Amount
Food Service Supplies food	1,912.22 USD
Gas gas	1,825.95 USD
Gas gas	2,566.29 USD
Gas gas	1,570.59 USD
Gas gas	2,097.67 USD
Gas gas	1,523.66 USD

Field	Value
Comment	
Upload	
Linked Quick Expense	
Credit Card Transaction	04/01/2025 284083839 1,523.66 USD
Charge Description	284083839
Expense Date	* 04/01/2025
Expense Item	* X Gas
Total Amount	1,523.66
Currency	* USD

Submit Save for Later Close



Tip! If your approver has no issues with your expense report, they will then submit it to the Expense team. If your approver does find any errors they will send back to you with notes on what they want corrected.