

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.

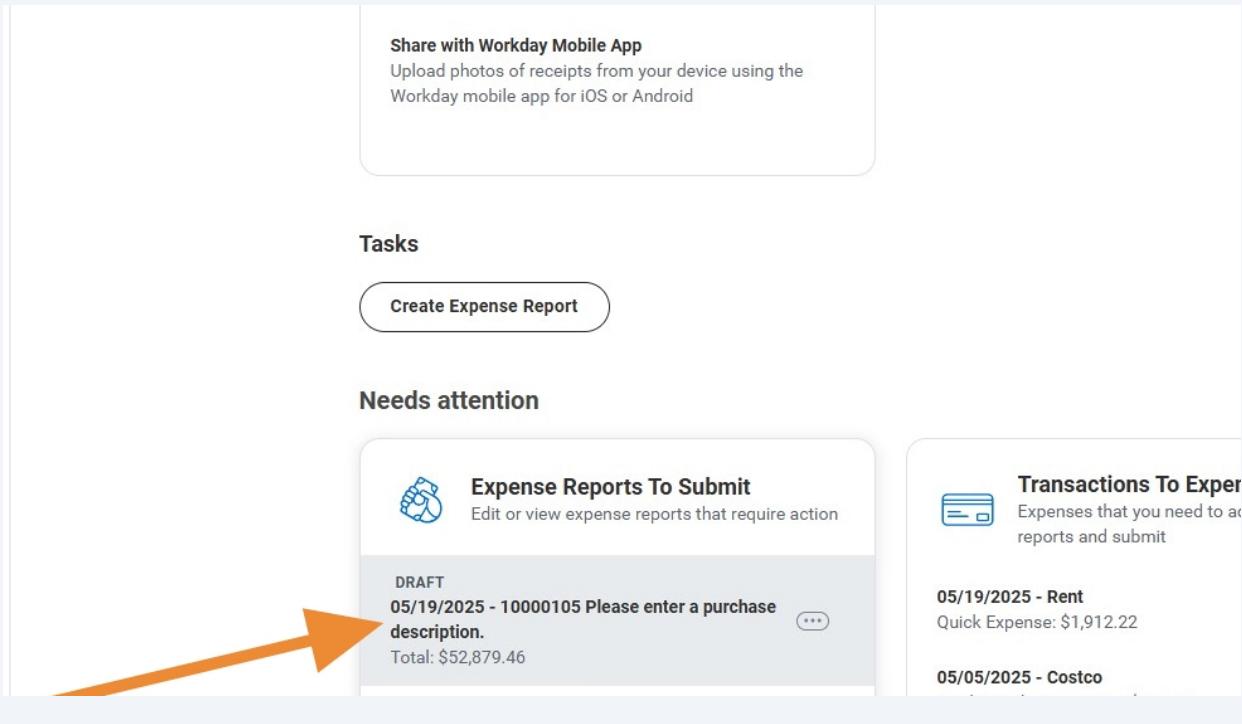
- 1 Click "Expenses Hub" from the home screen.

The screenshot shows the Workday Home screen with the following sections:

- Awaiting Your Action:** Lists three expense reports:
 - Expense Report: 10000101, RYAN CONNELL (31503) on 05/14/2025 for \$459.11 (Due 05/26/2025)
 - Expense Report: 10000102, RYAN CONNELL (31503) on 05/15/2025 for \$16.52 (Due 05/22/2025)
 - Expense Report: 10000094, RYAN CONNELL (31503) on 05/06/2025 for \$1,850.00 (Due 05/13/2025)[Go to My Tasks \(4\)](#)
- Timely Suggestions:** Placeholder for active items.
- Recommended for You:** A row of small application icons.
- Quick Tasks:** Buttons for My Payslips, Time Off Balance, and My Goals.
- Your Top Apps:** Buttons for Supplier Accounts, Jobs Hub, Absence, and Expenses Hub (which is highlighted with an orange arrow).
- [View All Apps](#)

2

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

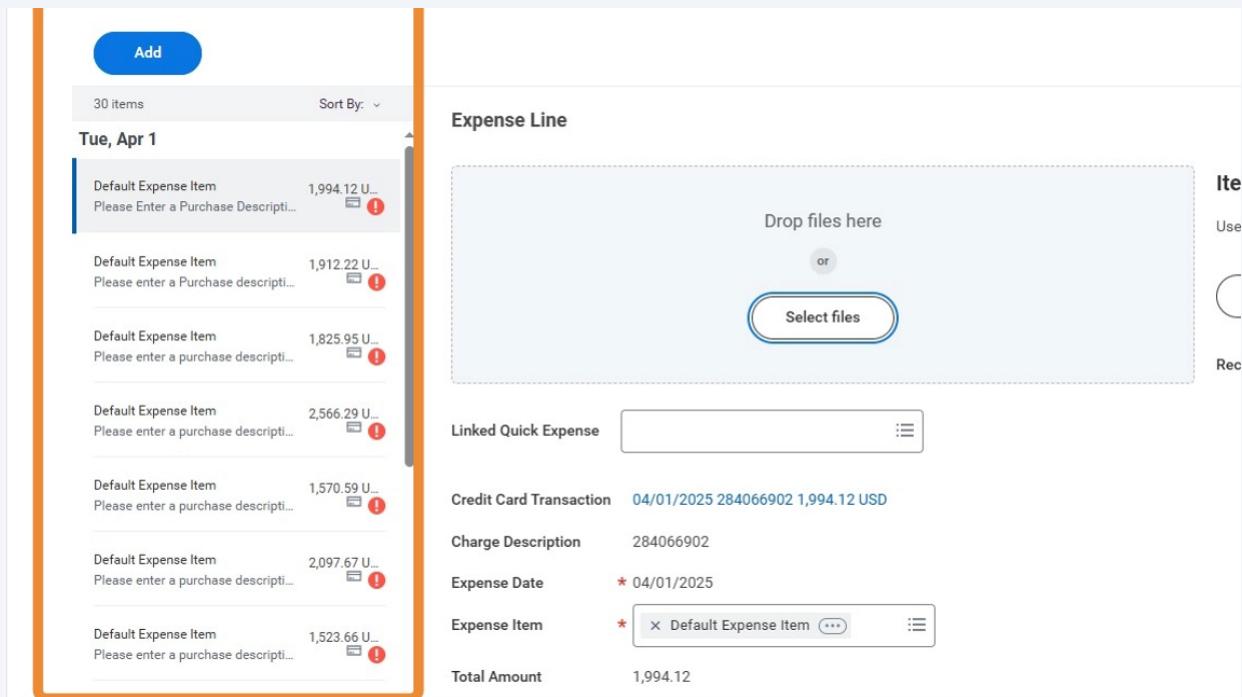
Transactions To Export
Expenses that you need to add to a report and submit

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 U...	Drop files here
Please Enter a Purchase Description...	1,994.12 U...	or
Default Expense Item	1,912.22 U...	Select files
Please enter a Purchase Description...	1,912.22 U...	
Default Expense Item	1,825.95 U...	
Please enter a Purchase Description...	1,825.95 U...	
Default Expense Item	2,566.29 U...	
Please enter a Purchase Description...	2,566.29 U...	
Default Expense Item	1,570.59 U...	
Please enter a Purchase Description...	1,570.59 U...	
Default Expense Item	2,097.67 U...	
Please enter a Purchase Description...	2,097.67 U...	
Default Expense Item	1,523.66 U...	
Please enter a Purchase Description...	1,523.66 U...	

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 * Default Expense Item

Total Amount 1,994.12

4

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.

Expense Item 1,912.22 U...

Expense Item 1,825.95 U...

Expense Item 2,566.29 U...

Expense Item 1,570.59 U...

Expense Item 2,097.67 U...

Expense Item 1,523.66 U...

Expense Item 1,760.45 U...

Expense Item 1,755.76 U...

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

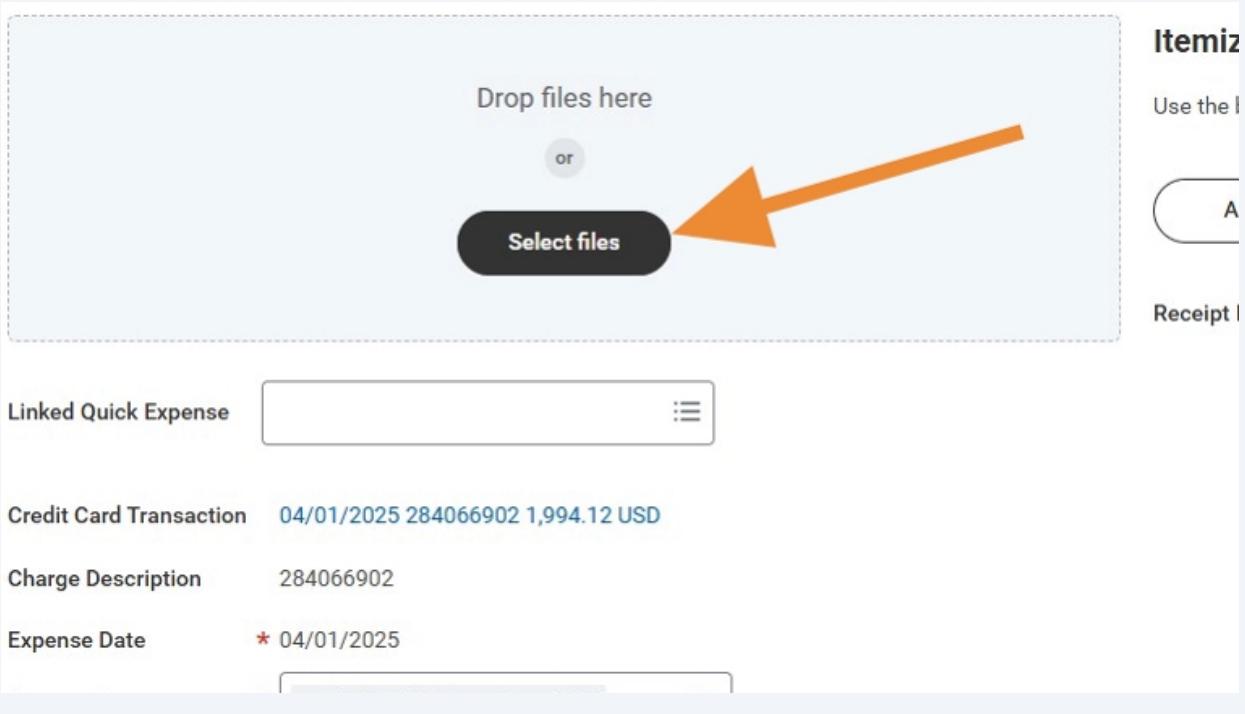
Company X KCS KenCrest Services

Select files



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.

5 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.



Drop files here

or

Select files

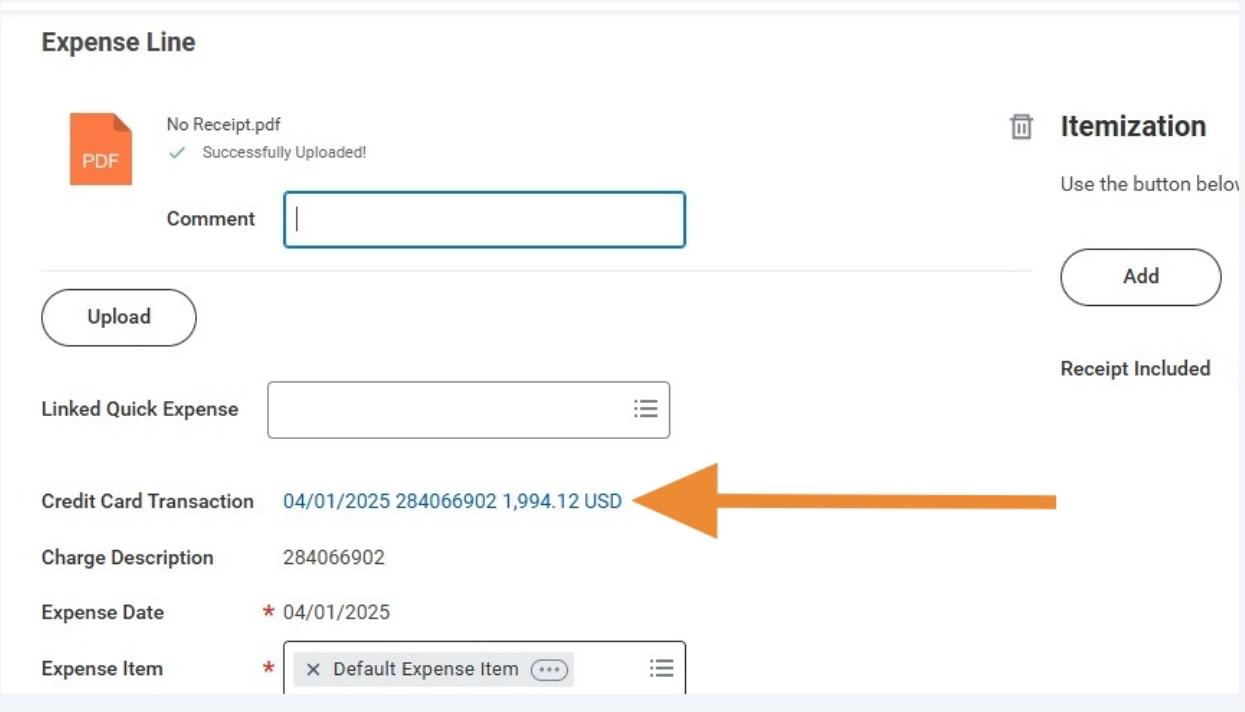
Linked Quick Expense

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

Charge Description 284066902

Expense Date * 04/01/2025

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



Expense Line

PDF No Receipt.pdf ✓ Successfully Uploaded!

Comment

Upload

Itemization

Use the button below

Add

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 * X Default Expense Item (...

7 Transaction Information

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)

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...
Additional Worktags

8 Transaction information

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

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...
Additional Worktags

9

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

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 ⋮

10

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 * ⋮

Total Amount ⋮

Currency * ⋮

Memo ⋮

Company ⋮

Cost Center ⋮

Search Results (3)

- Food for Meetings ⋮
- Food Service Supplies ⋮
- Food and Beverages for Individuals ⋮

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="Food for Meetings"/> <input type="button" value="..."/>
Total Amount	1,994.12
Currency	* USD
Memo	* <input type="text" value="Please Enter a Purchase Description"/>
Company	<input type="text" value="KCS KenCrest Services"/> <input type="button" value="..."/>
Cost Center	<input type="text"/> <input type="button" value="..."/>
Additional Worktags	<input type="text"/> <input type="button" value="..."/>

12

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	* <input type="text" value="Food for Meetings"/> <input type="button" value="..."/>
Total Amount	1,994.12
Currency	* USD
Memo	* <input type="text" value="Food for Program Meeting"/>
Company	<input type="text" value="KCS KenCrest Services"/> <input type="button" value="..."/>
Cost Center	<input type="text"/> <input type="button" value="..."/>
Additional Worktags	<input type="text"/> <input type="button" value="..."/>

13

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	1,994.12 U...	994.12 U...
Please Enter a Purchase Description		
Default Expense Item	1,912.22 U...	1,912.22 U...
Please enter a Purchase Description		
Default Expense Item	1,825.95 U...	1,825.95 U...
Please enter a purchase description		
Default Expense Item	2,566.29 U...	2,566.29 U...
Please enter a purchase description		
Default Expense Item	1,570.59 U...	1,570.59 U...
Please enter a purchase description		
Default Expense Item	2,097.67 U...	2,097.67 U...
Please enter a purchase description		
Default Expense Item	1,523.66 U...	1,523.66 U...
Please enter a purchase description		
Default Expense Item	1,760.45 U...	1,760.45 U...

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 * Food for Meetings

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

Food for Meetings	1,994.12 U...	1,994.12 U...
Food for Program Meeting		
Default Expense Item	1,912.22 U...	1,912.22 U...
Please enter a Purchase Description		
Default Expense Item	1,825.95 U...	1,825.95 U...
Please enter a purchase description		
Default Expense Item	2,566.29 U...	2,566.29 U...
Please enter a purchase description		
Default Expense Item	1,570.59 U...	1,570.59 U...
Please enter a purchase description		
Default Expense Item	2,097.67 U...	2,097.67 U...
Please enter a purchase description		
Default Expense Item	1,523.66 U...	1,523.66 U...
Please enter a purchase description		
Default Expense Item	1,760.45 U...	1,760.45 U...
Please enter a purchase description		
Default Expense Item	1,755.76 U...	1,755.76 U...
Please enter a purchase description		

PDF Uploaded by RYAN CONNELL (31503)

Comment

Upload

Linked Quick Expense

Expense Line

Just now

Use the button below only if your company uses Itemization

Add

Receipt Included

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 * Food for Program Meeting

Company KCS KenCrest Services

Cost Center 55610 3851 Hallman Ave, Collegeville, PA 19426

Additional Worktags

Fri, Apr 4

Default Expense Item	1,517.13 U...
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15

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

Expense Type	Amount
Food Service Supplies	1,912.22
Gas	1,825.95
Gas	2,566.29
Gas	1,570.59
Gas	2,097.67
Gas	1,523.66

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: *

Total Amount: 1,523.66

Currency: * USD

Buttons: Submit (highlighted), 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.