Workday Expenses

Reference Guide
Adding the Expenses App in Workday
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If you’re not already in Workday, log into it using your UR Active Directory/NetID credentials at https://www.rochester.edu/adminfinance/urfinancials/workday-login/

• Select View All Apps
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• Select + Add Apps
• Type Expenses in the search box that appears on the left of your screen
• Select the + icon to the right of Expenses to add it to your Apps
• Select Back to Menu, the Expenses icon is now saved as a favorite app

You have successfully added the Expenses App to your Workday homepage!
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To view your Expenses dashboard:

- On your Workday homepage in Your Top Apps section, click on Expenses

- When the Expenses app is not listed, select View All Apps, then select Expenses from the Menu panel on the left side
UR AMEX corporate card transactions integration

Your Expenses dashboard has shortcuts to frequently used actions and views related to Expenses.

- **Actions**
  - Create an Expense Report
  - Create a Spend Authorization
  - Edit Expense Transactions

- **View**
  - Your Expense Reports
  - Your Spend Authorizations
  - Your Expense Transactions
  - Your Payment Elections

- **Recent Expense Reports**
  - Shows the recent expense reports and the status of the report

- **Recent Expense Reports**
  - Canceled - 08/08/2022 - AAP (American Academy of Pediatrics) Membership Dues
  - Waiting on Manager - 08/08/2022 - AAP (American Academy of Pediatrics) Membership Dues