

## Expenses Hub Overview

This Quick Reference Guide (QRG) walks **Employees** using the Expenses Hub app. The Expenses Hub was introduced in Workday release R1 in March, 2023. Also, more features will be coming to the Expenses Hub at a later time.

The Expenses Hub will automatically display in your list of Apps under Menu.

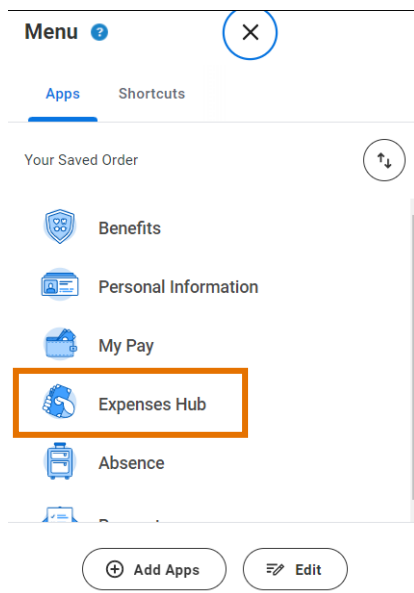


The Expenses Hub replaces the Expense app. While you can still use the Expenses app, it is recommended that you delete the Expense app from your menu and use the Expenses Hub. Eventually, the Expenses app will be sunset from Workday.

## Using the Expense Hub app

On the **Workday Home** screen:

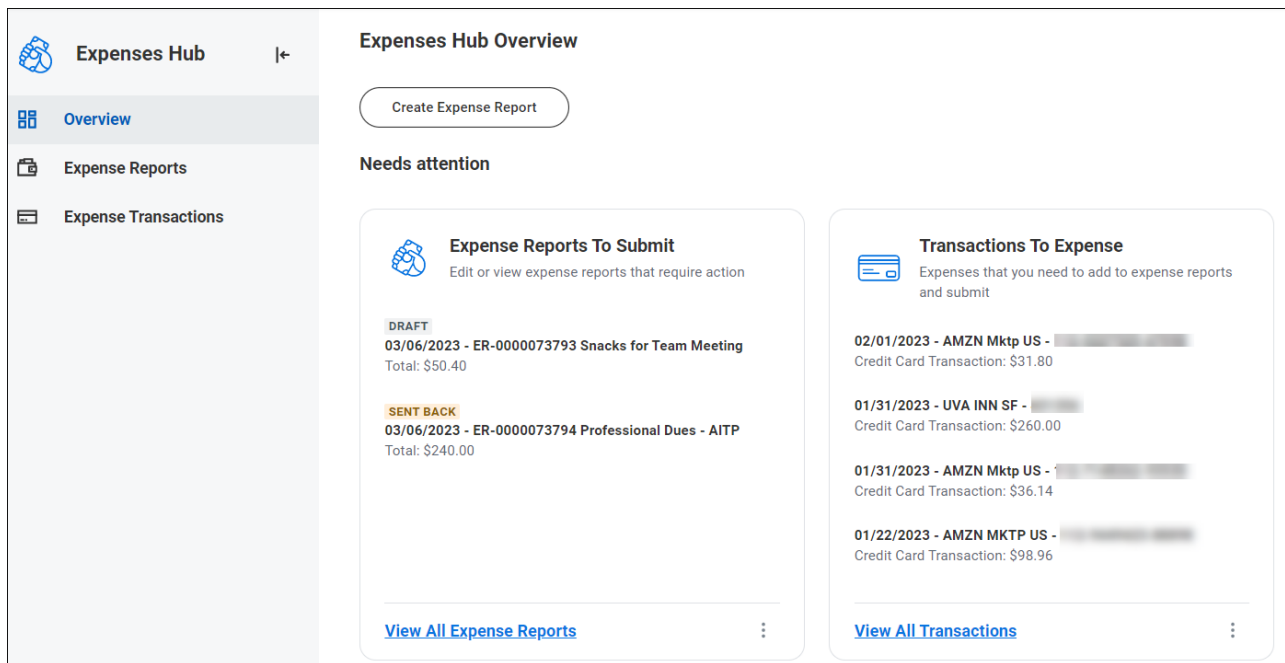
1. Click **Menu**, then **click Apps**.
2. Select **Expenses Hub**.



You can change the order of your apps by clicking the **Edit** button at the bottom of the Menu.

On the **Expenses Hub** screen:

- On the far left of the hub, the following options display:
  - **Overview** – displays by default and lists *Expense Reports to Submit* and *Transactions to Expense*. Select Overview to return to the Overview from other views.
  - **Expense Reports** – select to view a list of your expense reports. You can filter by status and date. (This is the same as the View All Expense Reports link)
  - **Expense Transactions** – select to view a list of your expense transactions. You can filter by transaction status and date. (This is the same as the View All Transactions link)
- **Expense Reports To Submit** - Expense Reports that require your attention display on the left side of the Expenses Hub Overview. These include expense reports in Draft format or those that have been sent back to you by an approver.
- **Transactions To Expense** - Any outstanding transactions display on the right side of the Expenses Hub Overview. These include T&E credit card transactions and quick expenses.



Under **Expenses Hub Overview**:

3. Click the **Create Expense Report** button to create a new expense report.

Under **Expense Reports To Submit**:

4. Select an expense report from the list to open that expense report and edit as needed.
5. Click **View All Expense Reports** to view the *My Expense Reports* report. You can view all of your expense reports and filter by status and date.
6. After viewing your reports, select **Overview** on the far-left side of the screen to return to the Expenses Hub Overview.

Under **Transactions To Expense**:

7. Select a transaction from the list to see more details about that transaction.
8. Click **View All Transactions** to view the *My Expense Transactions* report and filter by transaction status and date.
9. After viewing your transactions, select **Overview** on the far-left side of the screen to return to the Expenses Hub Overview.