



Quick Expenses - Receipt Scanning

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Receipt Scanning

- Receipt scanning is live!
- A new, convenient option for uploading receipts directly from the Workday mobile app on Apple and Android devices
- Optical character recognition (OCR) captures amount, currency, date, and merchant from a receipt with 85% accuracy
- Receipts uploaded through the mobile app create a quick expense which must be linked to an expense report line for reconciling LaCarte credit card transactions or reimbursing out-of-pocket purchases
- Easier to keep track of receipts while traveling or making in-person purchases.

Receipt Scanning

□ Users

- ▣ Employees
- ▣ Expense Data Entry Specialists
- ▣ Delegates - Create quick expenses for delegator and transfer via desktop
- ▣ Not available for Non-Workers/External Committee Members (ECMs)

□ Training

- ▣ Job aids and demo videos available on the LSU Workday website under Training Materials > Finance Training.
- ▣ https://www.lsu.edu/workday/finance_training.php

Receipt Scanning

- Additional Details
 - ▣ Receipt scanning is optional
 - ▣ Receipt scanning is not available from desktop
 - ▣ Each quick expense can only be linked to one expense report line
- Reminders
 - ▣ Always provide itemized receipts
 - ▣ Keep all receipts until the expense report is approved
 - ▣ Recapture photos if blurry
- Future Benefits
 - ▣ Foundation for additional features, such as suggested and defaulted expense items for scanned receipts and credit card transactions
 - ▣ Minimum of 3,000 scanned receipts are required to enable additional features