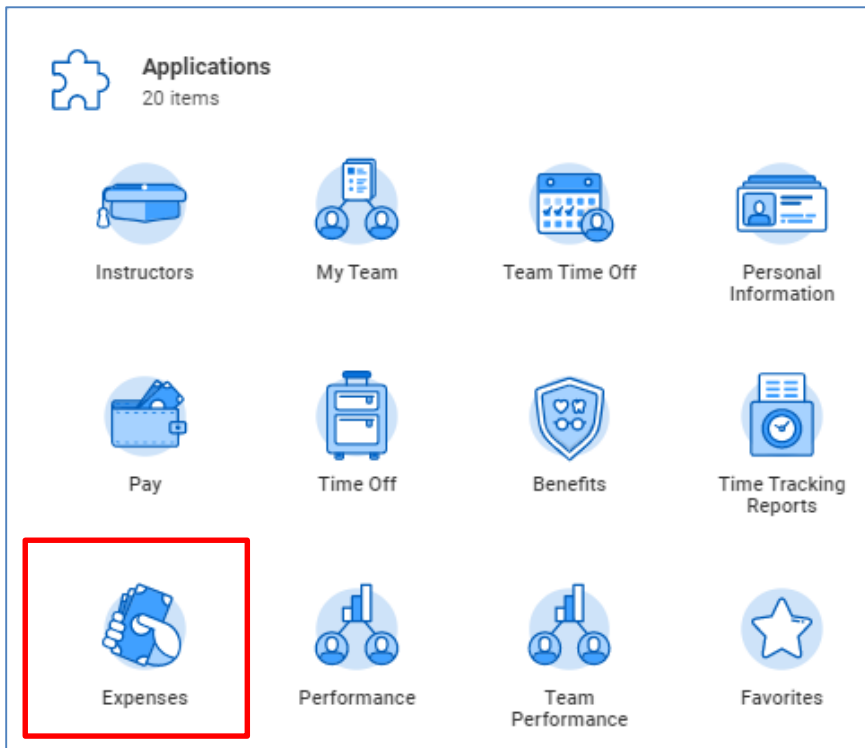


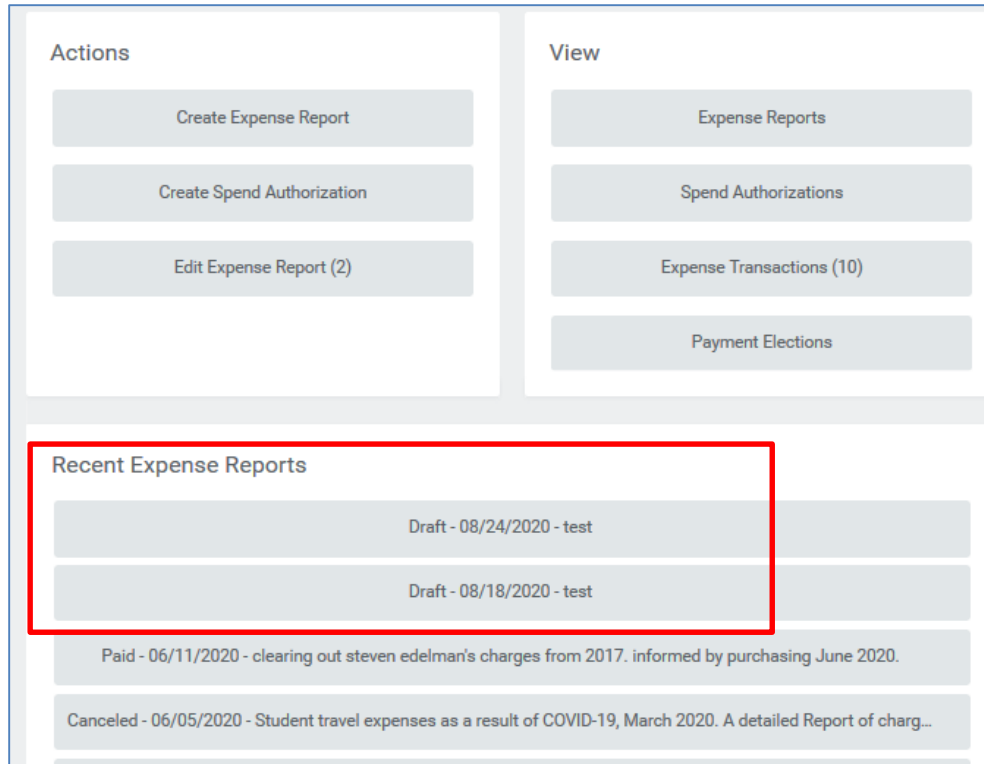
Finding & Editing Draft Expense Reports

Once an expense report has been started in Workday, but not completed, the expense report will go into “Draft” status. It is important to note that expense reports in “Draft” status will not be reflected on a budget, until they are submitted, and reviewed/approved by the Cost Center Manager. Please follow these steps to outlined here to find and edit a draft expense report.

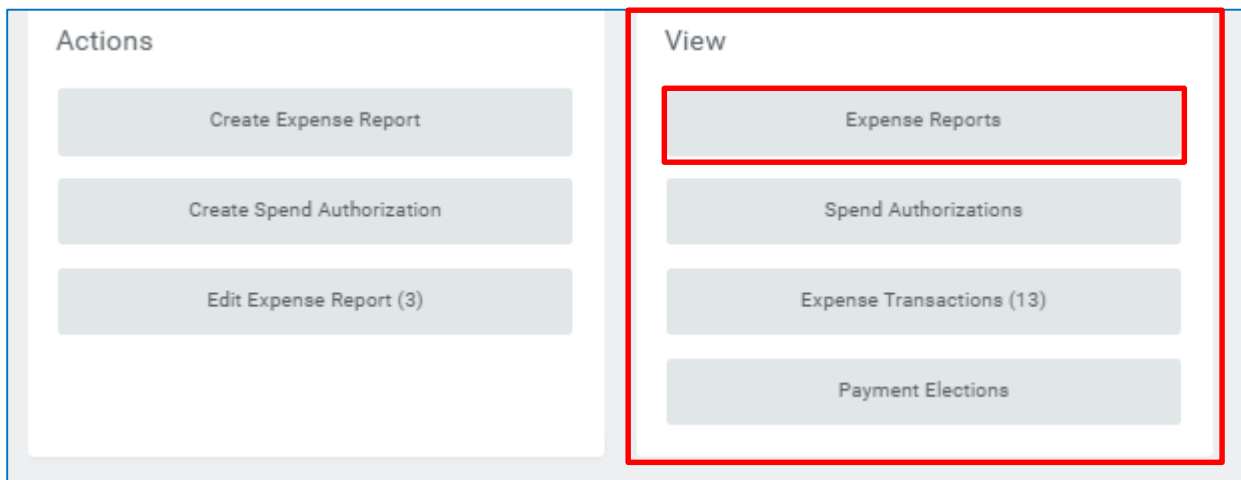
1. Log into Workday and Click the “Expenses” application.



2. Your draft Expense Report should appear under “Recent Expense Reports”. Click the Expense report you want to work on and it will open up in edit mode. When you have finished editing, see step 6. **If the ER you are looking for does not appear here, see steps 3-5 below.**



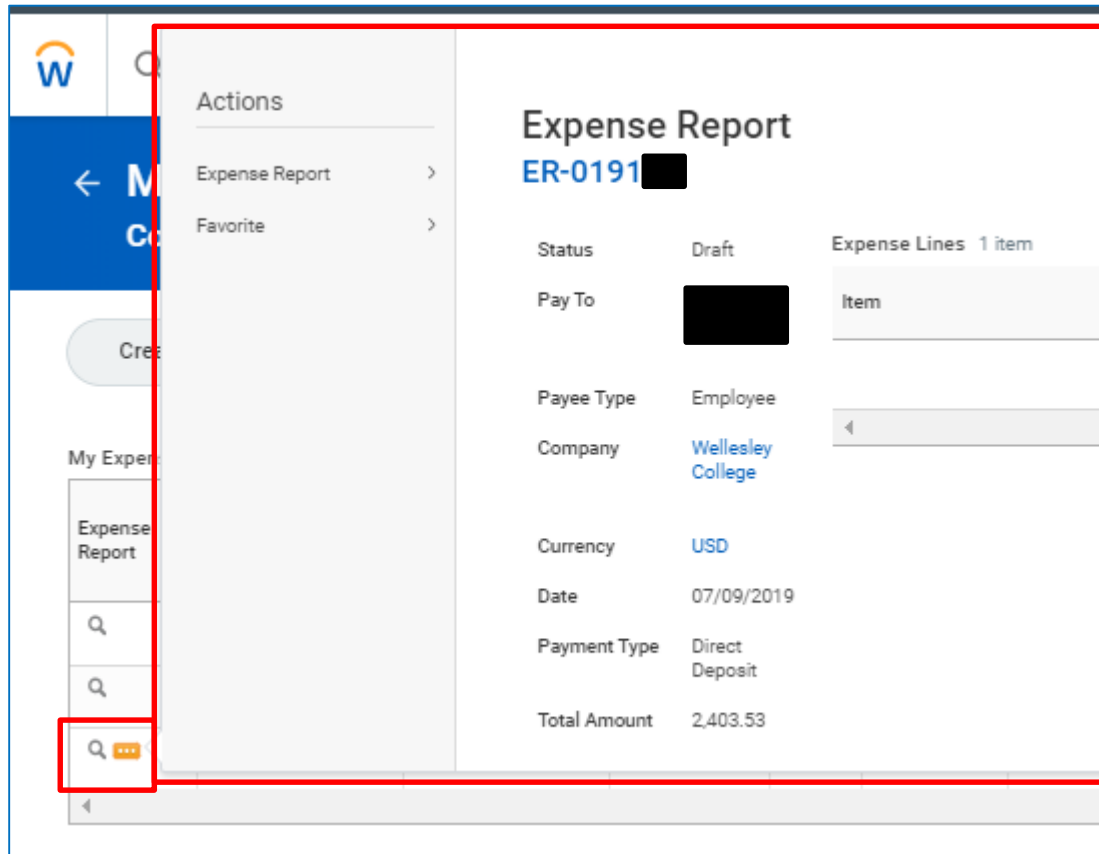
3. Click on “Expense Reports” under the View column and follow steps 3-5 below to open and edit your expense report.



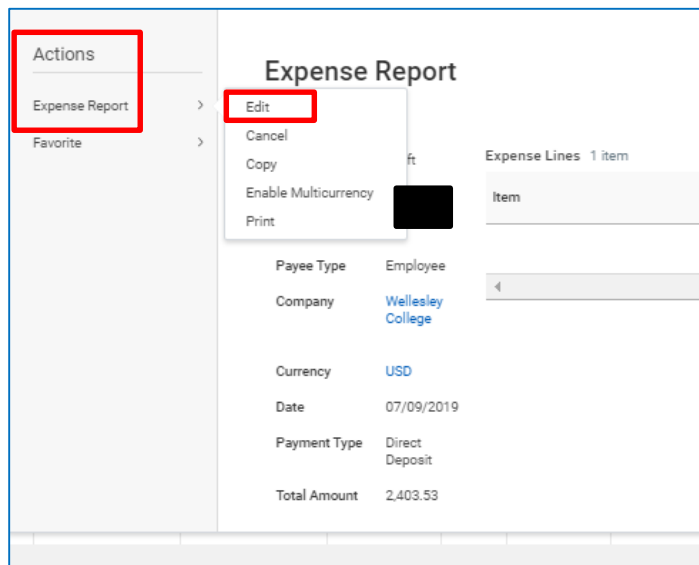
4. Click the 3 bars on the right-hand side of the "Expense Report Status" field and select "Draft" from the drop down menu. Back-date the "Report Date On or After" field and click on "OK" at the bottom of the page.

The screenshot shows a mobile application interface for "My Expense Reports". At the top is a blue header with the text "My Expense Reports". Below the header is a form with several fields. The "Expense Report Status" field is highlighted with a red box and shows a dropdown menu with "Draft" selected. The "Report Date On or After" field is also highlighted with a red box and shows the date "07 / 01 / 2017" with a calendar icon. Below it, the "Report Date On or Before" field shows the date "02 / 28 / 2020" with a calendar icon. At the bottom of the form are two buttons: "OK" (orange) and "Cancel" (grey).

5. A list of any/all drafts (depending on the date range you entered) will appear. Find the Expense Report that you want to edit. Hover your mouse to the right of the magnifier, and an orange “Twinkie” will appear. Click on the “Twinkie” and a sub-menu will appear.



6. On the sub-menu, under “Actions”, hover your mouse over “Expense Report”. Another small sub-menu will appear. Click on “Edit”.



7. The Expense Report will open in the editing mode, and you can complete it. Once it is completed, be sure to hit the submit button at the bottom of the screen.

Edit Expense Report
ER-019 [redacted] [Actions](#)

Header Attachments **Expense Lines**

[Add](#)

1 item

Tue, Jul 2

DELTA AIR 0062378587527	2,403.53 USD
-------------------------	--------------

Expense Line

Linked Quick Expense

Credit Card Transaction 07/02/2019 DELTA AIR 00623785 2,403.53 USD

Charge Description DELTA AIR 0062378587527

Date * 07/02/2019

Expense Item * **Error:** The field Expense Item is required and must have a value.

Total Amount 2,403.53

Currency * USD

Memo

Gift

Itemization

Remaining Amount to Itemize 2,403.53/2,403.53 USD

[Add](#)

Attachments from File

Drop files here

or

[Select files](#)

[Submit](#) [Save for Later](#) [Close](#)

8. Please MAKE SURE you see the word "SUCCESS" after clicking submit, or else the Expense Report will be automatically "Saved For Later".

Success! Event submitted

Expense Report: ER-019 [redacted] on 07/09/2019 for \$2,403.53 [Actions](#)

Up Next

Shennan, Andrew

Review Expense Report
Due Date 02/29/2020

[Details and Process](#)

Do Another

[Create Expense Report](#)
[Create Expense Report for Pre-Hire](#)