

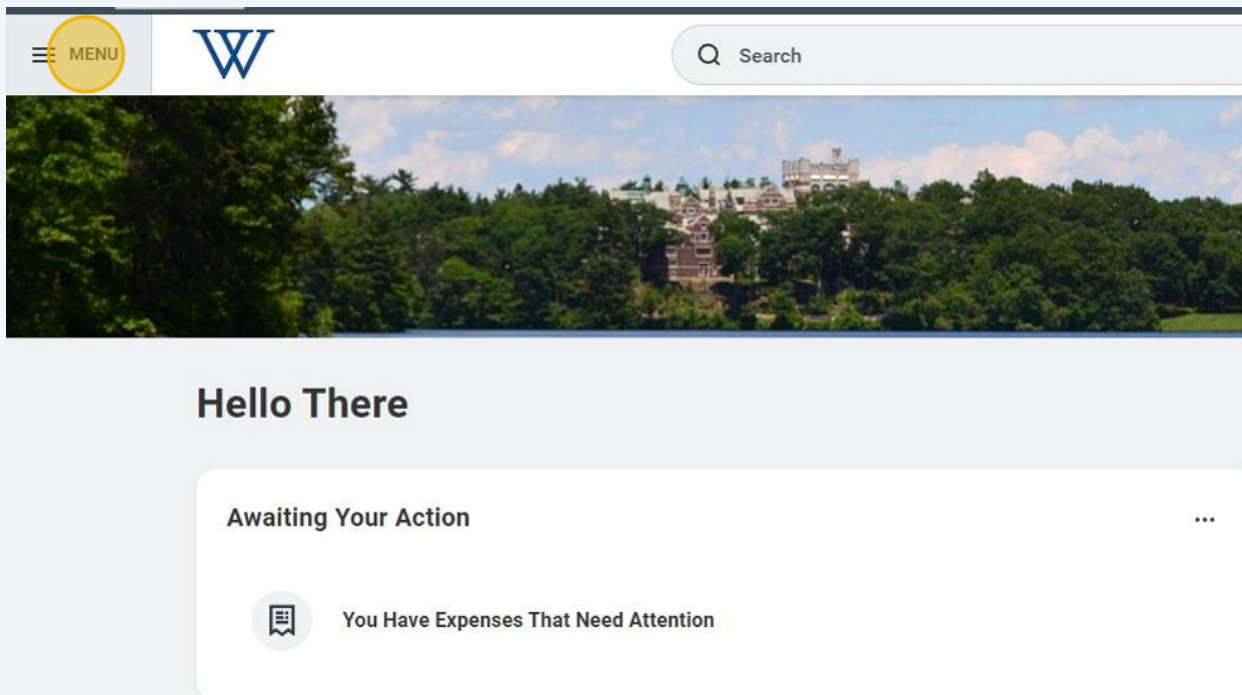
# Finding & Editing Draft Expense Reports



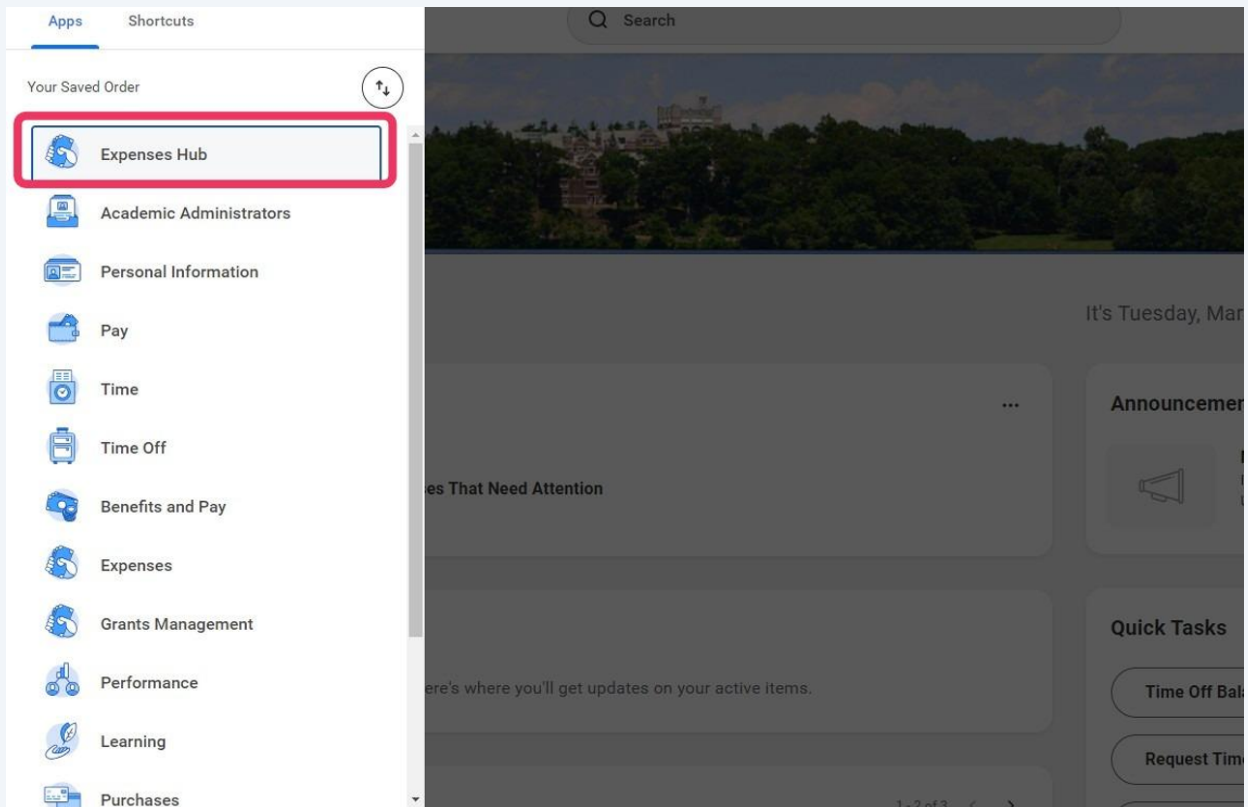
Once an expense report (ER) has been started in Workday, but not completed, the ER will go into "Draft" status. It is important to note that expense reports in "Draft" status will not be reflected on a budget until they are submitted, and reviewed/approved by the Cost Center Manager.

VERS: 20240306

## 1 Log into Workday and select Menu



## 2 Click the "Expenses Hub"



3 Click the "Draft" for a specific ER or "View My Expense Reports" to see all.

The screenshot shows the 'Expenses Hub' interface. On the left is a navigation menu with options like 'Overview', 'Expense Reports', 'Expense Transactions', 'Spend Authorizations', 'Cash Advances', and 'Payment Elections'. The main area has a 'Tasks' section with buttons for 'Create Expense Report' and 'Create Spend Authorization'. Below that is a 'Needs attention' section titled 'Expense Reports To Submit'. A card in this section shows a 'DRAFT' report for '01/16/2024 - ER-040716 Conference, 2/2/24-2/4/24, Bostn' with a total of \$621.04. A red box highlights the 'DRAFT' status and the report details. Another red box highlights the 'View My Expense Reports' link below the card.

4 Identify the Draft transaction(s). and click on Actions.

The screenshot shows the 'My Expense Reports' table. The table has columns for 'Expense Report', 'Actions', 'Expense Report Date', 'Status', 'Memo', and 'Am'. The first row is highlighted in blue and shows a 'Draft' status, which is circled in red. The 'Actions' button for this row is circled in yellow. The other rows show 'Paid' status reports.

| Expense Report | Actions | Expense Report Date | Status | Memo  | Am   |
|----------------|---------|---------------------|--------|---|------|
| ER-040716      | Actions | 01/16/2024          | Draft  | Conference, 2/2/24-2/4/24, Bostn  | 62   |
| ER-040396      |         | 12/19/2023          | Paid   | McNeil Candidate K. O'Rourke - travel and accommodations for campus visit, 12/11 - 12/12/23 | 72   |
| ER-040399      |         | 12/19/2023          | Paid   | McNeil Candidate Carranza - hotel stay for interview/campus visit                           | 31   |
| ER-040398      |         | 12/19/2023          | Paid   | McNeil Candidate P. Karimi - Interview/Campus Visit - 12/12                                 | 1,59 |

## 5 Select "Edit Expense Report"

Create Expense Report

My Expense Reports 21 items

| Expense Report | Actions                                      | Expense Report Date | Status | Memo  | Total Amount | Reimbursement Amount | Worker Paid |
|----------------|--|---------------------|--------|---|--------------|----------------------|-------------|
| ER-040716      | Actions                                      | 01/16/2024          | Draft  | Conference, 2/2/24-2/4/24, Bostn  | 621.04       | 0.00                 |             |
| ER-040396      | Cancel Expense Report<br>Edit Expense Report | 9/2023              | Paid   | McNeil Candidate K. O'Rourke - travel and accommodations for campus visit, 12/11 - 12/12/23 | 722.70       | 0.00                 | Yes         |
| ER-040399      |  | 12/19/2023          | Paid   | McNeil Candidate Carranza - hotel stay for interview/campus visit                           | 310.52       | 0.00                 | Yes         |

## 6 The Expense Report will now be 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.

Add

1 item

Fri, Dec 15

Hotel - Domestic THE VERVE HOTEL 621.04 USD

Expense Line

Upload Verve.pdf Uploaded by [User] 2 minutes ago

Comment

Upload

Credit Card Transaction 12/15/2023 THE VERVE HOTEL 621.04 USD

Charge Description THE VERVE HOTEL

Expense Date \* 12/15/2023

Expense Item \* Hotel - Domestic

Total Amount 621.04

Currency \* USD

Memo

Gift

Grant

\*Cost Center CC7430 Art

\*Fund EF100 Operation - Unrestricted

Item Details

Arrival Date \* 02/28/2024

Departure Date \* 02/22/2024

Number of Days \* 3

Business Reason \* Error: The field Business Reason is required and must have a value.

Itemization

Use the button below only if your company's expense policy requires itemizations.

Add 0 items

Receipt Included

2 Errors

Submit Save for Later Close



If you have any questions or issues please email: [purchasing@wellesley.edu](mailto:purchasing@wellesley.edu)  
We will be happy to assist you.