View, Edit, Change and Cancel Expense Report Overview

This Quick Reference Guide (QRG) walks **Employees** through the process of viewing expense reports in Workday and performing related actions including canceling, changing, or editing an expense report. By the end of this QRG, users will be able to view, change, edit, and cancel existing expense reports depending on the status of the report.

- Use Edit to modify expense reports you started but did not submit (draft status).
- Use Change to make changes to an expense report that you already submitted but has not been paid (in-progress and approved status).
- Use Cancel to cancel a report entered in error. You cannot delete a report, but it can be canceled.

The table below describes the different expense report statuses in Workday:

Status	Expense Report Status Description	Actions allowed
Paid	Report that has been paid (funds disbursed)	View
Draft	Report yet to be submitted	View, Edit, and Cancel
In Progress	Report pending for some action in the business process	View, Change, and Cancel
Approved	Report received all the required approvals	View, Change, and Cancel
Canceled	Report that has been cancelled	View

Regardless of credit card transaction status, it is important to submit any credit card transaction that is not on an expense report. The table below describes the different credit card transaction statuses in Workday:

Status	Credit Card Transaction Status Description
New	An unpaid credit card transaction is available to include in an expense report.
Pending	The credit card transaction is on an expense report that's in *Draft* or *In Progress* status and not yet paid.
Expensed	The transaction is on approved expense reports and not yet paid.
Prepaid	The transaction is paid and not on a fully approved Expense report.
Paid	The credit card transaction is on a paid and approved expense report.

NOTE	There is no longer an expenditure credit form. If you were overpaid, you will need to pay these funds via check for the correct amount being repaid to UVA and can be deposited via remote scanner. Contact your fiscal administrator to identify the contact who has a remote scanner close to you. If you cannot identify someone who has a remote deposit scanner, there is now an enhanced deposit form that will capture the needs of both a deposit and an expenditure credit. For more information, please refer to the Cashier's Office page.

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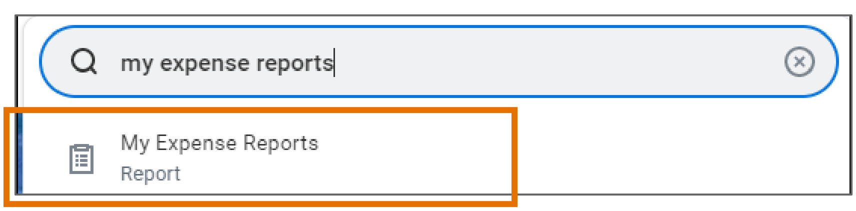
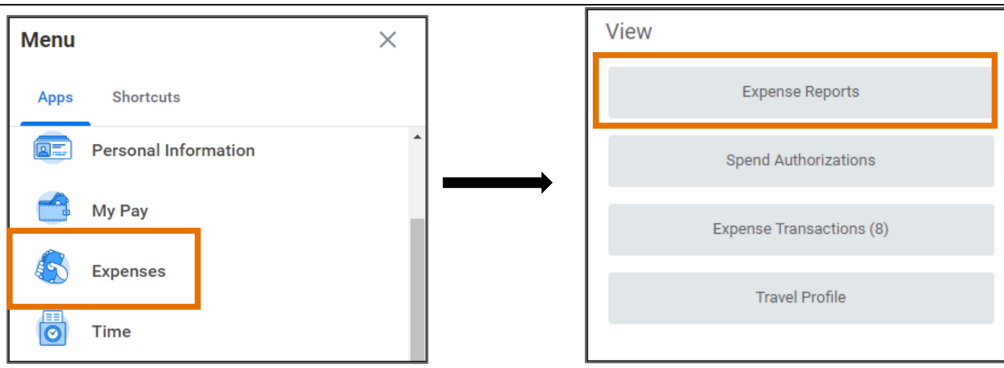
Procedure: View Expense Reports & Track Approvals

On the Workday Home screen:

1. Type **my expense reports** in the **Search** field.
2. Select **My Expense Reports** from the Search Results.



HINT	You can also access *My Expense Reports* via the Expenses app/worklet. Refer to the *Workday Navigation* QRG for the steps to add this app to your Menu of apps.



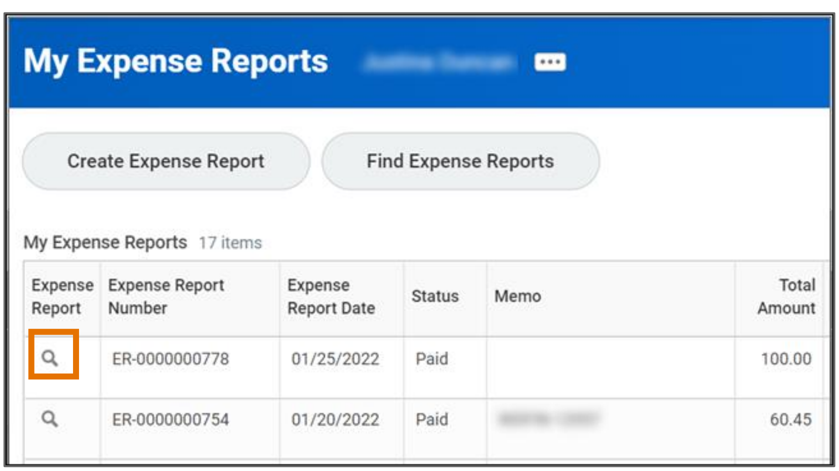
On the My Expense Reports prompts screen:

3. In the **Expense Report Status** field, select the status(es) you want to view. To view all statuses, leave this field blank.
4. In the **Report Date On or After** and **Report Date On or Before** fields, select the date range of the reports you want to view.
5. Click **OK**.

NOTE	You can clear the default dates from the *Report Date On or After* and *Report Date On or Before* fields if you do not want to provide a date range. However, then you must select a status.

6. A list of your expense reports displays.
7. Under the **Expense Report** column, click the **Search** icon for the expense report you want to view. Depending on how many reports display, you may need to scroll through the list to find the one you want.

   The report list can be filtered by clicking on the respective column header.



8. The details for the selected expense report display. The Expense Lines tab displays by default.
9. Click any of the other tabs (Header, Attachments, Expense Payment, or Business Process) to review the associated details. The tabs that display are dependent on the status of the report.

HINT

To see where your expense reports sits within the approval process, select the **Business Process** tab. This will show you where the report is awaiting approval and any other completed approvals.

Step	Status	Completed On	Due Date	Person (Up to 5)
Expense Report Event	Step Completed	04/04/2022 09:01:58 AM		
Review Expense Report	Not Required			
Review Expense Report	Withdrawn		04/06/2022	
Expense Report Event	Step Completed	04/04/2022 11:17:25 AM		
Review Expense Report	Not Required			
Review Expense Report	Awaiting Action		04/06/2022	(Expense Support Specialist)

You have successfully completed this task.

Procedure: Edit Expense Reports (Draft Status)

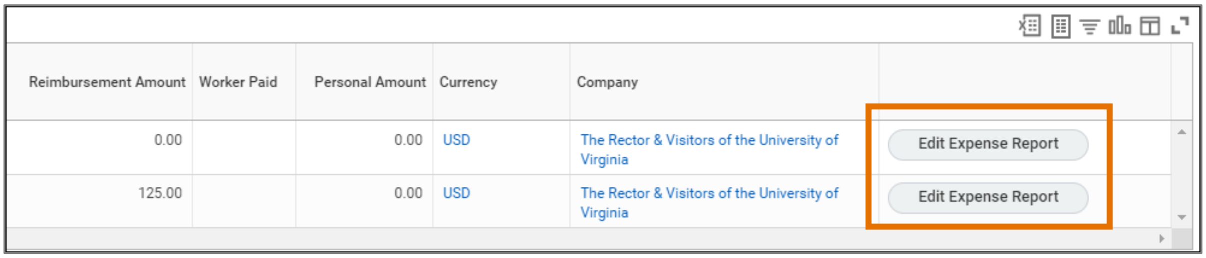
You can edit expense reports that have not been submitted yet.

On the Workday Home screen:

1. Type **my expense reports** in the **Search** field.
2. Select **My Expense Reports** from the Search Results.

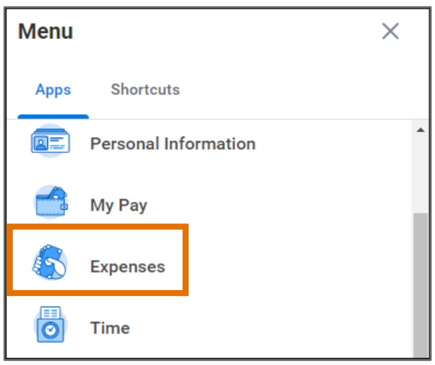
On the My Expense Reports prompts screen:

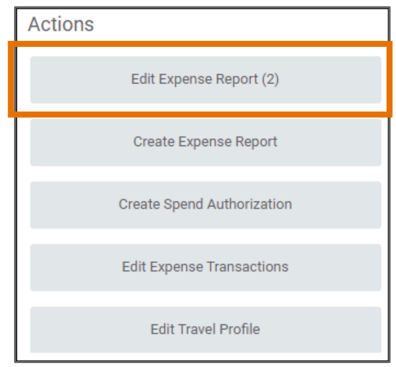
3. In the **Expense Report Status** field, select **Draft** from the drop-down list. Click **OK.** You can only edit reports that have not been submitted yet.
4. In the **Report Date On or After** and **Report Date On or Before** fields, update the default dates as needed or clear the dates to search all dates.
5. A list of your draft expense reports displays (if there are any reports with that status).
6. Click **Edit Expense Report** (on the right side of the screen) in the row of the report you want to edit. You may need to filter or scroll through the list to find the report you want.



HINT

You can also access the *Edit Expense Report* screen via the Expenses app/worklet. Refer to the ***Workday Navigation*** QRG for the steps to add this worklet to your dashboard. Edit Expense Report only displays when you have draft expense reports.





7. The **Edit Expense Report** screen displays your expense report. From here, you can edit the Header, Attachments and Expense Lines tabs.

Tab	Description
Header	Update the title of the expense report (from the Memo field) or expense report date.
Attachments	Attach supporting documentation for the report.
Expense Lines	Add an expense for reimbursement or credit card transaction, delete an existing expense line, or edit an existing expense line.

On the Edit Expense Report Screen:

Under the **Header** tab:

8. Click **Edit.**
9. In the **Memo** box, update the title of the report as needed. Remember, this is the name the displays in the My Expense Reports list under Memo.
10. Update any of the other fields as needed.
11. Click **Save** to save your edits.

Under the **Attachments** tab:

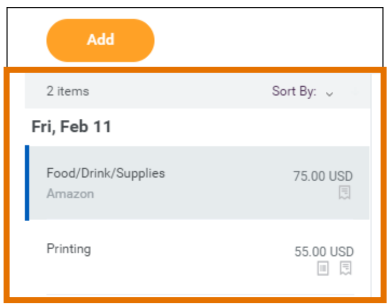
12. Click **Edit**.
13. Drag and drop any supporting documentation to the field or click **Select Files** to browse your documents and upload the file(s). Ensure any existing documentation is accurate.
14. Click **Save**.

Under the **Expense Lines** tab:

NOTE	See the *Create Expense Report* QRG for detailed steps for completing the fields in an expense report.

Edit an Expense line

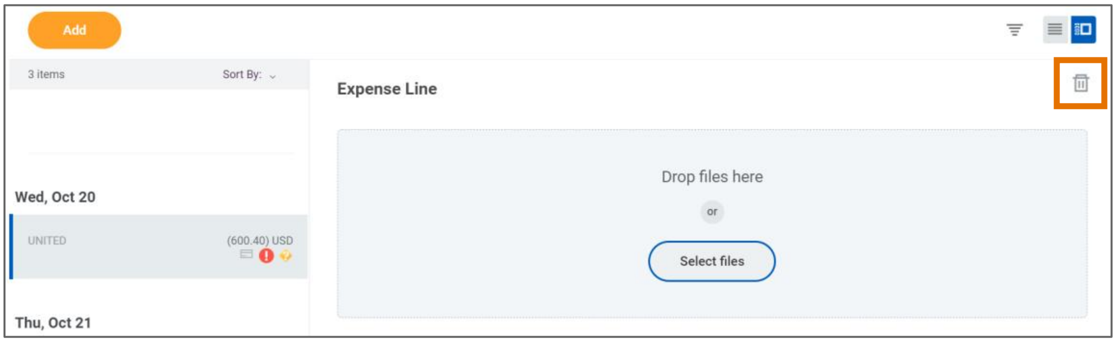
15. To edit an Expense Line**:**
    a) Select the expense item you want to edit on the left side of the screen.



    b) Update the fields as needed.
    c) To change the receipt, click the **Delete** (trash can) icon on the right side of the receipt box to delete the current receipt. Upload the new receipt.
    d) To add a receipt, click **Upload** and select the file to upload.
    e) To itemize your expense item, click **Add** under **Itemization** and complete the fields. To edit existing itemization, click **Edit** under **Itemization** and update the applicable fields.
    f) Repeat the above steps to edit any other expense items in the report.

Delete an Expense Line

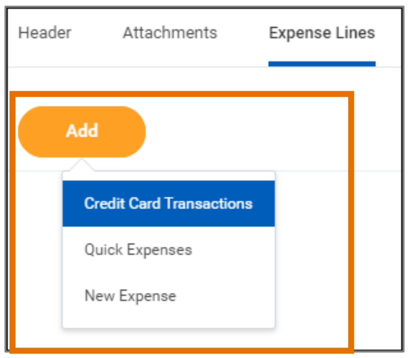
16. To delete an Expense Line:
    a) Select the expense item you want to delete on the left side of the screen.
    b) Click the **Delete** (trash can) icon on the right side of the screen.



Add an Expense Line

17. To add an Expense Line:

a) click **Add.**



b) Do one of the following:

- To add a credit card transaction to the report, select **Credit Card Transactions.** Click in the field that displays, then select the applicable transaction from the list. Click **OK.**
- To add a new expense item for reimbursement, select **New Expense.**
- To add a receipt uploaded through the mobile app, select **Quick Expense**, then select the applicable quick expense (receipt) from the list. Click **OK.**

NOTE	If you have no credit card transactions or quick expenses, clicking Add will automatically open a new expense line. No drop-down menu displays.

c) Upload or select a receipt for the expense item (if not a quick expense). Remember, most items will require a receipt.

d) Complete the required fields and any other applicable fields for the expense item. The worktags will default to those entered on the main screen. Update as needed.

e) If the expense item requires itemization, click **Add** under Itemization.

CAUTION	When you enter **Hotel** expense items, click the **Edit** button under **Daily Expenses** to itemize the hotel expenses. Do not click Add. The Hotel expense item will automatically include the Hotel daily rate and Hotel taxes for you to complete on the Itemization screen. All other *daily* hotel expenses will need to be added by clicking **Add** at the bottom of the Itemization screen. To add a non-daily hotel expense, such as a meal, click the **Add** button under **Itemization** to enter the expense.

NOTE

The totals at the top of the screen update based on the amounts you enter in the expense report. You may need to select the expense line on the left side to "refresh" the totals.

Status	Personal	Company Paid	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
Draft	0.00 USD	0.00 USD	0.00 USD	0.00 USD	125.00 USD	125.00 USD

Once you have made all of your edits, click **Submit** to submit your edits.

You have successfully completed this task. It will now be routed based on the business process workflow.

Procedure: Change Expense Reports (In Progress or Approved Status)

You can change expense reports that have been submitted but are still in progress or have been approved but have not been paid yet. When you change an expense report, it will need to be resubmitted.

On the Workday Home screen:

1. Type **my expense reports** in the **Search** field.
2. Select **My Expense Reports** from the Search Results.

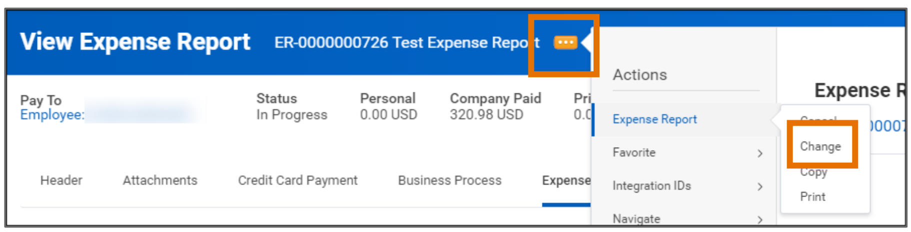
On the My Expense Reports prompts screen:

3. In the **Expense Report Status** field, select **In Progress** from the drop-down list. Click **OK.**
4. In the **Report Date On or After** and **Report Date On or Before** fields, update the default dates as needed or clear the dates to search all dates.
5. A list of your in progress expense reports displays (if there are any reports with that status).
6. Click **Change Expense Report** (on the right side of the screen) in the row of the report you want to change. You may need to filter or scroll through the list to find the report you want.

HINT

You can also access the *Change Expense Report* screen via the Expenses app/worklet. Refer to the *Workday Navigation* QRG for the steps to add this worklet to your dashboard.

View the report you want to change, then click the related **Actions/Elipsis** (...) icon and select **Expense Report** > **Change** from the drop-down list.



On the first Change Expense Report screen:

7. Click **OK** to proceed.

NOTE

Clicking **OK** changes the status of the expense report to 'Waiting on Initiator.' You must resubmit this expense report.

On the second Change Expense Report screen:

8. The Change Expense Report screen displays your expense report. From here, you can change the Header, Attachments and Expense Lines tabs.

Tab	Description
Header	Update the title of the expense report (from the Memo field) or expense report date.
Attachments	Attach supporting documentation for the report.

Tab	Description
Expense Lines	Add an expense for reimbursement or credit card transaction, delete an existing expense line or change an existing expense line.

On the Change Expense Report Screen:

Under the **Header** tab:

9. Click **Edit.**
10. In the **Memo** box, update the title of the report as needed. Remember, this is the name the displays in the My Expense Reports list under Memo.
11. Update any of the other fields as needed.
12. Click **Save** to save your edits.

Under the **Attachments** tab:

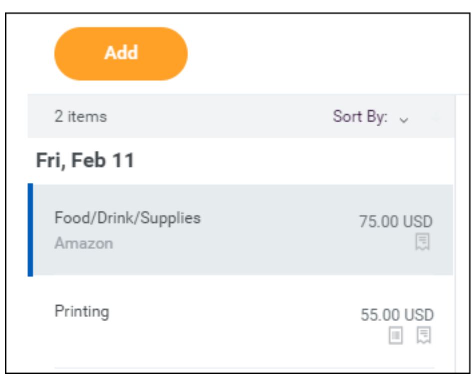
13. Click **Edit**.
14. Drag and drop any supporting documentation to the field or click **Select Files** to browse your documents and upload the file(s). Ensure any existing documentation is accurate.
15. Click **Save**.

Under the **Expense Lines** tab:

NOTE	See the *Create Expense Report* QRG for detailed steps for completing the fields in an expense report.

Change an Expense line

16. To change an Expense Line**:**
    a) Select the expense item you want to change on the left side of the screen.



b) Update the fields as needed.

c) To change the receipt, click the **Delete** (trash can) icon on the right side of the receipt box to delete the current receipt. Upload the new receipt.

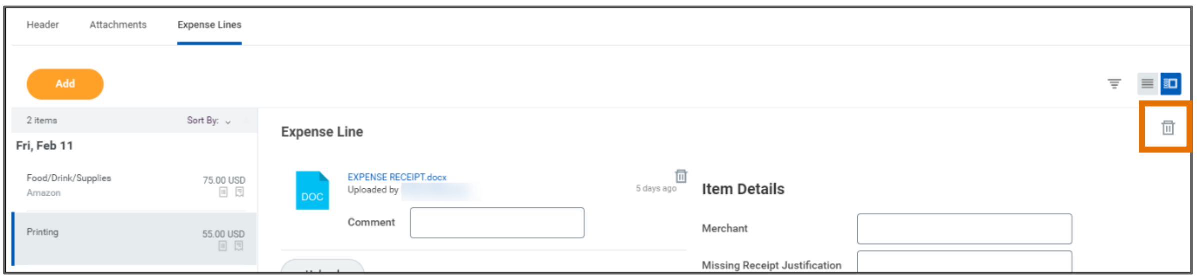
d) To add a receipt, click **Upload** and select the file to upload.

e) To itemize your expense item, click **Add** under **Itemization** and complete the fields. To edit existing itemization, click **Edit** under **Itemization** and update the applicable fields.

f) Repeat the above steps to change any other expense items in the report.

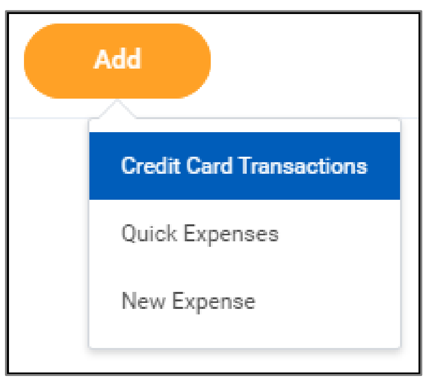
Delete an Expense Line

17. To delete an Expense Line:
    a) Select the expense item you want to delete on the left side of the screen.
    b) Click the **Delete** (trash can) icon on the right side of the screen.



Add an Expense Line

18. To add an Expense Line:
    a) Click **Add**.



b) Do one of the following:
- To add a credit card transaction to the report, select **Credit Card Transactions**. Click in the field that displays, then select the applicable transaction from the list. Click **OK**.
- To add a new expense item for reimbursement, select **New Expense**.
- To add a receipt uploaded through the mobile app, select **Quick Expense**, then select the applicable quick expense (receipt) from the list. Click **OK**.

NOTE	If you have no credit card transactions or quick expenses, clicking Add will automatically open a new expense line. No drop-down menu displays.

c) Upload or select a receipt for the expense item (if not a quick expense). Remember, most items will require a receipt.

d) Complete the required fields and any other applicable fields for the expense item. The worktags will default to those entered on the main screen. Update as needed.

e) If the expense item requires itemization, click **Add** under Itemization.

CAUTION

When you enter **Hotel** expense items, click the **Edit** button under **Daily Expenses** to itemize the hotel expenses. Do not click Add.

The Hotel expense item will automatically include the Hotel daily rate and Hotel taxes for you to complete on the Itemization screen. All other *daily* hotel expenses will need to be added by clicking **Add** at the bottom of the Itemization screen.

To add a non-daily hotel expense, such as a meal, click the **Add** button under **Itemization** to enter the expense.

NOTE

The totals at the top of the screen update based on the amounts you enter in the expense report. You may need to select the expense line on the left side to "refresh" the totals.

Status	Personal	Company Paid	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
Waiting on Initiator	0.00 USD	320.98 USD	0.00 USD	0.00 USD	74.00 USD	394.98 USD

19. Once you have made all of your changes, click **Submit** to submit your changes.

You have successfully completed this task. It will now be routed based on the business process workflow.

Procedure: Cancel Expense Reports

On the Workday Home screen:

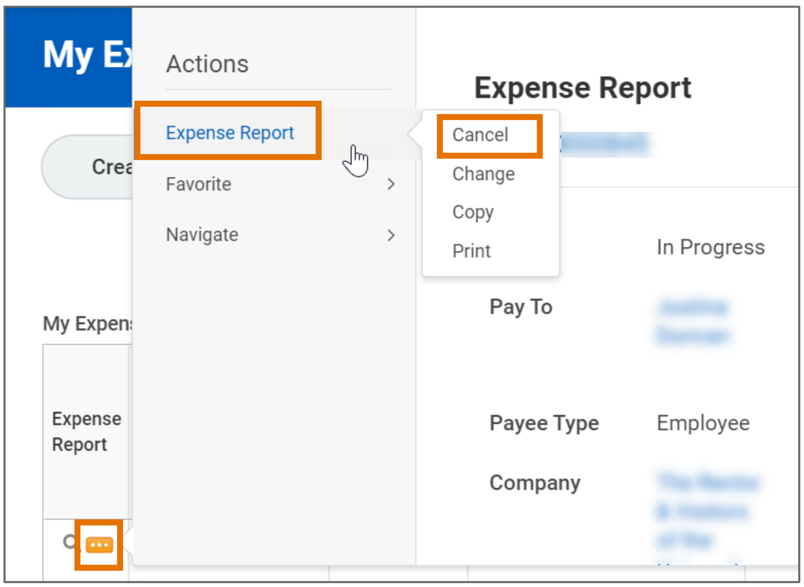
1. Type **my expense reports** in the **Search** field.
2. Select **My Expense Reports** from the Search Results.

HINT

You can also access the *My Expense Reports* screen via the Expenses app/worklet. Click **Expense Reports** under **View**. Refer to the *Workday Navigation* QRG for the steps to add this worklet to your dashboard.

On the **My Expense Reports** prompts screen:

3. In the **Expense Report Status** field, select **Draft**, **In Progress**, and/or **Approved** from the drop-down list.
4. In the **Report Date On or After** and **Report Date On or Before** fields, select the date range of the reports you want to view or clear the dates.
5. Click **OK.**
6. Locate the expense report that you want to cancel from the list that displays.
7. Hover your mouse over the **Expense Report** column to display the **Actions** /**Ellipsis** (...) icon.
8. Click the **Actions/Ellipsis (...)** icon.
9. Hover your mouse over **Expense Report,** then select **Cancel** from the drop-down list.



On the Cancel Expense Report screen:

10. Click **OK.**

You have successfully completed this task.