

Download and Print Expense Report Overview

This Quick Reference Guide (QRG) is designed to walk employees through the process of downloading and printing an expense report in Workday. You can download expense reports as an excel spreadsheet or as a PDF file.

You can download and print an expense report as an excel spreadsheet or PDF file.

- The excel spreadsheet will include the worktags entered in the report (if not itemized), payment type, and the date it was approved. However, it will not include the expense report receipts.
- If you need to include the expense report receipts, download the report as a PDF file. In addition, the PDF file will include the worktags entered (if not itemized), payment type, and approvers.

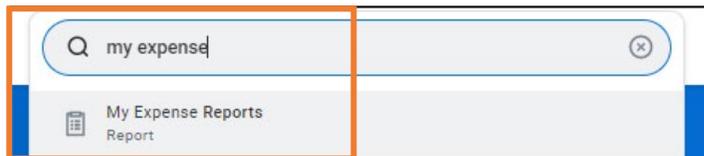


Workday supports image files such as JPG, PDF, PNG or GIF for the viewing and printing of expense reports. Do not upload DOC, DOCX, XLS or HEIC files. If these files are uploaded as receipts, they will not display in the downloaded PDF file.

Download and Print Expense Report

On the **Workday Home** screen:

1. Type **My Expense Reports** in the **Search** field and select the task.



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

2. Complete the fields as needed to best filter your results.
3. Click the **OK** button.

On the **My Expense Reports** screen:

4. In the My Expense Reports table, select the **magnifying glass** next to the expense report you would like to export and print.



You can right click the **related actions button** next to the magnifying glass and select **See in New Tab** if you want to keep your current page as a reference.

On the **View Expense Report** screen:

5. To export and print the expense report as an **excel spreadsheet**:
 - a) On the top right corner, select the **Export to Excel** icon to download the expense report as an excel spreadsheet.



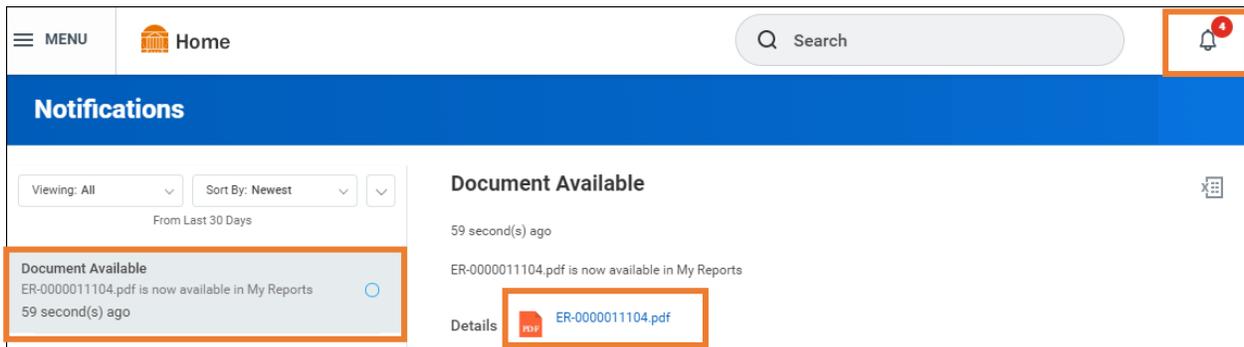
- b) On the Export Document pop-up, click the **Download** button.
 - c) Once downloaded, you can open it to view your exported excel document.
 - d) To print, select **File** then **Print** on the excel document.

6. To export and print the expense report as a **PDF file**:

- a) On the top right corner, select the **PDF** icon to download the expense report as a PDF.



- b) On the Print Document pop-up, click the **OK** button. The pop-up includes a message that states your PDF is being generated and you will receive a notification when it is ready.
 - c) After receiving the notification, click the **Notifications** icon on your Workday Toolbar and then select the **Document Available** notification (or click the link to the PDF file in the notification).



- d) Click the **PDF link** to open the document.
 - e) Click the **Download** and **Print** icons to download and print the expense report respectively.

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Expense Report : ER-0000111892
Pay To : Employee
 Total Amount : 50.00

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Memo
 Test report

Expense Report		Pay To		Amounts	
Expense Report Number	ER-0000111892	Name		Reimbursement Currency	USD
Company	The Rector & Visitors of the University of Virginia	Email		Reimbursement Amount	50.00
Report Date	May 9, 2023	Address		Cash Advance Applied Amount	0.00
Start Date	May 12, 2023	Spend Authorization		Personal Amount	0.00
End Date	May 12, 2023	Business Purpose		Company Paid Credit Card Amount	0.00
		Created By		Expense Report Total Amount	50.00
		Approved By			
		Expense Create Date	May 9, 2023		

Expense Report Lines

Date	Expense Item	Extende Amount	Memo	Receipt Attached	Itemized	Business Unit	Cost Center	Designated	Function	Fund	Program	Gift	Grant
05/12/21	Books Non-Library	50.00 USD	Test	Yes				DN000111 FI-Local Operations		FD002 Unrestrict Local Fund			

NOTE

If the report includes expense lines that have been itemized, the PDF or Excel file will only print the details at the expense line level; it will not include the itemized lines associated with the expense line.

To download and print multiple expense lines, including the itemized lines, in one document, run the **Find Expense Lines for Organization** report.

You have successfully completed this task.