

**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 editing, changing, or canceling 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.

 <b>NOTE</b>	You can also search for an expense report directly if you know the expense report number. Simply enter the number (e.g., ER-0000155222) in the Workday <b>Search</b> bar and press <b>Enter</b> .
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**Expense Report and Credit Card Statuses**

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

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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:

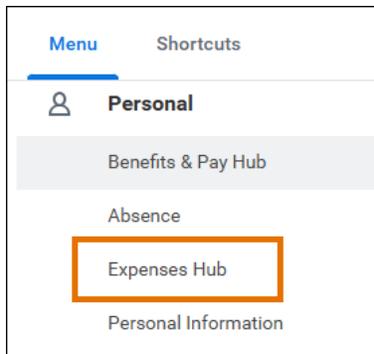
Status	Credit Card Transaction Status Description
New	An unpaid credit card transaction is available to include on an expense report.
Pending	The credit card transaction is on an expense report that's in <i>Draft</i> or <i>In Progress</i> status and not yet paid.
Expensed	The transaction is on an approved expense report 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.

 <b>NOTE</b>	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 <a href="#">Cashier's Office page</a> .
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### View Expense Reports & Track Approvals

On the Workday Home screen:

1. Click **Menu** and then select the **Menu** tab.
2. Under **Personal**, select **Expenses Hub**.



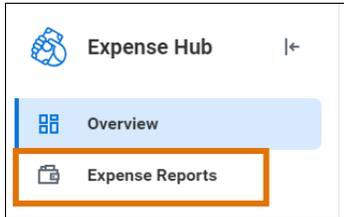
 <b>NOTE</b>	You can change the order of the menu items, under each category, by clicking the <b>Edit</b> button at the bottom of the Menu.
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On the Expense Hub screen:

3. Select **Expense Reports** on the left side of the screen.

Alternatively, you can click **View My Expense Reports** under **Needs attention**. This link only displays if you have reports that are in draft mode or have been sent back by an approver.

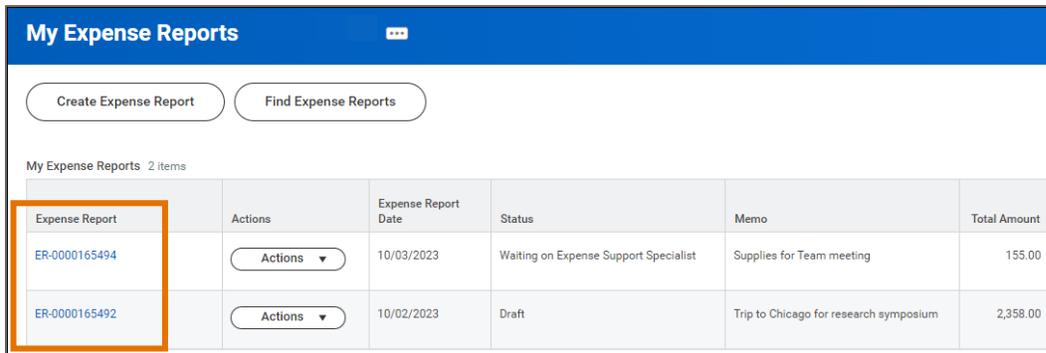


You can also access My Expense Reports by typing *my expense reports* in the main Workday **Search** bar and selecting **My Expense Reports** from the search results.

On the My Expense Reports screen:

4. Under the **Expense Report** column, click the **expense report link** 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.

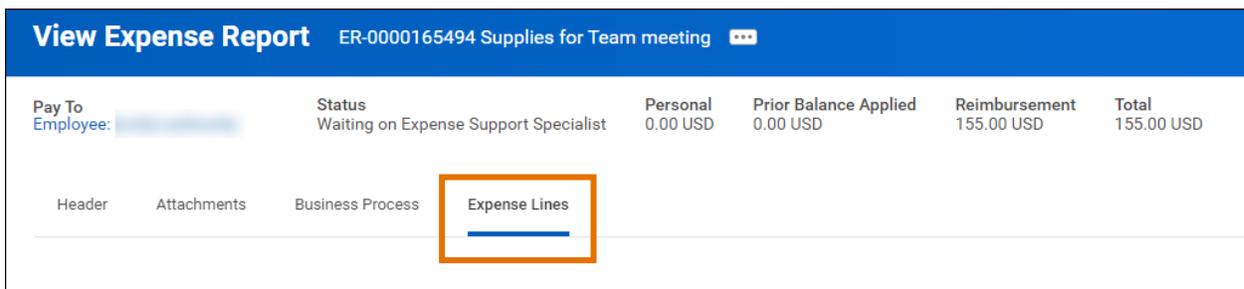
The report list can be filtered by clicking on the respective column header.



The screenshot shows the 'My Expense Reports' screen. At the top, there is a blue header with the text 'My Expense Reports' and a three-dot menu icon. Below the header are two buttons: 'Create Expense Report' and 'Find Expense Reports'. Underneath, it says 'My Expense Reports 2 items'. A table displays the list of reports. The first row is highlighted with an orange box.

Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount
ER-0000165494	Actions ▾	10/03/2023	Waiting on Expense Support Specialist	Supplies for Team meeting	155.00
ER-0000165492	Actions ▾	10/02/2023	Draft	Trip to Chicago for research symposium	2,358.00

5. The details for the selected expense report display. The Expense Lines tab displays by default.



The screenshot shows the 'View Expense Report' screen for report ER-0000165494. The header includes the report ID and memo: 'ER-0000165494 Supplies for Team meeting'. Below the header, there is a summary section with fields for 'Pay To Employee', 'Status', 'Personal', 'Prior Balance Applied', 'Reimbursement', and 'Total'. At the bottom, there are four tabs: 'Header', 'Attachments', 'Business Process', and 'Expense Lines'. The 'Expense Lines' tab is highlighted with an orange box.

Pay To Employee:	Status	Personal	Prior Balance Applied	Reimbursement	Total
	Waiting on Expense Support Specialist	0.00 USD	0.00 USD	155.00 USD	155.00 USD

6. 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.

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To see where your expense report lies within the approval process (if it has been submitted), 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		[Redacted]
Review Expense Report	Not Required			
Review Expense Report	Withdrawn		04/06/2022	
Expense Report Event	Step Completed	04/04/2022 11:17:25 AM		[Redacted]
Review Expense Report	Not Required			
Review Expense Report	Awaiting Action		04/06/2022	[Redacted] (Expense Support Specialist)

You have successfully completed this task.

### Edit Expense Reports (Draft Status)

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

On the Workday Home screen:

1. Click **Menu** and then select the **Menu** tab.
2. Under **Personal**, select **Expenses Hub**.

On the Expense Hub screen:

3. Select the expense report you want to edit under **Needs attention** > **Expense Reports to Submit**. Only draft reports and those that have been sent back by an approver will display here.

## View, Edit, Change and Cancel Expense Report – Quick Reference Guide

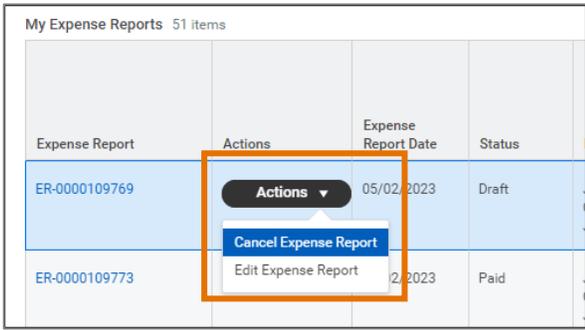
4. The **Edit Expense Report** screen displays your expense report. From here, you can edit the Header, Attachments, and Expense Lines tabs.

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.



You can also open the Edit Expense Report screen by:

1. Selecting **Expense Reports** on the left side of the screen or clicking **View My Expense Reports** under Needs attention. This will display the My Expense Reports list.
2. Click the **Actions** drop-down arrow in the row of the report you want to edit, then click **Edit Expense Report**.



On the Edit Expense Report Screen:

Under the **Header** tab:

5. Click **Edit**.
6. 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.
7. Update any of the other fields as needed.
8. Click **Save** to save your edits.

Under the **Attachments** tab:

9. Click **Edit**.
10. 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.
11. Click **Save**.

## View, Edit, Change and Cancel Expense Report – Quick Reference Guide

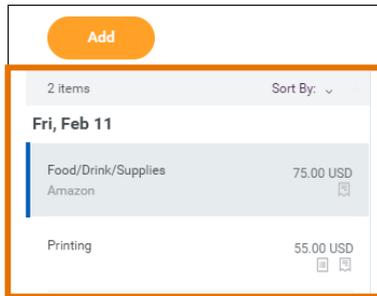
Under the **Expense Lines** tab:

 <p><b>NOTE</b></p>	See the <a href="#">Create Expense Report</a> QRG for detailed steps for completing the fields in an expense report.
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### Edit an Expense line

12. To edit an Expense Line:

- Select the expense item you want to edit on the left side of the screen.

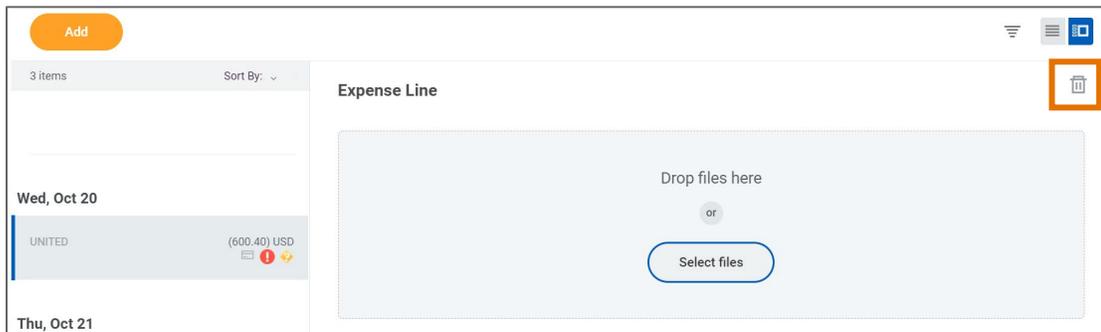


- Update the fields as needed.
- To change the receipt, click the **Delete**  (trash can) icon on the right side of the receipt box to delete the current receipt. Upload the new receipt.
- To add a receipt, click **Upload** and select the file to upload.
- To itemize your expense item, click **Add**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

### Delete an Expense Line

13. To delete an Expense Line:

- Select the expense item you want to delete on the left side of the screen.
- Click the **Delete**  (trash can) icon on the right side of the screen.

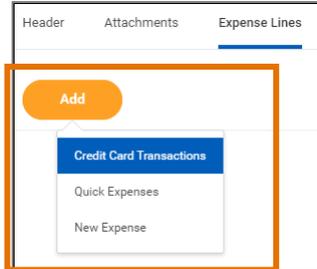


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### Add an Expense Line

14. To add an Expense Line:

a) Click **Add**.



b) Do one of the following:

- Select **Credit Card Transactions** to add a T&E credit card transaction to the report. Click in the field that displays, then select the applicable transaction from the list. Click **OK**.
- Select **New Expense** to add a new (out-of-pocket) expense item for reimbursement.
- Select **Quick Expense** to add a receipt emailed to Workday or uploaded through the mobile app for reimbursement. Click in the field that displays, then select the applicable quick expense (receipt) from the list. Click **OK**.



If you have no T&E 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.



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.



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. T&E card transaction amounts display under Company Paid.

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

15. Once you have made all of your edits, click **Submit** to submit the edited expense report.

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

### 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. Click **Menu** and then select the **Menu** tab.
2. Under **Personal**, select **Expenses Hub**.

On the Expense Hub screen:

3. Select **Expense Reports** on the left side of the screen (below Overview).

The My Expense Reports screen displays.



**HINT**

You can also access My Expense Reports by typing *my expense reports* in the main Workday **Search** bar and selecting **My Expense Reports** from the search results.

On the My Expense Reports screen:

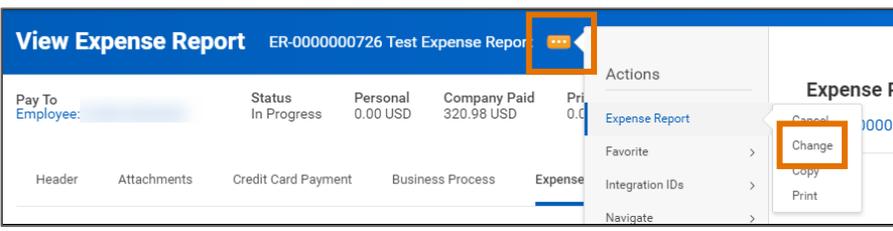
4. Locate the expense report that you want to change from the list of expense reports. You may need to filter or scroll through the list to find the report you want.
5. Click the **Actions** drop-down arrow in the expense report row, then click **Change Expense Report**.

ER-0000165494	Actions ▾	10/03/2023	Waiting on Expense Support Specialist
ER-0000165492	Cancel Expense Report Change Expense Report	10/02/2023	Draft



**HINT**

You can also access the *Change Expense Report* screen from the View Expense Report screen by clicking the related **Actions/Elipsis (...)** icon and selecting **Expense Report > Change** from the drop-down list.



The screenshot shows the 'View Expense Report' interface for report ER-0000000726. The 'Actions' menu is open, and the 'Change' option is highlighted. Other options in the menu include 'Expense Report', 'Favorite', 'Integration IDs', and 'Navigate'. The 'Expense Report' sub-menu is also visible, showing 'Cancel', 'Change', 'Copy', and 'Print' options.

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On the first Change Expense Report screen:

6. Click **OK** to proceed.

 <b>NOTE</b>	Clicking <b>OK</b> changes the status of the expense report to 'Waiting on Initiator.' You must resubmit this expense report.
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On the second Change Expense Report screen:

7. 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.
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:

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:

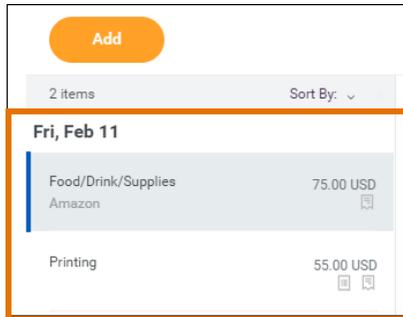
 <b>NOTE</b>	See the <a href="#">Create Expense Report</a> QRG for detailed steps for completing the fields in an expense report.
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## View, Edit, Change and Cancel Expense Report – Quick Reference Guide

### Change an Expense line

15. To change an Expense Line:

- a) Select the expense item you want to change on the left side of the screen.

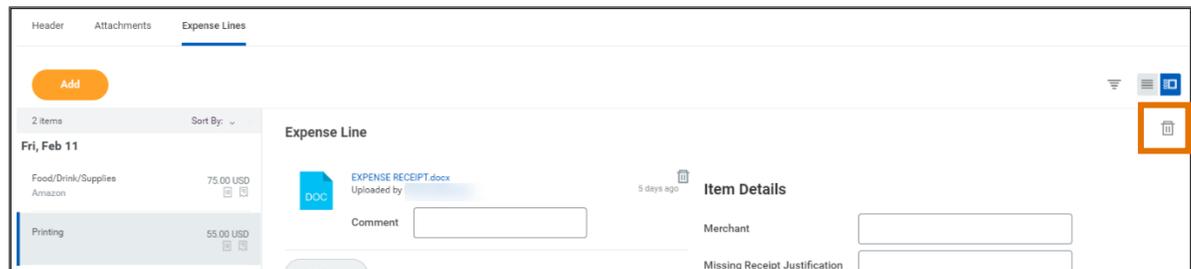


- b) Update the fields as needed.
- c) To change the receipt, click the **Delete**  (trash can) icon on the right side of the receipt box to delete the current receipt. Upload the new receipt.
- d) To add a receipt, click **Upload** and select the file to upload.
- e) To itemize your expense item, click **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

16. To delete an Expense Line:

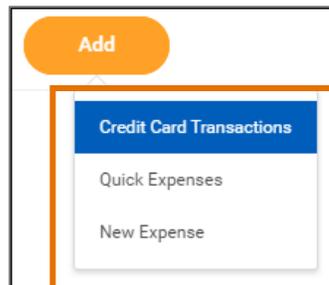
- a) Select the expense item you want to delete on the left side of the screen.
- b) Click the **Delete**  (trash can) icon on the right side of the screen.



### Add an Expense Line

17. To add an Expense Line:

- a) Click **Add**.



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

 <b>NOTE</b>	<p>If you have no T&amp;E credit card transactions or quick expenses, clicking Add will automatically open a new expense line. No drop-down menu displays.</p>
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- 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.

 <b>CAUTION</b>	<p>When you enter <b>Hotel</b> expense items, click the <b>Edit</b> button under <b>Daily Expenses</b> to itemize the hotel expenses. Do not click Add.</p> <p>The Hotel expense item will automatically include the Hotel daily rate and Hotel taxes for you to complete on the Itemization screen. All other <i>daily</i> hotel expenses will need to be added by clicking <b>Add</b> at the bottom of the Itemization screen.</p> <p>To add a non-daily hotel expense, such as a meal, click the <b>Add</b> button under <b>Itemization</b> to enter the expense.</p>
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 <b>NOTE</b>	<p>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. T&amp;E credit card transaction amounts display under Company Paid.</p>														
<table border="1"> <thead> <tr> <th>Status</th> <th>Personal</th> <th>Company Paid</th> <th>Prior Balance Applied</th> <th>Cash Advance Applied</th> <th>Reimbursement</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Waiting on Initiator</td> <td>0.00 USD</td> <td>320.98 USD</td> <td>0.00 USD</td> <td>0.00 USD</td> <td>74.00 USD</td> <td>394.98 USD</td> </tr> </tbody> </table>		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
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									

18. Once you have made all of your changes, click **Submit** to submit the changed expense report.

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

### Cancel Expense Reports

On the Workday Home screen:

1. Click **Menu** and then select the **Menu** tab.
2. Under **Personal**, select **Expenses Hub**.

On the Expense Hub screen:

3. Select **Expense Reports** on the left side of the screen (below Overview).

The My Expense Reports screen displays.



You can also access My Expense Reports by typing *my expense reports* in the main Workday **Search** bar and selecting **My Expense Reports** from the search results.

On the My Expense Reports screen:

4. Locate the expense report that you want to cancel from the list of expense reports. You may need to filter or scroll through the list to find the report you want.
5. Click the **Actions** drop-down arrow in the expense report row, then click **Cancel Expense Report**.

Expense Report	Actions	Expense Report Date	Status
ER-0000109769	Actions ▼	05/02/2023	Draft
ER-0000109773	Cancel Expense Report Edit Expense Report	2/2023	Paid

On the Cancel Expense Report screen:

6. Click **OK**.

You have successfully completed this task.