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

   Hello There

   Awaiting Your Action

   You Have Expenses That Need Attention
2 Click the "Expenses Hub"
3 Click the "Draft" for a specific ER or "View My Expense Reports" to see all.

4 Identify the Draft transaction(s). and click on Actions.
5. **Select "Edit Expense Report"**

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.

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.**
If you have any questions or issues please email: purchasing@wellesley.edu
We will be happy to assist you.