HOW TO FIND DRAFT EXPENSE REPORTS
WORKDAY JOB AID

This job aid will assist in finding expense reports that were started but not submitted so they can be resolved

FLORIDA POLYTECHNIC UNIVERSITY

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2020

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STEP-BY-STEP GUIDE ON FINDING DRAFT EXPENSE REPORTS

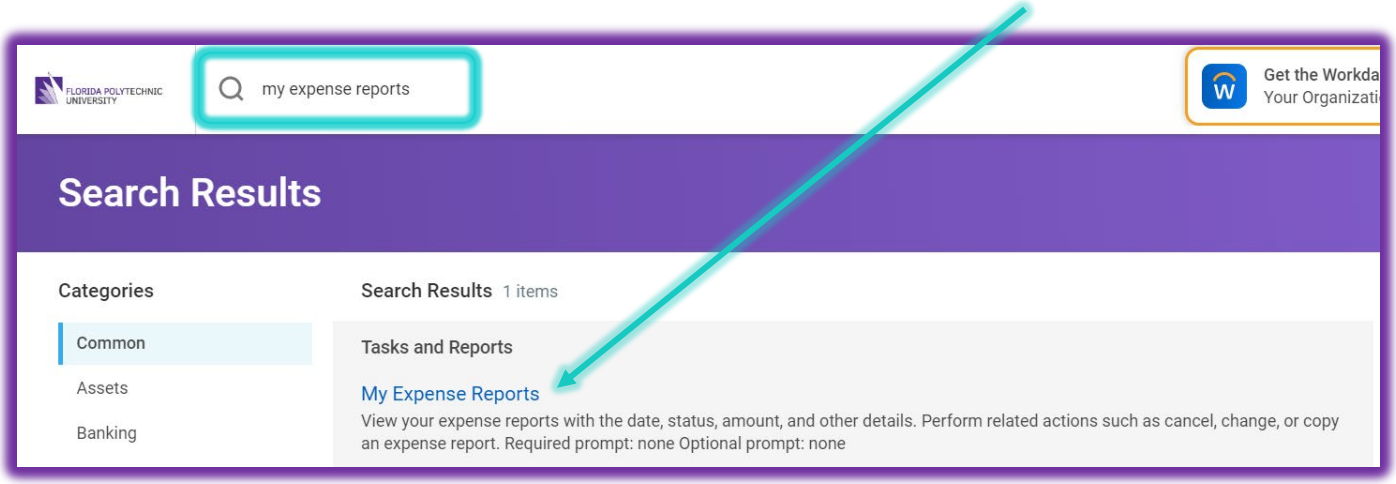
Purpose

To provide users with step-by-step instructions of how to find any expense reports that were left in draft status so they can be resolved.

The How To:

Step 1

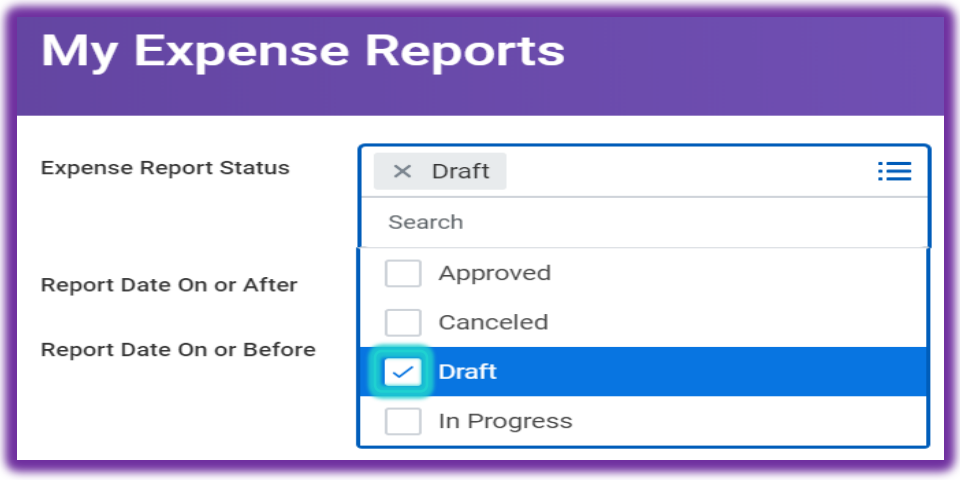
Type "**My Expense Reports**" in the search bar and click on the *linked* report text:



Step 2

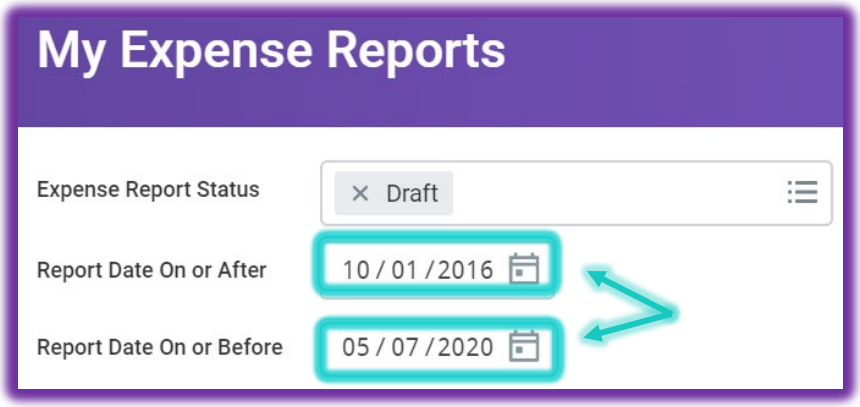
Choose "**Draft**" for the

Expense Report Status:



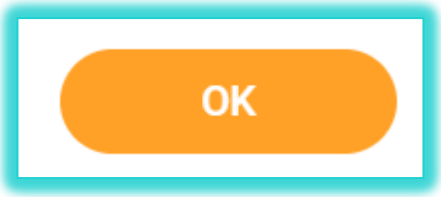
Step 3

Adjust the expense report date fields as needed:



Step 4

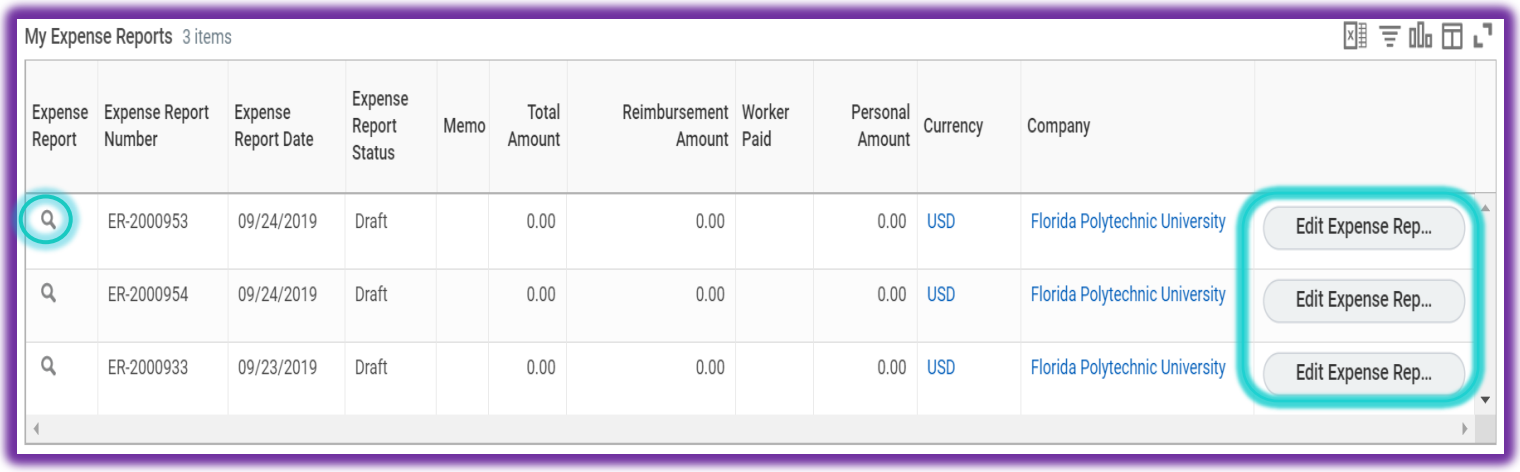
Select the '**OK**' button:



Step 5

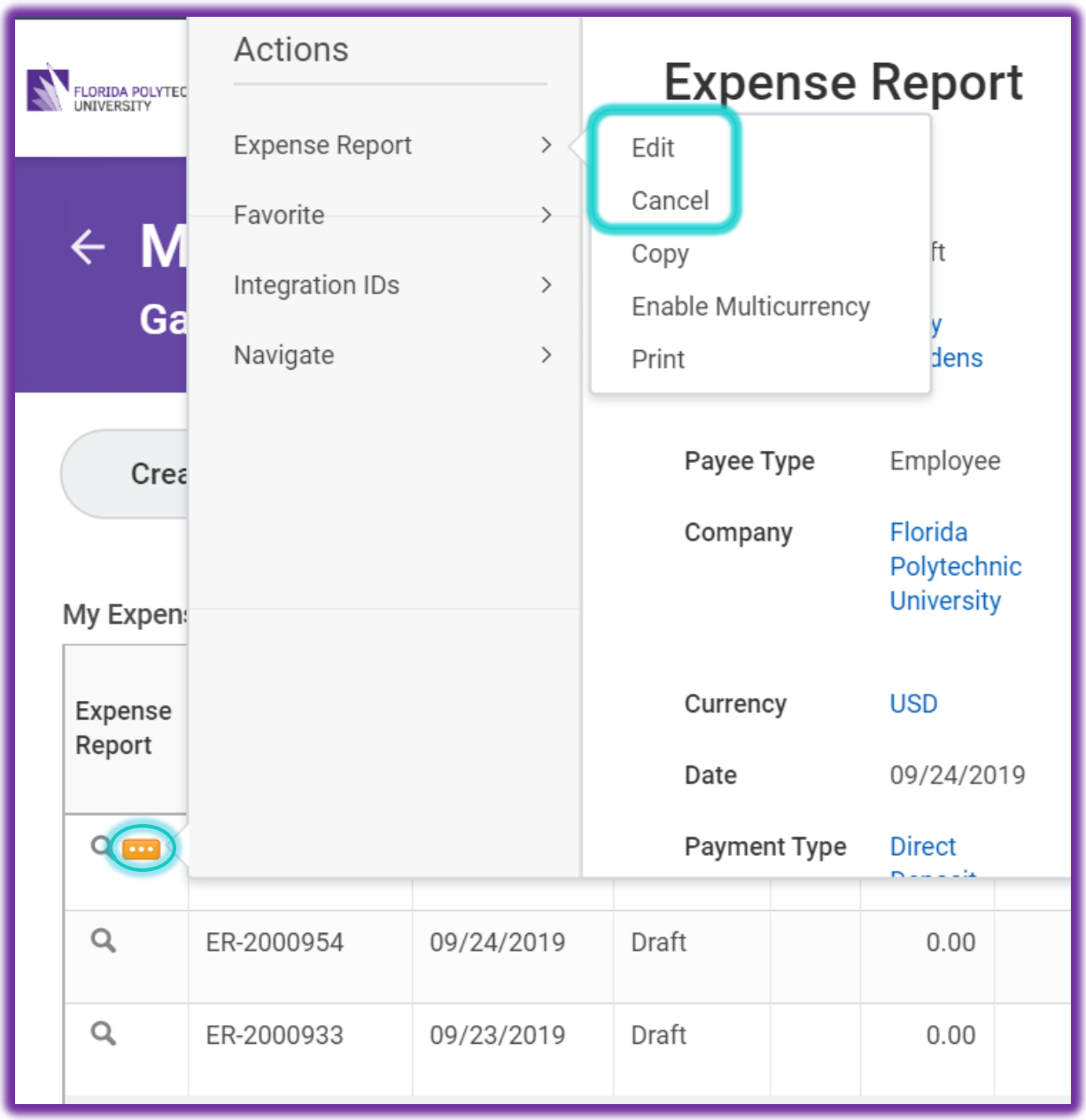
Selecting the "**Edit Expense Report**" button will allow you to complete the expense report for submittal. If the expense report is not needed, you may cancel it instead.

Selecting the magnifying glass under the "**Expense Report**" column allows you to view the expense report if you wish to review it before making a decision.



Step 5 (cont.)

Lastly, to **edit** or **cancel** you may use the related actions off the magnifying glass as seen below:



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