
Find Expense Reports

Report Overview

Find Expense Reports is a Workday delivered report that provides managers and authorized users with a summarized amount of each expense report. The report is drillable through the available hyperlinks, allowing users to view the details and individual expense report lines. The report enables you to perform related actions, such as copy, change, or cancel via related actions from the report ID.

General Report Definition Information

Report Type	Advanced
Primary Business Object	Expense Report
Data Source Filter	Data Source Filter: Expense Reports Filter <ul style="list-style-type: none">• Ensures all expense report for a given company are included in the report output.• Data is governed by the Process: Expense Report-Reporting domain. Access to this domain is required to view the report output.
Filter Conditions	Expense Reports returned should meet the following criteria: <ul style="list-style-type: none">• All expense report lines for any created expense report in the status of Draft, In Progress, of Approved
Security Groups with Report Access	<ul style="list-style-type: none">• Expense Data Entry Specialist• Expense Foundation Specialist• Expense Advance Repayment Specialist• FIN Analyst UW• Expense Operations Lead• Expense Partner UW• Finance Auditor• Finance Executive• Cash Sale Deposit Specialist• Cash Sale Payment Specialist

How to Prompt the Report

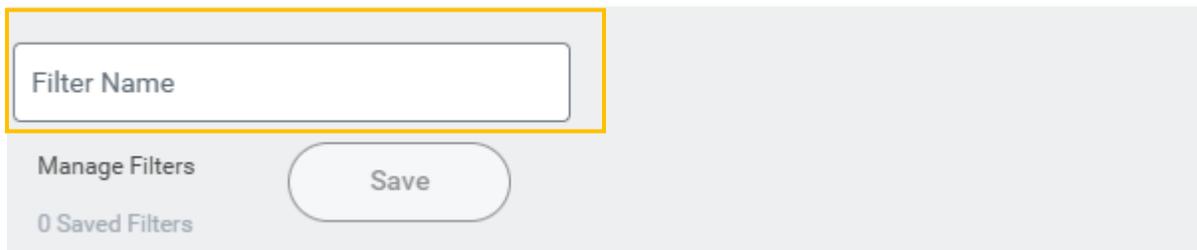
- 1) **Required Prompts:** before running the report, make sure all required fields, marked with a red asterisk, are populated. **This report requires either Company or Company Hierarchy to run.**

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Company	* <input type="text" value="UWMSN University of Wisconsin Madison"/>
Pay To	<input type="text"/>
Payee Type	<input type="text" value="Employee"/>
Report Date On or After	<input type="text" value="12/01/2024"/>
Report Date On or Before	<input type="text" value="12/31/2024"/>
Supplier for Contingent Worker	<input type="text"/>
Corporate Credit Card Accounts for Expense Report	<input type="text"/>
Document Number	<input type="text"/>
Expense Report Status	<input type="text"/>
Expense Report Worker Payment Status	<input type="text" value="Paid"/> <input type="text" value="Unpaid"/>
Expense Report Credit Card Payment Status	<input type="text" value="Credit Card Paid"/> <input type="text" value="Unpaid"/>
Created by Worker	<input type="text"/>
Created On or After	<input type="text" value="MM/DD/YYYY"/>
Created On or Before	<input type="text" value="MM/DD/YYYY"/>
Approved On or After	<input type="text" value="MM/DD/YYYY"/>
Approved On or Before	<input type="text" value="MM/DD/YYYY"/>

[Manage Filters](#)
0 Saved Filters

- 2) **Optional Prompts:** You can further filter the report data by filling in the optional prompts (not marked with a red asterisk.) This will allow you to further define the data output and reduce the amount of sorting and filtering needed after the report is ran. Leaving the optional prompts blank will return all expense reports for the company, however, this will create a larger data output which will slow run time.
- a. Enter either a company or company hierarchy for the **Company** you are requesting data for.
 - b. To search for expense reports related to a specific individual, you can enter their name on the **Pay To** prompt. Note: Workday utilizes predictive typing to populate an employee's name.
 - c. **Payee Type** allows you to search data for the following: Candidate, Contingent Worker, Employee, External Committee Member (guest), Pre-Hire or Student. Note: We are currently not using Workday Student for the Student prompt to be used.
 - d. **Report Date On of After** and **Report Date On of Before** allow you to narrow a date range for the data output.
 - e. **Supplier for Contingent Worker** may be helpful for searching for reports associated with contracted workers, however it is recommended to not use this prompt.
 - f. **Corporate Credit Card Accounts for Expense Report** is a useful prompt if you are managing department purchasing cards. This prompt requires knowledge of the credit card billing accounts associated with each company.
 - g. **Document Number** is a free form text field and will not be very useful for searching data. It is recommended to not use this prompt.
 - h. **Expense Report Status** provides 4 statuses to search on: **Approved, Draft, Canceled, and In Progress.**
 - i. **Expense Report Worker Payment Status** can be used to further define the output for either **Paid** or **Unpaid** expense reports.
 - j. **Expense Report Credit Card Payment Status** allows you to narrow the output to expense reports with paid or unpaid university credit card transactions.
 - k. To search on expense reports created by a certain individual, prompt **Created By Worker.** Workers returned will either be an Expense Data Entry Specialist of the employee.
 - l. **Created On or After/Before** and **Approved On or After/Before** are additional date ranges used to narrow the returned data.
 - m. You can save your prompt selection as a saved filter, reducing entry each time the report is ran.



The screenshot shows a user interface for managing filters. At the top, there is a text input field with the placeholder text "Filter Name". This field is highlighted with a yellow border. Below the input field, there are two buttons: "Manage Filters" on the left and "Save" on the right. At the bottom left, there is a status indicator that says "0 Saved Filters".

- 3) Click **“OK”** to run the report.

Navigating the Report

Workday allows you to further filter, rearrange, and drill into report values. You can also extract the report into an Excel file for further analyzation. Refer to [Commonly Used Report Icon](#) table for further information.

1) Click on **Details** in the report header to view the prompts populated at the time the report was run.

Find Expense Reports ☰ 

Details

Company	UWMSN University of Wisconsin Madison	Report Date On or Before	12/31/2024
Payee Type	Employee	Expense Report Worker Payment Status	Paid Unpaid
Report Date On or After	12/01/2024	Expense Report Credit Card Payment Status	Credit Card Paid Unpaid

2) To filter the data displayed on the report, click on the **Header** of each column (e.g., Expense Report, Company, Expense Report Status, etc.) and select or enter your filter criteria. Alternatively, click the **Filter** icon and then click **Add** to apply a filter to each column.



3) This is a rather large report and you will need to scroll to see all columns.

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Company UWMSN University of Wisconsin Madison Report Date On or Before 01/31/2025
Report Date On or After 12/01/2024

257 items 

Expense Report	Expense Report Number	Company	Expense Report Status	Pay To	Payee Type	Expense Report Date	Memo	Total Amount	Currency	Expense Payee Paid	Credit Card Paid
Expense Report: ER-0000000603	ER-0000000603	UWMSN University of Wisconsin Madison	Draft	Employee: Greg Brooks	Employee	01/16/2025	Relo	555.00	USD		
Expense Report: ER-0000000601	ER-0000000601	UWMSN University of Wisconsin Madison	In Progress	Employee: Greg Brooks	Employee	01/15/2025	WP-110309 UWMSN Athletics Only	532.00	USD		
Expense Report: ER-0000000598	ER-0000000598	UWMSN University of Wisconsin Madison	Approved	Employee: Greg Brooks	Employee	01/09/2025	WP-99221 Activity Code	657.00	USD	Yes	
Expense Report: ER-0000000597	ER-0000000597	UWMSN University of Wisconsin Madison	Approved	Employee: Carrie Anneson (On Leave)	Employee	01/09/2025	NO Unsettled	19.90	USD	Yes	
Expense Report: ER-0000000596	ER-0000000596	UWMSN University of Wisconsin Madison	Approved	Employee: Carly Browne	Employee	01/07/2025	WP-109956 SF-425 testing	500.00	USD	Yes	
Expense Report: ER-0000000594	ER-0000000594	UWMSN University of Wisconsin Madison	Draft	Employee: Greg Brooks	Employee	01/06/2025	WP-111217	17.52	USD		
Expense Report: ER-0000000593	ER-0000000593	UWMSN University of Wisconsin Madison	Draft	Employee: Daniel Koch	Employee	01/06/2025	WP-111217	4,794.88	USD		
Expense Report: ER-0000000591	ER-0000000591	UWMSN University of Wisconsin Madison	Approved	Employee: Abigail Flower	Employee	01/04/2025	WP-014011 Reread	988.52	USD	Yes	Yes
Expense Report: ER-0000000590	ER-0000000590	UWMSN University of Wisconsin Madison	Approved	Employee: Matthew Martinez	Employee	01/04/2025	WP-104004	2,200.54	USD	Yes	Yes
Expense Report: ER-0000000589	ER-0000000589	UWMSN University of Wisconsin Madison	Draft	Employee: Jane Rolfemeyer	Employee	01/03/2025		48.89	USD		
Expense Report: ER-0000000588	ER-0000000588	UWMSN University of Wisconsin Madison	Draft	Employee: Greg Brooks	Employee	01/03/2025	Test related links	0.00	USD		

Commonly Used Report Icons

Change Selection: Returns to prompt screen	
Export to Excel <ul style="list-style-type: none">• Extracting from the header will include the selected prompts.• Extracting from the table will exclude the selected prompts from the header.	
Expand: Toggle fullscreen viewing mode	
Column Preferences: Show/hide, freeze and reorder <ul style="list-style-type: none">• Any changes you make to the column setting will be saved and applied the next time you run the report. These preferences are specific to your account and will not impact the report view for other Workday users.	
Filter: Select to filter grid data	
Magnifying Glass: View customer invoice details	