Expense Report Work Area

For approvers that review a high volume of reports, you may wish to use the Expense Report Work area. This option can be viewed by typing “Expense Report Work Area” into the Workday search bar and then clicking on the report to generate it.

One of the benefits of the new Expense Report Work Area is the Search option which allows for quick filtering of information.

Example below would filter all Expense reports pending approval that contain an expense coded to Supplies-General.
For quick access, the report can be saved as one of your Favorites or follow the steps below to create a shortcut:

Select the shortcut icon, then click on the title to generate the report.

For additional information or assistance, please call 207-798-7070, Option 5.