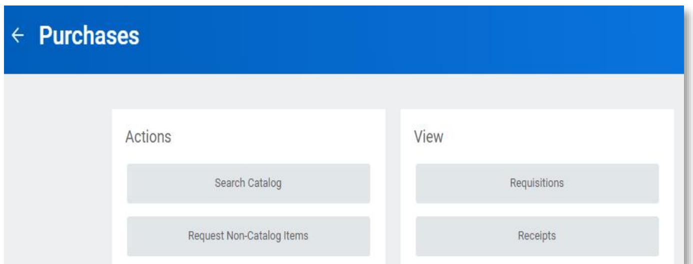
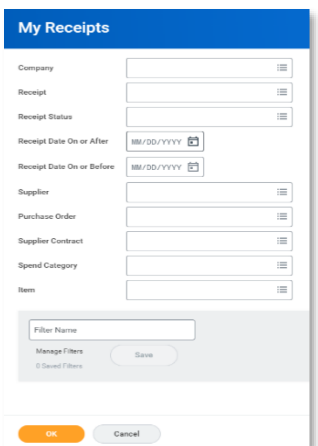
STEPS IN WORKDAY

Find the Receipt

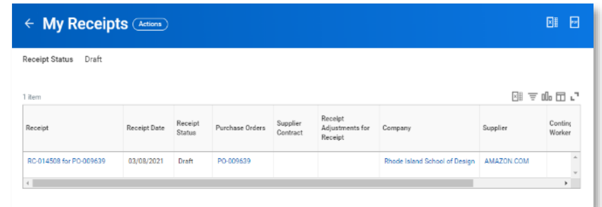
1. Log in to your Workday account.
2. Click on the **Purchases** worklet on the Home page and click on the **Receipts** button in the **View** column.



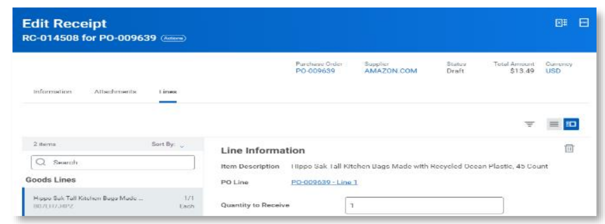
3. You can leave the query fields blank and then click on the orange button to submit the query or you can add a date to **the Receipt Date On or After** (recommended only if you have a large number of receipts stored in Workday).

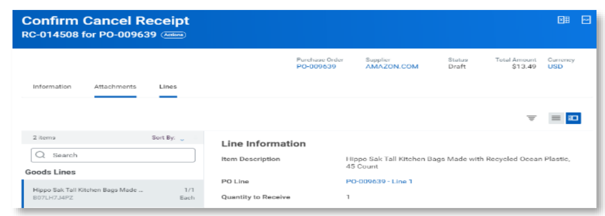


4. Find the receipt in the query results; draft receipts will display the word **Draft** on the Receipt Status column.



5. Hover over the receipt number until the orange three dot related actions button appears (twinkie) and click on it. Move your cursor to Actions > Receipt and click on the **Edit** or **Cancel** option. This will bring you to either the **Edit Receipt** page or the **Confirm Cancel Receipt** page.





6. Follow through with the prompts and then click the orange button to complete the task.