

CHECKING STATUS, APPROVAL ROUTING, AND PAYMENT STATUS OF AN EXPENSE REPORT

This process guide supports processors that need to:

- Check the status of an Expense Report (ER)
- Look at the business process to check which approver has the ER in their queue.
- Check on payment status/payment date of an approved ER

INSTRUCTIONS: CHECK ER STATUS

1. Open the ER.
2. Refer to the **Status** field on the header.
See next slide for a list of statuses an ER can have.

Review Expense Report		ER-0000 [REDACTED] - TCard	
Pay To Employee: [REDACTED]	Status Waiting on Expense Partner	Personal 0.00 USD	Company Paid 598.40 USD
Reimbursement 0.00 USD	Total 598.40 USD		

ER STATUSES, EXPLAINED

STATUS NAME	DESCRIPTION	ACTION ALLOWED
Draft	Report is in draft but has not been submitted.	View, Edit, Cancel
In Progress	Report pending action for a step in the business process.	View, Change, Cancel
Sent Back	Report has been sent back by one of the approvers in the business process. Note: approvers include traveler, traveler's supervisor, cost center manager, and expense reimbursement coordinator. Some ERs have additional approvers.	View, Edit, Cancel
Waiting on Expense Partner	Report is pending approval from the expense reimbursement coordinator (the final approver on an ER).	View, Edit, Cancel
Approved	Report received all the required approvals but has not been paid yet.	View, Change, Cancel
Paid	Report has been approved and paid.	View
Canceled	Report was cancelled. Note: Reports that have already paid cannot be cancelled.	View

INSTRUCTIONS: LOOK AT BUSINESS PROCESS TO CHECK PERSON PENDING APPROVAL

1. Open the ER.
2. Click on the Business Process Tab.

The screenshot shows the 'View Expense Report' page in the UAMS system. The report ID is ER-000071888. The 'Business Process' tab is selected and highlighted with a red box. Other tabs include Header, Attachments, Expense Payment, and Expense Lines. The report details show: Pay To Employee: [redacted], Status Paid: Personal 0.00 USD, Company Paid: 0.00 USD, Prior Balance Applied: 0.00 USD, Cash Advance Applied: 0.00 USD, and Reimbursement: [redacted].

3. Refer to the **Status** and **Person** fields.

Status Approved means the Person has already reviewed and approved the ER.

Status Awaiting Action means the ER is in that person's queue (Workday inbox), pending review.

Business Process: 82 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Expense Report Event	Approval by Driver Authorization Reviewer	Approved	12/30/2025 05:29:45 PM	01/01/2026	Debra L Smith (Driver Authorization Reviewer)	1	
Expense Report Event	Review Expense Report	Not Required				0	
Expense Report Event	Review Expense Report	Not Required				0	
Expense Report Event	Approval by Expense Partner	Not Required				0	
Expense Report Event	Approval by Participant Expense Reviewer	Not Required				0	
Expense Report Event	Review Expense Report	Not Required				0	
Expense Report Event	Review Expense Report	Not Required				0	
Expense Report Event	Review Expense Report	Not Required				0	
Expense Report Event	Review Expense Report	Awaiting Action		01/01/2026	Amber R Hill (Expense Partner) Andrea Torres (Expense Partner) Anthony Ishmael (Expense Partner) Sheena Joyner (Expense Partner)	4	

INSTRUCTIONS: CHECK PAYMENT DATE FOR PAID EXPENSE REPORTS

1. Open the ER.
2. Click on the Expense Payment Tab.

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View Expense Report ER-0000 [ID] [Status Summary] Tip

Pay To Employee: [Employee Name] Status Paid Personal 0.00 USD Company Paid 0.00 USD Prior Balance Applied 0.00 USD Cash Advance Applied 0.00 USD Reimbursement [Amount]

Header Attachments **Expense Payment** Business Process Expense Lines

3. Refer to the **Payment Date** and **Payment Type** fields for information about when/how the traveler was paid.

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View Expense Report ER-0000 [ID] [Status Summary] Tip

Pay To Employee: [Employee Name] Status Paid Personal 0.00 USD Company Paid 0.00 USD Prior Balance Applied 0.00 USD Cash Advance Applied 0.00 USD Reimbursement [Amount] Total [Amount]

Header Attachments **Expense Payment** Business Process Expense Lines

Payee

Expense Payment [ID]

Status Complete

Reconciliation Status Reconciled

Company University of Arkansas for Medical Sciences

Pay To [Employee Name]

Type Employee

Payment Date 09/25/2025

Currency USD

Payment Information

Part of Settlement Run ST-[ID]

Part of Group Expense Payment(Direct Deposit) for UAMS | First Security

Payment Amount [Amount]

Bank Account UAMS | First Security EFT

Payment Type Direct Deposit

Transaction Reference [ID]