Modifying an Existing Expense Report

When an expense report is sent back to be revised, or is saved for later, the user will need to find and re-open the report. By doing this, the user does not have to create a new report avoiding duplicates and extra work.

Click on Expense Report Create/Modify (1) link in the "Expenses WorkCenter", then click on the Find an Existing Value tab (2). Finally, click the Search button (3) and the expense report should populate, or will show amongst a list of other expense reports.