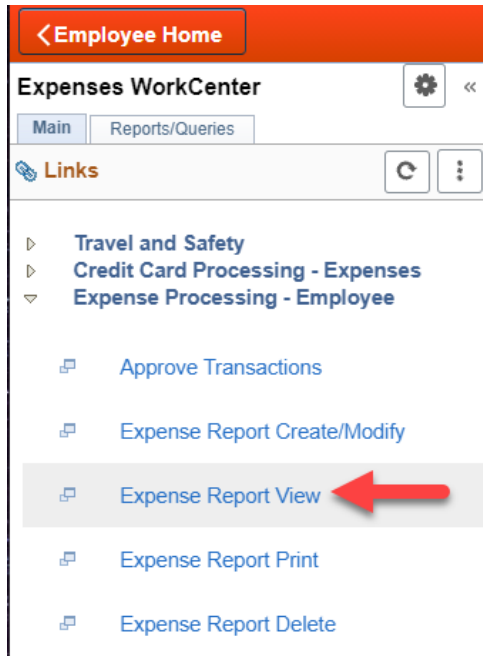
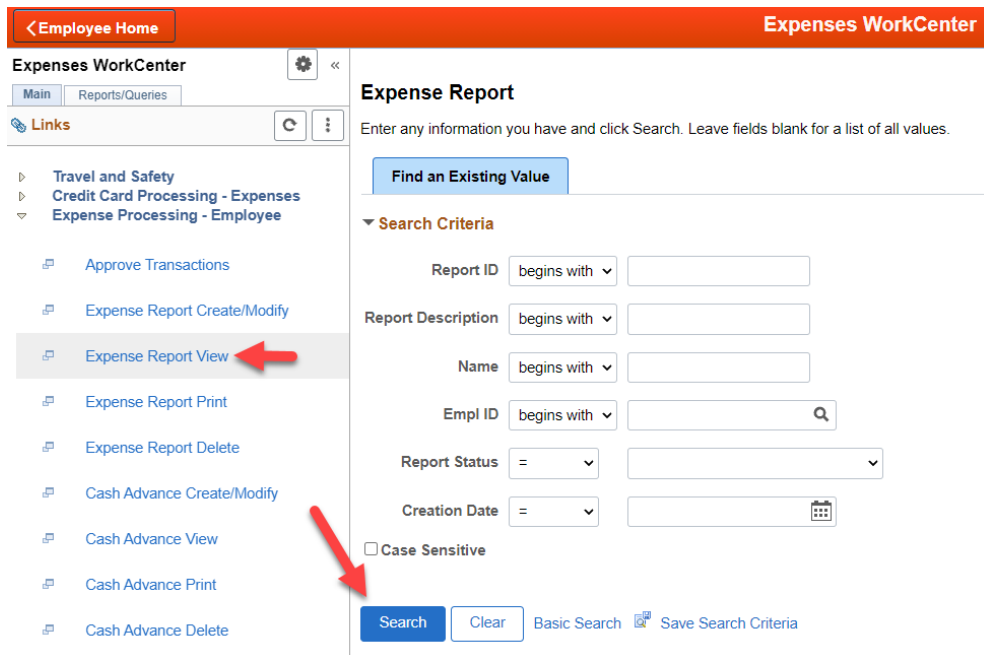


Withdrawing an Expense Report after Submitting

The user has the ability to withdraw an expense report after it was submitted, but only before it is approved by the department approver.



2. Next, click the search button and locate the pending expense report to be withdrawn from the list. The report should maximize on the screen or appear in a list if there are more than one expense reports pending.



3. Click on the “Refresh Approval Status” button if not done so already to be able to withdraw the expense report.

View Expense Report

Matthew O'Keefe

Your expense report 0088002005 has been submitted for approval.

| | | | | |
|------------------|-------------------------------|--------------|-------------|-----------------------|
| Business Purpose | Reimbursement | Report | 0088002005 | Submission in Process |
| Description | Withdrawing an Expense Report | Created | 02/23/2022 | Matthew O'Keefe |
| Reference | | Last Updated | 02/23/2022 | Matthew O'Keefe |
| | | Post State | Not Applied | |

Totals [View Printable Version](#) [View Analytics](#) [Notes](#)

| | | | |
|----------------------------|----------|---------------------------|----------|
| Employee Expenses (1 Line) | 1.00 USD | Non-Reimbursable Expenses | 0.00 USD |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD |

Amount Due to Employee 1.00 USD Amount Due to Supplier

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Submit Expense Report](#)

[Refresh Approval Status](#)

[Return to Search](#) [Notify](#)

4. Then click the “Withdraw Expense Report” button that appears.

View Expense Report

Matthew O'Keefe

| | | | | |
|------------------|-------------------------------|--------------|-------------|------------------------|
| Business Purpose | Reimbursement | Report | 0088002005 | Submitted for Approval |
| Description | Withdrawing an Expense Report | Created | 02/23/2022 | Matthew O'Keefe |
| Reference | | Last Updated | 02/23/2022 | Matthew O'Keefe |
| | | Post State | Not Applied | |

Totals [View Printable Version](#) [View Analytics](#) [Notes](#)

| | | | |
|----------------------------|----------|---------------------------|----------|
| Employee Expenses (1 Line) | 1.00 USD | Non-Reimbursable Expenses | 0.00 USD |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD |

Amount Due to Employee 1.00 USD Amount Due to Supplier

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Submit Expense Report](#) [Withdraw Expense Report](#) [Submitted On](#) 02/23/2022 [Submitted By](#) Matth

▼ **Approval History**

| | | |
|------------------------------|-------------------------------|---------------|
| Submitted Matthew O'Keefe | Expense Manager Shaun Wade | HR Supervisor |
|------------------------------|-------------------------------|---------------|

| Action | Role | Name |
|-----------|----------|-----------------|
| Submitted | Employee | Matthew O'Keefe |

5. Finally, go back to the “Expenses WorkCenter” list and click on Expense Report Create/Modify link (1). Then, click on the Find an Existing Value tab (2) and click the Search button (3).

The screenshot displays the Expenses WorkCenter interface. At the top, there is a navigation bar with a back arrow and "Employee Home" on the left, and "Expenses WorkCenter" on the right. Below this, the "Expenses WorkCenter" header includes a settings gear icon and a back arrow. The main navigation area has tabs for "Main" and "Reports/Queries". A "Links" section contains a list of options: "Travel and Safety", "Credit Card Processing - Expenses", "Expense Processing - Employee", "Approve Transactions", "Expense Report Create/Modify" (highlighted with a red circle and the number 1), "Expense Report View", "Expense Report Print", and "Expense Report Delete".

The "Expense Report" section on the right contains the text: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this text are two tabs: "Find an Existing Value" (highlighted with a red circle and the number 2) and "Add a New Value". A "Search Criteria" section follows, with fields for "Report ID", "Report Description", "Name", "Empl ID", and "Creation Date". Each field has a dropdown menu with "begins with" selected. The "Creation Date" field has a dropdown menu with "=" selected. There is also a "Case Sensitive" checkbox. At the bottom of the search criteria section, there are buttons for "Search" (highlighted with a red circle and the number 3), "Clear", "Basic Search", and "Save Search Criteria".

Note: The Expense Report that was withdrawn should maximize on the screen or appear in a list if there are more than one expense report pending. From there, the user can make changes and re-submit the report if needed.