

How to make Expense Report Corrections

Go directly to your **Expense - Expense Reports - Expense Report**. Go to "Query" at the far right of the page - Select "Query" again then under "Query Condition" select "Status" on the scroll-down menu then select "Query" at the bottom again.

The screenshot shows the 'Expense Report' interface. A 'Query' dialog box is open in the center. The dialog has tabs for 'Find', 'Query', 'Sort', and 'Saved Queries'. The 'Query' tab is active. Under the '-Query Condition' section, there is a dropdown menu with 'Status' selected. Below this, there is a 'begins with' dropdown set to '(like%)'. At the bottom of the dialog, there is a 'Query' button and a 'Close' button. The background interface shows a breadcrumb trail: 'Browse Applications > Time & Expense > Expense > Expense Reports > Expense Report'. On the right side, there are summary statistics: 'Total To Me' (0.00), 'Payment Received' (0.00), and 'Currency' (USD). A 'Query' button is also visible in the top right corner of the main interface. Four yellow callout boxes with numbers 1, 2, 3, and 4 point to the 'Query' button in the top right, the 'Query' button in the dialog, the 'Status' dropdown in the dialog, and the 'Query' button at the bottom of the dialog, respectively.

It will take you to **Query View** where you will select the **Expense Report ID** that needs to be corrected. Make the correction on that screen where Gary instructed. Most of you will be making corrections under "**Description**" or "**Purpose**". Make the correction and "**SAVE**". The "Save" button is highlighted in the top left corner. After that close out.

FILE LINE OPTIONS PROCESS HELP Co 1 - Mgmt Servs Group


































Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report

Manage Expense Report New Expense Report

<input type="checkbox"/>	Expense Report ID	Description *	Date *	Revision	Status	From *	To *	Purpose *	Correction	First
<input checked="" type="checkbox"/>	ER00146744	Made Mistake Test 123	08/20/2021	0	Draft	07/20/2021	07/22/2021	TEST	0	
<input type="checkbox"/>	ER00146645	Staff Trvl Jordan 14-17 Aug	08/19/2021	0	Under Review	08/14/2021	08/17/2021	ODC row 80 and 81	0	