

RUTGERS

School of Arts and Sciences

HOW TO EDIT AN EXPENSE REPORT



Requires Action (needs receipts)

If an employee receives notification that their report Requires Action, they should

1. Click on the Notification Bell
2. Open the notification
3. Make the necessary corrections or to upload required receipts, click on the +
4. Click Ok
5. Go up to Actions in the top right corner and from the drop down, choose Submit Information

Reports Returned with Error Messages

Click on the error message, not the report number. Correct the errors or add the necessary information. Click ok then go to Actions in the top right corner and from the drop down, choose Submit Information

Withdraw and Resubmit

Please ask the user to withdraw the report and re-submit it. To withdraw, go to the home page, and click on “In Approval” in the Expense Report box. It will bring up the expense report. Click on the area to the right of the RBU where it says #of Items so that the section highlights blue. Then just above the report number they will see Actions with a down arrow. Click on the arrow and they will see the word Withdraw. Click on Withdraw and then you can go back in, make any changes and hit Submit.