EX.020.113 - WITHDRAWING AN EXPENSE REPORT

Purpose	To withdraw an Expense Report
Description	The Travel & Expense module allows users to withdraw Expense Reports previously submitted as long as no approval action was taken. Withdrawing an Expense Report removes it from the approvers Worklist and returns it to '*Pending*' status so it may be edited or deleted.
Security Role	BOR_PeopleSoft_User
Assumptions	None
Dependencies/ Constraints	Expense Report is in Submitted for Approval Status.
Additional Information	None

Procedure: Withdrawing an Expense Report through the Fluid Tile

Below are step by step instructions on how to withdraw an expense report through the Fluid tile located on the Georgia*FIRST* Financials homepage.

Step	Action
1.	Click the **My Expense Reports** tile on the Georgia*FIRST* Financials homepage.
2.	Select the status of **Awaiting Approval**.
3.	Click the **Report ID** that needs to be withdrawn.
4.	Click the **Withdraw** button. This returns the expense report to '*Pending'* status so that it can be modified.
5.	Verify the Approval Status section updates with the action of Withdrawn as well as the date, time and user that performed the withdrawal.
6.	If further edits are needed on this expense report after it is withdrawn, see EX.020.110 – Modifying an Expense Report.

Procedure: Withdrawing an Expense Report through the NavBar

Below are step by step instructions on how to withdraw an expense report through the NavBar icon.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Employee Self-Service** link.
4.	Click the **Travel and Expenses** link.
5.	Click the **Expense Reports** link.
6.	Click the **View** link. The system navigates to the Expense Report Search Criteria page.
7.	Click the **Find an Existing Value** tab.
8.	Enter or search for the **Report ID**. ***Note:*** *If users do not know the Report ID number, search criteria may be entered to locate the transaction.*

Step	Action
9.	Click the **Search** button. The system generates search results based on Search Criteria entered in the step above. ***Note:*** *If a Report ID was entered, the Expense Report automatically displays. If search criteria were entered, click an entry in the Report ID column to view the Expense Report*.
10.	The system navigates to the View Expense Report Summary page. Confirm the expense report is in Submitted for Approval status and the Withdraw Expense Report button is available. ***Note****: An expense report is only eligible to be withdrawn if it is in 'Submitted' status and no approval action was taken.*
11.	Click the **Withdraw Expense Report** button. This returns the expense report to '*Pending'* status so it can be modified
12.	Verify the withdrawal process is complete by viewing the text under the traveler's name that reads: "Your expense report (Expense Report ID XXXXXXXXXX) has been withdrawn from the approver's queue."
13.	If further edits are needed on this expense report after it is withdrawn, see EX.020.110 – Modifying an Expense Report.