Submitting, Printing and Withdrawing an Expense Report
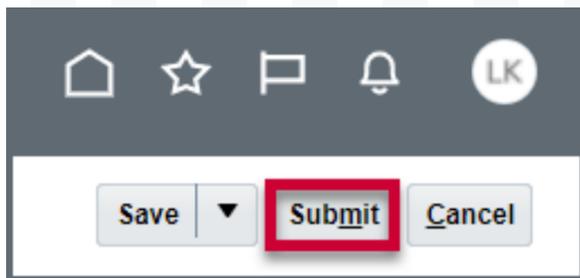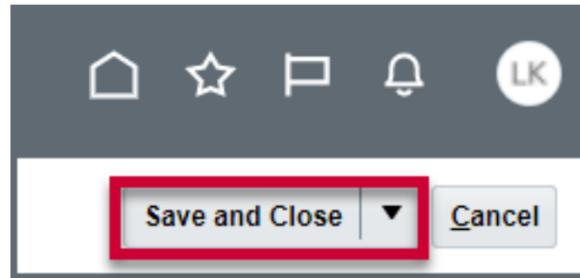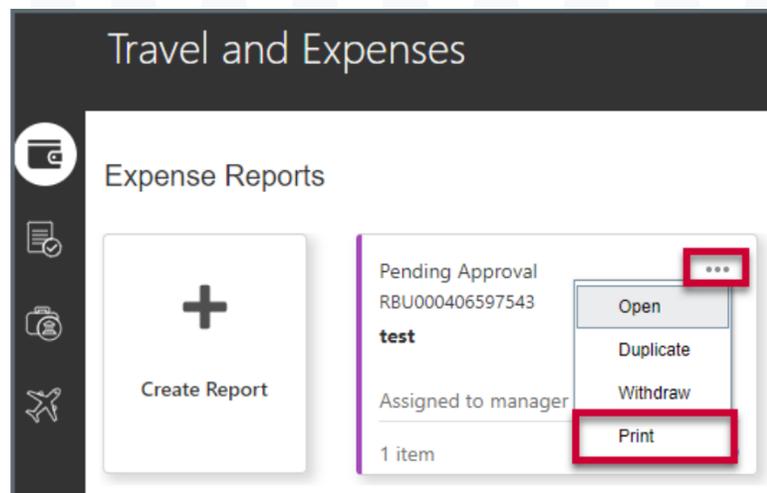
- When all the items have been added to the report, click *'Save and Close'* then *'Submit'* in the top right hand corner.


- Back on the expense tile; Print the report by clicking the *three dots* in the top right hand corner of the expense report, then Click *'Print'*. Please note, no attachments will be shown.

Withdrawing an Expense Report:

- Reports may be sent back to the preparer by one of the approvers or auditors to make changes or add attachments. In order to edit any expense report that has been submitted, the report needs to be withdrawn from the approval process. Withdrawing the report does not delete any information already entered. Reports can be withdrawn only from the Expenses tile and not from within the report itself.

- On the Expense tile, identify the report you wish to withdraw. Click the *three dots* in the top right of the report and *'Withdraw'*.
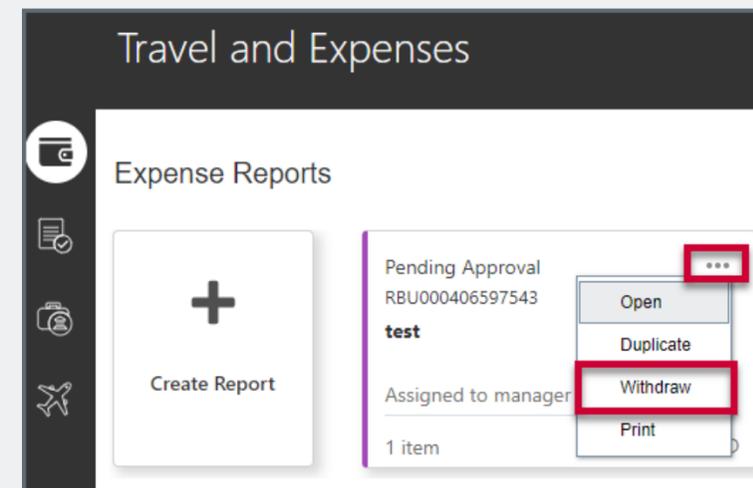
- Click *'Yes'* when the dialogue box opens asking *"Do you want to continue?"* The report status will change to *Not Submitted.*