Creating Expense Reports

Creating a New Expense Report without a Travel Request

Follow these steps to create a new expense report without a travel request:

- 1. From the Concur home page complete the following:
 - a. On the Concur home page, place your mouse pointer over **New** on the Quick Task Bar.
 - b. Click the Start a Report link or Click the Expense tab.

SAP Concur 🖸	Requests	Travel Expense	e Approvals	App Cen	ler			
Hello, Cortney	AROLINA				+ New	00 Required Approvals	05 Authorization Requests	00 Available Expenses
					Start a Request	_		
					Start a Report			
					Upload Receipts			

Result: The Manage Expenses page will appear.

2. Click the Create New Report tile in the Report Library section.



3. On the Create a New Report page, complete all required (noted by red asterisks) and optional fields as needed.

Note: For non-overnight travel, it is considered best practice to include the business purpose of the expense report for the Report Name. For example (July, 2020 Mileage).

4. Click the Create Report button.

Policy *				* Required
*UNC-General Expense Policy	•			
Report Name *		Report/Trip Purpose *		Report/Trip Start Date *
			,	MM/DD/YYYY
leport/Trip End Date *		Traveler Type *		Trip Type *
MM/DD/YYYY	1		•	
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laurae				

5. Then continue to follow the steps noted in the <u>Adding Expenses to an Expense Report</u> chapter.

Creating a New Expense Report from a Travel Request

Follow these steps to create a new expense report from a travel request:

1. Open the Active Requests page by clicking on the **Requests** tab.



2. Select the Travel Request you want to create an expense report for.

nage Requests w	ew: Active Requests 🔻	
1	APPROVED 08/03/2	
0	MINT Conference	
reate New Request	\$1,167.50	
	Approved	

3. Click the Create Expense Report button.

MINT Conference Approved Request ID: 33GE	\$1,167.50	More Actions 🔻	Croate	Expense Report
Request Details Print/Share EXPECTED EXPENSES	Attachments 🔻			
Expense type	Details	Date -	Amount	Requested
Hotel Reservation	Tulsa, Oklahoma	08/03/2020	\$500.00	\$500.00
Air Ticket	Raleigh (RDU) - Tulsa (TUL) : Round Trip	08/03/2020	\$475.00	\$475.00
Daily Allowance	Tulsa, Oklahoma	08/03/2020	\$192.50	\$192.50
		Estimat	ed Total: \$	\$1,167.50

Result: All Report Details of the approved Travel Request will populate on the Expense Report.

MINT Con Not Submitted Report Datable V P REOUEST Approved \$1,167.50	ference	Manage Receipt	llowance 🔻			Submit Rep	ort
Add Expense							
			Add expenses to	No Expenses this report to submit for rein	nbursement.		

4. Then continue to follow the steps noted in the Adding Expense to an Expense Report chapter.

Adding Expenses to an Expense Report

Adding Available Expense Transactions

On the Concur home page, you can view a list of unassigned T&E card transactions, Airfare Direct Bill transactions, and E-Receipts in the Available Expenses section. Also, for Available Expenses, some of the expense types may automatically populate based on the merchant or transaction type. These transactions must be reviewed and edited as necessary to ensure the correct account code is assigned and the correct expense form is completed.

Note: When using your T&E Card for purchases in a foreign currency, Bank of America will assess an International Transaction Fee. These fees will appear as separate transactions under Available Expenses and should be included on the same Expense report as the T&E Card expenses which they are related to. No receipt is required when reconciling the expense.

From an open expense report

Follow these steps to add available transactions within an open report:

1. Click the Add Expense button.



2. From the Available Expenses tab, select the check box(es) for the appropriate expenses you want to assign to the current expense report.

vailab	le Expenses	Create New Expense			
	Payment Type	Expense Type	Vendor Details	Date -	Amoun
			Courtyard	02/23/2018	\$605.4
			Avis	02/23/2018	\$527.8
			Courtyard	01/12/2018	\$1,389.93
			Avis	01/12/2018	\$580.78
	American Express	Taxi	Uber	11/17/2017	\$24.00
	American Express	Office Supplies	Staples	11/16/2017	\$68.23
	Out of Pocket	Hotel	Wyndham Hotels	08/02/2017	\$682.00

3. Click the Add to Report button.

From the Available Expense section

Expenses listed in the Available Expense section can be added to an existing expense report or used to create a new expense report. Follow these steps to assign transactions to a report from the Available Expenses section:

1. Click the **Available Expenses** tile in the My Task section of the Home page.



- 2. From the Available Expenses section (you might need to scroll down) mark the checkbox next to the Available Expense(s) you want to add to an existing expense report or new report.
- 3. Click the **Move** to button.
- Select the Expense Report you want to add the Available Expense(s) to or select New Report to create a new report.

	NOT SUBMITTED 06/09/2020	SUBMITTED 06/09/2020	SUBMITTED	05/28/202
	Hotel T&E Test	Processor Manager Test	MS Add Approver	WF
Create New Report	\$3,286.53	\$15.00	\$24.00	
		Submitted & Pending Travel Team Review	Submitted & Pending Su Approval Approver Test	pervisor
layed reports: 3, Total: 3				
AILABLE EXPENSES Vi	Move to 👻			
Dolote Combine Lapaces		Vendor Details	Date 🕶	Amount
Doloto Combine Laponee	Move to 🔻	Vendor Details Airports, Airport Terminals Wilmington, Delaware	Dato ▼ 07/05/2020	Amount \$88.0

Result: Depending on the action you select; one of two results will occur:

- **a.** If you selected an existing report, the report opens, and the Available Expense transaction is added to the report.
- **b.** If you selected **New Report**, the Create New Report page appears. Enter the report information as usual.

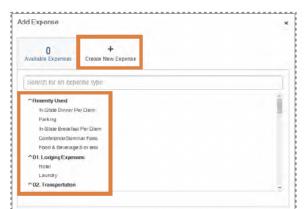
Adding Out-of-Pocket Expenses

Follow these steps to add out-of-pocket expenses to a report:

1. From the open report, click the Add Expense button.



- 2. Click the Create New Expense tab.
- 3. Search for or select the appropriate expense type from the list.



- 4. Complete the required (noted by red asterisks) and optional fields.
- 5. Select **Out of Pocket**, from the Payment Type dropdown menu.
- 6. Click the Attach Receipt Image icon to upload and/or attach the receipt.

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Personal Expense (do rot reinburse) -		
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Note: If the expense requires itemization, click the Itemization tab.

7. Click the Save Expense button.

Adding Personal Meal Expenses for Reimbursement

All **personal meals** must be paid for out-of-pocket by the traveler. University travelers are only eligible for reimbursement of meals per NC or Federal per diem rate (receipts for documentation is not required).

University travelers may claim reimbursement for the following meals during an overnight trip, if:

- **Breakfast** depart duty station prior to 6 a.m.
- Lunch depart duty station prior to Noon (day of departure) or return to duty station after 2:00 p.m. (day of return).
- **Dinner** depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return).

Adding North Carolina Per Diem Expenses

- 1. Open a current Expense Report or Create a New Report.
- 2. Click the Add Expense button.



- 3. Click the Create New Expense tab.
- 4. Select the appropriate 04. Meals expense type from the list.



- Complete the required (noted by red asterisks) and necessary optional fields, leaving the Amount field empty.
 Note: Time of Departure/Return field is only required for the first and last date of travel. Also, the Start Date and End Dates are automatically retrieved from the Report Header.
- 6. Click the Save Expense button.

Adding a Daily Allowance Expense (Federal per diem rates)

When traveling and using federal funds, the Concur system can incorporate the federal per diem rates

based on the destination as well as departure and return dates of travel.

- International When traveling Outside of the Contiguous United States (OCONUS), Concur will utilize the rates set by the Department of State. These rates can be found on the US Department of State's Foreign Per Diem Rates webpage.
- Domestic When traveling within the Continental United States (CONUS), Concur will utilize the rates set by the US General Services Administration (GSA). These rates can be found on the US GSA's <u>Per Diem Rates</u> webpage.
- Other When traveling to Hawaii, Alaska, or US Territories and Possessions, Concur will utilize the rates set by the Department of Defense. These rates can be found on the <u>Department of</u> <u>Defense Travel Management</u> office webpage.

The maximum allowable amount will be calculated based on the location and dates of travel. However, the first and last day of travel of the Daily Allowance will be calculated at 75% of the day's total.

Follow these steps to add a daily allowance expense:

- 1. Open an expense report or create a new expense report.
- 2. Click the Travel Allowance dropdown link.
- 3. Click Manage Travel Allowance from the dropdown menu.

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- 4. Select an itinerary from the Available Itineraries section.
- 5. Click the **Assign** button.

Note: If no itineraries exist, click the Previous button to create a new itinerary.

- 6. Click the **Next** button.
- 7. Once your itineraries appear mark the check boxes of when a meal was provided for each day.
- 8. Click the Create Expenses button.

Result: The daily allowance expense(s) will be added to the expense report.

Attaching Receipts

The Concur system will alert you when a required receipt is missing and when a Missing Receipt Declaration is not allowed. Follow these steps to attach a receipt image to an expense report:

- 1. Select an expense entry and open it in the Details view.
- 2. Click Attach Receipt Image tile.

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3. Click Upload Receipt Image or the Attach link on a receipt that has been uploaded previously.

Result: The receipt image is attached to the expense entry and displays on the right side of the screen.

Missing Receipt Declaration

A Missing Receipt Declaration should be completed when a receipt is lost or misplaced, and the expense requires a receipt. In these instances, you can **digitally sign** a declaration or you can upload a completed and signed declaration.

Important: A delegate cannot submit a Missing Receipt Declaration on your behalf. Also, Missing Receipt Declarations are not allowable for the following expense types: lodging, airfare, car rental. conference registration.

Submitting a Missing Receipt Declaration

Follow these steps to submit a missing receipt declaration: 1. Open the expense report that has the expense missing a receipt.

- 2. Click the Manage Receipts link dropdown arrow.
- Select Missing Receipt Declaration.
 Result: A Create Receipt Declaration pop-up window will appear.
- 4. Mark the checkbox for each eligible expense entry that requires the declaration.
- 5. Read through the declaration, scrolling down to continue.
- 6. Click the Accept and Create button.

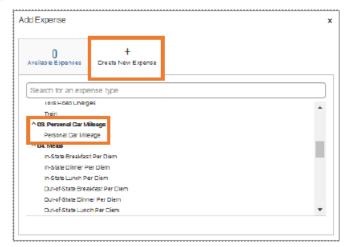
Result: The missing receipt declaration is attached, and an icon displays on the line item entry. If you later find the receipt (before submitting the report), you can detach the receipt declaration, and then attach the actual receipt image.

Adding Personal Car Mileage

If a personal vehicle has been used for travel, the traveler can request reimbursement based on the rates

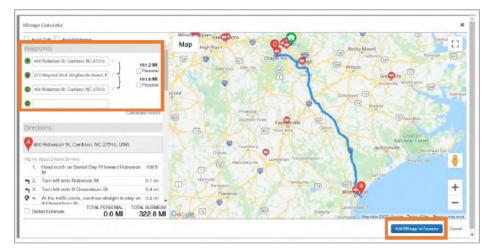
established by the State of North Carolina. Follow these steps to enter personal car mileage as an expense:

- **1.** Open a current Expense Report or Create a New Report.
- 2. Click the Add Expense button.
- 3. Click the Create New Expense tab.
- 4. Select Personal Car Mileage from the expense type list.



5. Enter your destinations in the Waypoints field.

Result: The system will automatically calculate the mileage, leveraging Google Maps.



6. Click the Add Mileage to Expense button.

- 7. Complete all the required (noted by red asterisks) and necessary optional fields.
- 8. Click the Save Expense button.

Converting Foreign Currency Transactions

When your travel takes you to different countries, out-of-pocket expenses will need to be converted from the original foreign currency to US Dollars (USD). When you create a new out-of-pocket expense in a currency other than US Dollars, you may utilize **the City of Purchase field** to automatically populate the local foreign currency. For T&E card transactions, Bank of America will convert transactions from the foreign currency to US Dollars. Follow these steps to convert out-of-pocket foreign currency transactions:

- 1. Open a current Expense Report or Create a New Report.
- 2. Click the Add Expense button.
- 3. Click the Create New Expense tab or Available Expense tab if you have enabled E-Receipts.
- 4. Search for or select the appropriate expense type from the list.
- 5. Enter all the appropriate information, including the Transaction Date and Amount.
- 6. In the **City of Purchase** field, select the appropriate location from the dropdown menu.

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Result: The Currency field will automatically update to the local currency of the City of Purchase selected. The Conversion Rate will populate from the Oanda database and the expense will be converted to US Dollars.

7. Click the Save Expense button.

Itemizing Expenses and Attendees

You should itemize expenses to account for receipts that include both business and personal expenses. In addition,

business meals and lodging expenses require receipts to be itemized.

Itemizing Nightly Lodging Expenses

Follow these steps to itemize nightly lodging expenses:

- 1. Open a current Expense Report or Create a New Report.
- 2. Click the Add Expense button.
- 3. Click the Create New Expense tab or Available Expense tab to access T&E Card Transactions and E-Receipts.
- 4. Select the Hotel expense type from Lodging Expenses listings.

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0 wailable Expenses	+ Create New Expense	
earch for an expe	ense type	
Conference.Gem) Conference.Gem) Conference.Gem) Hotel Laundry Co2, Transportation		
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Gar henal		

- 5. Complete all the required (noted by red asterisks) and necessary optional fields.
- 6. Click the Itemization tab.

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7. Click the Create Itemization button.

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8. Select the Hotel expense type from the Lodging Expenses listing.

Details	Hemizations		
amount. \$400.00	remizeo \$0.00	9 nemaining \$400.00	
New Itemization Expense Type *		* Regu	rell field
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- 9. Complete all the required (noted by red asterisks) and necessary optional fields.
- 10. Click the Save Itemization button.

Note: You will need to continue itemizing all the line item charges that appear on the receipt using other expense types until the remaining balance is \$0.00.

Itemizing Business Meal Expenses

Business meals expenses must have an itemized receipt. Follow these steps to itemize business meal expenses:

- 1. Open a current Expense Report or Create a New Report.
- 2. Click the Add Expense button to create a new expense or select an expense listed.
- 3. Complete all the required (noted by red asterisks) and necessary optional fields.
- 4. Click the Itemizations tab.
- 5. Complete all of the necessary fields for this expense.
- Click the Attach Receipt Image icon to attach an electronic copy of the receipt if the receipt has not been attached to the expense.
- 7. Click the Save Itemization button.

Adding Attendees to a Business Meal Expense

Business meals and entertainment expenses require you to add attendees to the expense. You will see the Attendees link for these types of expenses.

- Small Groups (8 or fewer individuals) If a small group is in attendance, the names of all persons attending is required.
- Large Groups (9 or more individuals) If the expense includes more than eight attendees, only the total number of attendees is required.

Adding Attendees to a Business Meal with 8 or less

Follow these steps to add attendees to a business meal of 8 or less people:

- 1. Open a current Expense Report or Create a New Report.
- 2. Click the Add Expense button.
- 3. Click the Create New Expense tab or Available Expense tab to access T&E card transactions.
- 4. Select Food & Beverage 8 or less from the Meetings & Amenities listings.

0 Available Expenses	+ Create New Expense	
Bearch for an expe	anse type	
Out-of-State Lunc	th Per Dien	
^ 05. Meetings & Ame	enities	
Event Space Ren	tai	
Event Supplies		
Food & Beverage	B or less	
Food & Beverage	9 or more	
^ 06. Office Expense	8	
Courier/Shipping/	Freight	
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	nina/Rtationan	

- 5. Complete all the required (noted by red asterisks) and necessary optional fields.
- 6. Click the Attendees link.

New Expens	se		
Details	Itemizations		
Attendees (1)	Allocate		* Required field
Food & Beverage 8	3 or less		~
Transaction Date *		Traveler Type *	
MM/DD/YYYY		Faculty/Staff	~
Trip Type *		Report/Trip Purpose *	

Result: The Attendees page will appear. You will automatically be added as an attendee. If

you did not attend the business meal, delete yourself from the listing.

7. Click the **Add** button.

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 Search for and/or select the attendees from the optional tabs. Then follow the designated steps:

Recent Attendees Tab - This tab displays recently used attendees.

- a. Mark the Checkbox beside the attendees of the business meal.
- b. Click the Add to List button.

<u>Attendees Tab</u> – This tab allows you to search for attendees by first or last name with filters (Alumni, Faculty/Staff/Student, Guest, Research Participant, Student Athlete, Student(s), Visiting Professor). All Faculty/Staff/Students who have a Concur profile are available to search for and select under this tab. If you cannot find your attendee from the listing, you can create a new attendee on this tab.

- a. Search for, then click on the attendee.
- b. Click the **Close** button.

S Recent Attendees	Attendees	Attendee Groups	
Alumni	✓ Search	by first or last name	
More Search Options		Cen't find er	n attendee? Greate New Attend

Attendees Group Tab - If you have created a group of attendees in advance, you can add them

all at once with one click.

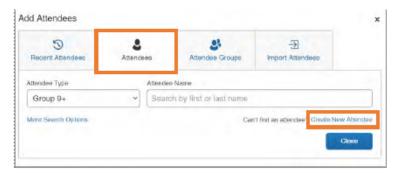
- a. Mark the Checkbox beside the Group that attended the business meal.
- b. Click the Add to List button.
- 9. Click the Save button.

Adding Attendees to a Business Meal with 9 or more

Follow these steps to add attendees to a business meal of 9 or more people:

- 1. Open a current Expense Report or Create a New Report.
- 2. Click the Add Expense button.
- 3. Click the Create New Expense tab or Available Expense tab to access T&E card transactions.
- 4. Select Food & Beverage 9 or more from the Meetings & Amenities listings.
- 5. Complete all the required (noted by red asterisks) and necessary optional fields.
- 6. Click the Attendees link.
- 7. Click the **Add** button.

- 8. Click the **Attendees** tab and ensure the Attendee Type Group 9+ is selected.
- 9. Click the Create New Attendee link.



Result: The Create New Attendee pop-up window will appear.

- 10. Enter the event name in the Event Name field.
- **11.** Click the **Create Attendee** button.

reate New Attendee			
* Go Back			
Attendee Type *		Event Name *	* Required field
Group 9+	Ŷ	E yent wants	
		Cancel	Create Attendee

Result: The attendee group has been created.

12. Click the Go Back link.

Attendee added: S	Symposium Reception
	* Required field
Attendee Type *	Event Name *
Group 9+	×

Result: You will return to the Add Attendees pop-up window.

13. Click the **Close** button.

Result: You will return to the Attendees page with the attendee group/event name you created displayed.

14. Enter the number of attendees in the Attendee Count field.

Attendees			
Food & Beverage 9 or more	\$600.00		
tiendees: 50			
Add Firmules			
Attendee Name •	Attendee Title Institution/Company Attendee Type	Attendee Count	Amount
Symposium Reception	Group 9+	50	\$600.00

15. Click the **Save** button at the bottom of the page.

Submitting and Managing Expense Reports

Once you have finished completing an expense report and attached the required documentation, it is ready to be submitted.

Important: All hard-stop alerts (red exclamation points) must be resolved before an Expense Report can be submitted.

Submitting an Expense Report

Note: Delegates can prepare the expense report and then use the Notify feature to alert the traveler when the expense report is ready to be submitted. Follow these steps to submit an expense report:

- 1. From the manage expenses page, open the expense report you want to submit.
- 2. Click the Submit Report button.

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						\$95.0

Result: A UNC-User Submit Agreement pop-up window will appear.

3. Click the Accept & Continue button.



4. Click the **Submit Report** button.

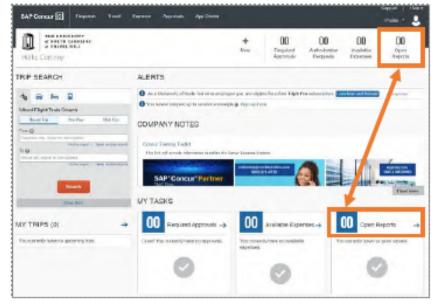
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5. Click the Close button.

Correcting and Resubmitting an Expense Report

Your approver may return your expense report to you if any changes or additional information are required. Returned reports appear on the Concur home page in the Open Reports section. Follow these steps to correct and resubmit an expense report:

1. Click the **Open Reports** tile or tab.



2. Click on the Returned expense report.



3. Click the View Reports Timeline link.

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- 4. Review the approvers explanation of why the report was returned.
- 5. Click the Close button.
- 6. Click the expense that requires corrections/edits.
- 7. Make the required corrections/edits.
- 8. Click the Save Expense button.
- 9. Click the Submit Report button.

Result: A UNC-User Submit Agreement pop-up window will appear.

- 10. Click the Accept & Continue button.
- **11.** Click the **Submit Report** button.
- 12. Click the Close button.

Recalling an Expense Report

If you submit an expense report and later find that you need to make changes, you can recall the expense report. Reports can be recalled as long as they do not have a status of "Pending Payment". If a report is recalled during the approval process, it will restart the entire workflow approval process. Also, once an Expense Report is fully approved it cannot be recalled. Follow these steps to recall an expense report that you have submitted:

- 1. Click the **Open Reports** tile or tab.
- 2. Click on the Submitted expense report.

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3. Click the Recall Report button.

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4. Click the Yes button.

Result: The report will be recalled, the status changes to "Sent Back to User", and the report can now be edited.