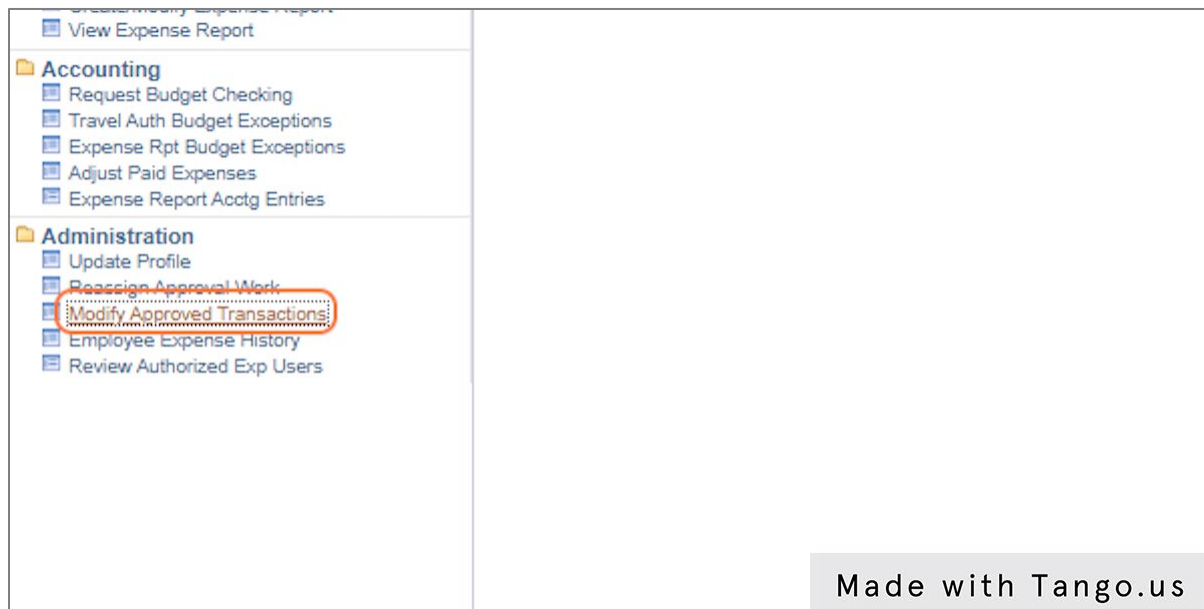


Modify Approved Transactions

Transactions can be modified as long as the travel date has not yet passed for a TA, or the ER isn't staged for payment or already paid. If the ER has already been paid and changes need to be made to chartfields, please see Journal Expense Reports.

1. Click on Modify Approved Transactions from the Travel Admin WorkCenter.



2. Search for the transaction you want to modify. Once you have located it, click on either of the blue hyperlinks in the row containing the transaction.

You can narrow your search by clicking on the tabs across the top of the page to display only the type of transaction you want. You can also narrow results by using the search options in the Search Pending Transactions section. Please note that you will see transactions for people outside of your agency, so verify you are choosing the correct transaction.

min WorkCenter

Overview Expense Reports Time Reports Time Adjustments Travel Authorizations Cash Advances

Search Pending Transactions

Columns Name Expression Criteria

Date Submitted between 06/25/2022 and 12/22/2022

Change Sort Order

Refresh List

Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
	Expense Report	460,000	USD	Balde,Aisatou	10000386224	out of state TA test GLM	0000172463	11/10/2022	Paid	
	Expense Report	450,000	USD	Gorman,Bryce	10000387839	GLM out of state test 11 10	0000172466	11/10/2022	Paid	
	Expense Report	2,000	USD	Lalani,Stephanie A	10000254833	00025 COOS TA	0000172497	11/28/2022	Approved for Payment	
	Expense Report	1,000	USD	Gray,Abby Rose	10000025401	TestinState	0000172523	11/29/2022	Paid	
	Expense Report	1,000	USD	Lalani,Stephanie A	10000254833	basis	0000172536	11/30/2022	Approved for Payment	
	Travel Authorization	474,000	USD	Barber,John J	10000002268	DVD Conference 3	0000012995	11/09/2022	Approved	
	Travel Authorization	2,000	USD	Lalani,Stephanie A	10000254833	00025 Instate TA	0000013042	11/28/2022	Approved	
	Travel Authorization	10,000	USD	Lalani,Stephanie A	10000254833	025 test TA from blank	0000013078	11/30/2022	Approved	
	Travel Authorization	1,000	USD	Lalani,Stephanie A	10000254833	00025 Test Buses	0000013081			
	Travel Authorization	1327,700	USD	Weaver,Kimberly J	10000225446	NASUCA Annual Meeting	0000013103			

Made with Tango.us

3. Click the blue hyperlink for the Expense Type you want to make changes.

min WorkCenter

Approve Expense Report

Expense Report Summary

Stephanie Lalani User Defaults Expense Report Detail

General Information

*Report Description 00025 COOS TA Report ID 0000172497

*Business Purpose Business - Out of State Reference 0000172497 Employee Base Office

Report Status Approved for Payment Created On 11/28/2022 By S254833

*Accounting Date 11/28/2022 Updated on 11/28/2022 9:58:40AM By A302431

Accounting Template STANDARD Travel Auth ID 0000013043 Attachments Notes

Accounting Defaults More Options GO

Receipt Information

Receipts Received

Expense Line Items

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Attachments	Receipt Verified	Receipt Required	Description
Domestic IR-Airfare	11/28/2022				2,000	USD	Attachments	<input type="checkbox"/>	<input type="checkbox"/>	

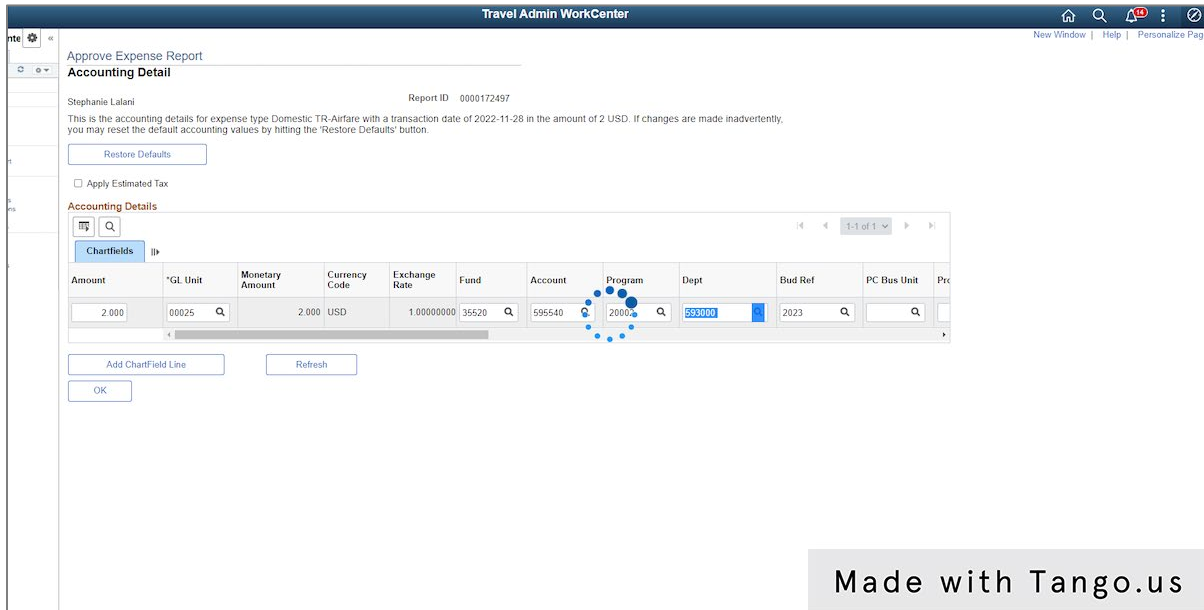
Expense Report Totals

Employee Expenses (1 Line)	2,000	USD	Due Employee	2,000	USD
Non-Reimbursable Expenses	0.00	USD	Due Supplier	0.00	USD
Prepaid Expenses	0.00	USD	Definition of Totals		
Employee Credits	0.00	USD			
Supplier Credits	0.00	USD			

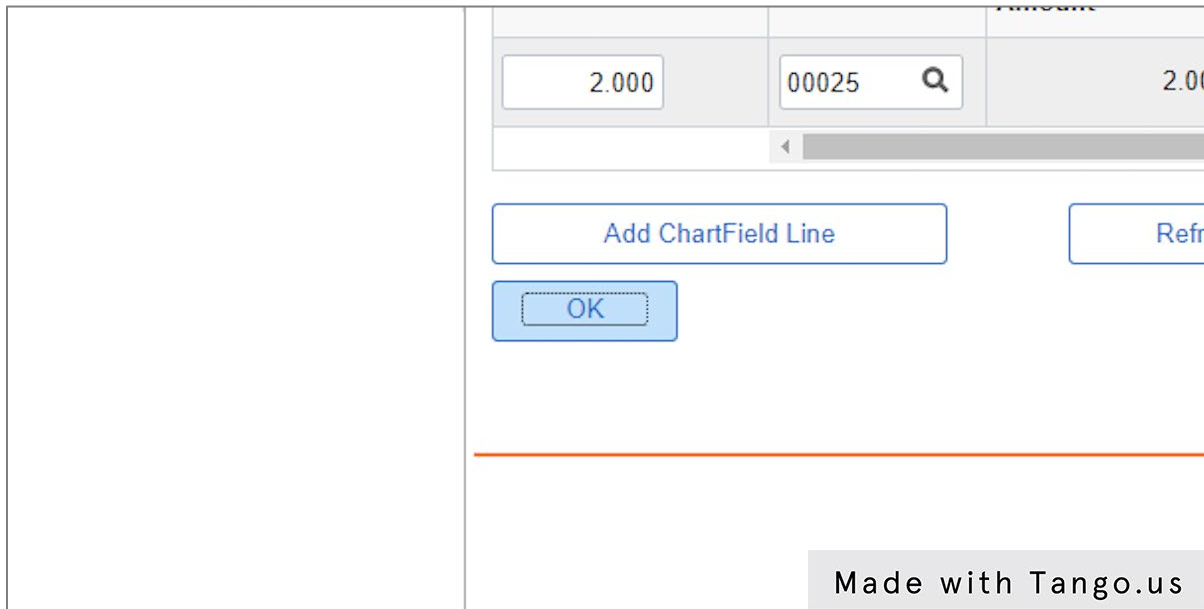
Made with Tango.us

4. Click Accounting Detail if you need to change chartfields.

5. Make all necessary changes.



6. Click OK when all changes have been made.



7. Click Check Expense for Errors.

If any errors are indicated, you will need to clear those before you continue.

8. Click Return to Expense Report or Return to Travel Authorization Details, depending on which type of document you are modifying.

The screenshot displays the 'Travel Admin WorkCenter' interface. At the top, it shows 'Domestic TR-Airfare' for '11/28/2022' with a total amount of '2,000 USD'. Below this, the 'Expense Report Totals' section is visible, showing a breakdown of expenses: Employee Expenses (1 Line) at 2,000 USD, Non-Reimbursable Expenses at 0.000 USD, Prepaid Expenses at 0.000 USD, Employee Credits at 0.000 USD, Supplier Credits at 0.000 USD, and Cash Advances Applied at 0.000 USD. On the right side of this section, 'Due Employee' is listed as 2,000 USD and 'Due Supplier' as 0.000 USD. Below the totals is an 'Action History' table with the following data:

Role	Name	Action	Date/Time	Comments
Employee	Lalani, Stephanie A	Submitted	11/28/2022 9:26:06AM	
Fiscal Approver - Expense	Pinkston, Jennifer A	Approved	11/28/2022 9:33:00AM	
HR Supervisor	Mason, Derrick Allen	Approved	11/28/2022 9:43:23AM	
Agency Travel Dept - Expense	Mason, Derrick Allen	Approved	11/28/2022 9:50:59AM	
Agency Travel Dept - Expense	MacArthur, Tamara L	Approved	11/28/2022 9:52:07AM	
Dept of Administration	Purdy, John T	Approved	11/28/2022 9:55:11AM	
AOS Expense	Borcherding, Amber Lynn	Approved	11/28/2022 9:58:40AM	

Below the table, the 'Budget Status' is 'Not Budget Checked'. A message states: 'Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.' A 'Budget Options' link is provided. A 'Save' button is located below the message. At the bottom, there are links for 'Return to Approval List', 'Next in List', and 'Previous in List'. A watermark 'Made with Tango.us' is visible in the bottom right corner.

9. Click the Budget Options link if the Budget Status, located above the Save button, doesn't show Valid.

This step may not be necessary if the changes you made to the document don't require it to be budget checked again.

Expense Report Totals

Employee Expenses (1 Line)	2,000 USD	Due Employee	2,000 USD
Non-Reimbursable Expenses	0.000 USD	Due Supplier	0.000 USD
Prepaid Expenses	0.000 USD	Definition of Totals	
Employee Credits	0.000 USD		
Supplier Credits	0.000 USD		
Cash Advances Applied	0.000 USD		

Action History

Role	Name	Action	Date/Time	Comments
Employee	Lalani, Stephanie A	Submitted	11/28/2022 9:26:09AM	
Fiscal Approver - Expense	Pinkston, Jennifer A	Approved	11/28/2022 9:33:00AM	
HR Supervisor	Mason, Derrick Allen	Approved	11/28/2022 9:43:23AM	
Agency Travel Dept - Expense	Mason, Derrick Allen	Approved	11/28/2022 9:50:59AM	
Agency Travel Dept - Expense	MacArthur, Tamara L	Approved	11/28/2022 9:52:07AM	
Dept of Administration	Purdy, John T	Approved	11/28/2022 9:55:11AM	
ADS Expense	Borcharding, Amber Lynn	Approved	11/28/2022 9:58:40AM	

Budget Status: Not Budget Checked. Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

[Budget Options](#)

Save

Return to Approval List | Next in List | Previous in List

10. Click Budget Check.

Commitment Control

Commitment Control Details

Source Transaction Type: Expense Sheet
 Budget Checking Header Status: Not Budget Checked
 Commitment Control Amount Type: Encumbrance
 Commitment Control Tran ID: 0152885998
 Commitment Control Tran Date: 11/28/2022

[Go to Transaction Exceptions](#) | [Go To Activity Log](#)

11. Click OK when the Budget Checking Header Status shows Valid.

Transaction History	
	Name
ee	Lalani, Stephanie A
pprover - Expense	Pinkston, Jennifer A
ervisor	Mason, Derrick Allen
Travel Dept - Expense	Mason, Derrick Allen
Travel Dept - Expense	MacArthur, Tamara L
Administration	Purdy, John T
Expense	Borcherding, Amber Lynn

Commitment Control Details

Source Transaction Type: Expense Sheet

Budget Checking Header Status: Valid

Commitment Control Amount Type: Encumbrance

Commitment Control Tran ID: 0152885998

Commitment Control Tran Date: 11/28/2022

Override Transaction

[Budget Check](#) ⓘ

[Go to Transaction Exceptions](#) [Go To Activity Log](#)

Approved	11/28/2022	9:55:11AM
Approved	11/28/2022	9:58:40AM

Budget Status: Not Budget Checked Budget Checking is required before the Expense Report can be Approved

12. Click Save.

Budget Status Valid

Budget Options

[Return to TIP Inquiry Page](#)

[Return to Approval List](#)