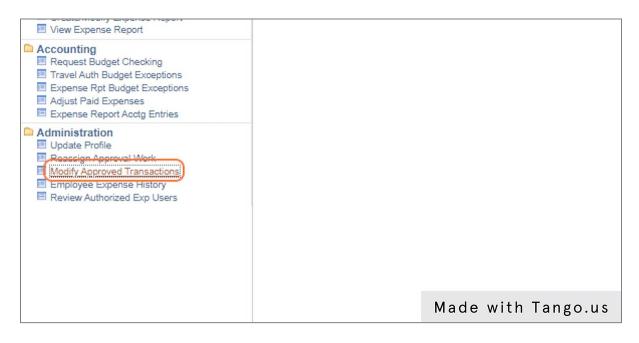
## **Modify Approved Transactions**

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.

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	Alert	Transaction Type	Total	Unit	Name	Employee ID	Rescription	Transaction ID	Date Submitted	Status	Role
		Expense Report	460.000	USD	Balde,Aissatou	10000386224	out of state TA test GLM	0000172483	11/10/2022	Paid	
		Expense Report	450.000	USD	Gorman,Bryce	10000387839	GLM out of state test 11.10	0000172486	11/10/2022	Paid	
		Expense Report	2.000	USD	Lalani,Stephanie A	10000254833	00025 005 TA	0000172497	11/28/2022	Approved for Payment	
		Expense Report	1.000	USD	Gray,Abby Rose	10000025401	TestInState	0000172523	11/29/2022	Paid	
	Δ	Expense Report	1.000	USD	Lalani,Stephanie A	10000254833	busis	0000172536	11/30/2022	Approved for Payment	
		Travel Authorization	474.000	USD	Barber,John J	1000002268	DWD 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 Busos	0000013081			
		Travel Authorization	1327.700	USD	Weaver,Kimberly J	10000225446	NASUCA Annual Meeting	0000013103	М	ade w	ith Tango.u

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

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ravel Authorizations Reports	*Re	port Description	00025 00	S TA		Report II	0000172497						
odify Expense Report ense Report	*B	usiness Purpose	Business -	Out of State		Reference	e(	Employee Base	Office				
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#### 4. Click Accounting Detail if you need to change chartfields.

5. Make all necessary changes.

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	Stephanie Lalani				Report ID	0000172497									
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#### 6. Click OK when all changes have been made.

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#### 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.

< Travel Expenses				Travel Admin WorkCenter			🞧 ዓ 🖉 ፤ Ø
Travel Admin WorkCente	Domestic TR-Airfare 11/28/2022			2.000 USD Attachments		0	
New WorkCenter Window     Approvals	Expense Report Totals						
Travel Authorization Create Modify Travel Auth View Travel Authorization Cancel Travel Authorization Cancel Travel Authorizations	Employee Expenses Non-Reimbursable E	xpenses 0.000 USD		Employee 2.000 USD e Supplier 0.000 USD			
Expense Reports Create/Modify Expense Report View Expense Report	Reports         Prepaid Expenses         0.000 USD         Definition of Totals           More Tamen Report         Employee Credits         0.000 USD         Definition of Totals						
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Modify Approved Transactions Employee Expense History Review Authorized Exp Users	m, Q				4 4 1:7 of 7 🛩 🕨 🕨		
	Role	Name	Action	Date/Time	Comments		1
	Employee	Lalani,Stephanie A	Submitted	11/28/2022 9:26 DAM			
	Fiscal Approver - Expense	Pinkston, Jennifer A	Approved	11/28/2022 9:33:00AM	ø		
	HR Supervisor	Mason,Derrick Allen	Approved	11/28/2022 9:43:23AM	ø		
	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	f Administration Purdy, John T		Approved 11/28/2022 9:55:11AM			
	AOS Expense	Borcherding,Amber Lynn	Approved	11/28/2022 9.58.40AM			
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<b>C</b>	Save Return to Approval List	Next in List Previous in	1 let			Made with <sup>-</sup>	Tango.us

# 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.

< Travel Expenses				Travel Admin WorkCenter			ଳ ଦ 🔑 :	
Travel Admin WorkCente	Domestic TR-Airfare 11/28/2022			2.000 USD Attachmer	its 🖸	0		
New WorkCenter Window	Expense Report Totals							
Travel Authorization Create/Modify Travel Auth View Travel Authorization Cancel Travel Authorizations	Employee Expense Non-Reimbursable E	xpenses 0.000 USD		Employee 2.000 USD e Supplier 0.000 USD				
Expense Reports Create/Modify Expense Report Vew Expense Report	Is Prepaid Expenses 0.000 USD Definition of Totals							
Accounting Request Budget Checking Trivel Auth Budget Exceptions Expense Rpt Budget Exceptions Adjust Paid Expenses Expense Report Accts Entries	Supplie Cash Advance	r Credits 0.000 USD Applied 0.000 USD						
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	Role	Name	Action	Date/Time	Comments			
	Employee	Lalani,Stephanie A	Submitted	11/28/2022 9:26 99AM				
	Fiscal Approver - Expense	Pinkston, Jennifer A	Approved	11/28/2022 9:33:00AM	0			
	HR Supervisor	Mason,Derrick Allen	Approved	11/28/2022 9:43:23AM	0			
	Agency Travel Dept - Expense Agency Travel Dept - Expense	Mason,Derrick Allen 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				
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## **10. Click Budget Check.**

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	Lalani, Stephanie	эA	Commitment	Control Tran 🖞 🗢 0🍅 52885998		
cpense	Pinkston, Jennife	er A		ontrol Tran Date 11/2022		
	Mason,Derrick A		Budget Check	•••		
- Expense	Mason,Derrick A		o to Transaction Exceptions OK Cancel	Go To Activity Log		
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	Borcherding,Am	ber Lynn	Approved	11/28/2022 9:58:40AM		Т
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## 11. Click OK when the Budget Checking Header Status shows Valid.

n History Q		Commitment Control Details Source Transaction	n Type Expense Sheet		
ee pprover - Expense ervisor Travel Dept - Expense Travel Dept - Expense	Name         Lalani, Stephanie A         Pinkston, Jennifer A         Mason, Derrick Allen         Mason, Derrick Allen         MacArthur, Tamara L	Source transaction type       Expense Sneet         Budget Checking Header Status       Valid         Commitment Control Amount Type       Encumbrance         Commitment Control Tran       0 0 52885998         Commitment Control Tran       0 11/28/2022         Commitment Control Tran       Commitment Control Tran         Budget Check       0         Go to Transaction Exceptions       Go To Activity Log			
Administration	Purdy, John T Borcherding, Amber Lynn	Approved 11/28/2 Approved 11/28/2	2022 9:55:11AM 2022 9:58:40AM		
Budget Status Not Bud	get Checked Budget Checkin	g is required before the Expense Report can be Approved	Made with Tango.us		

#### 12. Click Save.

