RECALLING AN EXPENSE REPORT

Overview: In some instances it may be necessary to “recall” an expense report from workflow once it has been submitted. Both the employee and their expense delegate can recall a report once it has been submitted into workflow. Expense delegates can view the Resolving Submission Errors – Expense Delegates QRG for additional information.

Step 1
From the Expense Tab, select the report that needs to be recalled.

Step 2
On the right side of the expense report screen, select Recall Report. This action will pull the expense report out of workflow. The employee must submit the expense report again to restart workflow.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
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Step 3
A pop-up box appears asking that you confirm the action to recall the expense report. Select “Yes” to continue with the recall or “No” to cancel.

Step 4
You will briefly see a message at the bottom of the screen confirming the success of the recall. The message will disappear and the report will be returned. “Returned” will be replaced by “Submit” on the right side of the screen. The status of the expense report will display as “Returned”.

Employee View in Report

Status Displays as Returned

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**Please note:** Approvers will receive an email notification indicating that an expense report has been recalled and is no longer in the approver's queue.

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**Expenses Report Recalled - LAWRENCE, KRISTIN**

This expense report has been recalled by the user and has been removed from your approval queue.

<table>
<thead>
<tr>
<th>Report From</th>
<th>KRISTIN A LAWRENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>Kristin Test 2</td>
</tr>
<tr>
<td>Report Purpose</td>
<td></td>
</tr>
<tr>
<td>Recalled By</td>
<td>KRISTIN A LAWRENCE</td>
</tr>
</tbody>
</table>

Link To Expense

https://www.concursolutions.com

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This email was sent by: SAP Concur - 801 108th Ave NE, Bellevue, WA 98004, USA