Change the Purpose of an Expense Report (ER) after Rejection

For certain expense reports, you may be advised by University Payables (UPAY) staff to change the purpose of the ER. To accomplish this, follow the steps below.

Please note, not all purposes can be changed after an ER has been started. Use these steps only when you have been instructed to do so by UPAY staff.

Step	Task
1.	Click the **View/Edit Document** icon for the ER to be corrected.
2.	Click the **Items** tab.
3.	Click the **Delete Item** icon for all of the items on your ER.
4.	Click the **Overview** tab.
5.	Click the **View/Edit Header** link under the Document Header section**.**
6.	Select the correct purpose from the **Purpose** menu.
7.	Click the **Continue** button.
8.	Select an **Expense Type** from the menu.
9.	Click the **Add Expense** button.
10.	Enter information in the fields under **Standard Information**. The fields that display may vary depending on the Expense Type.
11.	Select a C-FOP from the **Project** menu under **Charge Code Allocations**.
12.	Enter a note in the **Notes** field if necessary.
13.	Click the **Save** button.
14.	Repeat steps 4 through 9 to add additional **Expense Types.**
15.	Click the **Submit** button.
16.	Read the certification information, and click **View Policy** if necessary.
17.	Click the **Continue** button.