

Recall an Expense Report (Document)

Only expense reports (documents) in a manager's queue can be recalled.

Step	Task
1.	Click the Recall Document icon.
2.	Click the OK button in the Message from webpage dialog box. NOTE: In the Activity column, the Expense Report (ER) changed from <i>ER Manager Review</i> to <i>ER Create</i> , and a message (in blue) under the Inbox tab will indicate that the document was recalled successfully.