

Editing and Resubmitting Returned Reports

When an approver or auditor returns your report, address the concern fully and send additional information.

1. Log into Oracle from a District computer.
If you are logging in outside of the district firewall use the following link <https://Disdops.dallasisd.org>.

*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

2. Review your **Worklist**. Select the **expense**:

From	Type	Subject	Sent	Due
THOMPSON, CRYSTAL	Expenses	Expense 627766 (45.77 USD)	14-Nov-2019	21-Nov-2019

3. **Read** the message
If you can clearly answer this request by typing the answer in the additional information box, type the answer and click Send Additional Information.

If you cannot answer properly with text, click Return to worklist and continue to step 4.

Warning
Action Required! Please read the Instructions below.

Expense 627766 (45.77 USD)

From: THOMPSON, CRYSTAL
Expense Report for Individual's Cost Center: ONEILL, Lora 729
To: ONEILL, Lora
Purpose: forms purchase
Sent: 14-Nov-2019 16:06:59
Expense Report Total: 45.77 USD
Due: 21-Nov-2019 16:06:59
ID: 12644061

[Click here to view Account Codes for Requisitions, Purchase Orders and Expense Reports](#)

Instructions

Please provide more information for the auditor indicated issues. Action Required! Please read the Instructions below. ATTACHMENT IS NOT THE RECEIPT FOR THIS PURCHASE.

Action History

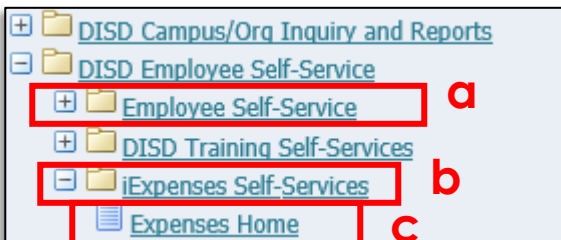
Num	Action Date	Action	From	To	Details
1	14-Nov-2019 16:06:59	Submit	THOMPSON, CRYSTAL	ONEILL, Lora	

Related Applications

Response

Additional Information

4. Open **iExpense**.



5. Click the **report number** to update your expense report.

Track Submitted Expense Reports					
The following expense reports are either outstanding or have been paid in the last 30 days.					
Report Number	Report Submit Date	Report Status	Last Report Status Current Activity (Days)	Approver	Report Total (USD) Purpose
627766	14-Nov-2019	Pending Your Resolution		0 ONEILL, Lora	45.77 forms purchase

6. Your report is already submitted, and temporarily passed back to you.

The only change you can make is attachments. **Review current attachments and add new attachments** to the expense report.

Confirmation
Expense report number 627766 was previously submitted for approval.

[Return](#) [Printable Page](#)

Submission Instructions

Original Receipts Instructions
 * Make a photocopy of this page and the receipts for your records.
 * All receipt documentation should be attached to the expense report.
 * If you forgot to attach your documentation, you may select the Attachments **Add** button directly below this section under 'General Information'.

Additional Instructions
 * Your manager (or specified approver) will be notified requesting approval for this expense report.
 * This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

General Information

Name	ONEILL, LORA MICHELLE (81505)	Report Submit Date	14-NOV-2019
Expense Dates	15-NOV-2019 - 15-NOV-2019	Attachment	View Add...
Organization	729	Report Total	45.77 USD
Purpose	forms purchase		
Supervisor	NEWSOME, CARY		

[Expense Lines](#) [Expense Allocations](#) [Weekly Summary](#) [Approval Notes \[3\]](#)

Note	Author	Date
Approver Action: Approve	MAJUMDAR, SARBANI	14-Nov-2019 16:06:32
Return Reason: Action Required! Please read the Instructions below. Instructions: Action Required: Please read the Instructions below. Additional Instructions: ATTACHMENT IS NOT THE RECEIPT FOR THIS PURCHASE.	THOMPSON, CRYSTAL CARRILLO	14-Nov-2019 15:59:02
Approver Action: Approve	NEWSOME, CARY	14-Nov-2019 15:56:12

7. Click Return

8. At the bottom of the landing page is your notifications section. Click the link for the expense report.

Notifications

Worklist for **ONEILL, Lora**

View [Open Notifications](#) [Go](#)

Select Notifications: [Open](#) [Reassign](#) [Close](#) | [Switch User](#)

Select All | Select None

Select From	Subject	Sent
<input type="checkbox"/> THOMPSON, CRYSTAL	Expense 627766 (45.77 USD)	14-Nov-2019

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

9. Enter a thoughtful comment about the request and adjustment.

Instructions

Please provide more information for the auditor indicated issues. Action Required! Please read the Instructions below. ATTACHMENT IS NOT THE RECEIPT FOR THIS PURCHASE.

Action History

Num	Action Date	Action	From	To	Details
1	14-Nov-2019 16:06:59	Submit	THOMPSON, CRYSTAL	ONEILL, Lora	

Related Applications

[Expense Report Details](#)

Response

Additional Information

[Return to Worklist](#) [Send Additional Information](#) [Withdraw Expense Report](#) [Reassign](#) [Request Information](#)

10. Click Send Additional Information.

11. On the main page you will now see the current approver has changed to the person who asked you for additional information.

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submit Date	Report Status	Last Report Status Current Activity (Days)	Approver
627766	14-Nov-2019	Pending Payables Approval		Accounts Payable