

Editing and Resubmitting Rejected Reports

When an approver or auditor rejects your report, address the concern fully and resubmit.

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>.

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

From	Type	Subject	Sent	Due
NEWSOME, CARY	Expense	Expense 627765 (68.22 USD) has been rejected	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.		

3. **Read** the message:

Warning

1. This notification has been closed and did not require a response.
2. This expense report was rejected by NEWSOME, CARY
3. Rejection Reason: These are the wrong dates for the workshops

Expense 627765 (68.22 USD) has been rejected

From: NEWSOME, CARY
To: ONEILL, Lora
Sent: 14-Nov-2019 15:10:07
Closed: 14-Nov-2019 15:12:21
ID: 12644056
Responder:

Instructions

Before reimbursement can be made for this expense report, please make all necessary changes and re-submit for approval.

4. Open **iExpense**.

- DISD Campus/Org Inquiry and Reports
- DISD Employee Self-Service
 - Employee Self-Service **a**
 - DISD Training Self-Services
 - iExpenses Self-Services **b**
 - Expenses Home **c**

- Click the pencil 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 Activity (Days)	Current Approver	Report Total (USD)	Purpose	Duplicate	Withdraw
627765	16-Nov-2019	Rejected			68.22	Present training to ...		

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update
627765	16-Nov-2019	Rejected	68.22	Present training to ...	

- Next** through your expense report and make all changes requested.

Save Cancel Back Step 2 of 4 **Next**

- On the last page before clicking submit, review the **Approval Notes** section to be sure you completed everything requested. Click **Submit**.

General Information

Name: ONEILL, LORA MICHELLE (81505) Supervisor: NEWSOME, CARY
 Expense Dates: 15-NOV-2019 - 17-NOV-2019 Attachments: None | Add...
 Organization: 729 Report Total: 68.22 USD
 Purpose: Present training to staff at Cotton

Approval Notes [4]

Note	Author	Date
Approver Action: Reject	NEWSOME, CARY	14-Nov-2019 15:10:07
These are the wrong dates for the workshops		
Expense report withdrawn.	ONEILL, LORA MICHELLE	14-Nov-2019 15:05:38
Expense report withdrawn.	ONEILL, LORA MICHELLE	14-Nov-2019 14:58:27
Expense report withdrawn.	ONEILL, LORA MICHELLE	14-Nov-2019 14:58:26

Save Cancel Back Step 4 of 4 **Submit**

- Click **Return** to be taken to the main iExpense page where you can review your report status.

Confirmation

Expense report number 627765 for 68.22 has been submitted for approval.

Expense Report	Return	Create New Expense Report
627765	Return	Create New 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 Activity (Days)	Current Approver	Report Total (USD)	Purpose	Duplicate	Withdraw
627765	14-Nov-2019	Pending Manager Approval		NEWSOME, CARY	68.22	Present training to ...		