

A submitted, *but not approved* expense report can be recalled for editing.

To recall an expense report, open the expense and click on *Recall*.

The screenshot shows the SAP Univ Online Trg interface. At the top right, there are two buttons: 'Recall' (orange) and 'Copy Report' (blue). A red arrow points to the 'Recall' button. Below the buttons are navigation tabs: 'Summary', 'Details', 'Receipts', and 'Print / Email'. The main content area is divided into two sections. On the left, under the heading 'Expenses', there is a table with the following data:

Date	Expense Type	Amount	Requested
05/07/2018	Conference Expense (521900) SAP Worldwide Online, Lincoln, Nebr	\$10,000.00	\$10,000.00

On the right, under the heading 'Report Summary', there is a 'Report Totals' table:

Amount Due Company	Amount Due Employee
\$0.00	\$10,000.00