

How to Query Previous Expense Report

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Magellan
FEDERAL

How to Query Previous Expense Reports



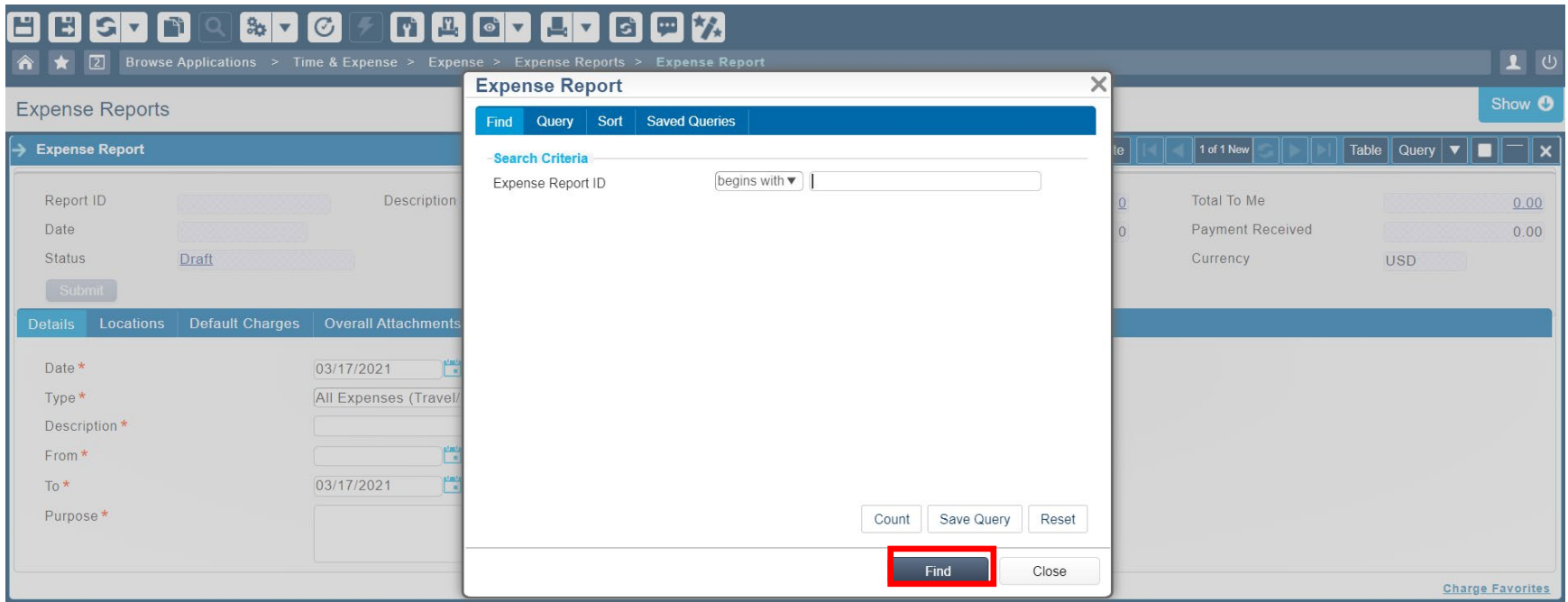
How to Query Previous Expense Reports

The screenshot displays the 'Manage Expense Report' interface. At the top, there is a navigation breadcrumb: 'Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report'. Below this, a toolbar contains various icons and a 'Query' button, which is highlighted with a red box. The main form area is divided into several sections:

- Form Fields:** Report ID, Description, Revision (0), Total To Me (0.00), Date, Correction (0), Payment Received (0.00), Status (Draft), and Currency (USD). A 'Submit' button is located at the bottom left of this section.
- Navigation Tabs:** Purpose, Locations, Default Charges, and Overall Attachments.
- Form Fields (continued):** Date* (12/01/2020), Type* (All Expenses (Travel/Non Trvl)), Description*, From* (with 'First Day of Trip' checked), To* (12/01/2020, with 'Last Day of Trip' checked), and Purpose*.

- To find previous expense reports click “query”

How to Query



- Once you click on the query box a pop-up will come up stating you have unsaved changes, click okay
- When the query box pops-up click find

How to Query

FILE LINE OPTIONS PROCESS HELP

MAGELLAN FEDERAL (MAGELLANHEALTHCONFIG) > Deltek Costpoint >

Browse Applications > Time & Expense > Expense > Expense Reports > Manage Expense Report

Manage Expense Report [New Expense Report] [Delete] [Form] [Query] [] [X]

Expense Report ID	Description *	Date *	Revision	Status	From *	To *	Purpose *	Correction	First Day of Trip	Last Day of Trip
ER00060125	August-Sept-October Phone Bill	11/30/2020	0	Approved	08/01/2020	10/31/2020	Aug- Sept- Oct Phone	0	✓	✓
ER00059584	Test 3	09/17/2020	1	Voided	08/24/2020	08/28/2020	test	0	✓	✓
ER00059583	Test 2	09/17/2020	1	Voided	09/07/2020	09/11/2020	test ER	0	✓	✓
ER00059582	Test 1	09/17/2020	2	Voided	09/07/2020	09/11/2020	Test 1	0	✓	✓
ER00059466	June July Cell phone	09/01/2020	0	Processed	06/01/2020	07/31/2020	June and July cell phone	0	✓	✓

- You will then see the list of your reports
- Click on the report you would like to edit or review and click the “form” button at the top right



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