How to Change the Location on an Expense Report

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How to Query Previous Expense Reports

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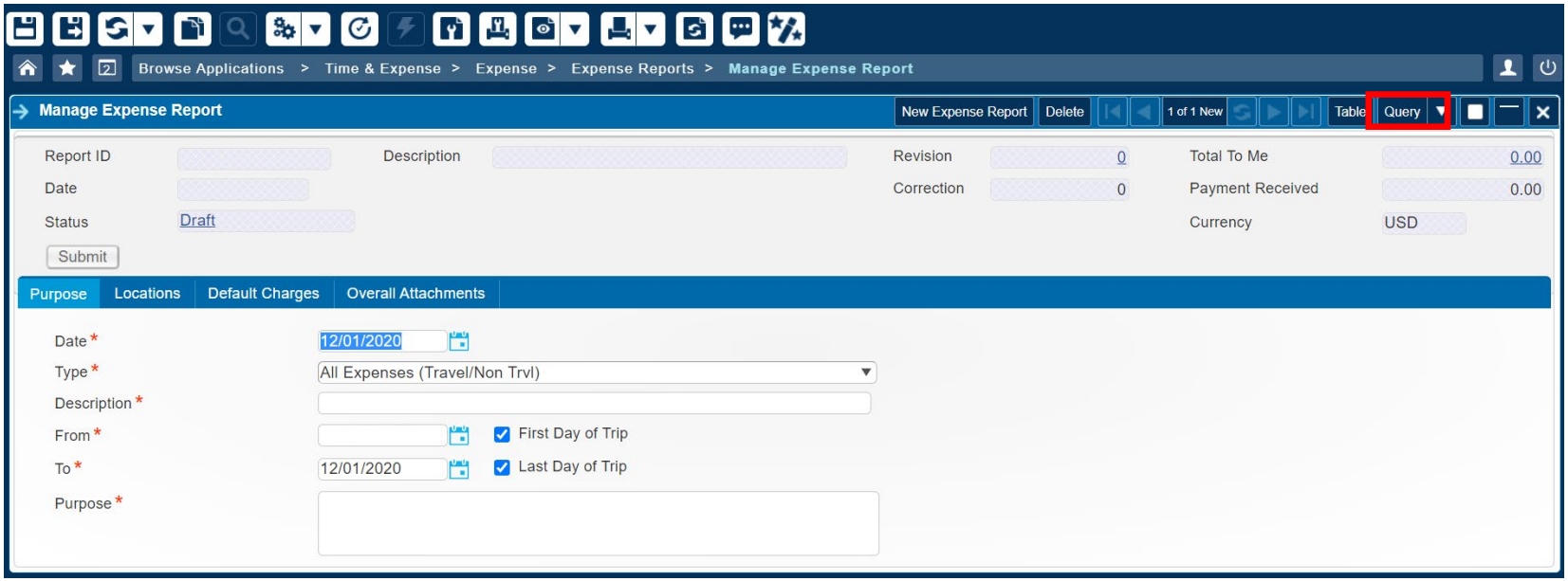
How to Query Previous Expense Reports



- To find previous expense reports click “query”

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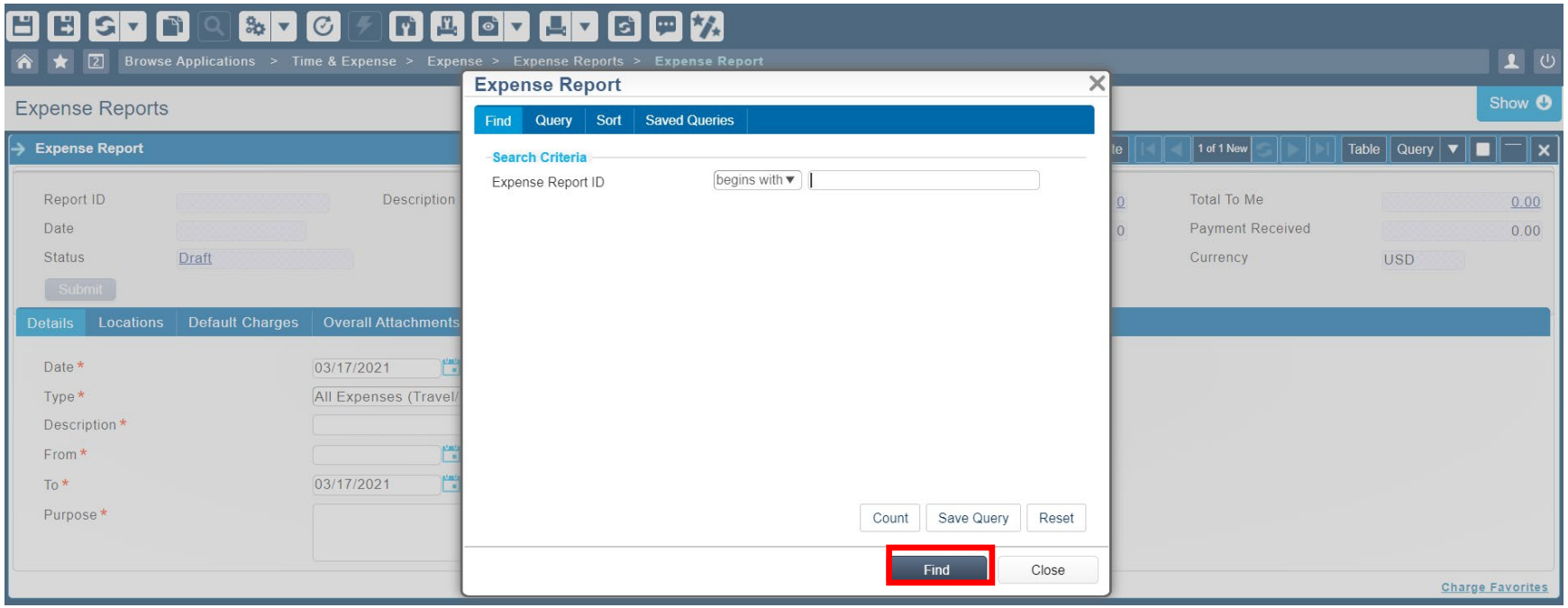
How to Query



- 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

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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

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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How to Change the Location

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How to Change the Location

- In the Claimed Expenses Section, use the Delete button to remove all expenses that would include a location
  - This includes lodging and per diem meals

  - Once you have clicked Delete for an Expense a Red X will appear next to it.

- If an expense was erroneously deleted *prior* to saving the expense report, use the Undelete button
- Click the Save and Continue button in the upper left corner of the screen

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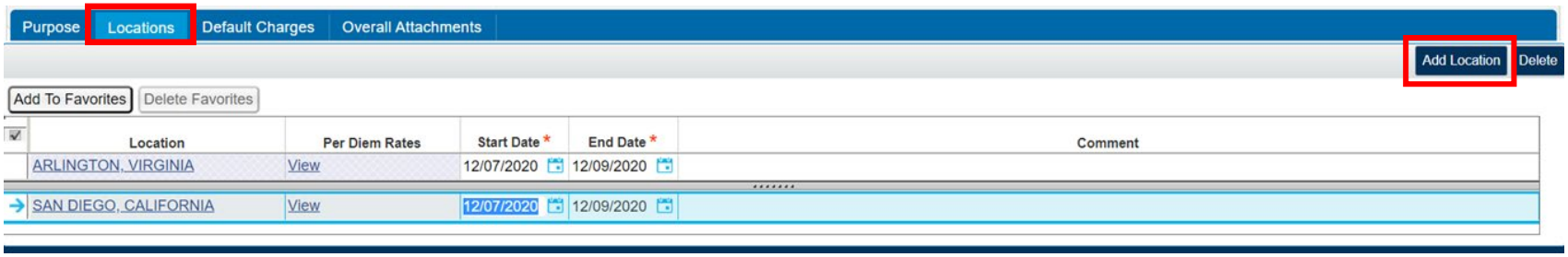
How to Change the Location



- Click on the Locations tab at the top of the report
- Use the Add Location button to add the correct location. At this point, do NOT change the dates
- Save and continue the report

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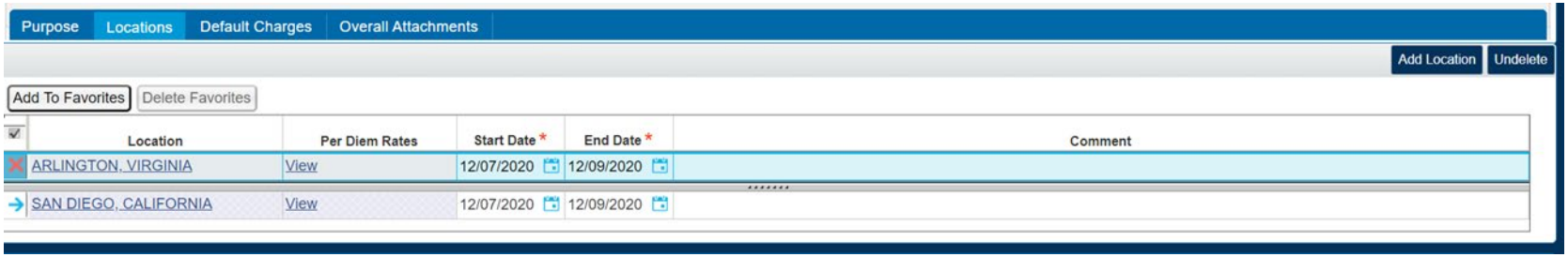
Changing a Location on Expense Reports



- Change the dates of the correct location to reflect the dates of the whole trip
- Highlight the incorrect location and use the Delete button to remove the location.
  - A red “x” will be next to the deleted location
- Save and continue the report by clicking the button in the upper left corner
- Return to Claimed Expenses and re-enter previously deleted expenses
- Click save and continue in the upper left corner
- Submit the report

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