



Office of General Services Business Services Center

How to Modify a Denied Expense Report

Use the following steps to view the reason for an expense report denial and to modify the report accordingly:

- Login to SFS.
- From the **Main Menu** click on **Employee Self-Service**, then **Travel and Expenses**, then **Expense Reports**, then **Create/Modify**. This will bring you to the **Expense Report** page.
- Under **Expense Report** click on the **Find an Existing Value** tab (circled in red below).

A screenshot of a web application interface titled 'Expense Report'. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is highlighted with a red oval, and a red arrow points down to it from above. Below the tabs is a search field labeled 'Empl ID' with a magnifying glass icon to its right. Below the search field is an orange 'Add' button. At the bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value', separated by a vertical line.

- Under **Search Criteria** enter the **Report ID** and click **Search**. This brings you into the expense report.
- Click on the red **Comment** link at the top of the report.
- Make necessary changes to the report.
- Click **Save for Later** and then resubmit.

If you have any questions or need assistance editing or re-submitting the report, please contact the call center by phone at (518) 457-4272 and someone will be available to assist you.