

Recalling and Copying a Request

Objective: Explain the proper procedure to alter an approved request.



Note: If a request has not yet been approved, you can recall it, make the appropriate changes, and resubmit.

1. To cancel a request, go to your fully approved request and click Cancel Request.

Note: The original (fully approved) request cannot be edited or deleted from your account. Cancelling it will allow you to create a new request for those dates. If you need only small changes, you can create a copy of the request that can be edited.

	_			
Create Expense Report	Attachments •	Print •	Cancel Request	Close/Inactivate Request
			7	Status: Approve
				Amount: \$967.8

- 2. After canceling the request, go to Requests, then Manage Requests.
 - a. Select the check box next to the request you wish to copy, and click Copy Request.

	Administration - I	Help 🕶			
SAP Concur 🖸 Requests Travel Expense Reporting - App Center	Profile 🔻	- 🧕			
Manage Requests New Request Process Requests Quick Search					
Active Requests (4)		Delete Request	Copy Reques	Close/Inac	tivate Request
Request Name V Begins With V Go		4			
Request Name Request ID Status	Request Dates - Date	te Submitted Total	Approved	Remaining	Action
O ate SMPQ Not Submitted	05/30/2018	\$292.65	\$0.00	\$0.00	
	06/01/2018				
Travel Managers Meeting 3KAC Approved	04/23/2018 0	04/03/2018 \$967.87	\$967.87	\$742.40	Expense
	04/26/2018				
Test 3EAC Not Submitted	03/21/2018	\$1,879.66	\$0.00	\$0.00	
vena	03/24/2018				
O 30XW Not Submitted		\$0.00	\$0.00	\$0.00	

Cancelling and Copying a Request



3. A pop-up will appear prompting you to rename the request. **Enter** the new name and then **click** OK.

e selected request with appropriate request entries	s will be copied.
Existing Request:	
We have provided a default name. Change	the name if desired.
Request Name:	Copy of Travel Managers Meeting
Last Date of Source Request:	Thursday, April 26, 2018
Nour Dogucot	
New Request:	
You can change the start date of the new	request.
You can change the start date of the new If you provide a date below, the request st dates for all other request entries will be a source request +1.	request. art date or the earliest request entry on the new request will be given that date a djusted based on that. Otherwise, the start date will be defined as Last date of
You can change the start date of the new If you provide a date below, the request st dates for all other request entries will be a source request +1. Starting date for New Request:	request. art date or the earliest request entry on the new request will be given that date a djusted based on that. Otherwise, the start date will be defined as Last date of
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4. Change whatever fields are needed, and **submit** it for approval again.