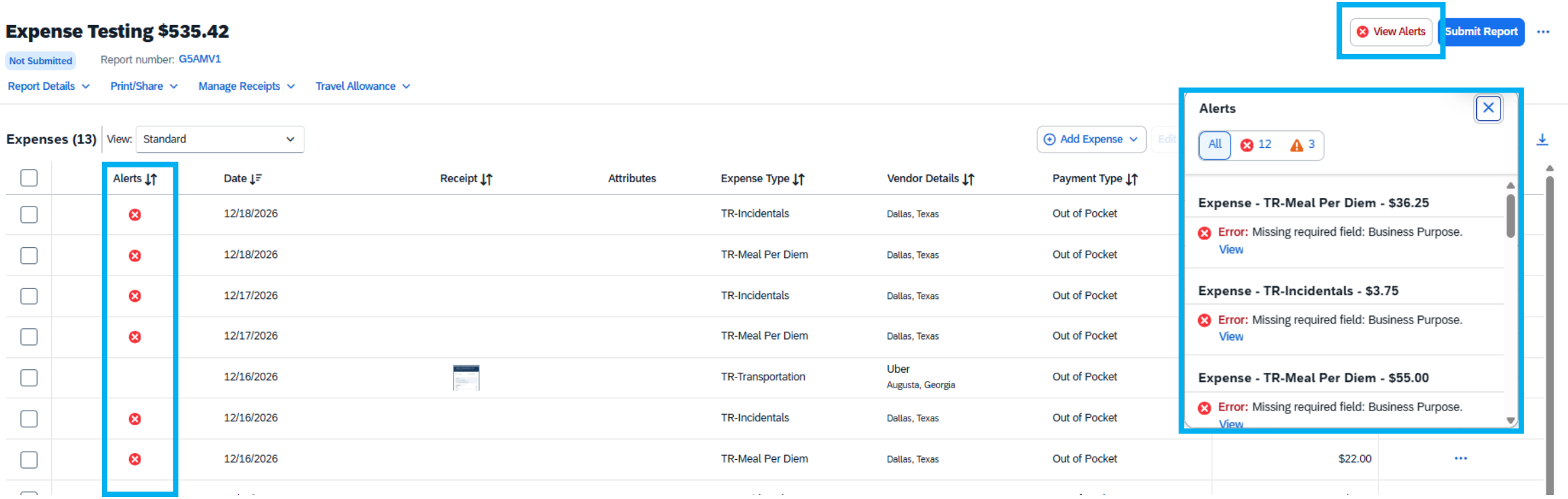
Creating an Expense Report - Alerts

Fix the Errors

Review Alerts

- Check for alerts before submitting your Expense Report.
- Click the **red X alert icon** to view and resolve specific issues.
- Select **View Alerts** to see a summary of all alerts in the report.
- Missing information or attachments may delay processing

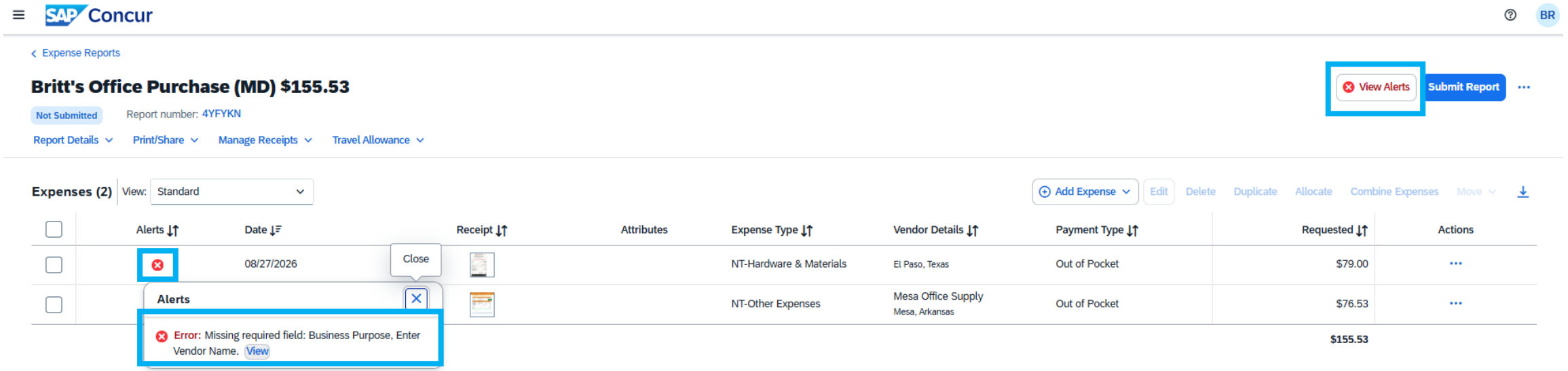


Creating an Expense Report – How to Fix Alerts

Fix the Errors

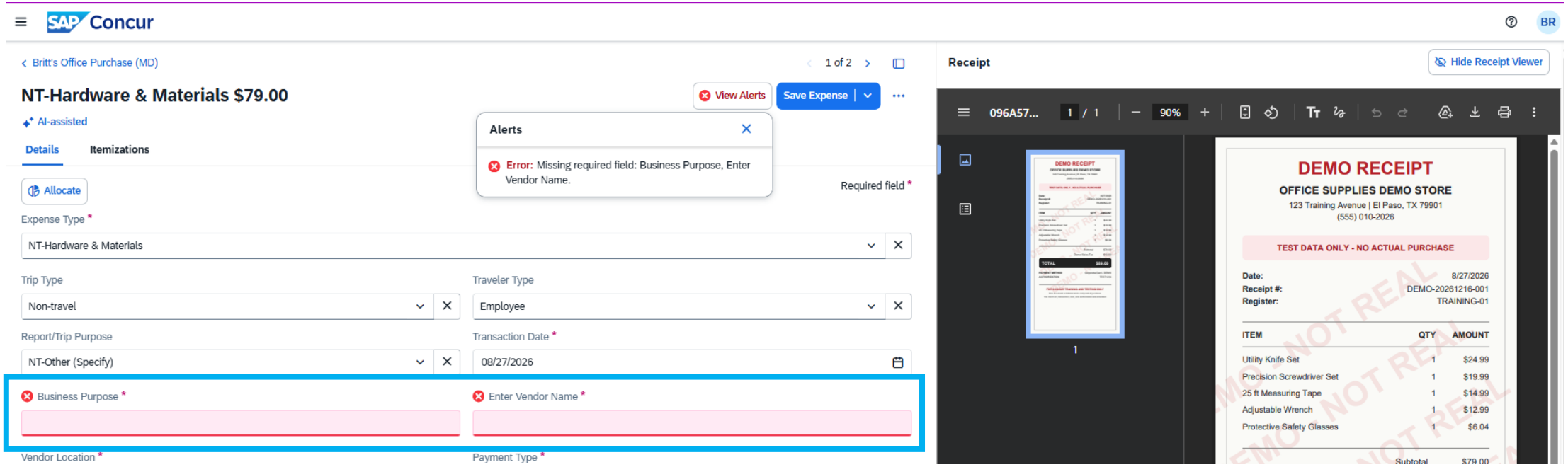
Review Alerts

- Open the expense report that contains the error(s).
- Once the report is open, there are **two ways to view your alerts**:
  - Select the **red X icon** next to the expense entry.
  - Select the **View Alerts button** in the upper-right corner of the report.
- A list of alerts will appear, showing any errors or warnings that need attention.
- Select **View** next to an alert to navigate directly to the issue and make the necessary correction.



Creating an Expense Report - How to Fix Alerts

Fix the Errors



- Selecting **View** will take you directly to the expense entry that requires attention.
- The expense details page will display the alerts and identify the fields that need to be completed or corrected.
- In this example, the required fields are **Business Purpose** and **Vendor Name.**
- After updating the required information, select **Save Expense.**
- Once the expense is saved, the alerts will clear automatically.