

# How to Withdraw an expense report

- > Required to edit Receipt Amount or tax declarations.
1. Log in to Oracle iExpense using your HAD details at <https://erp.had.sa.gov.au> on a computer (not a mobile device) connected to the SA Health network.
  2. Click 'Internet Expenses' to take you to the Expenses Home page shown in the screenshot below.
  3. If your expense report appears in the Track Submitted Expenses Reports table (the first table in the screenshot below), click the Withdraw icon in the same row as that expense report – note that this will mean your manager will need to reapprove your expense report – after confirming your decision (click 'Yes'), this will move the expense report to Update Expense Reports table.
  4. If/once your expense report appears in the Update Expense Report table, your claim is withdrawn from the workflow. Click the Update pencil icon in the row with the relevant EXP number to edit your claim.

**ORACLE Expense Reports**

Expenses Home | Expense Reports | Access Authorizations | Projects and Tasks | Payments Search

Expenses Home

Create Expense Report | Import Spreadsheet | Export Spreadsheet

**Track Submitted Expense Reports**

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Original Receipts Status	Imaged Receipts Status	Report Total (AUD)	Purpose	Duplicate	Withdraw
<a href="#">EXP407326</a>	30-Jun-2022	Pending Your Resolution	87		Not Required	Received	2,500.00			

*If the status is Pending Your Resolution, you were sent a notification explaining the required action.*

**Update Expense Reports**

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (AUD)	Purpose	Update	Duplicate	Delete
<a href="#">EXP408358</a>	06-Oct-2022	In Progress	0.00				

## For more information

How to Withdraw an expense report.docx  
Last updated 12-Sep-23

Medical Officer Professional Development  
Reimbursement System (MOPDRS)  
Clinical System Support & Improvement, SA Health  
[Health.PDR reimbursement@sa.gov.au](mailto:Health.PDR reimbursement@sa.gov.au)  
[sahealth.sa.gov.au/reimburseme](https://sahealth.sa.gov.au/reimburseme)

For Official Use Only-A1-I1

© Department for Health and Wellbeing, Government of South Australia. All rights reserved.