



Cancelling a Payment – Disbursing Agency Overview

This Job Aid focuses on what needs to be done as the Disbursing Agency:

- To cancel and reissue the payment
- To cancel and put a payment on hold (Voucher only)
- To cancel and not reissue the payment

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History	2
Cancelling a Payment Process	3
Reviewing Cancelled Payments.....	10
Payment Status for Vouchers – Cancelled and Reissued Payment Information	10
Payment Status for Expense Reports	15



Accounts Payable Job Aid

AP312 Cancelling a Payment – Disbursing Agency

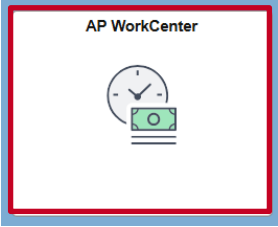
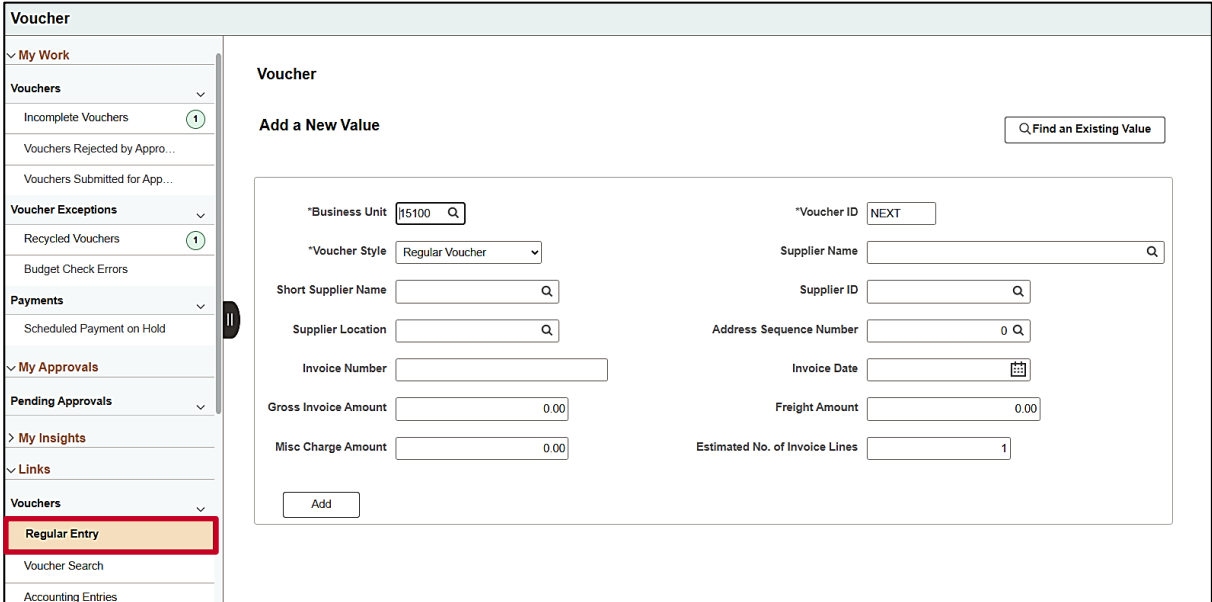
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1 and Step 2; Section 2 , after Step 1 and Step 2; Section 3 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Cancelling a Payment Process

1. Complete the appropriate Payment Cancellation form to request the stop payment on a check:
 - a. Cardinal Stop Payment Authorization Form – Department of Treasury – General Warrant: used to stop payment on a Commonwealth of Virginia (COVA) General Account check. Make sure to complete every section indicated on the form.
 - b. Cardinal Stop/Void Payment Authorization Form - Agency Petty Cash: used to stop payment on a Petty Cash account. Make sure to complete every section indicated on the form.
2. Send the completed signed form by email to the email address indicated on the form.
 - a. Cardinal Stop Payment Authorization Form – Department of Treasury – General Warrant: STOP.PAYMENTS@TRS.VIRGINIA.GOV
 - b. Cardinal Stop/Void Payment Authorization Form – Agency Petty Cash: EDI@DOA.VIRGINIA.GOV
3. For General Account payments, Treasury stops payment with the bank and notifies the Fiscal Officer at the Agency (or an email address of the Agency's choosing). No additional action is taken by the Agency at this time.

For Petty Cash checks, the stop is placed by the Agency with the bank.
4. For General Warrant stop payments, Treasury sends the updated Cardinal Stop Payment Authorization Form – Department of Treasury – General Warrant (updated with the **Treasury Use Only** information) to Department of Accounts (DOA).
5. DOA processes the stop payment in Cardinal as indicated on the Cardinal Stop Payment Authorization Form for General Warrant or Petty Cash and notifies the Agency (as indicated on the form) that the stop payment has been processed in Cardinal.
6. Depending on the request, the Agency may need to take additional steps. If the requested action is:
 - a. To reissue (payment was lost, mutilated, etc. and no change is required for the remit information), no action is required by the Agency. The payment will be reissued in the next pay cycle.
 - b. To not reissue (payment should not be reprocessed), no action is required by the Agency. All accounting entries for the transaction are automatically reversed.
 - c. To hold the payment (when remit information needs to be updated so it can be properly delivered and/or deposited by the Supplier), the requesting Agency must now take action on the Voucher. This is not available for expense transactions.

Step	Action
1.	Navigate to the Regular Entry page by clicking the AP WorkCenter tile on the Cardinal Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Vouchers > Regular Entry Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Regular Entry page using the following navigation path: NavBar > Menu > Accounts Payable > Vouchers > Regular Entry



Accounts Payable Job Aid

AP312 Cancelling a Payment – Disbursing Agency

Step	Action
	The Voucher Add a New Value page displays. Voucher Add a New Value Find an Existing Value *Business Unit15100 *Voucher StyleRegular Voucher Short Supplier Name Supplier Location Invoice Number Gross Invoice Amount0.00 Misc Charge Amount0.00 Add *Voucher IDNEXT Supplier Name Supplier ID Address Sequence Number0 Invoice Date Freight Amount0.00 Estimated No. of Invoice Lines1
3.	Click the Find an Existing Value button. Find an Existing Value



Accounts Payable Job Aid

AP312 Cancelling a Payment – Disbursing Agency

Step	Action
	The Voucher Find an Existing Value Search page displays. Voucher Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Saved Searches Choose from saved searches Business Unit = 115100 Invoice Number begins with Short Supplier Name begins with Supplier Name begins with Related Voucher begins with Voucher Source = Voucher ID begins with Invoice Date = Supplier ID begins with Voucher Style = Entry Status = Incomplete Voucher = ^ Show fewer options ☐ Case Sensitive Search Clear
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
4.	Enter the Voucher ID (or Invoice Number) to access the Voucher that is on payment hold and needs action taken. Voucher ID begins with ▼
	If the Voucher ID is unknown, the Short Supplier Name, Supplier ID, or Name 1 fields can be entered to display a list of Vouchers that can be selected.
5.	Click the Search button. Search Clear



Accounts Payable Job Aid

AP312 Cancelling a Payment – Disbursing Agency

Step	Action
	The Summary page displays. Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Business Unit40300 Voucher ID00036429 Voucher StyleRegular Supplier NameCommonwealth of Va Dept of the Treasury PO Box 1879 VA00044601 EVAAD469171 Richmond, VA 23218 Entry StatusPostable Match StatusNo Match Approval StatusPending Post StatusUnposted Budget StatusNot Chk'd Budget Misc StatusValid *View RelatedPayment Inquiry Invoice Date07/29/2025 Invoice No26-403-CC-001 Invoice Total30,672.00USD Pay TermsDue Now Voucher SourceOnline OriginONL Created On09/18/2025 3:27PM Created By00562018100 Last Update03/11/2026 4:08PM Modified ByFUF68546 ERS TypeNot Applicable Close StatusOpen Go Return to Search Notify Refresh Add Update/Display Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary
6.	Click the Payments tab. Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary



Accounts Payable Job Aid

AP312 Cancelling a Payment – Disbursing Agency

Step	Action
	The Payments page displays for the applicable Voucher. Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Business Unit 40300 Invoice No 26-403-CC-001 Voucher ID 00036429 Invoice Date 07/29/2025 Action Run Voucher Style Regular Voucher Total Amount 30,672.00 *Pay Terms 00 Due Now Schedule Payments Supplier Name Commonwealth of Va Dept of the Treasury Payment Information Payment 1 *Remit to 0000056459 Gross Amount 30,672.00 USD Scheduled Due 07/29/2025 Payment Inquiry Express Payment Payment Note(0) Holiday/Currency Location EDI-IA Discount 0.00 USD Net Due 07/29/2025 Discount Due Accounting Date *Address 11 Commonwealth of Va Dept of the Treasury PO Box 1879 VAA00044601 EVAAD469171 Richmond, VA 23218 Payment Options *Bank 1100 Pay Group *Netting Not Applicable Supplier Bank Messages Layout *Account TR01 *Handling Regular Payments L/C ID *Method ACH ACH Hold Reason Other Message 26-403-CC-001Physical Damage Car Care Coverage Program for leased FY25 Message will appear on remittance advice. Schedule Payment *Action Schedule Payment Payment Date Pay Reference Save Return to Search Notify Refresh Add Update/Display Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

i

Make adjustments to the Voucher remit information as needed.

Below are some examples of Voucher actions that may be needed:

a. Change/update the remit address on the Voucher:

i. If the address exists in Cardinal, update the Voucher with the correct address by choosing the address under the **Payment Information** section.

ii. If the address does not exist in Cardinal, a **Vendor Maintenance Request** form must be used to have the address added to the supplier. On the **Vendor Maintenance Request Form**, indicate an effective date for the new address that is earlier than the accounting date of the Voucher that is on Payment Hold.

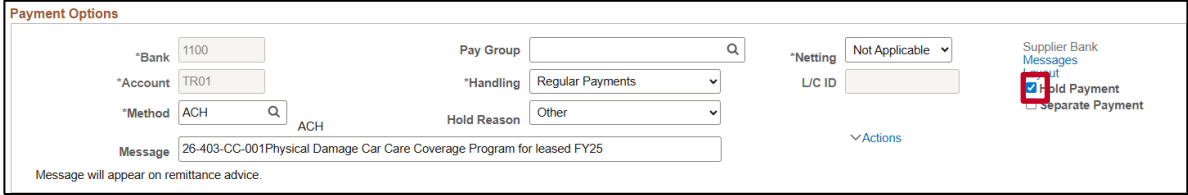
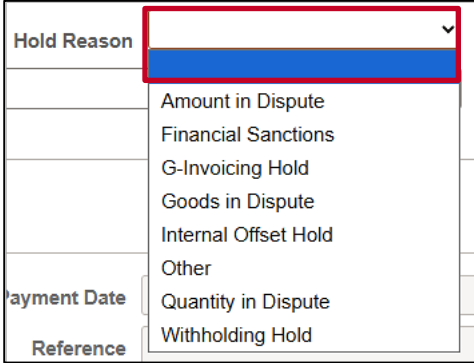
b. Remit comment needs to be added to the Voucher:

i. Update the **Message** line under **Payment Options**.



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AP312 Cancelling a Payment – Disbursing Agency

Step	Action
7.	Deselect the Hold Payment checkbox option to remove the hold to allow the payment to be reissued. 
8.	Click the Hold Reason dropdown button and select the “blank” list item. 
9.	Click the Save button. 

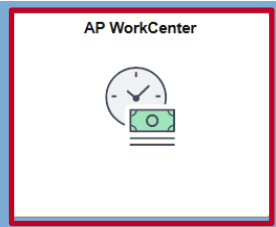
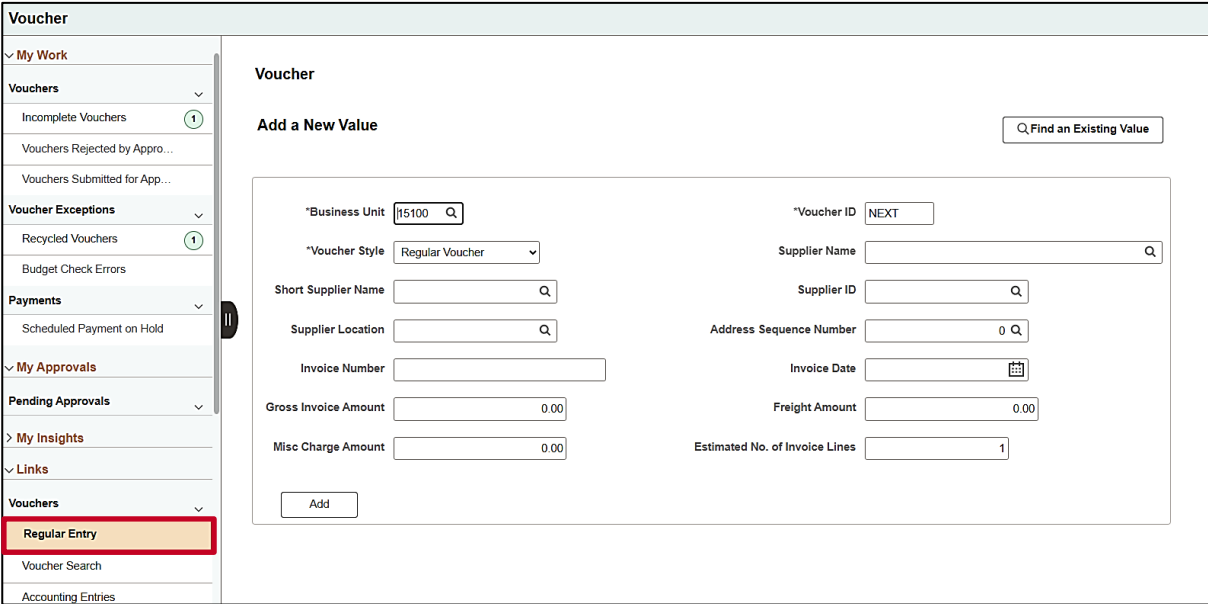


Accounts Payable Job Aid

AP312 Cancelling a Payment – Disbursing Agency

Reviewing Cancelled Payments

Payment Status for Vouchers – Cancelled and Reissued Payment Information

Step	Action
1.	Navigate to the Regular Entry page by clicking the AP WorkCenter tile on the Cardinal Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Vouchers > Regular Entry Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Regular Entry page using the following navigation path: NavBar > Menu > Accounts Payable > Vouchers > Regular Entry



Accounts Payable Job Aid

AP312 Cancelling a Payment – Disbursing Agency

Step	Action
	The Voucher Add a New Value page displays. Voucher Add a New Value Q Find an Existing Value *Business Unit15200Q *Voucher IDNEXT *Voucher StyleRegular Voucher Short Supplier Name Supplier Location Invoice Number Gross Invoice Amount0.00 Misc Charge Amount0.00 Add Supplier Name Supplier ID Address Sequence Number0 Invoice Date Freight Amount0.00 Estimated No. of Invoice Lines1
3.	Click the Find an Existing Value button. Q Find an Existing Value
	The Voucher Find an Existing Value Search page displays. Find an Existing Value + Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent SearchesChoose from recent searches Saved SearchesChoose from saved searches Business Unit= Voucher IDbegins with Invoice Numberbegins with Short Supplier Namebegins with Supplier Namebegins with Related Voucherbegins with Voucher Source= Invoice Date= Supplier IDbegins with Voucher Style= Entry Status= Incomplete Voucher= ^ Show fewer options ☐ Case Sensitive Search Clear



Accounts Payable Job Aid

AP312 Cancelling a Payment – Disbursing Agency

Step	Action
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
4.	Enter the applicable Voucher ID Number in the Voucher ID field. Voucher ID begins with ▾
5.	Click the Search button. Search Clear

The **Summary** page displays for the applicable Voucher.

Summary

Related Documents

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit

15200

Voucher ID

U351736

Voucher Style

Regular

Supplier Name

Entry Status

Postable

Match Status

No Match

Approval Status

Approved

Post Status

Posted

Budget Status

Valid

Budget Misc Status

Valid

*View Related

Payment Inquiry ▾

Go

Return to Search

Notify

Refresh

Add

Update/Display

Invoice Date

08/05/2025

Invoice No

U351736

Invoice Total

411.85

USD

View Source Document

Pay Terms

Due Now

Voucher Source

Retail Interface Vouchers

Origin

AGY

Created On

08/05/2025 6:46PM

Created By

Last Update

08/05/2025 7:22PM

Modified By

ERS Type

Not Applicable

Close Status

Open

Approval History

Summary

Related Documents

Invoice Information

Payments

Voucher Attributes

Error Summary

6.	Click the Related Documents tab. Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary
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Accounts Payable Job Aid

AP312 Cancelling a Payment – Disbursing Agency

Step	Action
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The **Related Documents** page displays and includes the Payment Status for each payment on this Voucher.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary																																				
Business Unit 15200 Invoice No U351736 Voucher ID U351736 Invoice Date 08/05/2025 Voucher Style Regular Voucher Supplier ID 0002629042																																									
Payment Details <table border="1"><thead><tr><th>Actions</th><th>Details</th><th>Payment Status</th><th>Scheduled to Pay</th><th>Payment Reference</th><th>Remit SetID</th><th>Remit Supplier</th><th>Remitting Address</th><th>Payment Method</th><th>Gross Payment Amount</th><th>Paid Amount</th><th>Payment Currency</th></tr></thead><tbody><tr><td>Actions</td><td>Details</td><td>Canceled</td><td>08/05/2025</td><td>26337139</td><td>STATE</td><td>0002629042</td><td></td><td>1 CHK</td><td>411.85</td><td>411.85</td><td>USD</td></tr><tr><td>Actions</td><td>Details</td><td>Paid</td><td>08/05/2025</td><td>26643095</td><td>STATE</td><td>0002629042</td><td></td><td>1 CHK</td><td>411.85</td><td>411.85</td><td>USD</td></tr></tbody></table>						Actions	Details	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency	Actions	Details	Canceled	08/05/2025	26337139	STATE	0002629042		1 CHK	411.85	411.85	USD	Actions	Details	Paid	08/05/2025	26643095	STATE	0002629042		1 CHK	411.85	411.85	USD
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Actions	Details	Paid	08/05/2025	26643095	STATE	0002629042		1 CHK	411.85	411.85	USD																														

7. Click the **Payments** tab.

The **Payments** page displays.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary																		
Business Unit 15200 Invoice No U351736 Voucher ID U351736 Invoice Date 08/05/2025 Voucher Style Regular Voucher Total Amount 411.85 *Pay Terms 00 Due Now Supplier Name																							
Payment Information <table border="1"><thead><tr><th>Payment 1</th><th>Gross Amount</th><th>Discount</th><th>Scheduled Due</th><th>Net Due</th><th>Discount Due</th><th>Accounting Date</th></tr></thead><tbody><tr><td>*Remit to 0002629042 Location MAIN *Address 1</td><td>411.85 USD</td><td>0.00 USD</td><td>08/05/2025</td><td>08/05/2025</td><td></td><td>08/07/2025</td></tr></tbody></table>						Payment 1	Gross Amount	Discount	Scheduled Due	Net Due	Discount Due	Accounting Date	*Remit to 0002629042 Location MAIN *Address 1	411.85 USD	0.00 USD	08/05/2025	08/05/2025		08/07/2025				
Payment 1	Gross Amount	Discount	Scheduled Due	Net Due	Discount Due	Accounting Date																	
*Remit to 0002629042 Location MAIN *Address 1	411.85 USD	0.00 USD	08/05/2025	08/05/2025		08/07/2025																	
Payment Options <table border="1"><thead><tr><th>*Bank</th><th>*Account</th><th>*Method</th><th>Pay Group</th><th>*Handling</th><th>Hold Reason</th><th>*Netting</th><th>L/C ID</th><th>Supplier Bank Messages</th></tr></thead><tbody><tr><td>1100</td><td>TR01</td><td>CHK</td><td></td><td>Regular Payments</td><td></td><td>Not Applicable</td><td></td><td>Hold Payment Separate Payment</td></tr></tbody></table>						*Bank	*Account	*Method	Pay Group	*Handling	Hold Reason	*Netting	L/C ID	Supplier Bank Messages	1100	TR01	CHK		Regular Payments		Not Applicable		Hold Payment Separate Payment
*Bank	*Account	*Method	Pay Group	*Handling	Hold Reason	*Netting	L/C ID	Supplier Bank Messages															
1100	TR01	CHK		Regular Payments		Not Applicable		Hold Payment Separate Payment															
Schedule Payment <table border="1"><thead><tr><th>*Action</th><th>Payment Date</th><th>Pay</th><th>Reference</th></tr></thead><tbody><tr><td>Cancelled</td><td>08/07/2025</td><td></td><td>26337139</td></tr></tbody></table>						*Action	Payment Date	Pay	Reference	Cancelled	08/07/2025		26337139										
*Action	Payment Date	Pay	Reference																				
Cancelled	08/07/2025		26337139																				

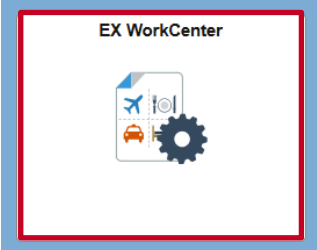
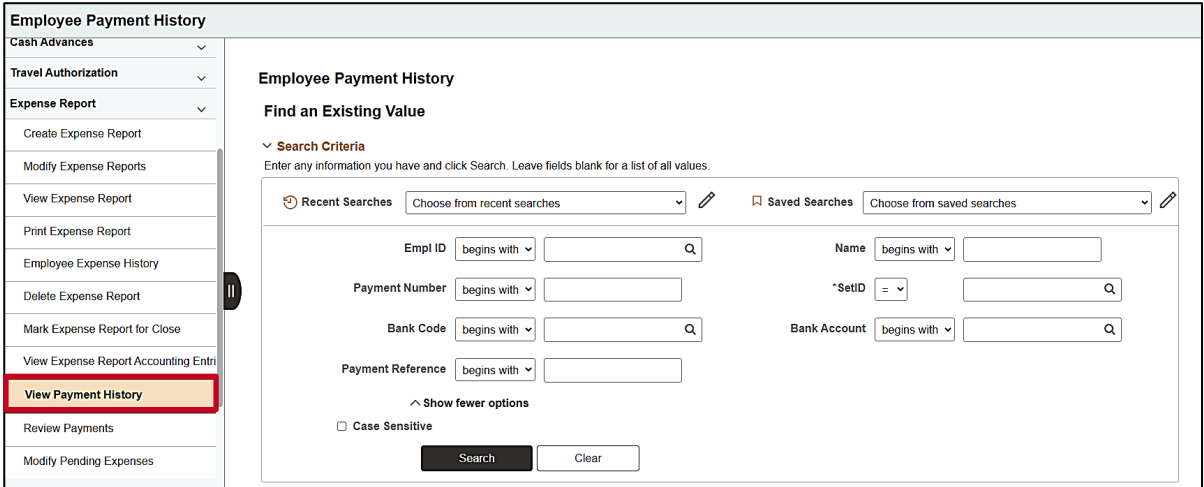


Accounts Payable Job Aid

AP312 Cancelling a Payment – Disbursing Agency

Step	Action
8.	The Schedule Payment section indicates the Action of “Cancelled”. Schedule Payment *Action Cancelled Payment Date 08/07/2025 Pay Reference 26337139

Payment Status for Expense Reports

Step	Action
1.	Navigate to the Employee Payment History page by clicking the EX WorkCenter tile on the Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Expense Report > View Payment History Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Regular Entry page using the following navigation path: NavBar > Menu > Travel and Expenses > Process Expenses > Review Payments > Payment History



Accounts Payable Job Aid

AP312 Cancelling a Payment – Disbursing Agency

Step	Action
	The Employee Payment History Find an Existing Value Search page displays. Employee Payment History Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Saved Searches Choose from saved searches Empl ID begins with Name begins with Payment Number begins with *SetID = Bank Code begins with Bank Account begins with Payment Reference begins with ^ Show fewer options ☐ Case Sensitive Search Clear
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
3.	Populate either the Employee ID or Employee Name field. Empl ID begins with Name begins with
4.	Review and update the SetID field to “STATE” if it defaults as blank. *SetID =
5.	Click the Search button. Search Clear



Accounts Payable Job Aid

AP312 Cancelling a Payment – Disbursing Agency

Step	Action																																				
	The Search Results display at the bottom of the page for the selected employee. ▼ Search Results 3 results - Empl ID "00860542500" SetID "STATE" 1-3 of 3 > > View All <table><tr><th>Empl ID</th><th>Name</th><th>Payment Number</th><th>SetID</th><th>Bank Code</th><th>Bank Account</th><th>Payment Reference</th><th>Creation Date</th><th></th></tr><tr><td></td><td></td><td>0010803874</td><td>STATE</td><td>1100</td><td>TR01</td><td>82798880</td><td>11/06/2025</td><td>></td></tr><tr><td></td><td></td><td>0010789736</td><td>STATE</td><td>1100</td><td>TR01</td><td>82795226</td><td>10/31/2025</td><td>></td></tr><tr><td></td><td></td><td>0010687772</td><td>STATE</td><td>1100</td><td>TR01</td><td>26465372</td><td>10/03/2025</td><td>></td></tr></table>	Empl ID	Name	Payment Number	SetID	Bank Code	Bank Account	Payment Reference	Creation Date				0010803874	STATE	1100	TR01	82798880	11/06/2025	>			0010789736	STATE	1100	TR01	82795226	10/31/2025	>			0010687772	STATE	1100	TR01	26465372	10/03/2025	>
Empl ID	Name	Payment Number	SetID	Bank Code	Bank Account	Payment Reference	Creation Date																														
		0010803874	STATE	1100	TR01	82798880	11/06/2025	>																													
		0010789736	STATE	1100	TR01	82795226	10/31/2025	>																													
		0010687772	STATE	1100	TR01	26465372	10/03/2025	>																													
6.	Click the Drill in icon (>) for the stopped payment. <table><tr><td></td><td></td><td>0010803874</td><td>STATE</td><td>1100</td><td>TR01</td><td>82798880</td><td>11/06/2025</td><td>></td></tr></table>			0010803874	STATE	1100	TR01	82798880	11/06/2025	>																											
		0010803874	STATE	1100	TR01	82798880	11/06/2025	>																													
	The Employee Payment History page displays. Employee Payment History Payment Info Check Number 26465372 Bank Code Cardinal Disb Bank Account Cardinal Disb Payment Amount 288.91 USD Pay Status Stop Payment Method Check Action Open/Issue Date Cancelled 11/06/2025 Payee Address Payments 1-1 of 1 > > <table><tr><th>Type</th><th>ID</th><th>Descr</th><th>Status</th><th>Created</th><th>Amount</th><th></th></tr><tr><td>Expense Report</td><td>0000475256</td><td>ACH 4580 reissue</td><td>Paid</td><td>10/02/2025</td><td>288.91</td><td>USD</td></tr></table> Save Return to Search Previous in List Next in List	Type	ID	Descr	Status	Created	Amount		Expense Report	0000475256	ACH 4580 reissue	Paid	10/02/2025	288.91	USD																						
Type	ID	Descr	Status	Created	Amount																																
Expense Report	0000475256	ACH 4580 reissue	Paid	10/02/2025	288.91	USD																															
7.	Review the key fields: a. The Pay Status field indicates the payment is “Stop” b. The Action field indicates the action taken for the Stop which is “Open/Issue” in this example c. The Date Cancelled field identifies the date that the payment was cancelled																																				



Accounts Payable Job Aid

AP312 Cancelling a Payment – Disbursing Agency

Step	Action
8.	Click the Return to Search button. Save Return to Search

The **Employee Payment History Find an Existing Value Search** page redisplay for the selected employee.

Employee Payment History

Find an Existing Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Empl ID

begins with

Name

begins with

Payment Number

begins with

0010687772

*SetID

=

STATE

Bank Code

begins with

1100

Bank Account

begins with

TR01

Payment Reference

begins with

26465372

^ Show fewer options

☐ Case Sensitive

Search

Clear

Save Search

▼ **Search Results**
3 results - Empl ID "00860542500" SetID "STATE"

Empl ID	Name	Payment Number	SetID	Bank Code	Bank Account	Payment Reference	Creation Date	
		0010803874	STATE	1100	TR01	82798880	11/06/2025	>
		0010789736	STATE	1100	TR01	82795226	10/31/2025	>
		0010687772	STATE	1100	TR01	26465372	10/03/2025	>



Accounts Payable Job Aid

AP312 Cancelling a Payment – Disbursing Agency

Step

Action

9.

Click the **Drill in** icon (>) for the closest date to the stop payment.

1-3 of 3

View All

Empl ID	Name	Payment Number	SetID	Bank Code	Bank Account	Payment Reference	Creation Date	
		0010803874	STATE	1100	TR01	82798880	11/06/2025	>
		0010789736	STATE	1100	TR01	82795226	10/31/2025	>
		0010687772	STATE	1100	TR01	26465372	10/03/2025	>

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Users may have to check more than one payment to find the reissue.

The **Employee Payment History** displays for the selected payment.

Employee Payment History

Payment Info

Payment Reference

82798880

Bank Code

Cardinal Disb

Bank Account

Cardinal Disb

Payment Amount

288.91

USD

Pay Status

Paid

Payment Method

ACH

Status

Posted

Payment Date

11/10/2025

Payee Address

Payments

1-1 of 1

Type	ID	Descr	Status	Created	Amount	
Expense Report	0000475256	ACH 4580 reissue	Paid	10/02/2025	288.91	USD

Save

Return to Search

Previous in List

Next in List

i

For this scenario, the same Expense Report is listed and the new payment information is indicated.