

Situation 1

After making your edits on the header, you click Save in the top right, you get this “Panel is required” error:

PDF + Images Cancel Save

Expenses For Benjamin Dahike

Report Name: Non Travel Report 2

Start Date: 06/02/2020

End Date: 06/10/2020

Campus-Department: BZ-Athletics and Recreation

Business Purpose: Dahike

Please use the following protocol as it applies: Vendor Last Name Purpose Location. E.g. (Travel): United Smith CSA Conf Dallas. E.g. (Non-Travel): Staples Smith Paper. Please limit Business Purpose to 35 characters. Do not use punctuation.

Report Type: Non-Travel

Travel Type: -- Select --

Panel is required

Don't delete and start over!

- 1) In Report Type, select *any other option*—like Athletics Travel. (The Travel Type Field should disappear.)
- 2) In Report Type, select your desired option—i.e. Non-Travel
- 3) Click Save.

Note: This *only* works when there are no expense line items already saved to the report. If there are line items and you need to edit the header, your choices are to delete the line item(s) and then edit the header or delete the whole report and start a new one.

Situation 2

You have a Non-travel expense report with line items already assigned, and you open up the draft and click Edit even though you don't need to edit the header.

You get the same annoying error, but everything is grayed out (because you can't edit a header of a report with line items already saved—see Note above).

PDF + Images Cancel Save

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Business Purpose: Dahike

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Report Type: Non-Travel

Travel Type: -- Select --

Panel is required

If you receive or apply for:

Don't delete and start over!

- 1) Click cancel and then click either the + symbol at the top to add a new expense or click a line item to edit.