Updating and Deleting Expense Transactions

Cardinal allows users to update or delete expense transactions (Travel Authorizations, Cash Advances, and Expense Reports) after they have been saved. This Job Aid identifies the requirements for updating or deleting expense transactions and provides step by step instructions on how to do so.

Once expense transactions are deleted, they cannot be viewed. The delete action is permanent and cannot be undone.

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.

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1; Section 2, after Step 1; Section 3, after Step 1; Section 4, after Step 1; Section 5, after Step 1; Section 6, after Step 1; Section 7, after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

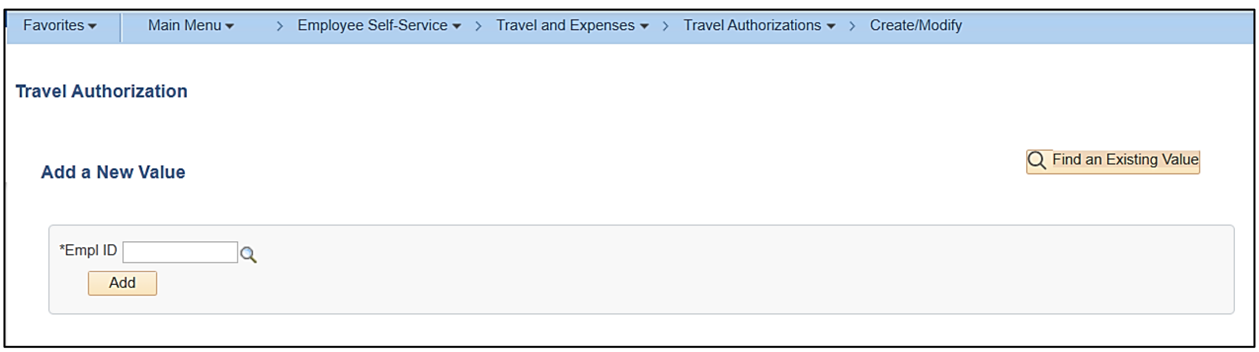
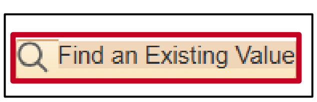
Updating a Travel Authorization

A Travel Authorization can be updated if it has been:

- Saved, but not submitted for approvals
- Withdrawn from approvals after submission
- Sent back by the approver with a required comment
- An email is sent to the employee or the proxy who keyed the Travel Authorization

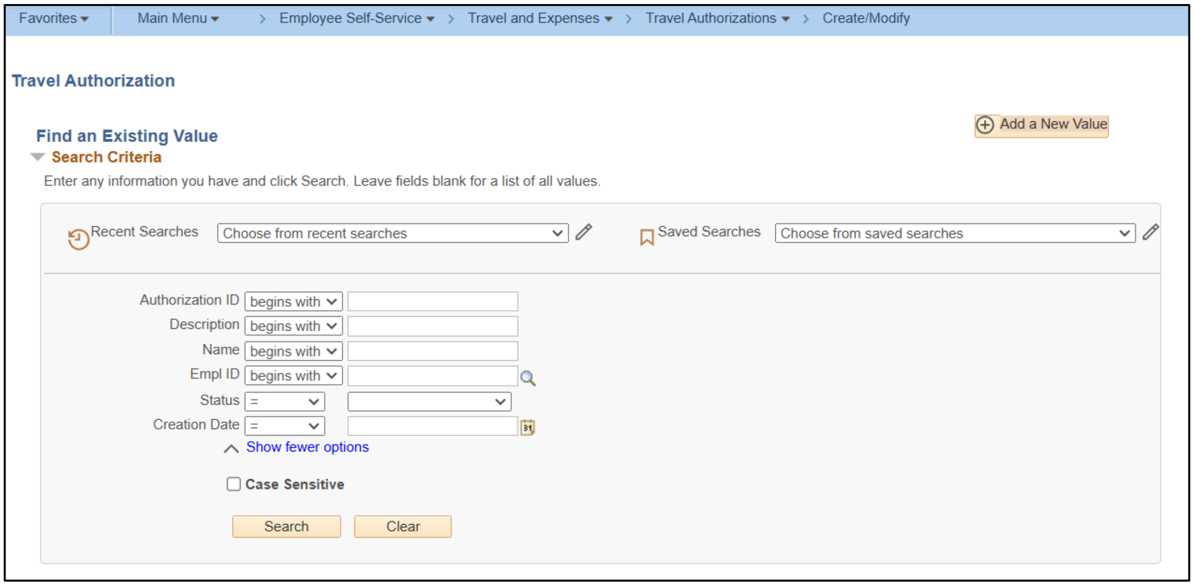
A Travel Authorization cannot be updated if it has been:

- Approved
- Denied by the approver
- An email is sent to the employee or proxy who keyed the Travel Authorization
- A denied Travel Authorization must be deleted

Step	Action
1.	Navigate to the **Travel Authorization** page using the following path: **Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify**
	The **Travel Authorization Add a New Value** page displays. 
	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**.
2.	Click the **Find an Existing Value** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Travel Authorization** search page displays.



</td></tr>
<tr><td>3.</td><td>

Enter the **Authorization ID** on the **Find an Existing Value** page for the Travel Authorization that you want to modify.

</td></tr>
<tr><td></td><td>

If the **Authorization ID** is not known, search using the other options by clicking the **Search by** dropdown menu. The other search options include “Authorization ID”, “Description Name”, “Empl ID”, “Status”, and “Creation Date”.

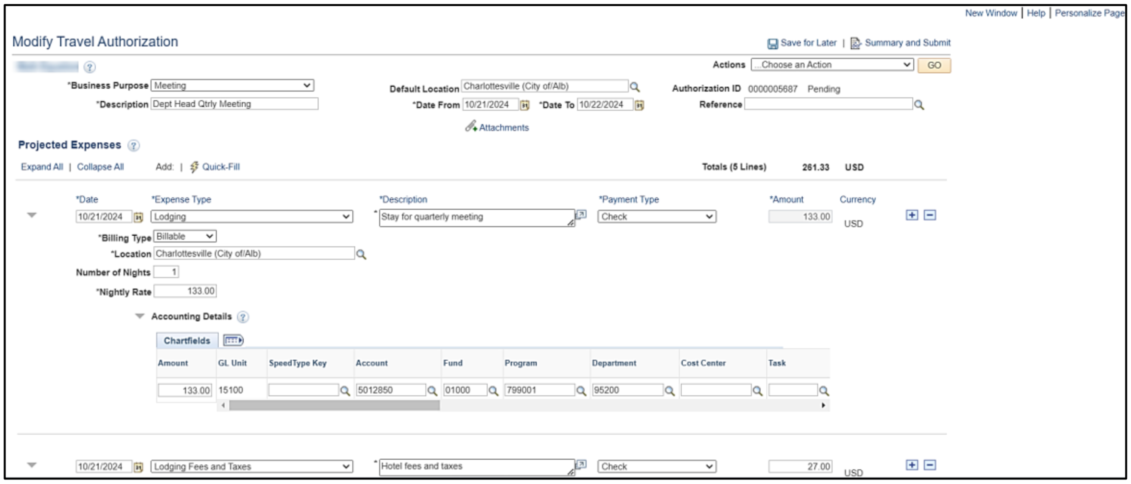
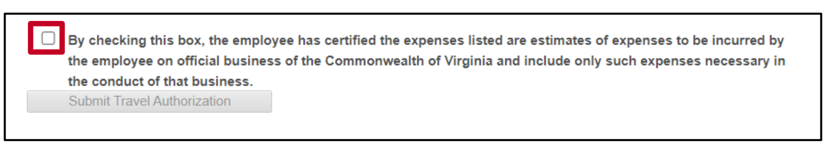
</td></tr>
<tr><td>4.</td><td>

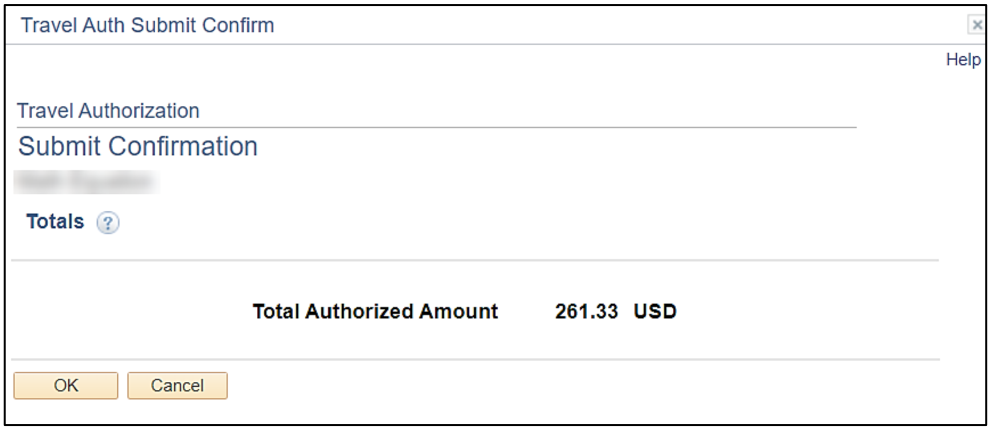
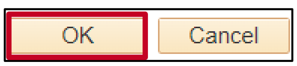
Click the **Search** button.

</td></tr>
<tr><td></td><td>

Users can only search for and update Travel Authorizations of employees for whom they are a proxy with “Edit & Submit” authorization. For more detailed information about authorizing a proxy, see the Job Aid titled **AP315: Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Learning**.

</td></tr>
</table>

Step	Action
	The **Modify Travel Authorization** page displays. 
	This page is identical to the page that was used to create the Travel Authorization. Make the updates to the Travel Authorization. Users can perform any action on the Travel Authorization that they could to create it (e.g., add or delete lines, change amounts, dates, locations, etc.). If modifying a Travel Authorization that has been sent back by an approver, the user will see **Sent Back for Revision** in red font at the top of the page and a hyperlink with the approver's comment.
5.	Click the **Summary and Submit** link at the top of the page after completing all revisions. 
6.	Click the **Save for Later** link if the transaction is not ready to submit for approval. 
7.	Click the **Certification** checkbox option when the transaction is ready to be submitted. 
8.	Click the **Submit Travel Authorization** button to send the updated Travel Authorization through approval workflow. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Travel Auth Submit Confirm page displays in a pop-up window.

</td></tr>
<tr><td>9.</td><td>Click the OK button to confirm the submission.

</td></tr>
<tr><td></td><td>Once submitted, the Travel Authorization can only be modified by clicking the Withdraw Travel Authorization button when the travel authorization is in in submitted for approval status or if it is sent back by the approver.

</td></tr>
</table>

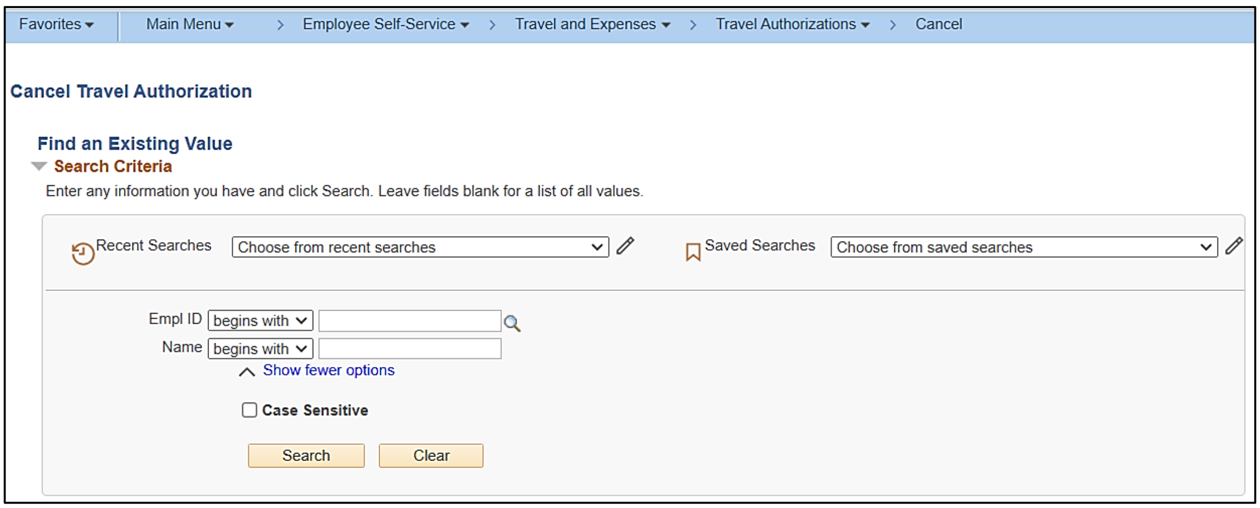
Canceling a Travel Authorization

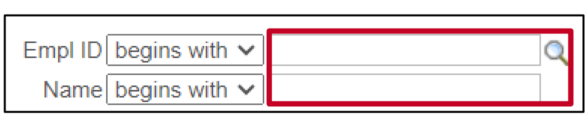
An approved travel authorization can be cancelled if no longer needed. Once cancelled, it cannot be assigned to an Expense Report.

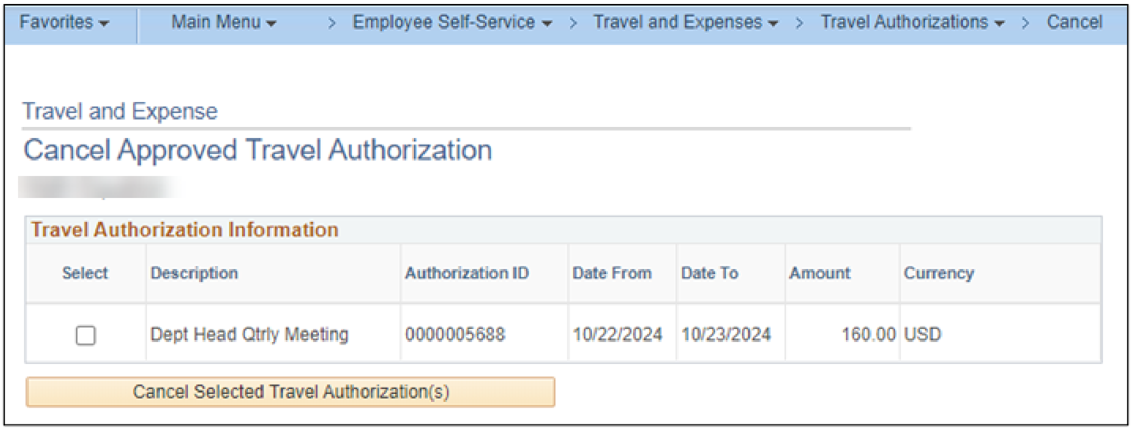
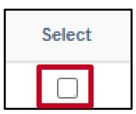
Users can only cancel a Travel Authorization if it has been approved but not assigned to an Expense Report.

Step	Action
1.	Navigate to the **Cancel Travel Authorization** page using the following path: **Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Cancel**

The **Cancel Travel Authorization Search** page displays.



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**.
2.	The employee ID will default into the **Empl ID** field. Enter their Employee ID or Name if cancelling a Travel Authorization for another employee. **Note**: Users can only search for and cancel Travel Authorizations of employees for whom they are a proxy. 
3.	Click the **Search** button. 

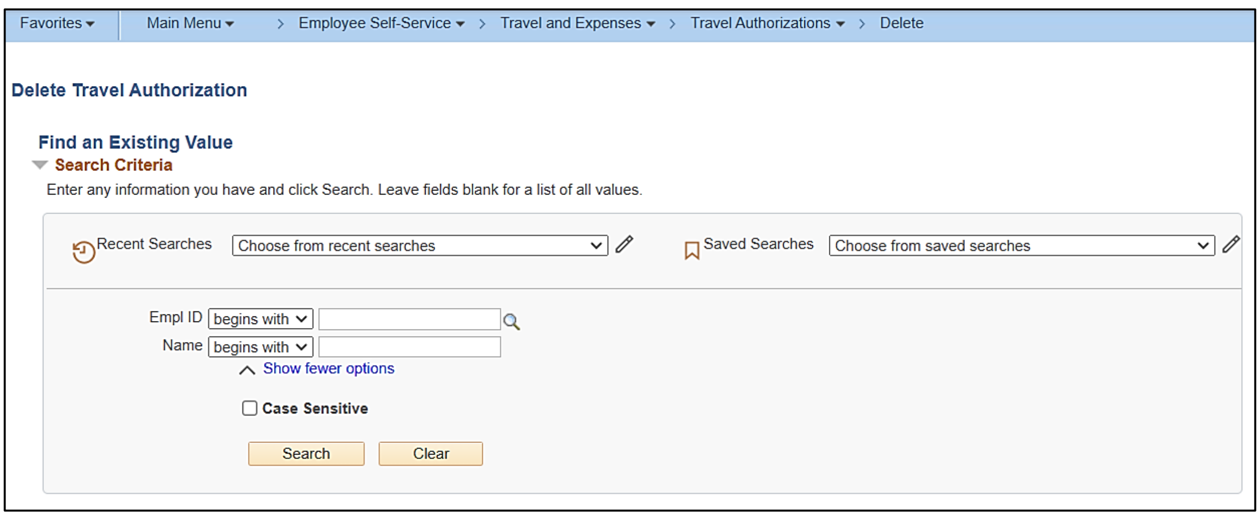
Step	Action
	The **Cancel Approved Travel Authorization** page displays. 
	Only Travel Authorizations that are eligible for cancellation display.
4.	Click the **Select** checkbox option beside the Travel Authorization that requires cancellation. 
5.	Click the **Cancel Selected Travel Authorization(s)** button. 
	The cancel action is saved on the Travel Authorization.

Deleting a Travel Authorization

Users can only delete a Travel Authorization if it has been:

- Saved, but not Submitted for approvals
- Withdrawn from approval after submission
- Cancelled – approved Travel Authorizations that are not associated with an Expense Report can be cancelled by users with appropriate access
- Sent Back by the approver with a required comment. An email is sent to the employee or proxy who keyed the Travel Authorization.
- Denied by the approver. An email is sent to the employee or proxy who keyed the Travel Authorization.

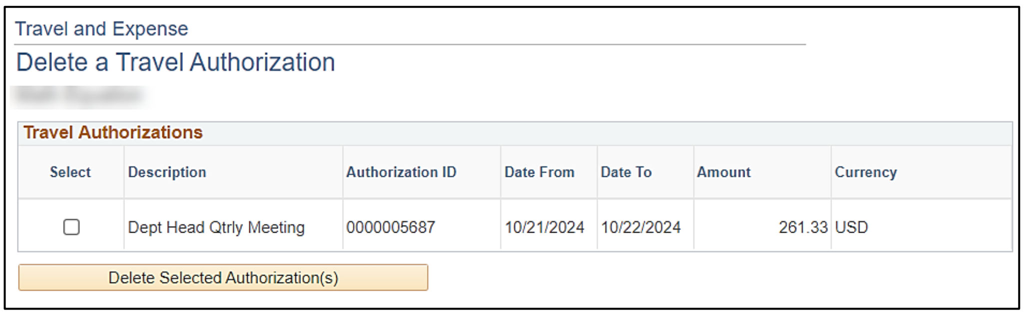
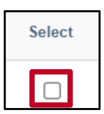
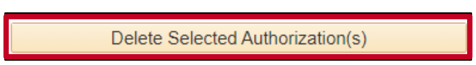
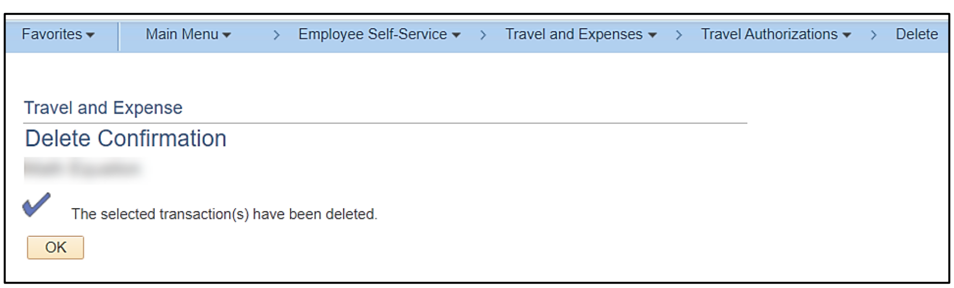
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Delete Travel Authorization page using the following path:
Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete</td></tr>
<tr><td colspan="2">The Delete Travel Authorization Search page displays.



</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td>2.</td><td>The Employee ID will default into the Empl ID field. Enter their Employee ID or Name if deleting a Travel Authorization for another employee.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>Users can only search for and delete Travel Authorizations of employees for whom they are a proxy with “Edit & Submit” authorization. For more detailed information about authorizing a proxy, see the job aid titled AP315: Authorizing a Proxy for an Employee located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>3.</td><td>Click the Search button.

</td></tr>
<tr><td colspan="2">The Delete Travel Authorization page displays.

</td></tr>
<tr><td></td><td>Only Travel Authorizations that are eligible for deletion display.</td></tr>
<tr><td>4.</td><td>Click the Select checkbox beside the Travel Authorization that requires deletion.

</td></tr>
<tr><td>5.</td><td>Click the Delete Selected Authorization(s) button.

</td></tr>
<tr><td colspan="2">A Confirmation message displays indicating that the selected transaction has been deleted.

</td></tr>
</table>

Step	Action
6.	Click the **OK** button. 
	A deleted Travel Authorization cannot be viewed. The delete action is permanent and cannot be undone.

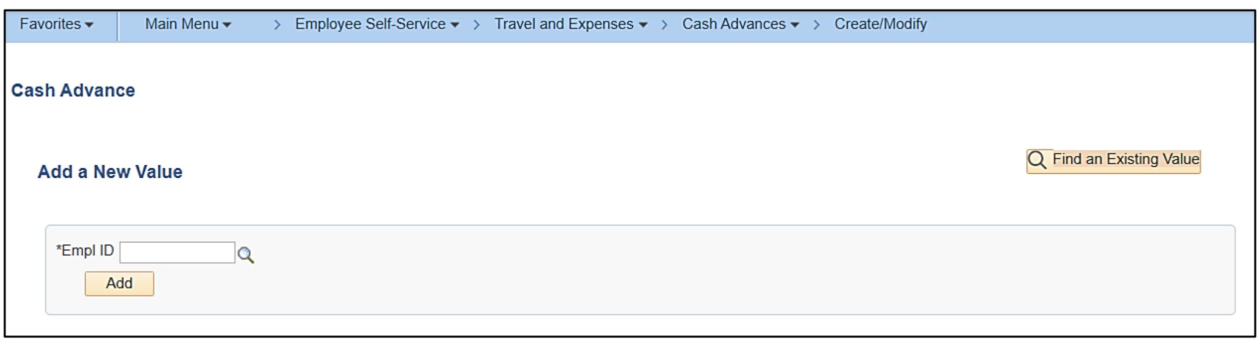
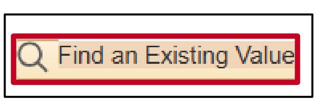
Updating a Cash Advance

A Cash Advance can only be updated if it has been:

- Saved, but not been Submitted for approval
- Withdrawn from approval after submission
- Sent Back by an approver with required comments. An email is sent to the employee or the proxy who keyed the Cash Advance.

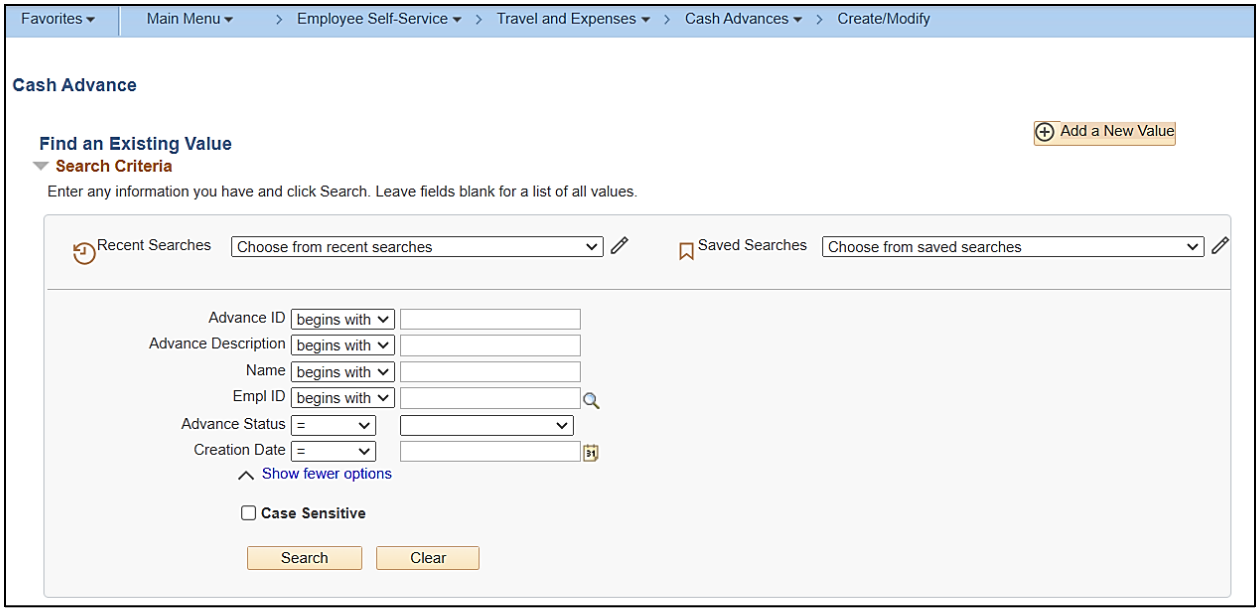
A Cash Advance cannot be updated if it has been:

- Approved
- Denied by the approver. An email is sent to the employee or the proxy who keyed the Cash Advance. A denied Cash Advance must be deleted.

Step	Action
1.	Navigate to the **Cash Advance** page using the following path: **Main Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify**
	The **Cash Advance Add a New Value** page displays. 
	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**.
2.	Click the **Find an Existing Value** button. 

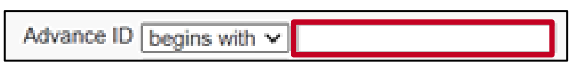
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Cash Advance** search page displays.



</td></tr>
<tr><td>3.</td><td>

On the **Find an Existing Value** page, enter the Advance ID.



</td></tr>
<tr><td></td><td>

If the **Advance ID** is not known, search using the other options by clicking the **Search by** dropdown menu. The search options include “Advance Description”, “Name”, “Empl ID”, “Advance Status”, and “Creation Date”.

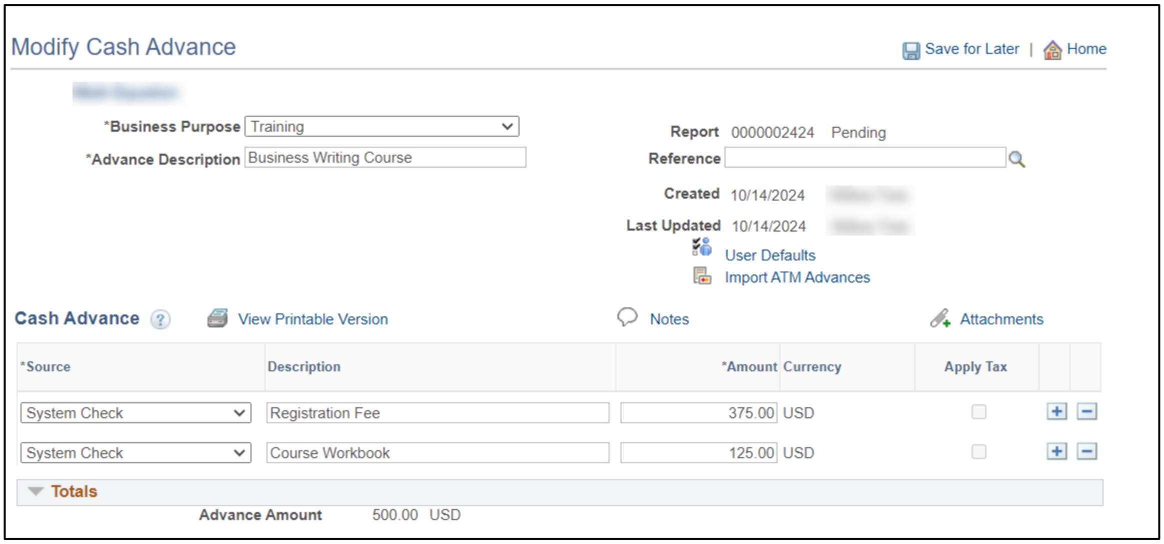
Users can only search for and update Cash Advances of employees for whom they are a proxy with “Edit & Submit” authorization. For more detailed information about authorizing a proxy, see the Job Aid titled **AP315: Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Learning**.

</td></tr>
<tr><td>4.</td><td>

Click the **Search** button.

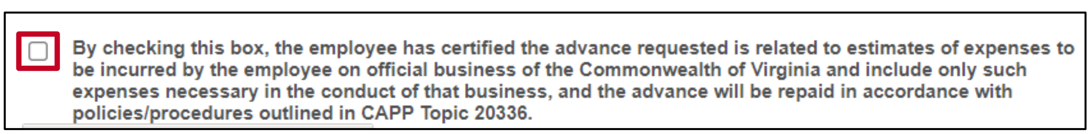
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Modify Cash Advance page displays.

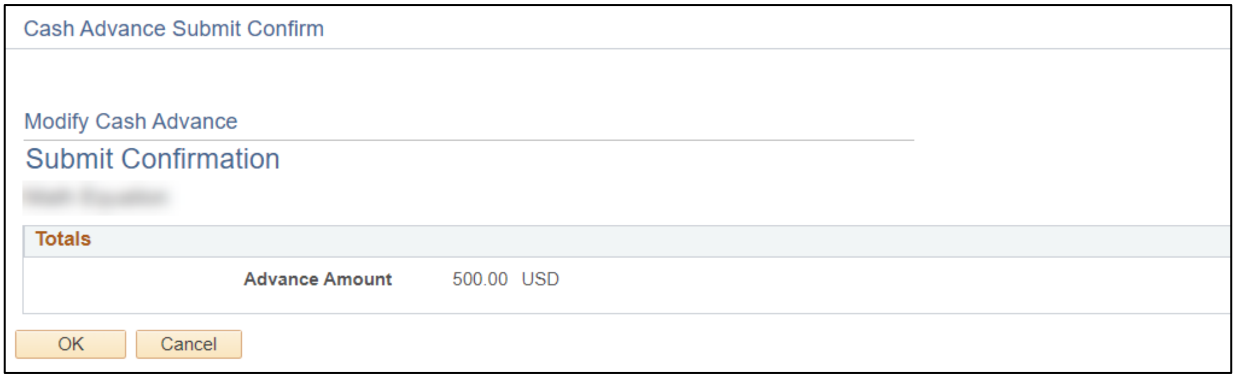
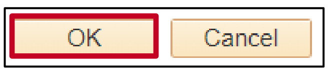

</td></tr>
<tr><td></td><td>This page is identical to the page that was used to create the Cash Advance. Make any necessary changes to the Cash Advance. Users can perform any action on the Cash Advance that they could when creating it (e.g., add or delete lines, change amounts, etc).

If modifying a Cash Advance that has been sent back by an approver, the user will see Sent Back for Revision in red font at the top of the page and a hyperlink with the approver's comment.</td></tr>
<tr><td>5.</td><td>Click the Save for Later button if the transaction is not ready to be routed for approval.


</td></tr>
<tr><td>6.</td><td>Click the Certification checkbox option to enable the Submit Cash Advance button when ready to submit the cash advance.


</td></tr>
<tr><td>7.</td><td>Click the Submit Cash Advance button to send the updated Cash Advance through the approval workflow.


</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Expense Report Submit Confirm page displays in a pop-up window.

</td></tr>
<tr><td>8.</td><td>Click the OK button to submit the cash advance for review and approval.

</td></tr>
<tr><td></td><td>Once the Cash Advance has been submitted, users can only modify the cash advance by clicking the Withdraw Cash Advance button when the cash advance is in a “Submitted for Approval” status or if it is sent back by the approver.</td></tr>
</table>

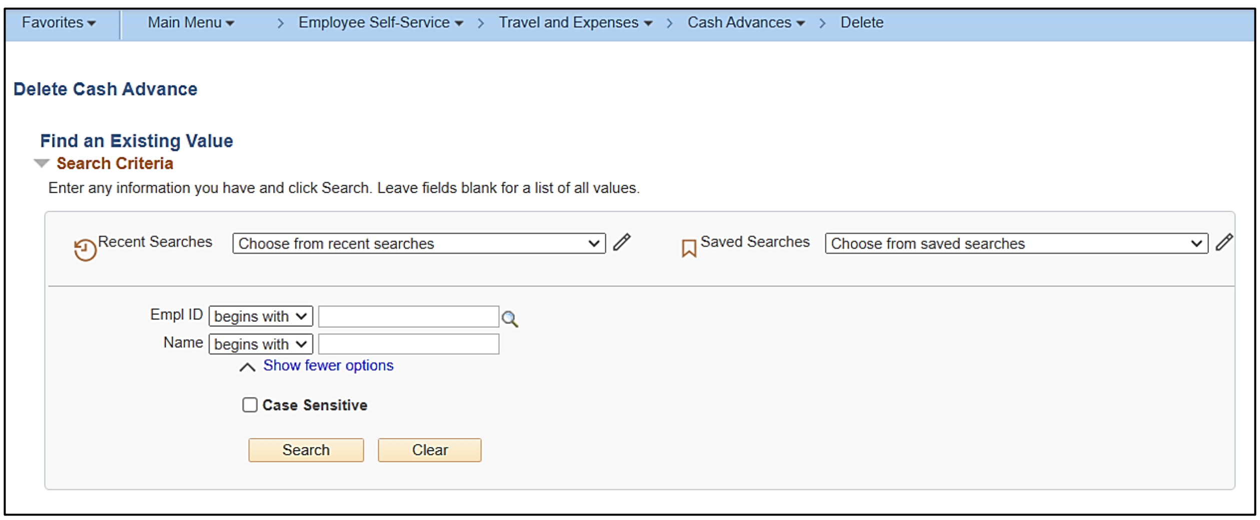
Deleting a Cash Advance

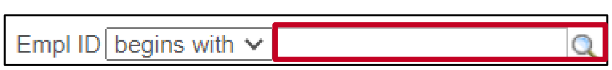
A Cash Advance request can be deleted if it has been:

- Saved, but not Submitted for approval
- Withdrawn from approval after submission
- Sent Back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Cash Advance.
- Denied by the approver. An email is sent to the employee or the proxy who keyed the Cash Advance.

Step	Action
1.	Navigate to the **Delete Cash Advance** page using the following path: **Main Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Delete**

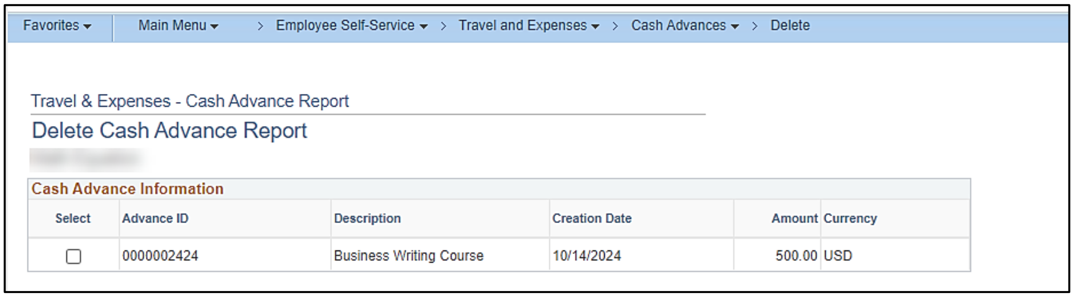
The **Delete Cash Advance Search** page displays.



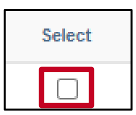
Step	Action
i	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	The user’s Employee ID defaults into the **Empl ID** field. Enter their Employee ID or Name if deleting a Cash Advance for another employee. 
i	Users can only search for and delete Cash Advances of employees for whom they are a proxy with “Edit & Submit” authorization. For more detailed information about authorizing a proxy, see the Job Aid titled **AP315: Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
3.	Click the **Search** button. 

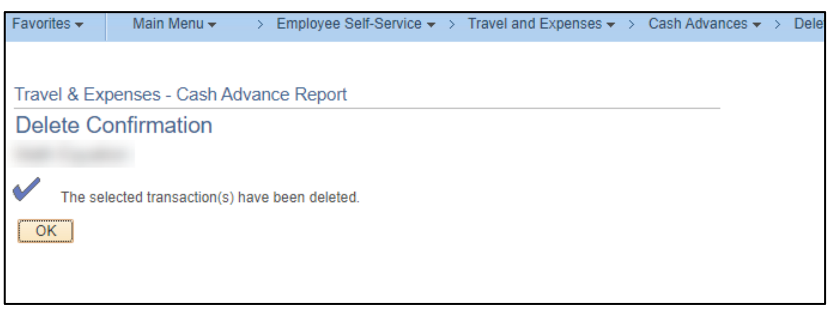
The **Delete Cash Advance Report** page displays.



Select	Advance ID	Description	Creation Date	Amount	Currency
☐	0000002424	Business Writing Course	10/14/2024	500.00	USD

	Only cash advances that are eligible for deletion display.
4.	Click the **Select** checkbox beside the cash advance that requires deletion. 
5.	Click the **Delete Selected Advance(s)** button. 

A **Confirmation** message displays indicating that the selected transaction has been deleted.



6.	Click the **OK** button. 
	A deleted Cash Advance cannot be viewed. The delete action is permanent and cannot be undone.

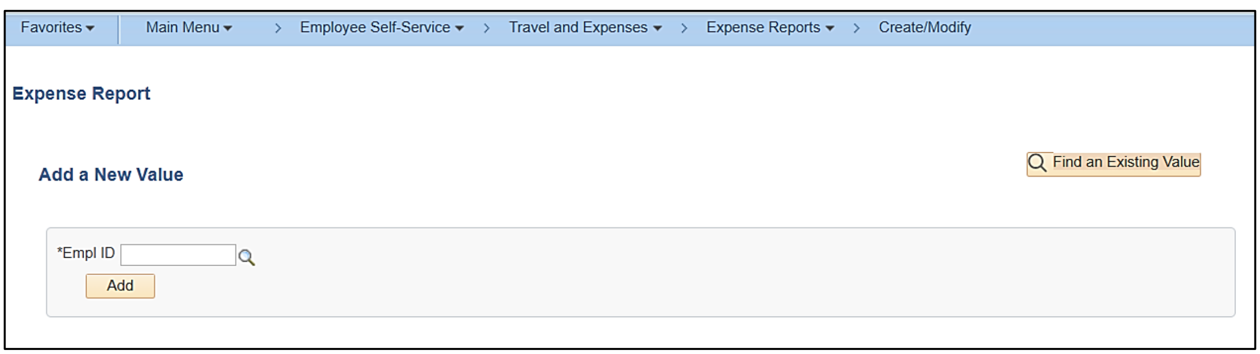
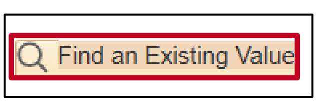
Updating an Expense Report

An Expense Report can be updated if it has been:

- Saved, but not submitted for approval
- Withdrawn from approval after submission
- Sent back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Expense Report

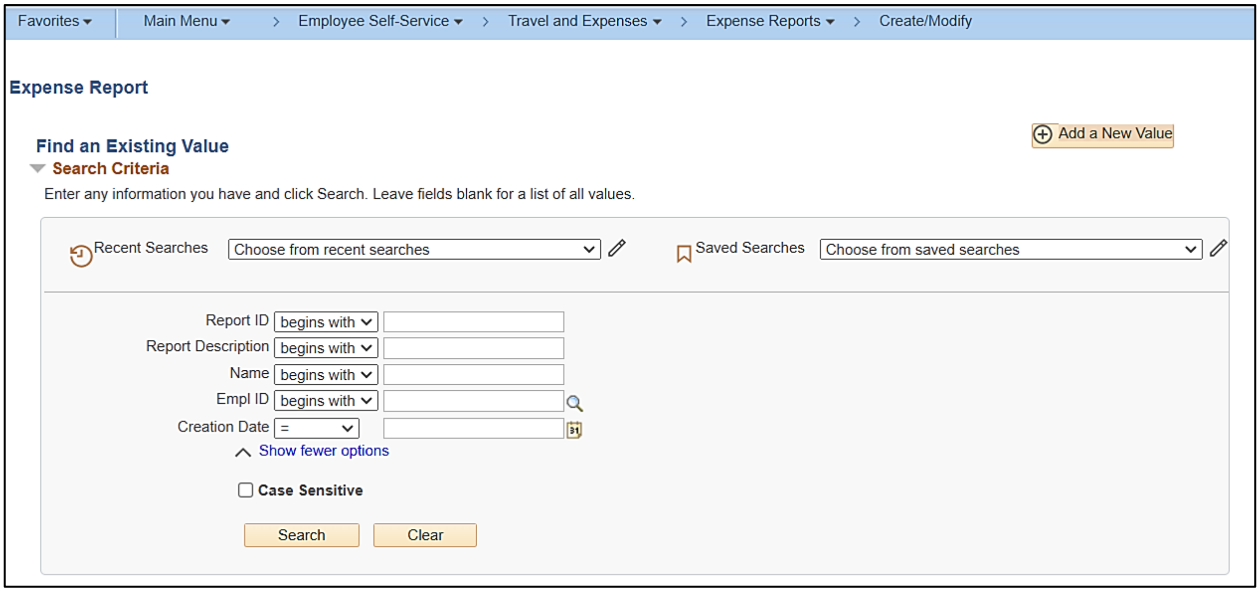
An Expense Report cannot be updated if it has been:

- Approved
- Denied by the approver. An email is sent to the employee or the proxy who keyed the Expense Report. A denied Expense Report must be deleted

Step	Action
1.	Navigate to the **Expense Report** page using the following path: **Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify**
The **Expense Report Add a New Value** page displays.  	
	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**.
2.	Click the **Find an Existing Value** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Expense Report** search page displays.

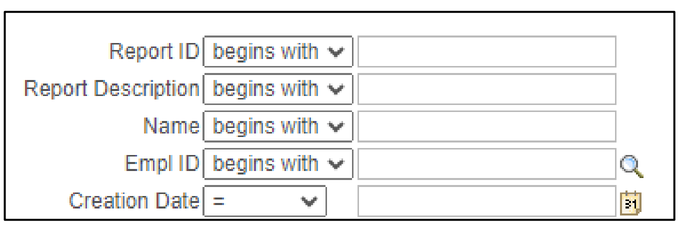


</td></tr>
<tr><td>3.</td><td>

Enter the **Report ID** of the Expense Report that needs to be modified on the **Find an Existing Value** tab.

</td></tr>
<tr><td></td><td>

If the ID is not known, search using the other options by clicking the **Search by** dropdown menu. The search options include “Report ID”, “Report Description Name”, “Empl ID”, and “Creation Date”.



</td></tr>
<tr><td>4.</td><td>

Click the **Search** button.

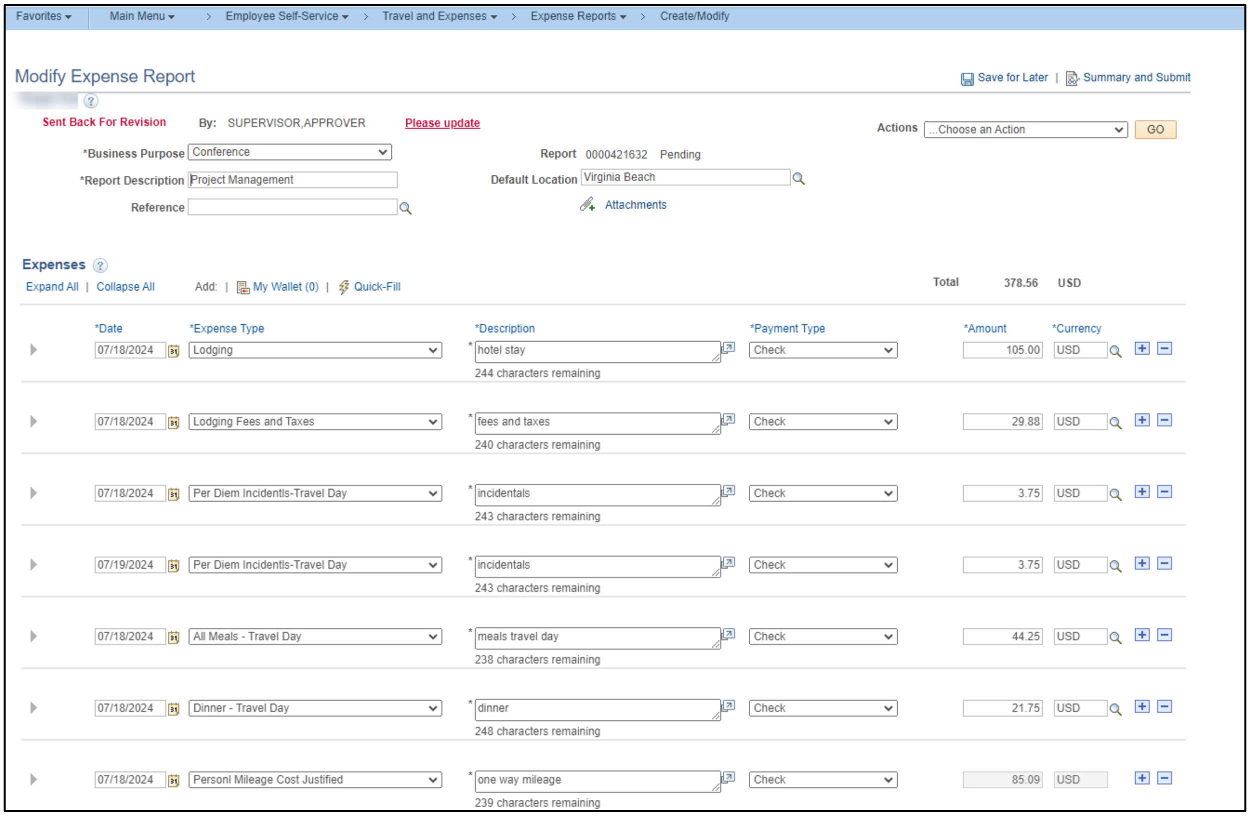
</td></tr>
<tr><td></td><td>

Users can only search for and update Expense Reports of employees for whom they are a proxy with “Edit & Submit” authorization. For more detailed information about authorizing a proxy, see the Job Aid titled **AP315: Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Learning**.

</td></tr>
</table>

Step	Action

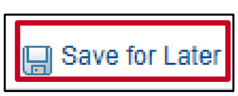
The **Modify Expense Report** page displays.



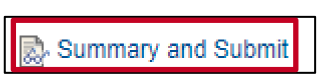
This page is identical to the page that was used to create the Expense Report. Make the required updates to the Expense Report. Users can perform any action on the Expense Report that they could when creating it (e.g., add or delete lines, change amounts, dates, locations, etc).

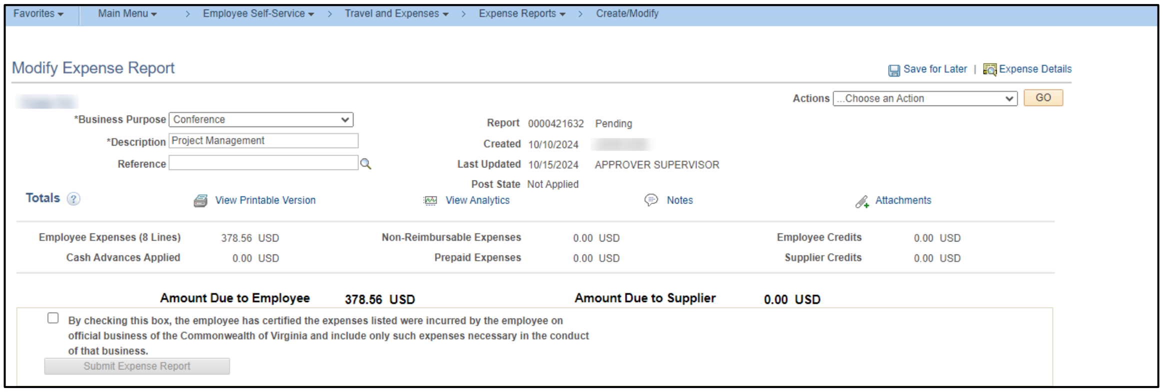
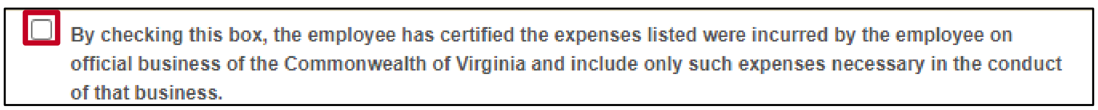
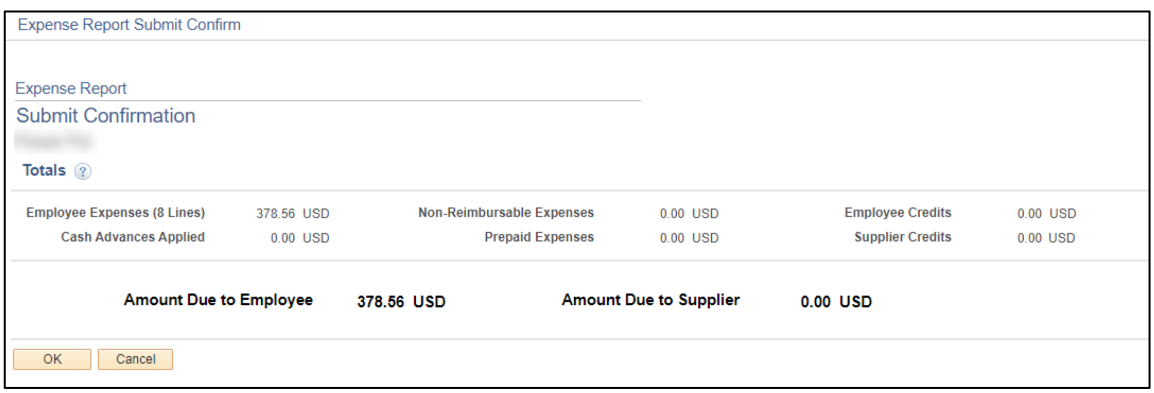
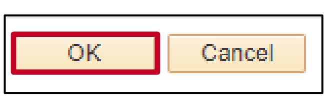
If modifying an Expense Report that has been sent back by an approver, the user will see **Sent Back for Revision** in red font at the top of the page and a hyperlink with the approver's comment.

5. Click the **Save for Later** button if the transaction is not ready to be routed for approval.



6. When ready to submit the expense report after making revisions, click the **Summary and Submit** link at the top of the page.

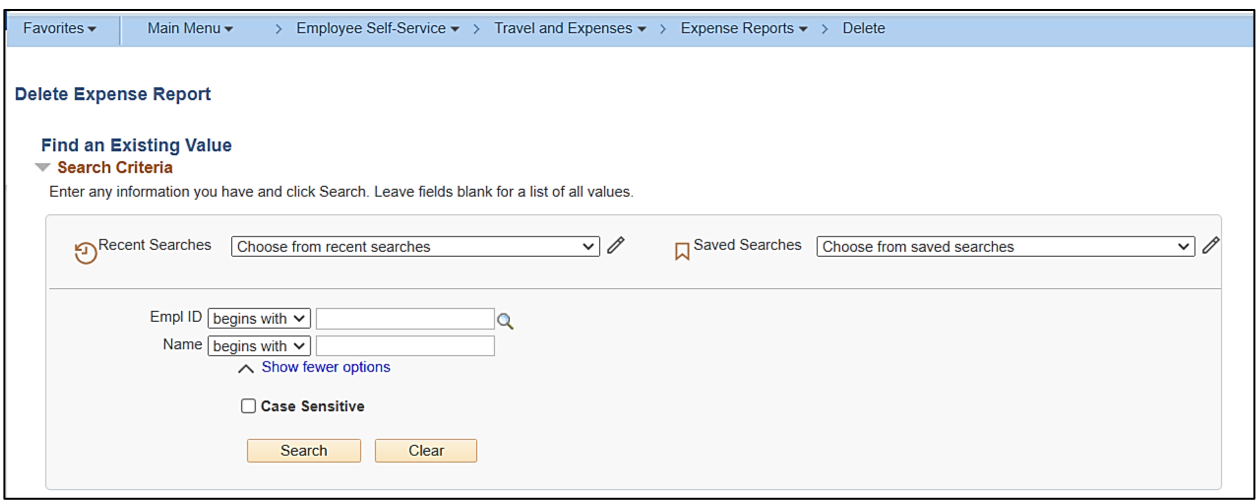
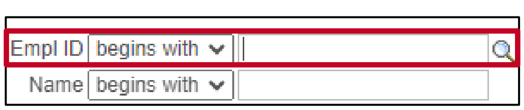


Step	Action
The **Modify Expense Report** page displays. 	
7.	Click the **Certification** checkbox option to enable the **Submit Expense Report** button. 
8.	Click the **Submit Expense Report** button to send the Expense Report through approval workflow. 
The **Expense Report Submit Confirm** page displays in a pop-up window. 	
9.	Click the **OK** button to confirm that the updated Expense Report is submitted for approval. 
	Once the Expense Report has been submitted, users can only modify the Expense Report by clicking the **Withdraw Expense Report** button when the Expense Report is in a "Submitted for Approval" status or if it is sent back by the approver.

Deleting an Expense Report

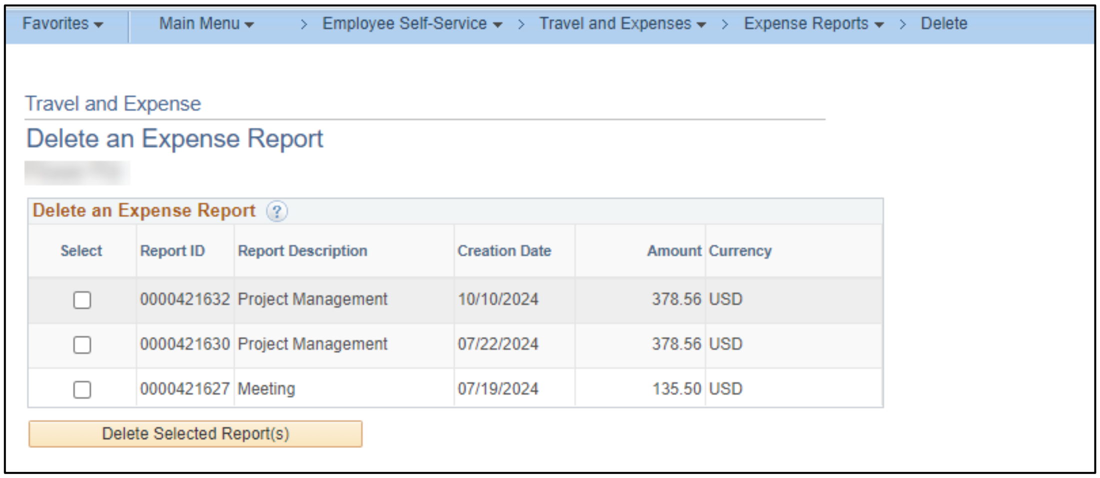
Users can only delete an Expense Report if it has:

- Been saved, but not submitted for approval
- Withdrawn from Approval status
- Been sent back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Expense Report
- No Cash Advance applied to it
- Been Denied by the approver. An email is sent to the employee or the proxy who keyed the Expense Report. Denied Expense Reports should be deleted to restore any associated Travel Authorization if applicable. Users can then use the restored Travel Authorization to create another Expense Report if needed

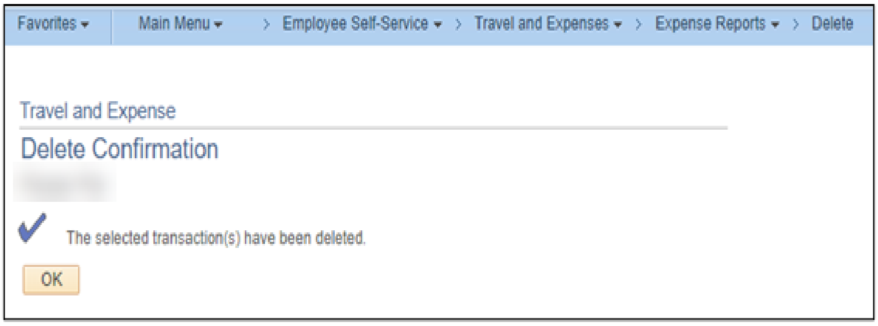
Step	Action
1.	Navigate to the **Delete Expense Report** page using the following path: **Main Menu > Employee Self-Service >Travel and Expenses > Expense Reports > Delete**
The **Delete Expense Report Search** page displays. 	
	For more information pertaining to the Cardinal FIN Search pages, refer 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**.
2.	The user's Employee ID will default into the **Empl ID** field. Enter the Employee ID or Name if deleting an Expense Report for another employee. 

Step	Action
	Users can only search for and delete Expense Reports of employees for whom they are a proxy.
3.	Click the **Search** button. 

The **Delete an Expense Report** page displays.



Step	Action
	Only Expense Reports that are eligible for deletion display.
4.	Click the **Select** checkbox option beside the Expense Report that requires deletion. 
5.	Click the **Delete Selected Report(s)** button. 

Step	Action
A **Confirmation** message displays indicating that the selected transaction has been deleted.  	
6.	Click the **OK** button. 
	A deleted Expense Report cannot be viewed. The delete action is permanent and cannot be undone.