

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 (<u>Section 1</u> , after Step 1; <u>Section 2</u> , after Step 1; <u>Section 3</u> , after Step 1; <u>Section 4</u> , after Step 1; <u>Section 5</u> , after Step 1; <u>Section 6</u> , after Step 1; <u>Section 7</u> , 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- Withdrawn from approvals after submission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 Trave	el Authorization Add a New Value page displays.
Favorites -	Main Menu
Travel Author	ization
Add a New	Value Q Find an Existing Value
*Empl ID [
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.	Click the Find an Existing Value button.
	Q Find an Existing Value



Step	Action
The Trave	el Authorization search page displays.
Favo	Main Menu
Trave	Authorization
-	nd an Existing Value Search Criteria nter 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
	Authorization ID begins with Description begins with Name begins with EmpI ID begins with Status = Creation Date = Show fewer options Case Sensitive Search Clear
3.	Enter the Authorization ID on the Find an Existing Value page for the Travel Authorization that you want to modify.
	Search by: Authorization ID V begins with
i	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".
4.	Click the Search button.
	Search
ĺ	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 .



Step	Action			
The Modify Travel Authorization page displays.				
	New Window Heip Personalize Page Modify Travel Authorization			
	Expand All Collapse All Ast, P Quele, Fill * Date * Expentse Type * Date * Expentse Type * 10021r0204: Bill (daging) * * * * * * * * * * * * * * * * * * *			
	▼ 10/21/2024 iii Lodging Fees and Taxes Image: Provide the set of taxes Image: Provide taxes Image: Prov			
ĺ	 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. By checking this box, the employee has certified the expenses listed are estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Travel Authorization			
8.	Click the Submit Travel Authorization button to send the updated Travel Authorization through approval workflow.			



Step	Action	
The Trave	el Auth Submit Confirm page displays in a pop-up window.	
	Travel Auth Submit Confirm	Help
	Travel Authorization	пар
	Submit Confirmation	
	Totals ②	
	Total Authorized Amount 261.33 USD	
	OK Cancel	
9.	Click the OK button to confirm the submission.	
	OK Cancel	
i	Once submitted, the Travel Authorization can only be modified by clicking to Travel Authorization button when the travel authorization is in in submitter status or if it is sent back by the approver.	



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.

Favorites -	Main Menu
Find an ∣ ▼ Search	rel Authorization Existing Value Criteria information you have and click Search. Leave fields blank for a list of all values.
ت ا	ecent Searches Choose from recent searches
	Empl ID begins with Q Name begins with C Show fewer options
	Case Sensitive Search Clear
1 "	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 Vebsite in Job Aids under Learning .
	The employee ID will default into the Empl ID field. Enter their Employee ID or Name if ancelling a Travel Authorization for another employee.
	lote : Users can only search for and cancel Travel Authorizations of employees for whom hey are a proxy.
	Empl ID begins with Q Name begins with
3. 0	Click the Search button.
	Search



Step	Action							
The Cano	cel Appro	oved Travel Autho	rization page	e displays				
	Favorites -	Main Menu 👻 > Em	ployee Self-Service 🗸	> Travel and	i Expenses 🗸	> Travel Aut	thorizations 👻 > Canc	el
	Travel and B Cancel A	Expense pproved Travel Auth	norization				_	
	Travel Auth	orization Information						
	Select	Description	Authorization ID	Date From	Date To	Amount	Currency	
		Dept Head Qtrly Meeting	000005688	10/22/2024	10/23/2024	160.00	USD	
	(Cancel Selected Travel Author	ization(s)]				
i	Only Tra	avel Authorizations	that are eligil	ble for ca	ncellation	n display.		
4.	Click the	e Select checkbox	option beside	e the Trav	el Autho	rization th	nat requires ca	ncellation.
	Select							
5.	Click the	e Cancel Selected	Travel Auth	orization	(s) butto	n.		
		Cancel Selected Trave	I Authorization(s)					
i	The can	ncel action is saved	on the Trave	l Authoriz	ation.			



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.

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

The Delete Travel Authorization Search page displays.

	Main Menu → Employee Self-Service → Travel and Expenses → Travel Authorizations → Delete ravel Authorization an Existing Value
▼ Sea Enter	In Existing Value Inch Criteria any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Choose from recent searches Image: Choose from saved searches
	Empl ID begins with V Name begins with V A Show fewer options Case Sensitive Search Clear
"	or 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 a Job Aids under Learning .
de L	he Employee ID will default into the Empl ID field. Enter their Employee ID or Name if eleting a Travel Authorization for another employee.



Step	Action
i	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 .
3.	Click the Search button.
The De	elete Travel Authorization page displays.
	Travel and Expense Delete a Travel Authorization
	Travel Authorizations
	Select Description Authorization ID Date From Date To Amount Currency
	Dept Head Qtrly Meeting 0000005687 10/21/2024 10/22/2024 261.33 USD
	Delete Selected Authorization(s)
4.	Only Travel Authorizations that are eligible for deletion display. Click the Select checkbox beside the Travel Authorization that requires deletion.
5.	Click the Delete Selected Authorization(s) button.
	Delete Selected Authorization(s)
A Conf	irmation message displays indicating that the selected transaction has been deleted.
	Favorites • Main Menu • > Employee Self-Service • > Travel and Expense • > Travel Authorizations • > Delete Travel and Expense



Step	Action
6.	Click the OK button.
	OK
i	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.

Favo	orites Main Menu Final Service Travel and Expenses Cash Advances Create/Modify
Cash	h Advance
A	Add a New Value
	*Empl ID Q Add
1	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.
	Q Find an Existing Value



Step	Action
The Ca	ish Advance search page displays.
Fav	orites Main Menu Find Service Travel and Expenses Cash Advances Create/Modify
Cas	h Advance
F	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
	Advance ID begins with Advance Description begins with Name begins with Empl ID begins with
	Advance Status = v Creation Date = v Image: Image: Image
	Show fewer options Case Sensitive
	Search Clear
3.	On the Find an Existing Value page, enter the Advance ID.
	Advance ID begins with V
1	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 .
4.	Click the Search button.
	Search



Step	Action	
The Mc	dify Cash Advance page displays.	
	Modify Cash Advance	
	Ref Tapator	
	*Business Purpose Training *Advance Description Business Writing Course Reference Q	
	Revenee Description Business winning Course Created 10/14/2024	
	Last Updated 10/14/2024	
	Cash Advance 👔 🍯 View Printable Version 🗘 Notes Attachments	
	*Source Description *Amount Currency Apply Tax	
	System Check V Registration Fee 375.00 USD	
	System Check Course Workbook 125.00 USD	
	Advance Amount 500.00 USD	
1	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 Sen 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.	Click the Certification checkbox option to enable the Submit Cash Advance button when ready to submit the cash advance. By checking this box, the employee has certified the advance requested is related to estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business, and the advance will be repaid in accordance with	
7.	Click the Submit Cash Advance button to send the updated Cash Advance through the approval workflow.	



Step	Action	
The E	xpense Report Submit Confirm page displays in a pop-up window.	
	Cash Advance Submit Confirm	
	Modify Cash Advance	
	Submit Confirmation	
	Totals	
	Advance Amount 500.00 USD	
(OK Cancel	
8.	Click the OK button to submit the cash advance for review and approval.	
	OK Cancel	
j	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.	



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.

Favor	rites Main Menu → Employee Self-Service → Travel and Expenses → Cash Advances → Delete
Fit	e Cash Advance nd an Existing Value
	Search Criteria inter any information you have and click Search. Leave fields blank for a list of all values.
	Precent Searches Choose from recent searches V
	Empl ID begins with Name begins with
	Case Sensitive Clear 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 .
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.
	Empl ID begins with V
	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.
	Search
The De	lete Cash Advance Report page displays.
l	Favorites • Main Menu • > Employee Self-Service • > Travel and Expenses • > Cash Advances • > Delete
	Travel & Expenses - Cash Advance Report Delete Cash Advance Report
	Cash Advance Information Select Advance ID Description Creation Date Amount Currency
1	Image: Non-State Business Writing Course 10/14/2024 500.00 USD
1	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.
	Delete Selected Advance(s)
A Conf	irmation message displays indicating that the selected transaction has been deleted.
6.	Click the OK button.
0.	
i	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 Ex	pense Report Add a New Value page displays.
Favo	Main Menu → Employee Self-Service → Travel and Expenses → Expense Reports → Create/Modify
Expe	ense Report
A	dd a New Value
	*Empl ID Q Add
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.	Click the Find an Existing Value button.
	Q Find an Existing Value



Step	Action
The Ex	pense Report search page displays.
Favo	rites Main Menu → Employee Self-Service → Travel and Expenses → Expense Reports → Create/Modify
F	ind an Existing Value Search Criteria
	Inter any information you have and click Search. Leave fields blank for a list of all values.
-	Recent Searches Choose from recent searches Image: Choose from saved searches Image: Choose from saved searches
	Report ID begins with Report Description begins with Name begins with Empl ID begins with Creation Date = Show fewer options
	Case Sensitive Search Clear
3.	Enter the Report ID of the Expense Report that needs to be modified on the Find an Existing Value tab.
i	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".
	Report ID begins with • Report Description begins with • Name begins with • Empl ID begins with • Creation Date =
4.	Click the Search button.
i	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 .



Step	Action		
The Mo	e Modify Expense Report page displays.		
Favorit	s ▼ Main Menu ▼ → Employee Self-Service ▼ → Travel and Expenses ▼ → Expense Reports ▼ → Create/Modify		
Mod	y Expense Report		
s	nt Back For Revision By: SUPERVISIOR APPROVER Please update Actions Choose an Action GO *Business Purpose Conference Report 0000421632 Pending		
	*Report Description Project Management Default Location Virginia Beach Q Reference Q A Attachments		
	nses @ dd All Collapse All Add: 🌇 My Wallet (0) 🦸 Quick-Fill Total 378.56 USD		
•	*Date *Expense Type *Description *Payment Type *Amount *Currency 07/18/2024 ig Lodging * *Indel stay Image: Check 105.00 USD Image: Check 105.00 USD Image: Check Image		
►	07/18/2024 👸 Lodging Fees and Taxes V Tees and taxes 29.88 USD Q 🕑 🖃 240 characters remaining		
►	07/18/2024 🙀 Per Diem Incidentis-Travel Day 🔹 Incidentals 3.75 USD Q 🕑 🖃 243 characters remaining		
► 	07/19/2024 🙀 Per Diem Incidentis-Travel Day 🔹 Incidentals Check 🗸 3.75 USD Q 🖈 🖃 243 characters remaining		
•	07/18/2024 👔 All Meals - Travel Day 💙 meals travel day 238 characters remaining Check 🗸 44.25 USD Q 🕑 🖃		
•	07/18/2024 🕅 Dinner - Travel Day 💙 [*] dinner 248 characters remaining 248 characters remaining		
►	07/18/2024 IP Personi Mileage Cost Justified * one way mileage IP Check 85.09 USD IP 239 characters remaining 239 characters remaining		
1	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. Sent Back For Revision		
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. Summary and Submit		



Step	Action					
The Modify Expense Report page displays.						
	Favorites • Main Menu • > Employee Self-Service • > Travel and Expenses • > Expanse Reports • > Create/Modify					
	Modify Expense Report					
	Actions Choose an Action GO *Business Purpose [Conference] Report 0000421632 Pending *Description [Project Management] Created 10/10/2024 Reference Q Last Updated 10/15/2024					
	Totals (2) Image: Constraint of the Version Post State Not Applied View Analytics Image: Constraint of the Version Image: Constraint of the Version					
	Employee Expenses (8 Lines) 378.56 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 USD Cash Advances Applied 0.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD					
	Amount Due to Employee 378,56 USD Amount Due to Supplier 0.00 USD					
	By CheCking ins UOX, the employee has certained use expenses naces and use employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Expense Report					
7.	Click the Certification checkbox option to enable the Submit Expense Report button.					
	By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.					
8.	Click the Submit Expense Report button to send the Expense Report through approval workflow.					
The Ex	pense Report Submit Confirm page displays in a pop-up window.					
	Expense Report Submit Confirm					
	Expense Report					
	Submit Confirmation					
	Totals (2)					
1	Employee Expenses (8 Lines) 378.56 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 USD Cash Advances Applied 0.00 USD Prepaid Expenses 0.00 USD Supplier Credits 0.00 USD					
	Amount Due to Employee 378.56 USD Amount Due to Supplier 0.00 USD					
	OK Cancel					
9.	Click the OK button to confirm that the updated Expense Report is submitted for approval.					
	OK Cancel					
1	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 De	The Delete Expense Report Search page displays.							
Fav	orites Main Menu Semployee Self-Service Travel and Expenses Service Delete							
Dele	Delete Expense Report							
-	Find an Existing Value • Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.							
	PRecent Searches Choose from recent searches V & Saved Searches Choose from saved searches V							
Empl ID begins with Q Name begins with A Show fewer options								
	Case Sensitive							
ĺ	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.							
	Empl ID begins with Name begins with							



Step	Action							
i	Users can only search for and delete Expense Reports of employees for whom they are a proxy.							
3.	Click the Search button.							
	Search							
The Delete an Expense Report page displays.								
	Favorites • Main Menu • > Employee Self-Service • > Travel and Expenses • > Expense Reports • > Delete							
	Travel and Expense Delete an Expense Report							
	Delete an E	xpense Rep	ort 🕐					
	Select	Report ID	Report Description	Creation Date	Amount	Currency		
		0000421632	Project Management	10/10/2024	378.56	USD		
		0000421630	Project Management	07/22/2024	378.56	USD		
		0000421627	Meeting	07/19/2024	135.50	USD		
	Delete Selected Report(s)							
i	Only Expense Reports that are eligible for deletion display.							
4.	Click the Select checkbox option beside the Expense Report that requires deletion.							
	Select Report ID							
		0000421632						
		0000421032	2					
5.	Click the D	elete Se	elected Report	t (s) button.				
	Delete Selected Report(s)							
			cied Nepoli(3)					



Step	Action					
A Confirmation message displays indicating that the selected transaction has been deleted.						
	Favorites Main Menu Employee Self-Service Travel and Expenses Expense Reports Delete					
	Travel and Expense					
	Delete Confirmation					
	The selected transaction(s) have been deleted.					
	ОК					
6.	Click the OK button.					
	ОК					
i	A deleted Expense Report cannot be viewed. The delete action is permanent and cannot be undone.					