

## EX.020.111 – DELETING AN EXPENSE REPORT

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>                  | To delete an expense report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Description</b>              | <p>Deleting an expense report removes it from PeopleSoft Financials so it can no longer be viewed or submitted for approval and payment.</p> <p>An expense report can only be deleted if it is in “<i>Pending</i>” or “<i>Denied</i>” status.</p> <p><i>Pending</i> status is achieved by one of the following methods:</p> <ul style="list-style-type: none"> <li>• An expense report is created and saved for later.</li> <li>• An expense report is submitted and then withdrawn by the Traveler.</li> <li>• An expense report is submitted and then sent back by an Approver.</li> </ul> <p><i>Denied</i> status is achieved when:</p> <ul style="list-style-type: none"> <li>• An expense report is submitted and then denied by an Approver.</li> </ul> |
| <b>Security Role</b>            | BOR PeopleSoft User                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Assumptions</b>              | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Dependencies/Constraints</b> | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Additional Information</b>   | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## Procedure

Below are step by step instructions on how to delete an expense report.

| Step | Action                                                                                                                                                                                                                                                  |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Click the <b>NavBar</b> icon.                                                                                                                                                                                                                           |
| 2.   | Click the <b>Navigator</b> icon.                                                                                                                                                                                                                        |
| 3.   | Click the <b>Employee Self-Service</b> link.                                                                                                                                                                                                            |
| 4.   | Click the <b>Travel and Expenses</b> link.                                                                                                                                                                                                              |
| 5.   | Click the <b>Expense Reports</b> link.                                                                                                                                                                                                                  |
| 6.   | Click the <b>Delete</b> link.                                                                                                                                                                                                                           |
| 7.   | <p>The Delete Expense Report search criteria displays. Verify that the correct <b>Empl ID</b> populated.</p> <p><b>Note:</b> If deleting for an Authorized Expense User, select the Look up Empl ID magnifying glass to select a different Empl ID.</p> |
| 8.   | <p>Click the <b>Search</b> button. A list of transactions eligible to be deleted displays.</p> <p><b>Note:</b> Only expense reports in 'Pending' or 'Denied' status can be deleted.</p>                                                                 |
| 9.   | Select the checkbox of the transaction to be deleted.                                                                                                                                                                                                   |
| 10.  | Click the <b>Delete Selected Report(s)</b> button. The Delete Confirmation message displays.                                                                                                                                                            |
| 11.  | Click the <b>OK</b> button.                                                                                                                                                                                                                             |