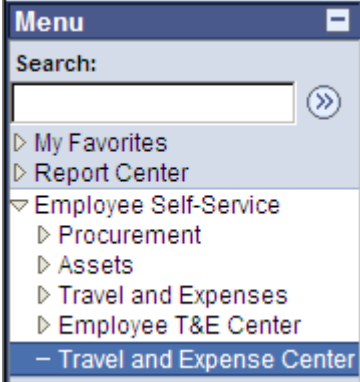
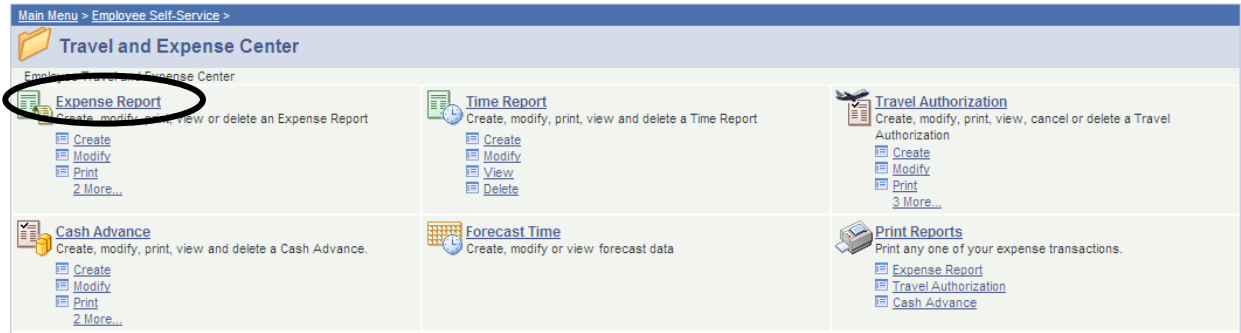
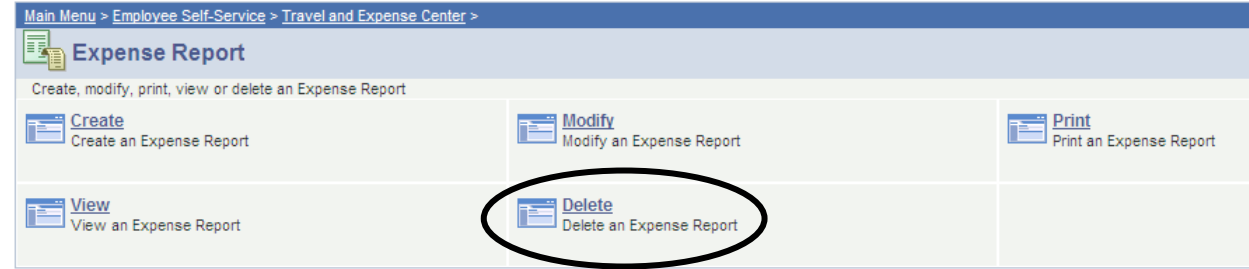


Deleting Expense Reports

<p>➤</p>	<p>Begin by navigating to the Expense Report Entry page.</p> <p>Employee Self Service → Travel and Expense Center</p> 
<p>➤</p>	<p>Click Expense Report in the Main Page</p> 
<p>1.</p>	<p>Click the Delete link.</p> 

<p>2.</p>	<p>Enter the employee id or name and click Search</p> <p>Delete Expense Report Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>EmpID: <input type="text" value="begins with"/> <input type="text" value="19955668"/> <input type="button" value="Search"/></p> <p>Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> <p>NOTE: Because this is employee self service, you employee id may default.</p>																								
<p>3.</p>	<p>Expenses displays unsubmitted and denied expense reports for the employee ID that you entered on the search page. The system excludes submitted expense reports. You can delete denied expense reports even if a cash advance was applied to it. Expenses reinstates the cash advance when the approver denies the expense report.</p>																								
<p>4.</p>	<p>Travel and Expense</p> <p>Delete an Expense Report</p> <p>Patricia Obrien</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Report Description</th> <th>Creation Date</th> <th>Amount</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>0000000371</td> <td>Anaheim, CA</td> <td>05/11/2009</td> <td>1925.30</td> <td>USD</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0000000369</td> <td>Shrewsbury, MA</td> <td>05/08/2009</td> <td>72.70</td> <td>USD</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>0000000119</td> <td>Shrewsbury, MA</td> <td>02/19/2009</td> <td>103.00</td> <td>USD</td> </tr> </tbody> </table> <p><input type="button" value="Delete Selected Report(s)"/></p> <p>Return to Expense Report</p>	Select	Report ID	Report Description	Creation Date	Amount	Currency	<input type="checkbox"/>	0000000371	Anaheim, CA	05/11/2009	1925.30	USD	<input type="checkbox"/>	0000000369	Shrewsbury, MA	05/08/2009	72.70	USD	<input checked="" type="checkbox"/>	0000000119	Shrewsbury, MA	02/19/2009	103.00	USD
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<p>5.</p>	<p>Select expense reports to delete and click the Delete Selected Report(s) button</p>																								
<p>6.</p>	<p>Travel and Expense</p> <p>Delete Confirmation</p> <p>Patricia Obrien</p> <p><input checked="" type="checkbox"/> The selected transaction(s) have been deleted.</p> <p><input type="button" value="OK"/></p> <p>Click the OK button.</p>																								
<p>7.</p>	<p>End of Procedure.</p>																								