Updating and Deleting Expense Transactions

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

It is important to know that once expense transactions are deleted they cannot be viewed. The delete action is permanent and cannot be undone.

Updating a Travel Authorization:

1 A Travel Authorization can be updated if it has been:

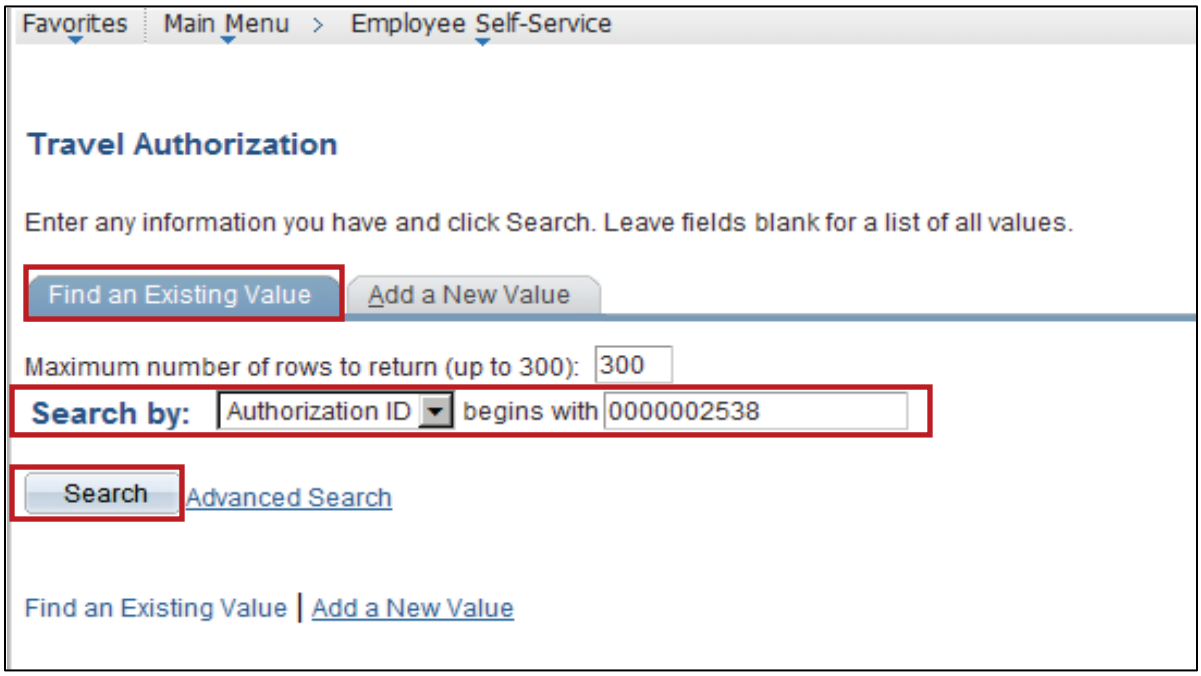
- Saved, but not submitted for approvals
- Sent Back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Travel Authorization.

A Travel Authorization cannot be updated if it:

- Is in the approval workflow
- Has been Denied by the approver. An email is sent to the employee or the proxy who keyed the Travel Authorization. A denied Travel Authorization must be deleted.

2 To update a Travel Authorization, navigate to the **Travel Authorization Entry** page using the following path:

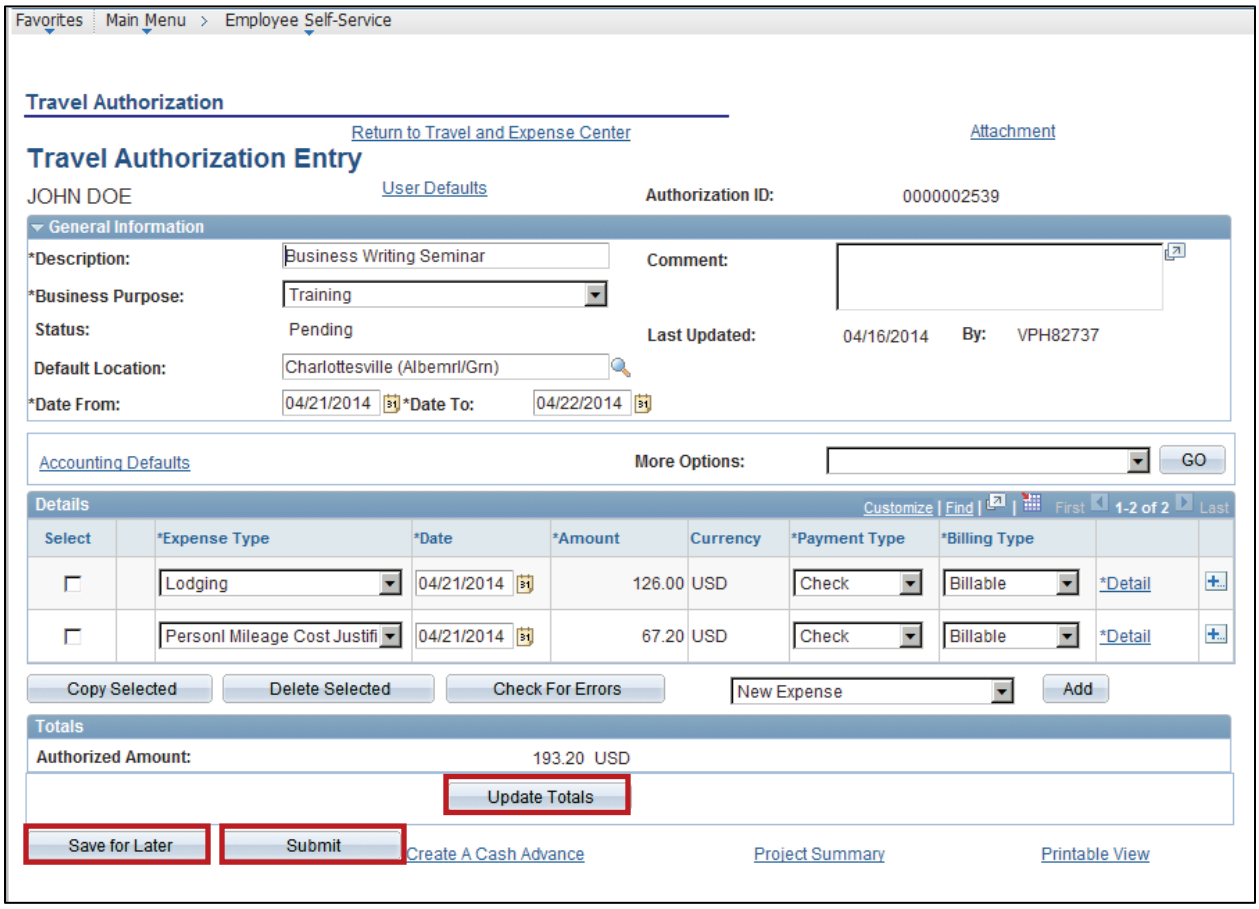
Main Menu > Employee Self-Service > Travel and Expense Center > Travel Authorization > Modify



On the **Find an Existing Value** tab, enter the **Authorization ID** for the Travel Authorization that you want to modify. If you do not know the **Authorization ID**, you can search using other options by clicking the **Search by** drop-down menu. Search options include: **Authorization ID, Description Name, Empl ID, Status**, and **Creation Date**.

3 Click the **Search** button.

You can only search for and update Travel Authorizations of employees for whom you are a proxy.



4 The **Travel Authorization Entry** page displays. This page is identical to the page that was used to create the Travel Authorization. Make your updates to the Travel Authorization. You can perform any action on the Travel Authorization that you could do while creating it, e.g., add or delete lines, change amounts, dates, locations, etc.

If you are modifying a Travel Authorization that has been Sent Back by an approver, you will see in red font at the top of the page '**Sent Back for Revision'** and a hyperlink with the approver's comment.

5 Click the **Update Totals** button to recalculate the **Authorized Amount.**

6 Click the **Save for Later** button if you are not ready to submit for approval.

7 Click the **Submit** button to send the updated Travel Authorization through approval workflow.

Once you submit the Travel Authorization, you will not be able to modify it unless it is sent back by the approver.

Canceling a Travel Authorization:

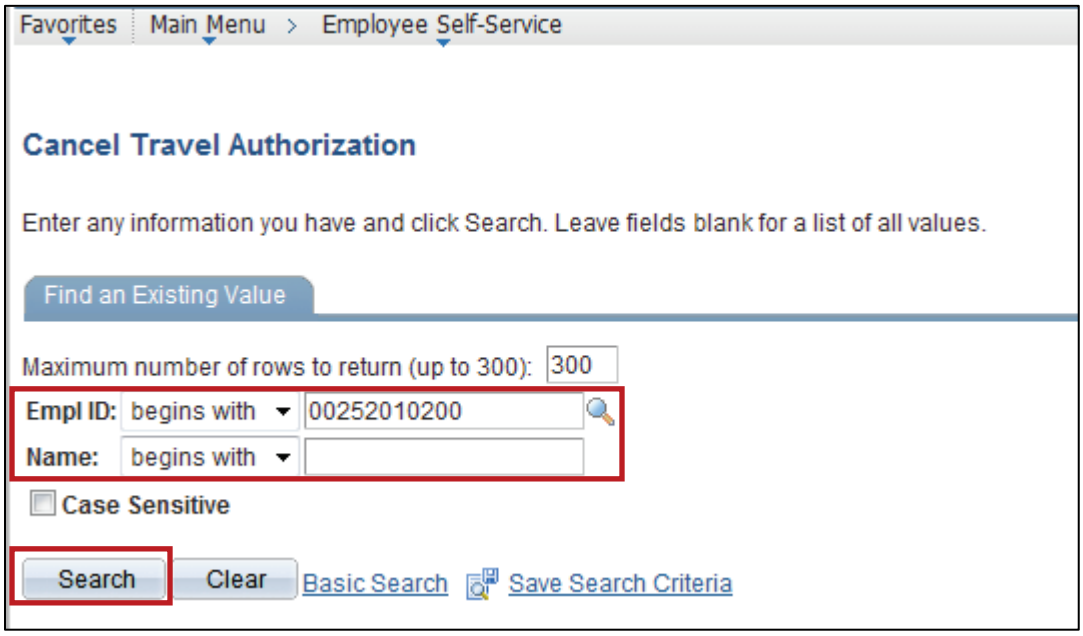
Approved travel authorizations can be cancelled if no longer needed and will not be assigned to an Expense Report..

8 You can only cancel a Travel Authorization if it has been:

- Approved but not assigned to an Expense Report

9 To cancel a Travel Authorization, navigate to the **Cancel Approved Travel Authorization** page using the following path:

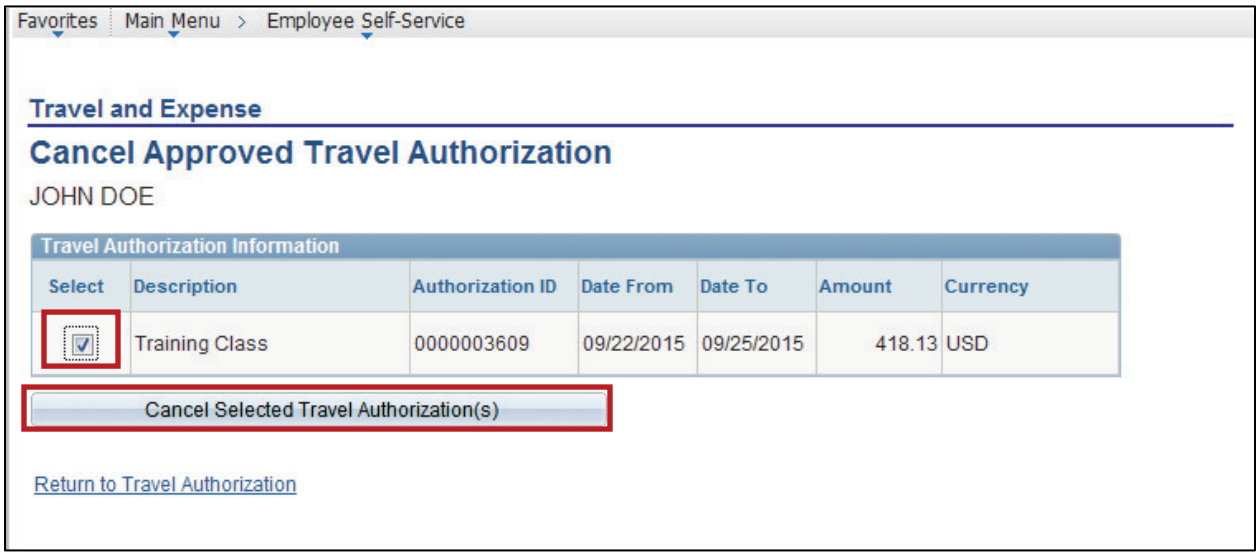
Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorization > Cancel



10 Your employee ID will default into the Empl ID field. If you are cancelling a Travel Authorization for another employee, enter their **Empl ID** or **Name**.

You can only search for and cancel Travel Authorizations of employees for whom you are a proxy.

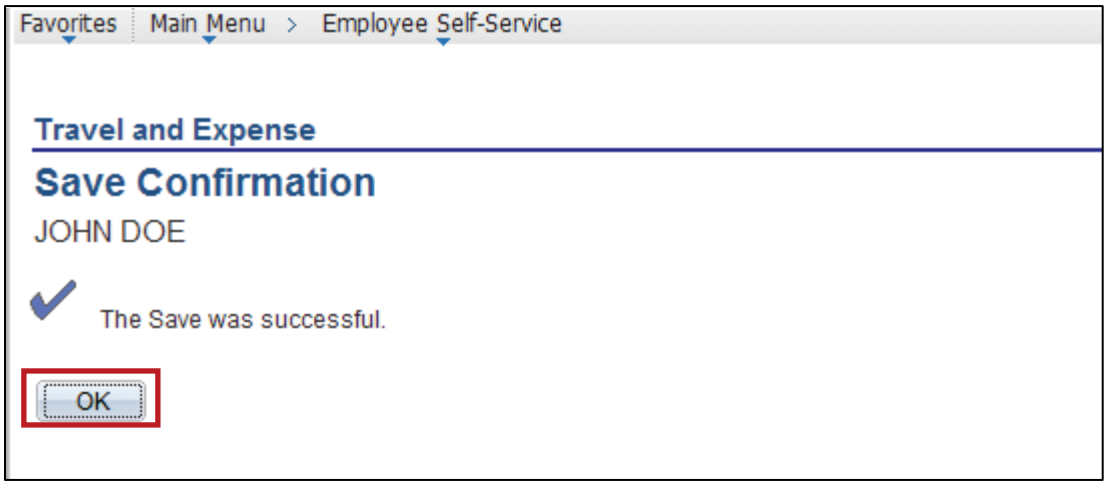
11 Click the **Search** button.



12 The **Cancel Approved Travel Authorization** page displays. Only authorizations that are eligible for cancellation display.

13 Click the **Select** checkbox beside the authorization that requires cancellation.

14 Click the **Cancel Selected Authorization(s)** button.



15 A confirmation message displays indicating the selected transaction has been cancelled.

16 Click the **OK** button.

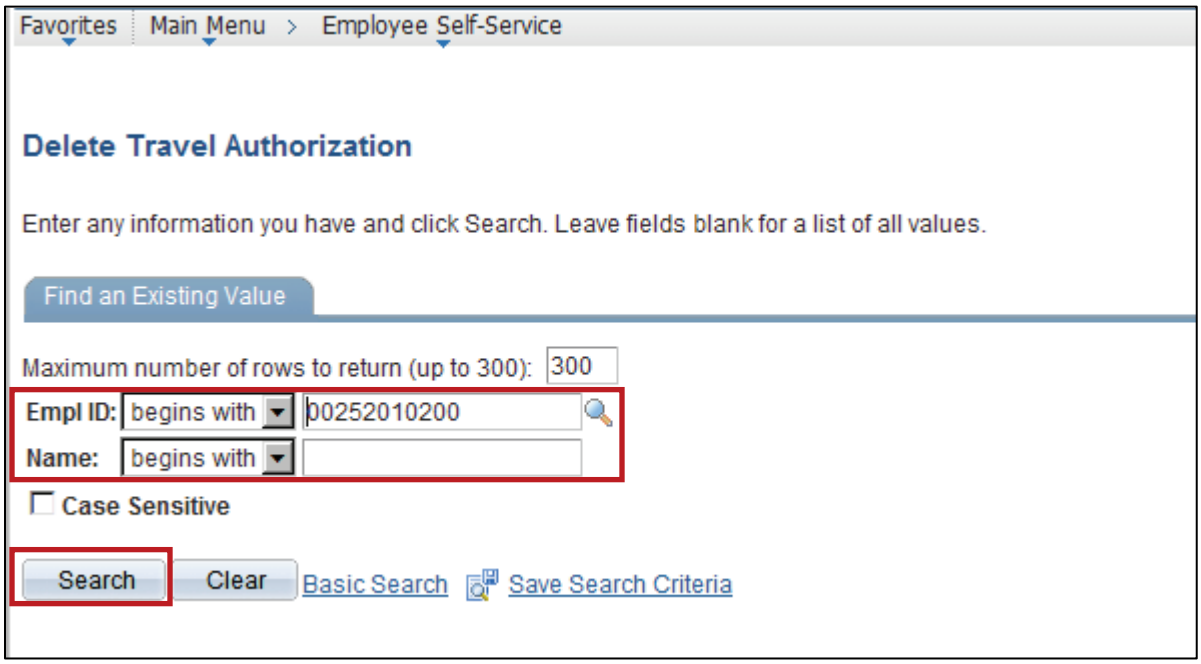
Deleting a Travel Authorization:

1 You can only delete a Travel Authorization if it has been:

- Saved, but it has not been Submitted for approvals
- 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, whomever keyed the Travel Authorization.
- Denied by the approver. An email is sent to the employee or proxy, whomever keyed the Travel Authorization

2 To delete a Travel Authorization, navigate to the **Delete a Travel Authorization** page using the following path:

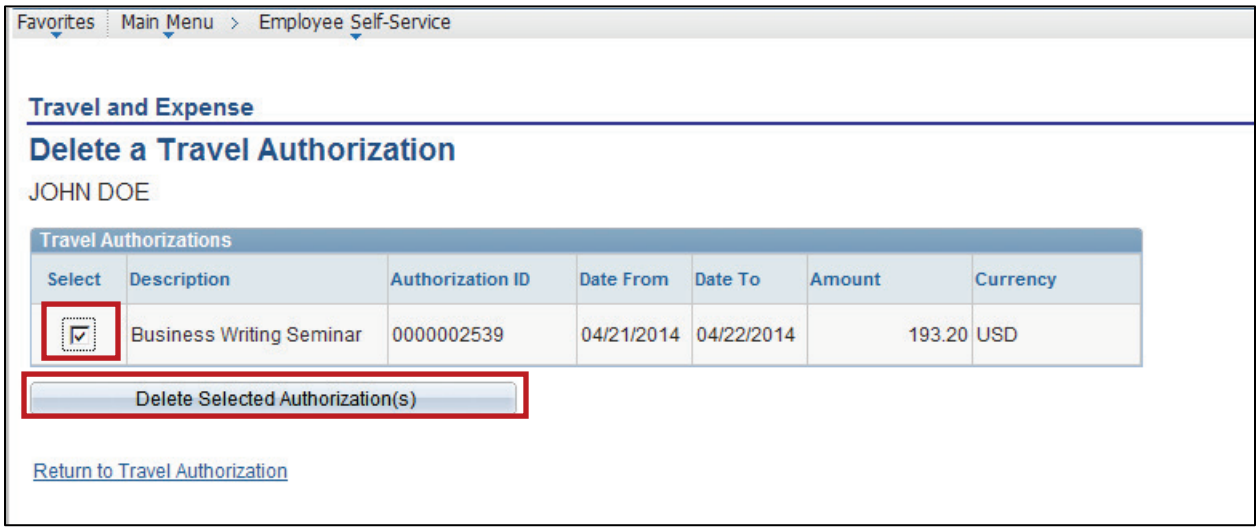
Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorization > Delete a Travel Authorization



3 Your employee ID will default into the Empl ID field. If you are deleting a Travel Authorization for another employee, enter their **Empl ID** or **Name**.

You can only search for and delete Travel Authorizations of employees for whom you are a proxy.

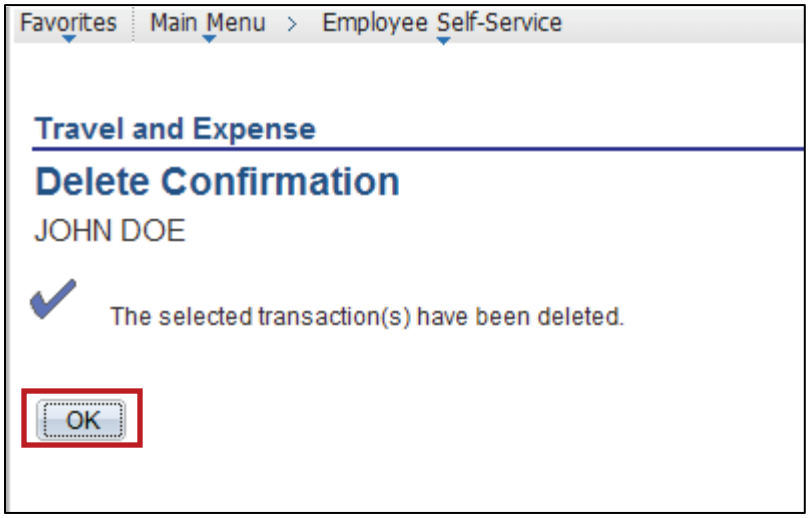
4 Click the **Search** button.



5 The **Delete a Travel Authorization** page displays. Only authorizations that are eligible for deletion display.

6 Click the **Select** checkbox beside the authorization that requires deletion.

7 Click the **Delete Selected Authorization(s)** button.



8 A confirmation message displays indicating the selected transaction has been deleted.

9 Click the **OK** button.

A deleted Travel Authorization cannot be viewed.

The delete action is permanent, and cannot be undone.

Updating a Cash Advance:

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

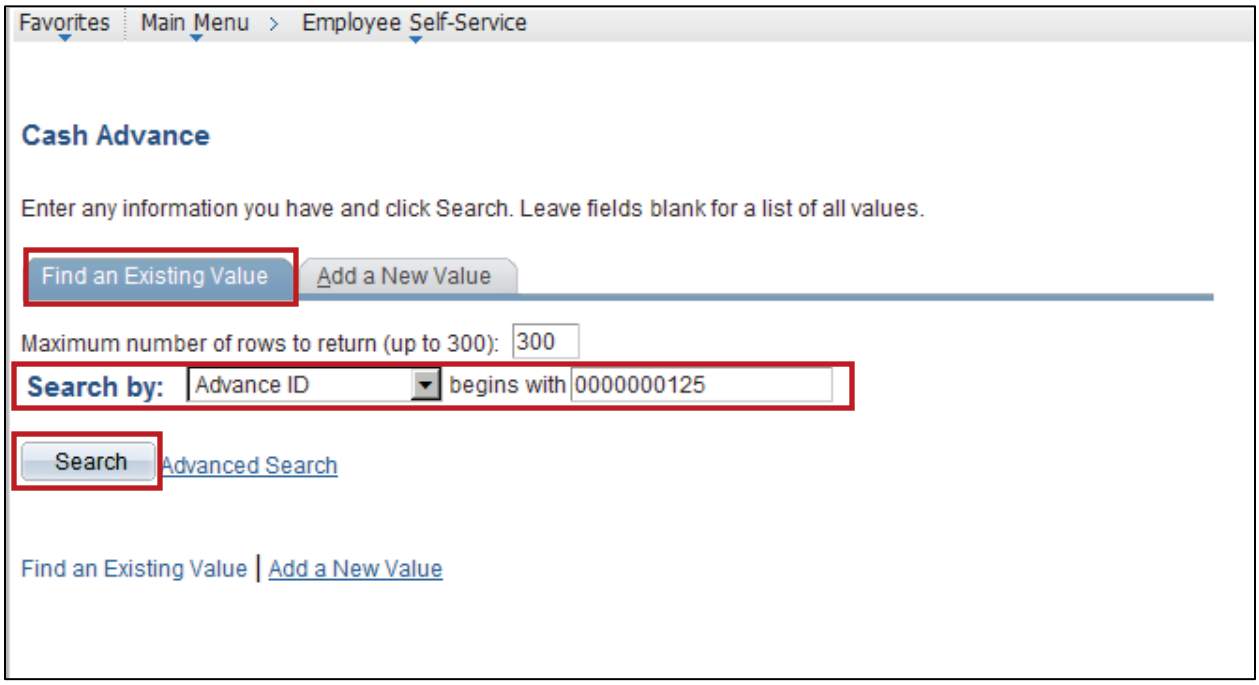
- Saved, but not been Submitted for approval
- Sent Back by an approver with required comments. An email is sent to the employee or the proxy, whomever keyed the Cash Advance.

A Cash Advance cannot be updated if it:

- Is in the approval workflow
- Has been Denied by the approver. An email is sent to the employee or the proxy, whomever keyed the Cash Advance. A denied Cash Advance must be deleted.

2 To update a cash advance, navigate to the **Modify Cash Advance Report** page using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Cash Advance > Modify

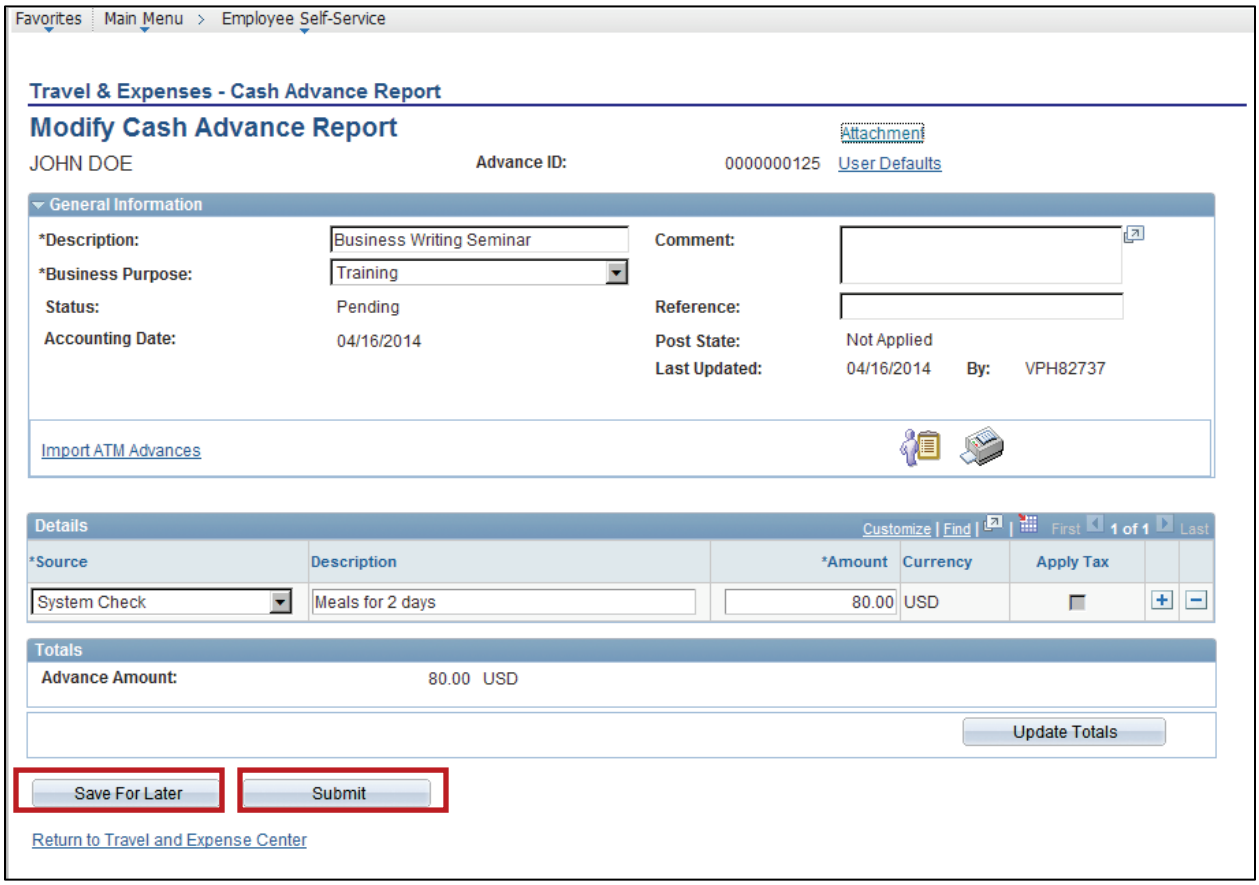


3 On the **Find an Existing Value** tab, enter the **Advance ID**.

If you do not know the **Advance ID**, you can search using other options by **Search by** drop-down menu. Search options include: **Advance Description**, **Name, Empl ID,** Advance **Status**, and **Creation Date**.

You can only search for and update Cash Advances of employees for whom you are a proxy.

4 Click the **Search** button.



5 The **Modify Cash Advance Report** page displays. This page is identical to the page that was used to create the Cash Advance. Make any necessary changes to the Cash Advance. You can perform any action on the Cash Advance that you could do while creating it, e.g., add or delete lines, change amounts, etc.

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

6 Click the **Save for Later** button if you are not ready to route for approval.

7 Click the **Submit** button to send the updated Cash Advance through the approval workflow. Once the Cash Advance has been submitted, you will not be able to modify it unless it is Sent Back by the approver.

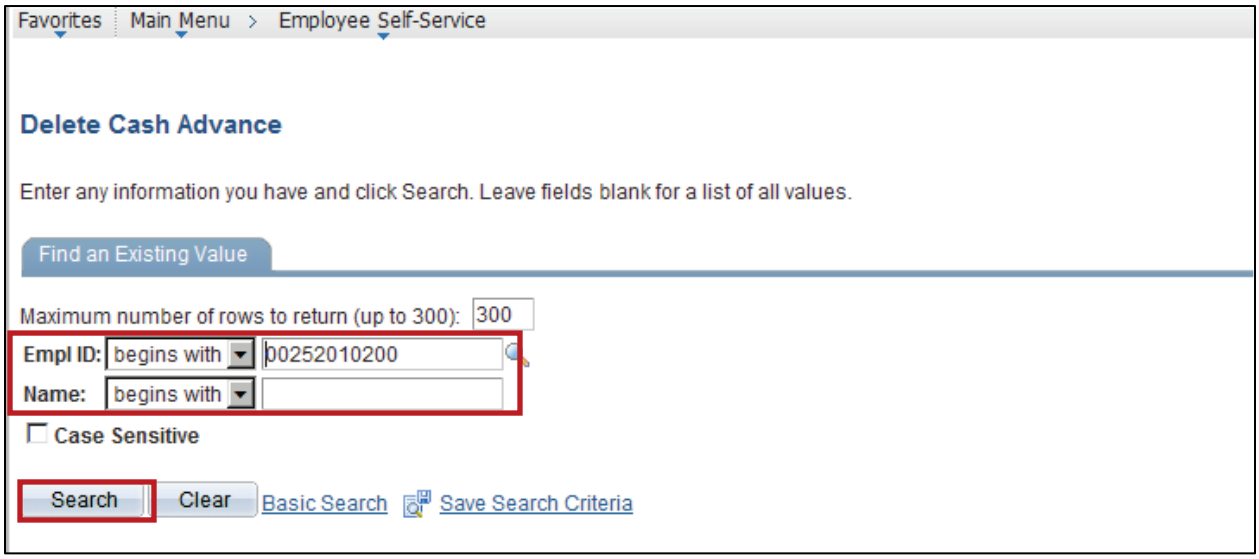
Deleting a Cash Advance:

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

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

2 To delete a cash advance navigate to the **Delete Cash Advance Report** page using the following path:

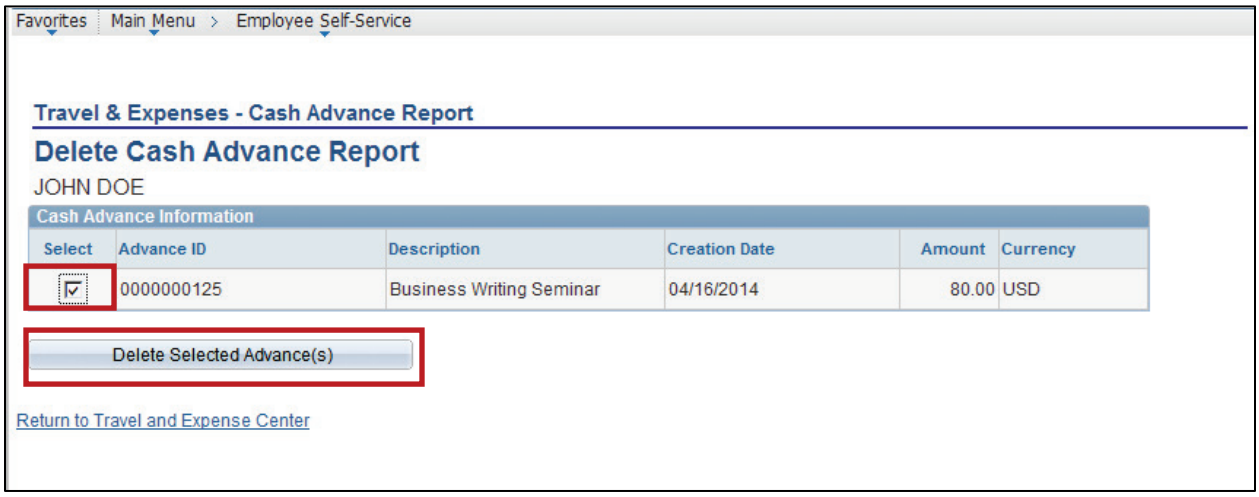
Main Menu > Employee Self Service > Travel and Expense Center > Cash Advance > Delete



3 Your employee ID will default into the **Empl ID** field. If you are deleting a Cash Advance for another employee, enter their **Empl ID** or **Name**.

You can only search for and delete Cash Advances of employees for whom you are a proxy.

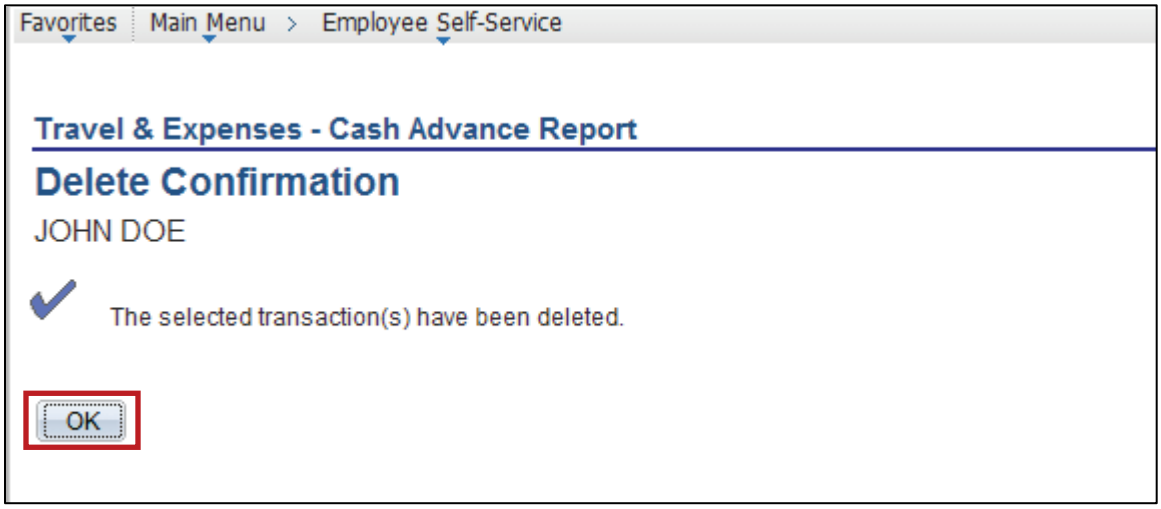
4 Click the **Search** button.



5 The **Delete Cash Advance Report** page displays. Only cash advances that are eligible for deletion display.

6 Click the **Select** checkbox beside the authorization that requires deletion.

7 Click the **Delete Selected Advance(s)** button.



8 A confirmation message displays indicating the selected transaction has been deleted.

9 Click the **OK** button.

A deleted Cash Advance cannot be viewed.

The delete action is permanent, and cannot be undone.

Updating an Expense Report:

1 An Expense Report can be updated if it has been:

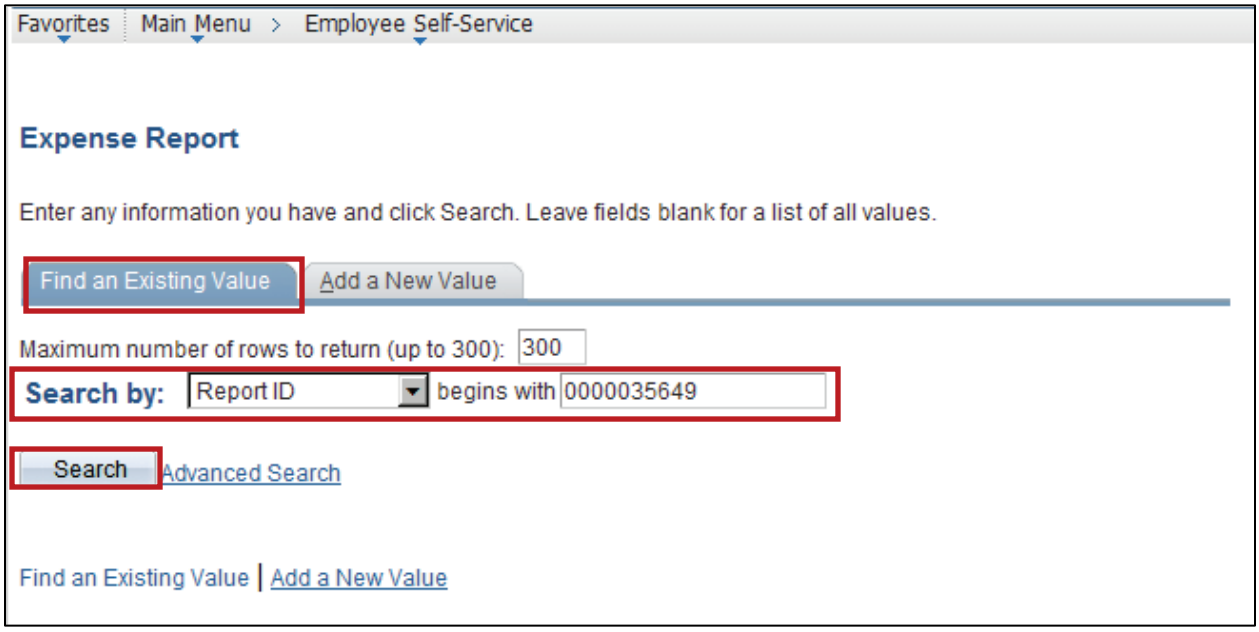
- Saved, but not submitted for approval
- Sent Back by the approver with a required comment. An email is sent to the employee or the proxy, whomever keyed the Expense Report.

An Expense Report cannot be updated if it:

- Is in the approval workflow
- Has been Denied by the approver. An email is sent to the employee or the proxy, whomever keyed the Expense Report. A denied Expense Report must be deleted.

2 To update an expense report, navigate to the **Expense Report Entry** page using the following path:

Main Menu > Employee Self Service > Travel and Expenses Center > Expense Report > Modify

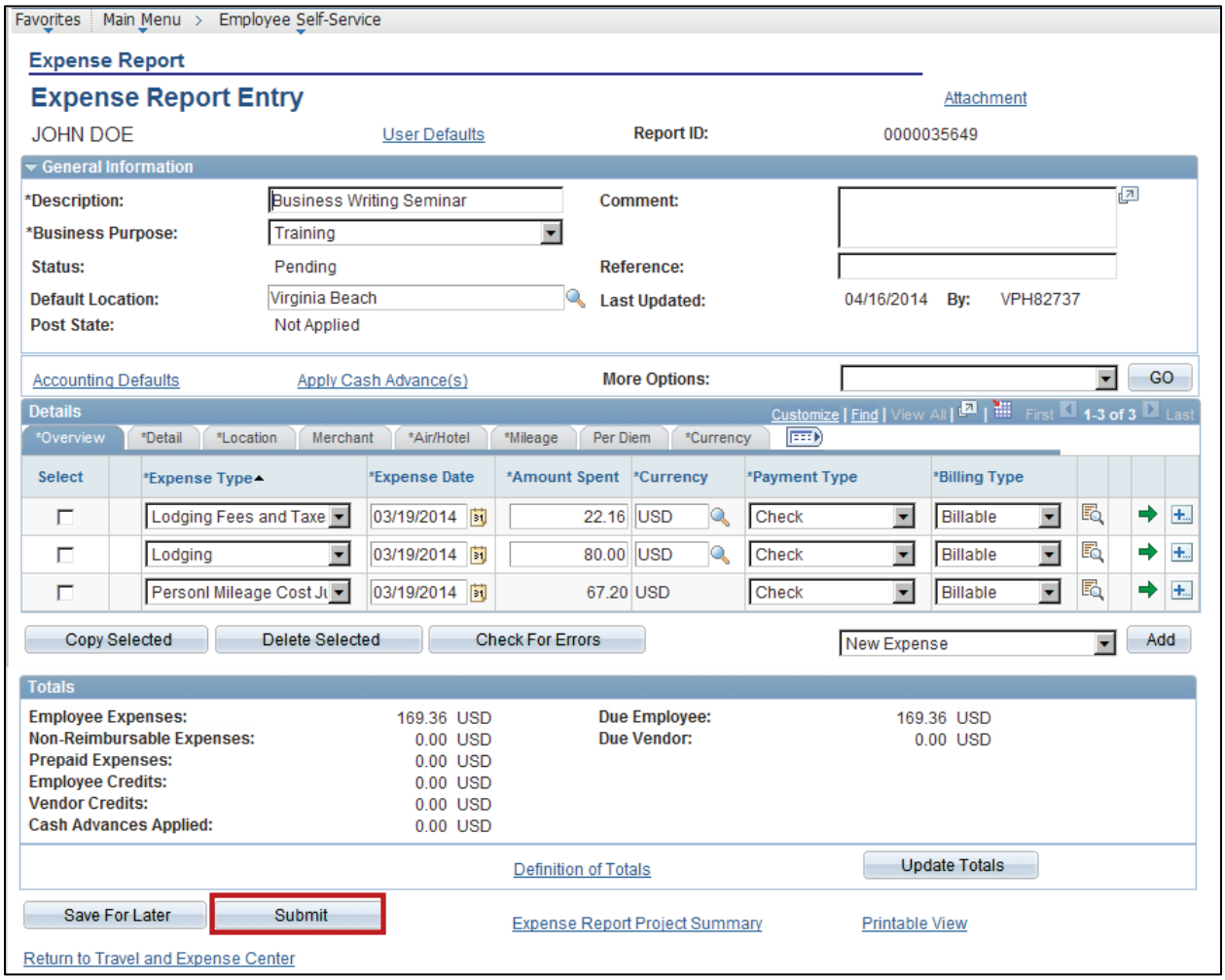


3 On the **Find an Existing Value** tab, enter the **Report ID** of the Expense Report that you want to modify.

If you do not know the ID, you can search using other options by clicking the **Search by** drop-down menu. Search options include: **Report ID, Report Description Name, Empl ID** and **Creation Date**.

4 Click the **Search** button.

You can only search for and update Expense Reports of employees for whom you are a proxy.



5 The **Expense Report Entry** page displays. This page is identical to the page that was used to create the Expense Report. Make your updates to the Expense Report. You can perform any action on the Expense Report that you could do while creating it, e.g., add or delete lines, change amounts, dates, locations, etc.

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

6 Click the **Update Totals** button to recalculate the **Report Amount.**

7 Click the **Save for Later** button if you are not ready to route for approval.

8 Click the **Submit** button to send the Expense Report through approval workflow. Once the Expense Report has been submitted, you will not be able to modify it unless it is sent back by the approver.

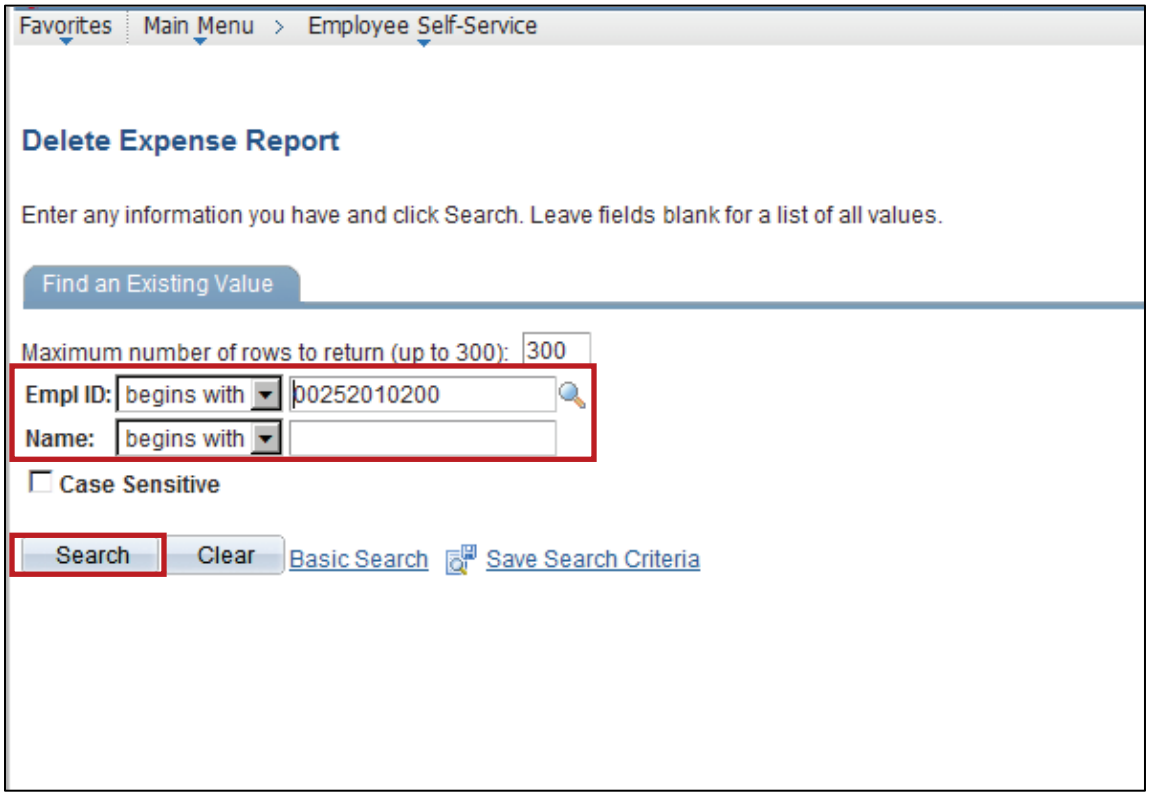
Deleting an Expense Report:

1 You can only delete an Expense Report if it has:

- Been Saved, but not Submitted for approval
- Been Sent Back by the approver with a required comment. An email is sent to the employee or the proxy, whomever 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, whomever keyed the Expense Report. Denied expense reports should be deleted to restore any associated Travel Authorization if applicable. You can then use the restored Travel Authorization to create another Expense Report if needed.

2 To delete an Expense Report, navigate to the **Delete Expense Report** page using the following path:

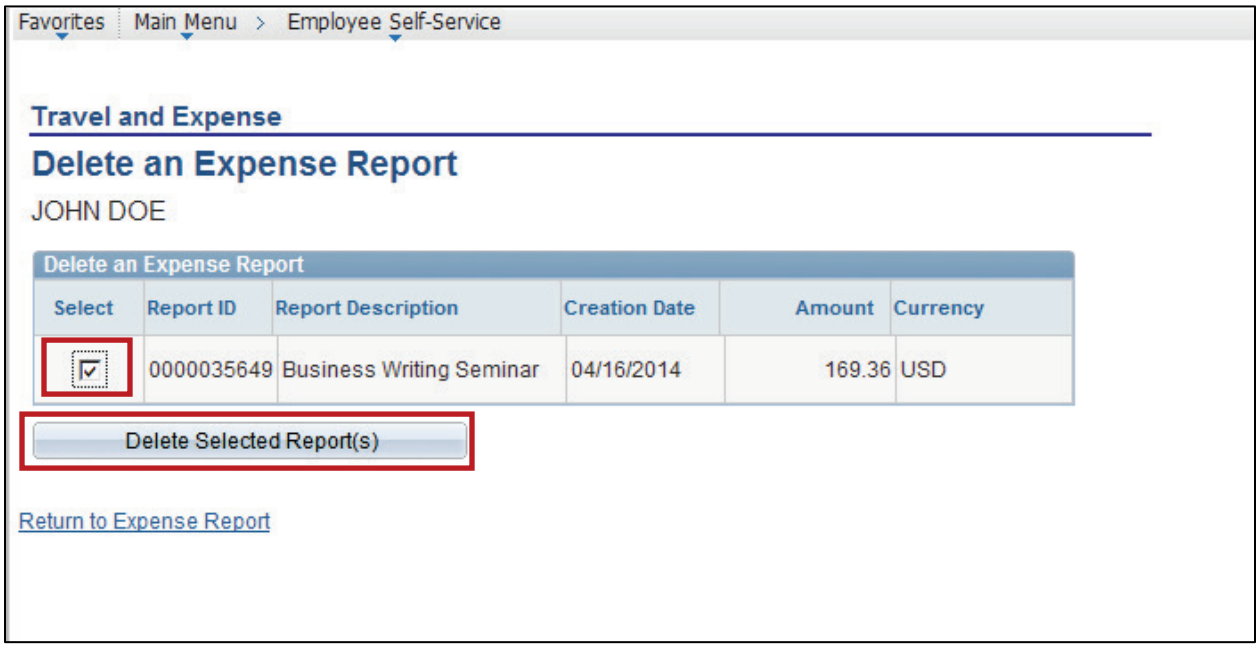
Main Menu > Employee Self Service >Travel and Expense Center > Expense Report > Delete



3 Your employee ID will default into the **Empl ID** field. If you are deleting an Expense Report for another employee, enter the **Empl ID** or **Name**.

You can only search for and delete Expense Reports of employees for whom you are a proxy.

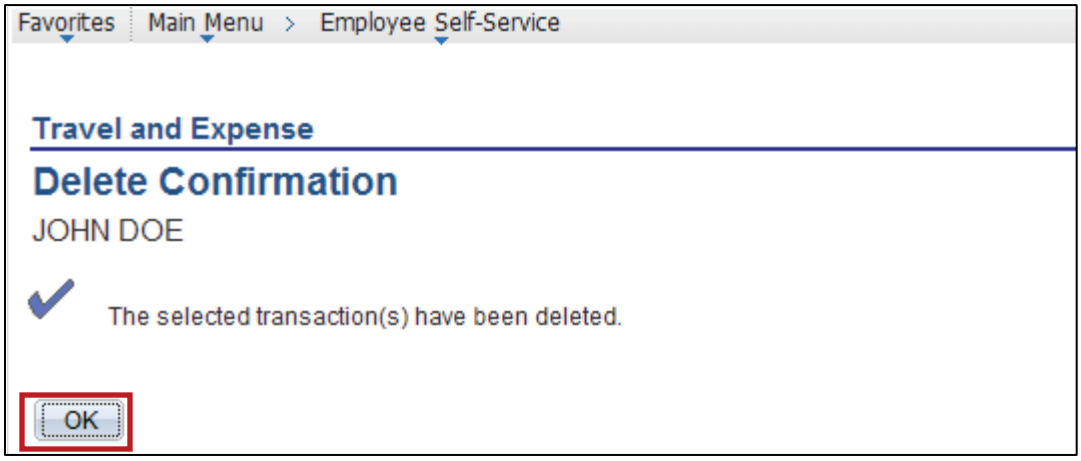
4 Click the **Search** button.



5 The **Delete an Expense Report** page displays. Only expense reports that are eligible for deletion display.

6 Click the **Select** checkbox beside the Expense Report that requires deletion.

7 Click the **Delete Selected Report(s)** button.



8 A confirmation message displays indicating the selected transaction has been deleted.

9 Click the **OK** button.

A deleted Expense Report cannot be viewed.

The delete action is permanent, and cannot be undone.