



Updating, Deleting, and Withdrawing Expense Transactions

Cardinal allows users to update, delete, or withdraw expense transactions (Travel Authorizations, Cash Advances, and Expense Reports). Travel Authorizations are the only expense transaction that can be canceled and the steps for that process are included in this job aid as well.

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

When expense transactions are withdrawn, it opens the transaction so that it can be updated or deleted. Expense transactions can only be withdrawn prior to the approver taking action on the transaction. Once the approver takes an action on the expense transaction, it cannot be withdrawn.

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
8/12/2025	Added a section on how to withdraw Expense transactions (Withdrawing Expense Transactions).
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.

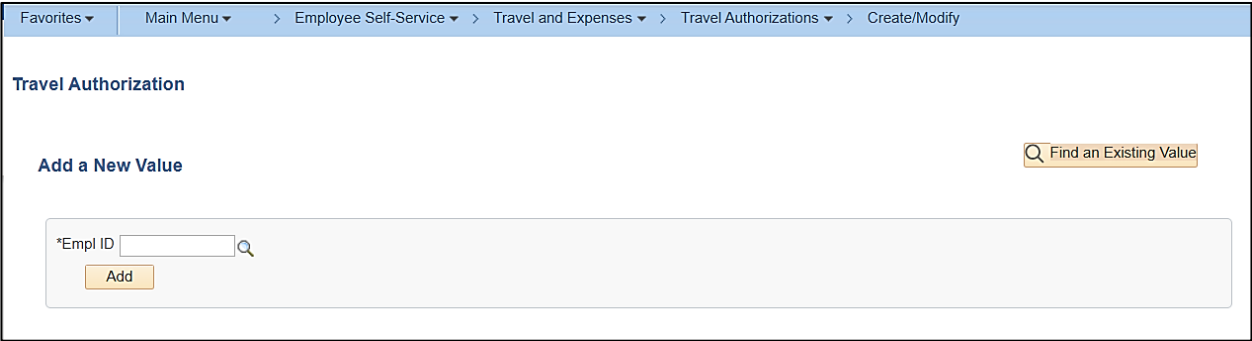

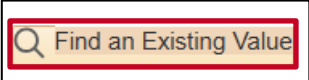
Updating a Travel Authorization

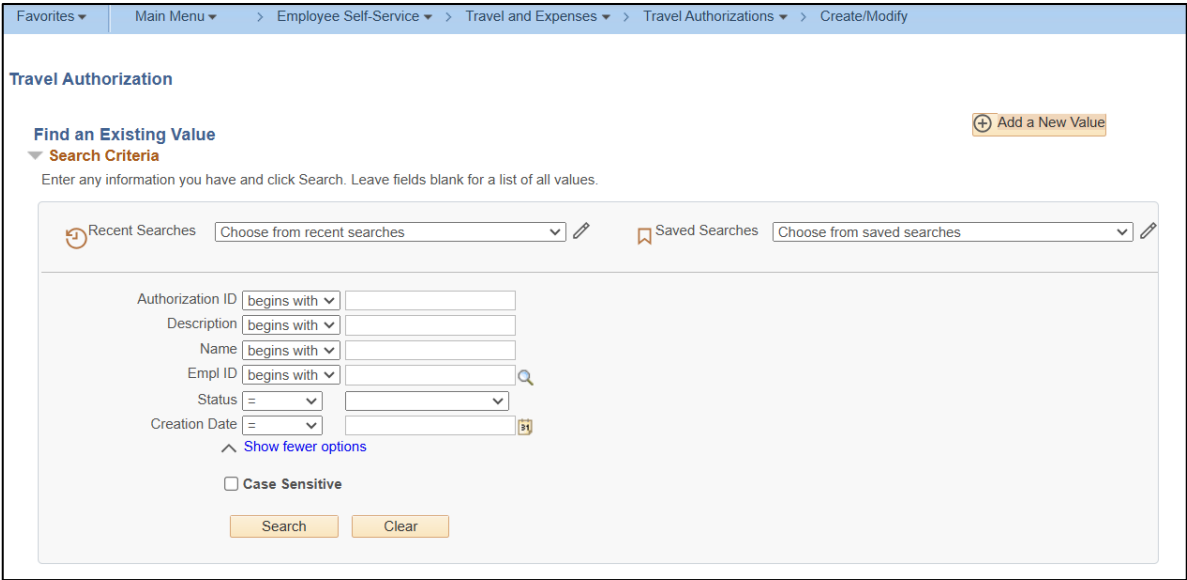


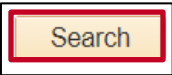

A Travel Authorization can be updated if it has been:

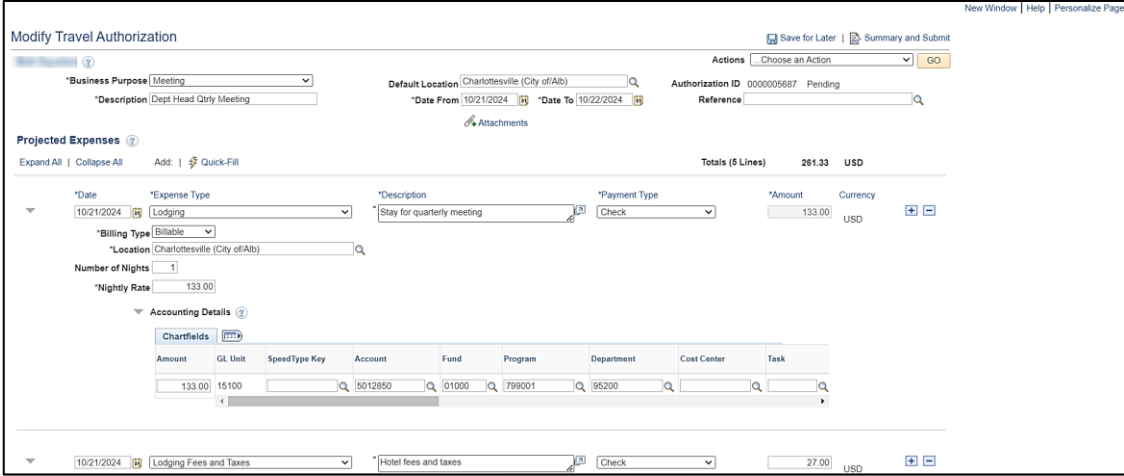



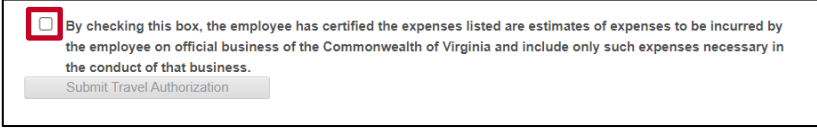
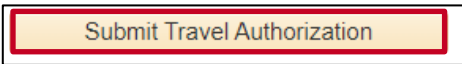
- Saved, but not submitted for approvals
- Withdrawn from approvals after submission
- Sent back by the approver with a required comment
- An email is sent to the employee or the proxy who keyed the Travel Authorization

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

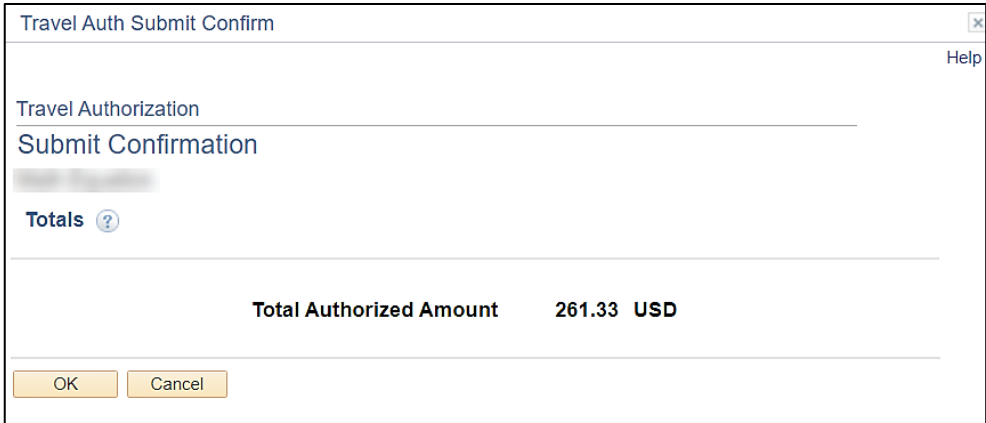



Step	Action
	<p>The Travel Authorization search page displays.</p> 
3.	<p>Enter the Authorization ID on the Find an Existing Value page for the Travel Authorization that you want to modify.</p> 
	<p>If the Authorization ID is not known, search using the other options by clicking the Search by dropdown menu. The other search options include “Authorization ID”, “Description Name”, “Empl ID”, “Status”, and “Creation Date”.</p>
4.	<p>Click the Search button.</p> 
	<p>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.</p>

Step	Action
	<p>The Modify Travel Authorization page displays.</p> 
	<p>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.).</p> <p>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.</p>
5.	<p>Click the Summary and Submit link at the top of the page after completing all revisions.</p> 
6.	<p>Click the Save for Later link if the transaction is not ready to submit for approval.</p> 
7.	<p>Click the Certification checkbox option when the transaction is ready to be submitted.</p> 
8.	<p>Click the Submit Travel Authorization button to send the updated Travel Authorization through approval workflow.</p> 



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Step	Action
	<p>The Travel Auth Submit Confirm page displays in a pop-up window.</p> 
9.	<p>Click the OK button to confirm the submission.</p> 
	<p>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.</p> 



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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

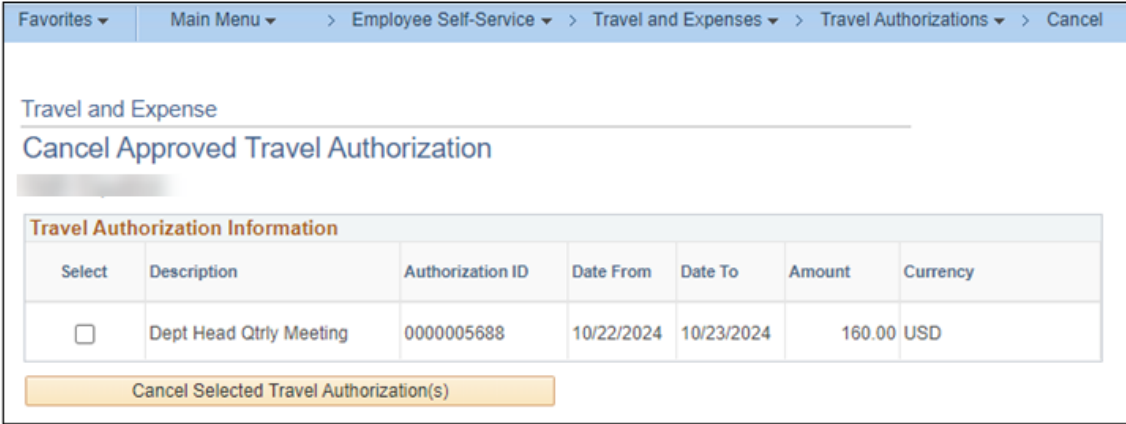

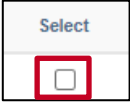
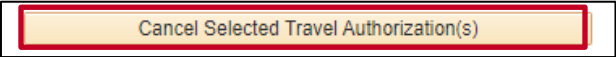

The **Cancel Travel Authorization Search** page displays.

	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.



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



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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


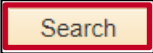
The **Delete Travel Authorization Search** page displays.

	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 deleting a Travel Authorization for another employee.

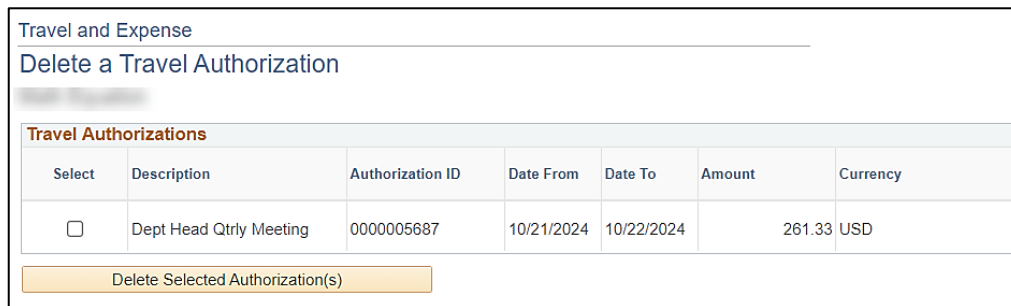


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Step	Action
	Users can only search for and delete Travel Authorizations of employees for whom they are a proxy with "Edit & Submit" authorization. For more detailed information about authorizing a proxy, see the job aid titled AP315: Authorizing a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


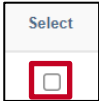

The **Delete Travel Authorization** page displays.



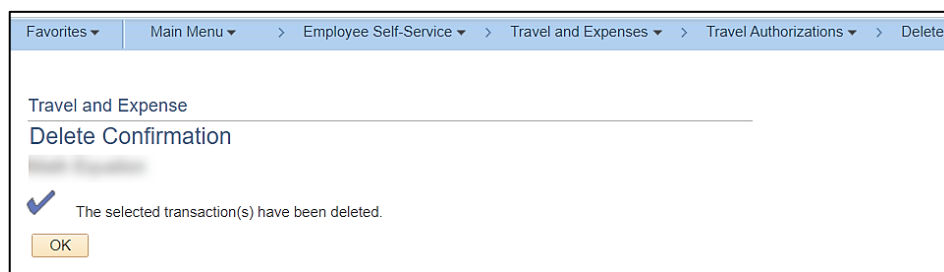
Travel and Expense
Delete a Travel Authorization

Employee ID: [Redacted]

Travel Authorizations						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Dept Head Qtrly Meeting	0000005687	10/21/2024	10/22/2024	261.33	USD

	Only Travel Authorizations that are eligible for deletion display.
4.	Click the Select checkbox beside the Travel Authorization that requires deletion. 
5.	Click the Delete Selected Authorization(s) button. 


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



Favorites ▾ | Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Travel Authorizations ▾ > Delete

Travel and Expense
Delete Confirmation



Employee ID: [Redacted]

 The selected transaction(s) have been deleted.



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



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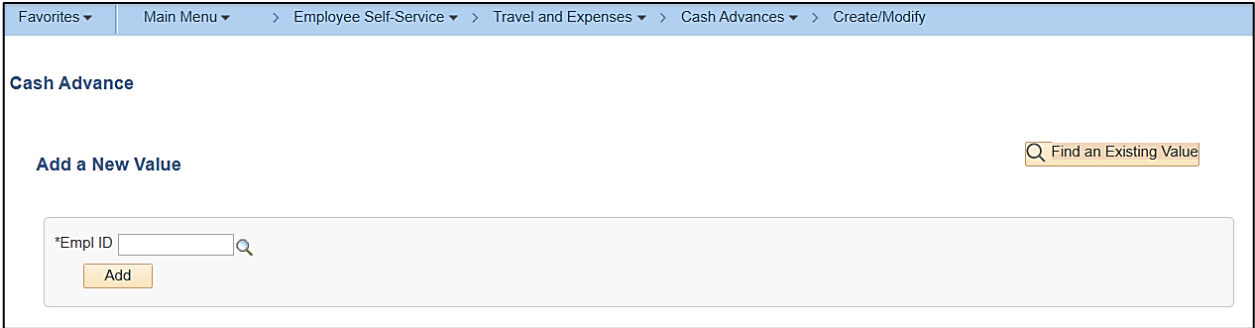

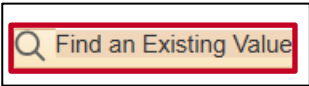
Updating a Cash Advance

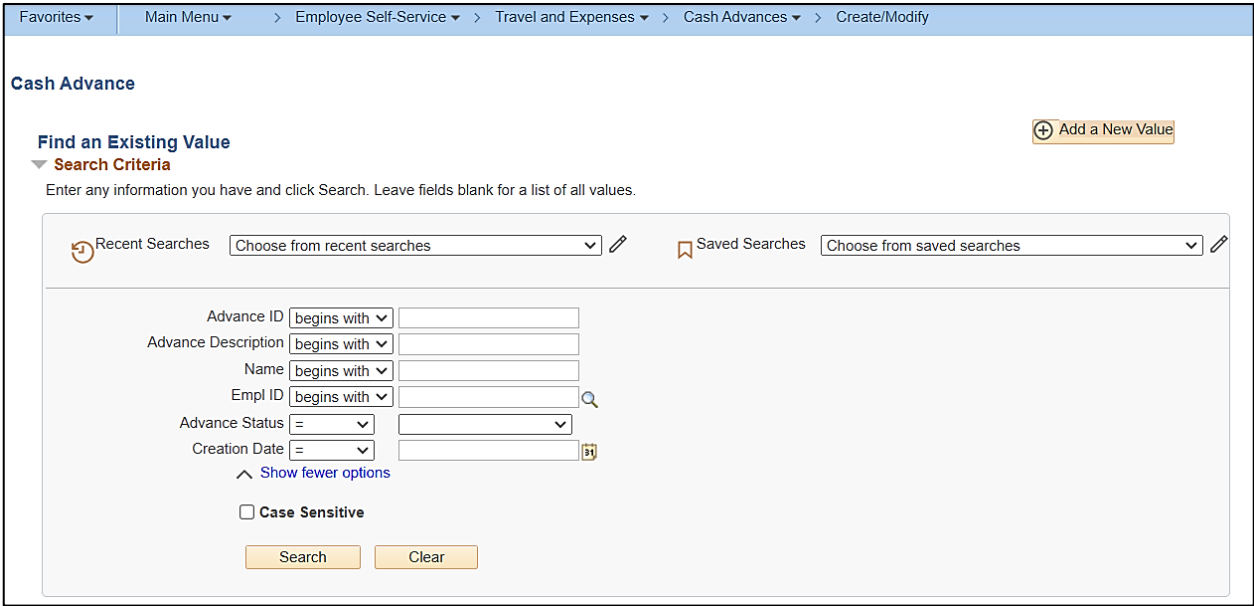


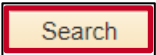
A Cash Advance can only be updated if it has been:

- 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.

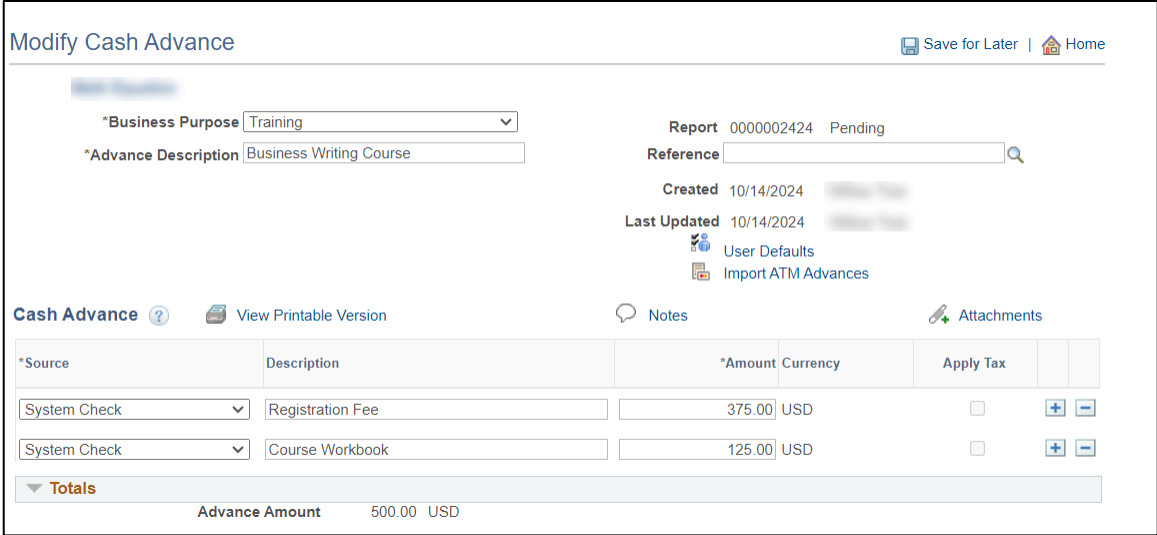


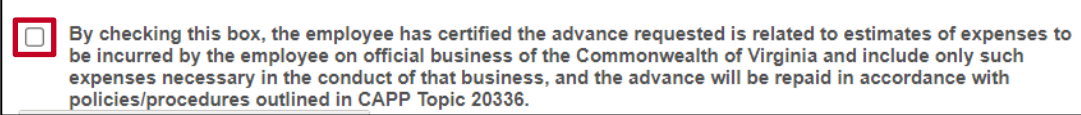
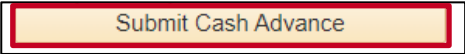
Step	Action
1.	<p>Navigate to the Cash Advance page using the following path:</p> <p>Main Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify</p>
<p>The Cash Advance Add a New Value page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, 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.</p>
2.	<p>Click the Find an Existing Value button.</p> 

Step	Action
	<p>The Cash Advance search page displays.</p> 
3.	<p>On the Find an Existing Value page, enter the Advance ID.</p> 
	<p>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”.</p> <p>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.</p>
4.	<p>Click the Search button.</p> 



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Step	Action
	<p>The Modify Cash Advance page displays.</p> <div></div>
	<p>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.).</p> <p>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.</p>
5.	<p>Click the Save for Later button if the transaction is not ready to be routed for approval.</p> <div></div>
6.	<p>Click the Certification checkbox option to enable the Submit Cash Advance button when ready to submit the cash advance.</p> <div></div>
7.	<p>Click the Submit Cash Advance button to send the updated Cash Advance through the approval workflow.</p> <div></div>



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Step	Action
	<p>The Expense Report Submit Confirm page displays in a pop-up window.</p> <div><div>Cash Advance Submit Confirm</div><div><div>Modify Cash Advance</div><div>Submit Confirmation</div><div><div>Totals</div><div><div>Advance Amount</div><div>500.00 USD</div></div></div><div><div>OK</div><div>Cancel</div></div></div></div>
8.	<p>Click the OK button to submit the cash advance for review and approval.</p> <div><div>OK</div><div>Cancel</div></div>
	<p>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.</p>



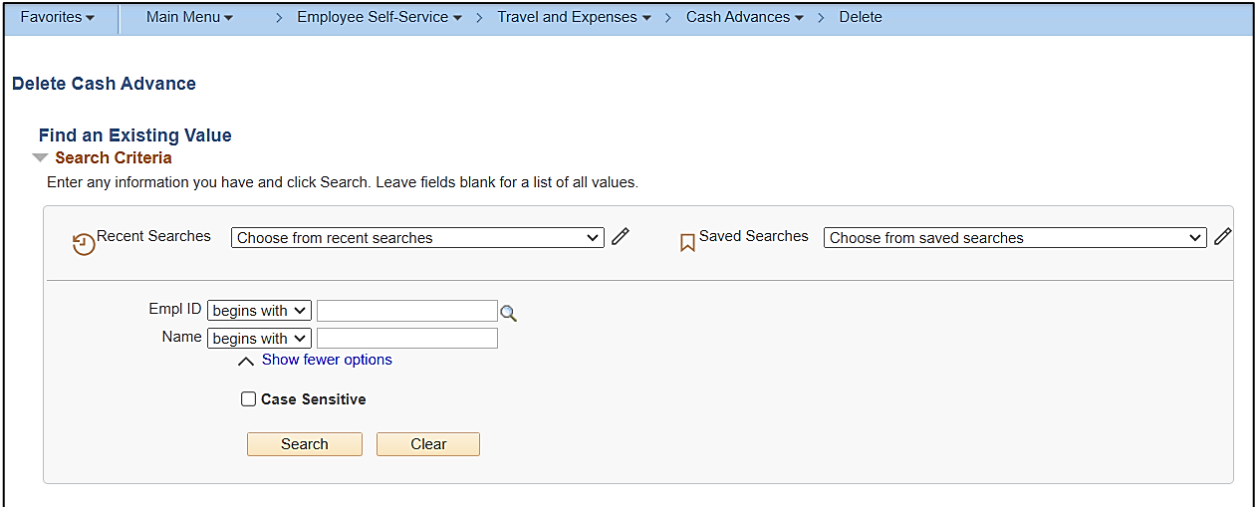



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Deleting a Cash Advance

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

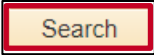
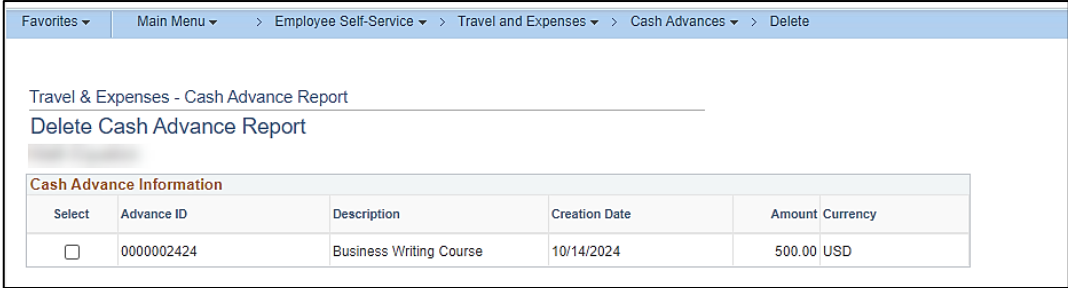

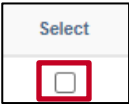

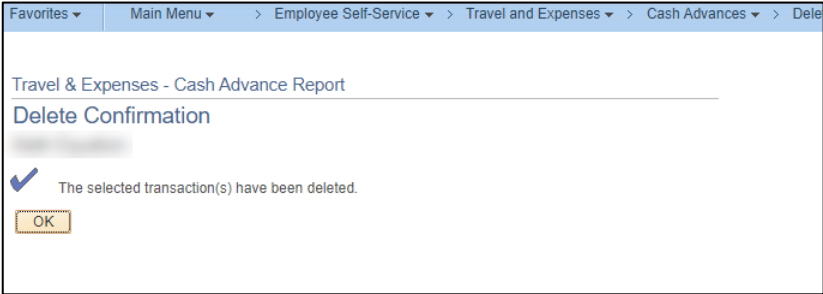

- Saved, but not Submitted for approval
- Withdrawn from approval after submission
- Sent Back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Cash Advance.
- Denied by the approver. An email is sent to the employee or the proxy who keyed the Cash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



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Step	Action
3.	<p>Click the Search button.</p> 
<p>The Delete Cash Advance Report page displays.</p> 	
	<p>Only cash advances that are eligible for deletion display.</p>
4.	<p>Click the Select checkbox beside the cash advance that requires deletion.</p> 
5.	<p>Click the Delete Selected Advance(s) button.</p> 
<p>A Confirmation message displays indicating that the selected transaction has been deleted.</p> 	
6.	<p>Click the OK button.</p> 



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Step	Action
	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:

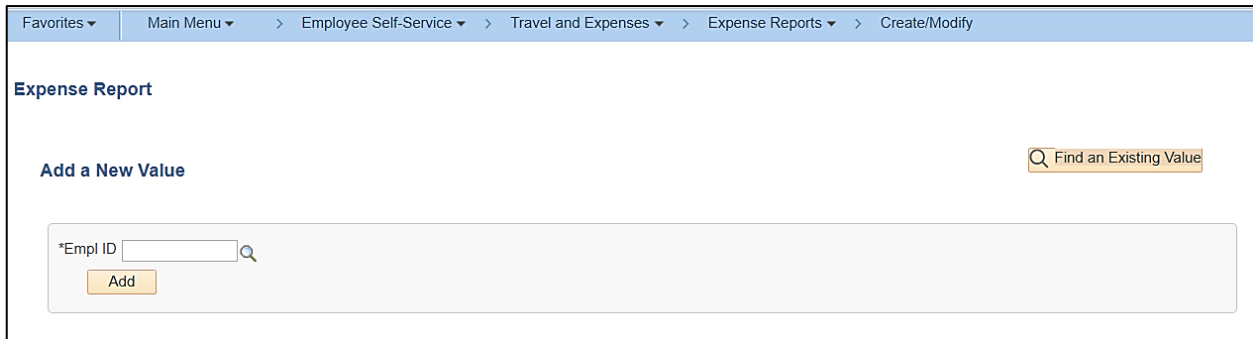
- Saved, but not submitted for approval
- Withdrawn from approval after submission
- Sent back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Expense Report


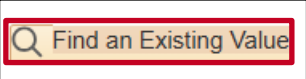
An Expense Report cannot be updated if it has been:

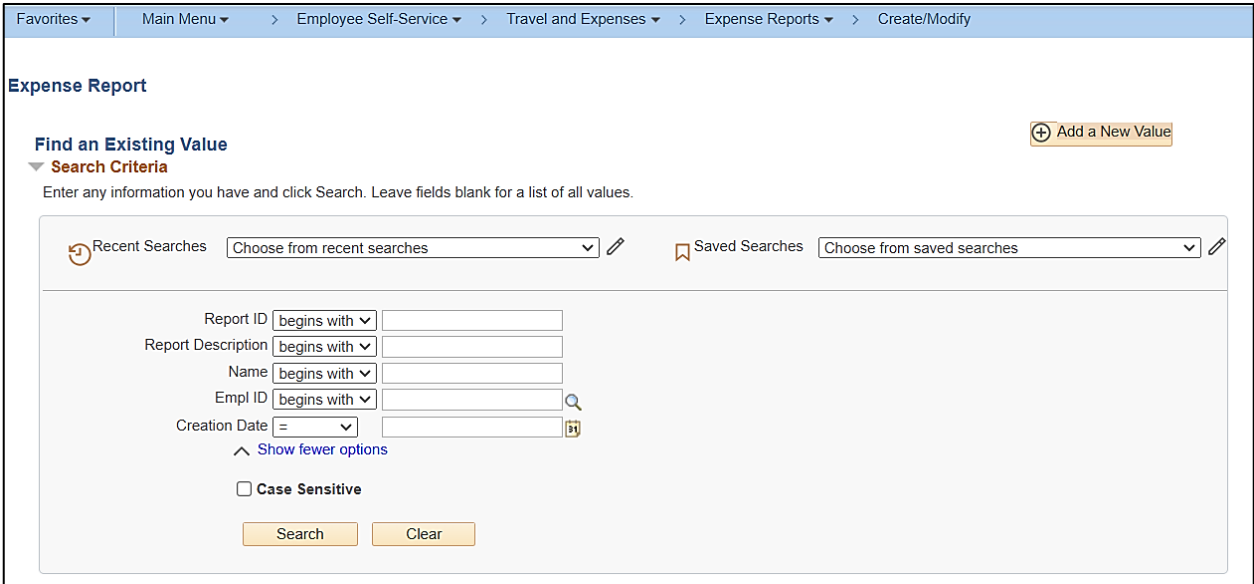


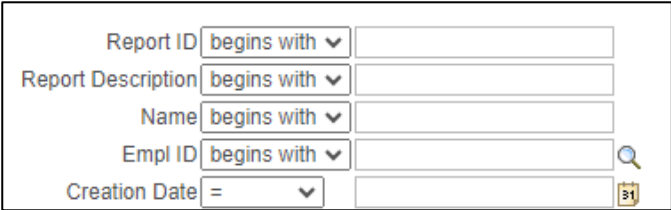


- Approved
- Denied by the approver. An email is sent to the employee or the proxy who keyed the Expense Report. A denied Expense Report must be deleted

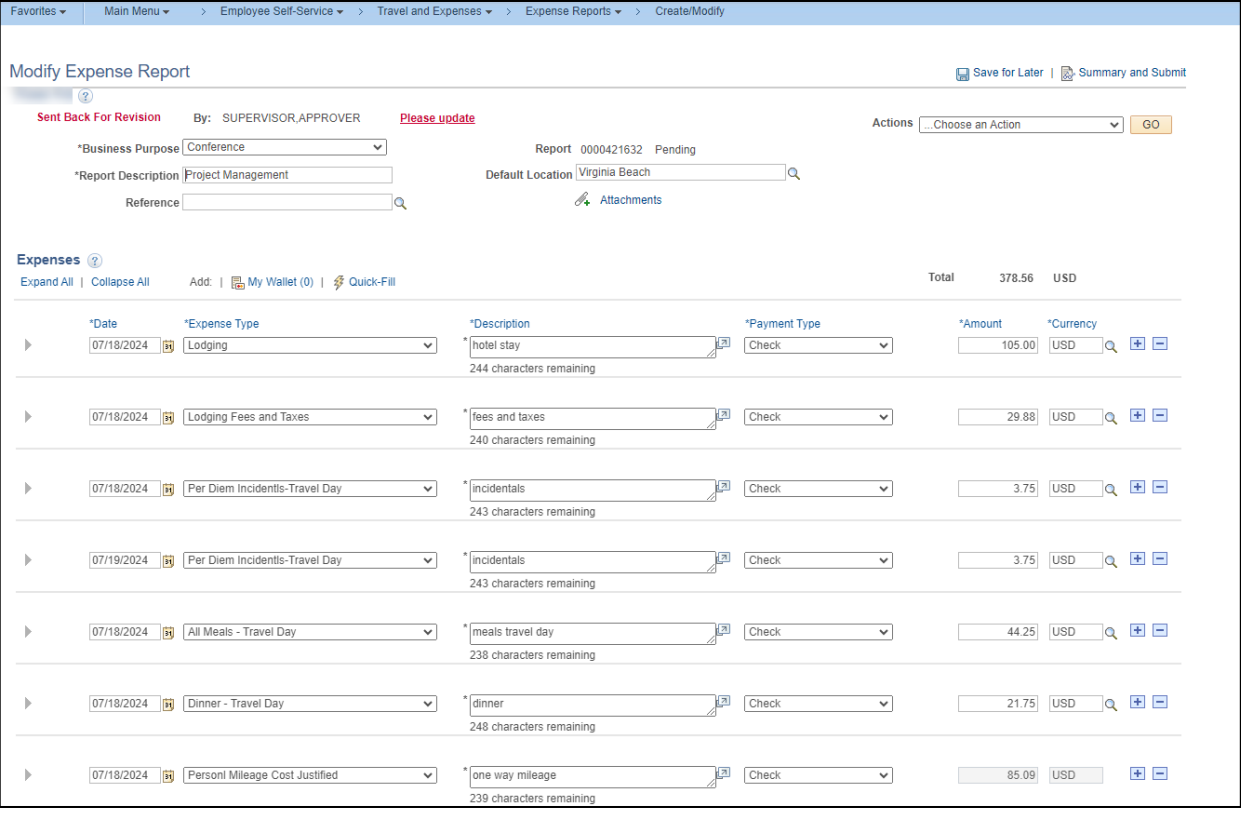

Step	Action
1.	Navigate to the Expense Report page using the following path: Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

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. 

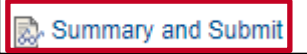
Step	Action
	<p>The Expense Report search page displays.</p> 
3.	<p>Enter the Report ID of the Expense Report that needs to be modified on the Find an Existing Value tab.</p> 
	<p>If the ID is not known, search using the other options by clicking the Search by dropdown menu. The search options include “Report ID”, “Report Description Name”, “Empl ID”, and “Creation Date”.</p> 
4.	<p>Click the Search button.</p> 
	<p>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.</p>

Step	Action
	<p>The Modify Expense Report page displays.</p> 
	<p>i 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.).</p> <p>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.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Sent Back For Revision </div>
5.	<p>Click the Save for Later button if the transaction is not ready to be routed for approval.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block;">  Save for Later </div>

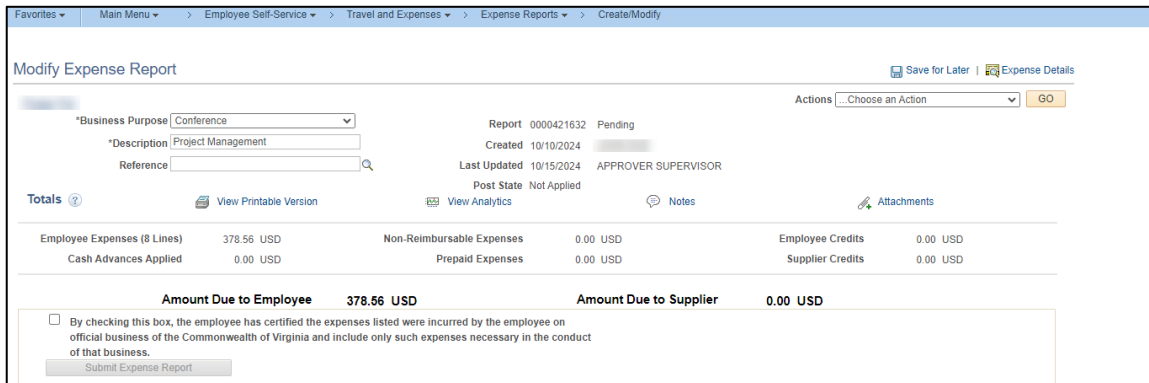


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Step	Action
6.	When ready to submit the expense report after making revisions, click the Summary and Submit link at the top of the page. 

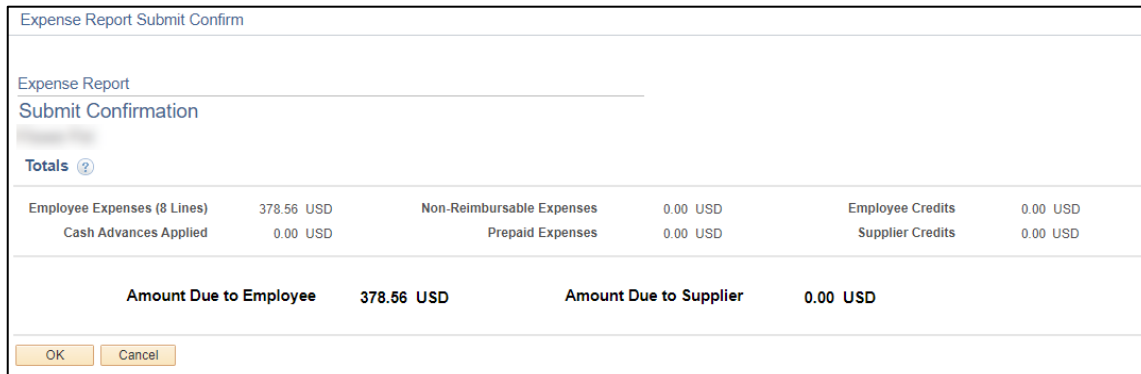
The **Modify Expense Report** page displays.



The screenshot shows the 'Modify Expense Report' page. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', 'Travel and Expenses', 'Expense Reports', and 'Create/Modify'. Below this, the page title 'Modify Expense Report' is displayed. On the right, there are links for 'Save for Later' and 'Expense Details'. A dropdown menu for 'Actions' is set to 'Choose an Action' with a 'GO' button. The main form area includes fields for 'Business Purpose' (set to 'Conference'), 'Report' (0000421632), 'Created' (10/10/2024), 'Last Updated' (10/15/2024), and 'APPROVER SUPERVISOR'. There are also links for 'View Printable Version', 'View Analytics', 'Notes', and 'Attachments'. A table shows the following totals: Employee Expenses (8 Lines) 378.56 USD, Cash Advances Applied 0.00 USD, Non-Reimbursable Expenses 0.00 USD, Prepaid Expenses 0.00 USD, Employee Credits 0.00 USD, and Supplier Credits 0.00 USD. Below the table, it shows 'Amount Due to Employee 378.56 USD' and 'Amount Due to Supplier 0.00 USD'. At the bottom, there is a checkbox for certification and a 'Submit Expense Report' button.

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 **Expense Report Submit Confirm** page displays in a pop-up window.





The screenshot shows the 'Expense Report Submit Confirm' page. It has a title bar 'Expense Report Submit Confirm'. Below the title bar, there's a section for 'Expense Report' and 'Submit Confirmation'. A table shows the following totals: Employee Expenses (8 Lines) 378.56 USD, Cash Advances Applied 0.00 USD, Non-Reimbursable Expenses 0.00 USD, Prepaid Expenses 0.00 USD, Employee Credits 0.00 USD, and Supplier Credits 0.00 USD. Below the table, it shows 'Amount Due to Employee 378.56 USD' and 'Amount Due to Supplier 0.00 USD'. At the bottom, there are 'OK' and 'Cancel' buttons.



Accounts Payable Job Aid

AP315A_Updating, Deleting, and Withdrawing Expense Transactions

Step	Action
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.

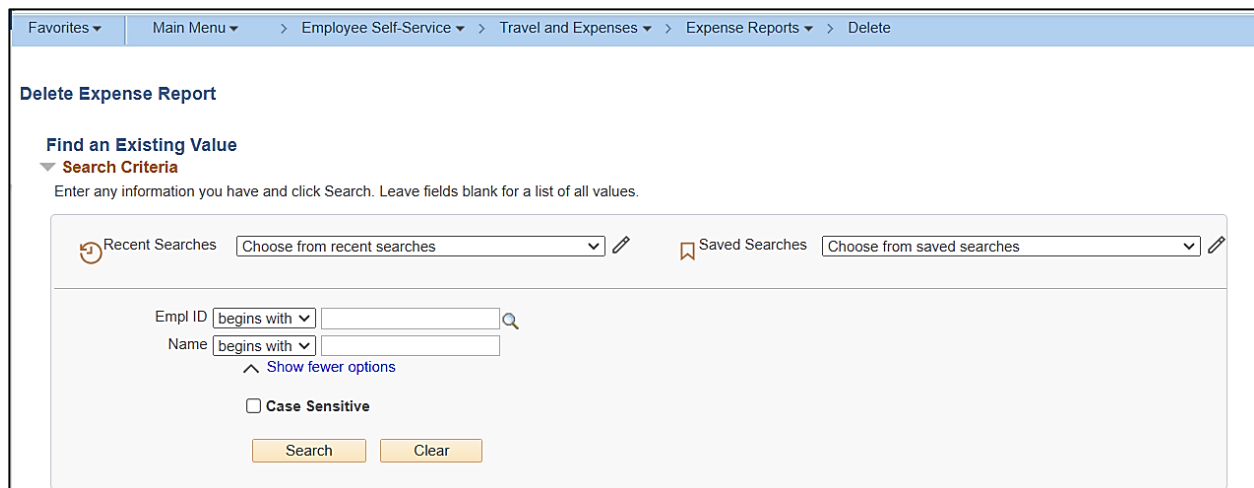
Deleting an Expense Report

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.




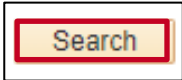
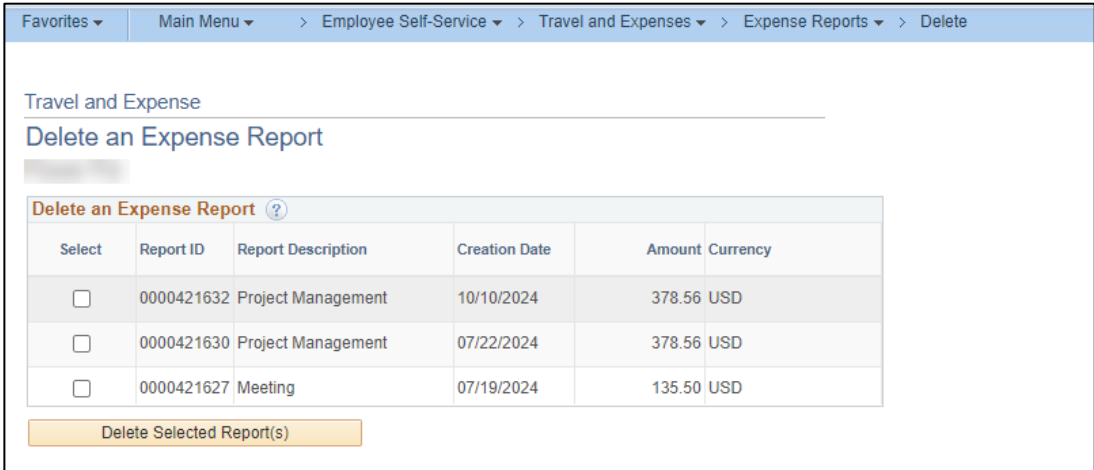

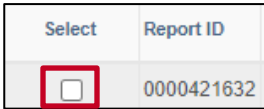


The screenshot shows the 'Delete Expense Report' page. At the top is a breadcrumb trail: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Delete. Below this is the page title 'Delete Expense Report'. A section titled 'Find an Existing Value' contains a 'Search Criteria' dropdown. Below the dropdown is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history sections: 'Recent Searches' with a dropdown 'Choose from recent searches' and a 'Saved Searches' section with a dropdown 'Choose from saved searches'. Below these are two search input fields: 'Empl ID' with a 'begins with' dropdown and a search icon, and 'Name' with a 'begins with' dropdown. A link 'Show fewer options' is below the Name field. There is a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons.



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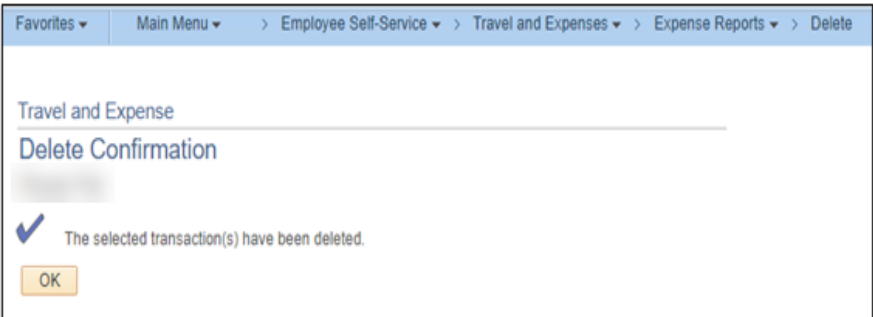
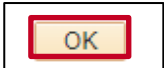

Step	Action
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	<p>The user's Employee ID will default into the Empl ID field. Enter the Employee ID or Name if deleting an Expense Report for another employee.</p> 
	Users can only search for and delete Expense Reports of employees for whom they are a proxy.
3.	<p>Click the Search button.</p> 
<p>The Delete an Expense Report page displays.</p> 	
	Only Expense Reports that are eligible for deletion display.
4.	<p>Click the Select checkbox option beside the Expense Report that requires deletion.</p> 
5.	Click the Delete Selected Report(s) button.



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AP315A_Updating, Deleting, and Withdrawing Expense Transactions

Step	Action
	<div data-bbox="261 359 773 417">Delete Selected Report(s)</div>

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




Accounts Payable Job Aid

AP315A_Updating, Deleting, and Withdrawing Expense Transactions

Withdrawing Expense Transactions

After an expense transaction has been submitted, it can be withdrawn so additional updates can be made. Expense transactions can only be withdrawn if the approver has not taken action on the transaction. Once an approver takes action on the transaction, the only way it can be updated is if it is sent back by the approver.

This section of the Job Aid will walk through the steps for withdrawing, updating, and resubmitting an expense transaction. This process is demonstrated using an Expense Report and is applicable to Travel Authorizations and Cash Advances as well. For those transactions, replace “Expense Reports” in the navigation path noted with “Travel Authorizations” or “Cash Advances” as applicable.

Step	Action
1.	Navigate to the View page using the following path: Main Menu > Employee Self-Service > Travel and Expenses > Expense Report > View
	When withdrawing a Travel Authorization or Cash Advance, navigate to the applicable View page.

The **Expense Report Find an Existing Value Search** page displays.


Favorites ▾Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > View


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.

 Recent Searches

Choose from recent searches ▾ 


 Saved Searches

Choose from saved searches ▾ 


Report ID ▾ begins with ▾

Report Description ▾ begins with ▾

Name ▾ begins with ▾

Empl ID ▾ begins with ▾ 

Report Status ▾ ▾

Creation Date ▾ 


[^ Show fewer options](#)

☐ Case Sensitive



Accounts Payable Job Aid

AP315A_Updating, Deleting, and Withdrawing Expense Transactions

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.	Enter the Report ID for the Expense Report that needs to be withdrawn in the Report ID field. <div><div>Report ID</div><div>begins with ▼</div><div></div></div>
3.	Click the Search button. <div><div>Search</div><div>Clear</div></div>

The **View Expense Report** page displays.

View Expense Report

Business Purpose: Presentation
Description: Presentation for Meeting
Reference: [blank]

Report: 0000465380 Submitted for Approval
Created: 07/21/2025
Last Updated: 07/21/2025
Post State: Not Applied

Totals: [?] View Printable Version View Analytics Notes

Employee Expenses (3 Lines)	78.90 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: 78.90 USD
Amount Due to Supplier: 0.00 USD


☒ 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.

Submit Expense Report Withdraw Expense Report Submitted On: 07/21/2025 Submitted By: [blank]

Approval History

Submitted Fiscal Officer Payment

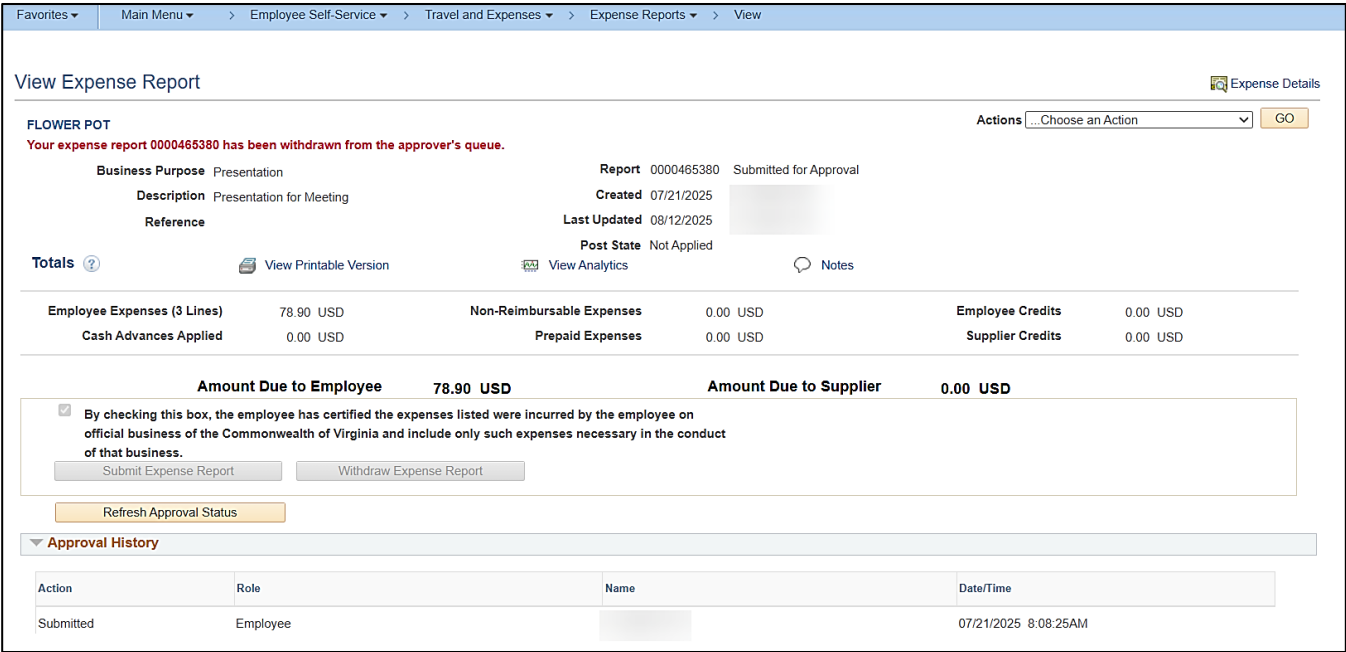

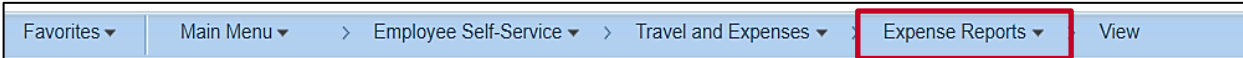
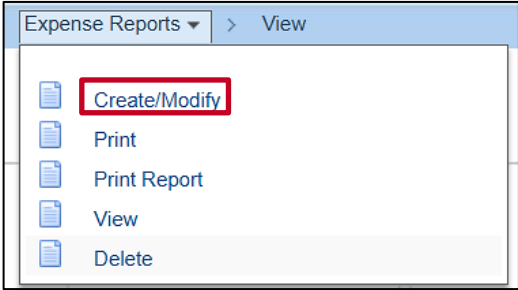
Action	Role	Name	Date/Time
Submitted	Employee	[blank]	07/21/2025 8:08:25AM

4.	Click the Withdraw Expense Report button. <div><div>Submit Expense Report</div><div>Withdraw Expense Report</div></div>
	The Withdraw Expense Report button will not be available if the approver has taken action.



Accounts Payable Job Aid

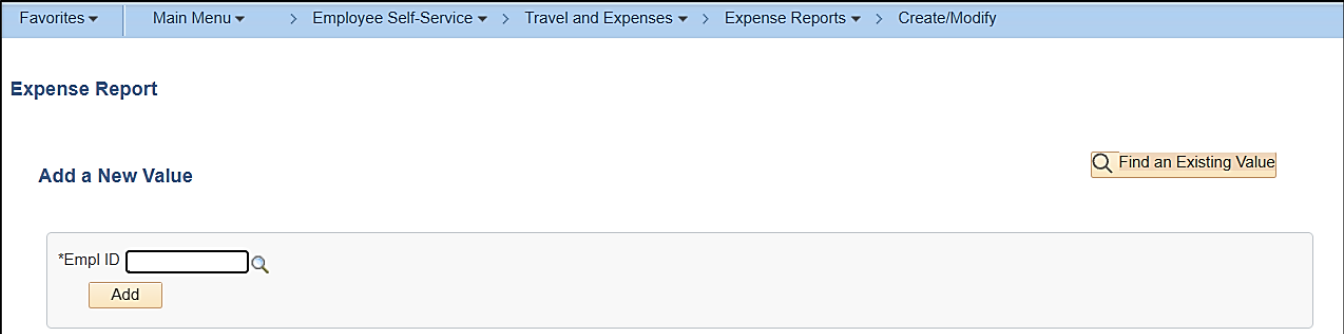

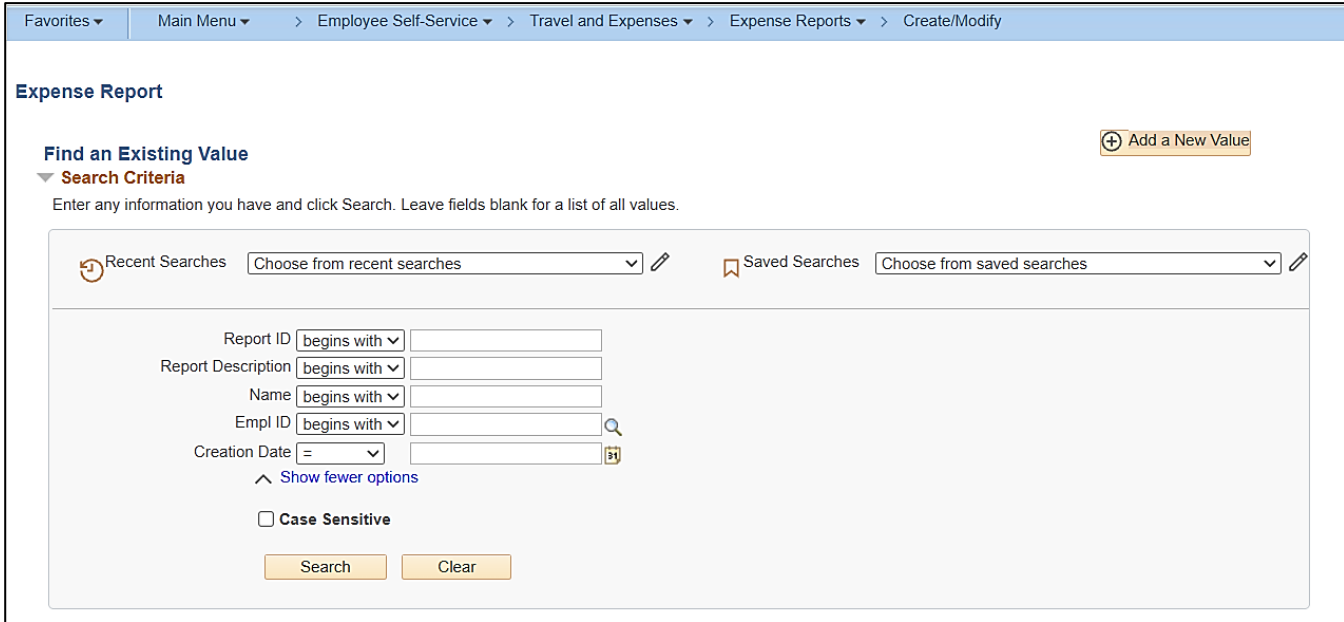

AP315A_Updating, Deleting, and Withdrawing Expense Transactions

Step	Action
	<p>The page refreshes.</p> 
	<p>A message displays at the top of the page indicating that the Expense Report has been withdrawn from the approver's queue.</p> <div>Your expense report 0000465380 has been withdrawn from the approver's queue.</div>
5.	<p>Click the Expense Reports dropdown button in the breadcrumbs at the top of the page.</p> 
6.	<p>Click the Create/Modify menu list item.</p> 



Accounts Payable Job Aid

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Step	Action
	<p>The Expense Report Add a New Value page displays.</p> 
7.	<p>Click the Find an Existing Value button.</p> 
	<p>The Expense Report Find an Existing Value Search page displays.</p> 
8.	<p>Enter the Report ID for the Expense Report that was withdrawn in the Report ID field.</p> 



Accounts Payable Job Aid

AP315A_Updating, Deleting, and Withdrawing Expense Transactions

Step	Action
9.	<div>Click the Search button.</div> <div><div><div>Search</div><div>Clear</div></div></div>
<div>The Modify Expense Report page displays.</div> <div><div><div><div><div>Favorites ▾</div><div>Main Menu ▾</div><div>> Employee Self-Service ▾</div><div>> Travel and Expenses ▾</div><div>> Expense Reports ▾</div><div>> Create/Modify</div></div></div><div><div>Modify Expense Report</div><div><div>FLOWER.POT (?)</div><div><div>*Business Purpose Presentation ▾</div><div>*Report Description Presentation for Meeting</div><div>Reference <input type="text"/></div></div><div><div>Report 0000465380 Pending</div><div>Default Location Richmond (City Limits) 🔍</div><div> Attachments</div></div><div><div>Actions ...Choose an Action ▾</div><div>GO</div></div></div><div><div>Expenses (?)</div><div>Expand All Collapse All</div><div>Add: My Wallet (0) Quick-Fill</div><div><div><div><div><div>*Date</div><div>07/07/2025 📅</div></div><div><div>*Expense Type</div><div>All Meals - Travel Day ▾</div></div><div><div>*Description</div><div>all meals travel day 234 characters remaining</div></div><div><div>*Payment Type</div><div>Check ▾</div></div><div><div>*Amount</div><div>56.25</div></div><div><div>*Currency</div><div>USD 🔍</div></div><div><div>+</div><div>-</div></div></div><div><div><div><div>*Date</div><div>07/07/2025 📅</div></div><div><div>*Expense Type</div><div>Per Diem Incidentals-Travel Day ▾</div></div><div><div>*Description</div><div>incidentals 243 characters remaining</div></div><div><div>*Payment Type</div><div>Check ▾</div></div><div><div>*Amount</div><div>3.75</div></div><div><div>*Currency</div><div>USD 🔍</div></div><div><div>+</div><div>-</div></div></div><div><div><div><div>*Date</div><div>07/07/2025 📅</div></div><div><div>*Expense Type</div><div>Personl Mileage Cost Justified ▾</div></div><div><div>*Description</div><div>round trip mileage 236 characters remaining</div></div><div><div>*Payment Type</div><div>Check ▾</div></div><div><div>*Amount</div><div>18.90</div></div><div><div>*Currency</div><div>USD 🔍</div></div><div><div>+</div><div>-</div></div></div></div><div><div>Expand All Collapse All</div><div><div>Total</div><div>78.90</div><div>USD</div></div></div></div></div></div></div></div></div></div>	
10.	<div>Make the necessary updates.</div>
11.	<div>Click the Summary and Submit link at the top of the page.</div> <div><div><div> Save for Later</div><div> </div><div> Summary and Submit</div></div></div>



Accounts Payable Job Aid

AP315A_Updating, Deleting, and Withdrawing Expense Transactions

Step	Action																								
	<p>The Modify Expense Report Summary and Submit page displays.</p> <div><p>Modify Expense Report</p><p>FLOWER POT</p><p>*Business Purpose: Presentation</p><p>*Description: Presentation for Meeting</p><p>Reference: </p><p>Report: 0000465380 Pending</p><p>Created: 07/21/2025</p><p>Last Updated: 08/12/2025</p><p>Post State: Not Applied</p><p>Totals: </p><table><tr><td>Employee Expenses (3 Lines)</td><td>89.40 USD</td><td>Non-Reimbursable Expenses</td><td>0.00 USD</td><td>Employee Credits</td><td>0.00 USD</td></tr><tr><td>Cash Advances Applied</td><td>0.00 USD</td><td>Prepaid Expenses</td><td>0.00 USD</td><td>Supplier Credits</td><td>0.00 USD</td></tr></table><p>Amount Due to Employee: 89.40 USD</p><p>Amount Due to Supplier: 0.00 USD</p><p><input type="checkbox"/> 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.</p><p>Submit Expense Report</p><p>Approval History</p><table><thead><tr><th>Action</th><th>Role</th><th>Name</th><th>Date/Time</th></tr></thead><tbody><tr><td>Submitted</td><td>Employee</td><td></td><td>07/21/2025 8:08:25AM</td></tr><tr><td>Withdrawn</td><td>Employee</td><td></td><td>08/12/2025 11:18:21AM</td></tr></tbody></table></div>	Employee Expenses (3 Lines)	89.40 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	Action	Role	Name	Date/Time	Submitted	Employee		07/21/2025 8:08:25AM	Withdrawn	Employee		08/12/2025 11:18:21AM
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Action	Role	Name	Date/Time																						
Submitted	Employee		07/21/2025 8:08:25AM																						
Withdrawn	Employee		08/12/2025 11:18:21AM																						
	<p>The Approval History section shows the actions that have been taken on this Expense Report. Notice that the withdrawal is recorded here.</p>																								
12.	<p>Click the checkbox option next to the Certification Statement.</p> <div><p><input type="checkbox"/> 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.</p><p>Submit Expense Report</p></div>																								
	<p>The page refreshes and the Submit Expense Report button is enabled.</p> <div><p><input checked="" type="checkbox"/> 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.</p><p>Submit Expense Report</p></div>																								
13.	<p>Click the Submit Expense Report button.</p> <div><p>Submit Expense Report</p></div>																								



Accounts Payable Job Aid

AP315A_Updating, Deleting, and Withdrawing Expense Transactions

Step	Action
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The **Expense Report Submit Confirmation** page displays.

Expense Report Submit Confirm

Expense Report
Submit Confirmation

Totals ?

Employee Expenses (3 Lines)	89.40 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 89.40 USD Amount Due to Supplier 0.00 USD

OK Cancel

14. Click the **OK** button.

OK Cancel

The **View Expense Report** page displays with a message confirming that the Expense Report has been submitted for approval.

View Expense Report

Your expense report 0000465380 has been submitted for approval.

Business Purpose Presentation Report 0000465380 Submission in Process

Description Presentation for Meeting Created 07/21/2025

Reference Last Updated 08/12/2025

Post State Not Applied

Totals ? View Printable Version View Analytics Notes

Employee Expenses (3 Lines)	89.40 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 89.40 USD Amount Due to Supplier 0.00 USD

☒ 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.

Submit Expense Report Submitted On 07/21/2025 Submitted By

Refresh Approval Status

