Accounts Payable Job Aid

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Updating, Deleting, and Withdrawing Expense Transactions Overview

Cardinal allows users to update, delete, and withdraw any expense transaction, which includes 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. The Travel Authorization cancel process is used when a Travel Authorization has been approved but will not be used to load to an Expense Report.

When an expense transaction is withdrawn, it opens the transaction so that it can be updated or deleted. Expense transactions can only be withdrawn prior to the approver taking an action on the transaction. Once the approver takes an action on the expense transaction, it cannot be withdrawn.

Updating an expense transaction can be done when the transaction has been saved, withdrawn before approval, or sent back by the approver.

Deleting an expense transaction can be done when the transaction has been saved, withdrawn before approval or sent back by the approver. Once expense transactions are deleted, they cannot be viewed in Cardinal. The delete action is permanent and cannot be undone.

When an expense transaction is denied by the approver, no updates can be made and it should be deleted.

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.

Table of Contents

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
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.

Withdrawing and 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- Withdrawn from approvals after submission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

A Travel Authorization cannot be updated if it has been:

- Approved
- Denied by the approver

Denied Travel Authorization should be deleted.

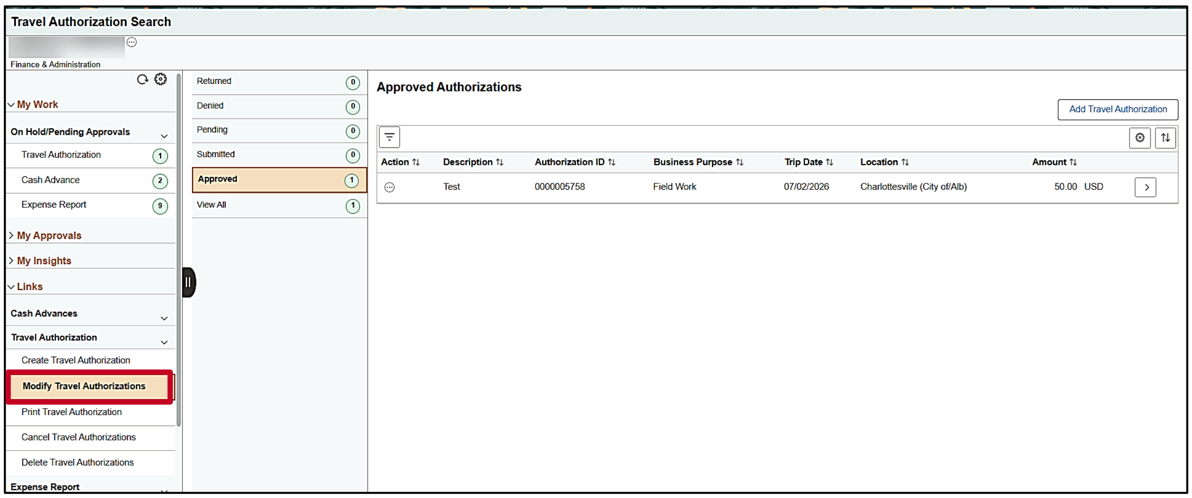
An email is sent to the employee or Proxy who keyed the Travel Authorization when it is sent back or denied by the approver.

This section of the Job Aid provides the steps for withdrawing and updating a Travel Authorization.

Step	Action
1.	Navigate to the **Modify Travel Authorization** page by clicking the **EX WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.

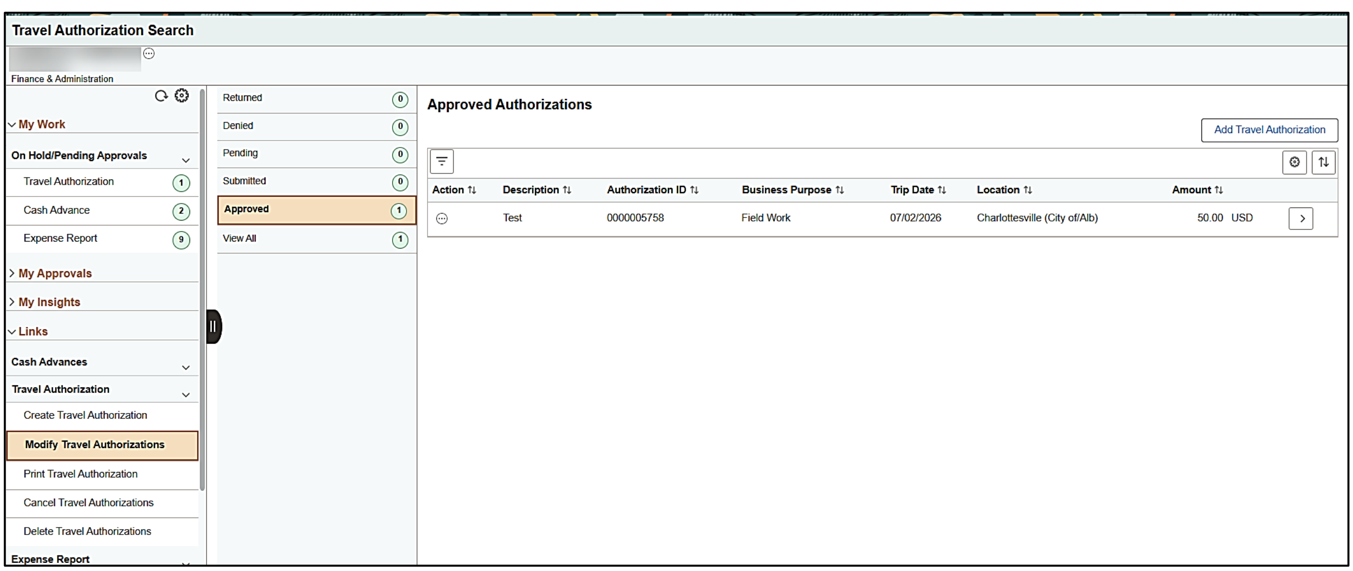
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2.</td><td>
Use the following navigation in the WorkCenter: Links > Travel Authorization > Modify Travel Authorizations

Note: WorkCenter sections, folders, and pages may vary based on the user’s Security roles.

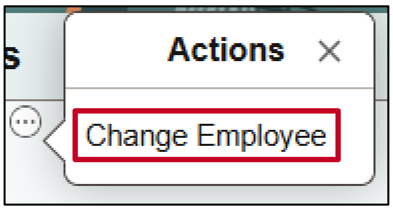
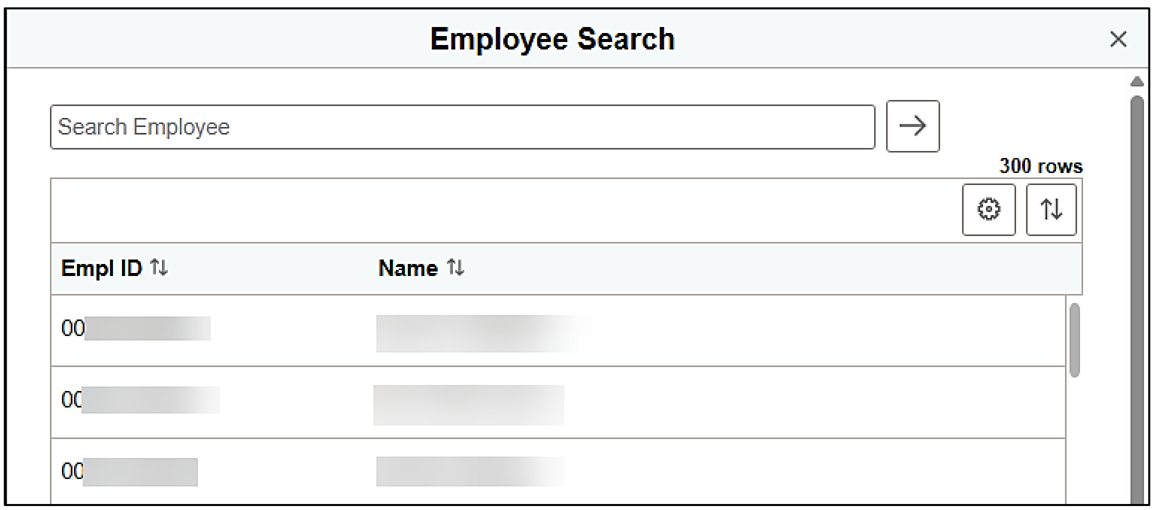


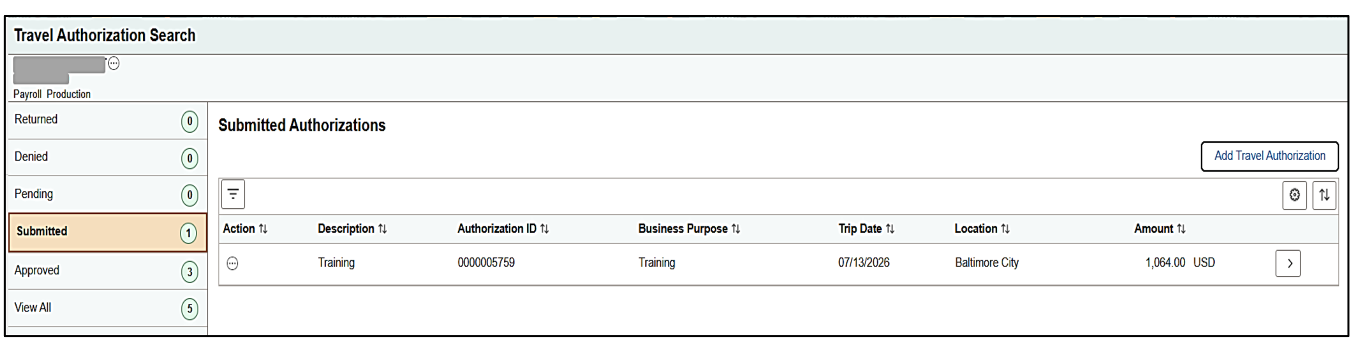
</td></tr>
<tr><td>ℹ</td><td>
Users can also access the Modify Travel Authorizations page using the following navigation path:

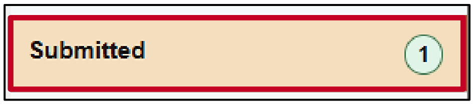
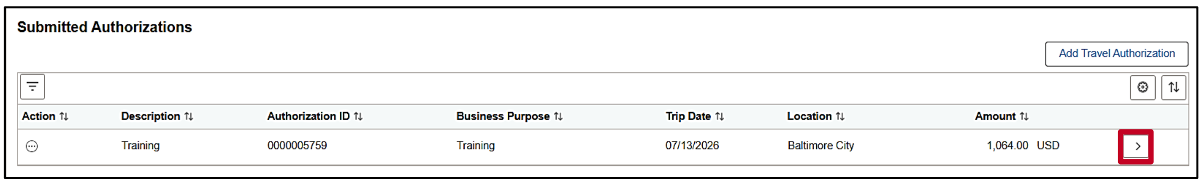
NavBar > Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Modify Travel Authorizations
</td></tr>
<tr><td colspan="2">
The Travel Authorization Search page displays.



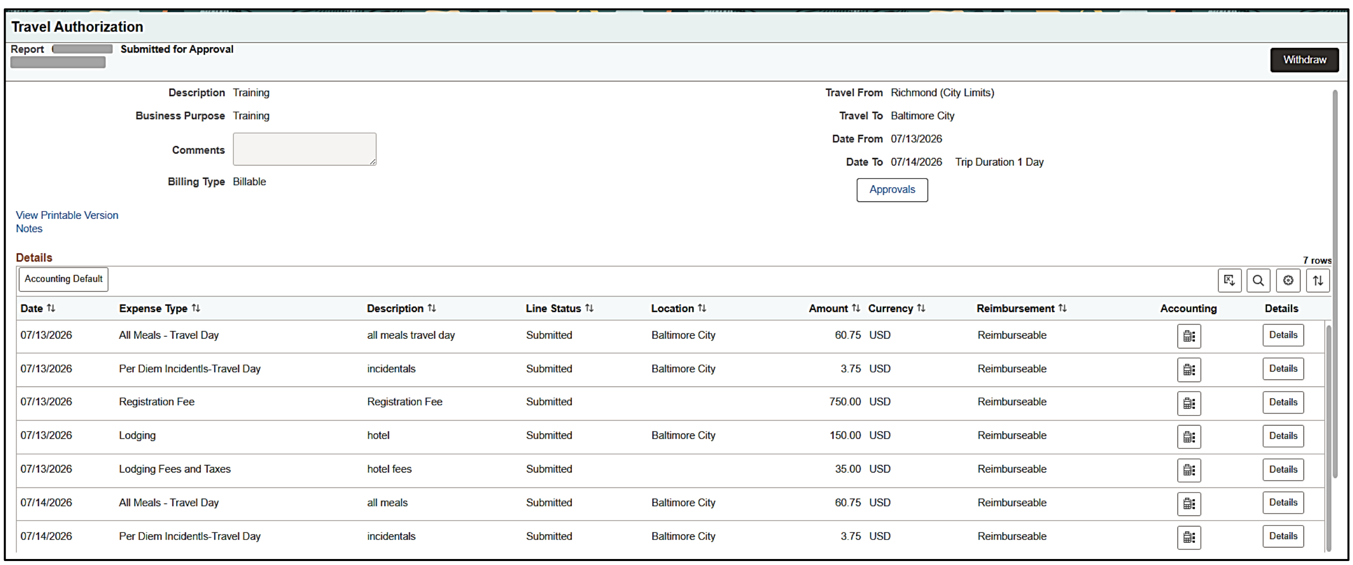
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>This page defaults based on the user’s (Expense Employee) information.
For this scenario, the user needs to access a different employee.</td></tr>
<tr><td>3.</td><td>Click the Related Actions icon in the header section of the page and select Change Employee.

</td></tr>
<tr><td colspan="2">The Employee Search page displays in a pop-up window.

</td></tr>
<tr><td>4.</td><td>Click the applicable employee’s name or use the Search Employee field if needed.

</td></tr>
<tr><td colspan="2">The Submitted Authorizations page displays for the employee.

</td></tr>
</table>

Step	Action
5.	Select the **Submitted** status option if it does not default. 
6.	Click the **View Details** icon for the applicable Travel Authorization to be withdrawn in the **Submitted Authorizations** section. 

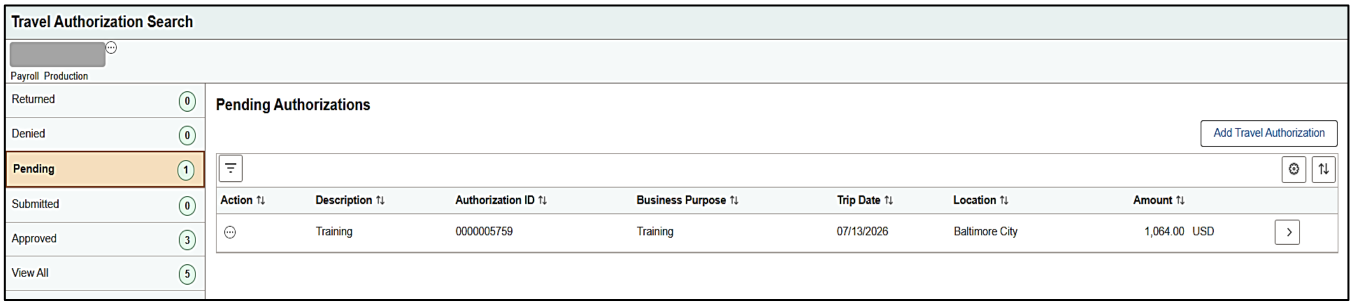
The **Travel Authorization** page displays.



Step	Action
7.	Click the **Withdraw** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Travel Authorization Search** page redisplays.



</td></tr>
<tr><td></td><td>

The withdrawn Travel Authorization now displays under the “Pending” status and the refreshed page defaults to this option.

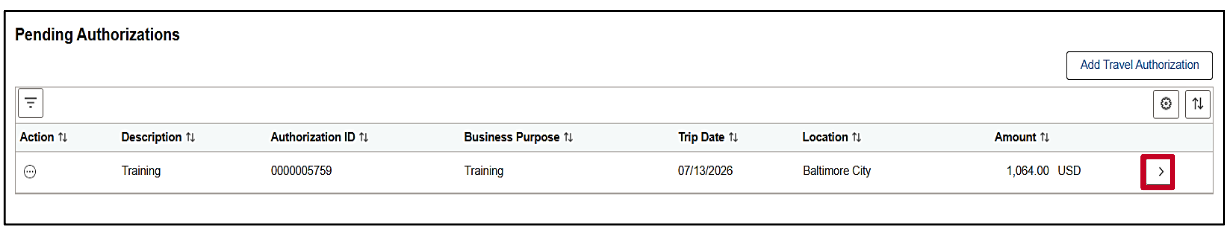
The Travel Authorization can now be updated or deleted.

For this scenario, the Travel Authorization will be updated.

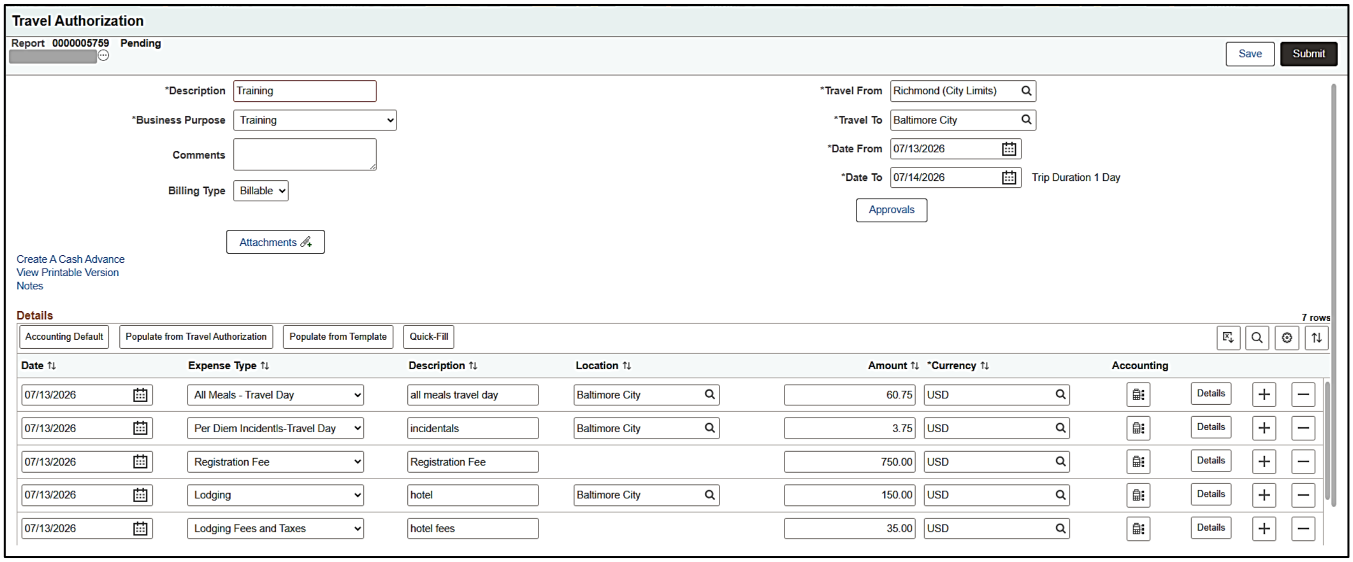
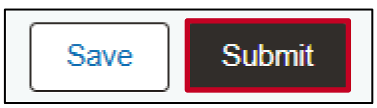
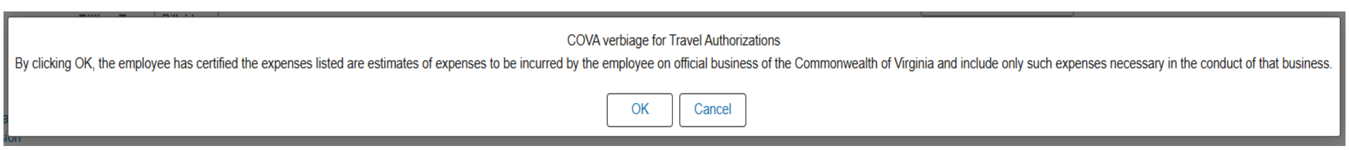
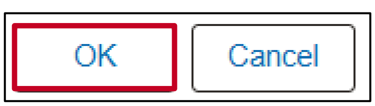
To delete a Travel Authorization, see the Deleting a Travel Authorization section of this Job Aid.

</td></tr>
<tr><td>8.</td><td>

Click the **View Details** icon for the applicable Travel Authorization under the **Pending Authorizations** section.

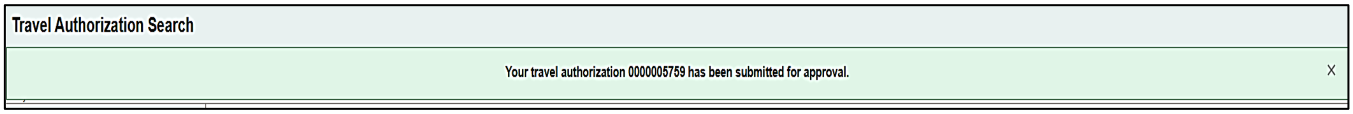


</td></tr>
</table>

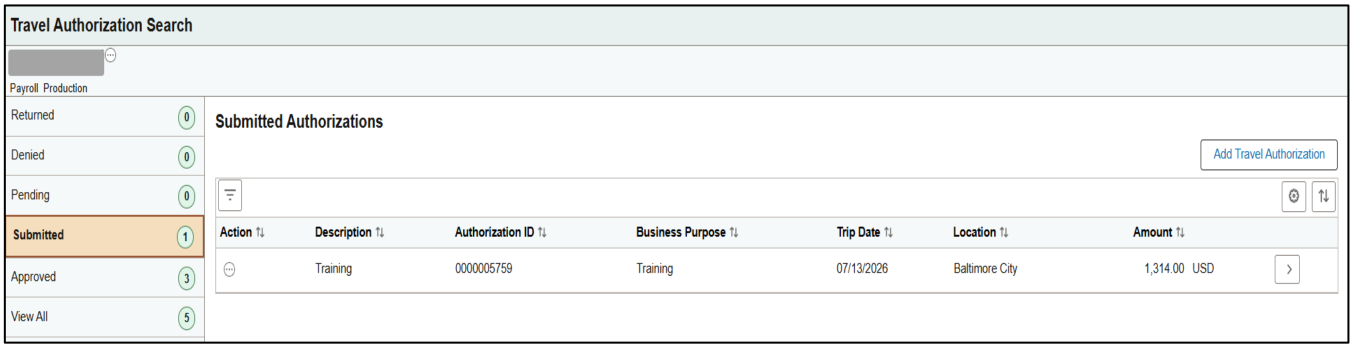
Step	Action
	The **Travel Authorization** page displays. 
9.	Make the applicable updates and/or additions.
10.	Click the **Submit** button. 
	The certification statement displays. 
11.	Click the **OK** button. 

Step	Action

The **Travel Authorization Search** page redisplays with a message indicating the Travel Authorization has been submitted for approval.

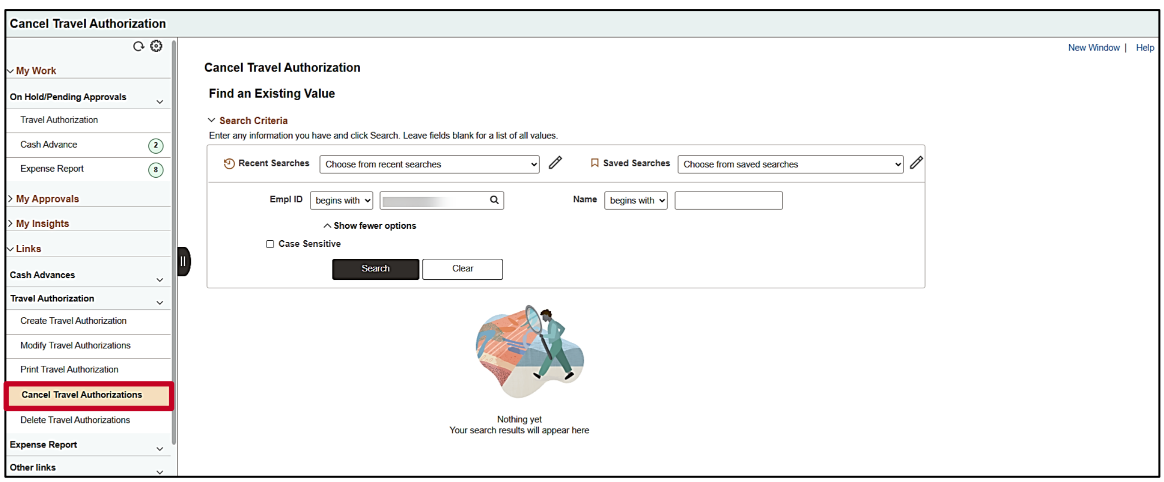


The Travel Authorization displays under **Submitted** status.



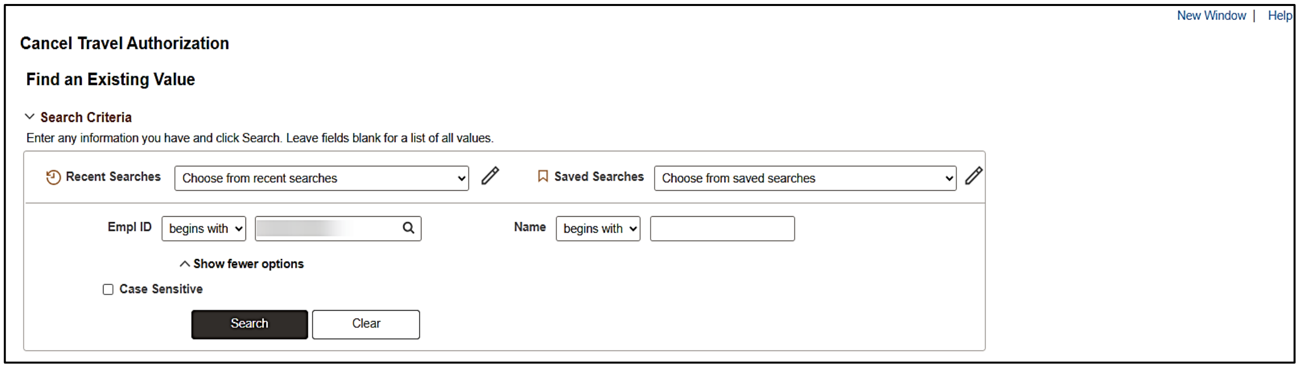
Canceling a Travel Authorization

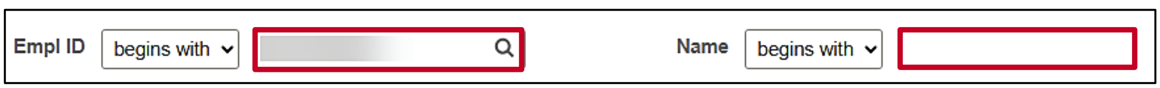
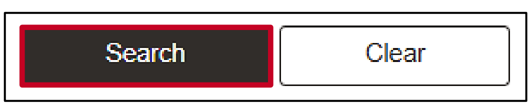
An approved Travel Authorization can be canceled if it is no longer needed. Users can only cancel a Travel Authorization if it has been approved but not assigned to an Expense Report. Once canceled, it cannot be assigned to an Expense Report.

Step	Action
1.	Navigate to the **Cancel Travel Authorizations** page by clicking the **EX WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation in the WorkCenter: **Links > Travel Authorization > Cancel Travel Authorizations** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the **Cancel Travel Authorizations** page using the following navigation path: **NavBar > Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Cancel Travel Authorizations**

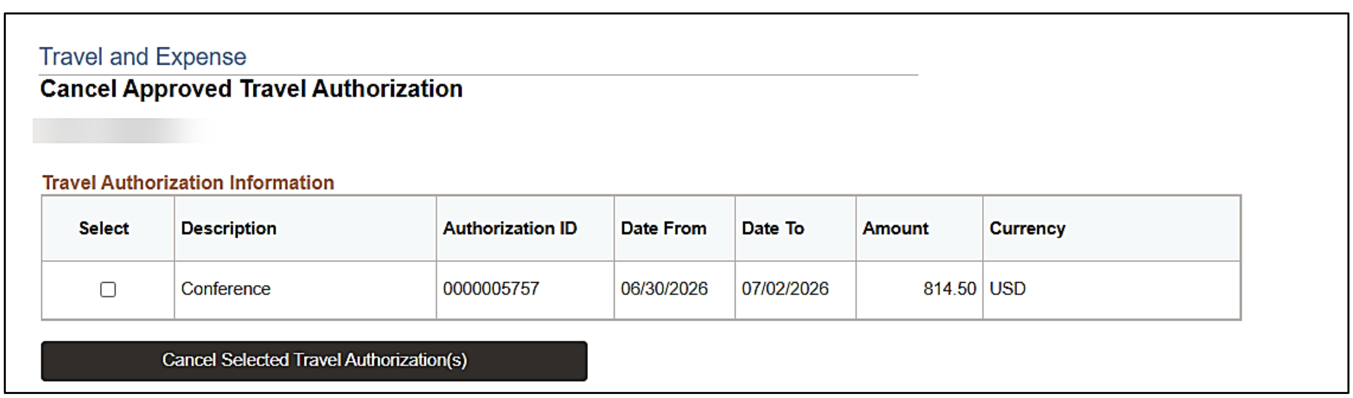
Step	Action

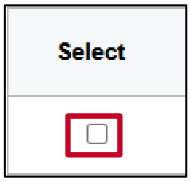
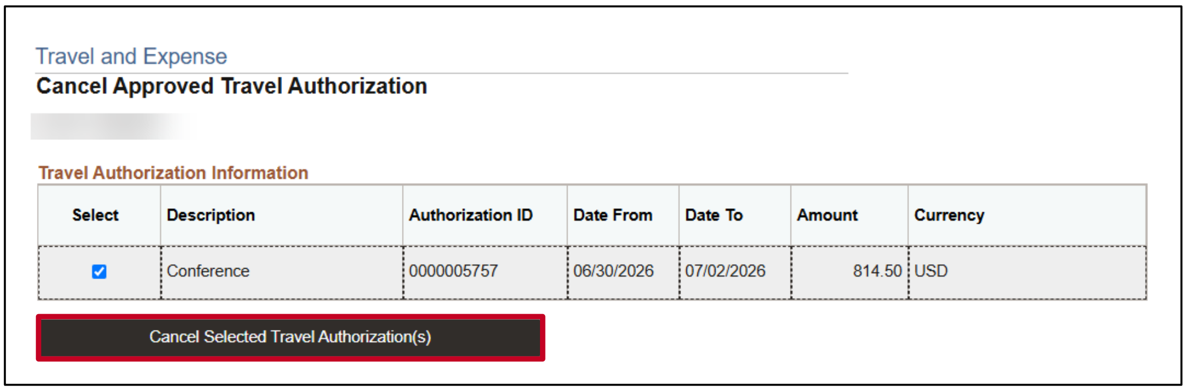
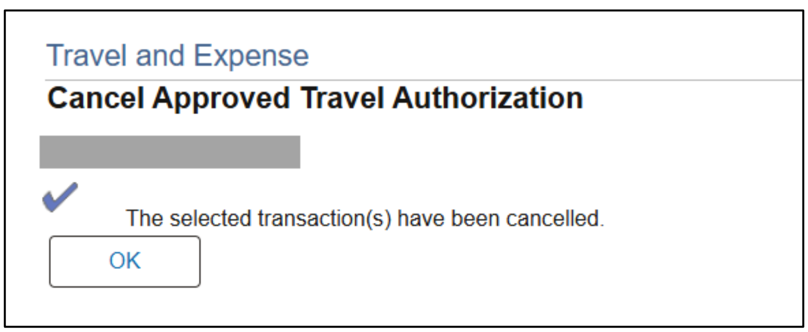
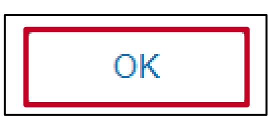
The **Cancel Travel Authorization Find an Existing Value Search** page displays.

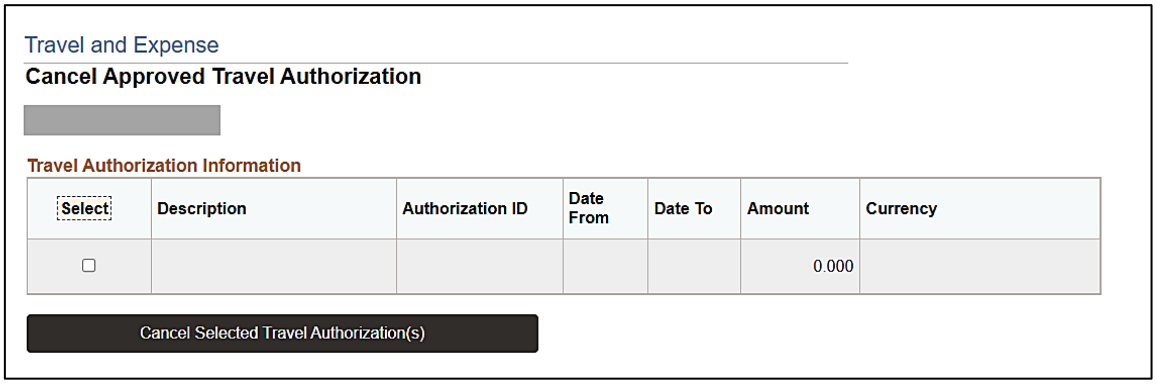


Step	Action
(i)	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
3.	Enter or select the Employee ID in the **Empl ID** or **Name** fields if canceling a Travel Authorization for another employee. 
(i)	The employee ID of the Expenses Employee will default into the **Empl ID** field. **Note**: Users can only search for and cancel Travel Authorizations of employees for whom they are a Proxy.
3.	Click the **Search** button. 

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



Step	Action
	Only Travel Authorizations that are eligible for cancelation display.
4.	Click the **Select** checkbox option beside the Travel Authorization that requires cancelation. 
5.	Click the **Cancel Selected Travel Authorization(s)** button. 
A confirmation message displays indicating the Travel Authorization has been cancelled.  	
6.	Click the **OK** button. 

Step	Action
	The **Cancel Approved Travel Authorization** redisplays and the cancelled Travel Authorization no longer displays. 
	The “Cancel” action is saved on the Travel Authorization and the Travel Authorization cannot be assigned to an Expense Report. The user should follow Agency guidelines on whether the Travel Authorization requires deletion. For information about deleting a Travel Authorization, see the Deleting a Travel Authorization section of this Job Aid.

Deleting a Travel Authorization

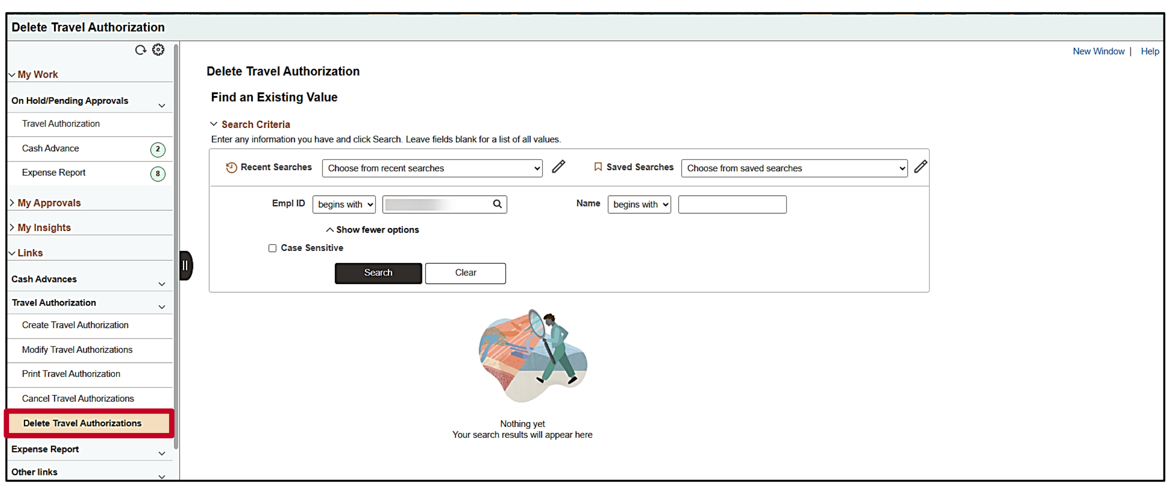
Users can only delete a Travel Authorization if it has been:

- Saved but not Submitted for approval
- Withdrawn from approval after submission
- Canceled
- Sent Back by the approver
- Denied by the approver

When a Travel Authorization has been sent back or denied by the approver, the Proxy who keyed the transaction receives an email regarding the applicable action.

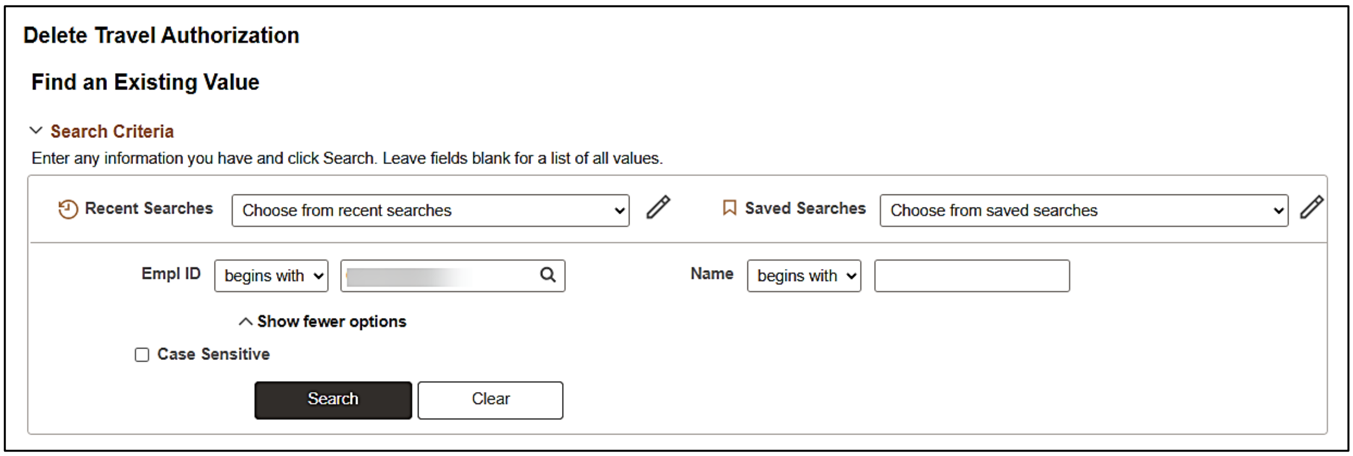
This section of the Job Aid will walk through the steps to delete a Travel Authorization.

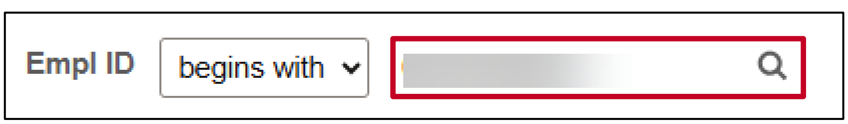
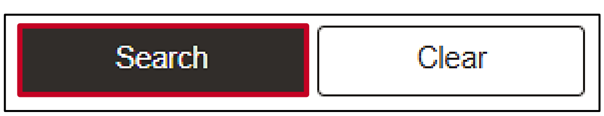
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Delete Travel Authorization page by clicking the EX WorkCenter tile.

</td></tr>
<tr><td></td><td>For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>2.</td><td>Use the following navigation in the WorkCenter: Links > Travel Authorization > Delete Travel Authorizations
Note: WorkCenter sections, folders, and pages may vary based on the user’s Security roles.

</td></tr>
</table>

Step	Action
ℹ	Users can also access the **Delete Travel Authorization** page using the following navigation path: **NavBar > Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete**

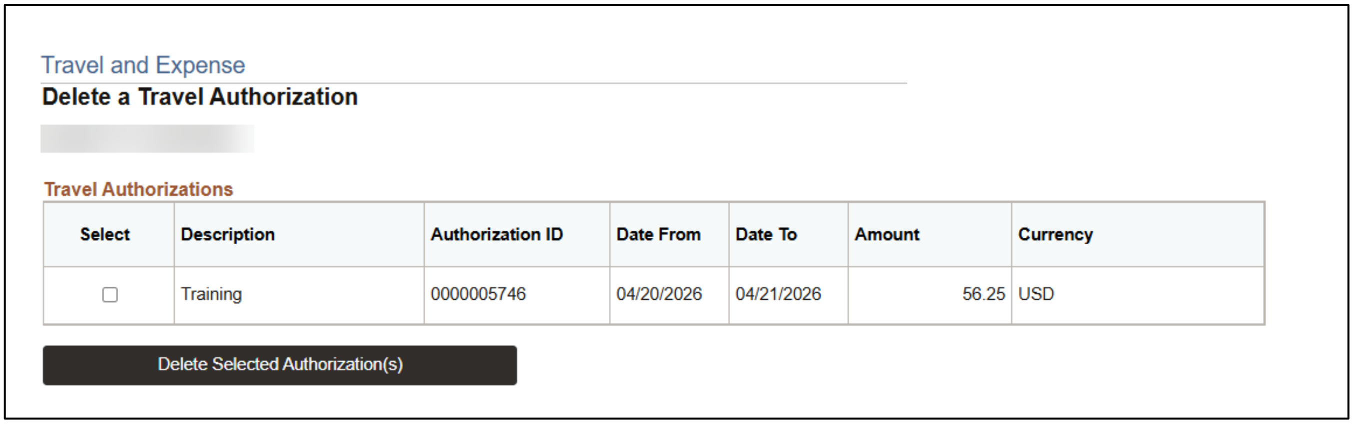
The **Delete Travel Authorization Find an Existing Value Search** page displays.



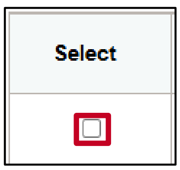
Step	Action
ℹ	This page defaults with the Expenses Employee Empl ID populated.
3.	Enter or select the applicable employee's ID in the **Empl ID** field if the Travel Authorization is being deleted for another user. If the Expenses Employee is deleting their own Travel Authorization, proceed to the next step. 
4.	Click the **Search** button. 

Step	Action

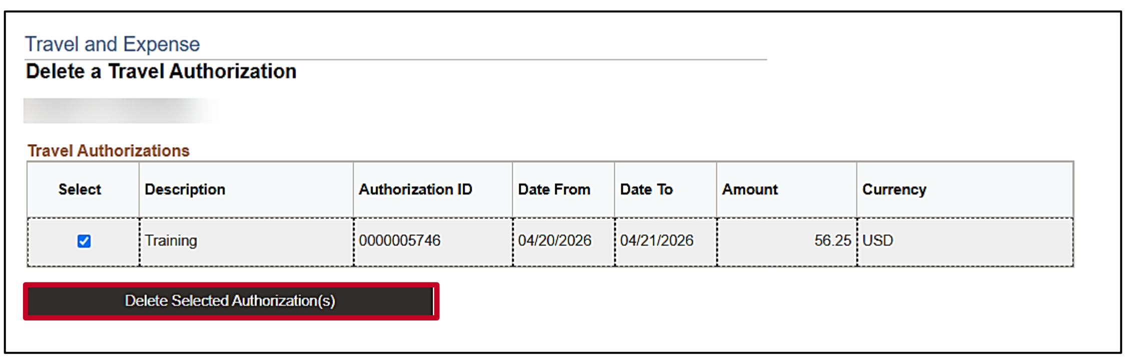
The **Travel and Expense Delete a Travel Authorization** page displays.

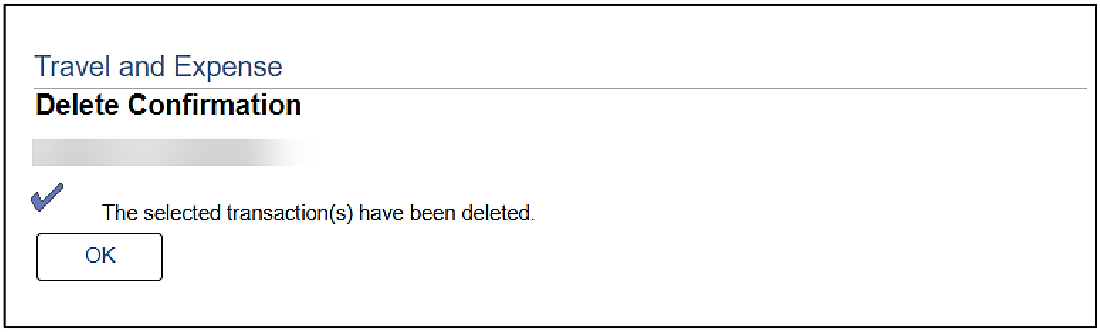
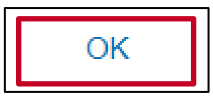
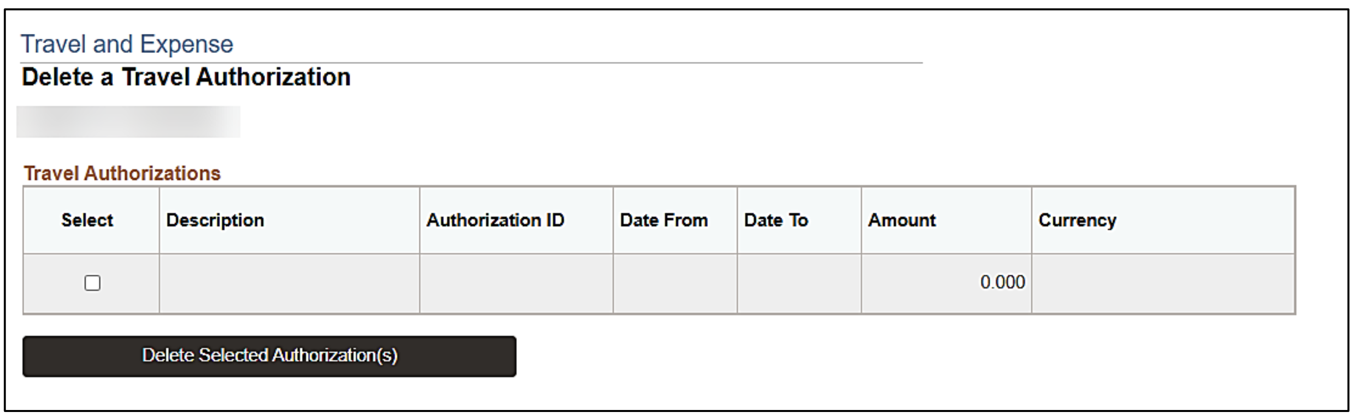


	Travel Authorizations for the selected employee that meet the criteria for deletion display.
5.	Click the **Select** checkbox for the applicable Travel Authorization that requires deletion.



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



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Delete Confirmation page displays with a message indicating the transaction has been deleted.
</td></tr>
<tr><td>7.</td><td>Click the OK button.
</td></tr>
<tr><td colspan="2">The Delete a Travel Authorization page redisplays and the deleted Travel Authorization no longer displays.
</td></tr>
<tr><td></td><td>When a Travel Authorization is deleted, this is permanent and cannot be undone.
A deleted Travel Authorization cannot be viewed in Cardinal.</td></tr>
</table>

Withdrawing and Updating a Cash Advance

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

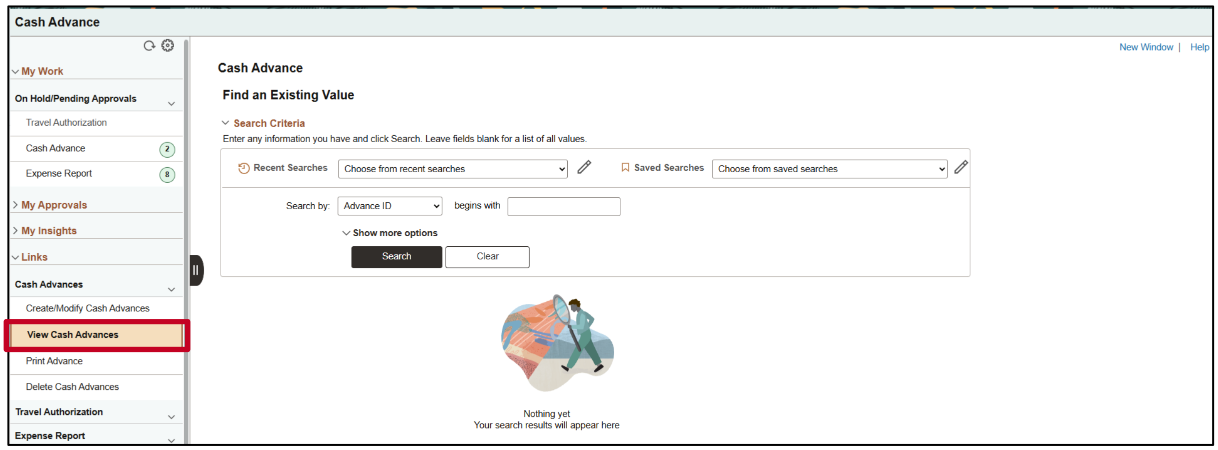
- Saved but not been Submitted for approval
- Withdrawn from approval after submission
- Sent Back by an approver with required comments. An email is sent to the employee or the Proxy who keyed the Cash Advance

A Cash Advance cannot be updated if it has been:

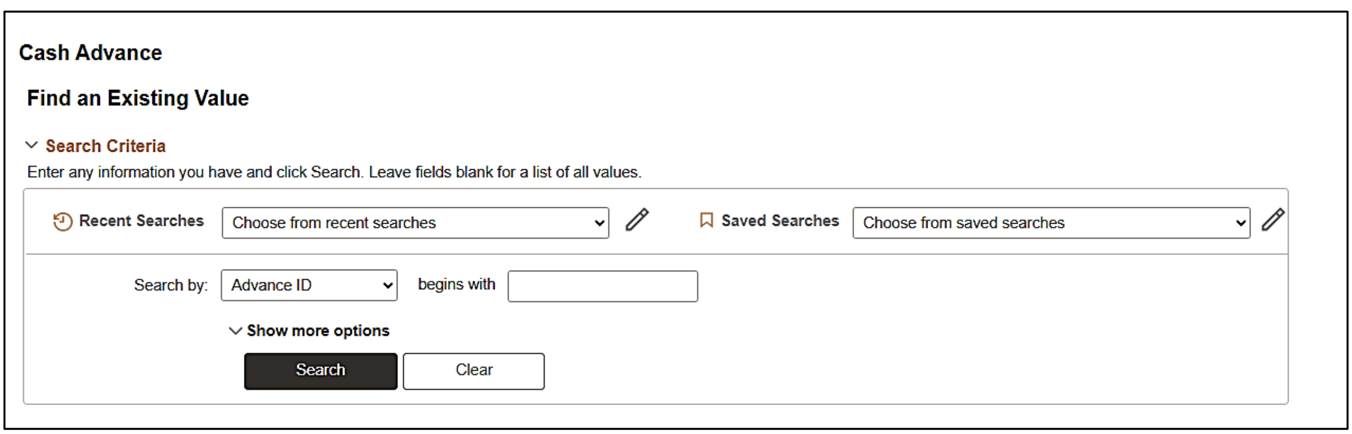
- Approved
- Denied by the approver. An email is sent to the employee or the Proxy who keyed the Cash Advance. A denied Cash Advance should be deleted

For this scenario, the Cash Advance has not been approved, so it must first be withdrawn and then updated.

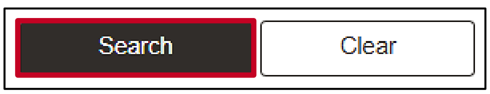
Step	Action
1.	Navigate to the **View Cash Advances** page by clicking the **EX WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
2.	Use the following navigation in the WorkCenter: **Links > Cash Advances > View Cash Advances** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the **View Cash Advances** page using the following navigation path: **NavBar > Menu > Employee Self-Service > Travel and Expenses > Cash Advances > View**
	If the Cash Advance was "Saved" but not submitted, proceed to **Step 6**.

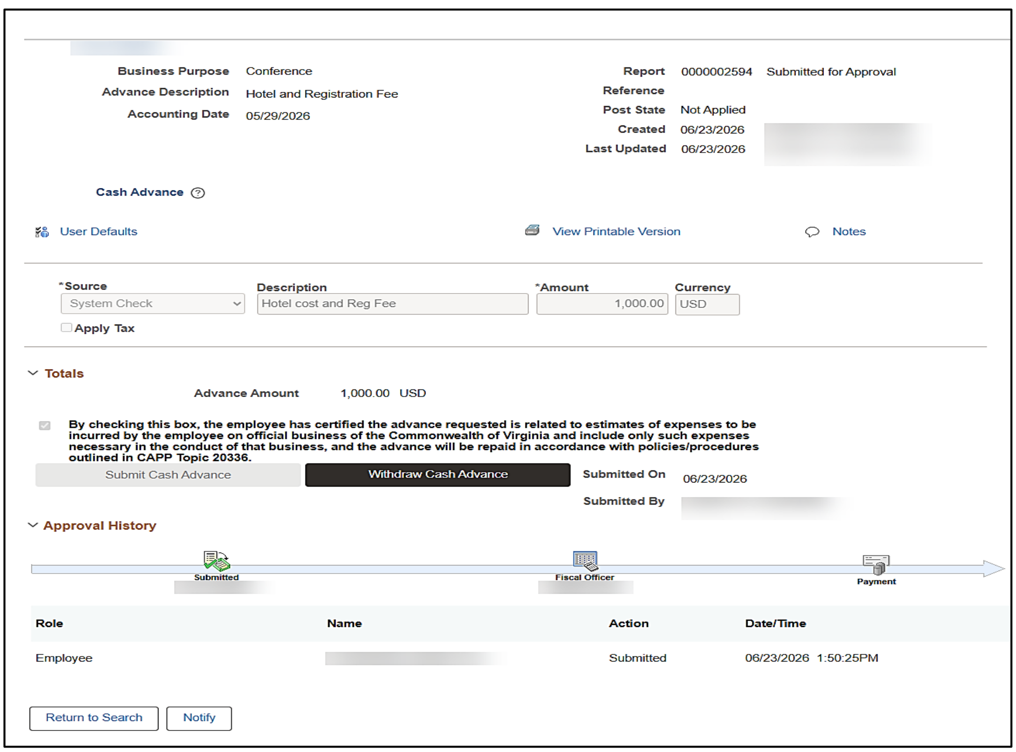
The **Cash Advance Find an Existing Value Search** page displays.

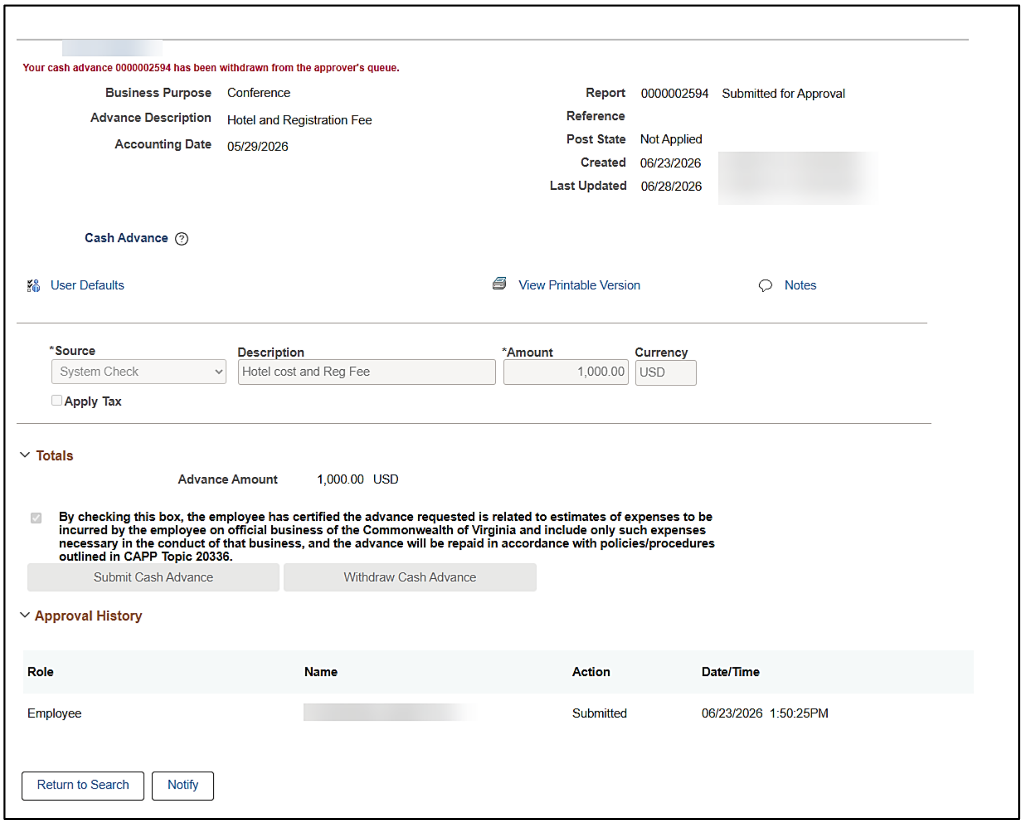


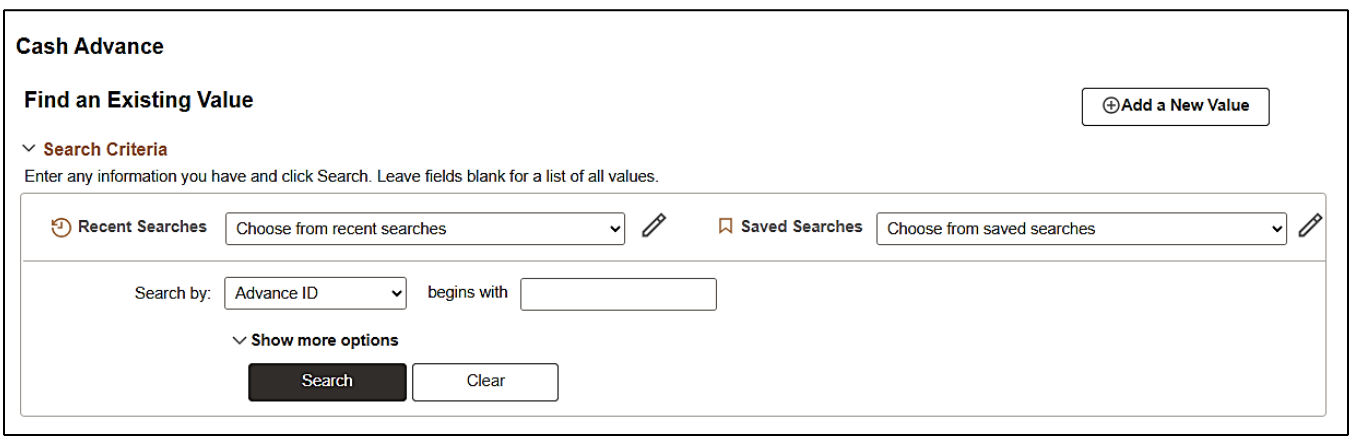
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
3.	Enter the Cash Advance ID number in the **Advance ID** field. 
ℹ	If the **Advance ID** is not known, search using the other options by clicking the **Show more options** link. 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 **AP315A Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Learning**.
4.	Click the **Search** button. 

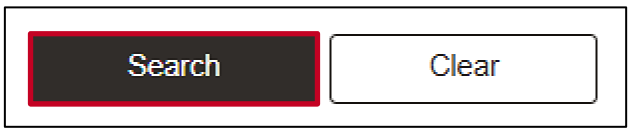
The **Modify Cash Advance** page displays.



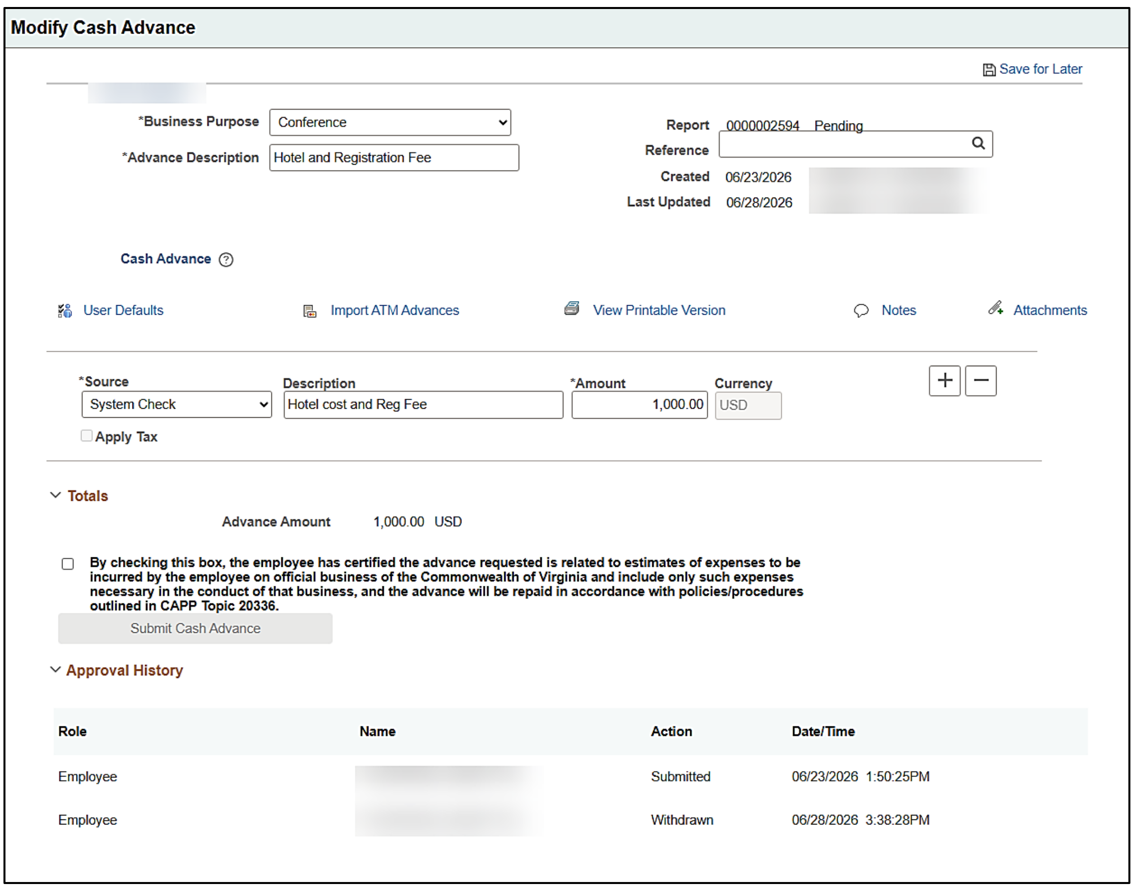
Step	Action
5.	Click the **Withdraw Cash Advance** button. 
The page refreshes and a message displays in red indicating the Cash Advance has been withdrawn. 	
	Now that the Cash Advance has been withdrawn, it can be updated or deleted. For this scenario, the Cash Advance will be updated. For information on deleting a Cash Advance see the Deleting a Cash Advance section of this Job Aid.
6.	Click the **Create/Modify Cash Advances** option in the **WorkCenter Navigation** panel. 

Step	Action
	The **Cash Advance Add a New Value** page displays. 
7.	Click the **Find an Existing Value** button. 
	The **Cash Advance Find an Existing Value Search** page displays. 
8.	Enter the Cash Advance ID number in the **Advance ID** field. 

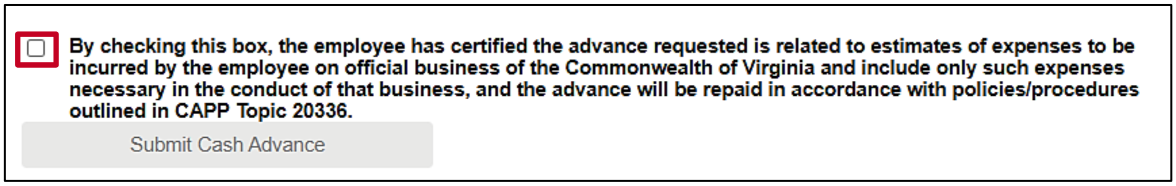
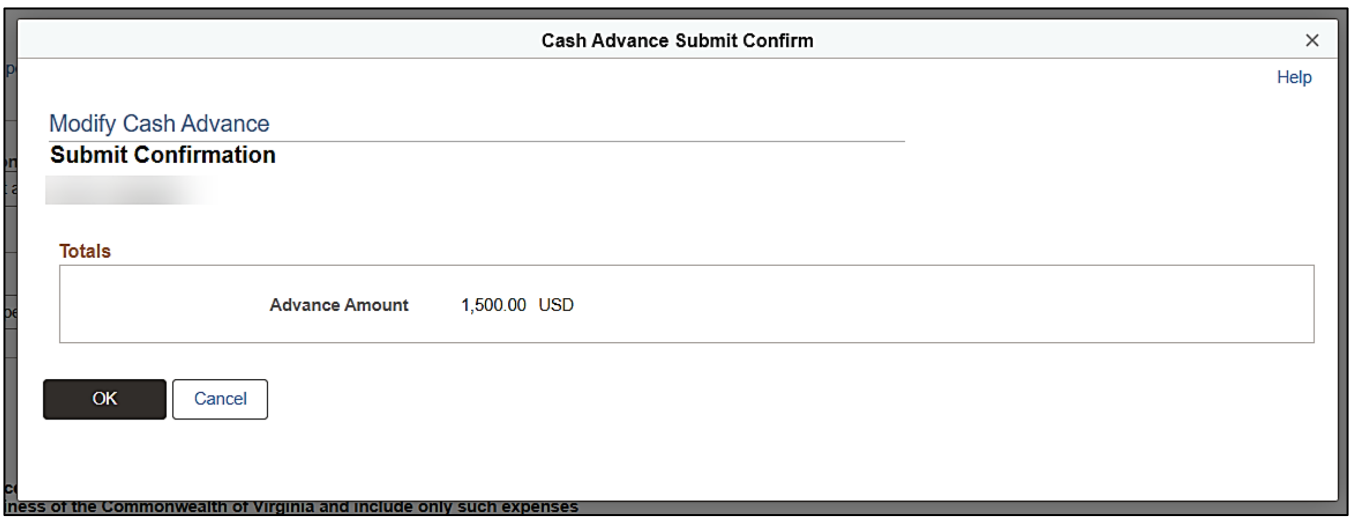
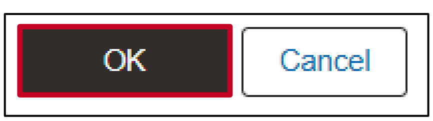
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>ℹ</td><td>If the Advance ID is not known, search using the other options by clicking the Show more options link. The search options include “Advance Description”, “Name”, “Empl ID”, “Advance Status”, and “Creation Date”.
Users can only search for 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 AP315A Authorizing a Proxy for an Employee located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>9.</td><td>Click the Search button.



</td></tr>
<tr><td colspan="2">The Modify Cash Advance page displays.

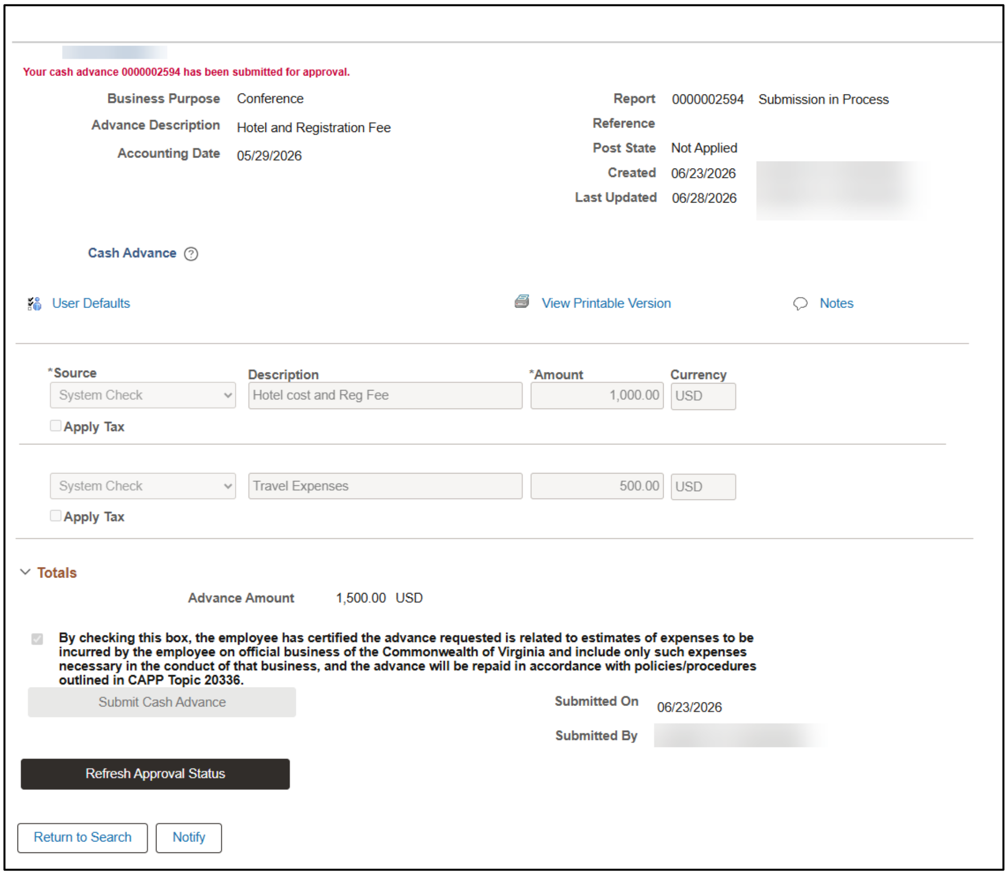


</td></tr>
<tr><td>10.</td><td>Make the applicable update(s).</td></tr>
</table>

Step	Action
11.	Click the **Certification Statement** checkbox. 
	The **Submit Cash Advance** button becomes enabled.
12.	Click the **Submit Cash Advance** button. 
The **Cash Advance Submit Confirm** page displays in a pop-up window. 	
13.	Click the **OK** button. 

Step	Action

The page refreshes and a confirmation message displays in red at the top of the page indicating the Cash Advance has been submitted for approval.



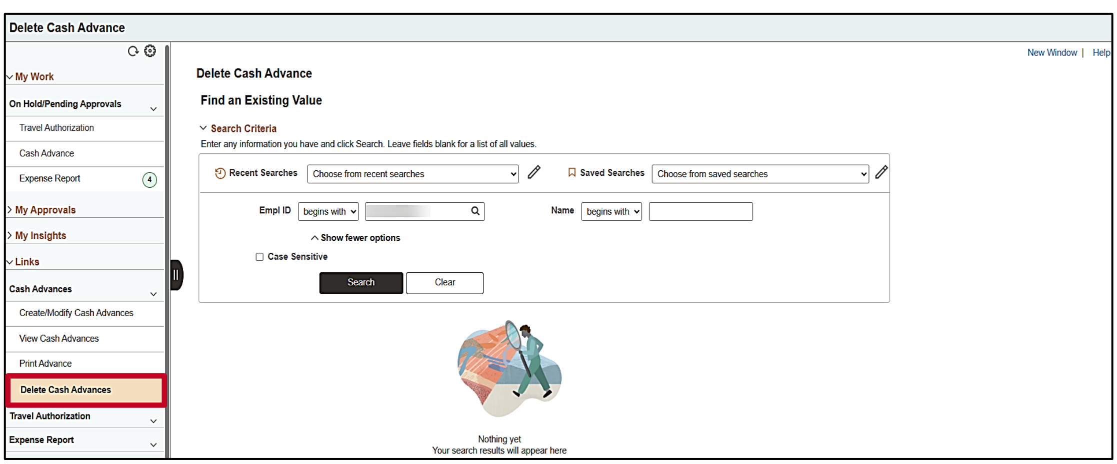
Deleting a Cash Advance

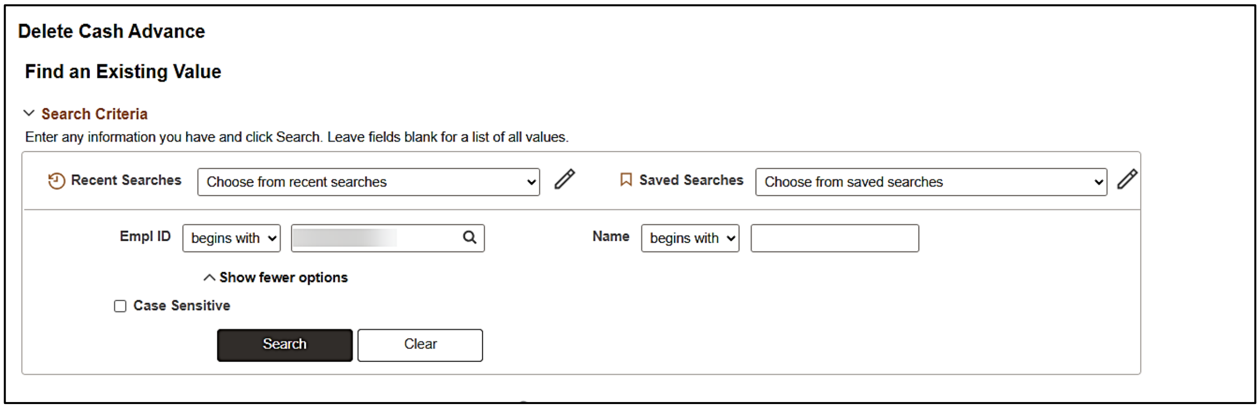
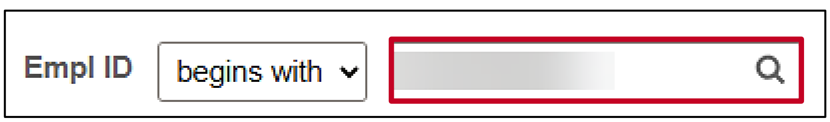
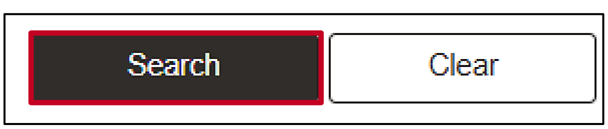
A Cash Advance request can be deleted if it has been:

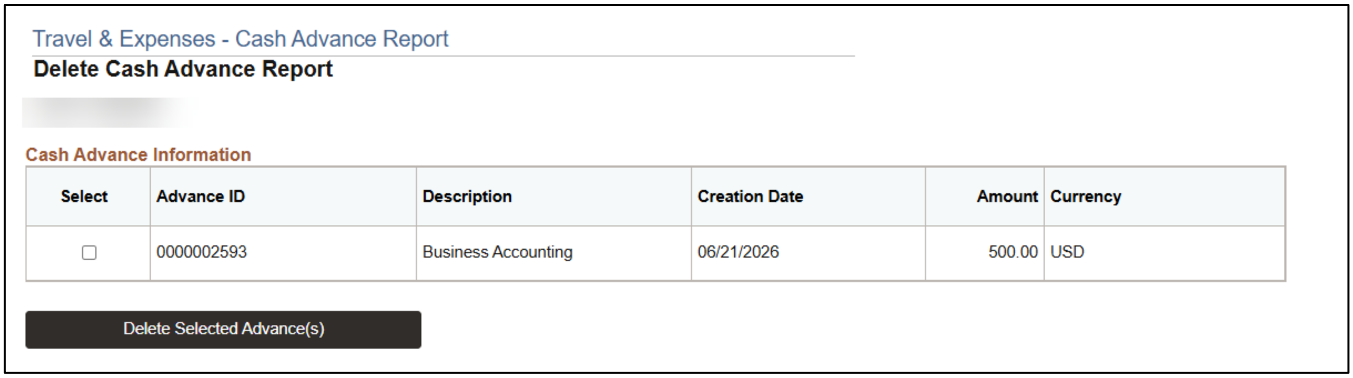
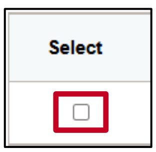
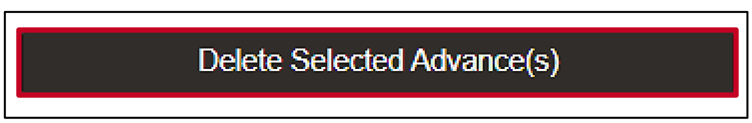
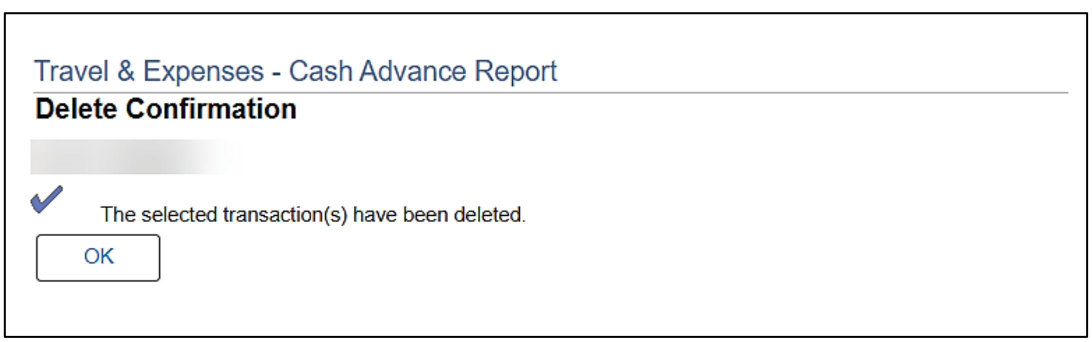
- Saved but not Submitted for approval
- Withdrawn from approval after submission
- Sent Back by the approver
- Denied by the approver

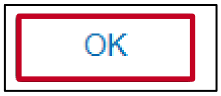
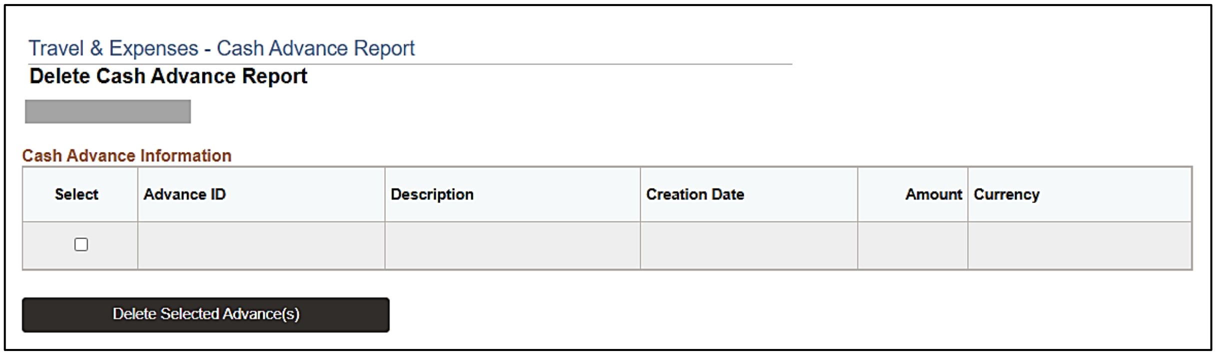
When a Cash Advance is sent back or denied by the approver, the Proxy who keyed the transaction receives an email notification regarding the applicable action.

This section of the Job Aid will provide the steps for deleting a Cash Advance.

Step	Action
1.	Navigate to the **Delete Cash Advance** page by clicking the Expenses WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Cash Advances > Delete Cash Advances** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

Step	Action
i	Users can also navgiate 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 Find an Existing Value Search** page displays. 
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**.
3.	The user's Employee ID defaults into the **Empl ID** field. Enter the applicable Employee ID for the employee for which the Cash Advance is being deleted. 
i	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 **AP315A Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Learning**.
4.	Click the **Search** button. 

Step	Action
	The **Delete Cash Advance Report** page displays. 
	Only Cash Advances that are eligible for deletion display.
5.	Click the **Select** checkbox beside the cash advance that requires deletion. 
6.	Click the **Delete Selected Advance(s)** button. 
	A **Delete Confirmation** page displays with a message indicating that the selected transaction has been deleted. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>Click the OK button.

</td></tr>
<tr><td colspan="2">The Delete Cash Advance Report page redisplays and the deleted Cash Advance no longer displays.

</td></tr>
<tr><td></td><td>When a Cash Advance is deleted, this is permanent and cannot be undone.
A deleted Cash Advance cannot be viewed in Cardinal.</td></tr>
</table>

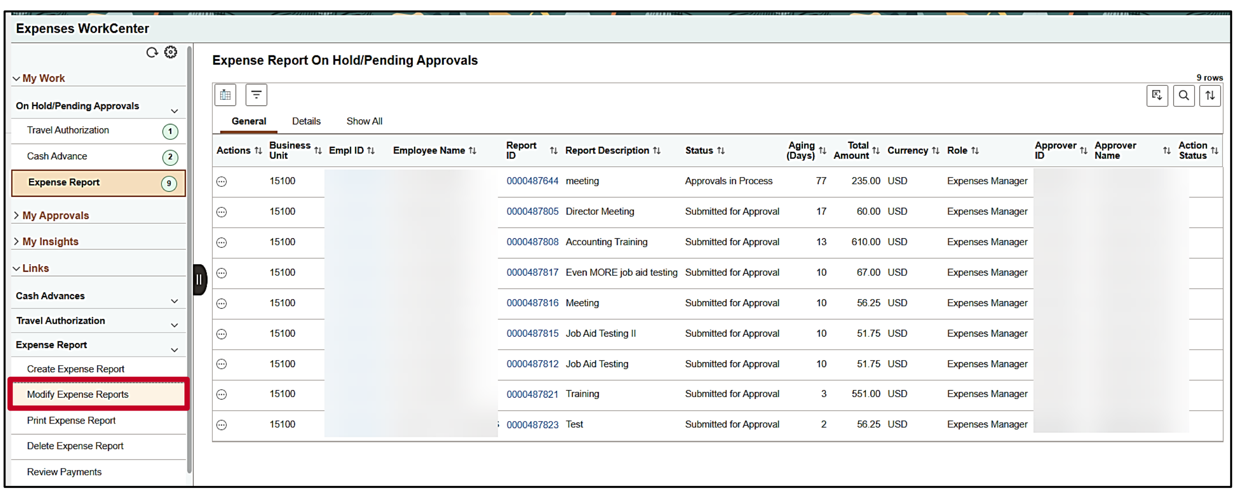
Withdrawing and Updating an Expense Report

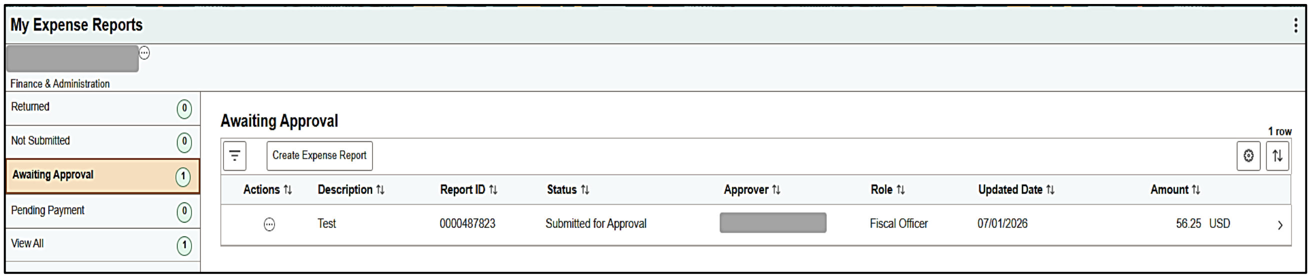
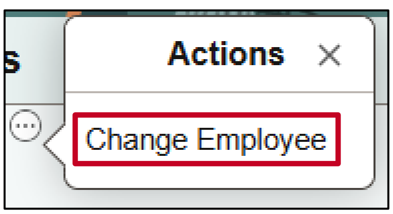
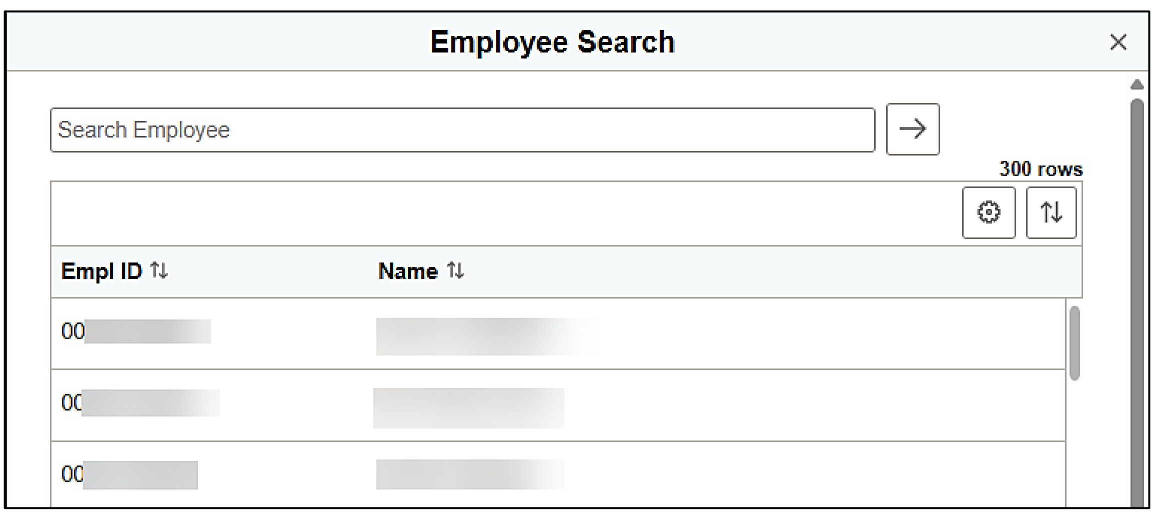
An Expense Report can be updated if it has been:

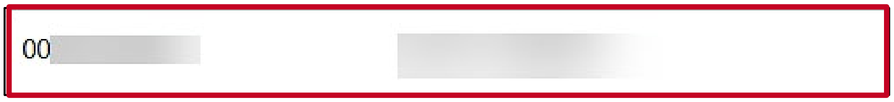
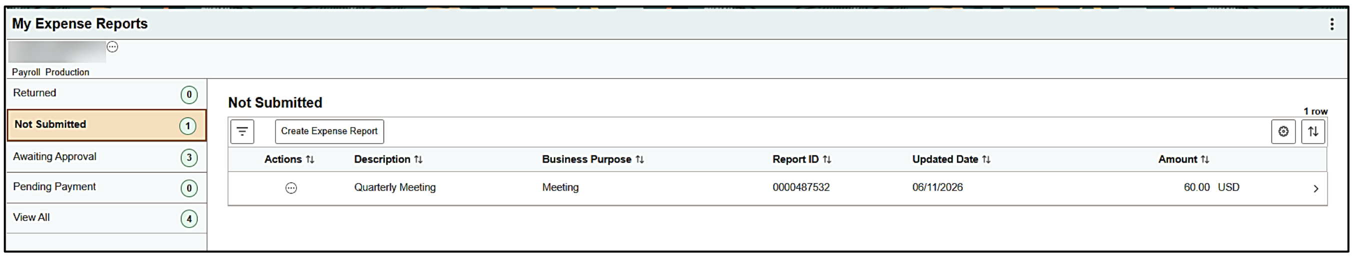
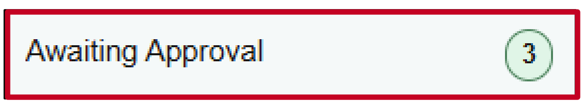
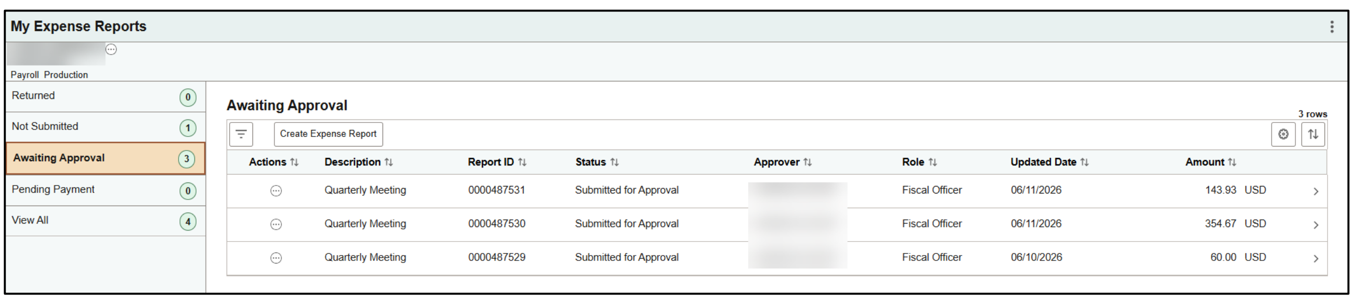
- Saved but not submitted for approval
- Withdrawn from approval after submission
- Sent back by the approver

An email is sent to the employee or the Proxy who keyed the Expense Report if it is sent back by the approver.

This section of the Job Aid provides the steps for withdrawing and updating an Expense Report.

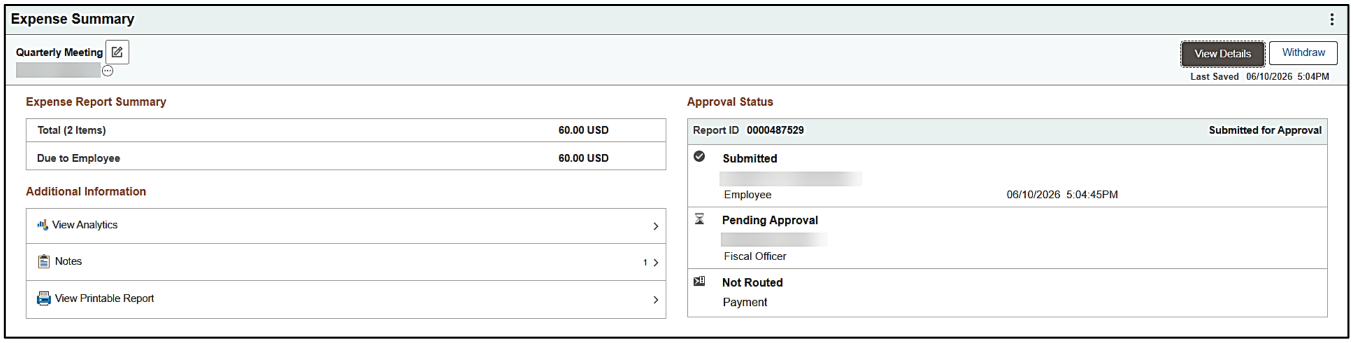
Step	Action
1.	Navigate to the **Modify Expense Report** page by clicking the **EX WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Expense Report > Modify Expense Reports** 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>i</td><td>Users can also access the Modify Expense Report page using the following navigation path:
Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Modify Expense Report</td></tr>
<tr><td colspan="2">The My Expense Reports page displays.

</td></tr>
<tr><td>i</td><td>This page defaults based on the user’s (Expense Employee) information.
For this scenario, the user needs to access a different employee.</td></tr>
<tr><td>3.</td><td>Click the Related Actions icon in the header section of the page and select Change Employee.

</td></tr>
<tr><td colspan="2">The Employee Search page displays in a pop-up window.

</td></tr>
</table>

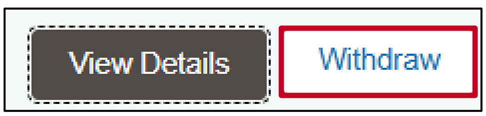
Step	Action
4.	Click the applicable employee's name or use the **Search Employee** field if needed. 
The **My Expense Reports** page displays for the employee. 	
5.	Select the **Awaiting Approval** option if it does not default. 
The page refreshes. 	
6.	Click the row of the Expense Report that needs to be withdrawn. 
	Expense Reports that are in the **Pending Payment** status cannot be updated.

Step	Action

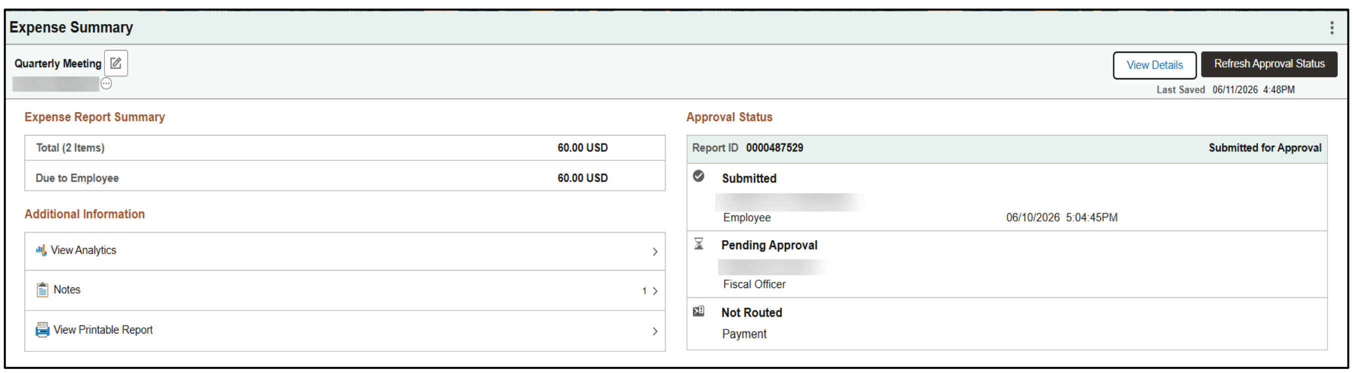
The **Expense Summary** page displays for the report.



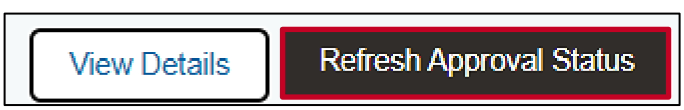
7. Click the **Withdraw** button.



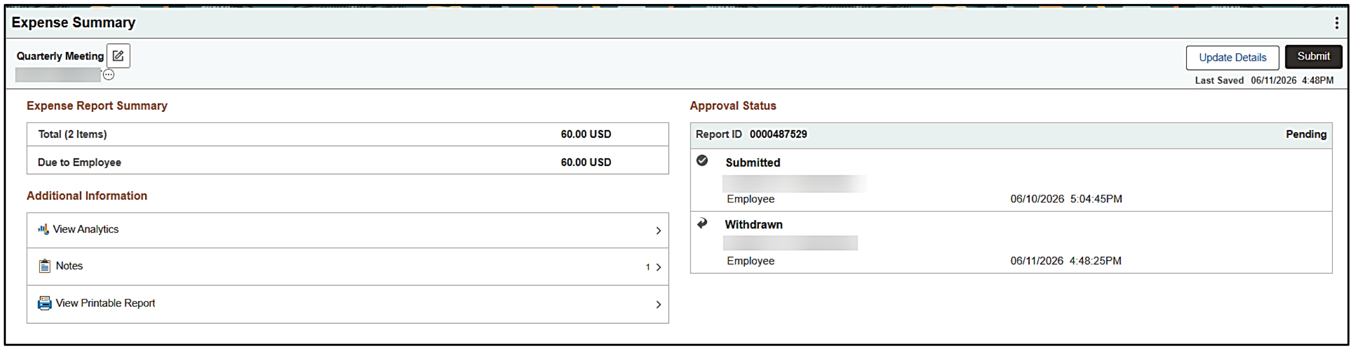
The page refreshes.



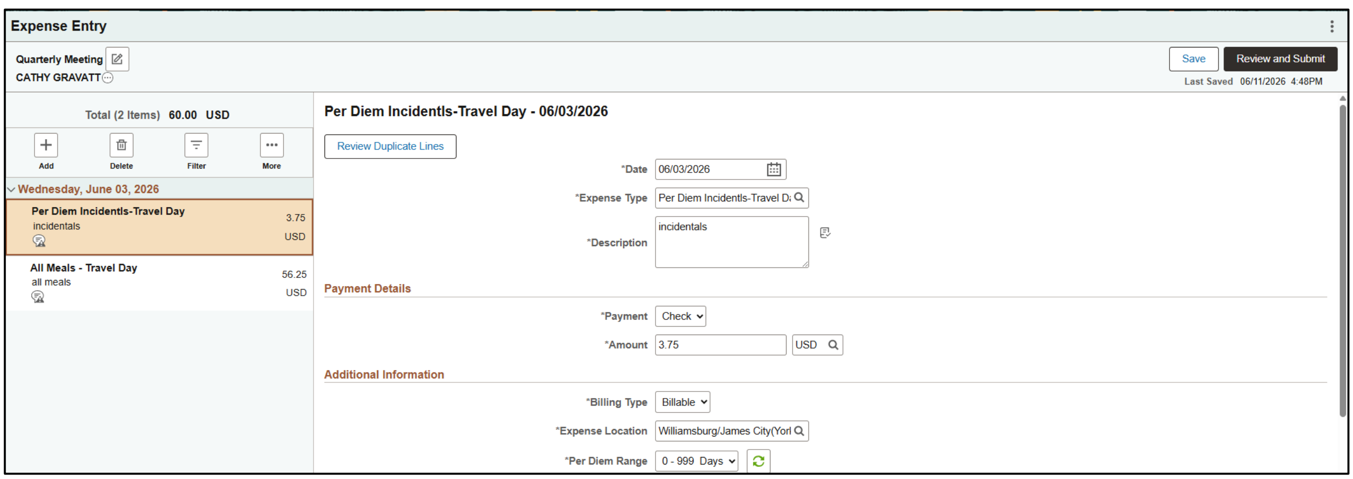
8. Click the **Refresh Approval Status** button.

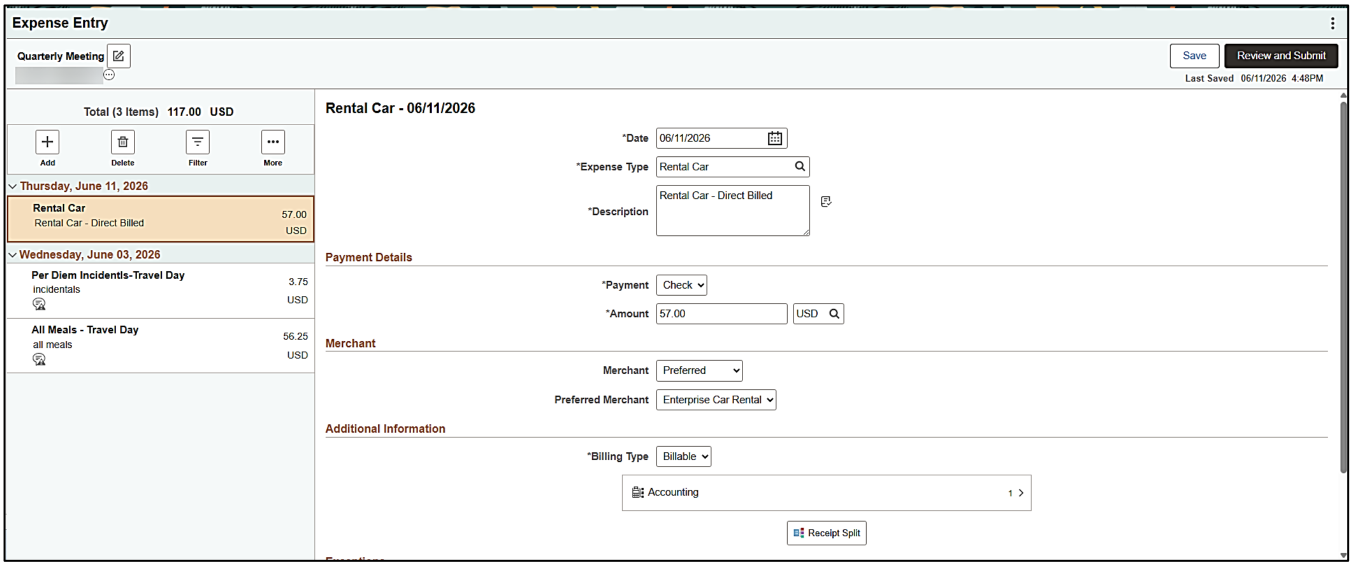
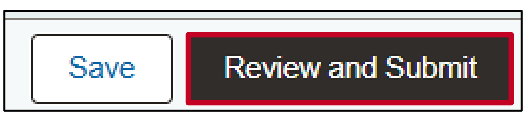
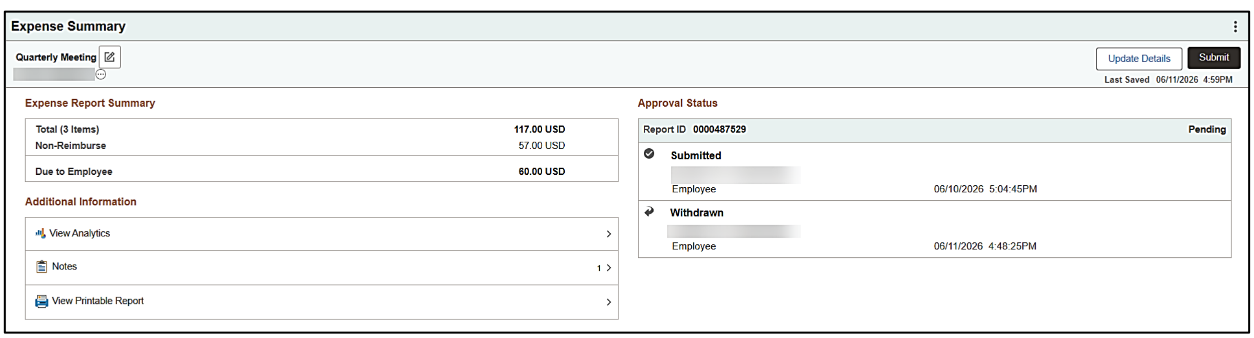


<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Expense Summary page refreshes and the Withdrawn status displays.

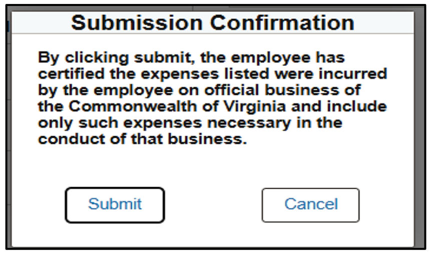

</td></tr>
<tr><td>9.</td><td>Click the Update Details button.


</td></tr>
<tr><td colspan="2">The Expense Entry page displays.


</td></tr>
<tr><td>10.</td><td>Make the applicable updates.</td></tr>
</table>

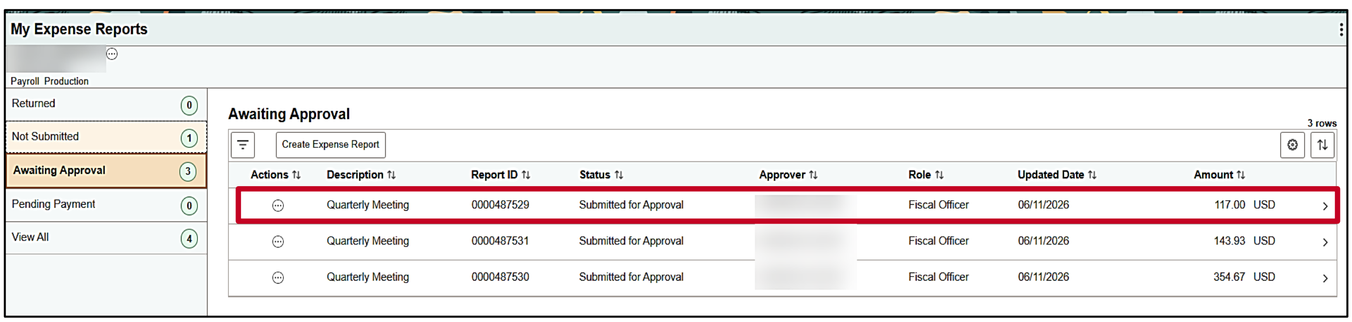
Step	Action
	An additional expense line is now added. 
11.	Click the **Review and Submit** button. 
	The **Expense Summary** page displays. 
12.	Click the **Submit** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Submission Confirmation message displays in a pop-up window.



</td></tr>
<tr><td>13.</td><td>Click the Submit button.

</td></tr>
<tr><td colspan="2">The My Expense Reports page displays with the updated report.



</td></tr>
<tr><td>14.</td><td>Make note that the Expense Report was resubmitted as applicable.</td></tr>
</table>

Deleting an Expense Report

Users can only delete an Expense Report if it meets any of the following:

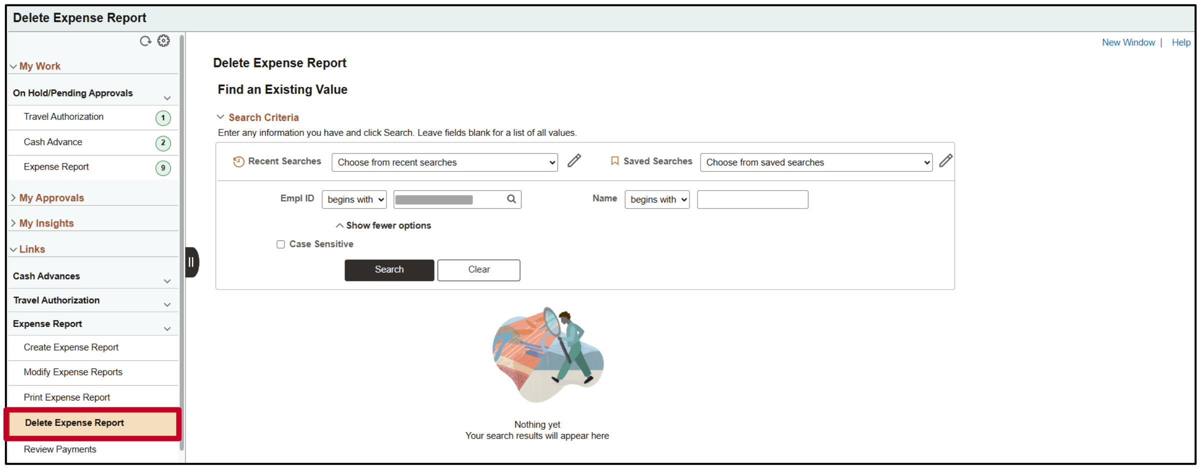
- Saved but not submitted for approval
- Withdrawn from Approval status
- Sent Back by the approver
- A Cash Advance has not been applied to it
- Denied by the approver

An email is sent to the employee or the Proxy who keyed the Expense Report when it has been “Sent Back” or “Denied”.

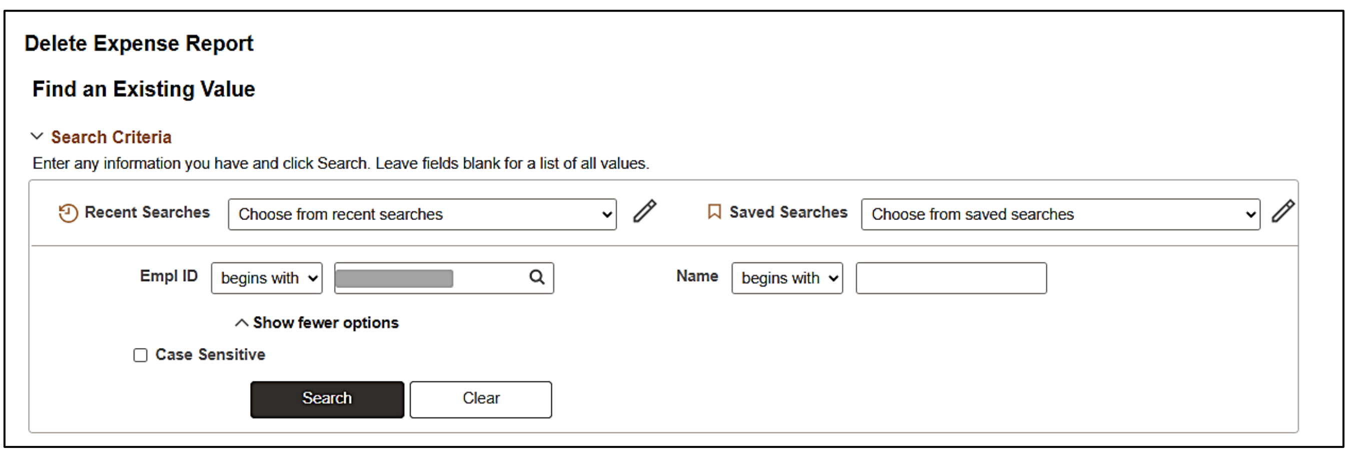
Denied Expense Reports should be deleted to restore any associated Travel Authorization if applicable. Users can then use the restored Travel Authorization to create another Expense Report if needed.

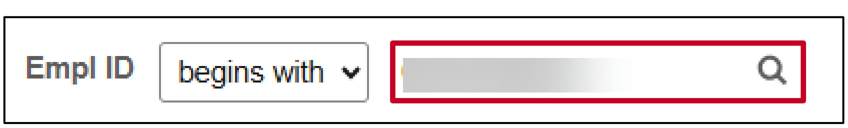
This section of the Job Aid will provide the steps for deleting an Expense Report.

Step	Action
1.	Navigate to the **Delete Expense Report** page by clicking the **EX WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
2.	Use the following navigation path in the WorkCenter: **Links > Expense Report > Delete Expense Report** 
	Users can also access the **Delete Expense Report** page using the following navigation path: **Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Delete Expense Report**

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



Step	Action
	This page defaults based on the user's (Expense Employee) information. For this scenario, the user needs to access a different employee.
3.	Enter or select the applicable employee's ID in the **Empl ID** field. 

Step	Action
4.	Click the **Search** button. Search Clear

The **Delete an Expense Report** page displays.

Travel and Expense

Delete an Expense Report

Delete an Expense Report

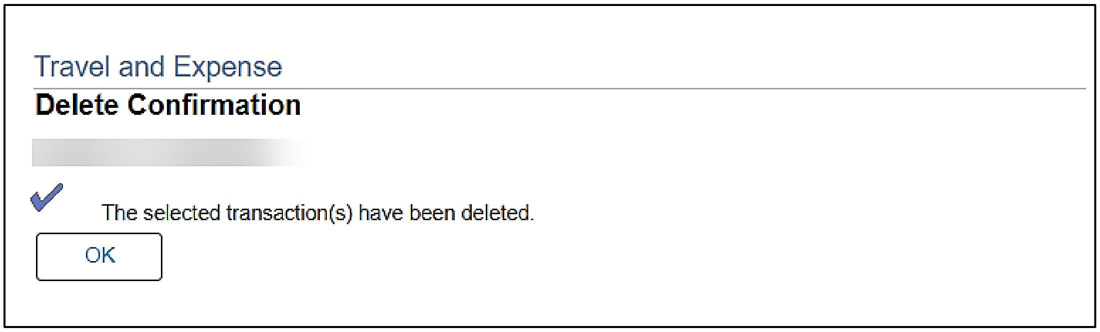
Select	Report ID	Report Description	Creation Date	Amount	Currency
☐	0000487810	Training	06/21/2026	551.00	USD
☐	0000487809	Conference	06/20/2026	163.68	USD
☐	0000487643	Meeting	04/17/2026	190.01	USD

Delete Selected Report(s)

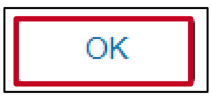
Step	Action
ℹ	Expense Reports for the selected employee that meet the criteria for deletion display.
5.	Click the **Select** checkbox for applicable Expense Report(s) that requires deletion. ☑ 0000487643 Meeting 04/17/2026 190.01 USD
6.	Click the **Delete Selected Report(s)** button. Delete Selected Report(s)

Step	Action

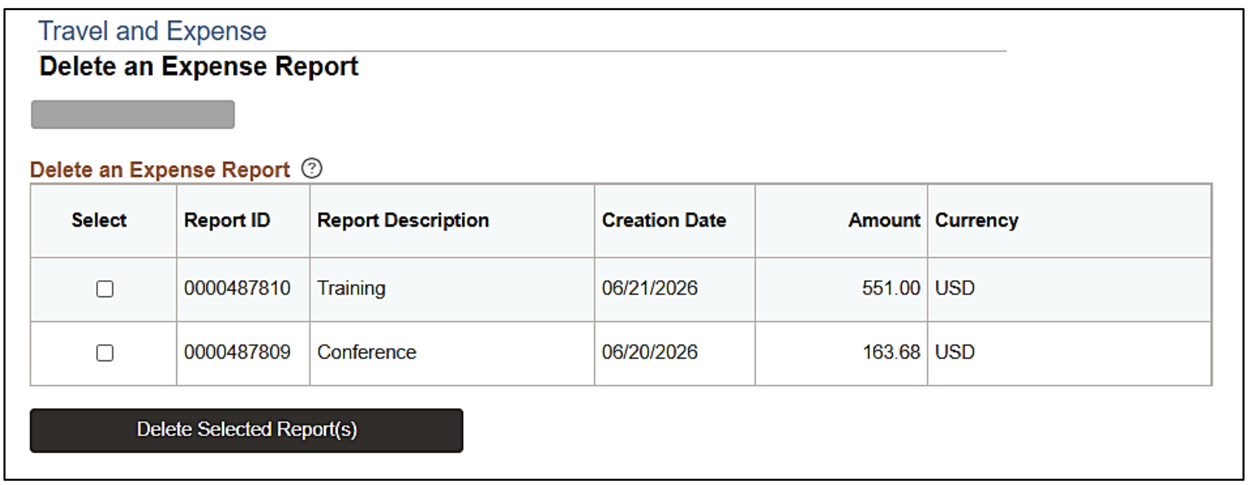
The **Delete Confirmation** message displays.



Step	Action
7.	Click the **OK** button.



The **Delete an Expense Report** page redisplays and the deleted Expense Report no longer displays.


Travel and Expense
Delete an Expense Report

Delete an Expense Report

Select	Report ID	Report Description	Creation Date	Amount	Currency
☐	0000487810	Training	06/21/2026	551.00	USD
☐	0000487809	Conference	06/20/2026	163.68	USD

Delete Selected Report(s)

When an Expense Report is deleted, this is permanent and cannot be undone.

A deleted Expense Report cannot be viewed in Cardinal.