



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When an expense transaction is withdrawn, it opens the transaction so that it can be updated or deleted. Expense transactions can only be withdrawn prior to the approver taking an action on the transaction. Once the approver takes an action on the expense transaction, it cannot be withdrawn.

Updating an expense transaction can be done when the transaction has been saved, withdrawn before approval, or sent back by the approver.

Deleting an expense transaction can be done when the transaction has been saved, withdrawn before approval or sent back by the approver.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

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AP315A Updating, Deleting, and Withdrawing Expense Transactions

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- Withdrawn from approvals after submission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

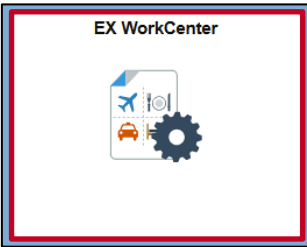
A Travel Authorization cannot be updated if it has been:

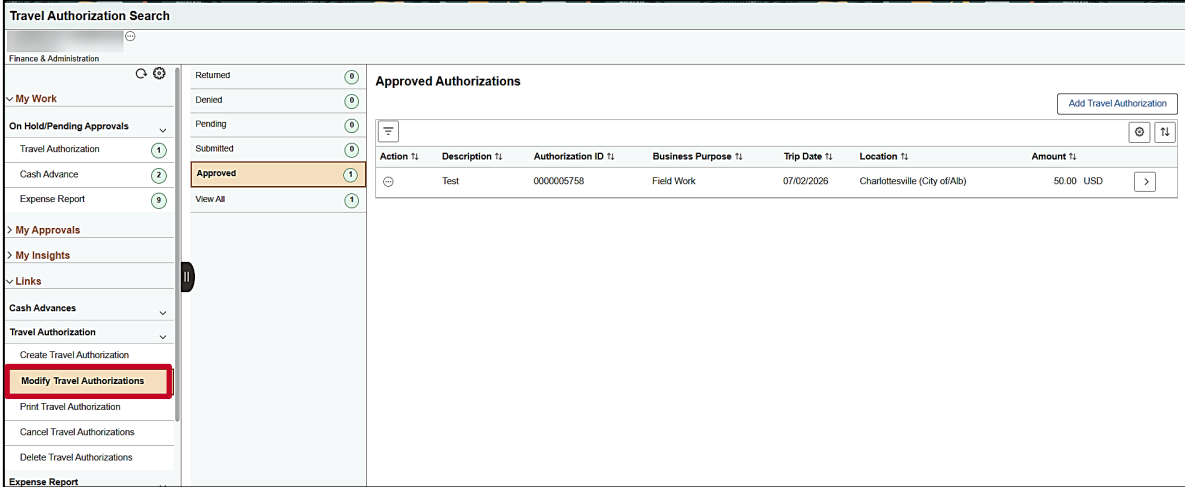
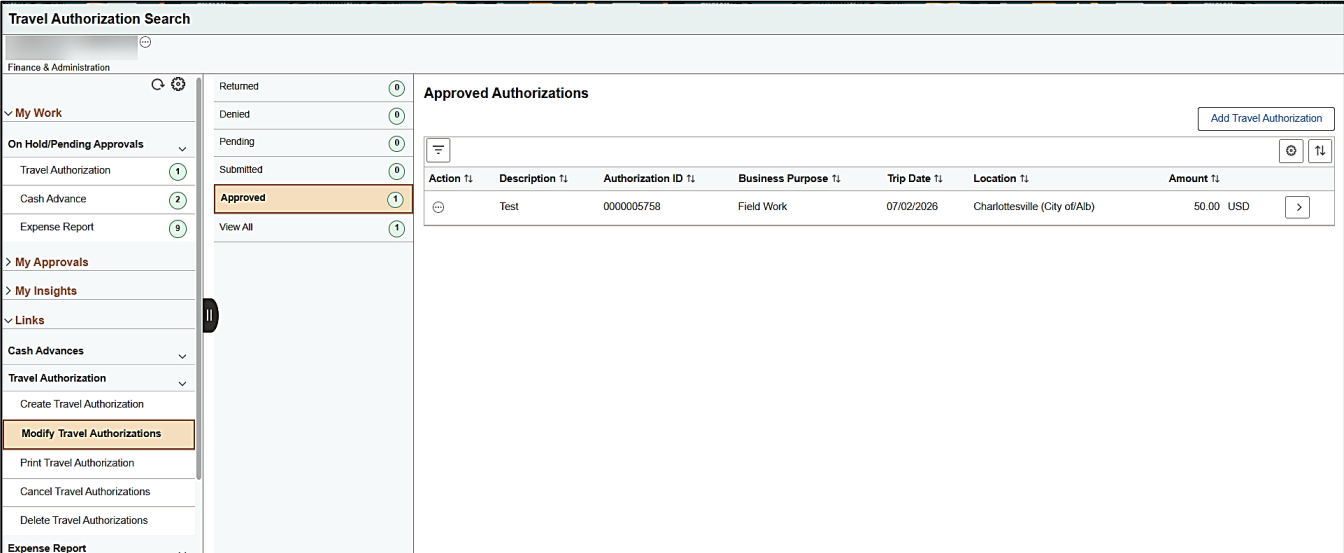
- Approved
- Denied by the approver

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.

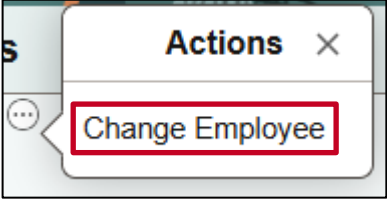
Step	Action
1.	Navigate to the Modify Travel Authorization page by clicking the EX WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.

Step	Action
2.	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. 
	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
The Travel Authorization Search page displays. 	

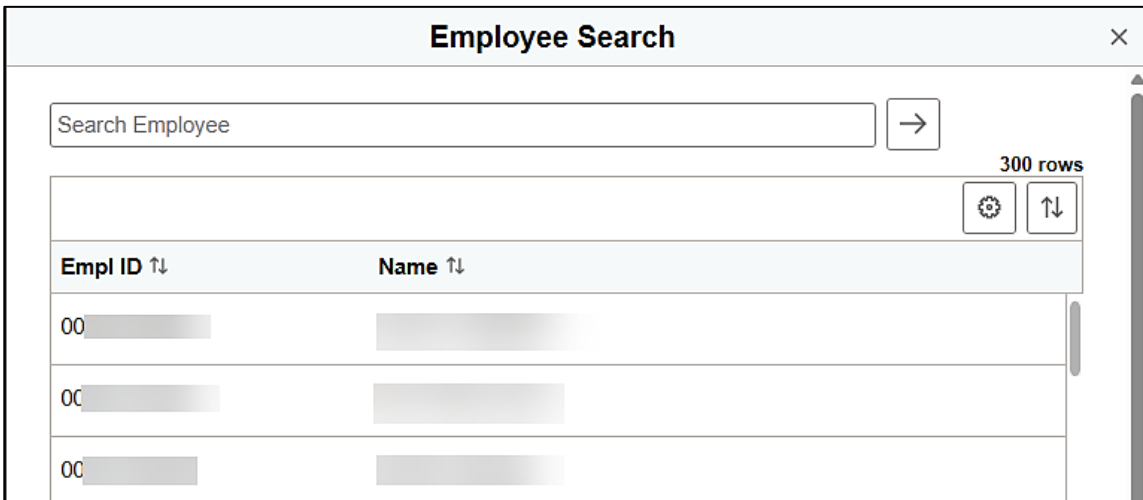


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Step	Action
	This page defaults based on the user's (Expense Employee) information. For this scenario, the user needs to access a different employee.
3.	Click the Related Actions icon in the header section of the page and select Change Employee . 

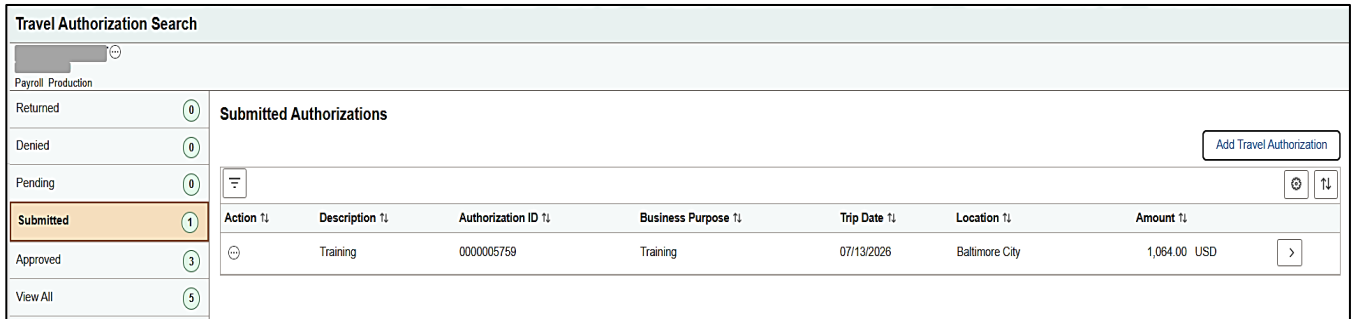
The **Employee Search** page displays in a pop-up window.



The Employee Search pop-up window features a search bar at the top with the placeholder text "Search Employee" and a right-pointing arrow button. Below the search bar, there is a table with two columns: "Empl ID ↑↓" and "Name ↑↓". The table contains three rows of data, each with a blurred employee ID and name. To the right of the table, there is a vertical scrollbar and a "300 rows" indicator. Above the table, there are two icons: a gear icon and a double-headed arrow icon.

4.	Click the applicable employee's name or use the Search Employee field if needed. 
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The **Submitted Authorizations** page displays for the employee.

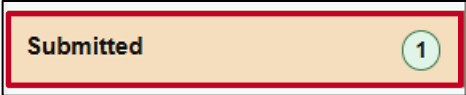
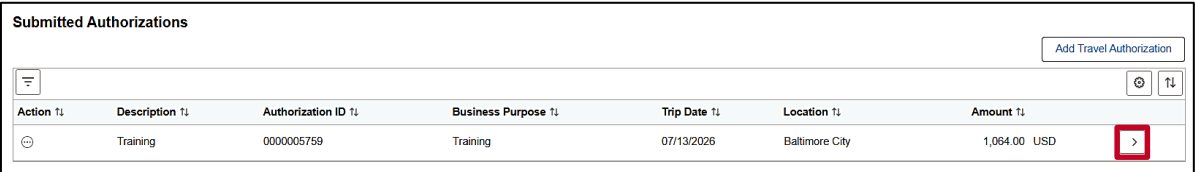
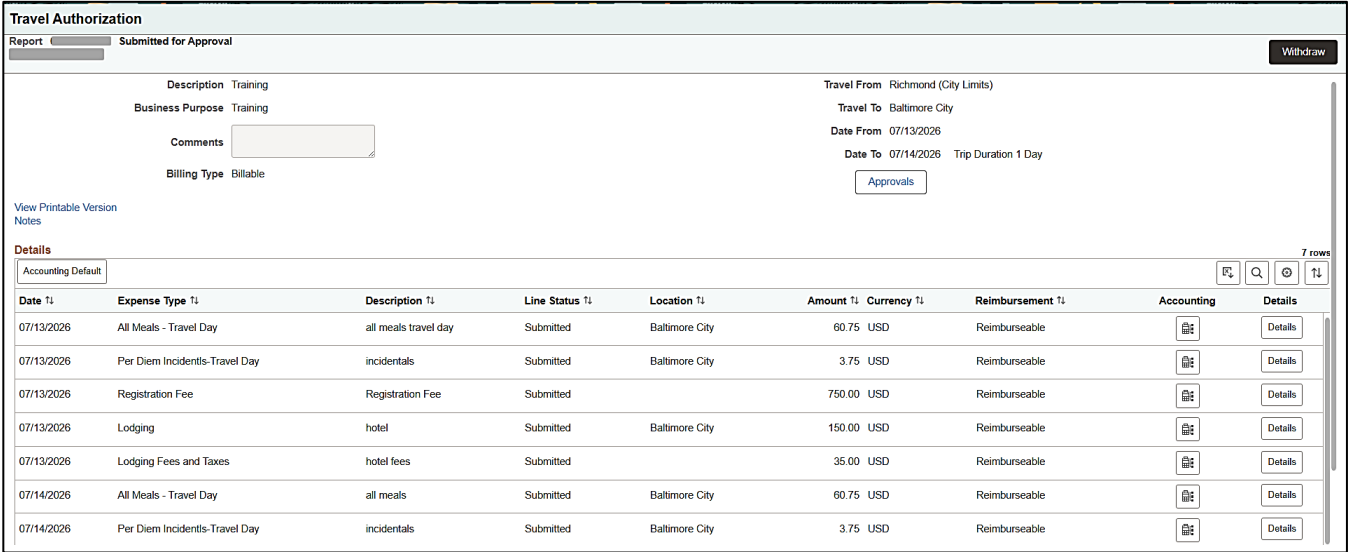
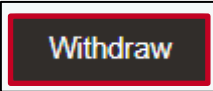


The Submitted Authorizations page displays a table of travel authorizations. On the left side, there is a sidebar with a "Travel Authorization Search" header and a list of filters: "Returned" (0), "Denied" (0), "Pending" (0), "Submitted" (1), "Approved" (3), and "View All" (5). The "Submitted" filter is currently selected. The main table has columns: "Action ↑↓", "Description ↑↓", "Authorization ID ↑↓", "Business Purpose ↑↓", "Trip Date ↑↓", "Location ↑↓", and "Amount ↑↓". The first row of data shows "Training" as the description, "0000005759" as the authorization ID, "Training" as the business purpose, "07/13/2026" as the trip date, "Baltimore City" as the location, and "1,064.00 USD" as the amount. There is a "Add Travel Authorization" button in the top right corner and a right-pointing arrow button at the bottom right of the table.



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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. 	
7.	Click the Withdraw button. 



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Step

Action

The Travel Authorization Search page redispays.

Travel Authorization Search

Payroll Production

Returned 0

Denied 0

Pending 1

Submitted 0

Approved 3

View All 5

Pending Authorizations

Add Travel Authorization

Action ?	Description ?	Authorization ID ?	Business Purpose ?	Trip Date ?	Location ?	Amount ?
⊖	Training	0000005759	Training	07/13/2026	Baltimore City	1,064.00 USD

>

i

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.

8.

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

Pending Authorizations

Add Travel Authorization

Action ?	Description ?	Authorization ID ?	Business Purpose ?	Trip Date ?	Location ?	Amount ?
⊖	Training	0000005759	Training	07/13/2026	Baltimore City	1,064.00 USD

>



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Step	Action																																										
	The Travel Authorization page displays. Travel Authorization Report: 0000005759 Pending *Description: Training *Business Purpose: Training Comments Billing Type: Billable Attachments *Travel From: Richmond (City Limits) *Travel To: Baltimore City *Date From: 07/13/2026 *Date To: 07/14/2026 Approvals Save Submit Create A Cash Advance View Printable Version Notes Details Accounting Default Populate from Travel Authorization Populate from Template Quick-Fill <table><thead><tr><th>Date</th><th>Expense Type</th><th>Description</th><th>Location</th><th>Amount</th><th>Currency</th><th>Accounting</th></tr></thead><tbody><tr><td>07/13/2026</td><td>All Meals - Travel Day</td><td>all meals travel day</td><td>Baltimore City</td><td>60.75</td><td>USD</td><td>Details + -</td></tr><tr><td>07/13/2026</td><td>Per Diem Incidentals-Travel Day</td><td>incidentals</td><td>Baltimore City</td><td>3.75</td><td>USD</td><td>Details + -</td></tr><tr><td>07/13/2026</td><td>Registration Fee</td><td>Registration Fee</td><td></td><td>750.00</td><td>USD</td><td>Details + -</td></tr><tr><td>07/13/2026</td><td>Lodging</td><td>hotel</td><td>Baltimore City</td><td>150.00</td><td>USD</td><td>Details + -</td></tr><tr><td>07/13/2026</td><td>Lodging Fees and Taxes</td><td>hotel fees</td><td></td><td>35.00</td><td>USD</td><td>Details + -</td></tr></tbody></table>	Date	Expense Type	Description	Location	Amount	Currency	Accounting	07/13/2026	All Meals - Travel Day	all meals travel day	Baltimore City	60.75	USD	Details + -	07/13/2026	Per Diem Incidentals-Travel Day	incidentals	Baltimore City	3.75	USD	Details + -	07/13/2026	Registration Fee	Registration Fee		750.00	USD	Details + -	07/13/2026	Lodging	hotel	Baltimore City	150.00	USD	Details + -	07/13/2026	Lodging Fees and Taxes	hotel fees		35.00	USD	Details + -
Date	Expense Type	Description	Location	Amount	Currency	Accounting																																					
07/13/2026	All Meals - Travel Day	all meals travel day	Baltimore City	60.75	USD	Details + -																																					
07/13/2026	Per Diem Incidentals-Travel Day	incidentals	Baltimore City	3.75	USD	Details + -																																					
07/13/2026	Registration Fee	Registration Fee		750.00	USD	Details + -																																					
07/13/2026	Lodging	hotel	Baltimore City	150.00	USD	Details + -																																					
07/13/2026	Lodging Fees and Taxes	hotel fees		35.00	USD	Details + -																																					
9.	Make the applicable updates and/or additions.																																										
10.	Click the Submit button. Save Submit																																										
	The certification statement displays. COVA verbiage for Travel Authorizations By clicking OK, the employee has certified the expenses listed are estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. OK Cancel																																										
11.	Click the OK button. OK Cancel																																										



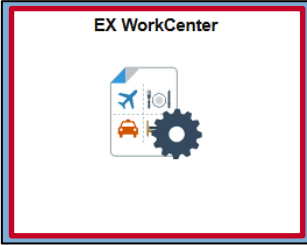
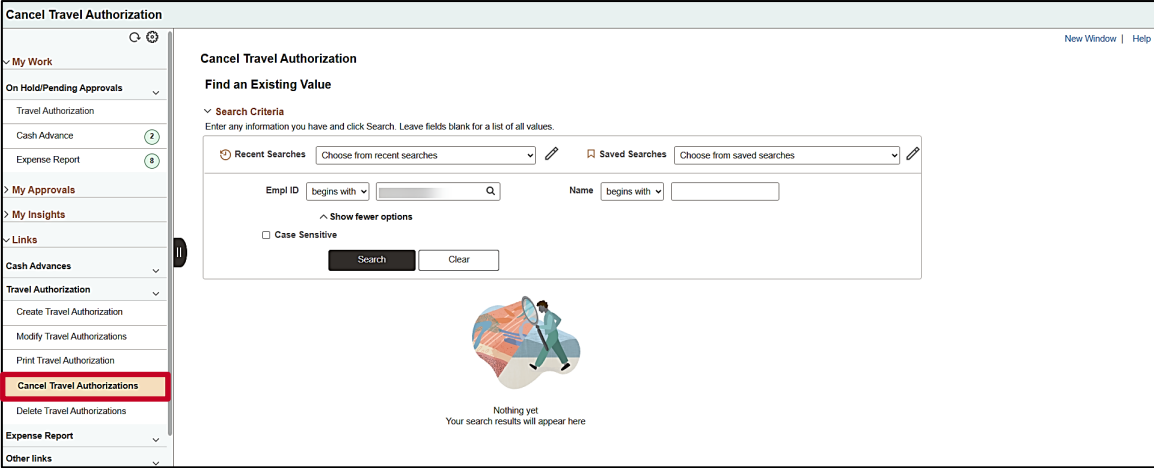
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Step	Action
	The Travel Authorization Search page redisplay with a message indicating the Travel Authorization has been submitted for approval. Travel Authorization Search Your travel authorization 0000005759 has been submitted for approval. X The Travel Authorization displays under Submitted status. Travel Authorization Search Payroll Production Returned 0 Denied 0 Pending 0 Submitted 1 Approved 3 View All 5 Submitted Authorizations Add Travel Authorization Action ⌵ Description ⌵ Authorization ID ⌵ Business Purpose ⌵ Trip Date ⌵ Location ⌵ Amount ⌵ Training 0000005759 Training 07/13/2026 Baltimore City 1,314.00 USD

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

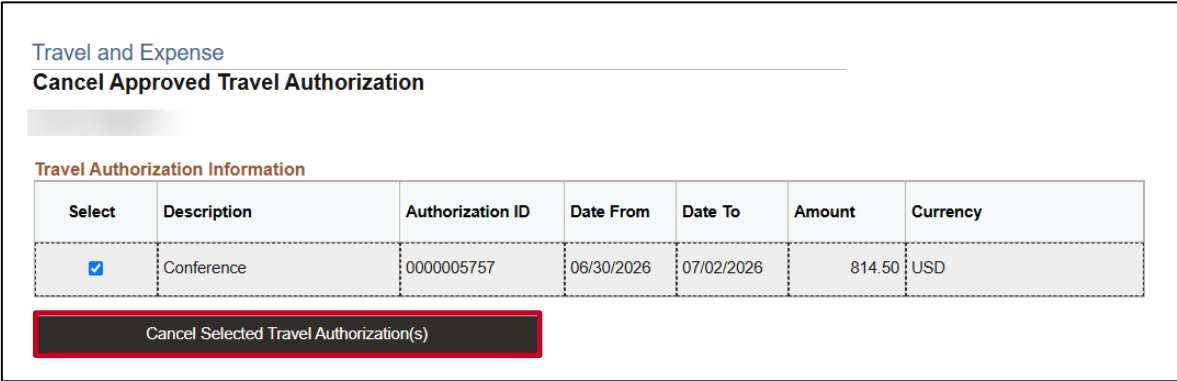
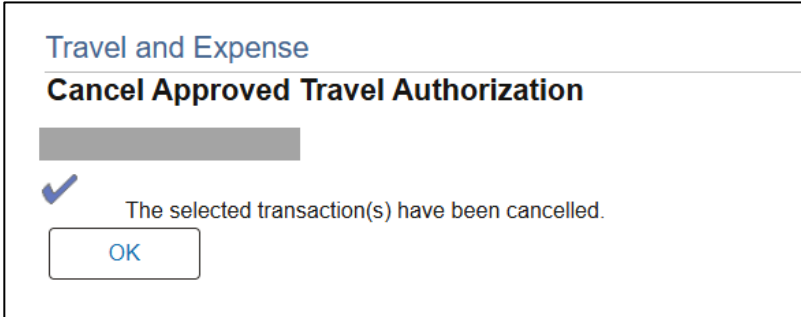


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Step	Action														
	The Cancel Travel Authorization Find an Existing Value Search page displays. Cancel Travel Authorization New Window Help Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Saved Searches Choose from saved searches Empl ID begins with Q Name begins with ^ Show fewer options ☐ Case Sensitive Search Clear														
	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. Empl ID begins with Q Name begins with														
	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. Search Clear														
	The Cancel Approved Travel Authorization page displays. Travel and Expense Cancel Approved Travel Authorization Travel Authorization Information <table border="1"><thead><tr><th>Select</th><th>Description</th><th>Authorization ID</th><th>Date From</th><th>Date To</th><th>Amount</th><th>Currency</th></tr></thead><tbody><tr><td>☐</td><td>Conference</td><td>0000005757</td><td>06/30/2026</td><td>07/02/2026</td><td>814.50</td><td>USD</td></tr></tbody></table> Cancel Selected Travel Authorization(s)	Select	Description	Authorization ID	Date From	Date To	Amount	Currency	☐	Conference	0000005757	06/30/2026	07/02/2026	814.50	USD
Select	Description	Authorization ID	Date From	Date To	Amount	Currency									
☐	Conference	0000005757	06/30/2026	07/02/2026	814.50	USD									

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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. 

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Step	Action														
	The Cancel Approved Travel Authorization redisplay and the cancelled Travel Authorization no longer displays. Travel and Expense Cancel Approved Travel Authorization Travel Authorization Information <table><tr><th>Select</th><th>Description</th><th>Authorization ID</th><th>Date From</th><th>Date To</th><th>Amount</th><th>Currency</th></tr><tr><td>☐</td><td></td><td></td><td></td><td></td><td>0.000</td><td></td></tr></table> Cancel Selected Travel Authorization(s)	Select	Description	Authorization ID	Date From	Date To	Amount	Currency	☐					0.000	
Select	Description	Authorization ID	Date From	Date To	Amount	Currency									
☐					0.000										
	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.														

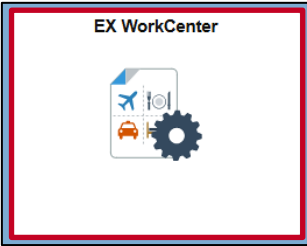
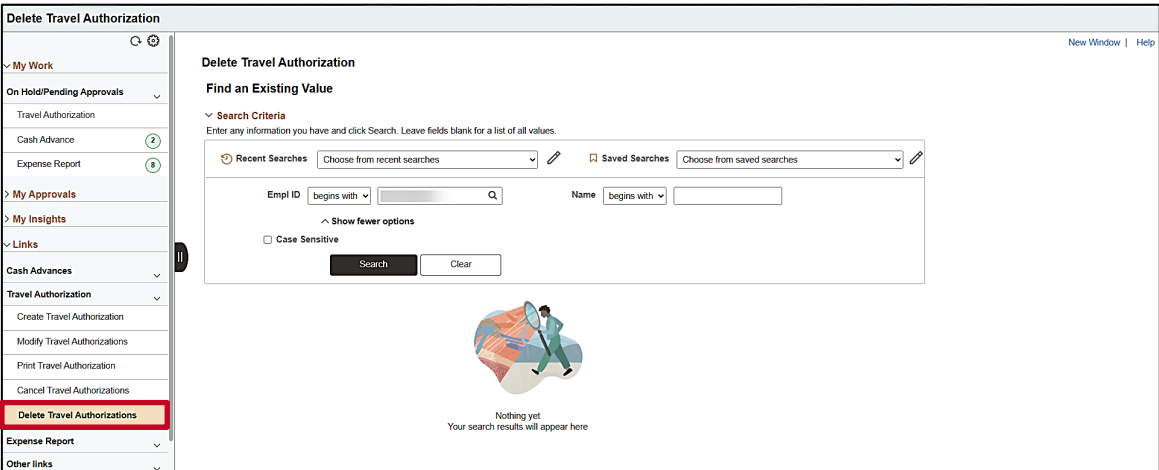
Deleting a Travel Authorization

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.

Step	Action
1.	Navigate to the Delete 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.
2.	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. 

Step	Action
	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. Delete Travel Authorization 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 ▼  Empl ID begins with ▼ Q Name begins with ▼ ^ Show fewer options ☐ Case Sensitive Search Clear	
	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. Empl ID begins with ▼ Q
4.	Click the Search button. Search Clear

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Step	Action														
	The Travel and Expense Delete a Travel Authorization page displays. Travel and Expense Delete a Travel Authorization Travel Authorizations <table><tr><th>Select</th><th>Description</th><th>Authorization ID</th><th>Date From</th><th>Date To</th><th>Amount</th><th>Currency</th></tr><tr><td>☐</td><td>Training</td><td>0000005746</td><td>04/20/2026</td><td>04/21/2026</td><td>56.25</td><td>USD</td></tr></table> Delete Selected Authorization(s)	Select	Description	Authorization ID	Date From	Date To	Amount	Currency	☐	Training	0000005746	04/20/2026	04/21/2026	56.25	USD
Select	Description	Authorization ID	Date From	Date To	Amount	Currency									
☐	Training	0000005746	04/20/2026	04/21/2026	56.25	USD									
	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. Select ☐														
6.	Click the Delete Selected Authorization(s) button. Travel and Expense Delete a Travel Authorization Travel Authorizations <table><tr><th>Select</th><th>Description</th><th>Authorization ID</th><th>Date From</th><th>Date To</th><th>Amount</th><th>Currency</th></tr><tr><td>☒</td><td>Training</td><td>0000005746</td><td>04/20/2026</td><td>04/21/2026</td><td>56.25</td><td>USD</td></tr></table> Delete Selected Authorization(s)	Select	Description	Authorization ID	Date From	Date To	Amount	Currency	☒	Training	0000005746	04/20/2026	04/21/2026	56.25	USD
Select	Description	Authorization ID	Date From	Date To	Amount	Currency									
☒	Training	0000005746	04/20/2026	04/21/2026	56.25	USD									

Step	Action														
	The Delete Confirmation page displays with a message indicating the transaction has been deleted. Travel and Expense Delete Confirmation  The selected transaction(s) have been deleted. OK														
7.	Click the OK button. OK														
	The Delete a Travel Authorization page redisplay and the deleted Travel Authorization no longer displays. Travel and Expense Delete a Travel Authorization Travel Authorizations <table><thead><tr><th>Select</th><th>Description</th><th>Authorization ID</th><th>Date From</th><th>Date To</th><th>Amount</th><th>Currency</th></tr></thead><tbody><tr><td>☐</td><td></td><td></td><td></td><td></td><td>0.000</td><td></td></tr></tbody></table> Delete Selected Authorization(s)	Select	Description	Authorization ID	Date From	Date To	Amount	Currency	☐					0.000	
Select	Description	Authorization ID	Date From	Date To	Amount	Currency									
☐					0.000										
	When a Travel Authorization is deleted, this is permanent and cannot be undone. A deleted Travel Authorization cannot be viewed in Cardinal.														

Withdrawing and Updating a Cash Advance

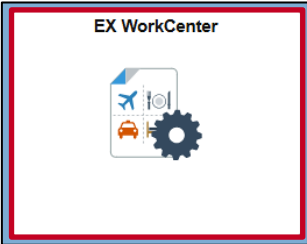
A Cash Advance can only be updated if it has been:

- 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

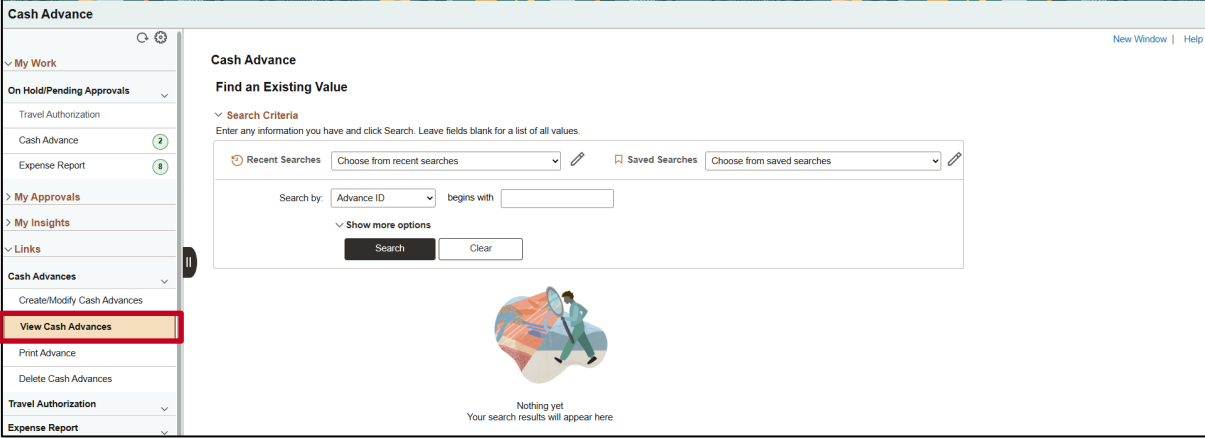
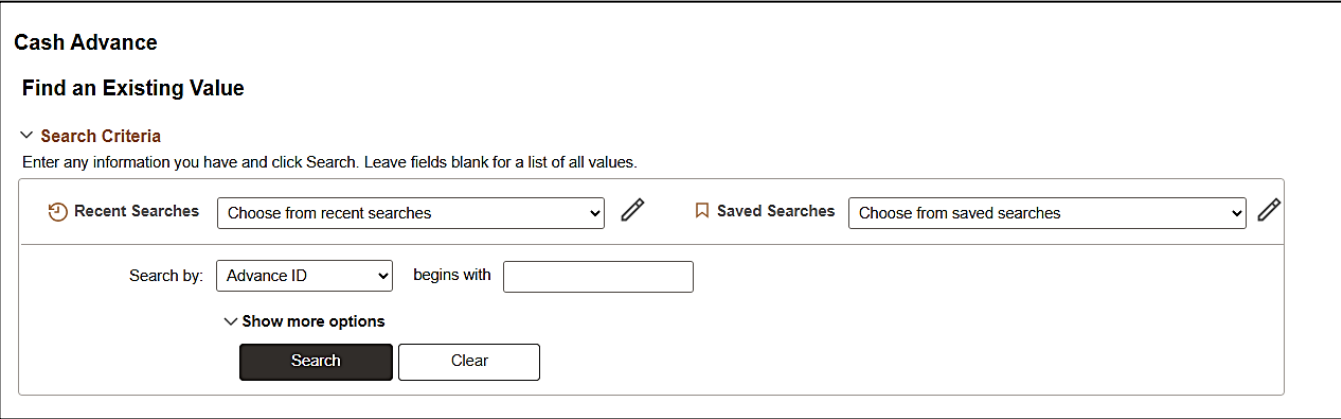
A Cash Advance cannot be updated if it has been:

- 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.

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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.



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Step	Action
3.	Enter the Cash Advance ID number in the Advance ID field. Search by: Advance ID ▼ begins with
	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. Search Clear

The **Modify Cash Advance** page displays.

Business Purpose

Conference

Advance Description

Hotel and Registration Fee

Accounting Date

05/29/2026

Report Reference

0000002594 Submitted for Approval

Post State

Not Applied

Created

06/23/2026

Last Updated

06/23/2026

Cash Advance ⓘ

User Defaults

View Printable Version

Notes

*Source

Description

*Amount

Currency

System Check

Hotel cost and Reg Fee

1,000.00

USD

Apply Tax

Totals

Advance Amount

1,000.00 USD

☒ By checking this box, the employee has certified the advance requested is related to estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business, and the advance will be repaid in accordance with policies/procedures outlined in CAPP Topic 20336.

Submit Cash Advance

Withdraw Cash Advance

Submitted On

06/23/2026

Submitted By

Approval History

Submitted

Fiscal Officer

Payment

Role

Name

Action

Date/Time

Employee

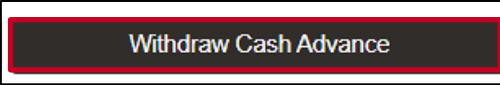
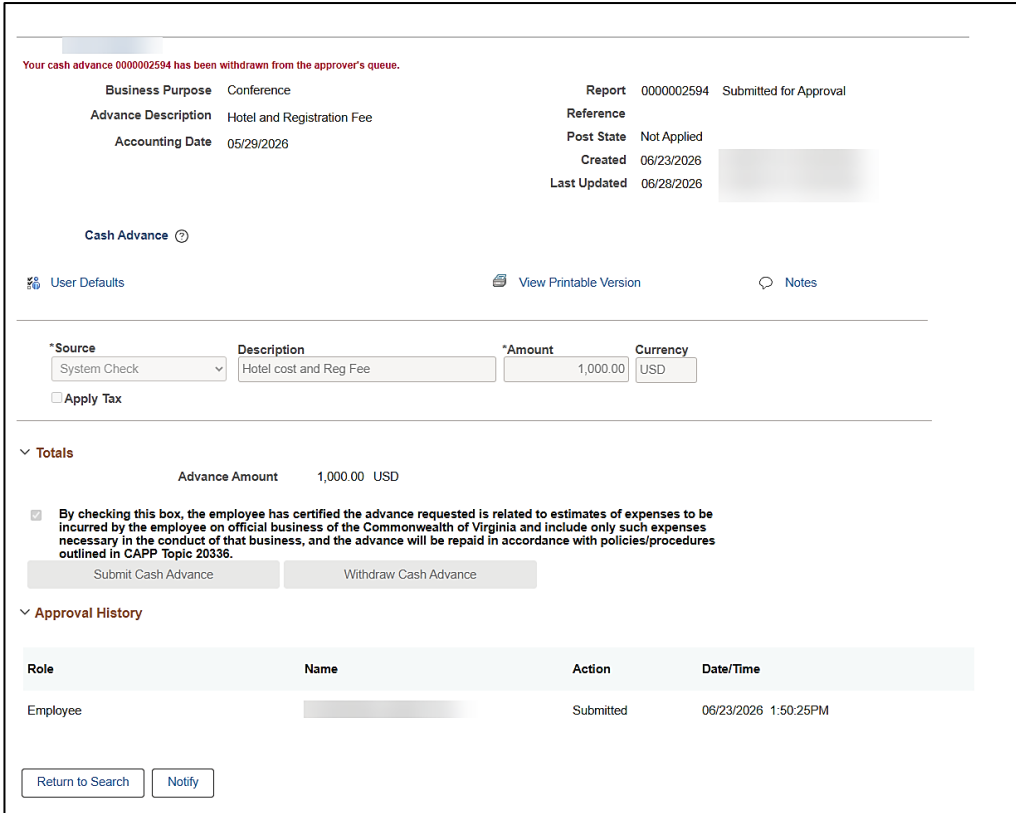
Submitted

06/23/2026 1:50:25PM

Return to Search

Notify

AP315A Updating, Deleting, and Withdrawing Expense Transactions

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. 

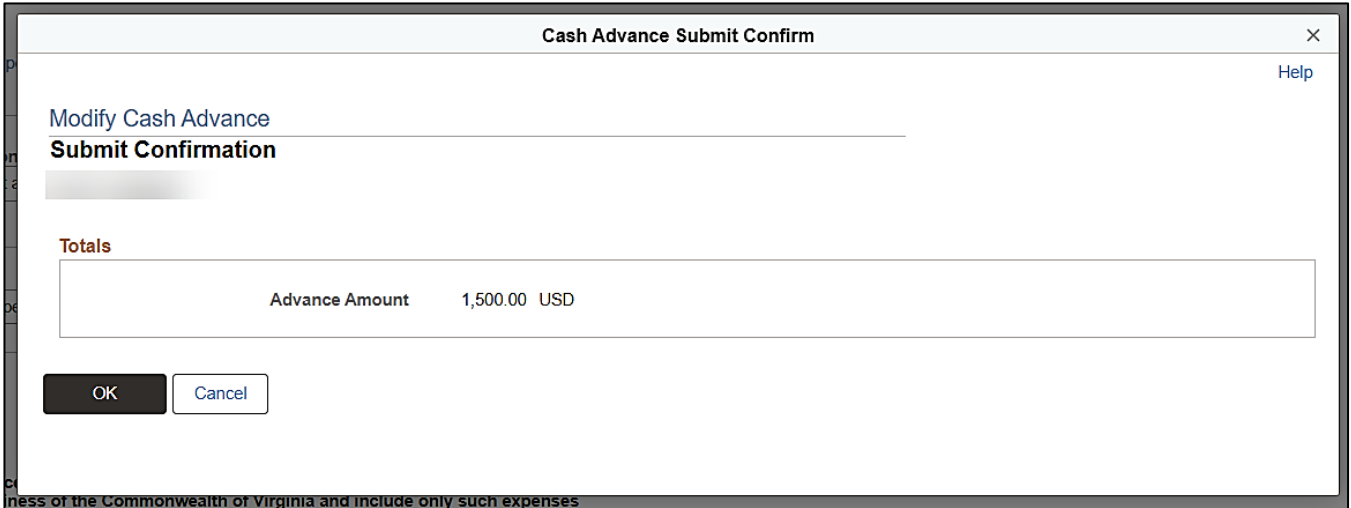


Accounts Payable Job Aid

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Step	Action
	The Cash Advance Add a New Value page displays. Cash Advance My Work On Hold/Pending Approvals Travel Authorization Cash Advance Expense Report My Approvals My Insights Links Cash Advances Create/Modify Cash Advances View Cash Advances Print Advance Delete Cash Advances Cash Advance Add a New Value Find an Existing Value Empl ID Add
7.	Click the Find an Existing Value button. Find an Existing Value
	The Cash Advance Find an Existing Value Search page displays. Cash Advance Find an Existing Value Add a New 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 Search by: Advance ID begins with Show more options Search Clear
8.	Enter the Cash Advance ID number in the Advance ID field. Search by: Advance ID begins with

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Step	Action
11.	Click the Certification Statement checkbox. ☐ By checking this box, the employee has certified the advance requested is related to estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business, and the advance will be repaid in accordance with policies/procedures outlined in CAPP Topic 20336. Submit Cash Advance
	The Submit Cash Advance button becomes enabled.
12.	Click the Submit Cash Advance button. Submit Cash Advance
The Cash Advance Submit Confirm page displays in a pop-up window. 	
13.	Click the OK button. OK Cancel



Accounts Payable Job Aid

AP315A Updating, Deleting, and Withdrawing Expense Transactions

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. Your cash advance 0000002594 has been submitted for approval. <table><tr><td>Business Purpose</td><td>Conference</td><td>Report</td><td>0000002594</td><td>Submission in Process</td></tr><tr><td>Advance Description</td><td>Hotel and Registration Fee</td><td>Reference</td><td></td><td></td></tr><tr><td>Accounting Date</td><td>05/29/2026</td><td>Post State</td><td>Not Applied</td><td></td></tr><tr><td></td><td></td><td>Created</td><td>06/23/2026</td><td></td></tr><tr><td></td><td></td><td>Last Updated</td><td>06/28/2026</td><td></td></tr></table> Cash Advance ? User Defaults View Printable Version Notes <table><thead><tr><th>*Source</th><th>Description</th><th>*Amount</th><th>Currency</th></tr></thead><tbody><tr><td> System Check </td><td> Hotel cost and Reg Fee </td><td> 1,000.00 </td><td> USD </td></tr><tr><td colspan="4">☐ Apply Tax</td></tr><tr><td> System Check </td><td> Travel Expenses </td><td> 500.00 </td><td> USD </td></tr><tr><td colspan="4">☐ Apply Tax</td></tr></tbody></table> ▼ Totals Advance Amount 1,500.00 USD ☒ By checking this box, the employee has certified the advance requested is related to estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business, and the advance will be repaid in accordance with policies/procedures outlined in CAPP Topic 20336. Submit Cash Advance Submitted On 06/23/2026 Submitted By Refresh Approval Status Return to Search Notify	Business Purpose	Conference	Report	0000002594	Submission in Process	Advance Description	Hotel and Registration Fee	Reference			Accounting Date	05/29/2026	Post State	Not Applied				Created	06/23/2026				Last Updated	06/28/2026		*Source	Description	*Amount	Currency	System Check	Hotel cost and Reg Fee	1,000.00	USD	☐ Apply Tax				System Check	Travel Expenses	500.00	USD	☐ Apply Tax			
Business Purpose	Conference	Report	0000002594	Submission in Process																																										
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		Last Updated	06/28/2026																																											
*Source	Description	*Amount	Currency																																											
System Check	Hotel cost and Reg Fee	1,000.00	USD																																											
☐ Apply Tax																																														
System Check	Travel Expenses	500.00	USD																																											
☐ Apply Tax																																														

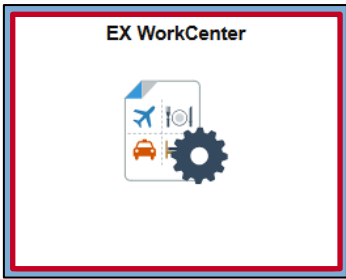
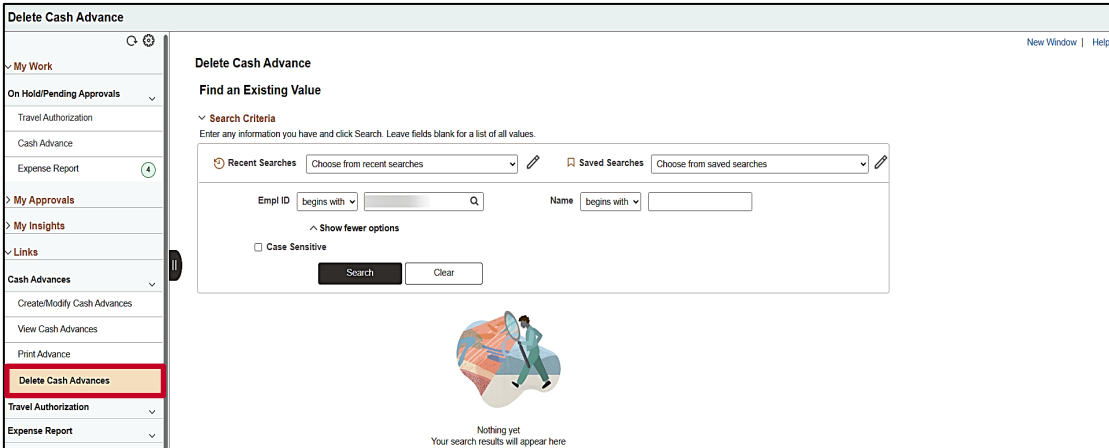
Deleting a Cash Advance

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. 

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Step	Action
	Users can also 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 Find an Existing Value Search page displays. Delete Cash Advance 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 Empl ID begins with ▼ Q Name begins with ▼ ^ Show fewer options ☐ Case Sensitive Search Clear	
	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. Empl ID begins with ▼ Q
	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. Search Clear

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Step	Action												
	The Delete Cash Advance Report page displays. Travel & Expenses - Cash Advance Report Delete Cash Advance Report Cash Advance Information <table border="1"> <thead> <tr> <th>Select</th> <th>Advance ID</th> <th>Description</th> <th>Creation Date</th> <th>Amount</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td>☐</td> <td>0000002593</td> <td>Business Accounting</td> <td>06/21/2026</td> <td>500.00</td> <td>USD</td> </tr> </tbody> </table> Delete Selected Advance(s)	Select	Advance ID	Description	Creation Date	Amount	Currency	☐	0000002593	Business Accounting	06/21/2026	500.00	USD
Select	Advance ID	Description	Creation Date	Amount	Currency								
☐	0000002593	Business Accounting	06/21/2026	500.00	USD								
	Only Cash Advances that are eligible for deletion display.												
5.	Click the Select checkbox beside the cash advance that requires deletion. Select ☐												
6.	Click the Delete Selected Advance(s) button. Delete Selected Advance(s)												
	A Delete Confirmation page displays with a message indicating that the selected transaction has been deleted. Travel & Expenses - Cash Advance Report Delete Confirmation  The selected transaction(s) have been deleted. OK												

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Step	Action												
7.	Click the OK button. 												
The Delete Cash Advance Report page redisplay and the deleted Cash Advance no longer displays. Travel & Expenses - Cash Advance Report Delete Cash Advance Report Cash Advance Information <table><thead><tr><th>Select</th><th>Advance ID</th><th>Description</th><th>Creation Date</th><th>Amount</th><th>Currency</th></tr></thead><tbody><tr><td>☐</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> Delete Selected Advance(s)		Select	Advance ID	Description	Creation Date	Amount	Currency	☐					
Select	Advance ID	Description	Creation Date	Amount	Currency								
☐													
	When a Cash Advance is deleted, this is permanent and cannot be undone. A deleted Cash Advance cannot be viewed in Cardinal.												

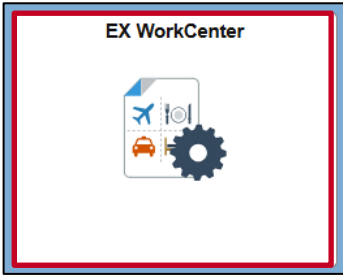
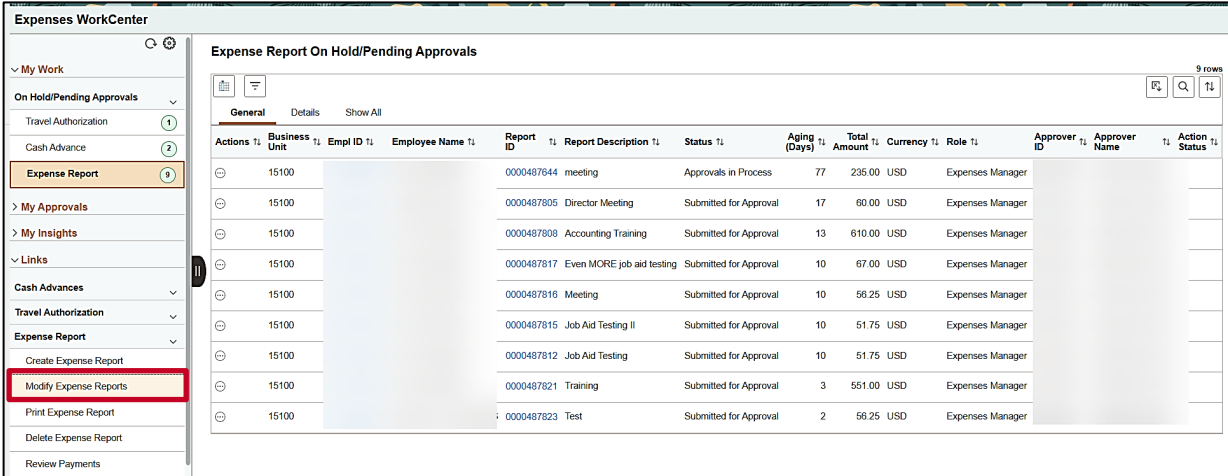
Withdrawing and Updating an Expense Report

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

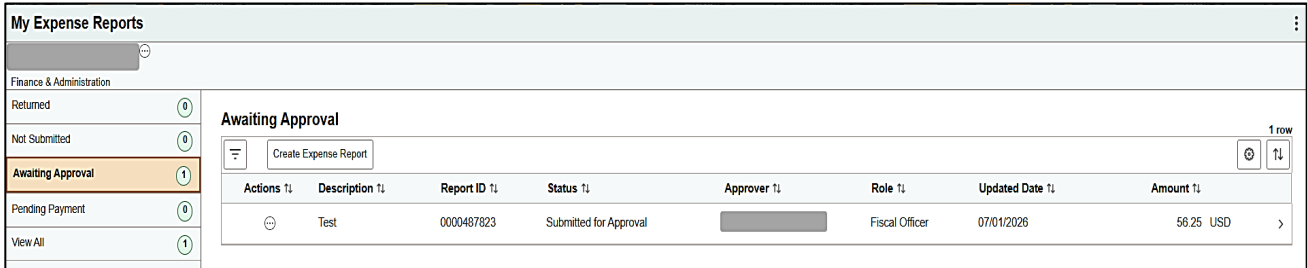
An email is sent to the employee or the Proxy who keyed the Expense Report if it is sent back by the approver.

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 

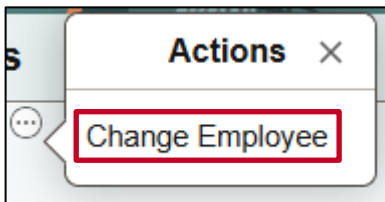
Step	Action
	Users can also access the Modify Expense Report page using the following navigation path: Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Modify Expense Report

The **My Expense Reports** page displays.

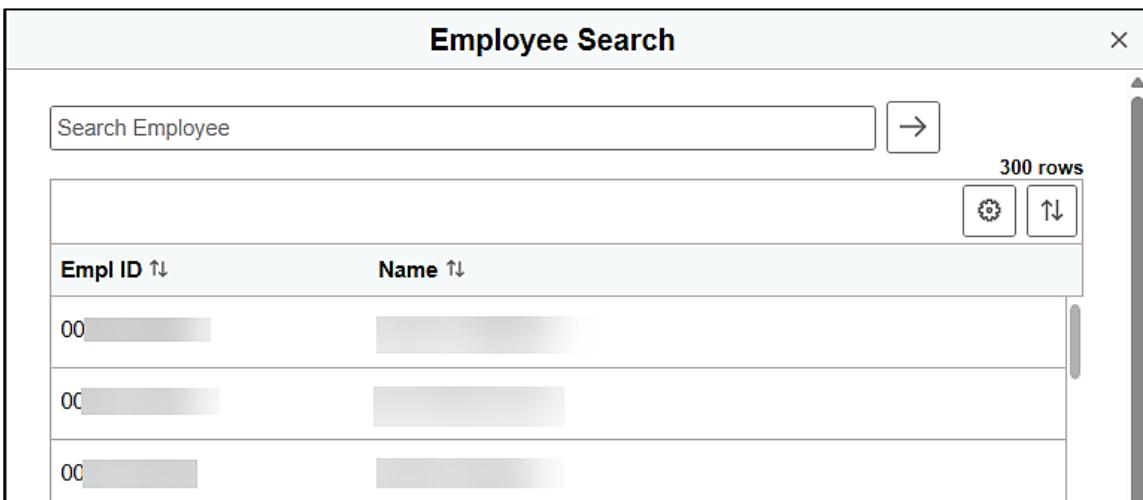


	This page defaults based on the user's (Expense Employee) information. For this scenario, the user needs to access a different employee.
---	---

- Click the **Related Actions** icon in the header section of the page and select **Change Employee**.

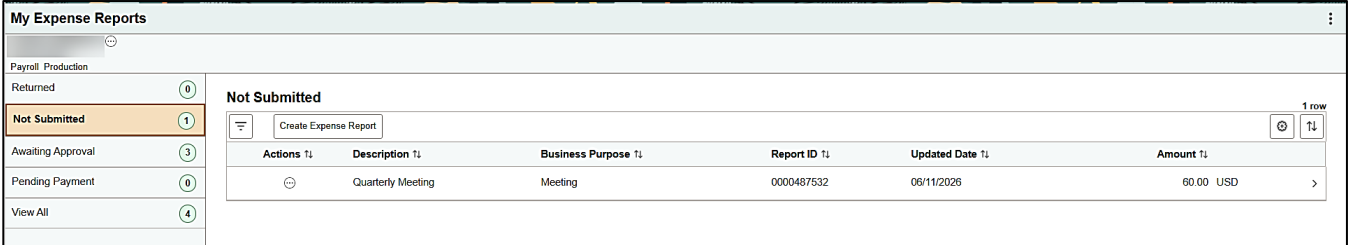
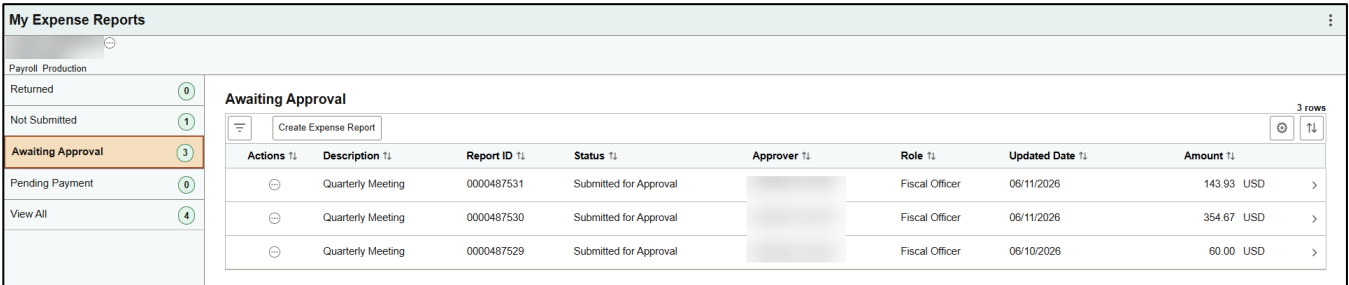


The **Employee Search** page displays in a pop-up window.



Accounts Payable Job Aid

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Step	Action
4.	Click the applicable employee's name or use the Search Employee field if needed. 00
The My Expense Reports page displays for the employee. 	
5.	Select the Awaiting Approval option if it does not default. Awaiting Approval 3
The page refreshes. 	
6.	Click the row of the Expense Report that needs to be withdrawn. Quarterly Meeting 0000487529 Submitted for Approval Fiscal Officer 06/10/2026 60.00 USD
	Expense Reports that are in the Pending Payment status cannot be updated.



Accounts Payable Job Aid

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Step	Action				
	The Expense Summary page displays for the report. Expense Summary Quarterly Meeting View DetailsWithdraw Last Saved 06/10/2026 5:04PM Expense Report Summary <table><tr><td>Total (2 Items)</td><td>60.00 USD</td></tr><tr><td>Due to Employee</td><td>60.00 USD</td></tr></table> Additional Information View Analytics Notes View Printable Report Approval Status Report ID 0000487529 Submitted for Approval Submitted Employee 06/10/2026 5:04:45PM Pending Approval Fiscal Officer Not Routed Payment	Total (2 Items)	60.00 USD	Due to Employee	60.00 USD
Total (2 Items)	60.00 USD				
Due to Employee	60.00 USD				
7.	Click the Withdraw button. View Details Withdraw				
	The page refreshes. Expense Summary Quarterly Meeting View DetailsRefresh Approval Status Last Saved 06/11/2026 4:48PM Expense Report Summary <table><tr><td>Total (2 Items)</td><td>60.00 USD</td></tr><tr><td>Due to Employee</td><td>60.00 USD</td></tr></table> Additional Information View Analytics Notes View Printable Report Approval Status Report ID 0000487529 Submitted for Approval Submitted Employee 06/10/2026 5:04:45PM Pending Approval Fiscal Officer Not Routed Payment	Total (2 Items)	60.00 USD	Due to Employee	60.00 USD
Total (2 Items)	60.00 USD				
Due to Employee	60.00 USD				
8.	Click the Refresh Approval Status button. View Details Refresh Approval Status				



Accounts Payable Job Aid

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Step	Action				
	The Expense Summary page refreshes and the Withdrawn status displays. Expense Summary Quarterly Meeting Update Details Submit Last Saved 06/11/2026 4:48PM Expense Report Summary <table><tr><td>Total (2 Items)</td><td>60.00 USD</td></tr><tr><td>Due to Employee</td><td>60.00 USD</td></tr></table> Additional Information View Analytics Notes 1 View Printable Report Approval Status Report ID 0000487529 Pending Submitted Employee 06/10/2026 5:04:45PM Withdrawn Employee 06/11/2026 4:48:25PM	Total (2 Items)	60.00 USD	Due to Employee	60.00 USD
Total (2 Items)	60.00 USD				
Due to Employee	60.00 USD				
9.	Click the Update Details button. Update Details Submit				
	The Expense Entry page displays. Expense Entry Quarterly Meeting CATHY GRAVATT Save Review and Submit Last Saved 06/11/2026 4:48PM Total (2 Items) 60.00 USD + - Filter More Wednesday, June 03, 2026 Per Diem Incidentals-Travel Day 3.75 Incidentals USD All Meals - Travel Day 56.25 all meals USD Per Diem Incidentals-Travel Day - 06/03/2026 Review Duplicate Lines *Date 06/03/2026 *Expense Type Per Diem Incidentals-Travel D: Q *Description incidentals Payment Details *Payment Check *Amount 3.75 USD Additional Information *Billing Type Billable *Expense Location Williamsburg/James City(Yorl Q *Per Diem Range 0 - 999 Days				
10.	Make the applicable updates.				



Accounts Payable Job Aid

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Step	Action
	An additional expense line is now added. Expense Entry Quarterly Meeting Save Review and Submit Last Saved 06/11/2026 4:48PM Total (3 Items) 117.00 USD + - Filter More ▼ Thursday, June 11, 2026 Rental Car Rental Car - Direct Billed 57.00 USD ▼ Wednesday, June 03, 2026 Per Diem Incidentals-Travel Day incidentals 3.75 USD All Meals - Travel Day all meals 56.25 USD Rental Car - 06/11/2026 *Date 06/11/2026 *Expense Type Rental Car *Description Rental Car - Direct Billed Payment Details *Payment Check ▼ *Amount 57.00 USD Merchant Merchant Preferred ▼ Preferred Merchant Enterprise Car Rental ▼ Additional Information *Billing Type Billable ▼ Accounting 1 > Receipt Split
11.	Click the Review and Submit button. Save Review and Submit
	The Expense Summary page displays. Expense Summary Quarterly Meeting Update Details Submit Last Saved 06/11/2026 4:59PM Expense Report Summary Total (3 Items) 117.00 USD Non-Reimburse 57.00 USD Due to Employee 60.00 USD Additional Information View Analytics > Notes 1 > View Printable Report > Approval Status Report ID 0000487529 Pending Submitted Employee 06/10/2026 5:04:45PM Withdrawn Employee 06/11/2026 4:48:25PM
12.	Click the Submit button. Update Details Submit



Accounts Payable Job Aid

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Step	Action																																
	The Submission Confirmation message displays in a pop-up window. Submission Confirmation By clicking submit, 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 Cancel																																
13.	Click the Submit button. Submit																																
	The My Expense Reports page displays with the updated report. My Expense Reports Payroll Production Returned0 Not Submitted1 Awaiting Approval3 Pending Payment0 View All4 Awaiting Approval Create Expense Report <table><tr><th>Actions</th><th>Description</th><th>Report ID</th><th>Status</th><th>Approver</th><th>Role</th><th>Updated Date</th><th>Amount</th></tr><tr><td>⋮</td><td>Quarterly Meeting</td><td>0000487529</td><td>Submitted for Approval</td><td></td><td>Fiscal Officer</td><td>06/11/2026</td><td>117.00 USD</td></tr><tr><td>⋮</td><td>Quarterly Meeting</td><td>0000487531</td><td>Submitted for Approval</td><td></td><td>Fiscal Officer</td><td>06/11/2026</td><td>143.93 USD</td></tr><tr><td>⋮</td><td>Quarterly Meeting</td><td>0000487530</td><td>Submitted for Approval</td><td></td><td>Fiscal Officer</td><td>06/11/2026</td><td>354.67 USD</td></tr></table>	Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount	⋮	Quarterly Meeting	0000487529	Submitted for Approval		Fiscal Officer	06/11/2026	117.00 USD	⋮	Quarterly Meeting	0000487531	Submitted for Approval		Fiscal Officer	06/11/2026	143.93 USD	⋮	Quarterly Meeting	0000487530	Submitted for Approval		Fiscal Officer	06/11/2026	354.67 USD
Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount																										
⋮	Quarterly Meeting	0000487529	Submitted for Approval		Fiscal Officer	06/11/2026	117.00 USD																										
⋮	Quarterly Meeting	0000487531	Submitted for Approval		Fiscal Officer	06/11/2026	143.93 USD																										
⋮	Quarterly Meeting	0000487530	Submitted for Approval		Fiscal Officer	06/11/2026	354.67 USD																										
14.	Make note that the Expense Report was resubmitted as applicable.																																

Deleting an Expense Report

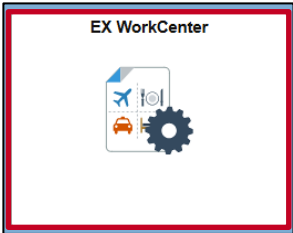
Users can only delete an Expense Report if it meets any of the following:

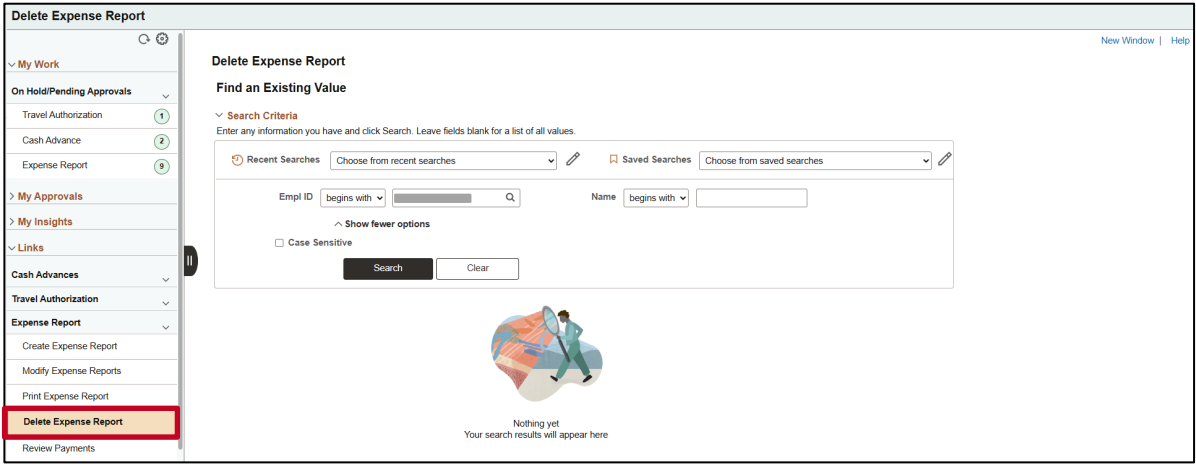
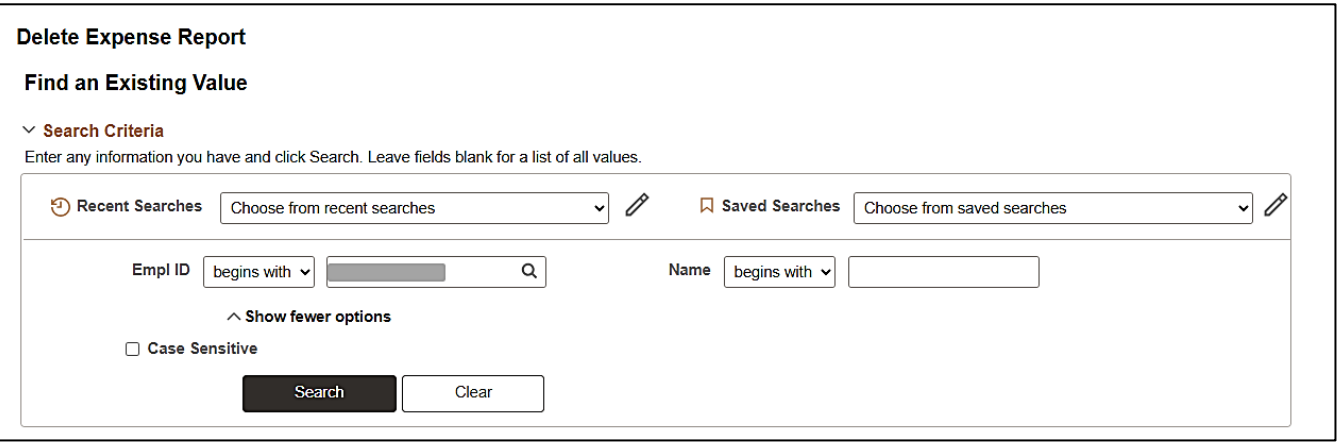
- Saved but not submitted for approval
- Withdrawn from Approval status
- Sent Back by the approver
- A Cash Advance has not been applied to it
- Denied by the approver

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. 	
	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. 

AP315A Updating, Deleting, and Withdrawing Expense Transactions

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 ? <table><thead><tr><th>Select</th><th>Report ID</th><th>Report Description</th><th>Creation Date</th><th>Amount</th><th>Currency</th></tr></thead><tbody><tr><td>☐</td><td>0000487810</td><td>Training</td><td>06/21/2026</td><td>551.00</td><td>USD</td></tr><tr><td>☐</td><td>0000487809</td><td>Conference</td><td>06/20/2026</td><td>163.68</td><td>USD</td></tr><tr><td>☐</td><td>0000487643</td><td>Meeting</td><td>04/17/2026</td><td>190.01</td><td>USD</td></tr></tbody></table> Delete Selected Report(s)		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
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																				
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. <table><tr><td> ☒ </td><td>0000487643</td><td>Meeting</td><td>04/17/2026</td><td>190.01</td><td>USD</td></tr></table>	☒	0000487643	Meeting	04/17/2026	190.01	USD																		
☒	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. Travel and Expense Delete Confirmation  The selected transaction(s) have been deleted. OK																		
7.	Click the OK button. OK																		
	The Delete an Expense Report page redisplay and the deleted Expense Report no longer displays. Travel and Expense Delete an Expense Report Delete an Expense Report ⓘ <table><tr><th>Select</th><th>Report ID</th><th>Report Description</th><th>Creation Date</th><th>Amount</th><th>Currency</th></tr><tr><td>☐</td><td>0000487810</td><td>Training</td><td>06/21/2026</td><td>551.00</td><td>USD</td></tr><tr><td>☐</td><td>0000487809</td><td>Conference</td><td>06/20/2026</td><td>163.68</td><td>USD</td></tr></table> Delete Selected Report(s)	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
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														
	When an Expense Report is deleted, this is permanent and cannot be undone. A deleted Expense Report cannot be viewed in Cardinal.																		