



**Updating and Deleting Expense Transactions Overview**

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

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

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**Updating a Travel Authorization**

1. A Travel Authorization can be updated if it has been:
  - Saved, but not submitted for approvals
  - Withdrawn from approvals after submission
  - Sent Back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Travel Authorization.

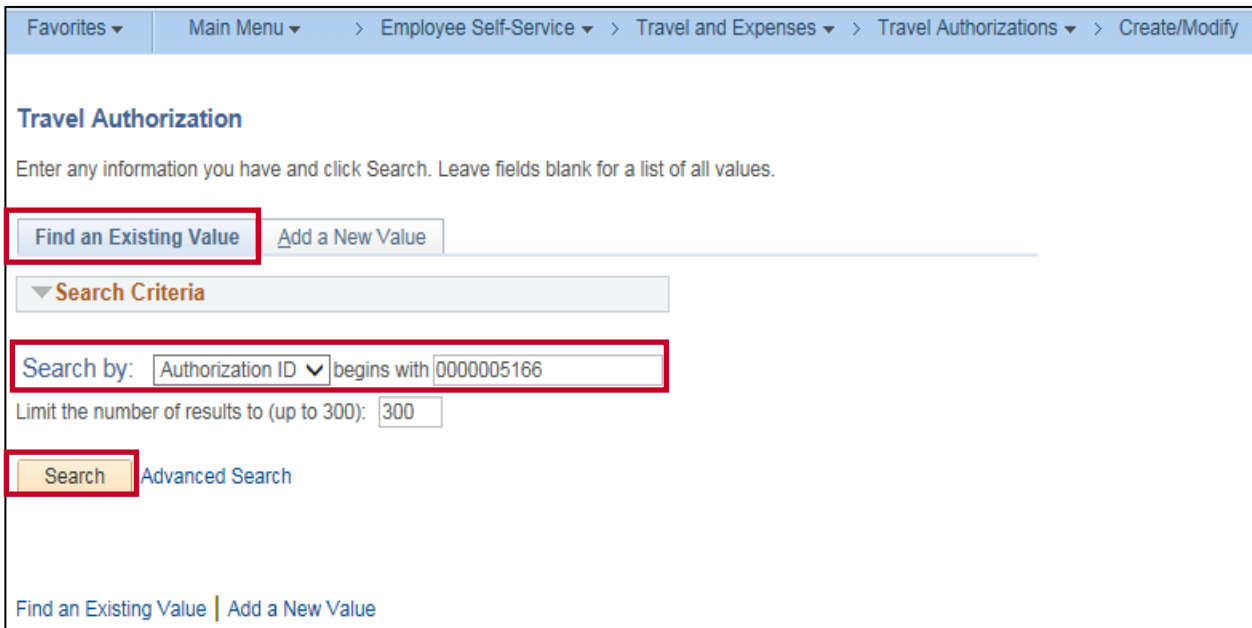
A Travel Authorization cannot be updated if it has been:

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

**SW AP315A: Updating and Deleting Expense Transactions**

- To update a Travel Authorization, navigate to the **Travel Authorization** entry page using the following path:

**Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify**

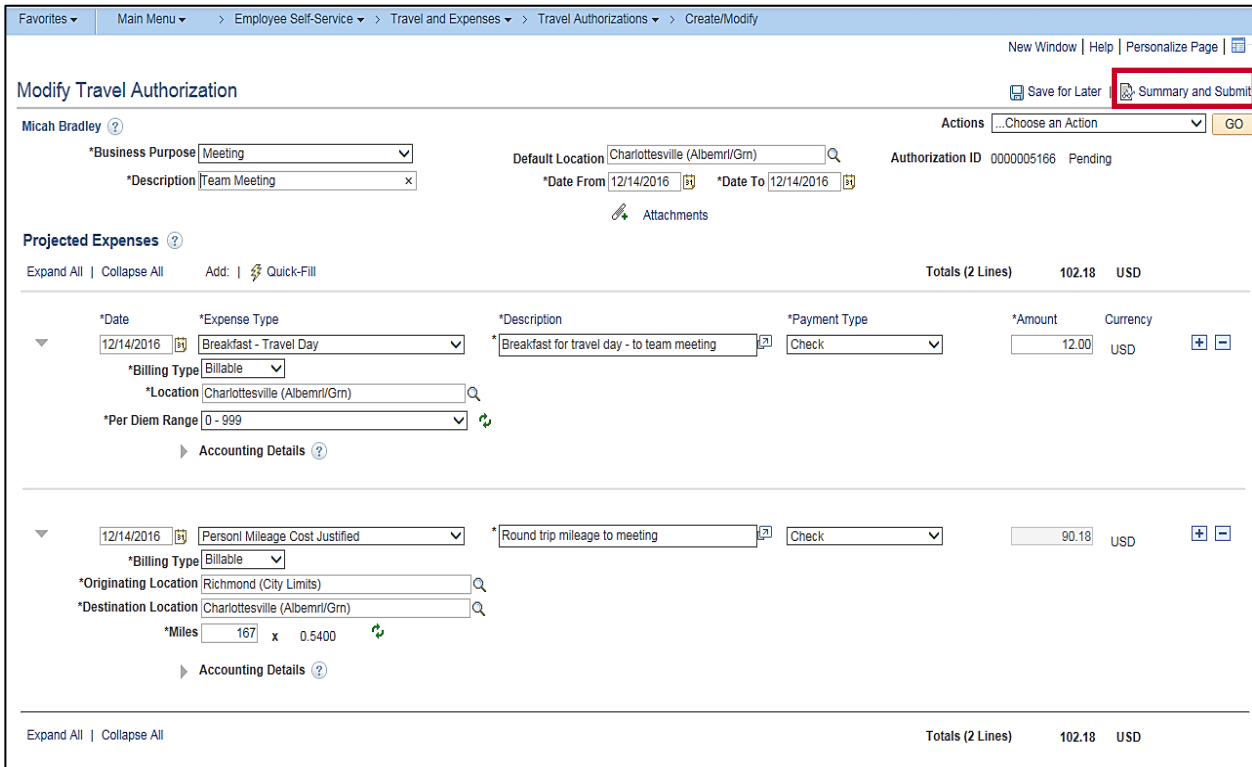


- On the **Find an Existing Value** tab, enter the **Authorization ID** for the Travel Authorization that you want to modify.

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

- Click the **Search** button. You can only search for and update Travel Authorizations of employees for whom you are a proxy with **Edit & Submit** authorization. For more detailed information about authorizing a proxy, see the job aid entitled **SW AP315: Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Training**.

## SW AP315A: Updating and Deleting Expense Transactions



Modify Travel Authorization

Micah Bradley

\*Business Purpose: Meeting

\*Description: Team Meeting

Default Location: Charlottesville (Albemrl/Gm)

\*Date From: 12/14/2016 \*Date To: 12/14/2016

Authorization ID: 0000005166 Pending

Projected Expenses

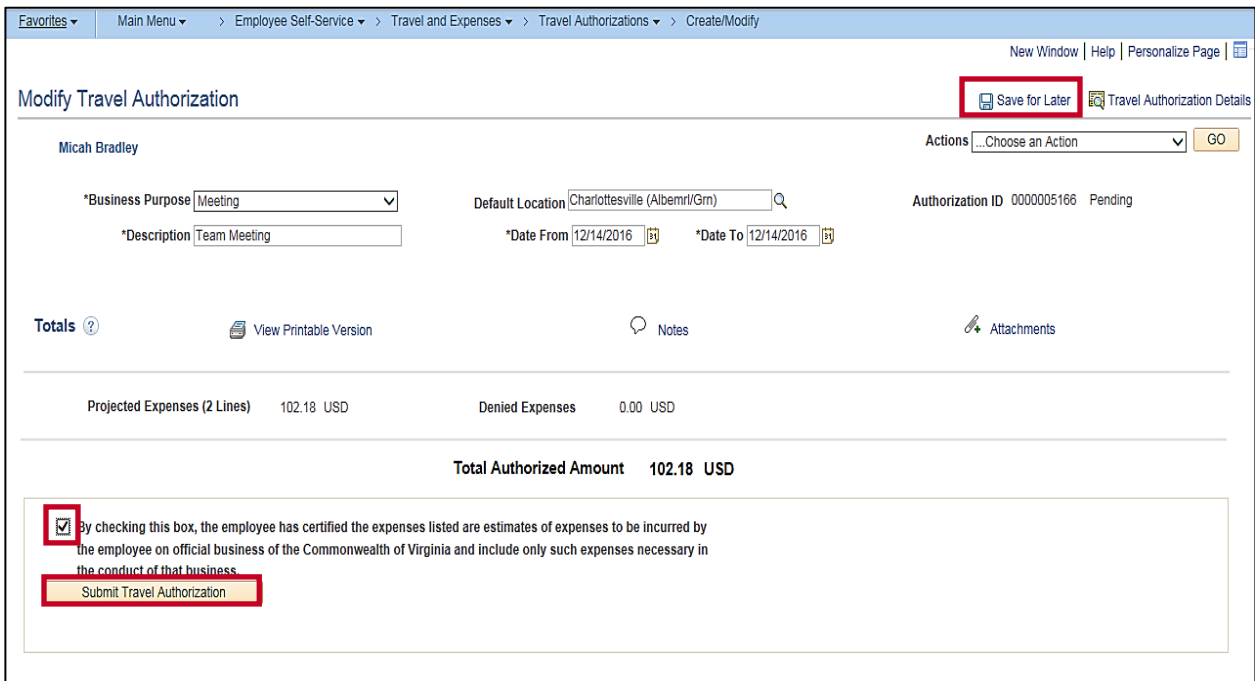
Expand All   Collapse All		Add:   Quick-Fill	Totals (2 Lines)	102.18	USD
▼	*Date: 12/14/2016 *Expense Type: Breakfast - Travel Day *Description: Breakfast for travel day - to team meeting *Payment Type: Check *Amount: 12.00 *Billing Type: Billable *Location: Charlottesville (Albemrl/Gm) *Per Diem Range: 0 - 999	Accounting Details ?			
▼	*Date: 12/14/2016 *Expense Type: Personl Mileage Cost Justified *Description: Round trip mileage to meeting *Payment Type: Check *Amount: 90.18 *Billing Type: Billable *Originating Location: Richmond (City Limits) *Destination Location: Charlottesville (Albemrl/Gm) *Miles: 167 x 0.5400	Accounting Details ?			
Expand All   Collapse All			Totals (2 Lines)	102.18	USD

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

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

- After completing all revisions, click the **Summary and Submit** link at the top of the page.

## SW AP315A: Updating and Deleting Expense Transactions



Modify Travel Authorization

Micah Bradley

\*Business Purpose: Meeting

\*Description: Team Meeting

Default Location: Charlottesville (Albemrl/Gm)

\*Date From: 12/14/2016

\*Date To: 12/14/2016

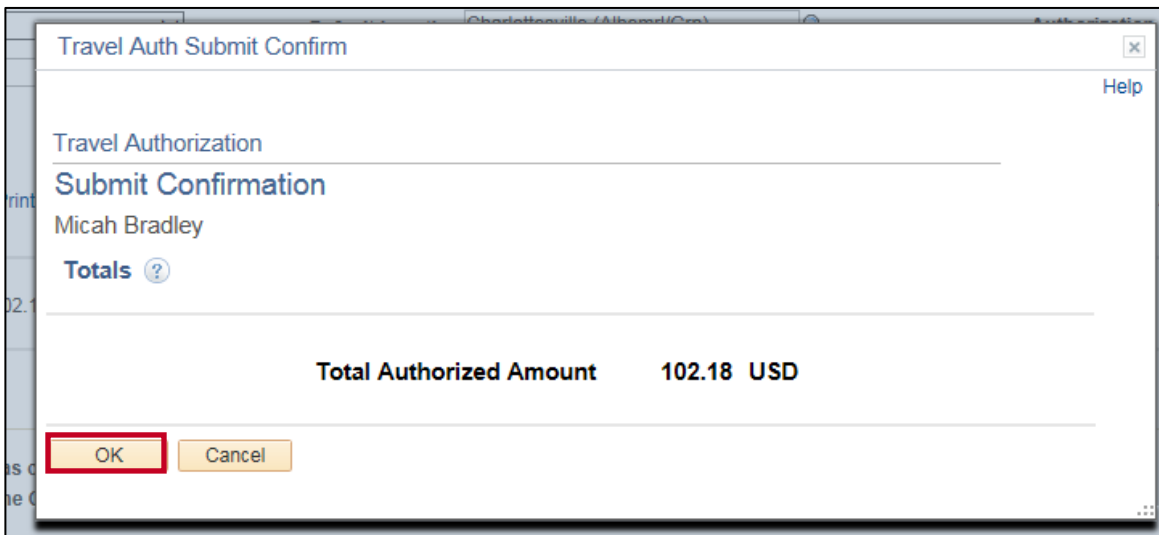
Authorization ID: 0000005166 Pending

Totals: Projected Expenses (2 Lines) 102.18 USD, Denied Expenses 0.00 USD, Total Authorized Amount 102.18 USD

By checking this box, 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.

Submit Travel Authorization

7. Click the **Save for Later** link if you are not ready to submit for approval.
8. When you are ready to submit, click the **certification check box**.
9. Click the **Submit Travel Authorization** button to send the updated Travel Authorization through approval workflow.



Travel Auth Submit Confirm

Travel Authorization

Submit Confirmation

Micah Bradley

Totals: Total Authorized Amount 102.18 USD

OK Cancel

10. The **Travel Auth Submit Confirm** pop-up displays. Click the **OK** button to confirm your submission.

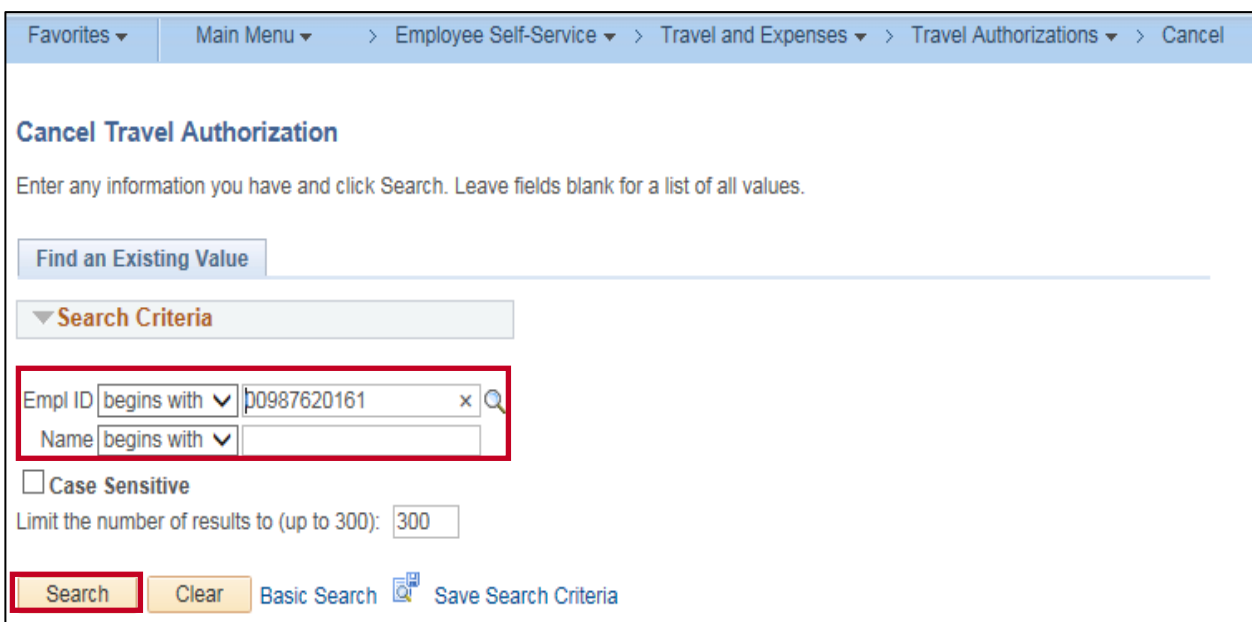
Once you submit the Travel Authorization, you can only modify the travel authorization by clicking the **Withdraw Travel Authorization** button when the travel authorization is in in submitted for approval status or if it sent back by the approver.

### Canceling a Travel Authorization

An approved travel authorization can be cancelled if no longer needed. Once cancelled, it cannot be assigned to an Expense Report.

11. You can only cancel a Travel Authorization if it has been:
  - Approved but not assigned to an Expense Report
12. To cancel a Travel Authorization, navigate to the **Cancel Travel Authorization** page using the following path:

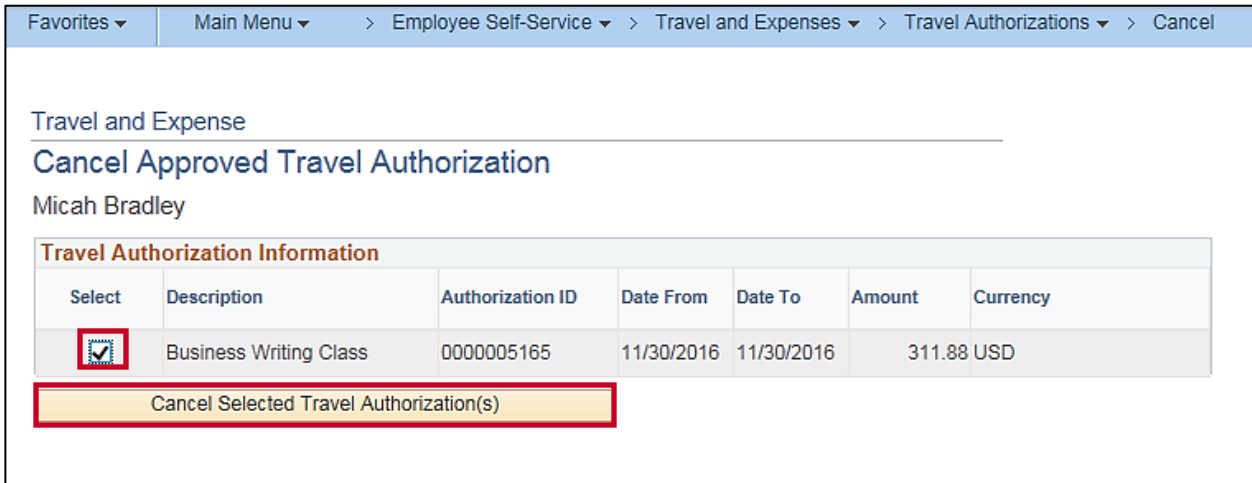
**Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Cancel**



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

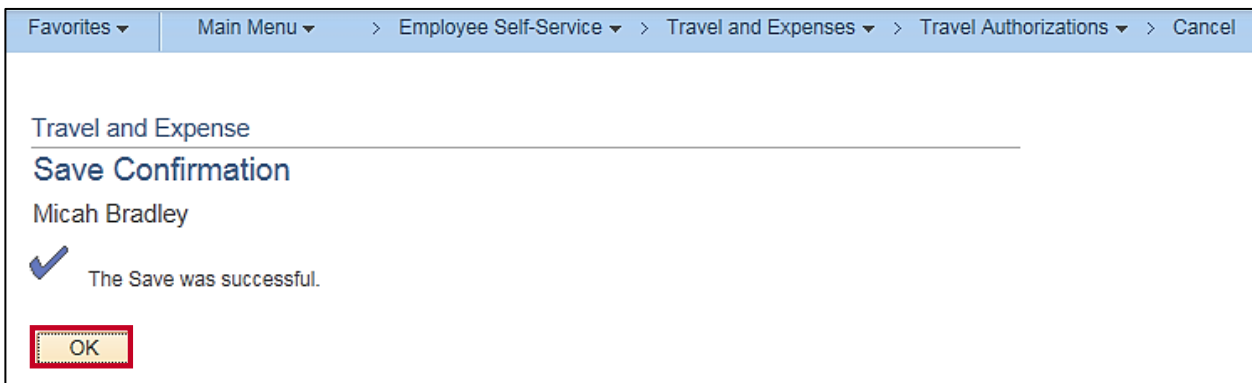
You can only search for and cancel Travel Authorizations of employees for whom you are a proxy.

14. Click the **Search** button.



Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Business Writing Class	0000005165	11/30/2016	11/30/2016	311.88	USD

15. The **Cancel Approved Travel Authorization** page displays. Only authorizations that are eligible for cancellation display.
16. Click the **Select** checkbox beside the authorization that requires cancellation.
17. Click the **Cancel Selected Travel Authorization(s)** button.



✓ The Save was successful.

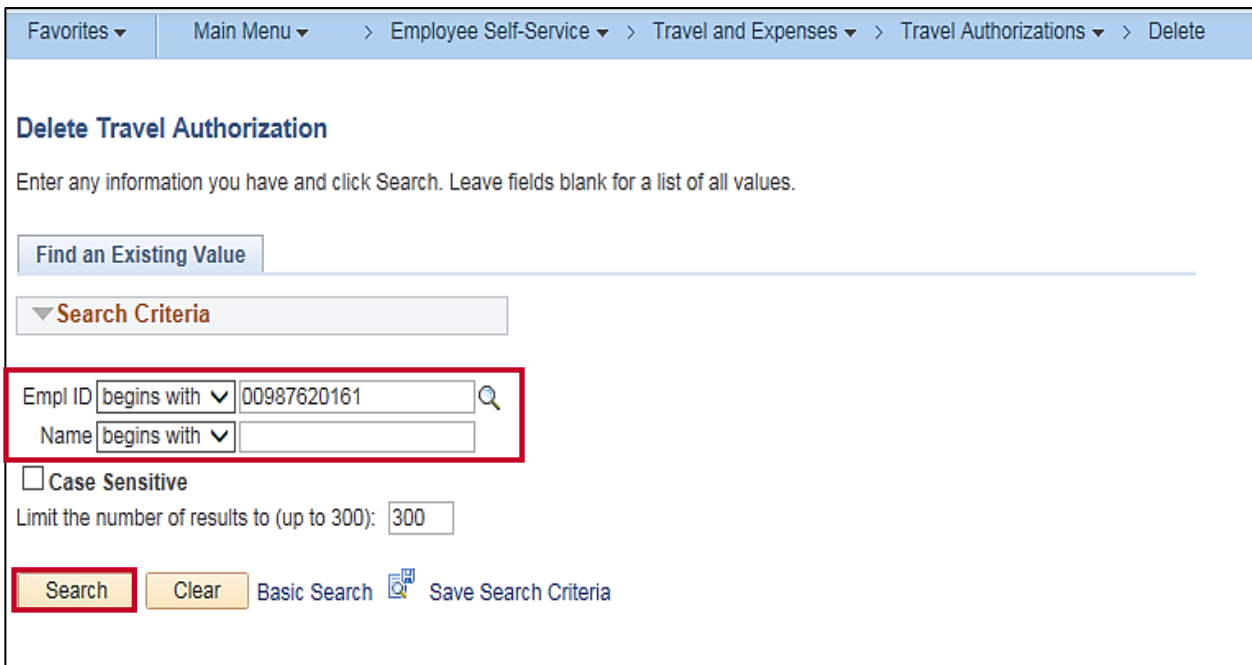
OK

18. A confirmation message displays indicating the selected transaction has been cancelled.
19. Click the **OK** button.

## Deleting a Travel Authorization

1. You can only delete a Travel Authorization if it has been:
  - Saved, but not Submitted for approvals
  - Withdrawn from approval after submission
  - Cancelled – approved Travel Authorizations that are not associated with an Expense Report can be cancelled by users with appropriate access
  - Sent Back by the approver with a required comment. An email is sent to the employee or proxy who keyed the Travel Authorization.
  - Denied by the approver. An email is sent to the employee or proxy who keyed the Travel Authorization.
2. To delete a Travel Authorization, navigate to the **Delete Travel Authorization** page using the following path:

**Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete**



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

### Delete Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with ▾ 00987620161 🔍

Name begins with ▾

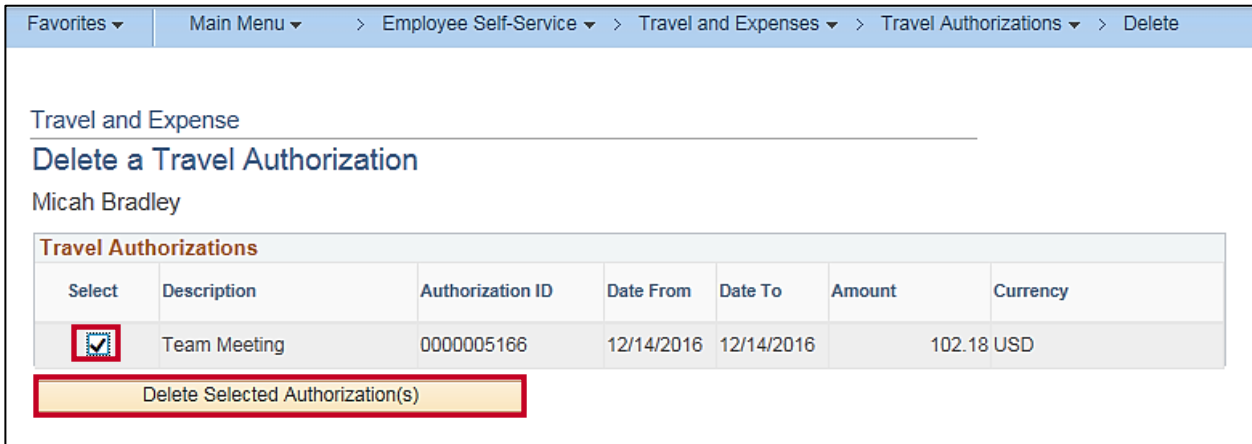
Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

3. Your employee ID will default into the **Empl ID** field. If you are deleting a Travel Authorization for another employee, enter their **Empl ID** or **Name**.
4. You can only search for and delete Travel Authorizations of employees for whom you are a proxy with **Edit & Submit** authorization. For more detailed information about authorizing a proxy, see the job aid entitled **SW AP315: Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Training**.

Click the **Search** button.



Travel and Expense

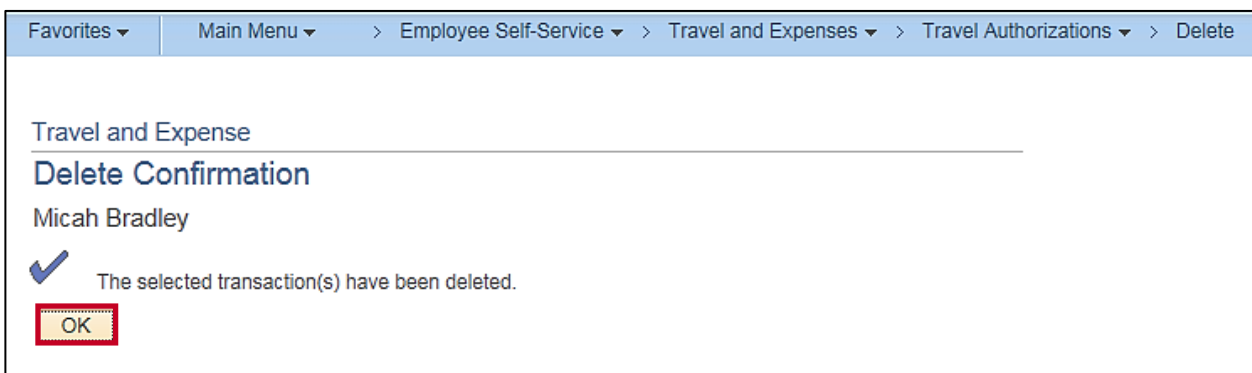
### Delete a Travel Authorization

Micah Bradley

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Team Meeting	0000005166	12/14/2016	12/14/2016	102.18	USD

Delete Selected Authorization(s)


5. The **Delete a Travel Authorization** page displays. Only authorizations that are eligible for deletion display.
6. Click the **Select** checkbox beside the authorization that requires deletion.
7. Click the **Delete Selected Authorization(s)** button.



Travel and Expense

### Delete Confirmation

Micah Bradley

 The selected transaction(s) have been deleted.

OK

8. A confirmation message displays indicating the selected transaction has been deleted.
9. Click the **OK** button.

A deleted Travel Authorization cannot be viewed.

The delete action is permanent, and cannot be undone.



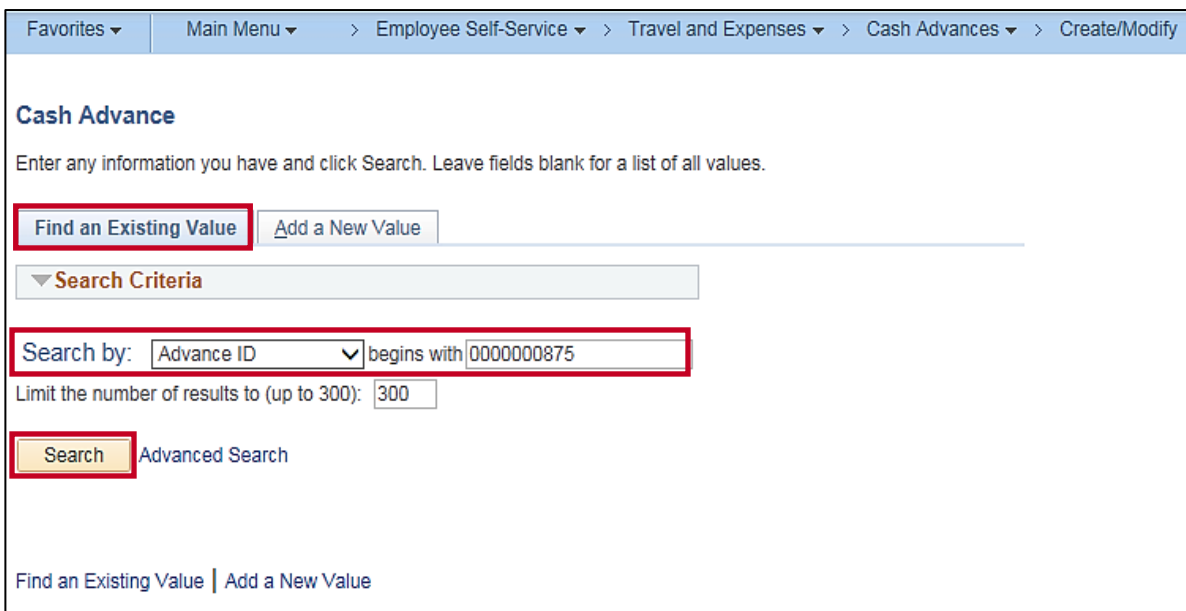
## Updating a Cash Advance

1. A Cash Advance can only be updated if it has been:
  - Saved, but not been Submitted for approval
  - Withdrawn from approval after submission
  - Sent Back by an approver with required comments. An email is sent to the employee or the proxy who keyed the Cash Advance.

A Cash Advance cannot be updated if it has been:

- Approved
  - Denied by the approver. An email is sent to the employee or the proxy who keyed the Cash Advance. A denied Cash Advance must be deleted.
2. To update a cash advance, navigate to the **Cash Advance** page using the following path:

**Main Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify**



The screenshot shows a web application interface for searching Cash Advances. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify. Below this, the page title is "Cash Advance". A instruction reads: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" (highlighted with a red box) and "Add a New Value". Below these is a "Search Criteria" dropdown menu. The "Search by:" dropdown is set to "Advance ID" and the search criteria is "begins with 0000000875" (highlighted with a red box). Below this is a text input for "Limit the number of results to (up to 300):" with the value "300". There is a "Search" button (highlighted with a red box) and a link for "Advanced Search". At the bottom, there are links for "Find an Existing Value" and "Add a New Value".

3. On the **Find an Existing Value** tab, enter the **Advance ID**.  
If you do not know the **Advance ID**, you can search using other options by **Search by** drop-down menu. Search options include: **Advance Description, Name, Empl ID, Advance Status,** and **Creation Date**.  
You can only search for and update Cash Advances of employees for whom you are a proxy with **Edit & Submit** authorization. For more detailed information about authorizing a proxy, see the job aid entitled **SW AP315: Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Training**.
4. Click the **Search** button.

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Cash Advances](#) > [Create/Modify](#)

### Modify Cash Advance [Save for Later](#)

**Micah Bradley**  
 \*Business Purpose:   
 \*Advance Description:

Report: 0000000875 Pending  
 Reference:

Created: 12/05/2016 Micah Bradley  
 Last Updated: 12/05/2016 Micah Bradley  
[User Defaults](#)  
[Import ATM Advances](#)

[Cash Advance](#) [View Printable Version](#) [Notes](#) [Attachments](#)

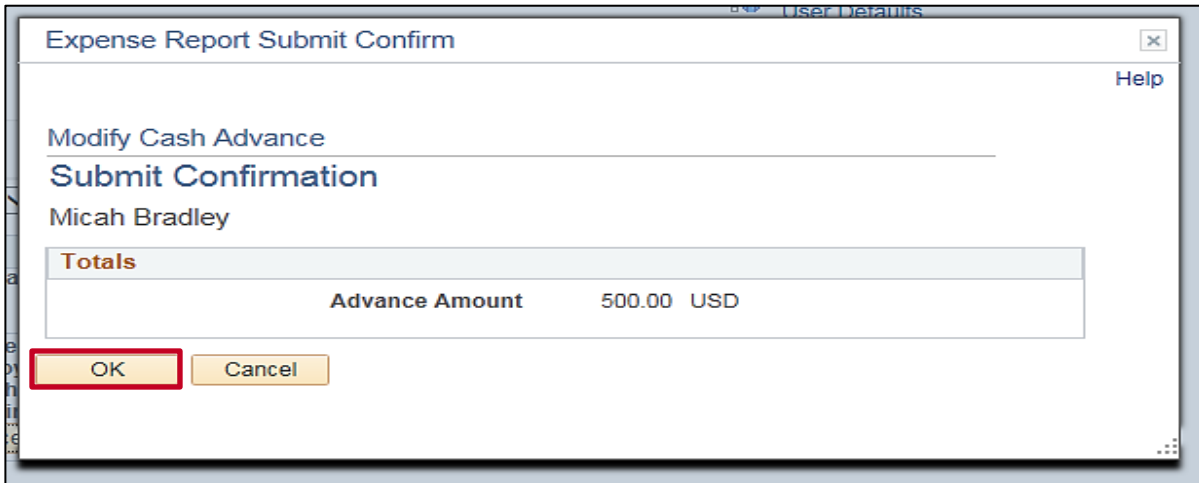
*Source	Description	*Amount	Currency	Apply Tax
<input type="text" value="System Check"/>	<input type="text" value="BPR Course Registration Fee"/>	<input type="text" value="500.00"/>	<input type="text" value="USD"/>	<input type="checkbox"/>
<b>Totals</b>				
Advance Amount		500.00	USD	

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.

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

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

- Click the **Save for Later** button if you are not ready to route for approval. If you are ready to submit the cash advance, click the certification checkbox to enable the **Submit Cash Advance** button.
- Click the **Submit Cash Advance** button to send the updated Cash Advance through the approval workflow.



8. The **Expense Report Submit Confirm** pop-up box displays for **Modify Cash Advance**. Click the **OK** button to submit the cash advance for review and approval.

Once the Cash Advance has been submitted, you can only modify the cash advance by clicking the **Withdraw Cash Advance** button when the cash advance is in in submitted for approval status or if it sent back by the approver.

### Deleting a Cash Advance

1. A Cash Advance request can be deleted if it has been:
  - Saved, but not Submitted for approval
  - Withdrawn from approval after submission
  - Sent Back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Cash Advance.
  - Denied by the approver. An email is sent to the employee or the proxy who keyed the Cash Advance.
2. To delete a cash advance navigate to the **Delete Cash Advance** page using the following path:  
**Main Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Delete**

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Cash Advances ▾ > Delete

### Delete Cash Advance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


▼ Search Criteria

Empl ID begins with ▾ 00987620161 🔍

Name begins with ▾

Case Sensitive

Limit the number of results to (up to 300):

**Search** Clear Basic Search  Save Search Criteria

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

You can only search for and delete Cash Advances of employees for whom you are a proxy with **Edit & Submit** authorization. For more detailed information about authorizing a proxy, see the job aid entitled **SW AP315: Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Training**.

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Cash Advances ▾ > Delete

Travel & Expenses - Cash Advance Report

### Delete Cash Advance Report

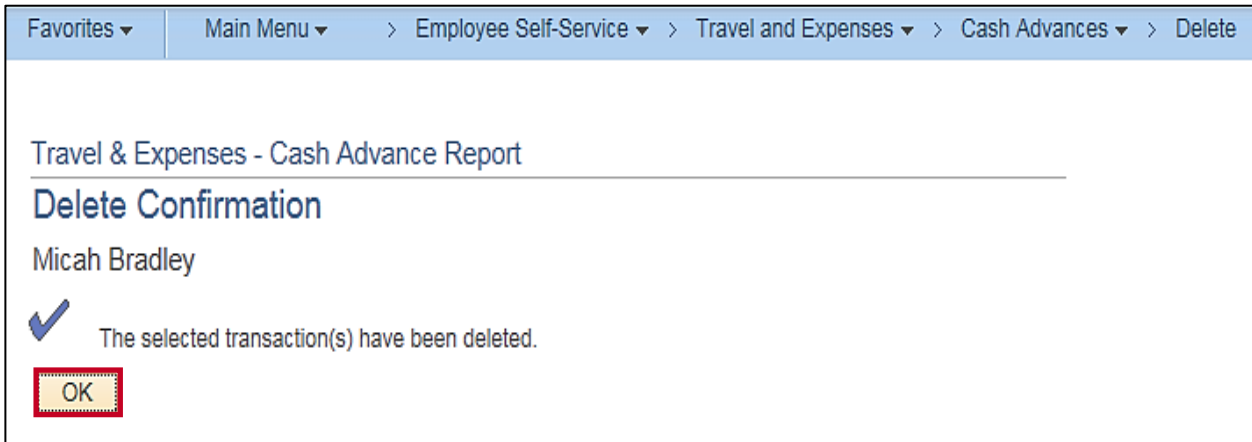
Micah Bradley

Cash Advance Information

Select	Advance ID	Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000000875	BPR Training	12/05/2016	500.00	USD

**Delete Selected Advance(s)**

- Click the **Search** button.
- The **Delete Cash Advance Report** page displays. Only cash advances that are eligible for deletion display.
- Click the **Select** checkbox beside the authorization that requires deletion.
- Click the **Delete Selected Advance(s)** button.



8. A confirmation message displays indicating the selected transaction has been deleted.
9. Click the **OK** button.

A deleted Cash Advance cannot be viewed. The delete action is permanent, and cannot be undone.

**Updating an Expense Report**

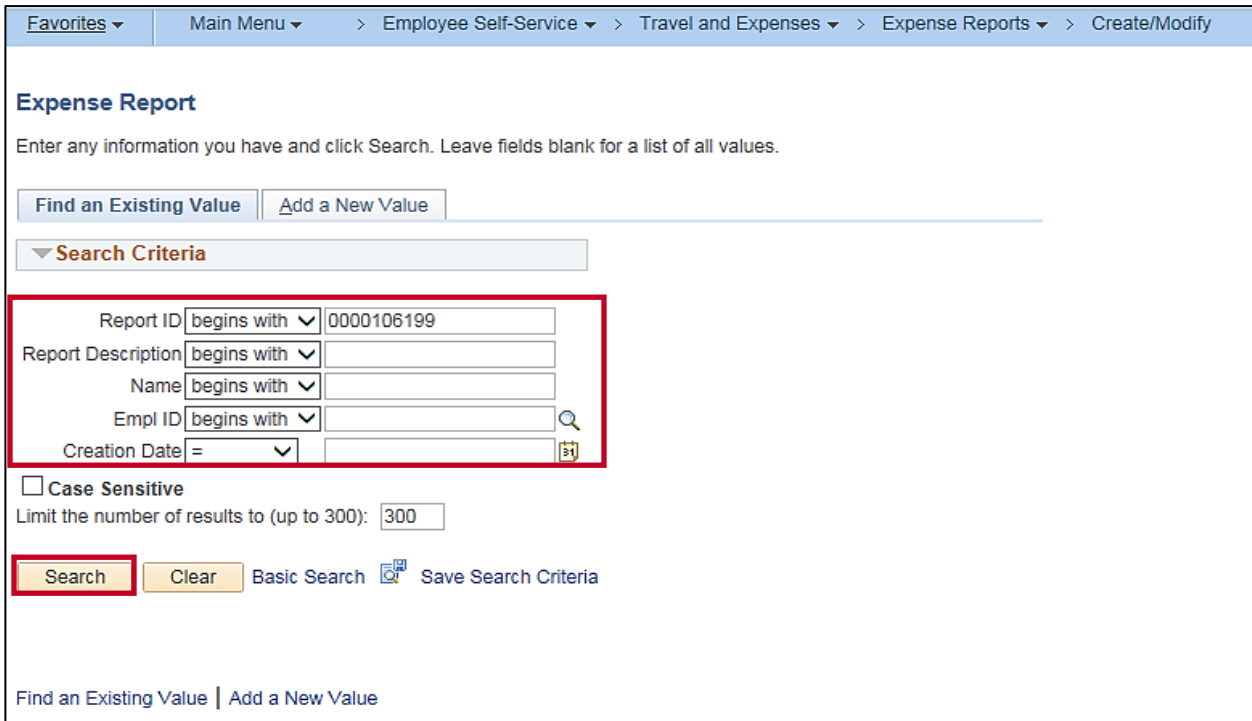
1. An Expense Report can be updated if it has been:
  - Saved, but not submitted for approval
  - Withdrawn from approval after submission
  - Sent Back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Expense Report.

An Expense Report cannot be updated if it has been:

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

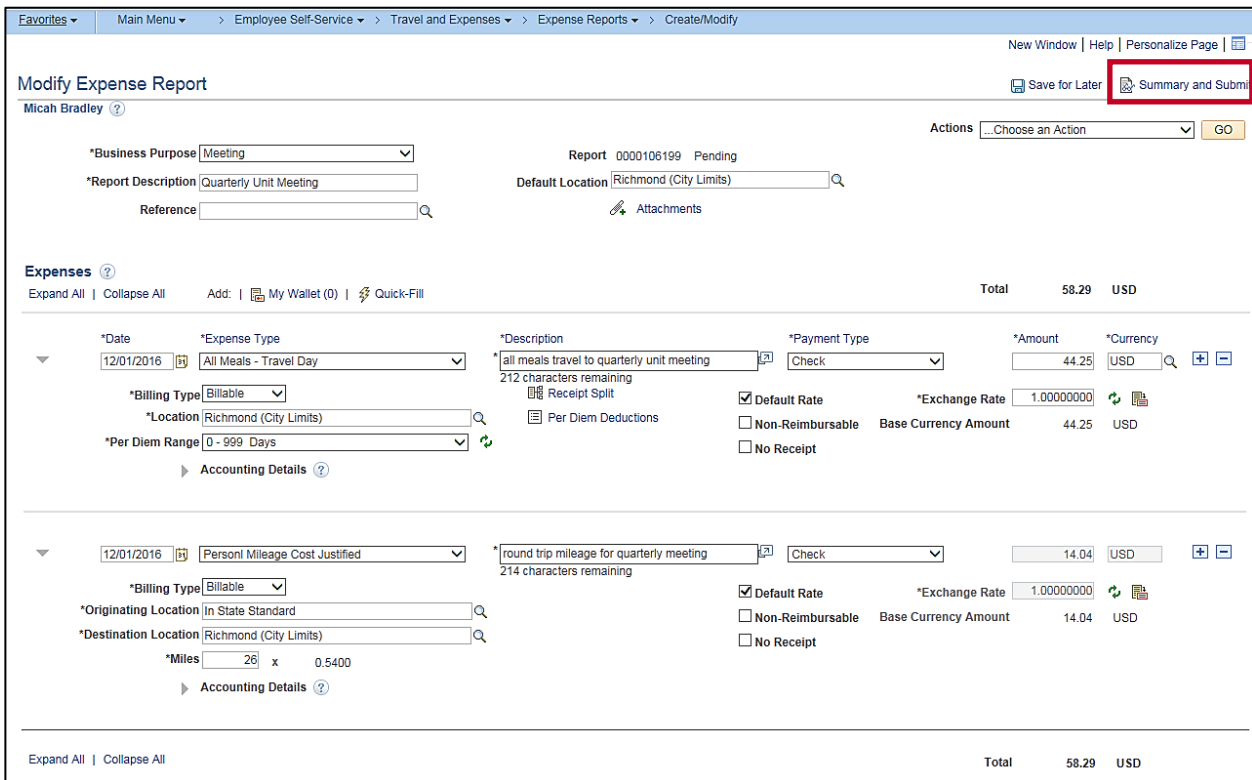
## SW AP315A: Updating and Deleting Expense Transactions

- To update an expense report, navigate to the **Expense Report** page using the following path:  
**Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify**



- On the **Find an Existing Value** tab, enter the **Report ID** of the Expense Report that you want to modify.  
 If you do not know the ID, you can search using other options by clicking the **Search by** drop-down menu. Search options include: **Report ID, Report Description Name, Empl ID** and **Creation Date**.
- Click the **Search** button.  
 You can only search for and update Expense Reports of employees for whom you are a proxy with **Edit & Submit** authorization. For more detailed information about authorizing a proxy, see the job aid entitled **SW AP315: Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Training**.

## SW AP315A: Updating and Deleting Expense Transactions



**Modify Expense Report**

Micah Bradley

Report 0000106199 Pending

Default Location Richmond (City Limits)

Business Purpose: Meeting  
 Report Description: Quarterly Unit Meeting  
 Reference: [Search]

Expenses

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/01/2016	All Meals - Travel Day	*all meals travel to quarterly unit meeting 212 characters remaining	Check	44.25	USD
	Per Diem Range: 0 - 999 Days	Receipt Split Per Diem Deductions	<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt	*Exchange Rate: 1.00000000 Base Currency Amount: 44.25	USD
12/01/2016	Personl Mileage Cost Justified	*round trip mileage for quarterly meeting 214 characters remaining	Check	14.04	USD
	*Miles: 26 x 0.5400		<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt	*Exchange Rate: 1.00000000 Base Currency Amount: 14.04	USD

Total: 58.29 USD

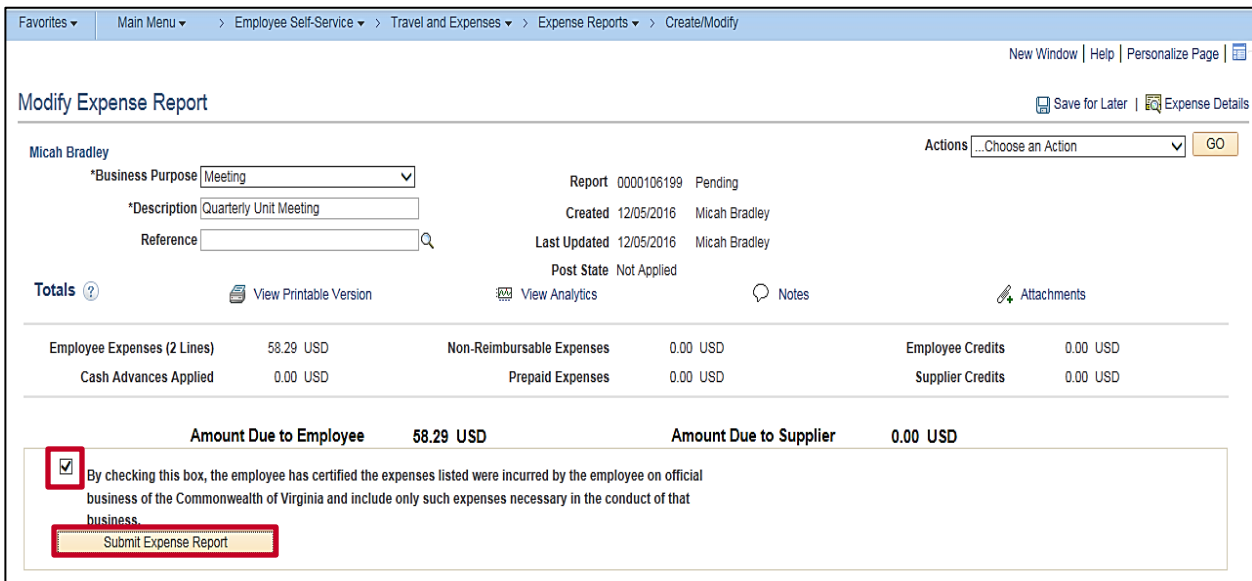
- The **Expense Report Entry** page displays. This page is identical to the page that was used to create the Expense Report. Make your updates to the Expense Report. You can perform any action on the Expense Report that you could when creating it (e.g., add or delete lines, change amounts, dates, locations,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

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

- Click the **Save for Later** button if you are not ready to route for approval.
- If you are ready to submit the expense report after making revisions, click the **Summary and Submit** link at the top of the page.



## SW AP315A: Updating and Deleting Expense Transactions



**Modify Expense Report**

Micah Bradley

\*Business Purpose: Meeting  
 \*Description: Quarterly Unit Meeting  
 Reference: [Search]

Report: 0000106199 Pending  
 Created: 12/05/2016 Micah Bradley  
 Last Updated: 12/05/2016 Micah Bradley  
 Post State: Not Applied

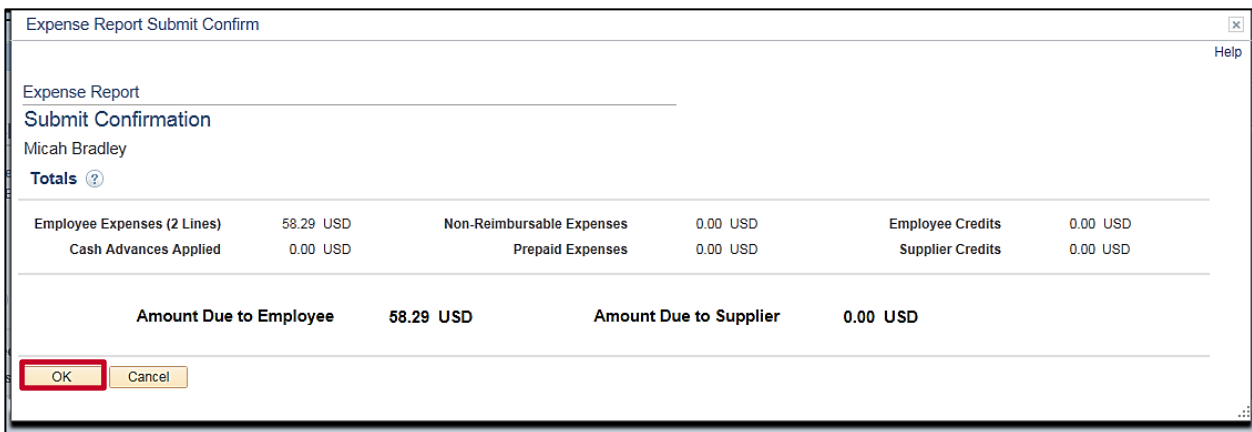
Employee Expenses (2 Lines)	58.29 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 58.29 USD      Amount Due to Supplier: 0.00 USD

By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

**Submit Expense Report**

- Click the **certification checkbox** to enable to **Submit Expense Report** button.
- Click the **Submit Expense Report** button to send the Expense Report through approval workflow.



Expense Report Submit Confirm

Expense Report  
 Submit Confirmation  
 Micah Bradley

Employee Expenses (2 Lines)	58.29 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 58.29 USD      Amount Due to Supplier: 0.00 USD

**OK**      Cancel

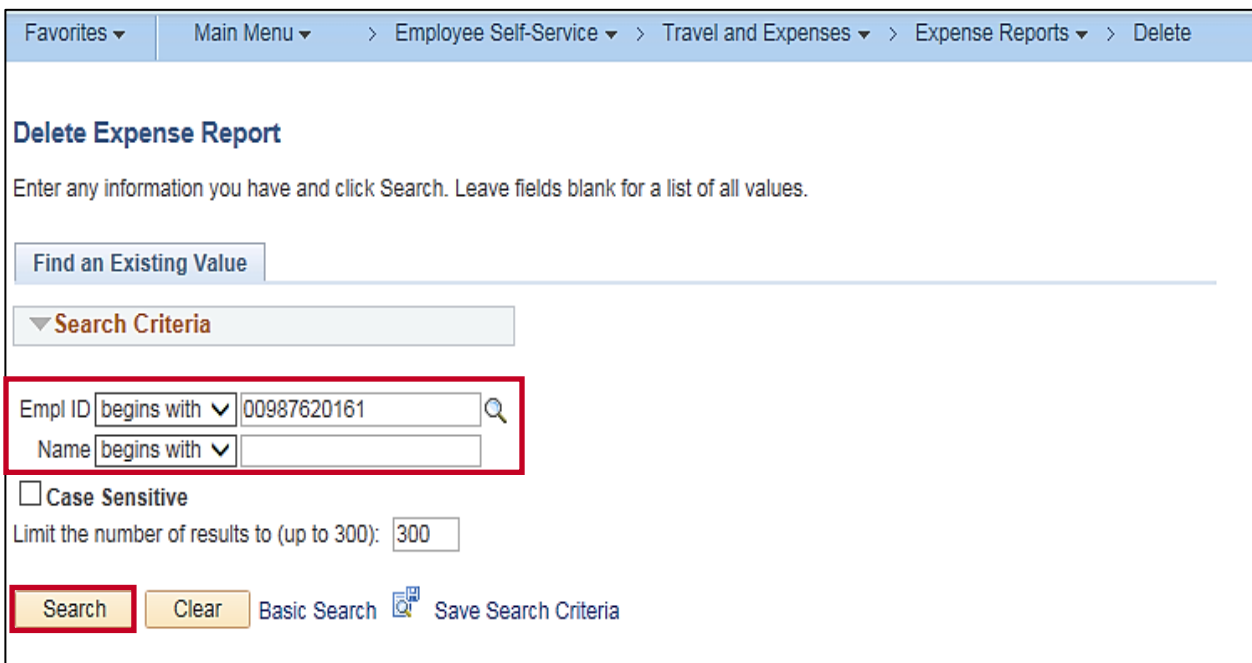
- The **Expense Report Submit Confirm** pop-up window displays. Click the **OK** button to confirm the updated Expense Report is submitted for approval.

Once the Expense Report has been submitted, you can only modify the expense report by clicking the **Withdraw Expense Report** button when the expense report is in in submitted for approval status or if it is sent back by the approver.

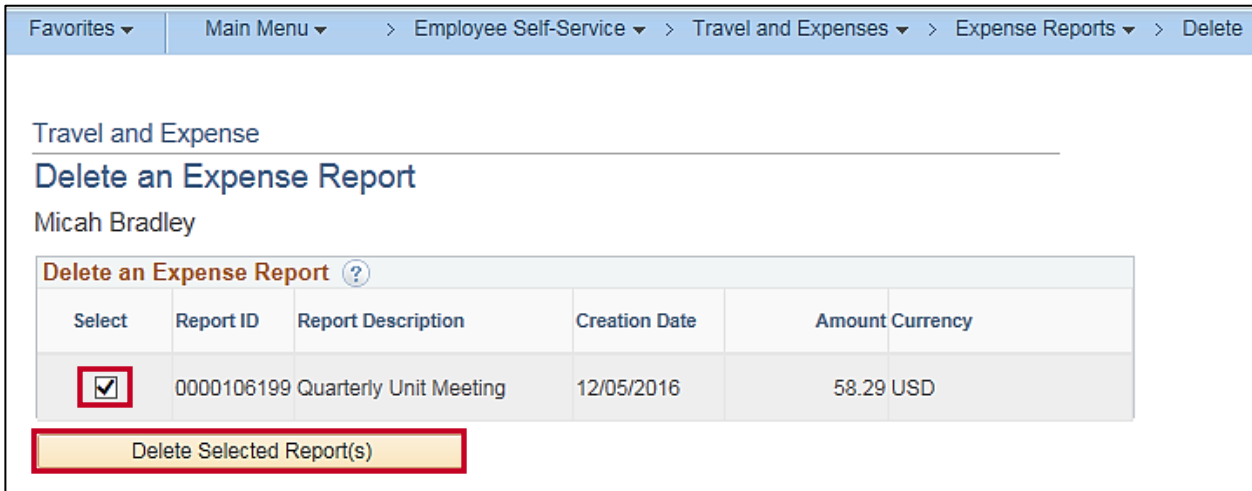
**Deleting an Expense Report**

1. You can only delete an Expense Report if it has:
  - Been Saved, but not Submitted for approval
  - Withdrawn from Approval status
  - Been Sent Back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Expense Report.
  - No Cash Advance applied to it
  - Been Denied by the approver. An email is sent to the employee or the proxy who keyed the Expense Report. Denied expense reports should be deleted to restore any associated Travel Authorization if applicable. You can then use the restored Travel Authorization to create another Expense Report if needed.
2. To delete an Expense Report, navigate to the **Delete Expense Report** page using the following path:

**Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Delete**



3. Your employee ID will default into the **Empl ID** field. If you are deleting an Expense Report for another employee, enter the **Empl ID** or **Name**.  
You can only search for and delete Expense Reports of employees for whom you are a proxy.
4. Click the **Search** button.



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

Travel and Expense

### Delete an Expense Report

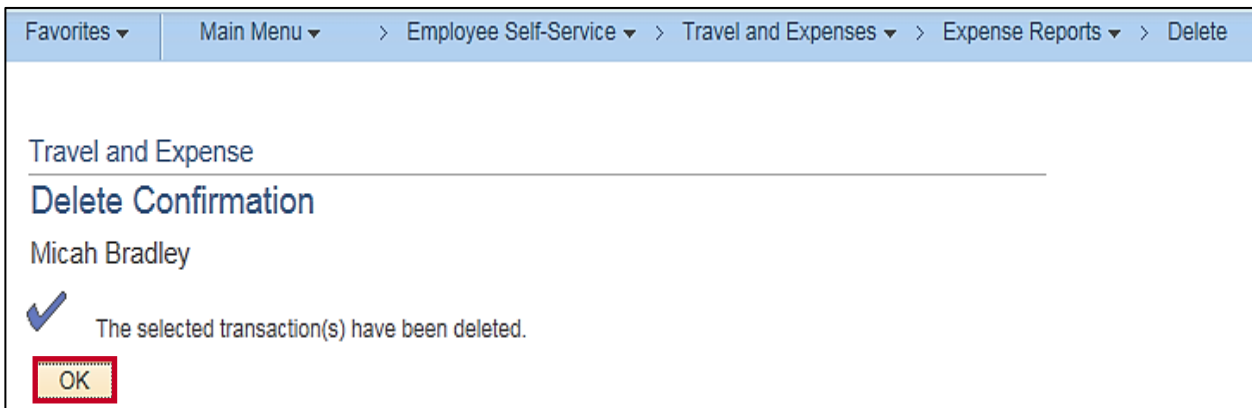
Micah Bradley

Delete an Expense Report ?

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000106199	Quarterly Unit Meeting	12/05/2016	58.29	USD

Delete Selected Report(s)

5. The **Delete an Expense Report** page displays. Only expense reports that are eligible for deletion display.
6. Click the **Select** checkbox beside the Expense Report that requires deletion.
7. Click the **Delete Selected Report(s)** button.




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

Travel and Expense

### Delete Confirmation

Micah Bradley

 The selected transaction(s) have been deleted.

OK

8. A confirmation message displays indicating the selected transaction has been deleted.
9. Click the **OK** button.

A deleted Expense Report cannot be viewed. The delete action is permanent, and cannot be undone.