SW AP315A: Updating and Deleting Expense Transactions

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:

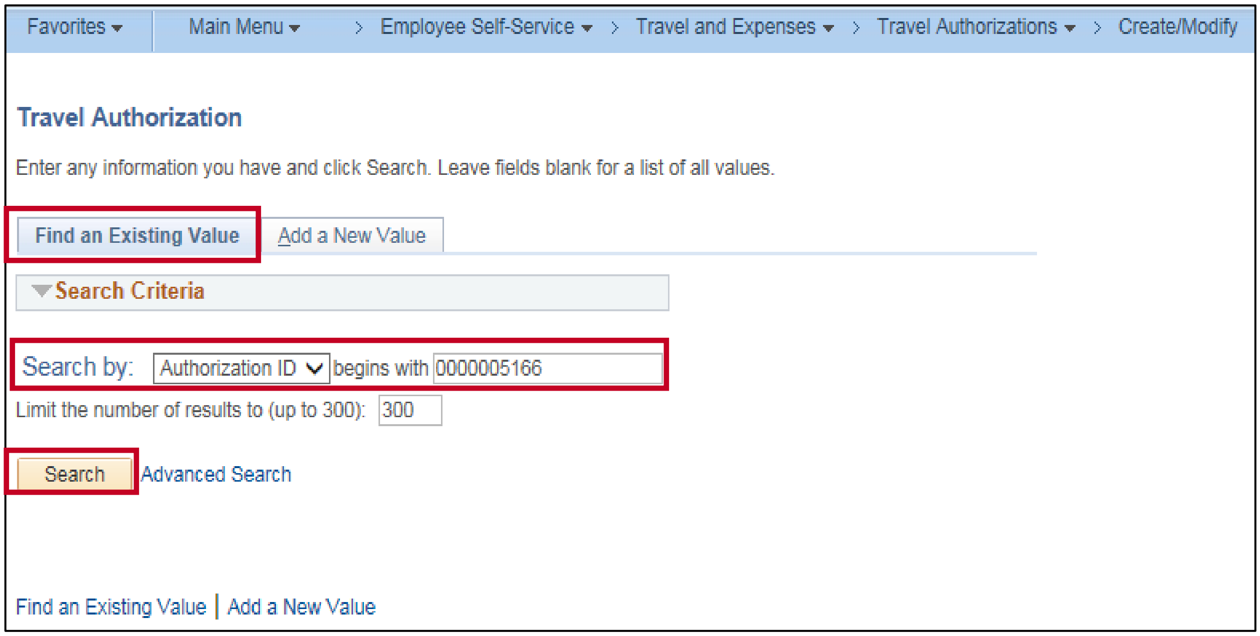
- Saved, but not submitted for approvals
- Withdrawn from approvals after submission
- Sent Back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Travel Authorization.

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.

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

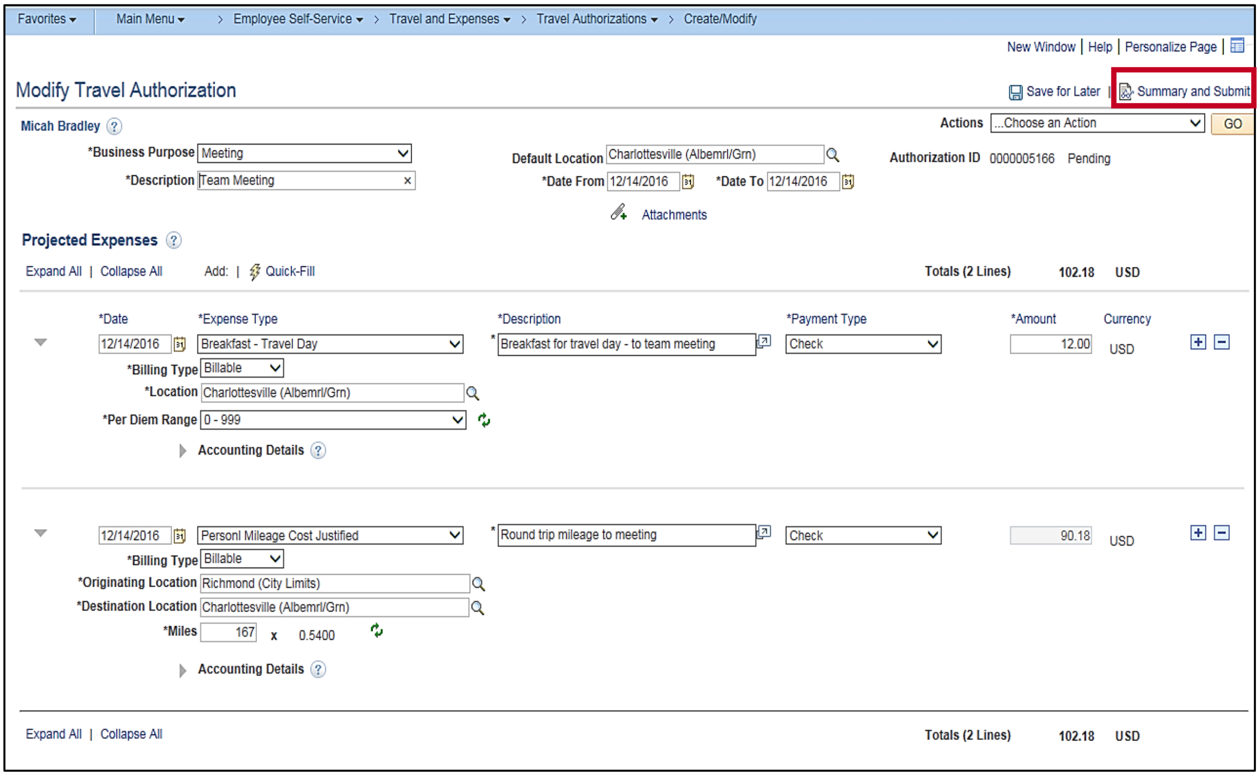
Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



3. 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**.

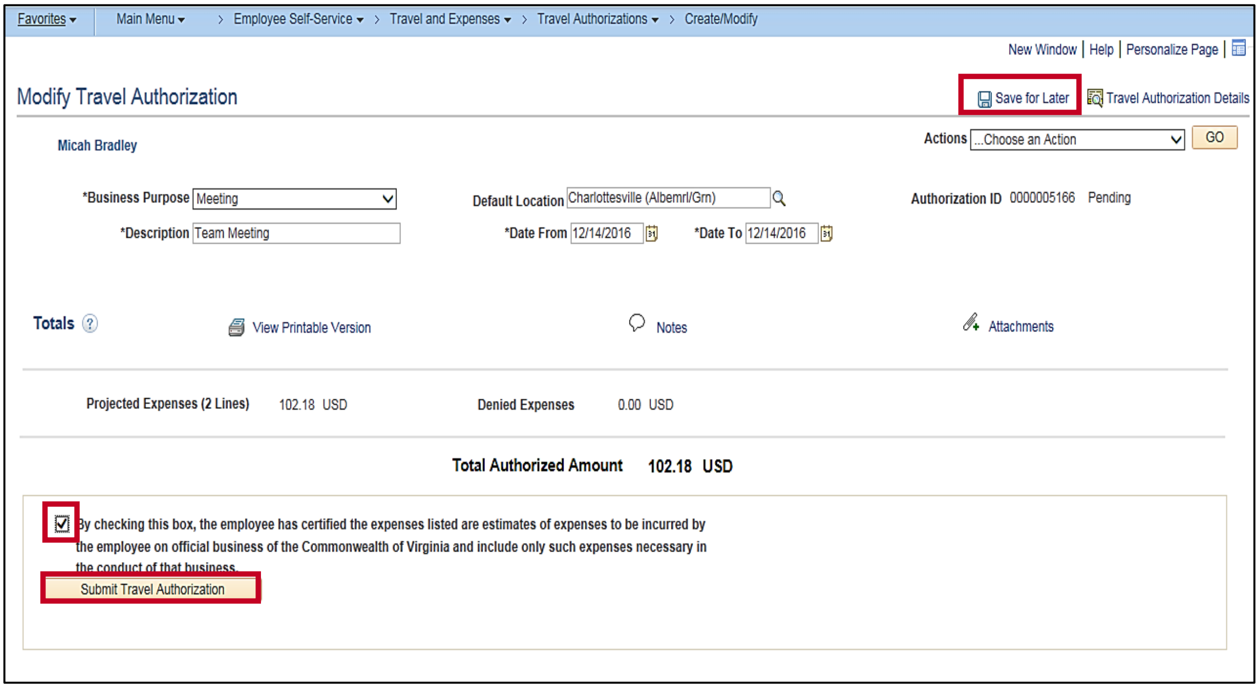
4. Click the **Search** button. You can only search for and update Travel Authorizations of employees for whom you are a proxy with **Edit & Submit** authorization. For more detailed information about authorizing a proxy, see the job aid entitled **SW AP315: Authorizing a Proxy for an Employee** located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



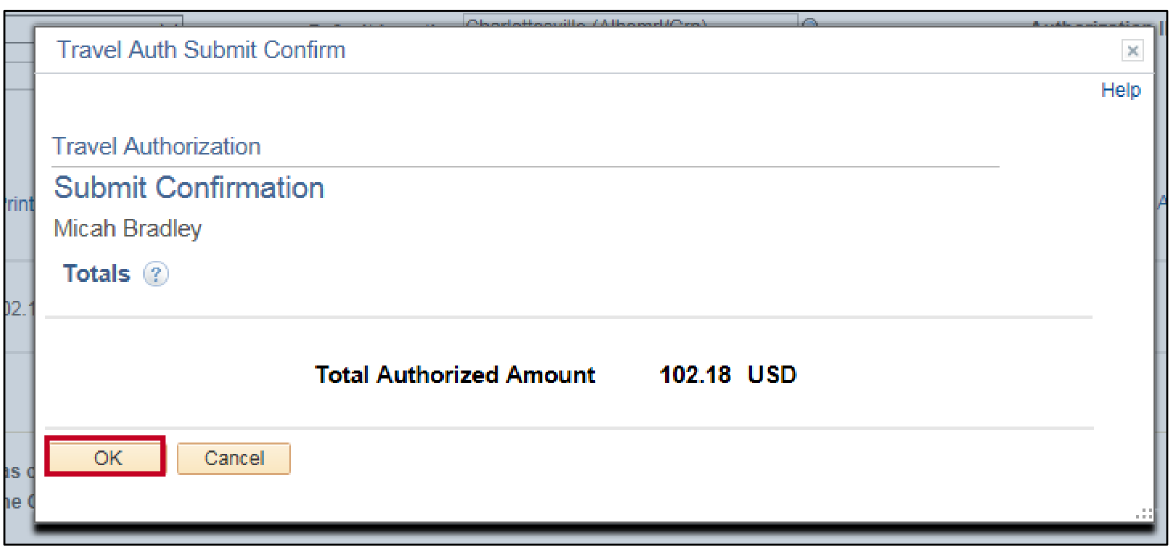
5. The **Modify Travel Authorization** page displays. This page is identical to the page that was used to create the Travel Authorization. Make your updates to the Travel Authorization. You can perform any action on the Travel Authorization that you could to create it (e.g., add or delete lines, change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

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



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.



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

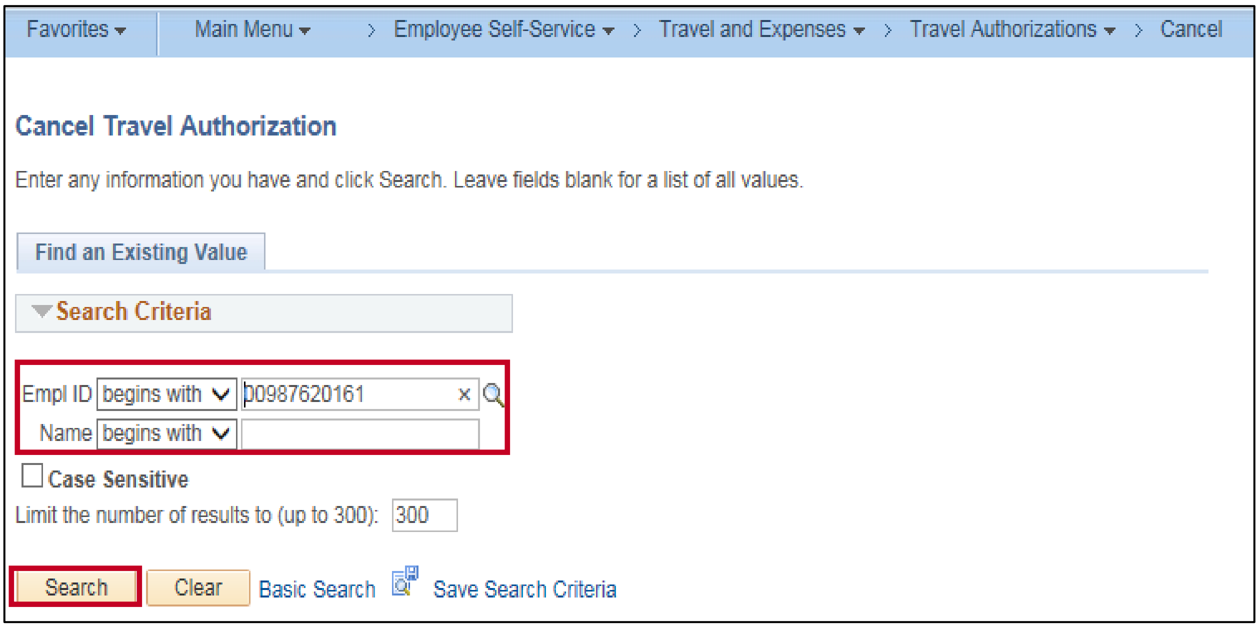
An approved travel authorization can be cancelled if no longer needed. Once cancelled, it cannot be assigned to an Expense Report.

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:

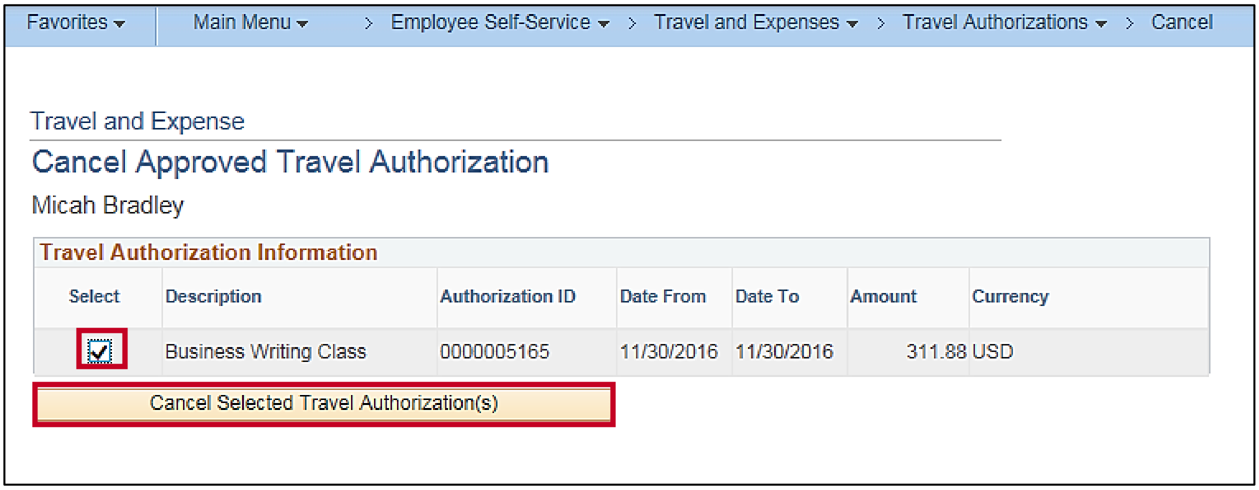
Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Cancel



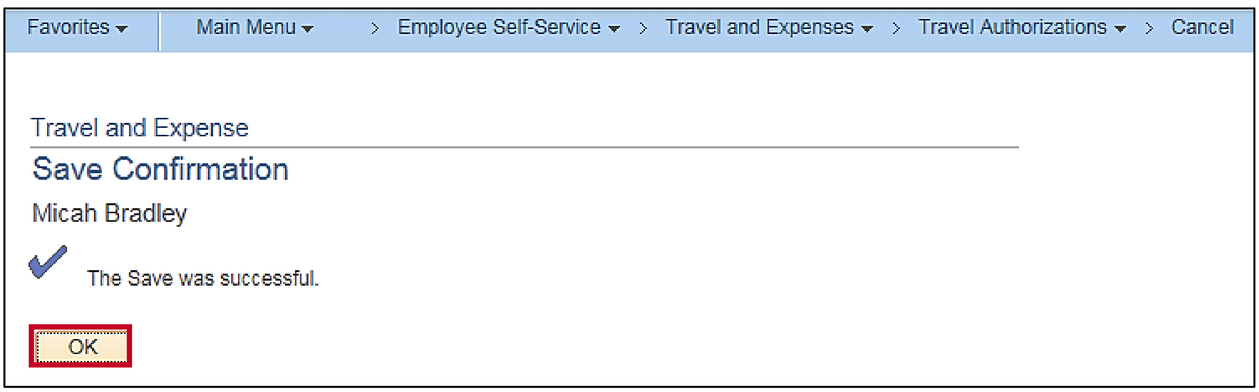
13. Your employee ID will default into the **Empl ID** field. If you are cancelling a Travel Authorization for another employee, enter their **Empl ID** or **Name**.

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

14. Click the **Search** button.



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.



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

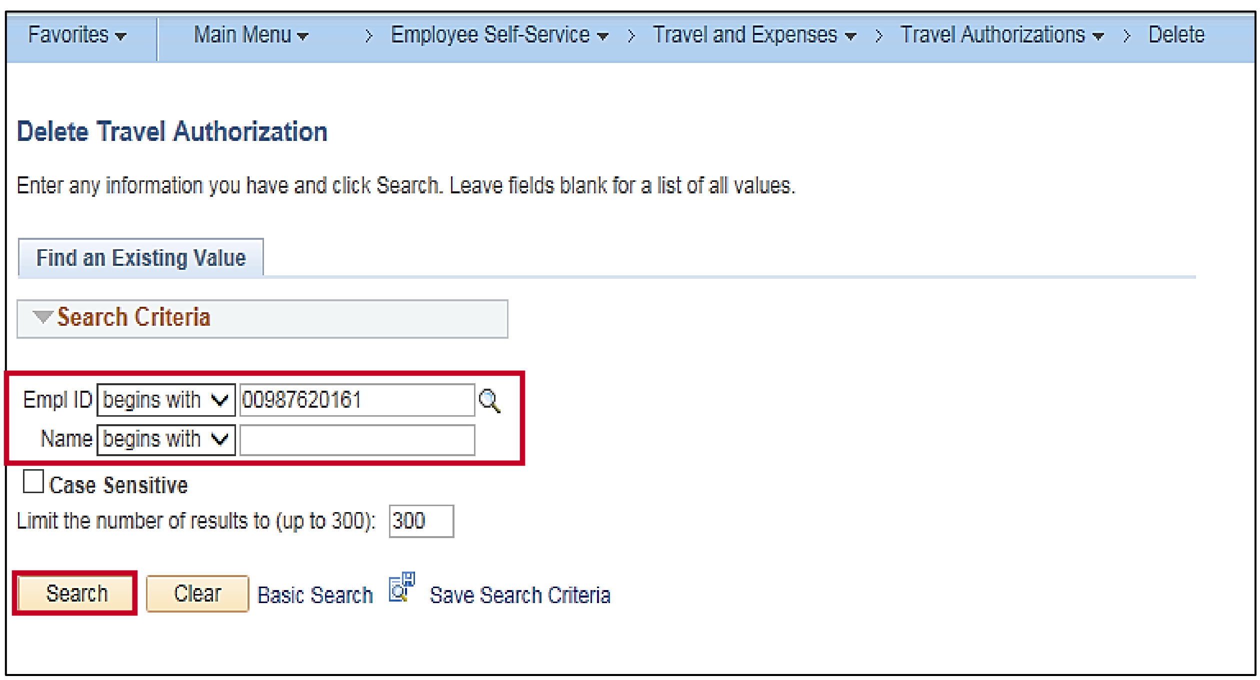
Deleting a Travel Authorization

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:

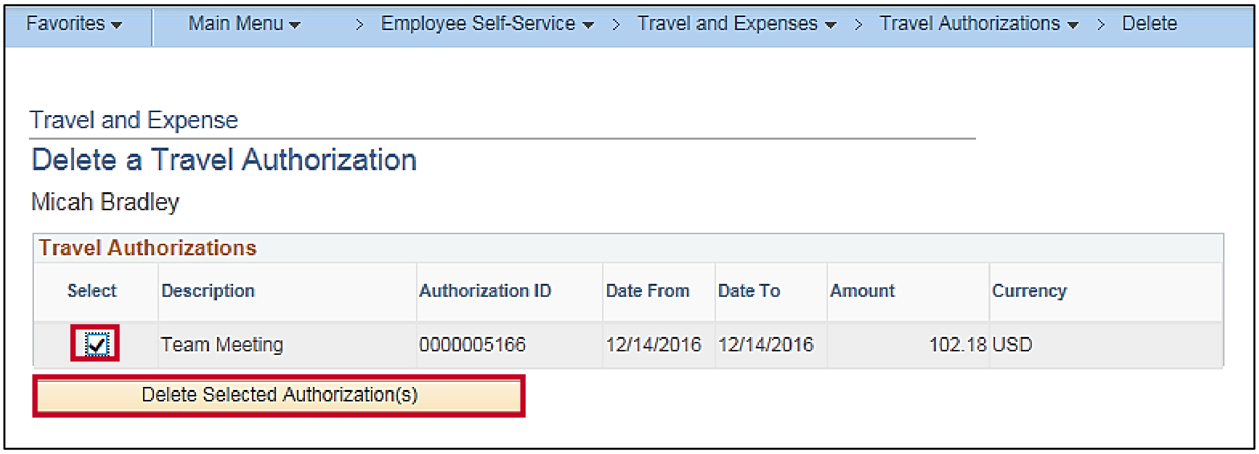
Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete



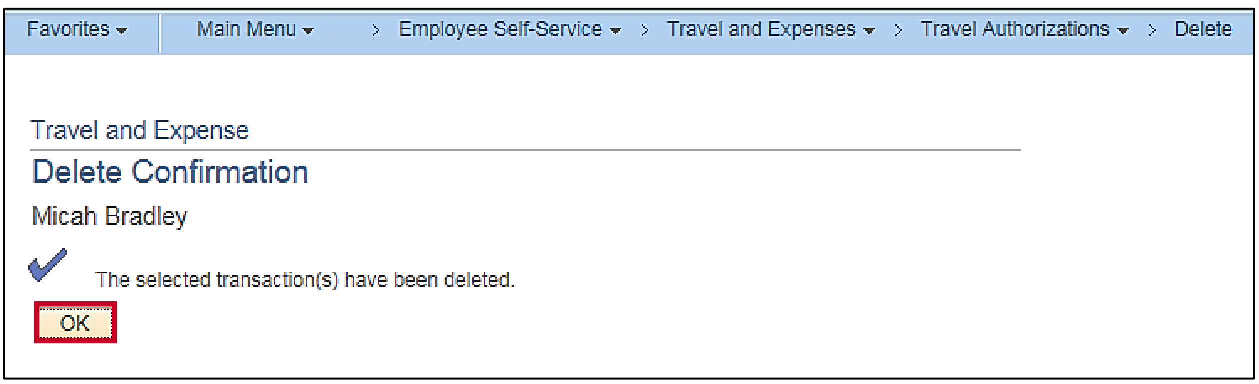
3. Your employee ID will default into the **Empl ID** field. If you are deleting a Travel Authorization for another employee, enter their **Empl ID** or **Name**.

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.



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



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

   A deleted Travel Authorization cannot be viewed.

   The delete action is permanent, and cannot be undone.

Updating a Cash Advance

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

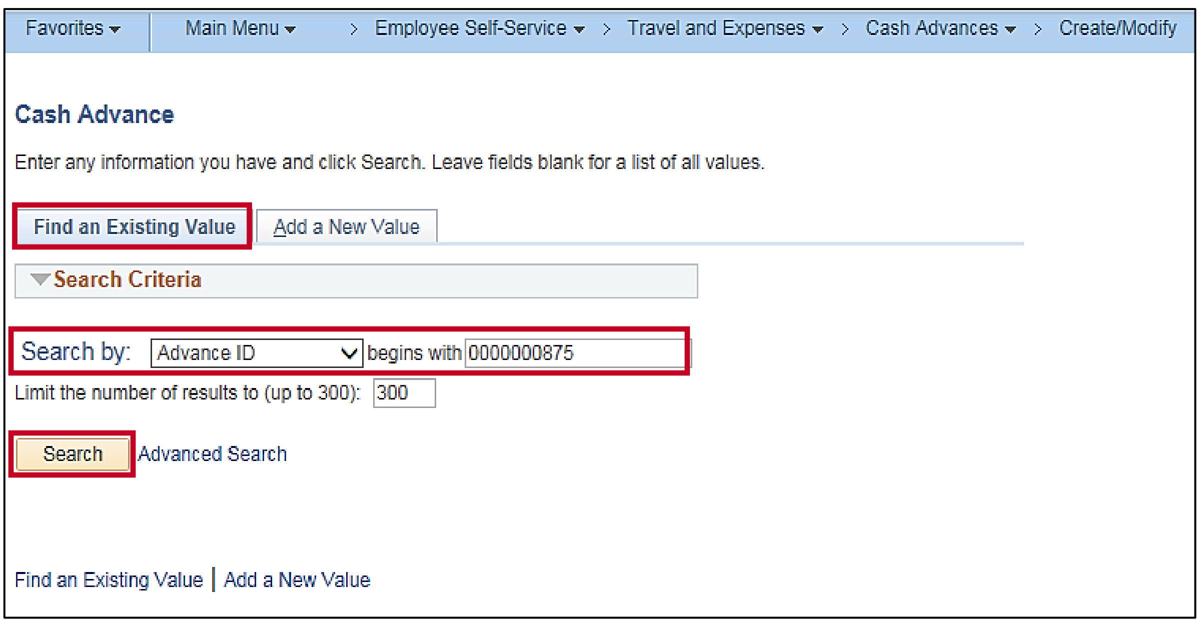
- Saved, but not been Submitted for approval
- Withdrawn from approval after submission
- Sent Back by an approver with required comments. An email is sent to the employee or the proxy who keyed the Cash Advance.

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.

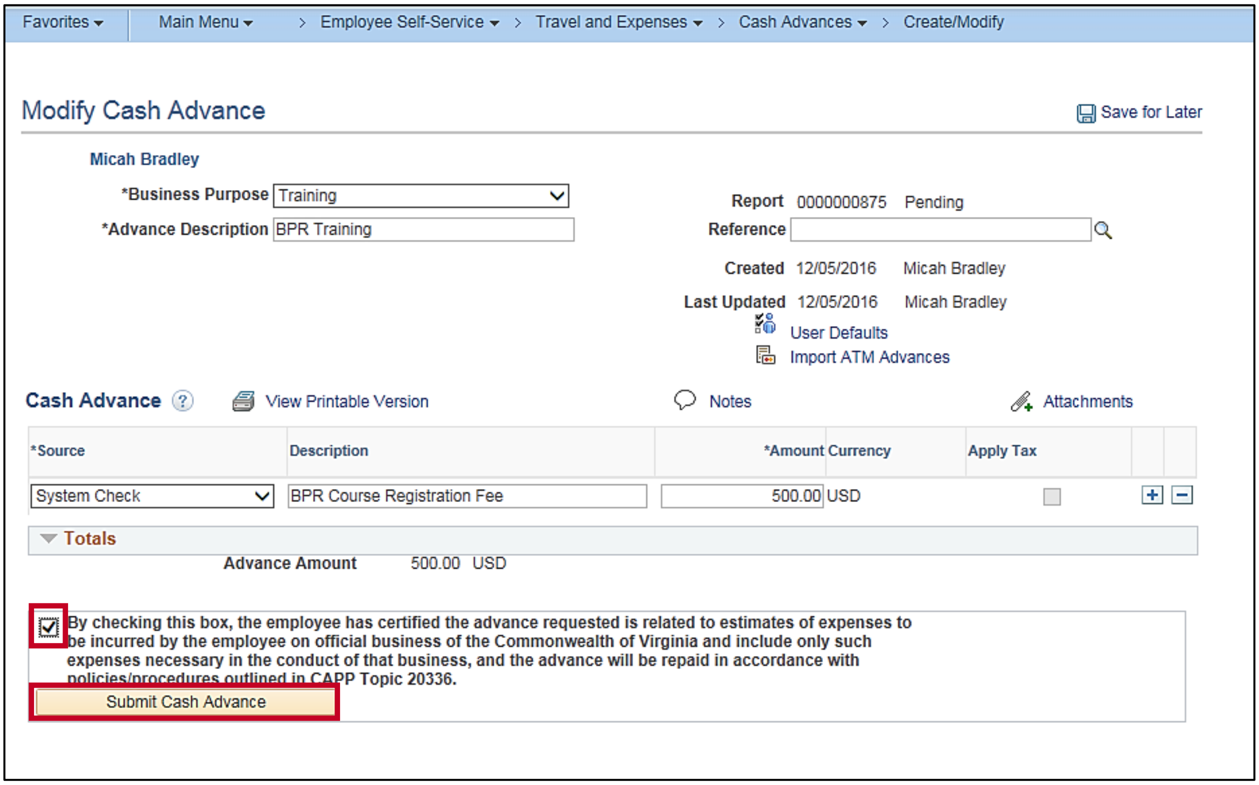
2. To update a cash advance, navigate to the **Cash Advance** page using the following path:

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



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.

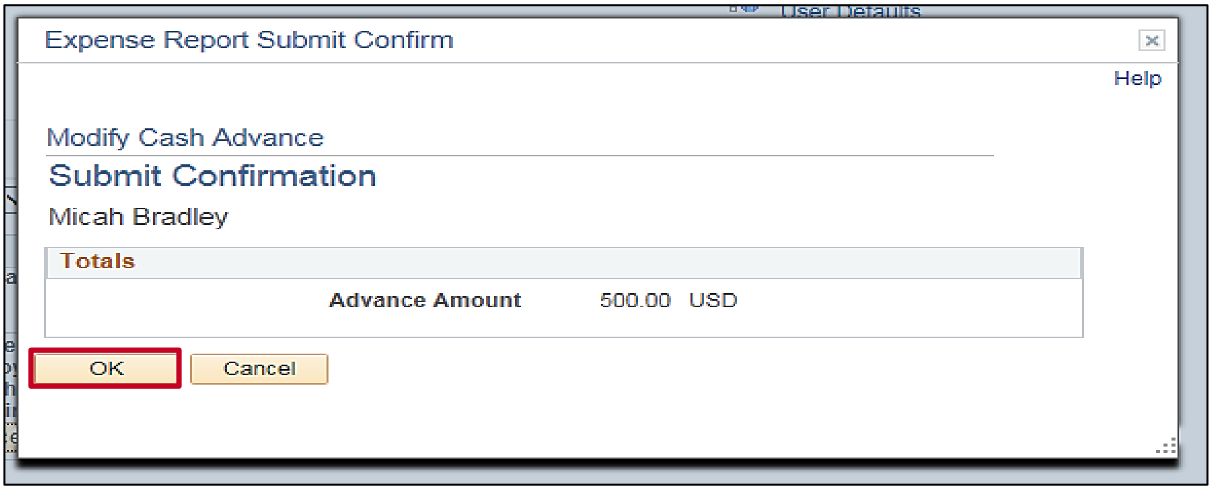


5. The **Modify Cash Advance** page displays. This page is identical to the page that was used to create the Cash Advance. Make any necessary changes to the Cash Advance. You can perform any action on the Cash Advance that you could when creating it (e.g., add or delete lines, change amounts, etc).

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.

6. 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.

7. 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.

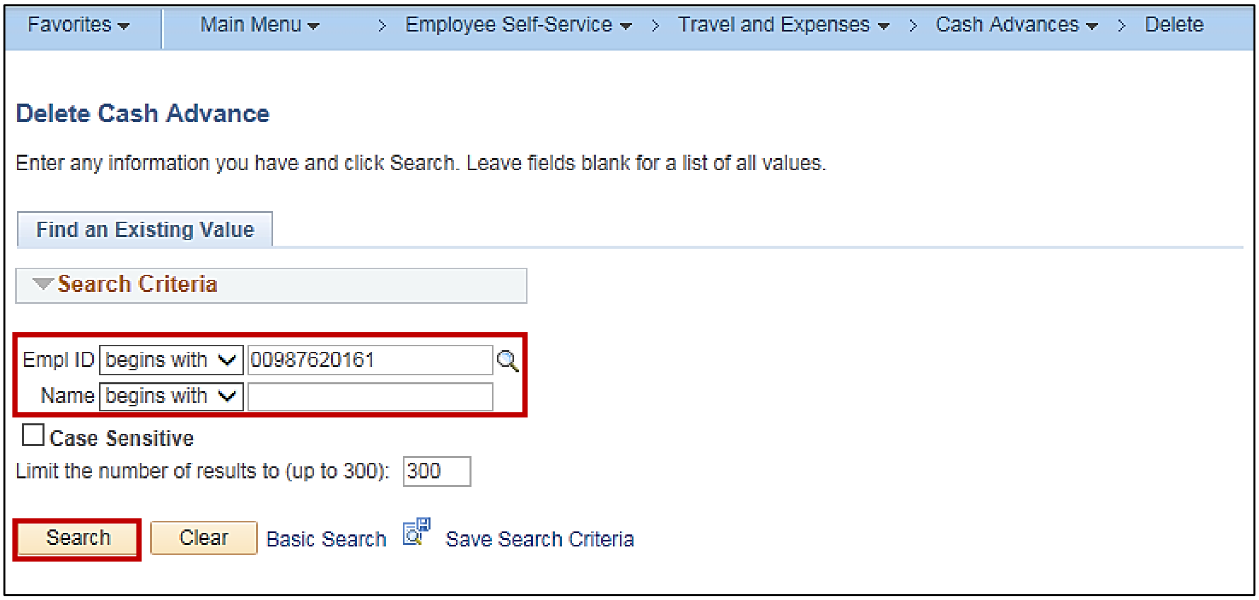
Deleting a Cash Advance

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.

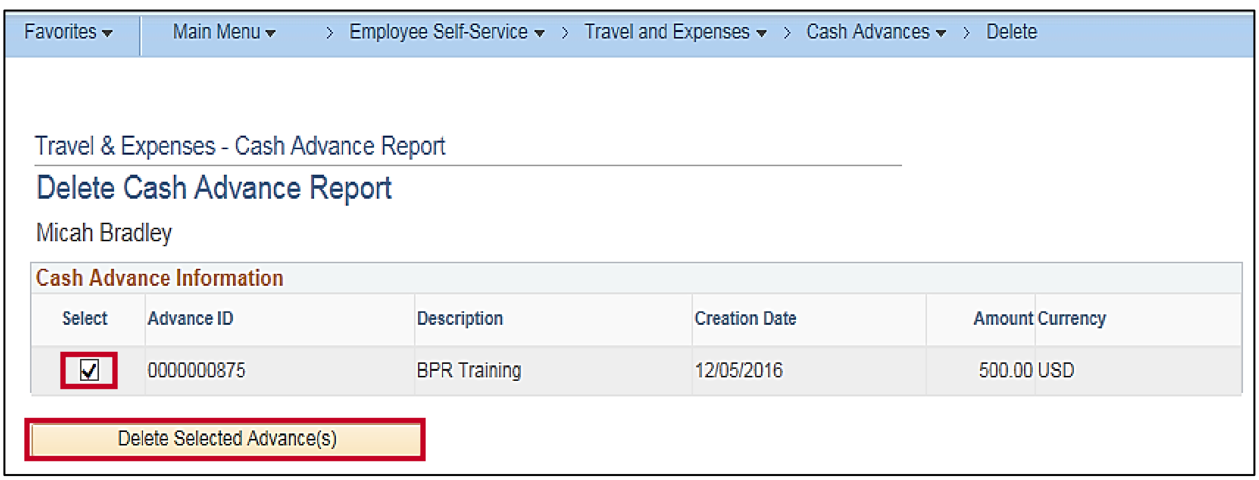
2. To delete a cash advance navigate to the **Delete Cash Advance** page using the following path:

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

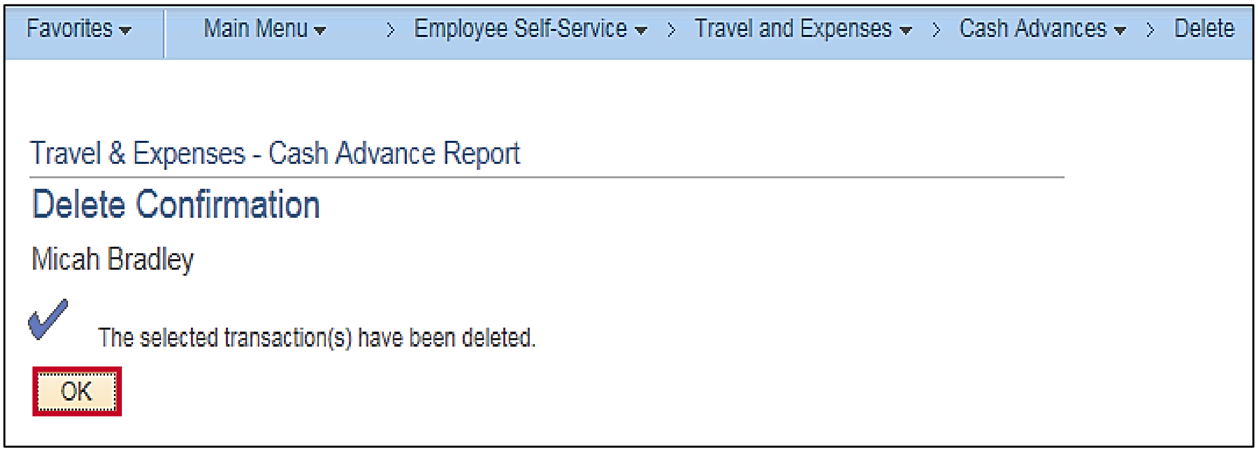


3. Your employee ID defaults into the **Empl ID** field. If you are deleting a Cash Advance for another employee, enter their **Empl ID** or **Name**.

   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**.



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



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

9. Click the **OK** button.

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

Updating an Expense Report

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

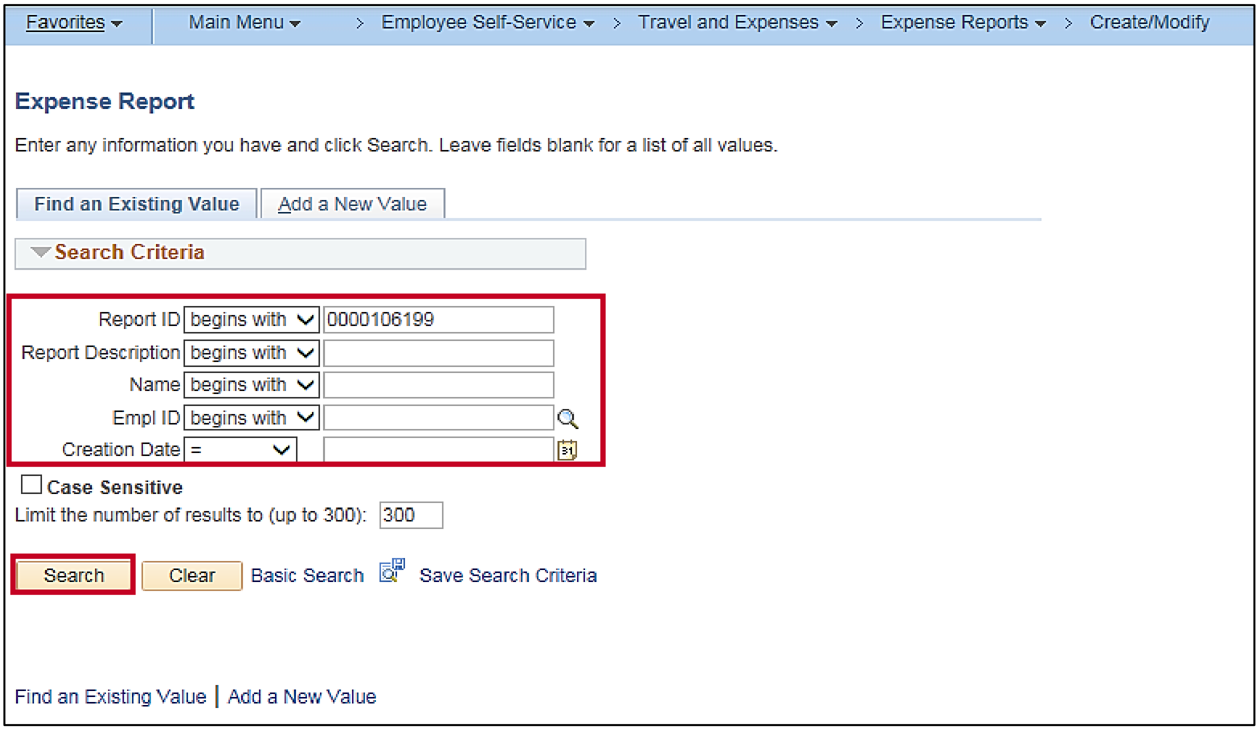
- Saved, but not submitted for approval
- Withdrawn from approval after submission
- Sent Back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Expense Report.

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.

2. 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

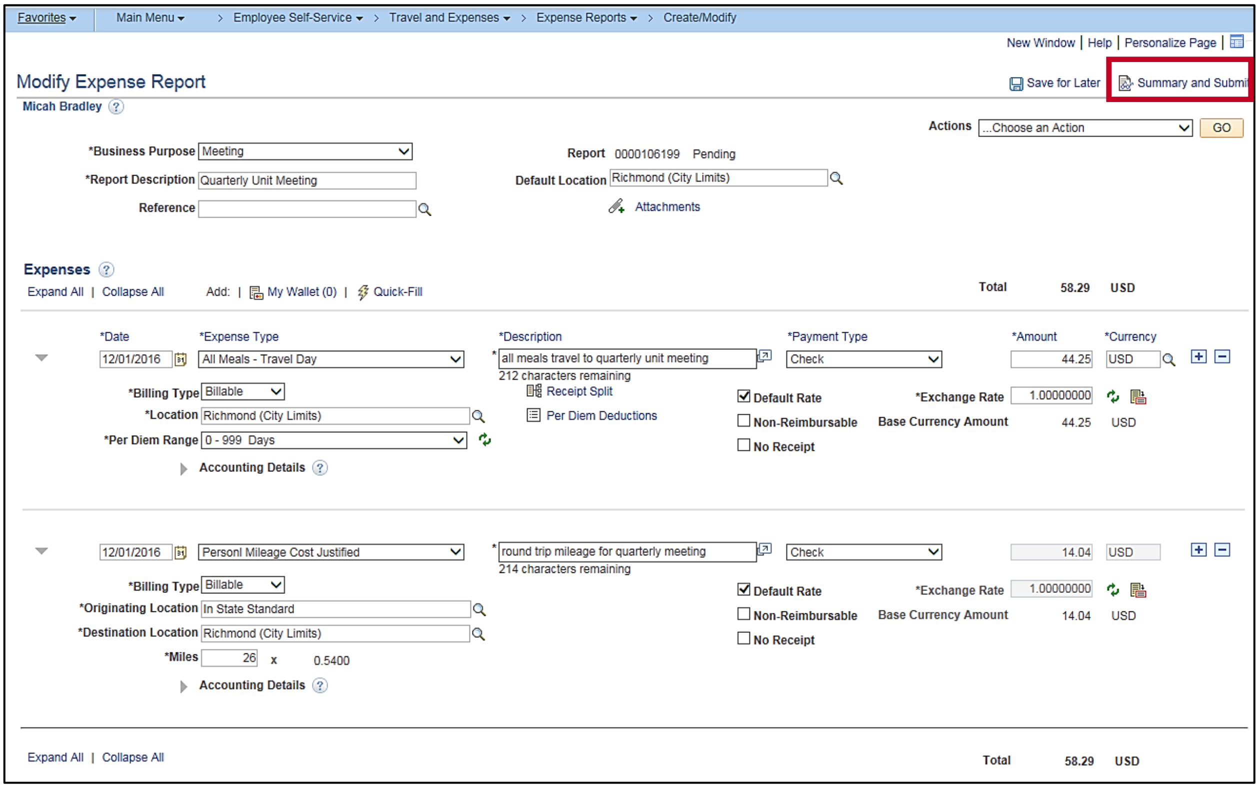


3. On the **Find an Existing Value** tab, enter the **Report ID** of the Expense Report that you want to modify.

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

4. Click the **Search** button.

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

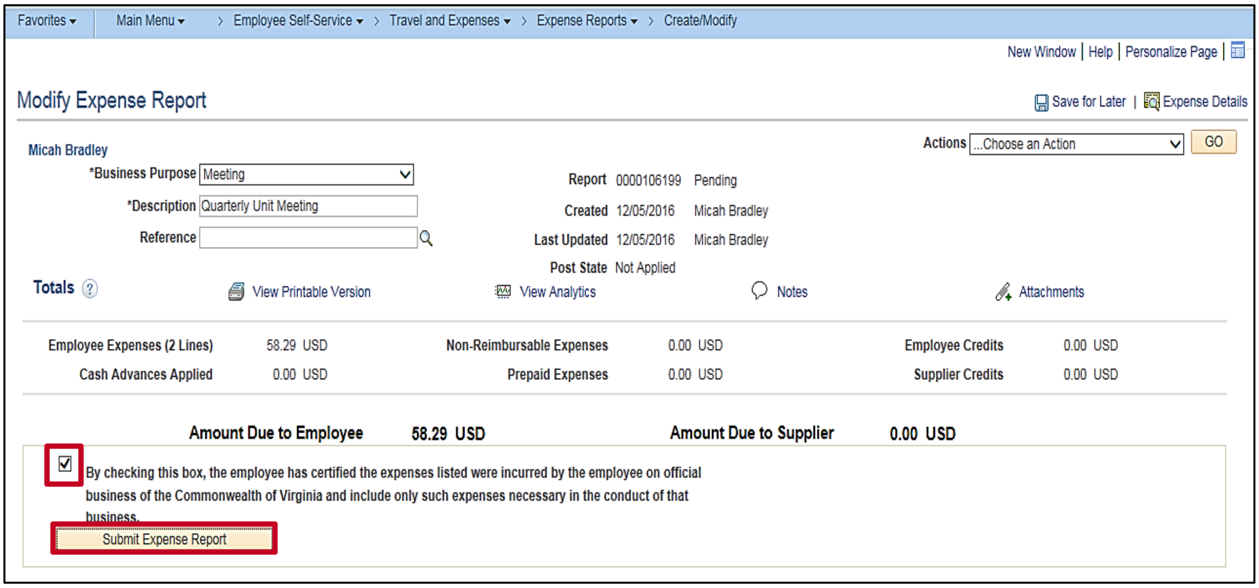


5. The **Expense Report Entry** page displays. This page is identical to the page that was used to create the Expense Report. Make your updates to the Expense Report. You can perform any action on the Expense Report that you could when creating it (e.g., add or delete lines, change amounts, dates, locations,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

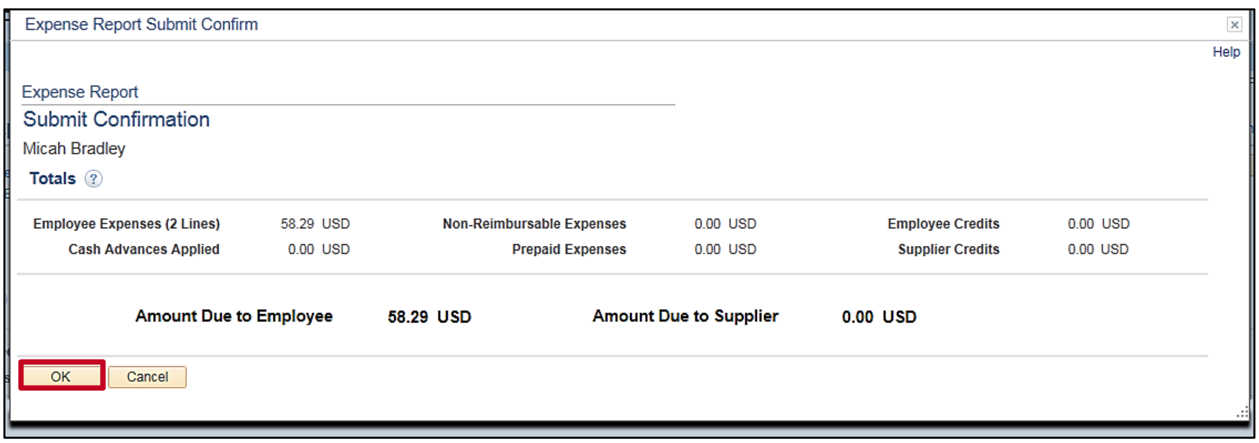
6. Click the **Save for Later** button if you are not ready to route for approval.

7. If you are ready to submit the expense report after making revisions, click the **Summary and Submit** link at the top of the page.



8. Click the **certification checkbox** to enable to **Submit Expense Report** button.

9. Click the **Submit Expense Report** button to send the Expense Report through approval workflow.



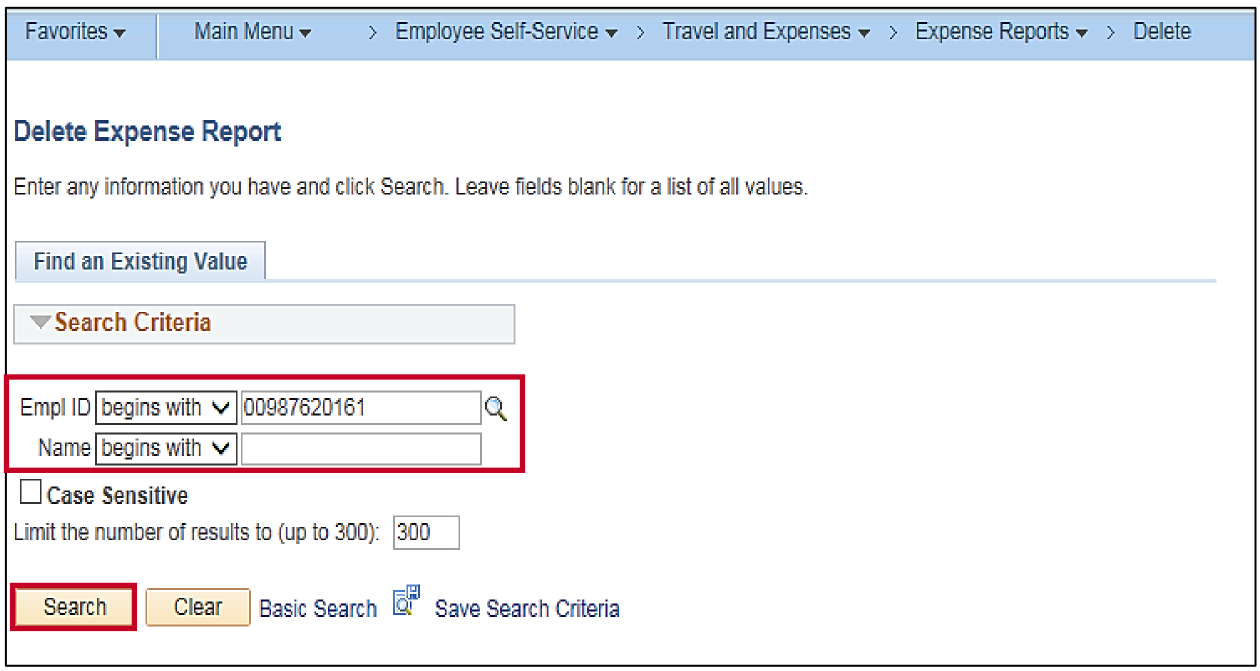
10. The **Expense Report Submit Confirm** pop-up window displays. Click the **OK** button to confirm the updated Expense Report is submitted for approval.

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

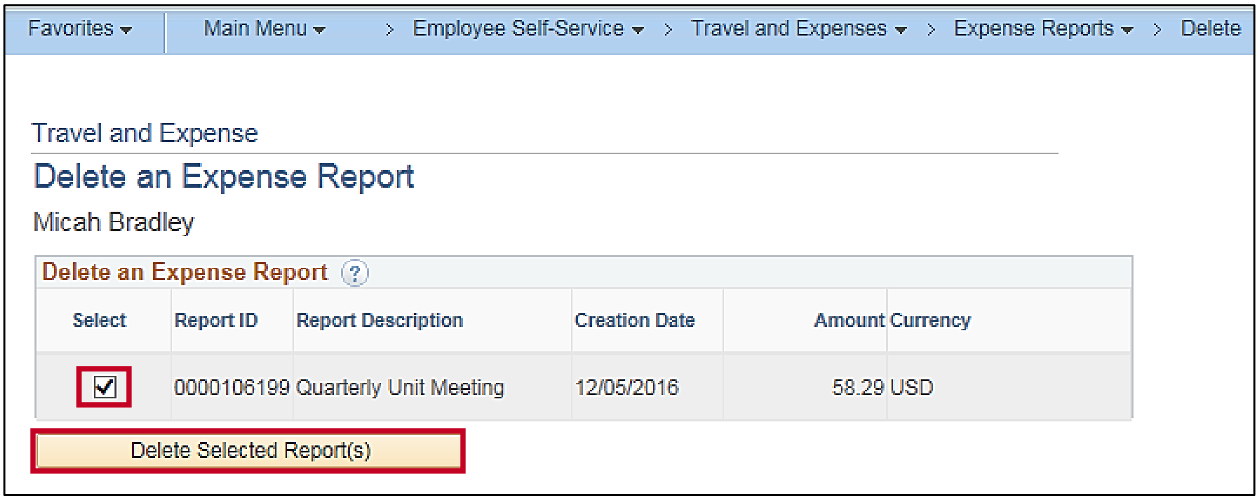
1. You can only delete an Expense Report if it has:
   - Been Saved, but not Submitted for approval
   - Withdrawn from Approval status
   - Been Sent Back by the approver with a required comment. An email is sent to the employee or the proxy who keyed the Expense Report.
   - No Cash Advance applied 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

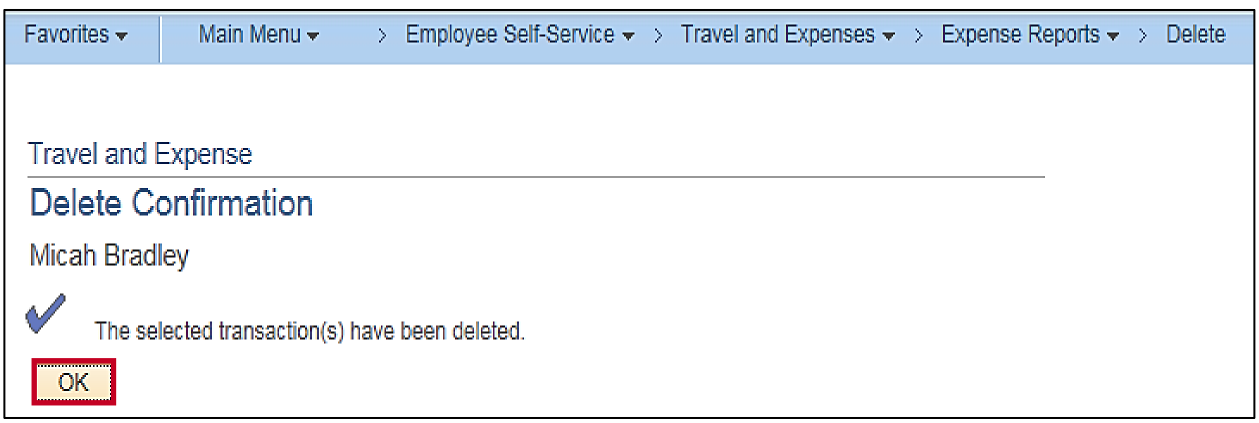


3. Your employee ID will default into the **Empl ID** field. If you are deleting an Expense Report for another employee, enter the **Empl ID** or **Name**.

   You can only search for and delete Expense Reports of employees for whom you are a proxy.
4. Click the **Search** button.



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



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

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