



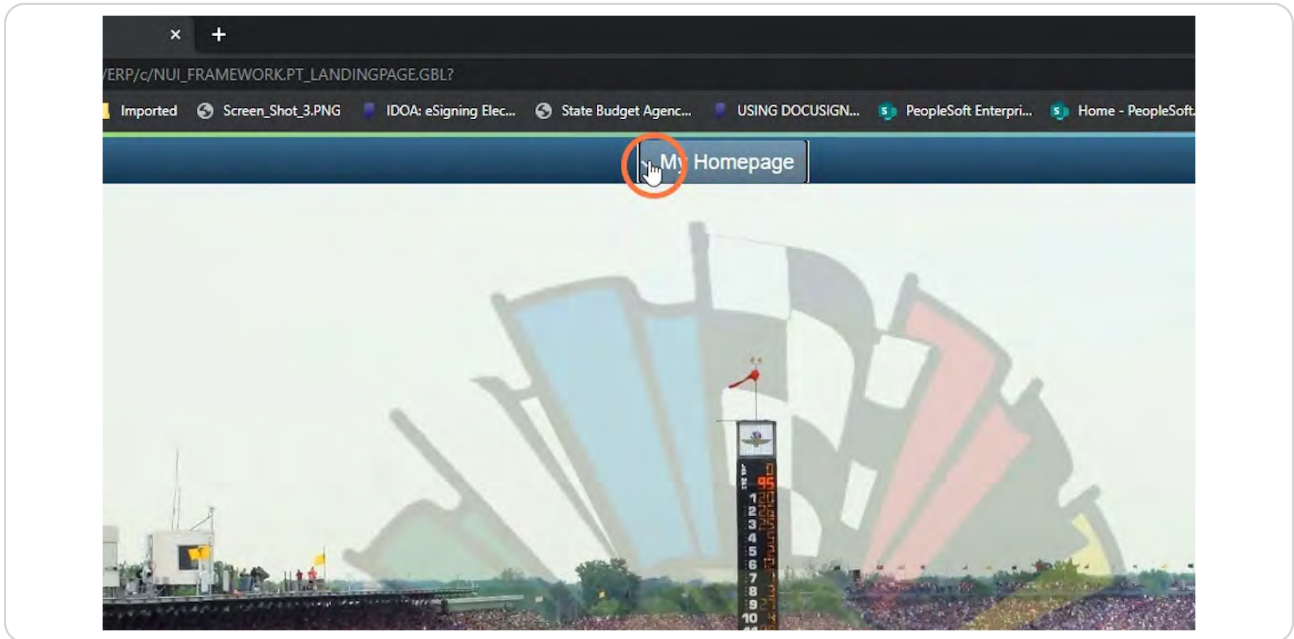
Delete ER - Traveler or Submitter

Either a Traveler or a Submitter (on behalf of a traveler) can delete an Expense Report (ER).

The following steps will walkthrough the ER deletion process.

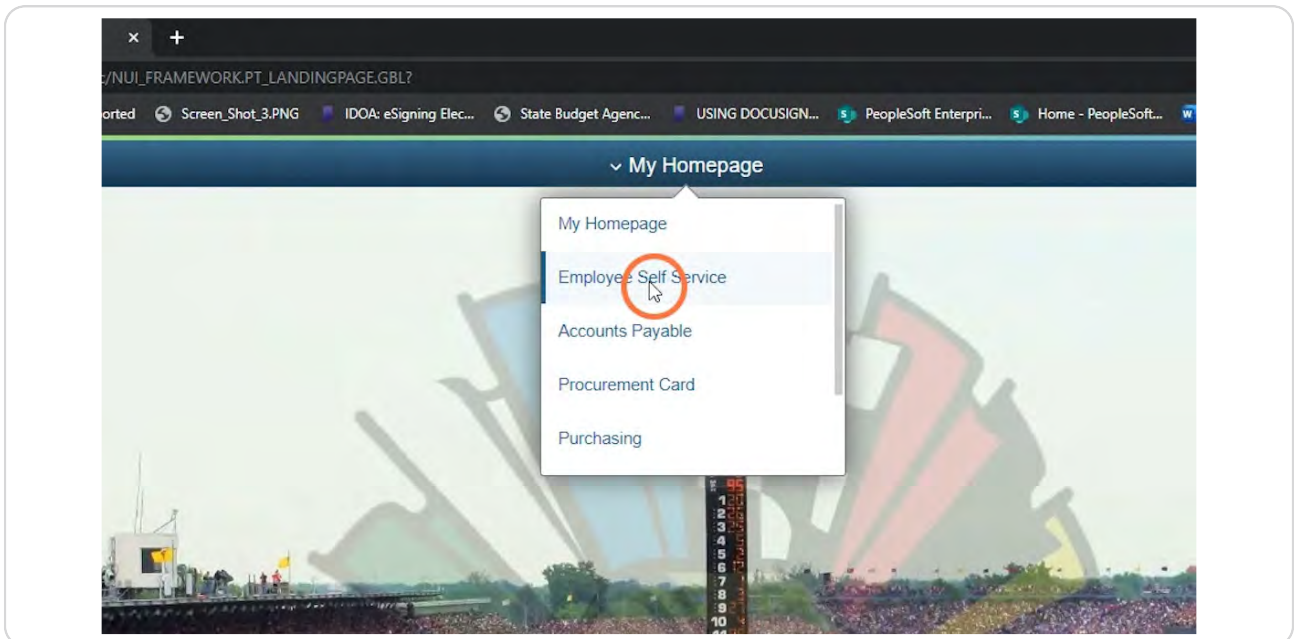
STEP 1

Click the Fluid page dropdown.



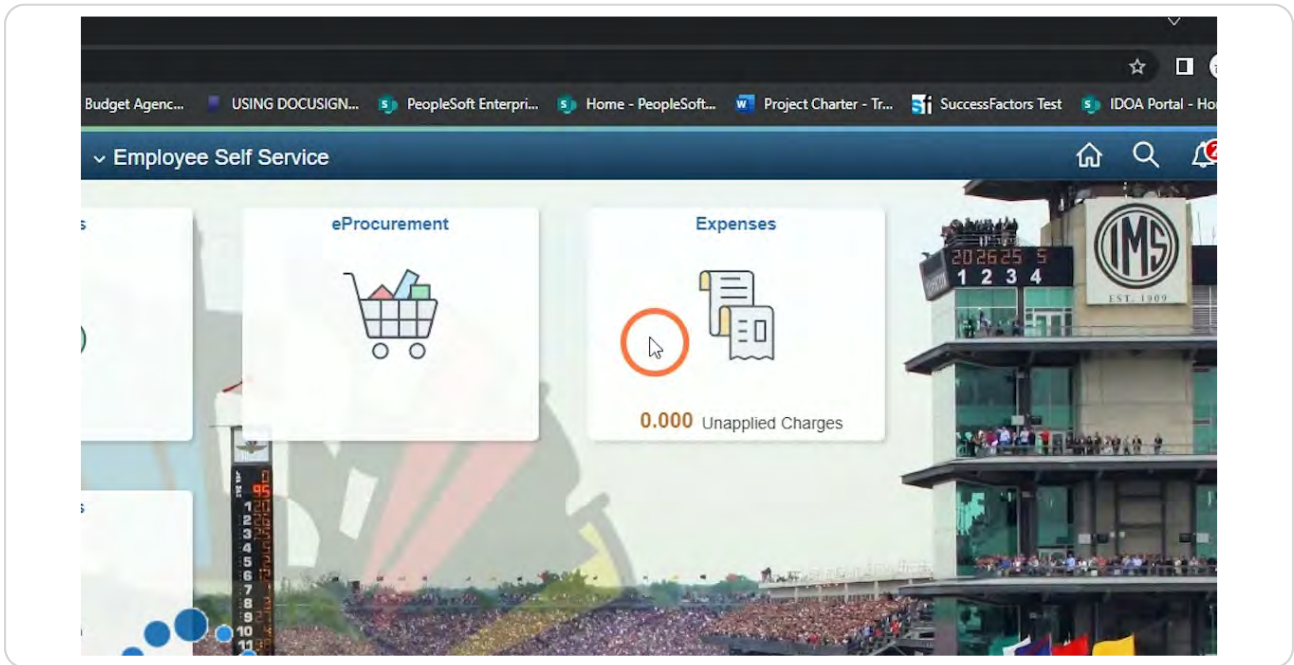
STEP 2

Click Employee Self Service.



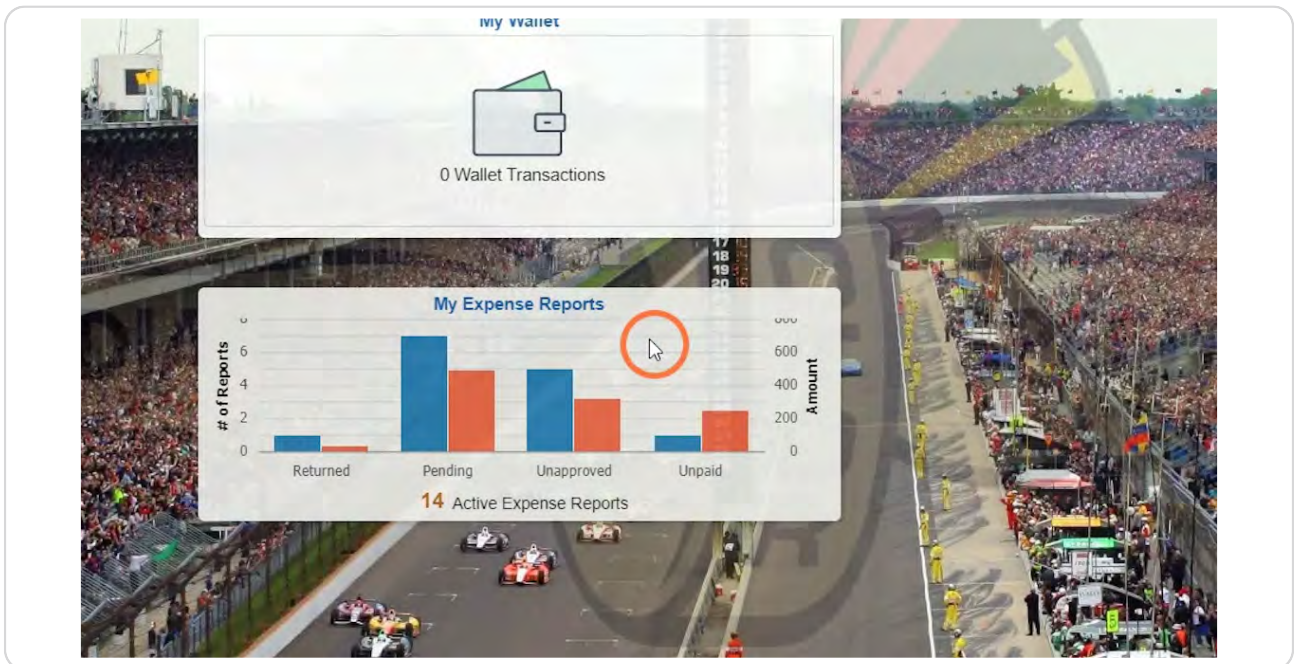
STEP 3

Click the Expenses tile.



STEP 4

Click My Expense Reports.



STEP 5

If you are the traveler, click either Returned or Not Submitted.

Returned will generate a list of ERs that were previously submitted (not fully approved) and were sent back by an approver.

Not Submitted will generate a list of ERs that have not been submitted for approval.

Access Indiana | Signed Out x My Expense Report x +

fsqa.gmis.in.gov/psc/fs92qa_76/EMPLOYEE/ERP/c/EX_ADMIN_EXPENSE_FLEX_EXP_LIST_FL.GBL

Indiana - Corporate... LinkedIn Learning... New Tab Imported Screen_Shot_3.PNG IDOA: eSigning Elec... State Budget Agenc...

< Expenses My Expense

John Purdy
10000307372
DOA - PROCUREMENT - ADMIN SVCS

Returned 1
Not Submitted 7
Awaiting Approval 5
Pending Payment 1
View All 14

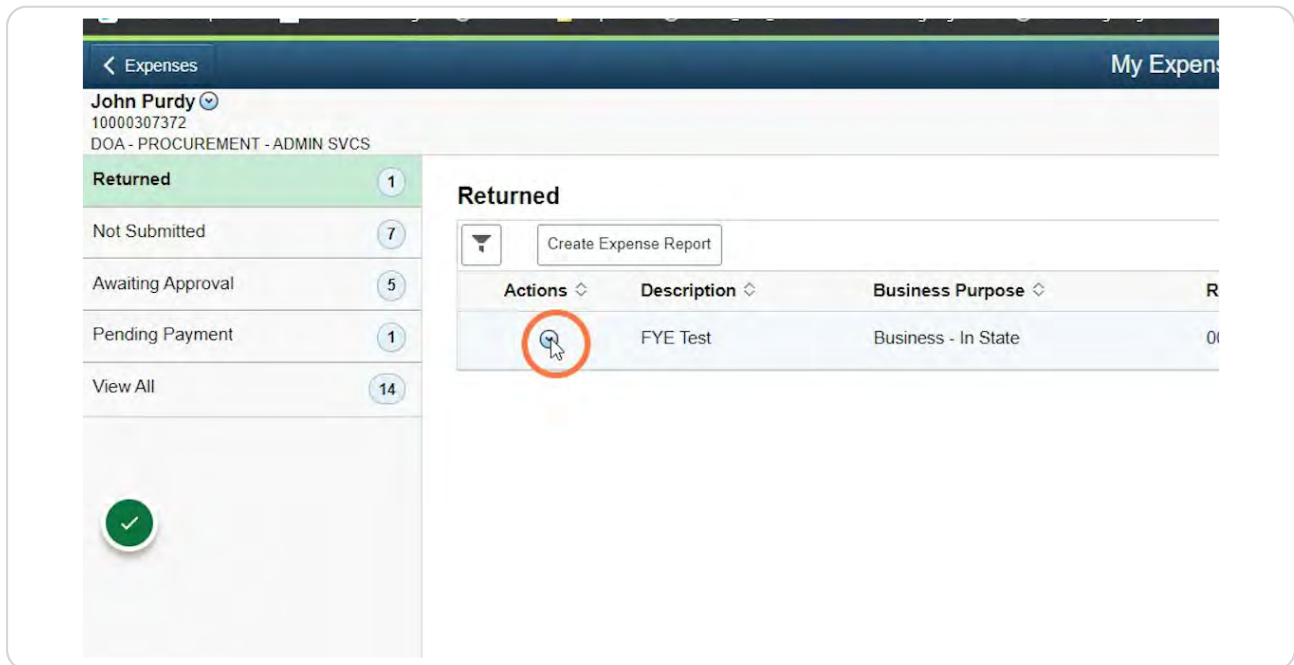
Returned

Create Expense Report

Actions	Description	Business Purpose	R
⌵	FYE Test	Business - In State	00

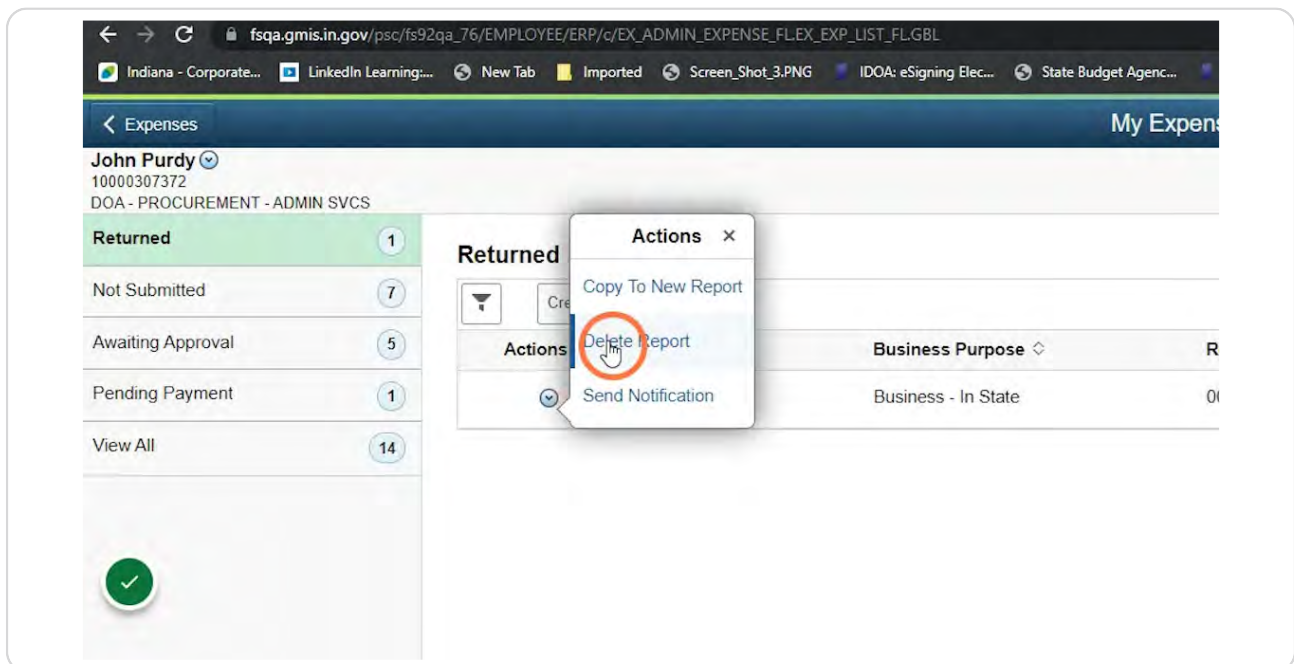
STEP 6

Click the dropdown arrow under Actions.



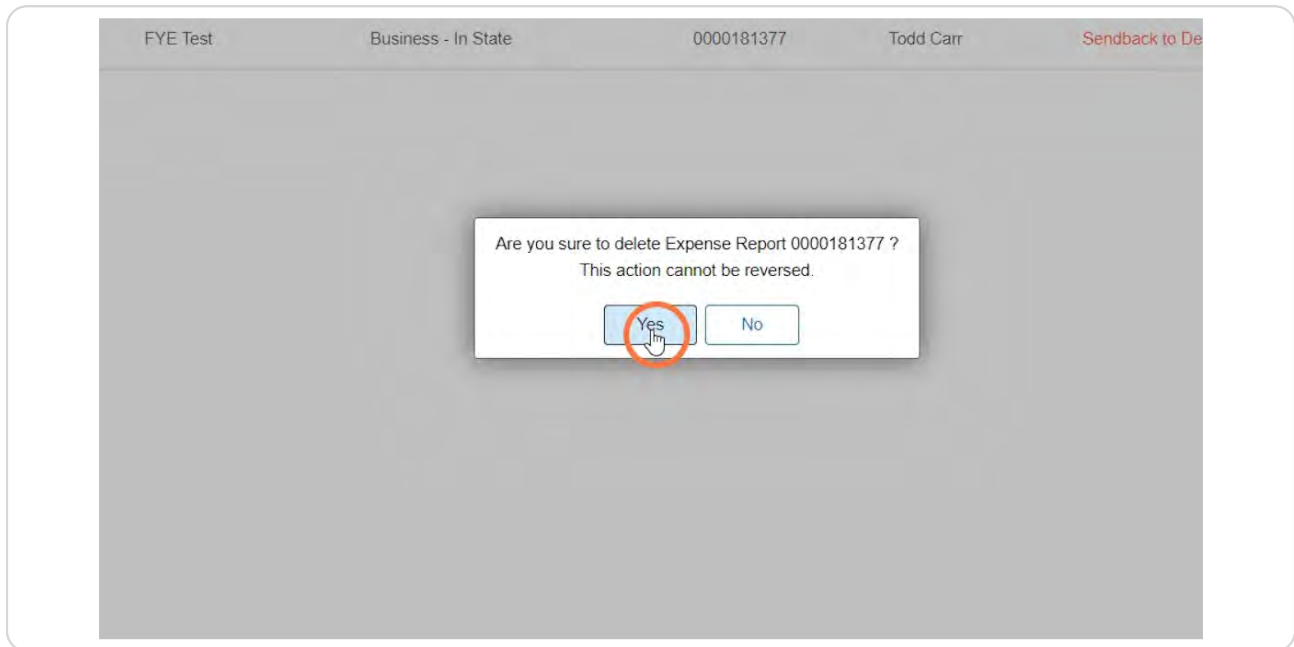
STEP 7

Click Delete Report.



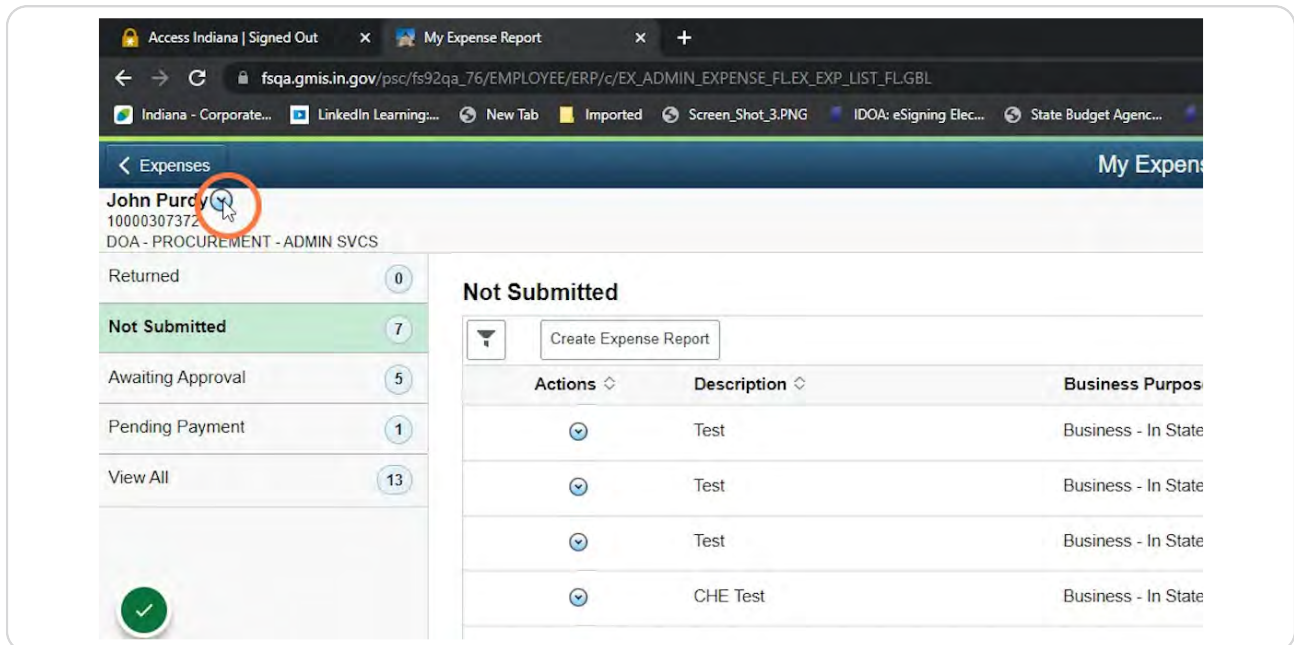
STEP 8

Click Yes.



STEP 9

If you are a submitter for a traveler and deleting on behalf of the traveler, click the dropdown arrow next to your name.



STEP 10

Click Change Employee.

Expenses

John Purdy
10000307372
DOA - PROCUREMENT - ADMIN SVCS

Returned 0

Not Submitted 7

Awaiting Approval 5

Pending Payment 1

View All 13

Actions x

Change Employee

Not Submitted

Create Expense Report

Actions	Description
▼	Test
▼	Test

STEP 11

Click on the employee you will be deleting for.

Employee Search

Search Employee

Empl ID	Name
10000307372	John Purdy
.....	A

Not Submitted

Create Expense Report

Actions	Descr
▼	Test
▼	Test
▼	Test
▼	CHE T
▼	CHE T
▼	00061
▼	Test

STEP 12

Click either Returned or Not Submitted.

Returned will generate a list of ERs that were previously submitted (not fully approved) and were sent back by an approver.

Not submitted will generate a list of ERs that have not been submitted.

My Expense Reports

Returned 0

Not Submitted 1

Awaiting Approval 0

Pending Payment 0

View All 1

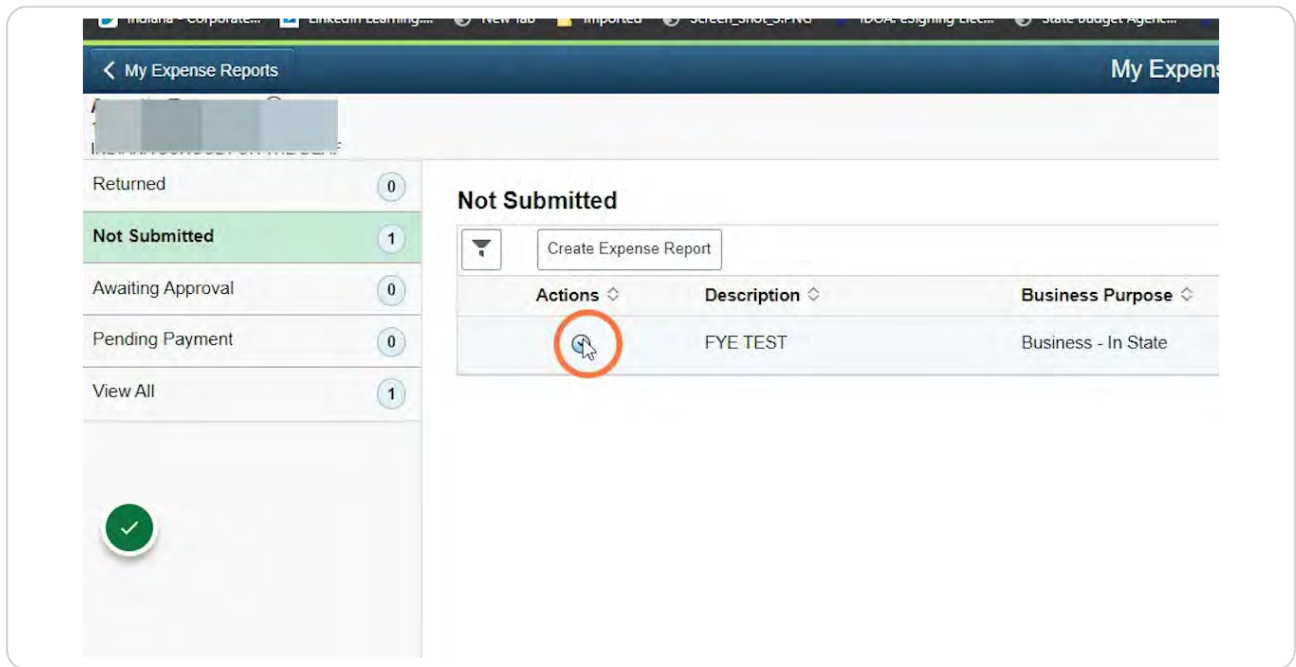
Not Submitted

Create Expense Report

Actions	Description	Business Purpose
	FYE TEST	Business - In State

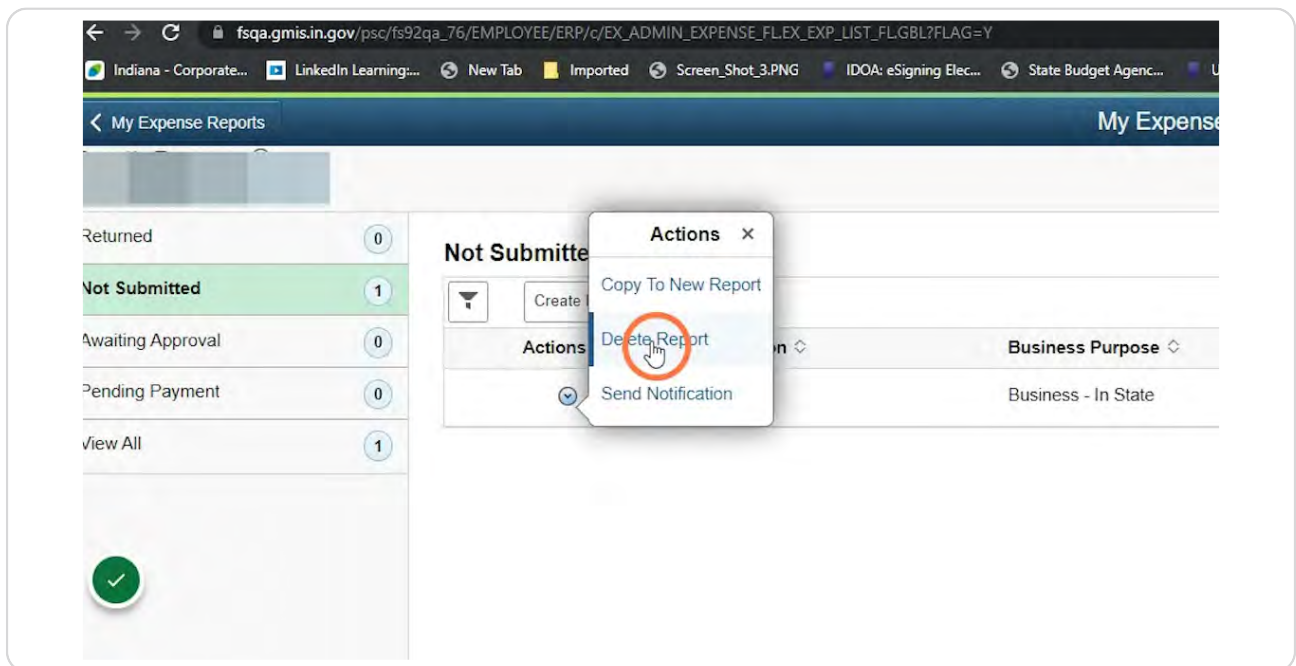
STEP 13

Click the dropdown arrow under Action.



STEP 14

Click Delete Report.



STEP 15

Click Yes.

