

Deleting a “Pending” TA in PeopleSoft on e-Campus Financials

URI Office of the Controller

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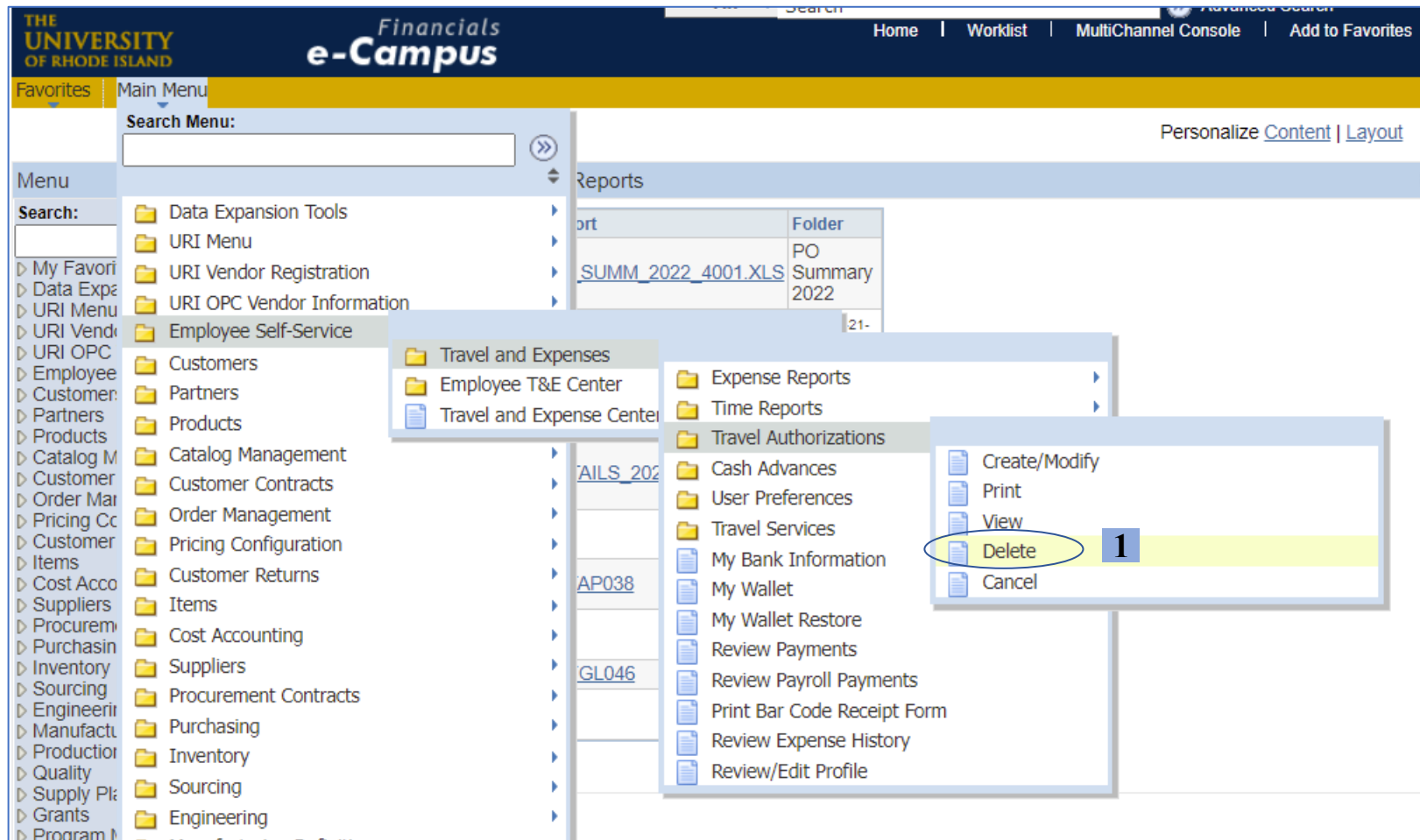
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1. Deleting a “Pending” Travel Authorization

a. Navigating within PeopleSoft

1. From the main menu, go to: *Employee Self-Service* → *Travel and Expenses* → *Travel Authorizations* → *Delete*



NOTE:

- TAs can be only be deleted if they have not yet been submitted – an unsubmitted TA has the status “Pending”
- If a TA has been submitted but has not yet been approved, you must withdraw the TA before following the deletion process
- If a TA has been approved, it must be cancelled rather than deleted. Please see the guide “Canceling a TA” on the Travel website.

b. Selecting and deleting one or more TAs

2. Enter the Employee ID of the traveler and click “Search”

THE UNIVERSITY OF RHODE ISLAND Financials **e-Campus** Home | Worklist | MultiChannel

Favorites | Main Menu > Travel and Expenses > Travel Authorization > 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

2 Empl ID begins with ▼ 100268795 🔍

Name begins with ▼

Case Sensitive

Search Clear Basic Search Save Search Criteria

3. Select the TA(s) to be deleted and click “Delete Selected Travel Authorization(s)”

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Favorites | Main Menu > Travel and Expenses > Travel Authorization > Delete

Travel and Expense

Delete a Travel Authorization

Grace Wyld

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Delete TA Example	0000027580	04/28/2022	04/29/2022	50.00	USD
<input type="checkbox"/>	Analyst Conference 2021	0000025658	09/01/2021	09/04/2021	300.00	USD

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4. Click “Ok” on the Save Confirmation page

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Favorites | Main Menu > Employee Self-Service > Travel and Expense

Travel and Expense

Delete Confirmation

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The selected transaction(s) have been deleted.

4 **OK**

