

Deleting an Expense Report in PeopleSoft on e-Campus Financials

URI Office of the Controller

March 2021

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1. Deleting an Expense Report

a. Navigating within PeopleSoft

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

The screenshot displays the PeopleSoft e-Campus Financials interface. The top navigation bar includes the University of Rhode Island logo, the text "Financials e-Campus", and links for "Home", "Worklist", "Add to Favorites", and "Sign out". A "Favorites" dropdown menu is open, showing a search field and a list of menu items. The "Employee Self-Service" menu item is selected, and its sub-menu is displayed. Within this sub-menu, "Travel and Expenses" is selected, and its sub-menu is shown. In this sub-menu, "Expense Reports" is selected, and its sub-menu is displayed. The "Delete" option in the "Expense Reports" sub-menu is highlighted with a yellow background and a blue oval.

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Home | Worklist | Add to Favorites | Sign out

1 Favorites Main Menu

Search Menu: [Search]

Personalize Content | Layout ? Help

Menu

Search:

- URI Menu
- Employee Self-Service
 - Travel and Expenses
 - Expense Reports
 - Create/Modify
 - Print
 - View
 - Delete
 - Travel Authorizations
 - Cash Advances
 - User Preferences
 - My Bank Information
 - My Wallet
 - Review Payments
 - Review Expense History
 - Review/Edit Profile
 - Suppliers
 - Purchasing
 - Grants
 - Travel and Expenses
 - Accounts Payable
 - Commitment Control
 - Set Up Financials/Supply Chain
 - Enterprise Components
 - Worklist
 - Reporting Tools
 - PeopleTools

b. Selecting and deleting an ER

2. Select the expense report to be deleted by checking the box on the left, then click “Delete Selected Reports”

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Home | Worklist | Add to Favorites | Sign out

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

New Window ? Help Personalize Page

Travel and Expense

Delete an Expense Report

Grace Wyld

Delete an Expense Report ?

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000016121	5/23/19	05/31/2019	100.00	USD

Delete Selected Report(s)

3. Click “Ok” on the *Delete Confirmation* page

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

Travel and Expense

Delete Confirmation

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The selected transaction(s) have been deleted.

OK