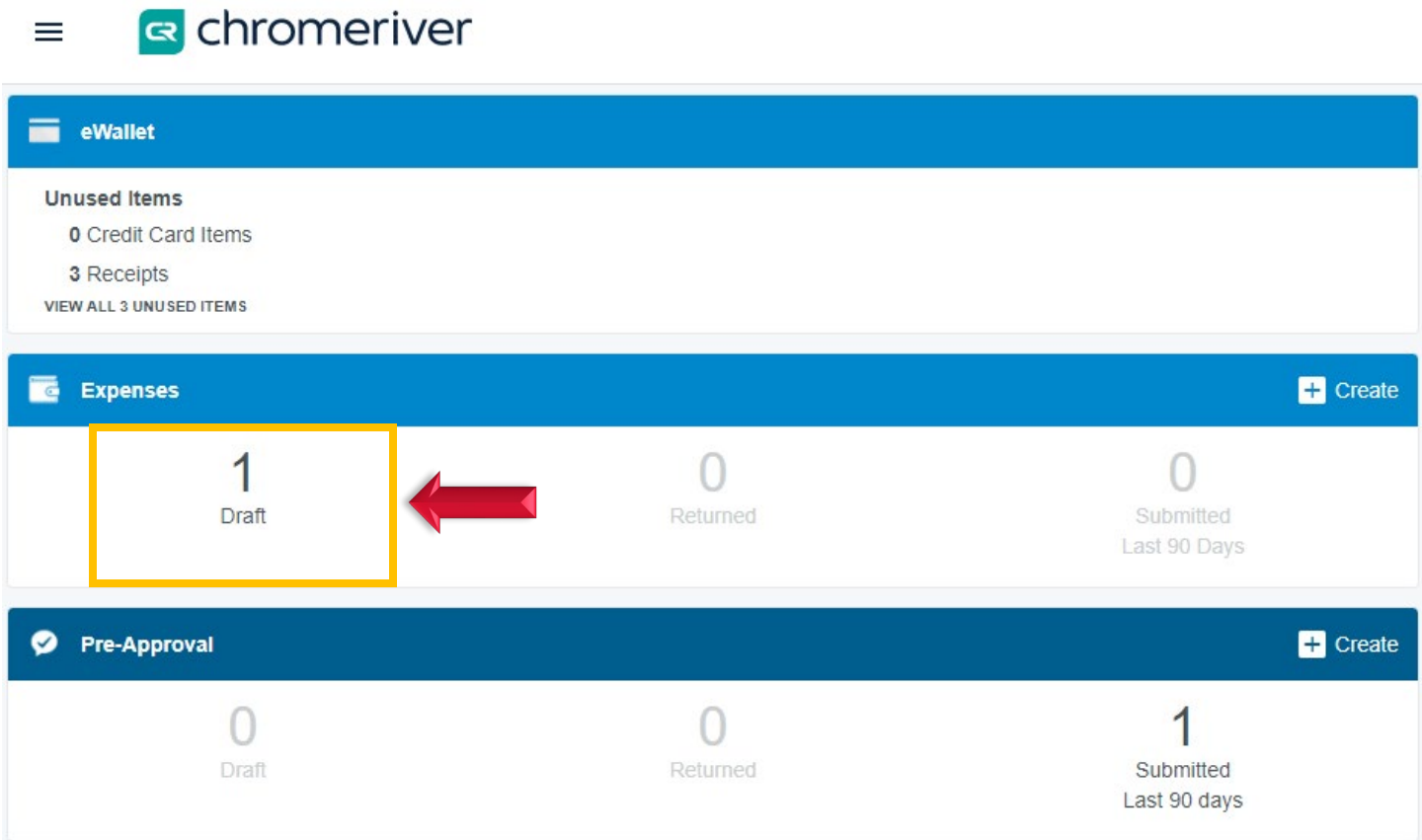


Deleting an Expense Report

Step 1: Select the Expense Report

In the Expenses ribbon, on the Home Screen, click **Draft** or **Returned**, whichever folder the Expense Report is in.



The screenshot shows the Chrome River interface. At the top, there is a navigation bar with a hamburger menu icon and the 'chromeriver' logo. Below this is a section for 'eWallet' with 'Unused Items' (0 Credit Card Items, 3 Receipts). The main section is 'Expenses', which has a '+ Create' button. Under 'Expenses', there are three categories: 'Draft' (1), 'Returned' (0), and 'Submitted Last 90 Days' (0). A yellow box highlights the '1 Draft' count, and a red arrow points to it from the right. Below the 'Expenses' section is a 'Pre-Approval' section with a '+ Create' button and counts for 'Draft' (0), 'Returned' (0), and 'Submitted Last 90 Days' (1).

Select the Expense Report that needs to be deleted.



The screenshot shows the 'Drafts' ribbon in the Chrome River interface. It features a blue header with a hamburger menu icon, the 'chromeriver' logo, and a '+ Create' button. Below the header, a list of expense reports is shown. The first entry is 'Eagle Orlando FL 9/19/21' with ID 'QA0023531754'. A red arrow points to this entry from the right. To the right of the entry, the date '08/12/2021' and the amount '1,438.00 USD' are visible, along with a green checkmark icon.

Step 2: Delete the Expense Report

The Expense Report will open to the right. Find and click **Delete**.

Open
Delete
PDF ▾
Submit

Eagle Orlando FL 9/19/21

| | |
|-------------------|--|
| Report Owner | Archibald Eagle <i>1965 - USI Mascot</i> |
| Expense Report ID | QA0023531754 |
| Business Purpose | Attending the CBA Conference to learn how ZYX Software works for the department. |

Financial Summary

| | AMOUNT (USD) | APPROVED (USD) |
|------------------------|--------------|----------------|
| Total Expense Reported | 1,438.00 | 0.00 |
| Amount Due Employee | 1,438.00 | 0.00 |

Applied Pre-Approval Report

| DATE | REPORT NAME | | AMT (USD) |
|------------|--------------------------|---|-----------|
| 08/04/2021 | Eagle Orlando FL 9/19/21 | PDF | 0.00 |

| | |
|--------------------------|-----------------|
| Remaining Balance | 1,438.00 |
|--------------------------|-----------------|

The box shown below appears asking, **Are you sure you want to delete this expense report?** Click **Cancel** or **Delete**.

Delete Report
✕

Are you sure you want to delete this expense report?

Cancel
Delete