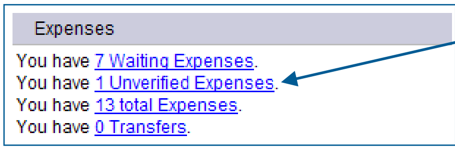
Quick Tip 15 - Revising or Deleting a Transaction

This reference will show you how to revise and re-submit or delete an unverified transaction.

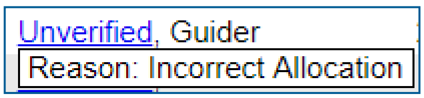
To revise or re-submit an expense or revenue transaction



Click on the blue underlined **Unverified Expenses** (or **Unverified Revenues** on the revenue side) to view the list of unverified transactions that require correction and re-submission.

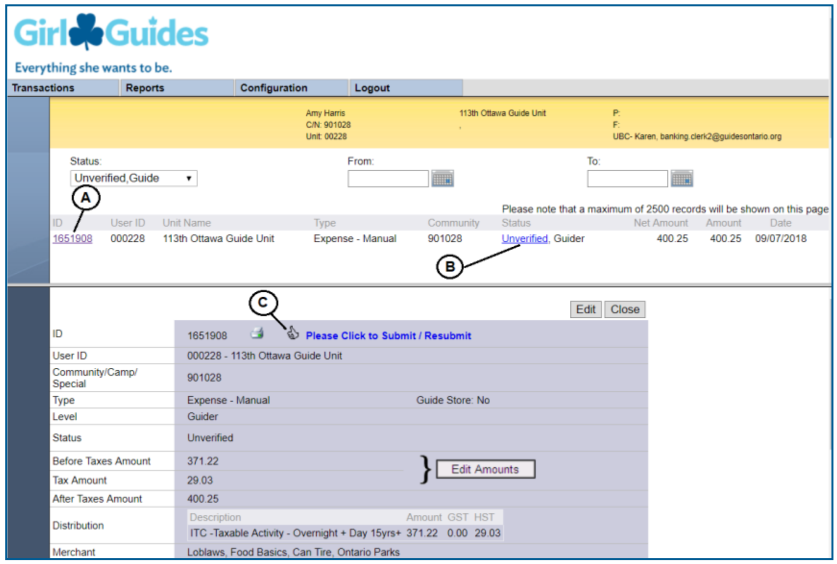
A. Click the **Transaction ID** to open up a detailed view of the transaction on the bottom half of the screen.

B. Hold your cursor over the word **Unverified** to see the reason your transaction was unverified.



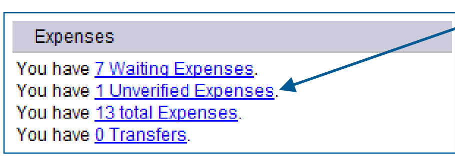
C. Edit and make corrections and then click the **Thumbs-Up** icon to re-submit the transaction.

D. **Notify your Unit Banking Clerk after you have re-submitted the transaction.**



To delete a manual expense

IMPORTANT TO REMEMBER: **You can only delete an unverified Manual Expense.** If you delete and input a new Manual Expense after you have already sent the receipt(s) to your Unit Banking Clerk, you will need to notify your Unit Banking Clerk about the new transaction and its Transaction ID number.



Click on the blue underlined **Unverified Expenses** to the expense transaction that is editable and deletable.

A. Click on the **Transaction ID** of the manual expense to be deleted. This will open up a detailed view of the transaction on the bottom half of the screen.

B. Click on the **Edit** button and the **Delete** button will appear. Click on the **Delete** button to remove the transaction from your account and return the funds to the unit's account.