

# OSE Guide to OneSource

## ***Deleting an Expense Report***

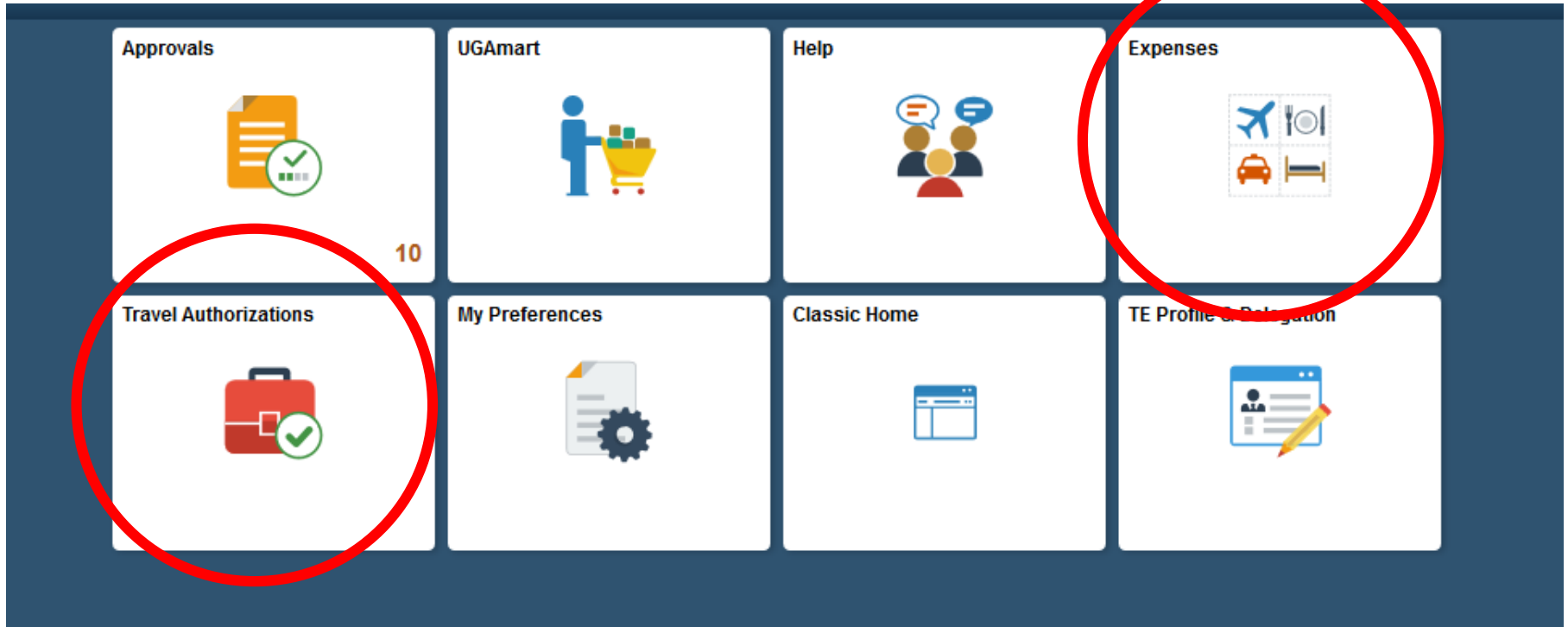
***FOR PENDING TRAVEL AND NON-TRAVEL EXPENSE REPORTS, AND PENDING TRAVEL AUTHORITIES***

***Should you have any questions at the end of your attempt, visit  
<https://businessoffice.ecology.uga.edu/> to find your finance contact.***

***This document last updated: 11/01/2020***

*Images and instructions are subject to change without notice.*

Log into [financials.onesource.uga.edu](https://financials.onesource.uga.edu) using your my ID, password, and arch pass duo pass code/call/push notification. If you are accessing the website off campus you will also need to have a Cisco any-connect VPN installed on your computer. Once logged in, make sure the screen says **“Employee Self Service”** at the top, then click **“Expenses”** if you are deleting an expense report, or **“Travel Authorizations”** if you are deleting a TA.



Click on "My Expense Reports" in the lower left hand corner if deleting an expense report.

The dashboard features several widgets:

- Notices:** Contains two notices. The first, with an airplane icon, states: "International Travelers are required to register their itineraries at <http://oie.uga.edu/international-travel-authority/> for risk management and export control ...". The second, with a house icon, states: "On-line booking services, such as AirBnb, VRBO, HomeAway, and other similar type service providers is prohibited....".
- Create Expense Report:** Contains an icon of a document with a pencil and a magnifying glass.
- Add Quick Expense:** Contains an icon of a wallet with a plus sign.
- My Wallet:** Contains an icon of a wallet.
- My Expense Reports:** A bar chart with a red border. The left y-axis is labeled "# of Reports" (0 to 6) and the right y-axis is labeled "Amount" (0K to 180K). A single bar for "Pending" reports reaches 5 on the left axis and approximately 130K on the right axis. Below the chart, it says "5 Active Expense Reports".
- Expense History:** Contains an icon of a document with a clock.

Make sure you are in the "Not Submitted" category on the side bar to the left if deleting an expense report.

Caitlin McDonald 1808019 University of Georgia

Returned 0

**Not Submitted 5**

Awaiting Approval 0

Pending Payment 0

View All 5

### Not Submitted

Create Expense Report

5 rows

Actions	Description	Business Purpose	Report ID	Updated Date	Amount
✓	ESA Conference	Out-of-State Travel	0100010897	08/28/2018	1,531.07 USD
✓	Supplies for dataloggers	Non Travel Reimbursement	0100010919	08/23/2018	80.23 USD
✓	ESA Conference	Out-of-State Travel	0100005087	08/17/2018	963.52 USD
✓	ESA Conference	Out-of-State Travel	0100005677	08/16/2018	124,363.70 USD
✓	Supplies for data loggers	Non Travel Reimbursement	0100009746	08/16/2018	84.56 USD

Make sure you are in the "Pending" category on the side bar to the left if deleting a travel authority:

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Returned 0

Denied 1

**Pending 1**

Submitted 0

Approved 0

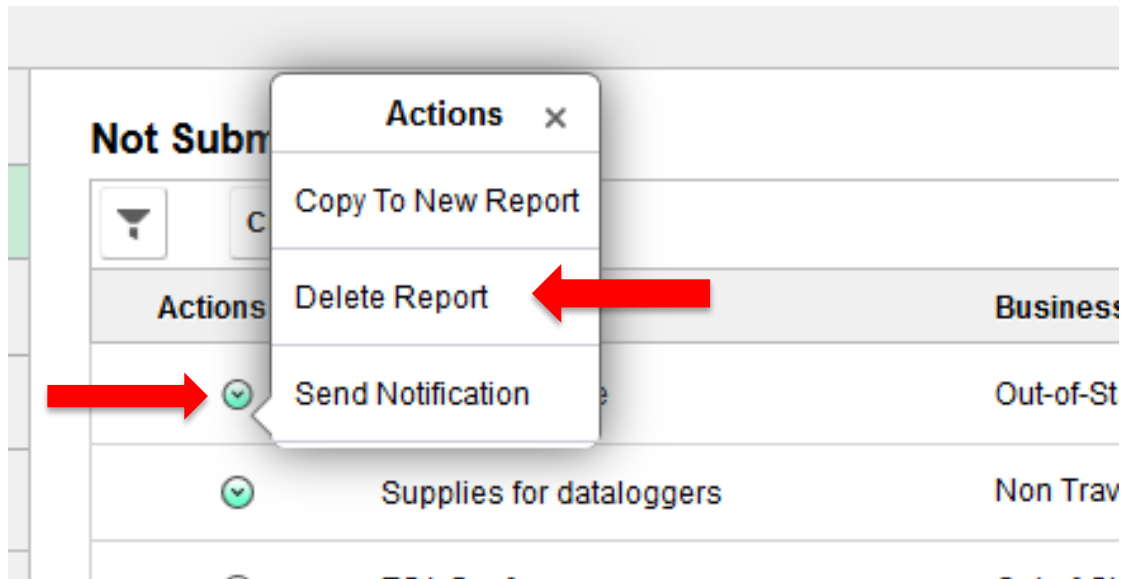
View All 2

### Pending Authorizations

Add Travel Authorization

Action	Description	Authorization ID
✓	DDDD	0100033263

Click the small teal circle and select "delete report" or "delete travel authorization." It will ask you to confirm the deletion.



You have now successfully deleted your report or TA!