

## Deleting a Cash Expense Reimbursement Transaction

- In WellsOne, click the Expenses tab
- Click the Filters area. If the transaction has not yet been completed, leave the Status as To do. If the transactions has been submitted, change the Status from To Do to Pending Approval. Click Apply

### Expenses

Filters  
Default

Find

Duration  
All

Status  
To do

Expense type  
All expense types

Apply

Reset filters

- Select the transaction you need to delete
- Click the arrow on the right hand side

12.00 USD

Cash

10/02/2025

>

- Bottom right hand side of the screen, click the Options button

Options

- From the drop down menu, select Delete

Edit

Delete

Options