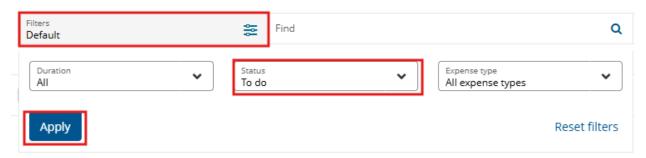
Deleting a Cash Expense Reimbursement Transaction

- 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



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



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



From the drop down menu, select Delete

