Deleting an Expense Report

1. Navigate to the GeorgiaFIRST Financials webpage (https://www.usg.edu/gafirst-fin/)
2. Select the GeorgiaFIRST Self-Service button.
3. If prompted, select the GoWest shield logo.
4. Login using your UWG Username and Password.
5. You will be prompted to dual authenticate using the Duo authentication method previously established.
6. Select the My Expense Reports tile.
7. An expense report must be in a pending status to be available for deletion. Click the Not Submitted menu link to display all reports that are available for deletion.
8. Review the displayed expense reports to identify the correct report to be deleted.
9. Click on the Green Circle with Arrow icon under the Actions menu.
10. Select the Delete Report action.
11. A message will display to confirm that you want to delete the selected expense report.
12. Click Yes.
13. The expense report is now deleted.