

Deleting an Expense Report

1. Navigate to the [GeorgiaFIRST Financials webpage](https://www.usg.edu/gafirst-fin/) (<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.