OSU Reimbursement System—Deleting a Reimbursement

**Reimbursements which have been paid by the OSU Foundation cannot be reversed, deleted or changed. All payments are final.**
Only PENDING or DISAPPROVED reimbursements can be edited or deleted.

1) **Login and Locate the OSU Reimbursement System page.**

2) **Next move your cursor over “Search Reimbursement Requests” and click.**

   This action opens the OSU Index Reimbursement Request Search page.

3) **Enter the Document ID**

   If you do not know the Document ID but you know the Org, you can perform a search using the six digit Org Code or using the first few digits plus the percent sign (%).
A successful search for a reimbursement document will result in a single or multiple line list.

<table>
<thead>
<tr>
<th>Doc ID</th>
<th>Org</th>
<th>Org Title</th>
<th>Index</th>
<th>Business Purpose</th>
<th>Total Amount</th>
<th>Req Date</th>
<th>Originator</th>
<th>OSU Status</th>
<th>OSUF Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>238</td>
<td>491137</td>
<td>YIA - Womens Swimming</td>
<td>FS0948</td>
<td>Test New OSUF Prog</td>
<td>$598.00</td>
<td>28-Jun-2010</td>
<td></td>
<td></td>
<td>Withdrawn</td>
</tr>
</tbody>
</table>

4) From the Search Results, select your document from the Doc ID list, and click to open.

5) To delete the reimbursement transaction, locate the Delete button below the document identifying information.

6) Clicking Delete pops up a warning, giving you an option to Cancel, before permanently removing the reimbursement.

The “Delete” button may not appear if the reimbursement request is in the authorization stage. You can only delete a reimbursement when the status is PENDING or DISAPPROVED.
7) To confirm you want to Delete the reimbursement, click

Note: The Reimbursement Request selected will be permanently deleted. There is no option to Undo this deletion.

Additional Information and Helpful Hints:

- Banner/FIS Transactions are posted to the Reimbursement System every two hours during regular business hours, Monday through Friday, 8:00 am-5:00 pm.
- Reimbursements cannot be edited or deleted unless in **PENDING** or **DISAPPROVED** status.
- Disapproved transactions in a reimbursement are not released until the reimbursement is deleted or the individual line items are removed.
- The **Delete** button may not appear if the reimbursement request is currently in the process of authorization. You can only delete a reimbursement when the status is either set to **PENDING** or **DISAPPROVED**.