

**Overview & Objective** – The purpose of this O M & U is to provide guidance on the Deletion of Expense Items. Due to the integration of Intacct and OpenAir the process of fully reversing an invoice (and its corresponding expense items) requires executing all of the steps as outlined below. In other instances, all procedures may not be required. For example, if an invoice has not been created, procedures for busting it are obviously not required. Other use cases would also require only partial execution of these procedures.

**Note:** As presented, these procedures do not necessarily fit the business rules/requirements of every company using OpenAir. In addition, certain terminology presented provides only a sampling of possible names that could be applied.

**Initial Navigation** – Navigation for each function is listed separately below.

**BUSTING AN INVOICE** – This procedure outlines “busting” or deleting an invoice. Although the process of creating an invoice in the Intacct-OpenAir shared environment takes place in Intacct the invoice must be busted in the Time and Billing Module. **Note: Invoices should NOT be deleted in the Accounts Receivable Module to affect the changes considered here.**

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Time & Billing Module
3. Go to the Records dropdown (middle of the menu bar)
4. Select the Record “TimeBill Invoices”
- I. Click the “Delete” link to the right of the invoice for deletion

⇒ This Invoice is now busted. This allows for the deletion of Expense Items and other procedures.

**DELETION OF EXPENSE ITEMS** – This procedure outlines the deletion of Expense Items, which are **billed** expenses. This procedure outlines activity prior to the creation of invoice.

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Time & Billing Module
3. Go to the Activities dropdown (upper left hand corner)
4. Select the Activity “TimeBill”
- I. Click on the <Open> tab
- II. Mark the Check Box for any Expense Item to be deleted
- III. Click the circular icon (“Run an Action” icon) above the checkboxes
- IV. Click OK to the “Delete the Selected TimeBills” radio button
- V. A confirmation dialog will present the Expense Items that were deleted (Click Here)

⇒ The Expense Items have now been deleted.

**DELETION OF PROJECT BILLING TRANSACTIONS** – This procedure outlines the deletion of Project Billing Transactions. Project Billing Transactions are expenses that have been entered AND approved but not billed.

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Professional Service Automation Module
3. Go to Activities dropdown (upper left hand corner)
4. Select the Activity “Projects”
- I. Drill down on the specific Project required
- II. Click on the <Billing> sub-tab
- III. Click on the <<Project Billing Transactions>> sub-sub-tab
- IV. Mark the Check Box for any Project Billing transaction to be deleted
- V. Click the circular icon (“Run an Action” icon) above the checkboxes
- VI. Click OK to the “Delete the Selected Project Billing Transactions” radio button
- VII. A confirmation dialog will present the Expense Items that were deleted (Click Here)

⇒ The Project Billing Transactions have now been deleted.

**UNAPPROVAL OF SUBMITTED EXPENSE ITEMS** – This procedure outlines the unapproval of Expense Entries. Generally this is completed by the approver of the expense –rather than the submitter.

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Client Expense Module
3. Go to Activities dropdown (upper left hand corner)
4. Select the Activity “Expense Reports”
  - I. Drill down on the specific Expense Report to be unapproved
  - II. Click on the <Submit/Approve> sub-tab
  - III. Click the “**Here**” link to unapprove the Expense Report
  - IV. Click the submit button

⇒ The Expenses Items have now been unapproved.

**DELETION OF EXPENSE ITEMS/EXPENSE REPORTS** – This procedure outlines deletion of the Expense Reports and its corresponding Expense Items. This procedure is generally done by the party entering expenses.

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Client Expense Module
3. Go to Activities dropdown (upper left hand corner)
4. Select the Activity “Expense Reports”
  - I. Drill down on the specific Expense Report (Open) to be deleted
  - II. Click on the <Edit> sub-tab
  - III. Click the delete button

⇒ The Expense Report has now been deleted.

**Further Instruction & Use** – For further information regarding Deletion of Expense Items contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.