


DELETE REQUEST


- Login to Blackbaud Expense Management
- Click on the digit of the “Rejected” invoice requests

My invoice requests

[+ New request](#)

 **4** Open







391 Approved

 **6** Rejected

[Work with my invoice requests](#)

- Select rejected request on left side of screen

6 Transactions

\$2,240.00 3/3/2023 Breedlove Land Planning, Inc.	 Rejected
\$93.75 4/11/2022 1250 S Marietta Pkwy LLC	 Rejected
\$7,500.00 10/21/2021 DELETE TRANSACTION VENDOR	 Rejected
\$7,500.00 9/29/2021 DELETE TRANSACTION VENDOR	 Rejected
\$285.00 7/29/2021 DELETE TRANSACTION VENDOR	 Rejected
\$238.00 2/5/2021 DELETE TRANSACTION VENDOR	 Rejected

Rejection reason: Invalid Document Date
Please change the date to current month

Payee *
DELETE TRANSACTION VENDOR

Invoice number: 905143B
Invoice date: 01/05/2021

Description *
Pest Control

Approval rule *
Delete Request Rule

Expense detail/purpose
Kennesaw Inn Weekly Pest Control 1.4.2021

Expense category *	Description *	Quantity *	Rate *
\$238.00 Distributed	\$0.00 Remaining	\$238.00 Transaction amount	

[Submit](#) [Save](#)

- Change the “Payee” to **DELETE TRANSACTION VENDOR**
- Enter the current date as the “Invoice date.”
- Change the approval rule to “Delete Request Rule.”
- Click submit.

Payee *


DELETE TRANSACTION VENDOR 

Invoice number

905143B


Invoice date *


CURRENT DATE 

 Enter valid value

Description *

Pest Control

Approval rule * 

Delete Request Rule 

Expense detail/purpose

Kennesaw Inn Weekly Pest Control 1.4.2021

Distribution

Submit

Save

\$238.00	\$0.00	\$238.00
Distributed	Remaining	Transaction amount