

IE - Delete Billing Item

Erroneous billing items can be deleted if they have not been submitted on an invoice. Deleted billing items will have the payment status of “Pending Invoice Submission”.

1. To delete a Pending Invoice Submission billing item, please select the pencil icon



on the entry – event you wish to delete, when you do so you will be redirected a popup page

2. Press on the **Delete** button at the left bottom of the popup page.

Add Billing Items

Ctn 00000000-02	Bar Number 20000
Event Travel Expenses - Investigator	
Service Description Stayed 2 days at a hotel	
Amount 250	
Submission Date 5/6/2025	Payment Status Pending Invoice Submission
Employee Name Bayan Alkas	
Supporting Material Upload Hotel Expenses.pdf Download	

3. You would get a warning message; Press **Delete** again

Would you like to perform this delete action?

4. Page will automatically refresh, and the item will be deleted.