# Amending or Deleting Expense Items

Sandwell Metropolitan Borough Council

The steps for amending expense items or deleting expense items from an expense report will be detailed in this guide.

1. Navigate the Expense Module → **2. Select the expense item** → **3. Amend or delete the item**

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01 From your Oracle Fusion homepage navigate to the **Me** tab and select the **Expenses** application.

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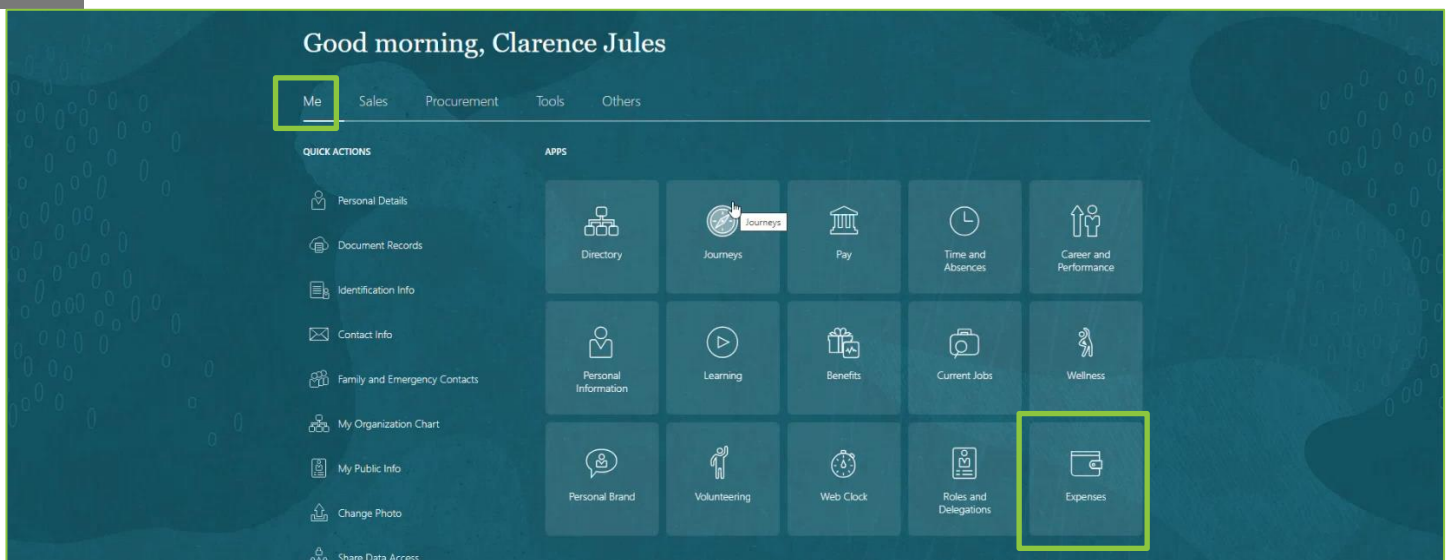
02 You will be taken to the Travel and Expenses homepage. Here you will see all the expenses reports that you have created. Select the expense report containing the expense item that you wish to amend or delete.
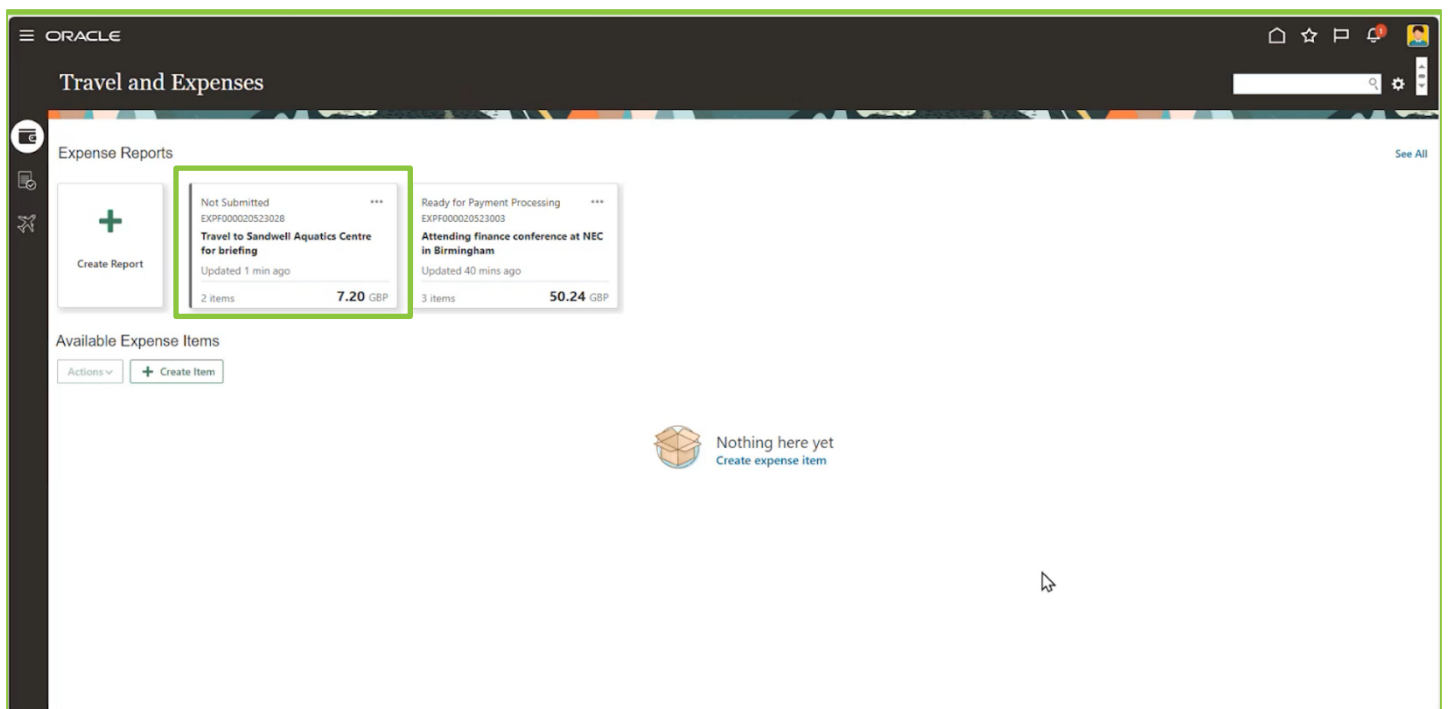
03 The expense report you selected will open and you will be able to see all the existing expense items in the report. To amend or edit the report, tick the checkbox for the specific item then select **Actions** > **Edit.**

⚠ It is important to select the checkbox of the specific item you wish to edit to amend, edit, or delete it.
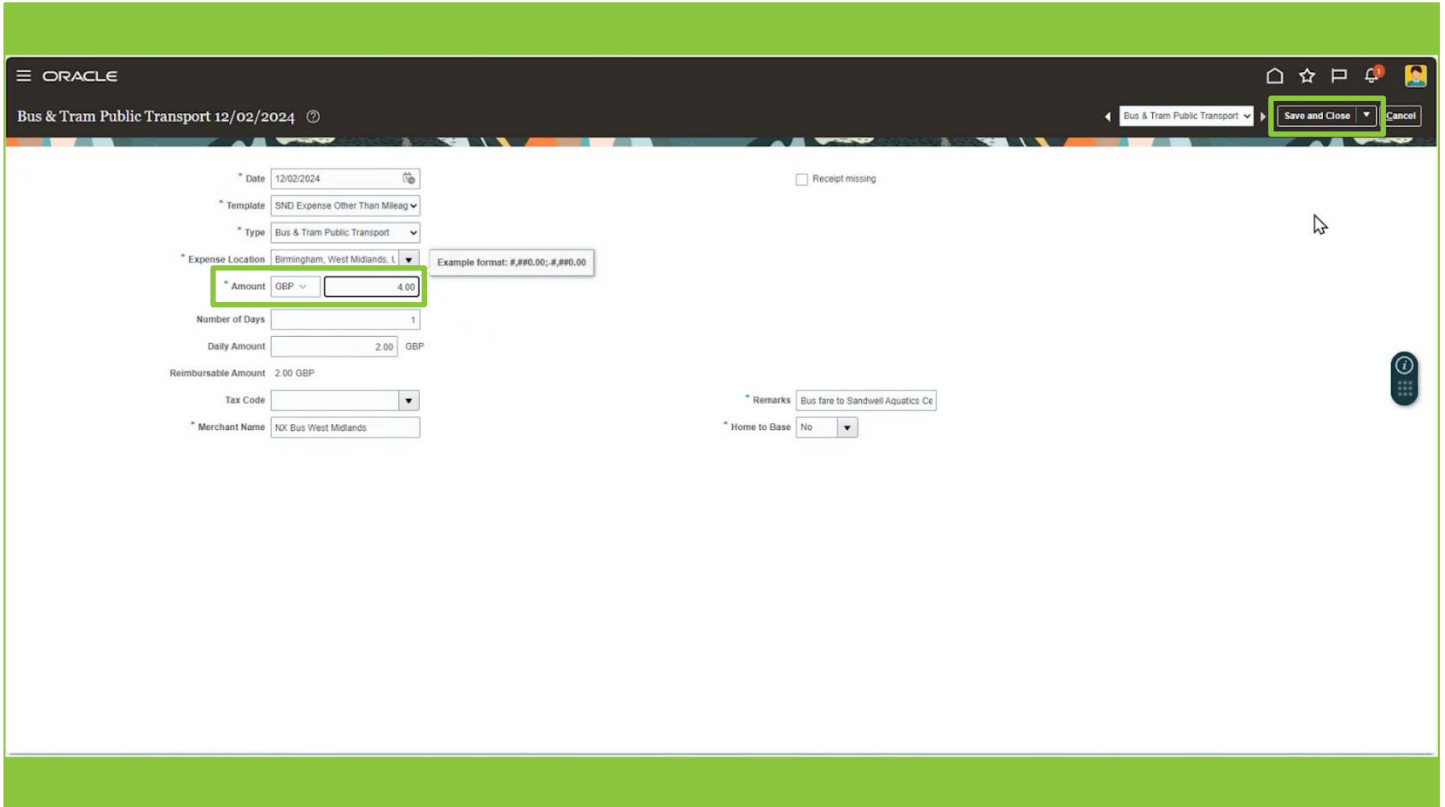
04 Edit the relevant field of the expense item that you wish to amend. In this example the amount is being amended from £2.00 to £4.00. Once you have finished editing, select the **Save and Close** button.

05 To delete an expense item from an expense report, tick the checkbox next to the item you wish to delete, then select **Actions > Remove**. Acknowledge the on-screen warning and then select the **Save** button to complete the delete process. The item has now been removed from the expenses report.