



Discarding a transaction

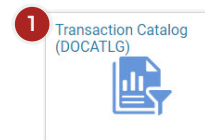
Introduction

If a transaction was created in error or is no longer needed, you should discard the document to keep your work queue clean and prevent unnecessary documents from remaining in the system, to avoid issues at year-end closeout.

Discarding a Transaction

1. From the home page, click on the **Transaction Catalog**.

Search for the transaction you want to discard.
Click **Search** to return results.



Financial Transaction ☆

← Back Create ⋮

Search

Transaction Code
ITA

Transaction ID
2600000443

Transaction Dept
150

Transaction Phase

Transaction Unit

Transaction Status

Transaction Actual Amount

Show More

Search Reset

2. From the results, if the transaction is in **Draft** phase, click the **3-dot menu** ⋮ to the right and select "**Discard/Cancel**" under the "Primary Actions" section.

Grid Actions

1 - 14 of 14 Records View per Page: 20 50 100 Page 1 of 1

	Transaction Code	Transaction Dept	Transaction Unit	Transaction Actual Amount	Transaction ID	Transaction Phase	Transaction Status	Created by	Transaction Description	Transaction Function
☐	ITA	150	-	\$15.00		Draft	Rejected			
☒	ITA	150	5020	\$1,590.00		Draft	Rejected			
☐	ITA	150	-	\$0.00		Draft	Held			
☐	ITA	150	RPTG	\$621,289.69		Draft	Rejected			

Discard/Cancel
Validate
Submit
Bypass Approval
Copy
Primary Actions
Other Actions

The transaction should disappear from the existing search results.

A FEW NOTES



- If the transaction is in a '**Pending Submitted**' phase, the person submitting it needs to reject it back to Draft to then be discarded.
- Transactions in a '**Final**' status cannot be discarded. They can either be cancelled or modified as needed.
 - If the transaction is a **Payable** and has gone out (e.g. PRC, GAX, etc.), then it needs to go to Disbursements for handling. (fi_disbursements@utah.gov)
- If you are unable to discard the transaction, contact the Help Desk at financesupport@utah.gov. They will coordinate with the FIS Production team to have the transaction removed.