

7.0 DELETE FINANCIAL SUBMISSIONS



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The Delete Draft Submission page enables PHA submitters to delete submissions in *Draft* and *IPA Review* status. This page is accessible from the user's inbox via the [Delete Draft Submission](#) link at the top and bottom of the screen.



Note

PHA Submitters can only delete submissions created with their specific user ID. **The only person who has the ability to delete a draft submission is the person who created that draft submission.**

Step 1: *To delete a draft submission:*

At the top of the Inbox page, click on the [Delete Draft Submission](#) link. The Delete Draft Submission page displays. Only submissions in draft and IPA review status **created by that user** will be displayed.



| [Inbox](#) | [Delete Draft Submission](#) |

[? Additional Help](#)

PHA Code	Submission Type
<input type="text" value="ALL"/>	<input type="text" value="ALL"/>
Status	Fiscal End Year
<input type="text" value="ALL"/>	<input type="text" value="12/31"/> <input type="text" value="2001"/> <input type="button" value="Go"/>

Instructions:
To create a new submission, select the desired PHA and hit the GO button. Then select the Create New Submission link.
WARNING - Only open one submission at a time to avoid data corruption problems.



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Step 2: Click in the checkbox(es) in the first column to select the draft submission(s) to delete.

Select:
Check the box adjacent to the draft submission you'd like to delete.

SELECT	STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE OF LAST REVISION
<input checked="" type="checkbox"/>	Draft	TX093	Housing Authority of Honey Grove	Unaudited/A-133	03/31/2002	12/21/2001

Click on the **Delete** button to delete.

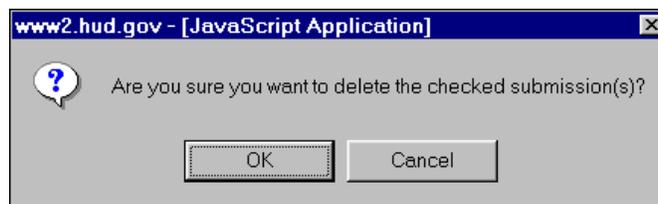


Note

Only those submissions created by the active user ID will be displayed. This is because the only person who has the ability to delete a draft submission is the person who created that draft submission.

Step 3: Click on the button to delete the submission(s) in the system. Otherwise, click on the button to reset checkboxes to blank.

Note: On selection of Delete, a confirmation box displays.



Step 4: Click on the button to close the message and delete the submission in the system. Otherwise, click the button to cancel the action.