# Business Requirement for Petty cash entry - Delete

(Item 16 To do List)

## Current Practice:

Currently the SSU receives a request to delete a transaction from Petty cash (with due approval) and they delete the entry from the table in Database

## Requirement

The requirement is that there should be a front end option to delete the record by the concerned user.

This raises certain questions:

* Is the delete to happen after the document is sent for approval of checker or
* Is the delete of am approved transaction

Normally no delete should be allowed where the transaction is approved.

Thus, the requirement may be for transaction which are either saved but not submitted for approval or submitted for approval but not yet approved.

In the case of non-submitted transaction, the user should be able to delete the transaction.

In the case of submitted for approval, the approver should be able to reject the transaction and the maker can then delete the transaction.

Thus, the requirement would be.

* Allow delete by maker of transactions created by him and those rejected by approver.

specifically “rejected for deletion”. To handle this the reason reject should be made into a list box with provision to enter manual data for nonstandard reasons.

## Technical approach

A delete may be provided on the existing screen which when clicked would delete the transaction from the table after verifying that the status of the transaction is either under maker or rejected with “Reject for deletion “ delete as the reason for reject.

In the approval screen, where the Approver can reject, the reasons have to become a list box. One or a few of the standard reasons for the rejection may be given and one of them should be reject for deletion and one should be Others. If the approver chooses Others, then the current Text box should get enabled.

Further as the reason is becoming a list box, the standard message can be stored in the reason’s column of the table or the text given in the text box as the case may be. (to avoid a major change in the back end process).

**Request approval of the above**.

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