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.
7.0 Delete Financial Submissions

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

<table>
<thead>
<tr>
<th>SELECT</th>
<th>STATUS</th>
<th>FHA CODE</th>
<th>PHA NAME</th>
<th>TYPE</th>
<th>FISCAL YEAR END</th>
<th>DATE OF LAST REVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Draft</td>
<td>TX033</td>
<td>Housing Authority of Honey Grove</td>
<td>Unaudited</td>
<td>03/31/2002</td>
<td>12/21/2001</td>
</tr>
</tbody>
</table>

**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 **Delete** button to delete the submission(s) in the system. Otherwise, click on the **Reset** button to reset checkboxes to blank.

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

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