

## EX.020.155 – RESETTING THE TRAVEL AUTHORIZATION ACCOUNTING DATE

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>                       | This batch process allows an expenses user to modify the accounting date of a Travel Authorization prior to it being approved and sourced into an expense report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Description</b>                   | <p>When you run this process, it flips the budget checking status to “Not Check’d,” and the Accounting Date changes to the current date. If there are any additional approvals that need to be taken on this Travel Authorization, they need to be made within the same business day as the new Accounting Date.</p> <p>After resetting the Travel Authorization Accounting Date, then run budget checking on it. In this process includes how to inquire on the Commitment Control Activity Log to see how the system processes the original encumbrance, the reversal, and the new encumbrance from the Travel Authorization.</p> |
| <b>Security Role</b>                 | BOR_EX_PROCESSING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Dependencies/<br/>Constraints</b> | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Additional<br/>Information</b>    | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## Procedure

Below are step-by-step instructions on how to reset the travel authorization accounting date.

For this topic, we need to reset Travel Authorization ID #0000300005. After resetting the Travel Authorization, budget check it and inquire on the Commitment Control Activity Log to see the budget checking changes.

| Step | Action                                                                                                            |
|------|-------------------------------------------------------------------------------------------------------------------|
| 1.   | Click the <b>NavBar</b> icon.                                                                                     |
| 2.   | Click the <b>Menu</b> link.                                                                                       |
| 3.   | Click the <b>BOR Menus</b> link.                                                                                  |
| 4.   | Click the <b>BOR Expenses</b> link.                                                                               |
| 5.   | Click the <b>BOR EX Month End</b> link.                                                                           |
| 6.   | Click the <b>Reset Travel Authorization</b> link.                                                                 |
| 7.   | Click the <b>Search</b> button.                                                                                   |
| 8.   | Search for Travel Authorizations that have not been approved and that are from prior accounting periods.          |
| 9.   | Click an entry in the <b>Name</b> column.                                                                         |
| 10.  | Pull up the Travel authorization and select save. This flips the budget checking status to <b>"Not Check'd"</b> . |
| 11.  | Verify the accounting date was changed to the current date.                                                       |
| 12.  | ****All additional approvals on this travel authorization needs to be made in the same business day.              |
| 13.  | Click the <b>Save</b> button.                                                                                     |
| 14.  | Click the <b>Travel and Expenses</b> link.                                                                        |
| 15.  | Click the <b>Manage Accounting</b> link.                                                                          |
| 16.  | Click the <b>Request Budget Checking</b> link.                                                                    |
| 17.  | Click the <b>Add a New Value</b> tab.                                                                             |
| 18.  | Enter <b>"TAUTH"</b> in the <b>Run Control ID</b> field.                                                          |
| 19.  | Click the <b>Add</b> button.                                                                                      |
| 20.  | Enter <b>"Budget Check"</b> in the <b>Description</b> field.                                                      |
| 21.  | Enter <b>"43000"</b> in the <b>Bus Unit</b> field.                                                                |
| 22.  | Click the <b>Transaction Type</b> list.                                                                           |
| 23.  | Click the <b>All Travel Authorizations</b> list item.                                                             |
| 24.  | Click the <b>View Transaction Details</b> link.                                                                   |

| Step | Action                                                                                                                                                                                      |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25.  | Select the Travel Authorization that was reset.                                                                                                                                             |
| 26.  | Click the <b>Run</b> button.                                                                                                                                                                |
| 27.  | Click the <b>OK</b> button.                                                                                                                                                                 |
| 28.  | Click the <b>Process Monitor</b> link.                                                                                                                                                      |
| 29.  | Click the <b>Refresh</b> button.                                                                                                                                                            |
| 30.  | Click the <b>Commitment Control</b> link.                                                                                                                                                   |
| 31.  | Click the <b>Review Budget Activities</b> link.                                                                                                                                             |
| 32.  | Click the <b>Activity Log</b> link.                                                                                                                                                         |
| 33.  | Enter " <b>INQ</b> " in the <b>Inquiry Name</b> field.                                                                                                                                      |
| 34.  | Click the <b>Add</b> button.                                                                                                                                                                |
| 35.  | Enter " <b>Travel Auth</b> " in the <b>Description</b> field.                                                                                                                               |
| 36.  | Click the <b>Look up Transaction Type (Alt+5)</b> button.                                                                                                                                   |
| 37.  | Click an entry in the <b>Source Transaction Type</b> column.                                                                                                                                |
| 38.  | Enter " <b>0000300005</b> " in the <b>Travel Auth ID From</b> field.                                                                                                                        |
| 39.  | Press <b>[Tab]</b> .                                                                                                                                                                        |
| 40.  | Click the <b>Search</b> button.                                                                                                                                                             |
| 41.  | Click the <b>Show all columns</b> button.                                                                                                                                                   |
| 42.  | Click the <b>Minimize Menu</b> button.                                                                                                                                                      |
| 43.  | Click the <b>vertical</b> scrollbar.                                                                                                                                                        |
| 44.  | Click the <b>horizontal</b> scrollbar.                                                                                                                                                      |
| 45.  | Verify there is one line for period 4 for an encumbrance of 89.00. Once the transaction was reset, there was a reversal for -89.00 in period 6, and a new encumbrance of 89.00 in period 6. |