

EX.020.156 – RESETTING EXPENSE REPORT ACCOUNTING DATE(S)

Description	Once in the approval workflow, Expense Reports can be approved if the accounting date on that report is within the current open period. If needed, an Expenses Approver can change the accounting date on an expense report in his/her worklist to be able to approve it. However, if the Expenses Approver is unavailable and someone else needs to reassign the Expense Report for approval, then this "Reset Expense Report Page" can be used to reset the accounting date on any expense report that is in the approval workflow and not in the current open period. Once the accounting date has been reset, the Expense Report is then available for budget checking and then approval. This business process is to be used whenever the approver is unavailable and someone else needs to reassign the Expense Report for approval. This "Reset Expense Report Page" can be used to reset the accounting date on any Expense Report that is in process and not in the current open period. After the accounting date is reset, the expense report is then available for budget checking.
Security Role	BOR_EX_PROCESSING
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step-by-step instructions on how to reset the accounting date for an expense report

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the BOR Menus link.
4.	Click the BOR Expenses link.
5.	Click the BOR EX Month End link.
6.	Click the Reset Expense Report link.
7.	Click the Search button.
8.	Click an entry in the Report ID column.
9.	Click the Save button. This action makes the accounting date be the current date and flips the budget check status to "not checked."
10.	Navigate to " Travel and Expenses > Manage Accounting > Request Budget Checking " and run budget checking on this expense report.