

EX.020.204 – CLOSING AN EXPENSE REPORT

Purpose	<ul style="list-style-type: none"> • To identify when you may close an expense report. • To identify the steps involved when closing an expense report. • To close an Expense Report.
Description	<p>When an expense report has been approved for payment processing, an Expense Administrator might need to cancel the expense report after it posted to liabilities. Expense Administrators can then close an expense report if there are no staged payments for the expense.</p> <p>Closing an Expense Report is a two-part process. First, select which expense report to close, and then run the Expense Process to create the correct accounting entries to close the report. Both of these steps are covered in this business process.</p>
Security Role	BOR_EX_MAINT_TRANS, BOR_EX_BATCH_PRC, BOR_FN_ADMIN_REPORTING, BOR_REPORTSUPERUSER
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to close an expense report.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Travel and Expenses link.
4.	Click the Process Expenses link.
5.	Click the Close Expenses link.
6.	Click the Mark Expense Report for Close link.
7.	Click the Search button.
8.	Click an entry in the Report ID column to select an Expense Report to close.
9.	Use the Expense Report Close page to close expense reports. The information on this page comes from the expense report description.
10.	Select Use Current Date to use the current date on which to reverse the accounting liability entries.
11.	Select Use Specific Date to enter a specific date. When selected, Expenses opens a field to enter the day on which to reverse the accounting liability entries.
12.	Click the Close button.
13.	Click the OK button.
14.	After closing and confirming the selection, Expenses marks the expense report for closing and changes the status to " Close in Process. "
15.	Click the Expense Processing link to run the Close Liability process.
16.	To use an existing Run Control, search for that value on the Find an Existing Value tab.
17.	Click the Add a New Value tab.
18.	Enter " Close_Expense_Reports " in the Run Control ID field.
19.	Click the Add button.
20.	Click the Save button because this is a new run control.
21.	Click the Refresh button to update the transaction counts on the page.
22.	Click the Close Liability checkbox.
23.	Verify there is one expense report marked for close.
24.	Click the Run button.

Step	Action
25.	Running the Application Engine process reverses the liability entries for expense reports marked for closing and changes the status to Close.
26.	Verify the Select checkbox is checked next to the EX_TRAN_PRC .
27.	Click the OK button.
28.	Click the Report Manager link.
29.	Click the Administration tab.
30.	Click the Refresh button. When the process is completed, the Status should display " Posted ".
31.	Navigate to the bottom of the page.
32.	Click the Go back to Expense Transactions link.
33.	Click the Refresh button.
34.	Verify there are no transactions marked for Close .