

EX.020.203 – CANCELING EXPENSE PAYMENTS

Purpose	<ul style="list-style-type: none"> To identify what the Cancel Payments process accomplishes in Expenses. To identify when Expenses performs the 'close liability' step when canceling payments. To cancel Expense Payments.
Description	<p>The Cancel Payments process reverses accounting entries for payments canceled in Accounts Payables. Expenses delivers processes that accommodate all cancel actions available in the Accounts Payable module. Based on the cancel action selected, Expenses will generate the correct accounting entries associated with canceling the payment.</p> <p>The cancel options and associated actions are listed below:</p> <ul style="list-style-type: none"> If Do Not Reissue/Close Liability option is selected on the Payment Cancellation – Cancel a Payment page in Accounts Payable, the Cancel Payments process in Expenses performs the close liability step. If using Commitment Control to cancel a payment, an Expense Administrator must manually run budget checking on the Request Budget Check page and select Cancel Void Expense Reports as the transaction type. If the Re-Open Voucher(s)/Re-Issue option is selected on the Payment Cancellation – Cancel a Payment page in Accounts Payable, the Cancel Payments process in Expenses will not perform the close liability step. For more information, see AP.020.540 - Canceling a Payment.
Security Role	BOR_EX_PROCESSING
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to cancel expense payments.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu ink.
3.	Click the Travel and Expenses link.
4.	Click the Process Expenses link.
5.	Click the Expense Processing link.
6.	If users wish to use an existing run control, they can search for that value on the Find an Existing Value tab. For this example, we will add a new run control.
7.	Click the Add a New Value tab.
8.	Enter " Cancel_EX_Payments " in the Run Control ID field.
9.	Click the Add button.
10.	Click the Save button because this is a new run control.
11.	Click the Refresh button to update the transaction counts on this page.
12.	Click the Cancel Payments checkbox. This option reverses accounting entries for payments that you canceled in Payables.
13.	Click the Run button.
14.	Click the Select checkbox next to the EX_TRAN_PRCS if it was not already checked.
15.	Click the OK button.
16.	Click the Report Manager link.
17.	Click the Administration tab.
18.	Click the Refresh button. The process has been completed when the Status is " Posted ".
19.	Click the Go back to Expense Transactions link.