

EX.020.206 – UPDATING AN UNPOSTED EXPENSE REPORT

Purpose	<ul style="list-style-type: none"> • To identify what makes an expense report available for updating after it has already posted. • To identify what information may be modified when updating an unposted expense report. • To update an unposted expense report.
Description	<p>When an expense report is unposted, the unposting process makes it available to change the accounting entries. Expense Administrators can work with unposted expense reports using the Manage Accounting navigation.</p> <p>To work with an unposted report, use the same page used to prepare the expense report. Expense Administrators can only modify the ChartFields for individual expense items; all other fields are display-only. Because the status of the expense report does not change when it is unposted, Expense Administrators cannot deny or reapprove the expense report.</p> <p>When finished, click the save button to change the expense report posting status to Unpost and Process, which enables Expense Administrators to post the revised expense report liabilities the next time the Post Liabilities process runs. For more information, see EX.030.031 – Processing Expenses – Posting Liabilities.</p>
Security Role	BOR_EX_PROCESSING
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step-by-step instructions on how to update an unposted expense report.

For this topic, we need to update expense report 0000000021, which we just unposted. For the Air Travel and Visa/Passport Fees expenses, change the Department to 1011011 and the Class to 11000.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Travel and Expenses link.
4.	Click the Manage Accounting link.
5.	Click the View/Adjust Accounting Entries link.
6.	Click the Update Unposted Expense Report link.
7.	Press the Search button.
8.	Click an entry in the Report ID column for the Expense Report to update.
9.	Click an entry in the Expense Type column for the row to update.
10.	Click the Update Accounting Detail link to modify the accounting details.
11.	Expense Administrators cannot change the amount but can change the ChartField values.
12.	Enter " 1011011 " in the Dept field.
13.	Enter " 11000 " in the Class field.
14.	Click the OK button.
15.	Click the Next Expense button to update the next distribution line.
16.	Click the Update Accounting Detail link.
17.	Enter " 1011011 " in the Dept field.
18.	Enter " 11000 " in the Class field.
19.	Click the OK button.
20.	Click the Return to Expense Report link.
21.	Navigate to the bottom of the page.
22.	Click the Save button.
23.	Click OK button to confirm the changes.