

EX.030.036 – Update TAUTH or EXP Rpt Acctg Date to current date

Purpose	To set accounting date on Travel Authorization or Expense Report to current date.
Description	This topic demonstrates how to update Travel Authorizations and Expense Reports accounting date to current date. This process is a self-service DBI. If unsure on how or when to complete this process, please contact the ITS Helpdesk .
Security Role	BOR_EX_PROCESSING
Dependencies/ Constraints	Expense reports and TAUTHS must be in a Not Submitted or Pending Approval status to use this feature.
Additional Information	None

Procedure

Below are step by step instructions on how to reset an expense transaction not selected in Reset Pay cycle.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the BOR Menu link.
4.	Click the BOR Expenses link.
5.	Click the BOR EX Month End link.
6.	Click the Reset Expense Report link.
7.	Click Search
8.	Select desired Expense Report
9.	Click Save
10.	To update Travel Auth Return to BOR EX Month End
11.	Click Reset Travel Authorization
12.	Click Search

Step	Action
13.	Select desired Travel Authorization
14.	Click Save