

EX.020.155 – RESETTING THE TRAVEL AUTHORIZATION ACCOUNTING DATE

Purpose	This batch process allows an expenses user to modify the accounting date of a Travel Authorization prior to it being approved and sourced into an expense report.
Description	<p>When you run this process, it flips the budget checking status to “Not Check’d,” and the Accounting Date changes to the current date. If there are any additional approvals that need to be taken on this Travel Authorization, they need to be made within the same business day as the new Accounting Date.</p> <p>After resetting the Travel Authorization Accounting Date, then run budget checking on it. In this process includes how to inquire on the Commitment Control Activity Log to see how the system processes the original encumbrance, the reversal, and the new encumbrance from the Travel Authorization.</p>
Security Role	BOR_EX_PROCESSING
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step-by-step instructions on how to reset the travel authorization accounting date.

For this topic, we need to reset Travel Authorization ID #0000300005. After resetting the Travel Authorization, budget check it and inquire on the Commitment Control Activity Log to see the budget checking changes.

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 Travel Authorization link.
7.	Click the Search button.
8.	Search for Travel Authorizations that have not been approved and that are from prior accounting periods.
9.	Click an entry in the Name column.
10.	Pull up the Travel authorization and select save. This flips the budget checking status to " Not Check'd ".
11.	Verify the accounting date was changed to the current date.
12.	**** All additional approvals on this travel authorization needs to be made in the same business day.
13.	Click the Save button.
14.	Click the Travel and Expenses link.
15.	Click the Manage Accounting link.
16.	Click the Request Budget Checking link.
17.	Click the Add a New Value tab.
18.	Enter " TAUTH " in the Run Control ID field.
19.	Click the Add button.
20.	Enter " Budget Check " in the Description field.
21.	Enter " 43000 " in the Bus Unit field.
22.	Click the Transaction Type list.
23.	Click the All Travel Authorizations list item.
24.	Click the View Transaction Details link.

Step	Action
25.	Select the Travel Authorization that was reset.
26.	Click the Run button.
27.	Click the OK button.
28.	Click the Process Monitor link.
29.	Click the Refresh button.
30.	Click the Commitment Control link.
31.	Click the Review Budget Activities link.
32.	Click the Activity Log link.
33.	Enter " INQ " in the Inquiry Name field.
34.	Click the Add button.
35.	Enter " Travel Auth " in the Description field.
36.	Click the Look up Transaction Type (Alt+5) button.
37.	Click an entry in the Source Transaction Type column.
38.	Enter " 0000300005 " in the Travel Auth ID From field.
39.	Press [Tab] .
40.	Click the Search button.
41.	Click the Show all columns button.
42.	Click the Minimize Menu button.
43.	Click the vertical scrollbar.
44.	Click the horizontal scrollbar.
45.	Verify there is one line for period 4 for an encumbrance of 89.00. Once the transaction was reset, there was a reversal for -89.00 in period 6, and a new encumbrance of 89.00 in period 6.