

## EX.020.023 – CANCELING EXPENSE PAYMENTS

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To identify what the Cancel Payments process accomplishes in Expenses.</li> <li>• To identify when Expenses performs the 'close liability' step when canceling payments.</li> <li>• To cancel Expense Payments.</li> </ul>
<b>Description</b>	<p>The Cancel Payments process reverses accounting entries for payments canceled in <a href="#">Accounts Payables</a>. 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"> <li>• 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.</li> <li>• 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.</li> <li>• 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 <a href="#">AP.020.540 - Canceling a Payment</a>.</li> </ul>
<b>Security Role</b>	<b>BOR_EX_PROCESSING</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

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

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