

## EX.020.204 – CLOSING AN EXPENSE REPORT

|                                      |   |
|--------------------------------------|---|
| <b>Purpose</b>                       | <ul style="list-style-type: none"> <li>To identify when you may close an expense report.</li> <li>To identify the steps involved when closing an expense report.</li> <li>To close an Expense Report.</li> </ul>  |
| <b>Description</b>                   | <p>When an expense report has been approved for payment processing, an Expense Administrator might need to cancel the expense report after it posted to liabilities. Expense Administrators can then close an expense report if there are no staged payments for the expense.</p> <p>Closing an Expense Report is a two-part process. First, select which expense report to close, and then run the Expense Process to create the correct accounting entries to close the report. Both of these steps are covered in this business process.</p> |
| <b>Security Role</b>                 | <b>BOR_EX_MAINT_TRANS, BOR_EX_BATCH_PRC,<br/>BOR_FN_ADMIN_REPORTING, BOR_REPORTSUPERUSER</b>  |
| <b>Dependencies/<br/>Constraints</b> | None  |
| <b>Additional<br/>Information</b>    | None  |

## Procedure

Below are step by step instructions on how to close an expense report.

| Step | Action   |
|------|--|
| 1.   | Click the <b>NavBar</b> icon.  |
| 2.   | Click the <b>Menu</b> link.  |
| 3.   | Click the <b>Travel and Expenses</b> link.   |
| 4.   | Click the <b>Process Expenses</b> link.  |
| 5.   | Click the <b>Close Expenses</b> link.  |
| 6.   | Click the <b>Mark Expense Report for Close</b> link.   |
| 7.   | Click the <b>Search</b> button.  |
| 8.   | Click an entry in the <b>Report ID</b> column to select an Expense Report to close.  |
| 9.   | Use the <b>Expense Report Close</b> page to close expense reports. The information on this page comes from the expense report description.                             |
| 10.  | Select <b>Use Current Date</b> to use the current date on which to reverse the accounting liability entries.   |
| 11.  | Select <b>Use Specific Date</b> to enter a specific date. When selected, Expenses opens a field to enter the day on which to reverse the accounting liability entries. |
| 12.  | Click the <b>Close</b> button.   |
| 13.  | Click the <b>OK</b> button.  |
| 14.  | After closing and confirming the selection, Expenses marks the expense report for closing and changes the status to " <b>Close in Process.</b> "                       |
| 15.  | Click the <b>Expense Processing</b> link to run the Close Liability process.   |
| 16.  | To use an existing Run Control, search for that value on the <b>Find an Existing Value</b> tab.  |
| 17.  | Click the <b>Add a New Value</b> tab.  |
| 18.  | Enter " <b>Close_Expense_Reports</b> " in the <b>Run Control ID</b> field.   |
| 19.  | Click the <b>Add</b> button.   |
| 20.  | Click the <b>Save</b> button because this is a new run control.  |
| 21.  | Click the <b>Refresh</b> button to update the transaction counts on the page.  |
| 22.  | Click the <b>Close Liability</b> checkbox.   |
| 23.  | Verify there is one expense report marked for close.   |
| 24.  | Click the <b>Run</b> button.   |

| Step | Action  |
|------|---|
| 25.  | Running the Application Engine process reverses the liability entries for expense reports marked for closing and changes the status to Close. |
| 26.  | Verify the <b>Select</b> checkbox is checked next to the <b>EX_TRAN_PRC</b> .   |
| 27.  | Click the <b>OK</b> button.   |
| 28.  | Click the <b>Report Manager</b> link.   |
| 29.  | Click the <b>Administration</b> tab.  |
| 30.  | Click the <b>Refresh</b> button. When the process is completed, the Status should display " <b>Posted</b> ".                                  |
| 31.  | Navigate to the bottom of the page.   |
| 32.  | Click the <b>Go back to Expense Transactions</b> link.  |
| 33.  | Click the <b>Refresh</b> button.  |
| 34.  | Verify there are no transactions marked for <b>Close</b> .  |