GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
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EX.020.205 – UNPOSTING AN EXPENSE REPORT

Purpose	• To identify when it may be necessary to unpost an expense report. • To identify the steps involved in unposting an expense report. • To unpost an expense report.
Description	Expense Administrators can unpost an expense report, if the liabilities for it were posted and then it was discovered the accounting entries need to be changed. When an expense report is unposted, the unposting process makes it available so that you can change the accounting entries. This two-step operation requires Expense Administrators to mark the expense reports and then run a process to reverse the accounting liability entries which makes the expense reports available for ChartField editing. If performing this action using Commitment Control, Expense Administrators must also budget check the expense transaction. To work with an unposted expense report, use the same page used to prepare the expense report. You can modify only 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, an Expense Administrator cannot deny or reapprove the expense report. Once the unpost process is complete, update the accounting entries using the Update Unposted Expense Report page. For more information, see EX.020.206 – Updating an Unposted Expense Report.
Security Role	**BOR_EX_PROCESSING, BOR_EX_ADMINISTRATION BOR_REPORTSUPERUSER**
Dependencies/ Constraints	None
Additional Information	None

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Procedure

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

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 **Mark Expense Report for Unpost** link.
7.	Click the **Search** button.
8.	Click an entry in the **Report ID** column for the Expense Report to unpost.
9.	Click the **Use Specific Date** option to enter a different date from the current date. For example, an Expense Administrator may want to record the unpost in the same period as the original creation date.
10.	Enter the date, example "**072924**," in the **Choose a date (Alt+5)** field.
11.	Click the **Unpost** button.
12.	Click the **OK** button.
13.	Navigate to the **Process Expenses** link.
14.	Click the **Process Expenses** link.
15.	Click the **Expense Processing** link.
16.	To use an existing Run Control, search for this value in the **Find an Existing Value** tab.
17.	Click the **Add a New Value** tab.
18.	Enter "**Unpost_Expense_Report**" in the **Run Control ID** field.
19.	Click the **Add** button.
20.	Click the **Save** button because this is a new run control.
21.	Click the **Refresh** button to update the transaction counts for each process request.
22.	Click the **Unpost Expense Report** checkbox.
23.	Click the **Run** button. Running the Application Engine process reverses the liability entries for expense reports that are marked for unposting and changes the status to Unposted.

Step	Action
24.	Click the **Select** checkbox next to the **EX_TRAN_PRCS** if it is not already selected.
25.	Click the **OK** button.
26.	Click the **Report Manager** link.
27.	Click the **Administration** tab.
28.	Click the **Refresh** button. The Status should display "**Posted**" when the process is complete.
29.	Click the **Save** button to change the expense report posting status to Unpost and Process, which enables users to post the revised expense report liabilities the next time the Post Liabilities process runs.
30.	Click the **Go back to Expense Transactions** link.