

## EX.020.206 – UPDATING AN UNPOSTED EXPENSE REPORT

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To identify what makes an expense report available for updating after it has already posted.</li> <li>• To identify what information may be modified when updating an unposted expense report.</li> <li>• To update an unposted expense report.</li> </ul>
<b>Description</b>	<p>When an expense report is unposted, the unposting process makes it available to change the accounting entries. Expense Administrators can work with unposted expense reports using the Manage Accounting navigation.</p> <p>To work with an unposted report, use the same page used to prepare the expense report. Expense Administrators can only modify 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, Expense Administrators cannot deny or reapprove the expense report.</p> <p>When finished, click the save button to change the expense report posting status to Unpost and Process, which enables Expense Administrators to post the revised expense report liabilities the next time the Post Liabilities process runs. For more information, see <a href="#">EX.030.031 – Processing Expenses – Posting Liabilities.</a></p>
<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 update an unposted expense report.

For this topic, we need to update expense report 0000000021, which we just unposted. For the Air Travel and Visa/Passport Fees expenses, change the Department to 1011011 and the Class to 11000.

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>Manage Accounting</b> link.
5.	Click the <b>View/Adjust Accounting Entries</b> link.
6.	Click the <b>Update Unposted Expense Report</b> link.
7.	Press the <b>Search</b> button.
8.	Click an entry in the <b>Report ID</b> column for the Expense Report to update.
9.	Click an entry in the <b>Expense Type</b> column for the row to update.
10.	Click the <b>Update Accounting Detail</b> link to modify the accounting details.
11.	Expense Administrators cannot change the amount but can change the ChartField values.
12.	Enter " <b>1011011</b> " in the <b>Dept</b> field.
13.	Enter " <b>11000</b> " in the <b>Class</b> field.
14.	Click the <b>OK</b> button.
15.	Click the <b>Next Expense</b> button to update the next distribution line.
16.	Click the <b>Update Accounting Detail</b> link.
17.	Enter " <b>1011011</b> " in the <b>Dept</b> field.
18.	Enter " <b>11000</b> " in the <b>Class</b> field.
19.	Click the <b>OK</b> button.
20.	Click the <b>Return to Expense Report</b> link.
21.	Navigate to the bottom of the page.
22.	Click the <b>Save</b> button.
23.	Click <b>OK</b> button to confirm the changes.