

## EX.020.201 – CLOSING A CASH ADVANCE

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To identify when you can close a cash advance.</li> <li>• To identify the steps involved with closing a cash advance.</li> <li>• To close a cash advance.</li> </ul>
<b>Description</b>	<p>When a cash advance has been approved for payment processing, users can cancel it after they have posted its liabilities. Users can close the cash advance if they have not staged payments for it.</p> <p>Closing a cash advance can only be done through the Core Application; it is not an available function in the Self-Service Portal.</p> <p>Closing a cash advance is a two-step process. First, determine which cash advance the user wishes to close and indicate the date they want the closing accounting entries to reflect. Then, run the Close Liability Process from the Expense Processing page.</p> <ul style="list-style-type: none"> <li>- Users can close an approved cash advance if they have not staged payments for it.</li> <li>- Closing a cash advance is a two-step process. First, determine which cash advance the user wishes to close and indicate the date the user wants the closing accounting entries to reflect. Then, run the Close Liability Process from the Expense Processing page.</li> </ul>
<b>Security Role</b>	<b>BOR_EX_CASH_ADV_ADMIN, BOR_EX_BATCH_PRC, BOR_FN_ADMIN_REPORTING, BOR_REPORTSUPERUSER</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step-by-step instructions on how to close a cash advance.

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 Cash Advance for Close</b> link.
7.	Click the <b>Search</b> button.
8.	Select the Cash Advance the user wishes to Close from an entry in the Advance ID column.
9.	<p>The information on the <b>Cash Advance Close</b> page comes from the cash advance description.</p> <p>To indicate the reversal date for Expenses to use to reverse the accounting liability entries, select <b>Use Current Date</b> or <b>Use Specific Date</b>. If users select <b>Use Specific Date</b>, a field will be displayed for the user to enter the date to reverse the liability entries.</p> <p>For this exercise, we will use the Current Date to close the liabilities.</p>
10.	Click the <b>Close</b> button.
11.	Click the <b>OK</b> button.
12.	After the user clicks the <b>Close</b> button and confirms their selections, the Expenses Module marks the cash advance for closing and changes the status to " <b>Close in Process.</b> "
13.	Click the <b>Expense Processing</b> link to run the Close Liability process and create reversing entries.
14.	<p>If users wish to use an existing Run Control, they can search for this value on the <b>Find an Existing Value</b> tab.</p> <p>For this exercise, we will add a new Run Control.</p>
15.	Click the <b>Add a New Value</b> tab.
16.	Enter " <b>Close_Liabilities</b> " in the <b>Run Control ID</b> field.
17.	Click in the <b>Add</b> field.

Step	Action
18.	Click the <b>Close Liability</b> checkbox.
19.	Click the <b>Save</b> button because this is a new Run Control.
20.	Click the <b>Refresh</b> button to populate the Expenses Processes page with transactions that are waiting to be processed.
21.	Notice that there is one Cash Advance in the Close Liability row.
22.	Click the <b>Run</b> button.
23.	Click the <b>Select</b> checkbox next to <b>EX_TRAN_PRC</b> if it is not already checked.
24.	Click the <b>OK</b> button to run the report.
25.	Click the <b>Report Manager</b> link.
26.	Click the <b>Administration</b> tab.
27.	Click the <b>Refresh</b> button until the Status displays <b>Posted</b> .
28.	Ensure that the process ran to a <b>Status</b> of <b>Posted</b> .
29.	Click the <b>vertical</b> scrollbar.
30.	Click the <b>Go back to Expense Transactions</b> link.