EX.080.104 – MODIFYING APPROVED EXPENSE TRANSACTIONS

Purpose	• To identify the types of approved expense transactions that can be modified. • To identify what aspects of an expense transaction can be modified. • To identify why the security access for this component is important. • To modify an approved expense transaction.
Description	Using the Modify Approved Expense Transactions component allows an institution to modify transactions which were completely approved through the approval process, but have not been staged for payment, paid, nor had their liabilities posted. Expense Administrators can edit descriptive information, expense report line items, ChartField values, and amounts for any transaction that satisfies the above criteria. When finished modifying the transaction, it can be staged for payment and posted. If the institution requires budget checking, any changes to the ChartField or amount will require the transaction to be budget checked prior to saving the changes. From a control standpoint, this component creates significant risk as it provides users with an opportunity to change notable aspects of a transaction without an audit trail. Security access for this component is important because once the status of the document is “Approved for Payment,” the document is no longer part of workflow in which the approver’s names are listed on the document as having performed an action on the transaction. Also, because the status of a transaction is already “Approved for Payment,” no additional approvals or reviews are required after a change is made and the transaction is ready to be picked up for staging or posting to liabilities. Because of the inherent risk in allowing users to have this tool, institutions may decide to restrict access to this component completely. PeopleSoft provides other options, which offer an adequate audit trail (such as closing and issue a new transaction) that may be utilized.

	Based on the above, the institution's security administrator should restrict access to this component accordingly.
Security Role	**BOR_EX_ADMINISTRATION, BOR_EX_PROCESSING**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step-by-step instructions on how to modify approved expense transactions.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** link
3.	Click the **Travel and Expenses** link.
4.	Click the **Approve Transactions** link.
5.	Click the **Modify Approved Transactions** link.
6.	A Transaction must be completely approved through the approval process before it will display in this Modify Approved Transactions worklist. Additionally, the transaction could not have been staged for payment, paid, nor had its liabilities posted.
7.	Navigate to the right side of the page.
8.	Verify both Cash Advances and Expense Reports have a Status of "**Approved for Payment**". Travel Authorizations (because they are not paid) will have a Status of "**Approved**"**.**
9.	Click an entry in the **Transaction ID** column.
10.	Expense Administrators can edit descriptive information, expense report line items, and ChartField values. ***Note****: If the institution requires budget checking, any changes to the ChartField or amount require the transaction to be budget checked prior to saving the changes.*
11.	Navigate to the bottom of the page.
12.	Click the **Save For Later** button.
13.	Click the **OK** button.