

EX.030.035 – RESETTING EXPENSE TRANSACTION NOT SELECTED IN RESET

Description	This topic demonstrates how to reset Cash Advances and Expense Reports that will not be selected in an Expenses Paycycle that was reset. This process is a self-service DBI. If unsure on how or when to complete this process, please contact the ITS Helpdesk .
Security Role	BOR_EX_SETUP_CONFIG
Dependencies/Constraints	None
Additional Information	None

Procedure

Below are instructions to reset an expense transaction not selected in Reset Paycycle.

For this topic, reset Cash Advance 0000300004 so that it will be selected in the reset Expense Paycycle.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the BOR Menus link.
4.	Click the BOR Expenses link.
5.	Click the BOR EX Interfaces link.
6.	Click the Staged Expense Transactions link.
7.	Click the Add a New Value tab.
8.	Enter " CASHADV " in the Run Control ID field.
9.	Click the Add button.
10.	Enter " 0000300004 " in the Advance ID field.
11.	Click the Run button.
12.	Click the OK button.