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| Security Role | **BOR\_EX\_BATCH\_PRC, BOR\_FN\_ADMIN\_REPORTING, BOR\_REPORTSUPERUSER** |
| Responsibility/Role |  |
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## EX.020.203 - Canceling Expense Payments

#### Trigger:

#### Concept

This topic demonstrates how to cancel Expense Payments. If you use Payables to cancel a payment, the system updates payment tables so that the correct accounting entries can occur.

The Expenses Module delivers processes that accommodate the various cancel actions that are available in the Payables system. Expenses generates the correct accounting entries associated with canceling the payment based upon the action selected for the cancel.

If you selected the **Do Not Reissue/Close Liability** option on the **Payment Cancellation – Cancel a Payment** page in AP, the Cancel Payments process in Expenses performs the close liability step and reverses the amounts. If you use Commitment Control, you must manually run budget checking on the **Request Budget Check** page and select **Cancel Void Expense Reports** as the transaction type.

If you selected the **Re-Open Voucher(s)/Re-Issue** option on the **Payment Cancellation – Cancel a Payment** page in AP, the Cancel Payments process in Expenses will not perform the close liability step.

Reference **AP.020.540**, “Canceling a Payment” for additional information on canceling a payment in the Accounts Payable module.

**Topic Objectives:**

Upon completion of this topic, you will be able to:

- Identify what the Cancel Payments process accomplishes in Expenses.

- Identify when Expenses performs the ‘close liability’ step when canceling payments.

- Cancel Expense Payments.

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| Assumptions |
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| Dependencies/Constraints |
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#### Additional Information

#### Procedure

For this topic, we need to cancel expense payments. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Process Expenses**link. |
|  | Click the **Expense Processing** link. |
|  | If you wish to use an existing run control, you can search for that value on the **Find an Existing Value** tab.  For this example, we will add a new run control. |
|  | Click the **Add a New Value**tab. |
|  | Enter "**Cancel\_EX\_Payments**" in the **Run Control ID** field. |
|  | Click the **Add** button. |
|  | Click the **Save** button because this is a new run control. |
|  | Click the **Refresh** button to update the transaction counts on this page. |
|  | Click the **Cancel Payments**checkbox.  Thisoption reverses accounting entries for payments that you canceled in Payables. |
|  | Click the **Run** button. |
|  | Click the **Select** checkbox next to the **EX\_TRAN\_PRCS** if it was not already checked. |
|  | Click the **OK**button. |
|  | Click the **Report Manager**link. |
|  | Click the **Administration** tab. |
|  | Click the **Refresh** button. The process has been completed when the **Status** is **Posted**. |
|  | Click the **Go back to Expense Transactions**link. |
|  | Congratulations. You have just completed the **Canceling Expense Payments** topic. Below is a summary of the key concepts of this topic:  - In Expenses, the Cancel Payments process reverses the accounting entries for payments that you canceled in Payables.  - The Cancel Payments process in Expenses will perform the ‘close liability’ step when the Do Not Reissue/Close Liability option on the Payment Cancellation – Cancel a Payment page in AP is selected.  **End of Procedure.** |