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## EX.075.001 - Running Open Liability Queries for EX

#### Trigger:

#### Concept

This topic demonstrates how to run two separate Open Liability queries that you can use to troubleshoot open liabilities in Expenses.

The first query is BOR\_EX\_OPEN\_LIABILITY\_IN\_EX. This query lists transactions for expenses that have open liabilities and the expense transaction still exists in the Expense records.

The second query is BOR\_EX\_OPEN\_LIABILITY\_NOT\_FND. This query shows Expense open liabilities, but the original expense transaction no longer exists in the expense records.

The parameters for both these queries are Fiscal Year and Accounting Period.

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

#### Procedure

For this topic, we are going to first demonstrate how to run the BOR\_EX\_OPEN\_LIABILITY\_IN\_EX query. We will then demonstrate how to run the BOR\_EX\_OPEN\_LIABILITY\_NOT\_FND query.

| Step | Action |
| --- | --- |
|  | Click the **BOR Reporting Instance** link. |
|  | Click the **Query Manager** link. |
|  | Enter "**BOR\_EX\_OPEN**" in the **begins with** field. |
|  | Click the **Search** button. |
|  | The **BOR\_EX\_OPEN\_LIABILITY\_IN\_EX** are transactions for expenses that have open liabilities and the expense transactions still exist in the expenses records.  Click an entry in the **Edit** column. |
|  | Click the **OK** button. |
|  | Click the **Run** tab. |
|  | Enter "**2010**" in the **Fiscal year** field. |
|  | Enter "**12**" in the **Accounting Period** field. |
|  | Click the **OK** button. |
|  | Review the results of your query. The expense transactions listed here still exist in the expense records.  To run the other query, click the **Query Manager** link. |
|  | Enter "**BOR\_EX\_OPEN**" in the **begins with** field. |
|  | Click the **Search** button. |
|  | The **BOR\_EX\_OPEN\_LIABILITY\_NOT\_FND** query shows Expense open liabilities but the original expense transaction no longer exists in the expenses records.  For these, once you confirm that they do not exist in the records, a journal entry will have to be done to clear the open liability for expense reports only. Cash advances should be handled separately.  Keep in mind that once the journal entry is made to clear the open liability, the query will still contain the open liability. Users will need to keep record for auditors on what journal entry corrects these transactions.  Click an entry in the **Edit** column. |
|  | Click the **OK** button. |
|  | Click the **Run** tab. |
|  | Enter "**2010**" in the **Fiscal year** field. |
|  | Enter "**12**" in the **Accounting Period** field. |
|  | Click the **OK** button. |
|  | Review the results of the query.  Click the **Home** link. |
|  | Congratulations. You have just completed the **Running Open Liability Queries for Expenses** topic.  **End of Procedure.** |