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## EX.080.104 - Modifying Approved Expense Transactions

#### Trigger:

#### Concept

This topic demonstrates how to modify approved expense transactions. Using the Modify Approved Expense Transactions component allows an institution to modify transactions which have been completely approved through the approval process, but have not been staged for payment, paid, nor had their liabilities posted.

You can edit descriptive information, expense report line items, Chartfield values, and amounts for any transaction that satisfies the above criteria. If your 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. In other words, because the status of the document is “approved for payment,” the document is no longer part of the Workflow system 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 its 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, your institution’s security administrator should restrict access to this component accordingly.

**Topic Objectives:**

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

- Identify the types of approved expense transactions that can be modified.

- Identify what aspects of an expense transaction can be modified.

- Identify why the security access for this component is important.

- Modify an approved expense transaction.

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

#### Procedure

For this topic, modify expense transaction 0000300022. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Approve Transactions** link. |
|  | Click the **Modify Approved Transactions** link. |
|  | 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. |
|  | Click the **horizontal** scrollbar to navigate to the right side of the page. |
|  | Both Cash Advances and Expense Reports will have a **Status** of **Approved for Payment**. Travel Authorizations (because they are not paid) will have a **Status** of **Approved.** |
|  | Click an entry in the **Transaction ID** column. |
|  | You can edit descriptive information, expense report line items, and chartfield values.  If your institution requires budget checking, any changes to the chartfield or amount will require the transaction to be budget checked prior to saving the changes. |
|  | Click the **vertical** scrollbar to navigate to the bottom of the page. |
|  | Click the **Save For Later** button. |
|  | Click the **OK** button. |
|  | Congratulations. You have just completed the **Modifying Approved Expense Transactions** topic. Below is a summary of the key concepts of this topic:    - You can modify expense transactions that have been completely approved through the approval process, but have not been staged for payment, paid, nor had their liabilities posted.  - You can edit descriptive information, expense report line items, Chartfield values, and amounts when modifying approved expense transactions.  - Security access for this component is important because the expense transaction is no longer part of the Workflow system in which the approver’s names are listed on the document as having performed an action on the transaction.  - When finished modifying the transaction, it can be staged for payment and posted.  **End of Procedure.** |