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| Security Role |  |
| Responsibility/Role |  |
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## EX.020.156 - Resetting Expense Report Acctg Dates

#### Trigger:

#### Concept

This topic demonstrates how to reset expense report accounting dates.

Once in the approval process, Expense Reports can only be approved if the accounting date on that report is within the current open period. An approver can change the accounting date on an Expense Report that is within their Worklist.

However, if the approver is unavailable and someone else needs to reassign the Expense Report for approval, then this "Reset Expense Report Page" can be used to reset the accounting date on any Expense Report that is in process and not in the current open period.

Once the accounting date has been reset, the Expense Report is then available for budget checking and then approval.

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

#### Procedure

For this topic, reset the accounting date for Expense Report #0000400353.

| Step | Action |
| --- | --- |
|  | Click the **BOR Menus** link. |
|  | Click the **BOR Expenses** link. |
|  | Click the **BOR EX Month End** link. |
|  | Click the **Reset Expense Report** link. |
|  | Click the **Search** button. |
|  | Click an entry in the **Report ID** column. |
|  | The only action required here is to select the **Save** button. This action makes the accounting date be the current date, and flips the budget check status to "**not checked**".  Once you have completed this step, you can then navigate to Travel and Expenses > Manage Accounting > Request Budget Checking, and run budget checking on this expense report.  Click the **Save** button. |
|  | Congratulations. You have just completed the **Resetting Expense Report Accounting Dates** topic. This business process is to be used whenever the approver is unavailable and someone else needs to reassign the Expense Report for approval. This "Reset Expense Report Page" can be used to reset the accounting date on any Expense Report that is in process and not in the current open period. After the accounting date is reset, the expense report is then available for budget checking.  **End of Procedure.** |