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| Security Role | **BOR\_EX\_MAINT\_TRANS, BOR\_EX\_BATCH\_PRC, BOR\_FN\_ADMIN\_REPORTING, BOR\_REPORTSUPERUSER** |
| Responsibility/Role |  |
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## EX.020.204 - Closing an Expense Report

#### Trigger:

#### Concept

This topic demonstrates how to close an expense report. When an expense report has been approved for payment processing, you might need to cancel it after you have already posted its liabilities. You can then close an expense report if you have not staged payments for the expense.

Closing an Expense Report is a two-part process. You must first select which expense report you wish to close, and then you must run the Expense Process which creates the correct accounting entries to close the report. Both of these steps are covered in this topic.

**Topic Objectives:**

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

- Identify when you may close an expense report.

- Identify the steps involved when closing an expense report.

- Close an Expense Report.

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

#### Procedure

For this topic, we need to close Expense Report 0000000015. Use the current date as the reversal date.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Process Expenses**link. |
|  | Click the **Close Expenses**link. |
|  | Click the **Mark Expense Report for Close** link. |
|  | Click the **Search** button. |
|  | Click an entry in the **Report ID** column for the Expense Report that you wish to close. |
|  | Use the **Expense Report Close** page to close expense reports. The information on this page comes from the expense report description. |
|  | Select **Use Current Date** to use the current date on which to reverse the accounting liability entries.  Select **Use Specific Date** to enter a specific date. When selected, Expenses opens a field to enter the day on which to reverse the accounting liability entries. |
|  | Click the **Close** button. |
|  | Click the **OK**button. |
|  | After you close and confirm your selection, Expenses marks the expense report for closing and changes the status to **Close in Process**. |
|  | Click the **Expense Processing** link to run the Close Liability process. |
|  | 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 "**Close\_Expense\_Reports**" 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 the page. |
|  | Click the **Close Liability**checkbox.  Notice you have one expense report marked for close. |
|  | Click the **Run** button. |
|  | When you run the Application Engine process, a program reverses the liability entries for expense reports that are marked for closing and changes the status to Close. |
|  | Ensure that the **Select** checkbox is checked next to the EX\_TRAN\_PRCS.  Click the **Select** checkbox. |
|  | Click the **OK** button. |
|  | Click the **Report Manager**link. |
|  | Click the **Administration** tab. |
|  | Click the **Refresh** button.  When the process is completed the **Status** should display **Posted**. |
|  | Click the **vertical** scrollbar to navigate to the bottom of the page. |
|  | Click the **Go back to Expense Transactions** link. |
|  | Click the **Refresh** button.  Notice there are no transactions marked for **Close**. |
|  | Congratulations. You have just completed the **Closing an Expense Report** topic. Below is a summary of the key concepts of this topic:  - When an expense report has been approved for payment processing, you might need to cancel it after you have already posted its liabilities. You can then close that expense report if you have not staged payments for the expense.  - When closing an expense report, you must first select which expense report to close, and then run the Expense Process, which creates the correct accounting entries to close the report.  **End of Procedure.** |