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## EX.020.206 - Updating an Unposted Expense Report

#### Trigger:

#### Concept

This topic demonstrates how to update an unposted expense report. When you unpost an expense report, the unposting process makes it available so that you can change the accounting entries. You can work with unposted expense reports using the Manage Accounting navigation.

To work with an unposted report, use the same page that you use to prepare the expense report. You can only modify the Chartfields for individual expense items; all other fields are display-only. Because the status of the expense report does not change when you unpost it, you cannot deny or reapprove the expense report.

When you finish, click the save button to change the expense report posting status to Unpost and Process, which enables you to post the revised expense report liabilities the next time that you run the Post Liabilities process.

This is the second of three processes for updating posted expense reports:

1. EX.020.205 – Unposting an Expense Report

2. EX.020.206 – Updating an Unposted Expense Report

3. EX.030.031 – Processing Expenses – Posting Liabilities

**Topic Objectives:**

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

- Identify what makes an expense report available for updating after it has already posted.

- Identify what information may be modified when updating an unposted expense report.

- Update an unposted 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 update expense report 0000000021, which we just unposted. For the Air Travel and Visa/Passport Fees expenses, change the Department to 1011011 and the Class to 11000. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses**link. |
|  | Click the **Manage Accounting**link. |
|  | Click the **View/Adjust Accounting Entries**link. |
|  | Click the **Update Unposted Expense Report** link. |
|  | Press the **Search** button |
|  | Click an entry in the **Report ID** column for the Expense Report that you wish to update. |
|  | Click an entry in the **Expense Type** column for the row you wish to update. |
|  | Click the **Update Accounting Detail**link to modify the accounting details. |
|  | You cannot change the amount, but you can change the values in the ChartField. |
|  | Enter "**1011011**" in the **Dept** field. |
|  | Enter "**11000**" in the **Class** field. |
|  | Click the **OK** button. |
|  | Click the **Next Expense**button to update the next distribution line. |
|  | Click the **Update Accounting Detail** link. |
|  | Enter "**1011011**" in the **Dept** field. |
|  | Enter "**11000**" in the **Class** field. |
|  | Click the **OK** button. |
|  | Click the **Return to Expense Report**link. |
|  | Click the **vertical** scrollbar to navigate to the bottom of the page. |
|  | Click the **Save** button. |
|  | Click **OK** button to confirm the changes. |
|  | Congratulations. You have just completed the **Updating an Unposted Expense Report** topic. Below is a summary of the key concepts of this topic:  - By unposting an expense report, you can then update it and change the accounting entries.  - You can only modify the Chartfields for individual expense items; you cannot modify the amounts.  - After updating an unposted expense report, you can then post the revised expense report liabilities the next time you run the Post Liabilities process (see business process EX.030.031).  **End of Procedure.** |