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| Security Role | **BOR\_EX\_SETUP\_CONFIG** |
| Responsibility/Role |  |
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## EX.030.037 - Running the Travel Auth Encumbrance Interface

#### Trigger:

#### Concept

This topic demonstrates how to run the Travel Authorization Encumbrance Interface. Currently in PSFIN v8.9, whenever an employee creates an Expense Report from a Travel Authorization and deletes a line because that expense was not incurred, the system leaves the remaining encumbrances in Commitment Control. In order to release those hanging encumbrances from the Travel Authorization, you can now run this Travel Authorization Encumbrance Interface. This interface flips the budget checking flag to allow the Travel Authorization to be re-budget checked, which relieves the hanging encumbrance.

This process first involves running a query to see the hanging encumbrances. After determining which Travel Authorizations have hanging encumbrances, you can run the process to update the budget checking flag for Travel Authorizations.

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

#### Procedure

For this topic, first run the query to determine if you have any hanging encumbrances from Travel Authorizations. Then, run the Travel Authorization Encumbrance Interface so that those Travel Authorizations with hanging encumbrances can be re-budget checked.

| Step | Action |
| --- | --- |
|  | Click the **Reporting Tools** link. |
|  | Click the **Query** link. |
|  | Click the **Query Viewer** link. |
|  | Before running the process, run the **BOR\_KK\_OPEN\_TAUTH\_ENC\_CLS** query to see the hanging encumbrances.  Enter "**BOR\_KK\_OPEN\_TAUTH\_ENC\_CLS**" in the **begins with** field. |
|  | Click the **Perform Search** button. |
|  | Click an entry in the **Run to HTML** column. |
|  | Click the **Close** button. |
|  | Now run the Process to update the budget checking flag for Travel auths that have been closed.  Click the **BOR Menus** link. |
|  | Click the **BOR Expenses** link. |
|  | Click the **BOR EX Interfaces** link. |
|  | Click the **TA Encumbrance Interface** link. |
|  | Click the **Add a New Value** tab. |
|  | Enter "**HANGINGENC**" in the **Run Control ID** field. |
|  | Click the **Add** button. |
|  | Click the **Run** button. |
|  | Click the **OK** button.  Once the interface completes, rerun budget checking for Travel Authorizations (see Business Process EX.030.010).  Once the budget checking process is complete, rerun the **BOR\_KK\_OPEN\_TAUTH\_ENC\_CLS** query to ensure that the remaining encumbrance is zero on those Travel Authorizations. |
|  | Congratulations. You have just completed the **Running the Travel Authorization Encumbrance Interface** topic. Below is a summary of key points of this topic:  - Expense Reports are often created from a Travel Authorization. If an estimated expense from the Travel Authorization was not used and consequently deleted from the Expense Report, the system leaves the remaining encumbrance in Commitment Control.  - The Travel Authorization Encumbrance Interface is run so that the Travel Authorizations can be re-budget checked, which relieves the hanging encumbrances in Commitment Control.  - Before running the Travel Authorization Encumbrance Interface, run the query “BOR\_KK\_OPEN\_TAUTH\_ENC\_CLS” to determine if you have any hanging encumbrances from TAuths.  - After running the interface, run budget checking on Travel Authorizations (EX.030.010). Then rerun query “BOR\_KK\_OPEN\_TAUTH\_ENC\_CLS” to ensure that the remaining encumbrance is zero on those Travel Authorizations.  **End of Procedure.** |