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| --- | --- |
| Security Role | **BOR\_EX\_SETUP\_CONFIG** |
| Responsibility/Role |  |
| File Name |  |
| Version |  |
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| Status |  |

## EX.030.035 - Resetting Exp Trans Not Selected in Reset Paycycle

#### Trigger:

#### Concept

This topic demonstrates how to reset Cash Advances and Expense Reports that will not select in an Expenses Paycycle that has been reset. This process is a self-service DBI. If unsure on how or when to complete this process, please contact OIIT.

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| Assumptions |
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| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, reset Cash Advance 0000300004 so that it will be selected in the reset Expense Pay Cycle.

| Step | Action |
| --- | --- |
|  | Click the **BOR Menus** link. |
|  | Click the **BOR Expenses** link. |
|  | Click the **BOR EX Interfaces** link. |
|  | Click the **Staged Expense Transactions** link. |
|  | Click the **Add a New Value** tab. |
|  | Enter "**CASHADV**" in the **Run Control ID** field. |
|  | Click the **Add** button. |
|  | Enter "**0000300004**" in the **Advance ID** field. |
|  | Click the **Run** button. |
|  | Click the **OK** button. |
|  | Congratulations, you have just completed the **Resetting Expense Transactions Not Selected in a Reset Expense Pay Cycle** topic. You need to run this process any time you need to reset Cash Advances and Expense Reports that will not select in an Expenses Paycycle that has been reset.  **End of Procedure.** |