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| Security Role | **BOR\_EX\_CASH\_ADV\_ADMIN, BOR\_EX\_BATCH\_PRC, BOR\_FN\_ADMIN\_REPORTING, BOR\_REPORTSUPERUSER** |
| Responsibility/Role |  |
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| Status |  |

## EX.020.201 - Closing a Cash Advance

#### Trigger:

#### Concept

This topic demonstrates how to close a cash advance. When a cash advance has been approved for payment processing, you can cancel it after you have posted its liabilities. You can close the cash advance if you have not staged payments for it.

Closing a cash advance can only be done through the Core Application; it is not an available function in the Self-Service Portal.

Closing a cash advance is a two-step process. First, determine which cash advance you wish to close and indicate the date you want the closing accounting entries to reflect. Then, run the Close Liability Process from the Expense Processing page.

**Topic Objectives:**

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

- Identify when you can close a cash advance.

- Identify the steps involved with closing a cash advance.

- Close a cash advance.

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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 cash advance 0000300008. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | The first step in closing a Cash Advance is to select which cash advance you wish to close. |
|  | Click the **Travel and Expenses**link. |
|  | Click the **Process Expenses**link. |
|  | Click the **Close Expenses**link. |
|  | Click the **Mark Cash Advance for Close** link. |
|  | Click the **Search** button. |
|  | Select the Cash Advance you wish to Close from an entry in the **Advance ID** column. |
|  | The information on the **Cash Advance Close** page comes from the cash advance description.  To indicate the reversal date for Expenses to use to reverse the accounting liability entries, select **Use Current Date** or **Use Specific Date**. If you select **Use Specific Date**, a field will be displayed for you to enter the date to reverse the liability entries.  For this exercise, we will use the Current Date to close the liabilities. |
|  | Click the **Close** button. |
|  | Click the **OK** button. |
|  | After you click the **Close** button and confirm your selections, the Expenses Module marks the cash advance for closing and changes the status to **Close in Process**. |
|  | Click the **Expense Processing** link to run the Close Liability process and create reversing entries. |
|  | If you wish to use an existing Run Control, you can search for this value on the **Find an Existing Value** tab.  For this exercise, we will add a new Run Control. |
|  | Click the **Add a New Value**tab. |
|  | Enter "**Close\_Liabilities**" in the **Run Control ID** field. |
|  | Click in the **Add** field. |
|  | Click the **Close Liability**checkbox. |
|  | Click the **Save**button because this is a new Run Control. |
|  | Click the **Refresh**button to populate the Expenses Processes page with transactions that are waiting to be processed. |
|  | Notice that there is one Cash Advance in the **Close Liability** row. |
|  | Click the **Run**button. |
|  | Click the **Select** checkbox next to **EX\_TRAN\_PRCS** if it is not already checked. |
|  | Click the **OK** button to run the report. |
|  | Click the **Report Manager** link. |
|  | Click the **Administration** tab. |
|  | Click the **Refresh** button until the Status displays **Posted**. |
|  | Ensure that the process you just ran has a **Status** of **Posted**. |
|  | Click the **vertical** scrollbar. |
|  | Click the  **Go back to Expense Transactions** link. |
|  | Congratulations. You have just completed the **Closing a Cash Advance** topic. Below is a summary of the key concepts of this topic:  - You can close an approved cash advance if you have not staged payments for it.  - Closing a cash advance is a two-step process. First, determine which cash advance you wish to close and indicate the date you want the closing accounting entries to reflect. Then, run the Close Liability Process from the Expense Processing page.  **End of Procedure.** |