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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.020.205 - Unposting an Expense Report

#### Trigger:

#### Concept

This topic demonstrates how to unpost an expense report. If you post the liabilities for an expense report and need to change the accounting entries, you can unpost it.

This two-step operation requires you to mark the expense reports that you wish to unpost and then run a process to reverse the accounting liability entries and make the expense reports available for Chartfield editing. If you are using Commitment Control, you also must budget check the expense transaction.

Once the unpost process is complete, you can update the accounting entries using the Update Unposted Expense Report page (see business process EX.020.206).

**Topic Objectives:**

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

- Identify when it may be necessary to unpost an expense report.

- Identify the steps involved in unposting an expense report.

- Unpost an expense report.

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| Assumptions |
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| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, you need to make changes to the accounting entries for expense report 0000000021, which has already been posted. Use a reversal date of “6/29/2007”. 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 **Mark Expense Report for Unpost**link. |
|  | Click the **Search** button. |
|  | Click an entry in the **Report ID** column for the Expense Report that you wish to unpost. |
|  | Click the **Use Specific Date**option to enter a different date from the current date. For example, you may want to record the unpost in the same period as the original creation date. |
|  | Enter "**062907**" in the **Choose a date (Alt+5)** field. |
|  | Click the **Unpost** button. |
|  | Click the **OK**button. |
|  | You have successfully completed the first step in unposting an expense report. |
|  | Click the vertical scrollbar on the left menu navigation to find the **Process Expenses** link. |
|  | Click the **Process Expenses**link. |
|  | Click the **Expense Processing** link. |
|  | If you wish to use an existing Run Control, you can search for this value in the **Find an Existing Value** tab.  For this example, we will create a new run control. |
|  | Click the **Add a New Value**tab. |
|  | Enter "**Unpost\_Expense\_Report**" 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 for each process request. |
|  | Click the **Unpost Expense Report** checkbox. |
|  | Click the **Run** button.  When you run the Application Engine process, it drives a program that reverses the liability entries for expense reports that are marked for unposting and changes the status to **Unposted**. |
|  | Click the **Select** checkbox next to the EX\_TRAN\_PRCS if it is not already selected. |
|  | Click the **OK** button. |
|  | Click the **Report Manager**link. |
|  | Click the **Administration** tab. |
|  | Click the **Refresh** button. The **Status** should display **Posted** when the process is complete. |
|  | Click the **Go back to Expense Transactions** link. |
|  | 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 (see EX.020.206).  To work with an unposted report, use the same page that you use to prepare the expense report. You can modify only 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. |
|  | Congratulations. You have just completed the **Unposting an Expense Report** topic. Below is a summary of the key concepts of this topic:  - You can unpost an expense report, if you post the liabilities for it and then discover you need to change the accounting entries.  - When unposting expense reports, you must first mark the expense reports that need to be unposted.  - The second step in unposting expense reports involves running a process to reverse the accounting liability entries and making the expense reports available for Chartfield editing. If you are using Commitment Control, you also must budget check the expense transaction.  **End of Procedure.** |