

How To Update the Accounting Date

During the first few days of a new month, approvers may encounter the following error:

"Errors exist on the Expense Report. Errors were found on the Expense Report. These errors must be corrected prior to approving this Expense Report."

This indicates that an expense report was submitted in a previous month where the accounting records are now closed. To correct the error, the approver should:

- Update the accounting date to the current date by clicking on the calendar icon and clicking "Current Date".
- Click on the SAVE button at the bottom of the screen.
- Click on the APPROVE button to approve the transaction.

Oracle PeopleSoft interface showing the 'Approve Expense Report' screen. The 'Accounting Date' is currently set to 03/06/2015. A calendar pop-up is open, showing the month of March 2015, with the 6th highlighted. A red arrow points from the 'Current Date' button in the calendar to the 'Accounting Date' field. Another red arrow points from the 'Current Date' button to the 'APPROVE' button in the 'Expense Line Items' table.

Expense Type	Date	Reimburse	Verified	Receipt Required	Approve
Emp Baggage	03/06/2015	6.00 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Expense Report Totals			
Employee Expenses (1 Line)	6.00 USD	Due Employee	6.00 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

Pending Actions			
Role	Name	Action	Date/Time
1st Level Finance Dept Manager	Rabern,Christy		
AP Payment Approval - Rcpt Ver	(Pooled)		

Action History			
Role	Name	Action	Date/Time
Employee	Durrough,Patricia	Submitted	03/06/2015 7:50:14PM

Budget Status Valid Budget Checking completed. Report is ready for Approval/Posting.

Approve Send Back Hold Deny Save Changes