

## Update the Accounting Date on Expense Reports

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

**“Expense Report could not be approved due to system error. Please contact your system administrator.”**

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:

1. From the **Approver Worklist**, click the expense report link to open the expense report.
2. Locate the **Accounting Date** in the General Information section of the Expense Report.
3. Update the **Accounting Date** to the current date by clicking on the **Calendar Icon** and selecting **Current Date**.
4. Click the **Save** button at the bottom of the screen.
5. Click on the **Approve** button to approve the transaction.

### Approve Expense Report

#### Expense Report Summary

Patricia Durrough

User Defaults

Expense Report Detail

#### General Information

Report Description	OneUSG Training	Report ID	0000647916
Business Purpose	Attend Training	Reference	
Report Status	Submitted for Approval	Employee Base	Office
		Created On	01/08/2019
		By	pdurroug
		Updated on	01/11/2019
		By	dlewis
		Attachments (1)	Notes
*Accounting Date	01/08/2019 		
Accounting Template	STANDARD 		