

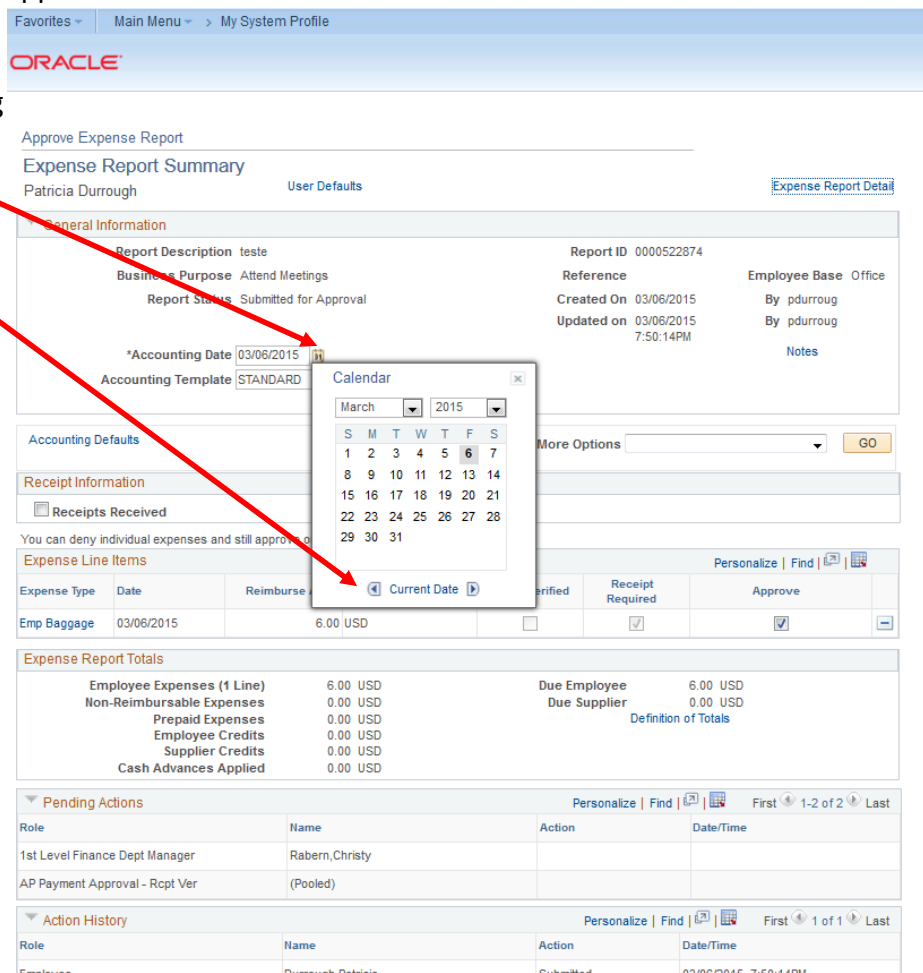
How To Update the Accounting Date

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 Expense Report Summary for Patricia Durrough. The report is submitted for approval. The accounting date is currently 03/06/2015. A calendar pop-up is shown, allowing the user to select the current date (6th of March, 2015). The 'Current Date' button is highlighted with a red arrow.

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