

Adjusting Closed Expense Envelopes

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After an expense envelope has been processed, users with the appropriate privileges can adjust it. You must also adjust all related records to ensure your system reflects the changes.

1. From the Purchase Orders module list view, locate the desired expense envelope.

The screenshot displays the 'Expense Envelope: 50069 Midwest Trade Show 10/28/2019' interface. The status is 'CLOSED'. The 'Expense Envelope Details' section includes 'General Info' (Type: Expense Envelope, Team Member: Allen Wright) and 'Expense Items' (AIR, MEAL, CAR-RENT). The 'Total' section shows 'Purchased' and 'Disbursed' amounts. The 'Actions' menu is open, highlighting 'Open Expense Envelope'.

Line Item Code	Description	Date	Order	Job	Qty	Unit Cost	Total	CC	X
> AIR	Airfare	10/01/19			1	349.00	349.00		X
> MEAL	Meals and Entertainment	10/08/19			1	157.00	157.00		X
> CAR-RENT	Car Rental	10/08/19			1	89.00	89.00		X

2. From the expense envelope's detail view, click **Admin Actions > Open Expense Envelope**.
3. From the expense envelope totals section, click the **Disbursed** go-to arrow.
4. From the disbursement's detail view, click **Actions > Void Disbursements > Void**.
Note: Voiding the disbursement will automatically re-open the purchase record.
5. Return to the expense envelope totals section, then click the **Purchased** go-to arrow.
6. From the purchase's detail view, click **Actions > Void Purchases > Void**.
At this point, the accounting transactions for the expense envelope are fully reversed and zeroed out.
7. Return to the expense envelope record and click **Edit**.

8. Make the necessary adjustments and click **Save**.
 9. Click **Admin Actions > Create Related Purchase**, then complete the disbursement.
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