

Expenses Monthly Closing Document

Purpose: Use this document to assist in the closing processes for the Expenses Module.

Audience: Finance Staff

The Expenses Monthly Closing document is intended to provide suggestions to the colleges regarding:

- Manually Reconciling Cash Advances
- Rolling Over Travel Authorizations
- Closing Expense Reports
- Reconciliations

Because the primary focus of the document is to merely provide recommendations, suggestions and best practices, it is the responsibility of each individual college to approach and maintain Finance Module closure processes uniquely.

The link below provides access to a preview of the user guide. Some of the document formatting may be lost in the preview mode. To view document in it's entirety, select the download icon (down arrow with a line underneath) on the right side of the document to download and/or edit the processing guide.

[**Expenses Monthly Closing Document**](#)