

## 9.2 Rolling Over Travel Authorizations

**Purpose:** Use this document as a reference for how to Rollover Travel Authorization encumbrances into the next period, if they have not been applied to an Expense Report, in ctclink.

**Audience:** Finance and Business Office staff

❗ You must have at least one of these local college managed security roles:

- ZZ Expenses Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

❗ **Roll To New Period** can only be performed if the period you want to Roll the encumbrance to, is **open** and have an **existing budget** available in the New Year.

### Rolling Over a Travel Authorization

**Navigation:** NavBar > Navigator > Travel and Expenses > Manage Accounting > Rollover Travel Authorization

1. The **Rollover Travel Authorization** run control search page displays.
2. Search for an existing **Run Control ID** OR select **Add a New Value** tab to add a new value.

## Rollover Travel Authorization

Find an Existing Value

Add a New Value

Run Control ID


Rollover\_TA

Add

Find an Existing Value

Add a New Value

3. The **Rollover Travel Authorization** page displays.
4. Select the **Process Parameter** method at the top left of the page.

 **STEP 1 - Reverse Current Period** - Select to reverse out encumbrances from the prior period. (can be done at any time of the year).

**STEP 2 - Roll to New Period** - Select to re-encumber funds in the new Fiscal year. **This option will only display search results after STEP 1 has ran.** If this option is selected, PeopleSoft Expenses displays the '*Change Accounting Date To*' and '*Change Budget Date To*' fields you will enter the new Fiscal year date in these fields.

**Travel and Expenses** **Rollover Travel Authorization** New Window

Run Control ID Rollover\_TA Report Manager Process Monitor

**Process Parameters**

☒ Reverse Current Period

☐ Roll to New Period

**Business Unit Selection** 1 of 1

Request Number 1 \*Description Rollover + -

\*Business Unit  Search

☐ Include Previously Processed Transactions

\*Select Option All From Department  To

Date From  To

Search

5. Enter a Description in the **Description** field.
6. Select your **Business Unit**.
7. Enter additional Search Criteria if desired (not required).
8. Select **Search**.

**Travel and Expenses** **Rollover Travel Authorization** New Window Help

Run Control ID Rollover\_TA Report Manager Process Monitor Run

**Process Parameters**

☒ Reverse Current Period

☐ Roll to New Period

**Business Unit Selection** 1 of 1

Request Number 1 \*Description Rollover TA + -

\*Business Unit WA000 Search WA STATE BOARD COMM COLLEGES

☐ Include Previously Processed Transactions

\*Select Option Some From Department  To

Date From  To

Search

9. Eligible Travel Authorizations will display in the **Travel Authorization List**.

10. Select the Travel Authorizations you want to Rollover.

Request Number 1      \*Description Rollover TA      + -

\*Business Unit WA000 WA STATE BOARD COMM COLLEGES      Search

☐ Include Previously Processed Transactions

\*Select Option Some      From Department      To      Date From      To

**Travel Authorization List**

Transaction      Details      1-10 of 15      View All

Select	Name	Empl ID	Travel Auth Description	Travel Auth ID	Department	Status	Date From	Date To
<input type="checkbox"/>			SHEEO Conference in DC	0000007242		Active	11/08/2021	11/10/2021
<input checked="" type="checkbox"/>			ATEA Workforce Online Conf	0000006748		Active	04/27/2021	04/29/2021
<input type="checkbox"/>			ATEA Workforce Conference	0000006747		Active	04/27/2021	04/29/2021
<input checked="" type="checkbox"/>			NW Regional Equity Conference	0000006708		Active	02/24/2021	02/26/2021
<input type="checkbox"/>			Online 3-day Conference POD	0000006673	98389	Active	11/10/2020	11/13/2020
<input type="checkbox"/>			Co-presenter 2020 NCWE	0000006636		Active	10/07/2020	10/08/2020
<input type="checkbox"/>			2020 NCWE virtual conference	0000006637		Active	10/07/2020	10/08/2020

11. Select **Run**.

< Finalize Worksheet      **Rollover Travel Authorization**      New Window | Help |

Run Control ID Rollover\_TA      Report Manager      Process Monitor      **Run**

**Process Parameters**

☒ Reverse Current Period  
☐ Roll to New Period

Business Unit Selection      1 of 1

Request Number 1      \*Description Rollover TA      + -

\*Business Unit WA000 WA STATE BOARD COMM COLLEGES      Search

☐ Include Previously Processed Transactions

\*Select Option Some      From Department      To      Date From      To

12. The **Process Scheduler Request** page displays. Use this page to enter or update parameters, such as server name and process output format.

13. Select **OK**.

**Process Scheduler Request**
x

[Help](#)

User ID CTC\_JSMITH
Run Control ID Rollover\_TA

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Server Name

Recurrence

Time Zone

Run Date

Run Time

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Cancel, Reverse & Rollover	EX_BCHK_AUTH	Application Engine	Web	TXT	<a href="#">Distribution</a>

14. The **Process Scheduler Request** page disappears.
15. Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status. Select the **Process Monitor** link, then refer to the [Process Monitor QRG](#) for instructions.

< Finalize Worksheet
**Rollover Travel Authorization**
🏠

[New Window](#) | [Help](#)

Run Control ID Rollover\_TA
Report Manager

Process Instance:2016277

**Process Parameters**

☒ Reverse Current Period  
☐ Roll to New Period

**Business Unit Selection**

Request Number 1
\*Description Rollover TA
+ -

\*Business Unit  WA STATE BOARD COMM COLLEGES

☐ Include Previously Processed Transactions  
 \*Select Option

From Department  To   
 Date From  To

16. After **STEP 1 - Reverse Current Period** has completed successfully, go back to **Step 4** and select **Roll to New Period** and follow again through **Step 15**.
17. Process complete.