

Adjusting paid expenses with Journal Expense Reports

Journal Expense Reports are used to correct chartfields originally used on an ER. Journal Expense Reports are not associated with changes to monetary amounts, nor do they create any payments. You process Journal Expense Reports to correct chartfields already recorded in the General Ledger so the expense system will be synchronized with the General Ledger. You can only create one Journal Expense Report for an ER through this method, so be sure you are correcting all chartfields that require a change during this process.

1. Go to Travel Admin WorkCenter.

2. Click on Adjust Paid Expenses.



3. Enter or search for the Empl ID for the traveler whose ER you need to make corrections to the chartfields.

Empl ID is the 11-digit employee ID number.

The screenshot shows the 'Journal Expense Report' interface. On the left is a navigation menu with categories: 'enses', 'Authorization' (with sub-items: 'Modify Travel Auth', 'Travel Authorization', 'Travel Authorizations'), 'Reports' (with sub-items: 'Modify Expense Report', 'Expense Report'), and 'Budget Checking' (with sub-items: 'Budget Exceptions', 'Report Budget Exceptions', 'Travel Expenses', 'Expense Report Acctg Entries'). The main area has a title 'Journal Expense Report' and a blue button 'Add a New Value'. Below that is a search field labeled '*Empl ID' containing the value '10000301658' and a magnifying glass icon. A blue 'Add' button is positioned below the search field. A watermark 'Made with Tango.us' is visible in the bottom right corner.

4. Click Add.

This screenshot is similar to the previous one, showing the 'Journal Expense Report' interface. The left navigation menu is expanded to show 'Travel Authorization' (with sub-items: 'Create/Modify Travel Auth', 'View Travel Authorization', 'Cancel Travel Authorizations'), 'Expense Reports' (with sub-items: 'Create/Modify Expense Report', 'View Expense Report'), 'Accounting' (with sub-items: 'Request Budget Checking', 'Travel Auth Budget Exceptions', 'Expense Rpt Budget Exceptions', 'Adjust Paid Expenses', 'Expense Report Acctg Entries'), and 'Administration' (with sub-items: 'Update Profile', 'Reassign Approval Work', 'Modify Approved Transactions', 'Employee Expense History'). The main area shows the '*Empl ID' search field with the value '10000301658' and a magnifying glass icon. The blue 'Add' button is now highlighted with a dark blue background. A watermark 'Made with Tango.us' is visible in the bottom right corner.

5. Enter or look up the Expense Report ID that requires changes to chartfields.

Journal Expense Report

Modify Journal Entries for An Expense Report

Web Slocum Report ID NEXT

General Information

Create a Journal Expense Report, select an Expense Report to copy from.

*Journal Report ID

*Report Description

Use the Check Box to select lines for posting. Lines that are not selected will not be posted.
Click on Expense Type to modify the accounting.
When it is ready for posting, press Submit for Posting.

Expense Report Lines Made with Tango.us

6. Tab out of the Journal Report ID field.

Once you tab out of the field, you will see all of the expense lines included on the ER populate in the Expense Report Lines section.

Journal Expense Report

Modify Journal Entries for An Expense Report

Web Slocum Report ID NEXT

General Information

Create a Journal Expense Report, select an Expense Report to copy from.

*Journal Report ID

*Report Description

Use the Check Box to select lines for posting. Lines that are not selected will not be posted.
Click on Expense Type to modify the accounting.
When it is ready for posting, press Submit for Posting.

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7. Enter the Report Description.

It is recommended that you use this field to indicate which chartfields you are correcting with this Journal Expense Report.

Report ID NEXT

Information

Journal Expense Report, select an Expense Report to copy from.

*Journal Report ID 0000175991 🔍

*Report Description change dept ID

Check Box to select lines for posting. Lines that are not selected will not be posted.
Expense Type to modify the accounting.
Ready for posting, press Submit for Posting.

Report Lines

Expense Type	Date	Merchant
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8. Click on the blue hyperlink in the Expense Type field for the first expense line that requires changes.

You will complete this and the next 2 steps for each expense line that needs to be changed.

Checking

Budget Exceptions

Budget Exceptions

Expenses

Accounting Entries

Approval Work

Approved Transactions

Expense History

Authorized Exp Users

1) Use the Check Box to select lines for posting. Lines that are not selected will not be posted.
2) Click on Expense Type to modify the accounting.
3) When it is ready for posting, press Submit for Posting.

Expense Report Lines

Select	Expense Type	Date	Merchant
<input type="checkbox"/>	Domestic TR: Mileage	07/27/2022	

Notes:

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Submit for Posting

9. Make all required changes to the chartfields for this expense line.

If charges need to be split between chartfields, be sure to adjust the Amount column for that row. Click the Add button at the right end of the row for additional rows to split the total. When you have finished, all of the distribution amounts added together must equal zero.

	Program	Dept	Bud Ref	PC Bus Unit	Proj
	18100	039100	2023		
	18100	039100	2023		

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10. Click OK when you have finished making all changes.

Once you click OK, you will be taken back to the previous screen where you can select another expense line to make changes or proceed to the next step.

Employee Expense History
Review Authorized Exp Users

17.640	00061	17.6
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Add Add additional adjusting entries.

OK

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11. Check the Select checkbox for EACH expense that you changed.

Be sure to check all of the Select checkboxes where you made changes. Since you can only process on Journal Expense Report for each ER, only the lines that you check will be recorded and you won't be able to process another one. If this happens, discuss the options with your fiscal team.

<ul style="list-style-type: none">Travel Auth Budget ExceptionsExpense Rpt Budget ExceptionsAdjust Paid ExpensesExpense Report Acctg Entries <p>Administration</p> <ul style="list-style-type: none">Update ProfileReassign Approval WorkModify Approved TransactionsEmployee Expense HistoryReview Authorized Exp Users	<p>2) Click on Expense Type to modify the accounting. 3) When it is ready for posting, press Submit for Posting.</p> <p>Expense Report Lines</p> <table border="1"><thead><tr><th>Select</th><th>Expense Type</th><th>Date</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Domestic TR-Mileage</td><td>07/27/2022</td></tr></tbody></table> <p>Notes:</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	Select	Expense Type	Date	<input checked="" type="checkbox"/>	Domestic TR-Mileage	07/27/2022
Select	Expense Type	Date					
<input checked="" type="checkbox"/>	Domestic TR-Mileage	07/27/2022					

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12. Click Submit For Posting.

	<p>Notes:</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>Submit For Posting</p>
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