

Review ER Accounting Entries

You can review ER accounting entries through this method any time after the ER has been paid. If changes need to be made to the accounting entries, please follow instructions for Journal Expense Reports.

1. Go to Travel Admin WorkCenter.

2. Click on Expense Report Acctg Entries.



The screenshot displays a WorkCenter dashboard interface. On the left is a sidebar menu with the following categories and items:

- Travel Authorization**
 - Create/Modify Travel Auth
 - View Travel Authorization
 - Cancel Travel Authorizations
- Expense Reports**
 - Create/Modify Expense Report
 - View Expense Report
- Accounting**
 - Request Budget Checking
 - Travel Auth Budget Exceptions
 - Expense Rpt Budget Exceptions
 - Adjust Paid Expenses
 - Expense Report Acctg Entries** (highlighted with a red circle)
- Administration**
 - Update Profile
 - Reassign Approval Work
 - Modify Approved Transactions
 - Employee Expense History
 - Review Authorized Exp Users

At the top of the main content area, a header reads: "Additional dashboard pagelets for this WorkCenter (if they exist) will be shown below this pagelet." The main content area is currently empty. A watermark "Made with Tango.us" is visible in the bottom right corner of the screenshot.

3. Enter or search for the ER you want to review.

Expense Report Acctg Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Search by: begins with

[Search](#) [Advanced Search](#)

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4. Click Search.

If you searched for an ER instead of entering the ER number, click on any of the blue links in the row containing the correct ER to review the ER Accounting Entries information.

Travel Admin WorkCenter

Expense Report Acctg Entries


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Search by: begins with

[Search](#) [Advanced Search](#)



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5. Click View All in the Expense Report Journal Lines section of the page to view all of the lines.

Look for the lines with Expense Distribution in the Long Name field. These lines correspond to what was entered on the ER.

Distribution Status Distributed

Expense Report Journal Lines

1-1 of 2 View All

Chartfields Currency Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Fund	Account	Program	Dept	Bud Ref
0	2	Expense Distribution	00061	10560	595540	16000	039096	2023

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6. The Chartfields tab displays the chartfields entered on the ER.

The number in the Line column indicates the line on the ER. Don't forget to look for the lines with Expense Distribution in the Long Name column.

Journal Entry Detail

Journal Template EXACCRUAL
Distribution Status Distributed

Expense Report Journal Lines

1-2 of 2

Chartfields Currency Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Fund	Account	Program	Dept
0	2	Expense Distribution	00061	10560	595540	16000	039096
0	2	Expenses Accrual	00061	10560	212800	16000	039096

Return to Search Notify

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7. Click the Currency tab to see the amount for each line on the ER.

The screenshot shows the 'Expense Report Acctg Entries' page in Travel Admin WorkCenter. The user is logged in as Coble, Roxie. The Employee ID is 10000003621 and the Report ID is 0000172446. The page displays 'Journal Entry Detail' with a search bar and navigation controls. Below this, it shows 'Journal Template: EXACCRUAL' and 'Distribution Status: Distributed'. The 'Expense Report Journal Lines' section has three tabs: 'Chartfields', 'Currency', and 'Journal Information'. The 'Currency' tab is selected, showing a table with columns: Foreign Amount, Currency, Amount, Currency, Exchange Rate, and Detail. The table contains two rows of data, both with a 'Detail' button next to them. A blue dotted circle highlights the 'Detail' button in the second row.

Foreign Amount	Currency	Amount	Currency	Exchange Rate	Detail
2.000	USD	2.000	USD	1.00000000	Detail
-2.000	USD	-2.000	USD	1.00000000	Detail

Buttons: Return to Search, Notify

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8. Click the Journal Information tab to see the general ledger information for the ER accounting entry.

The GL information will appear after the process has completed to generate the journals. If the tab is blank, the process has not yet completed. Click Return to Search if you want to search for accounting entries for another ER.

The screenshot shows the 'Expense Report Journal Lines' page in Travel Admin WorkCenter. The 'Journal Information' tab is selected, showing a table with columns: Journal ID, Journal Date, and GL Journal Line Number. The table contains two rows of data. Below the table are buttons for 'Return to Search' and 'Notify'. A red box highlights the 'Return to Search' button.

Journal ID	Journal Date	GL Journal Line Number
EXV6329453	11/02/2022	2
EXV6329453	11/02/2022	1

Buttons: Return to Search, Notify

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