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.

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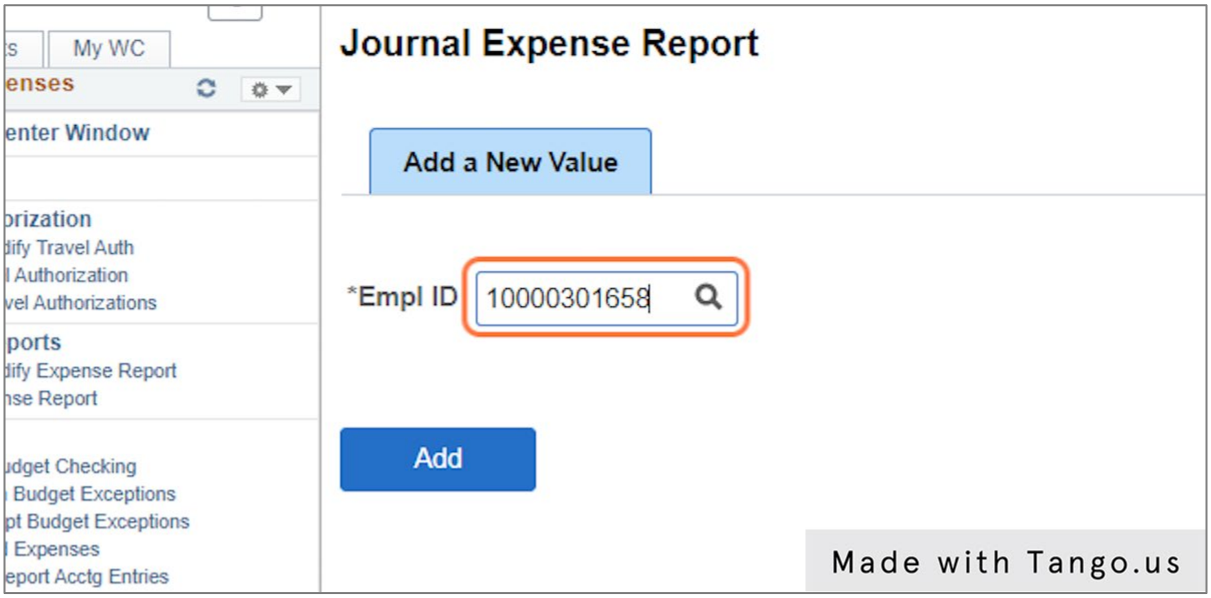
1. Go to Travel Admin WorkCenter.

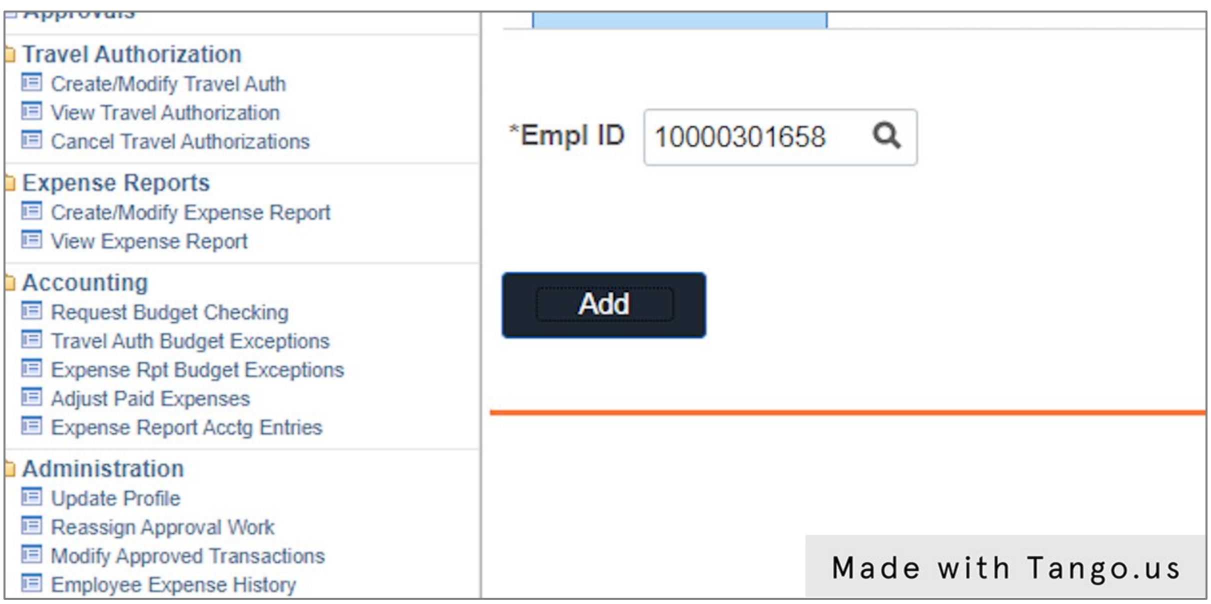
2. Click on Adjust Paid Expenses.

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

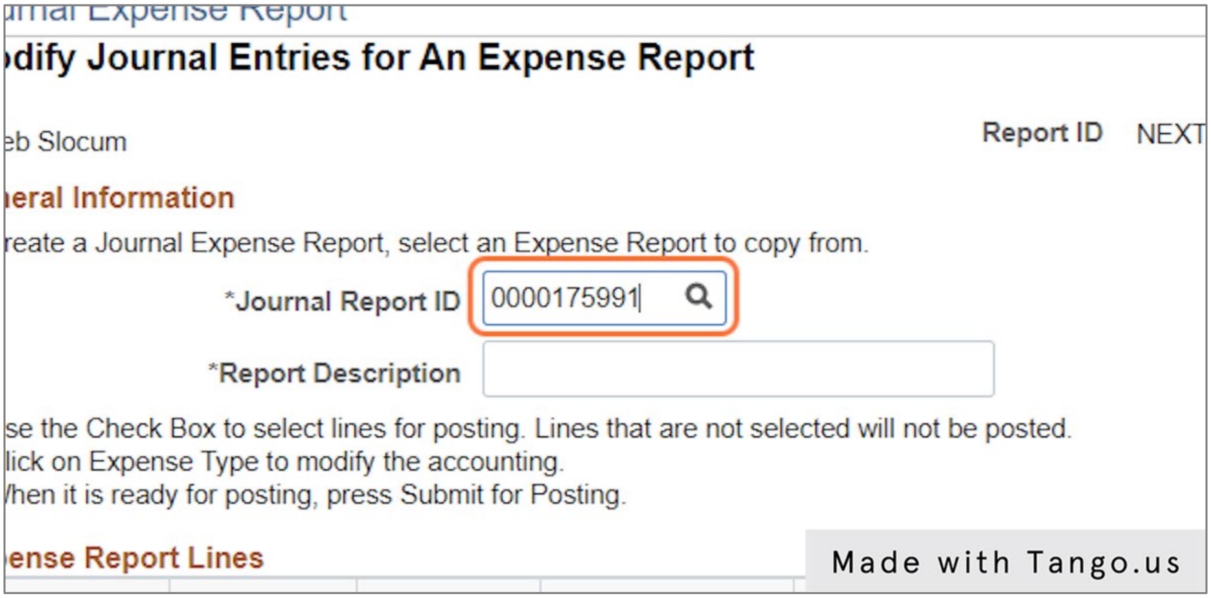
Empl ID is the 11-digit employee ID number.



4. Click Add.

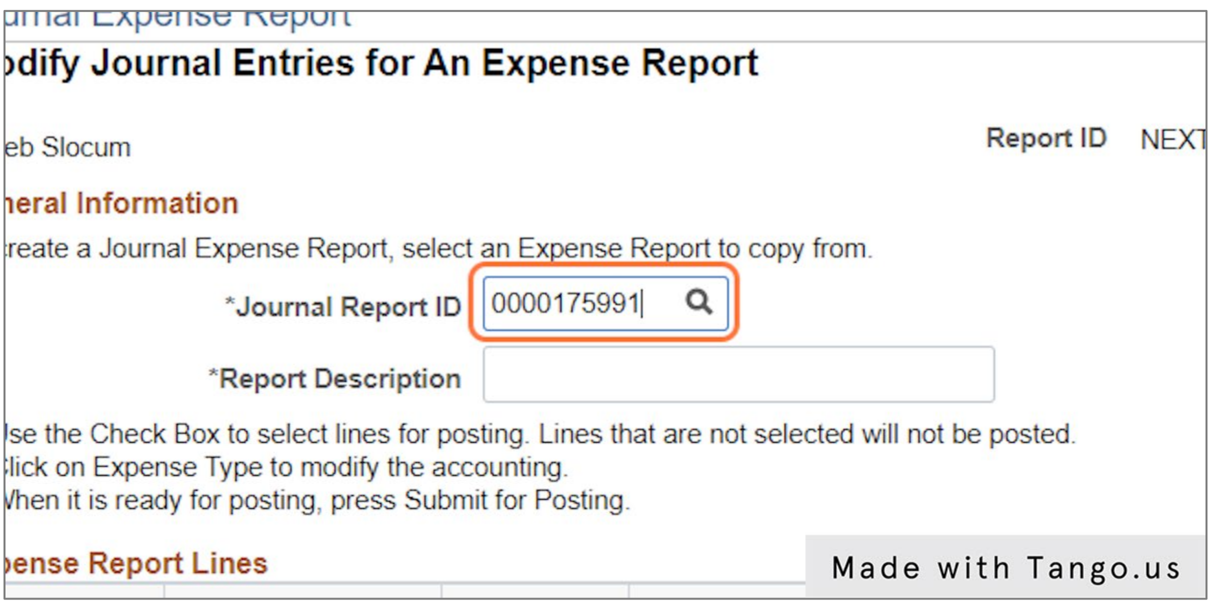


5. Enter or look up the Expense Report ID that requires changes to chartfields.



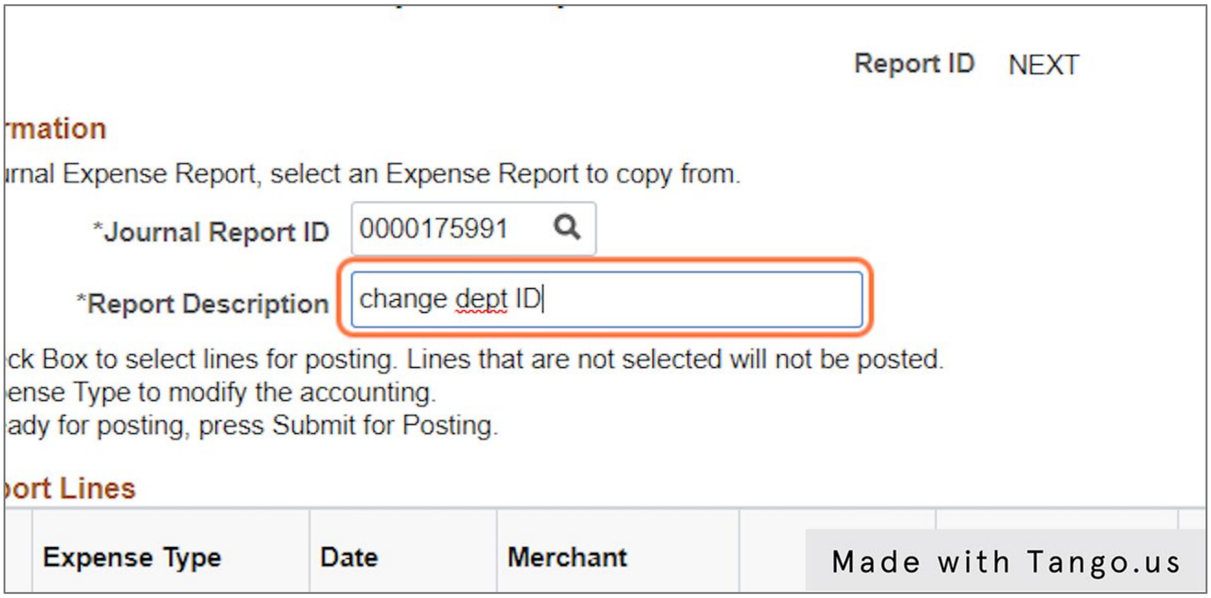
6. Tab out of the Journal Report ID field.

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.



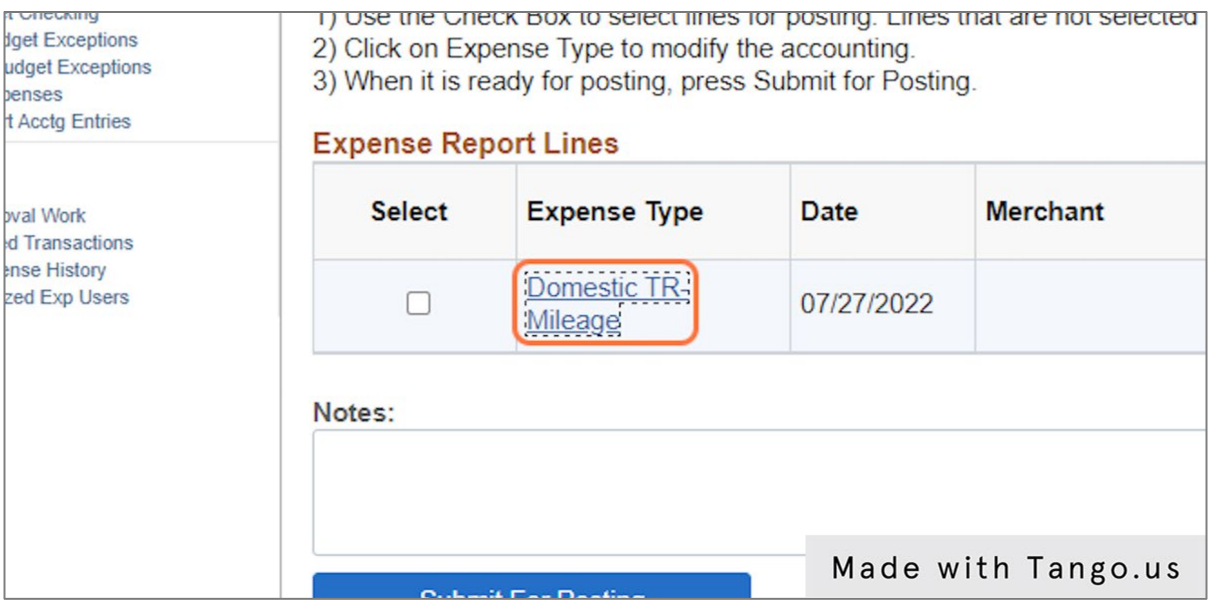
7. Enter the Report Description.

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



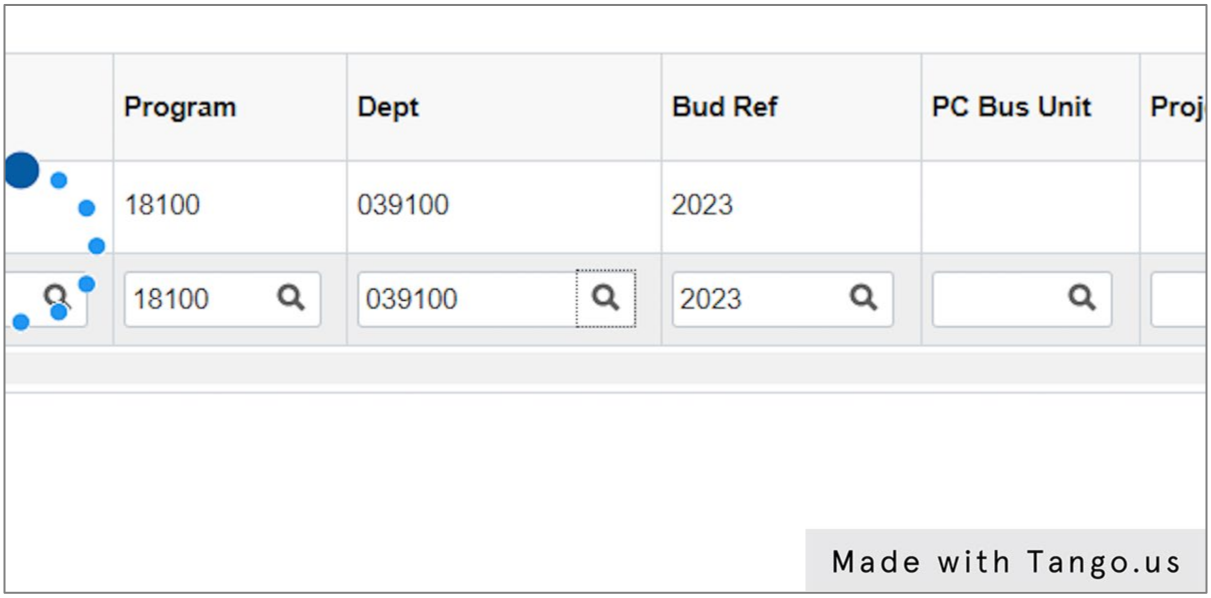
8. Click on the blue hyperlink in the Expense Type field for the first expense line that requires changes.

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



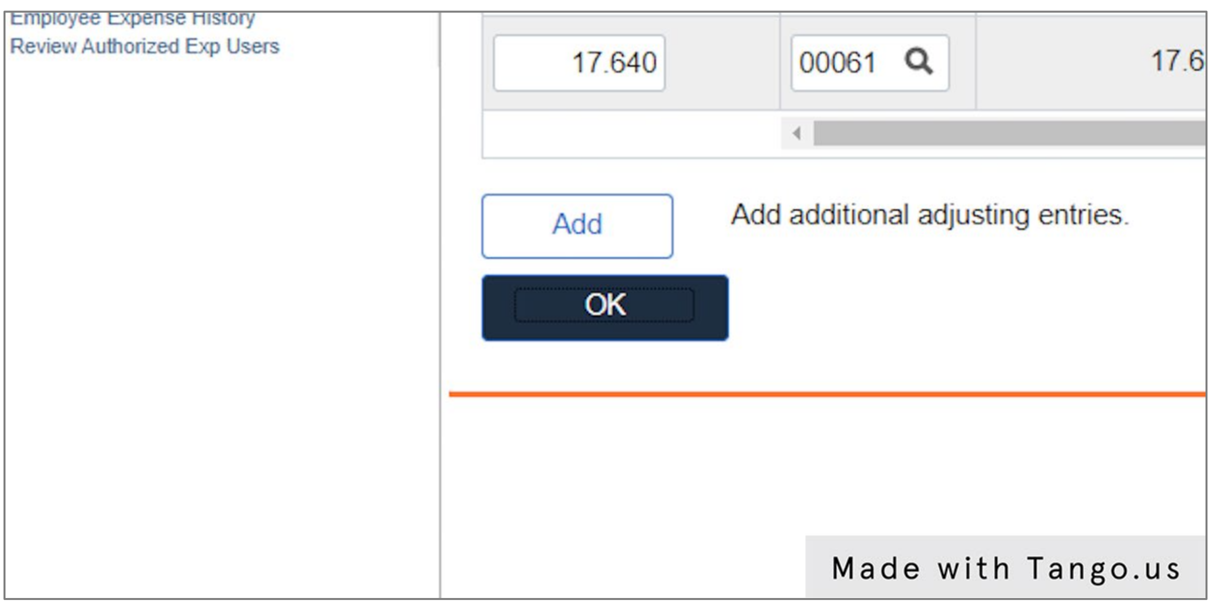
9. Make all required changes to the chartfields for this expense line.

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.



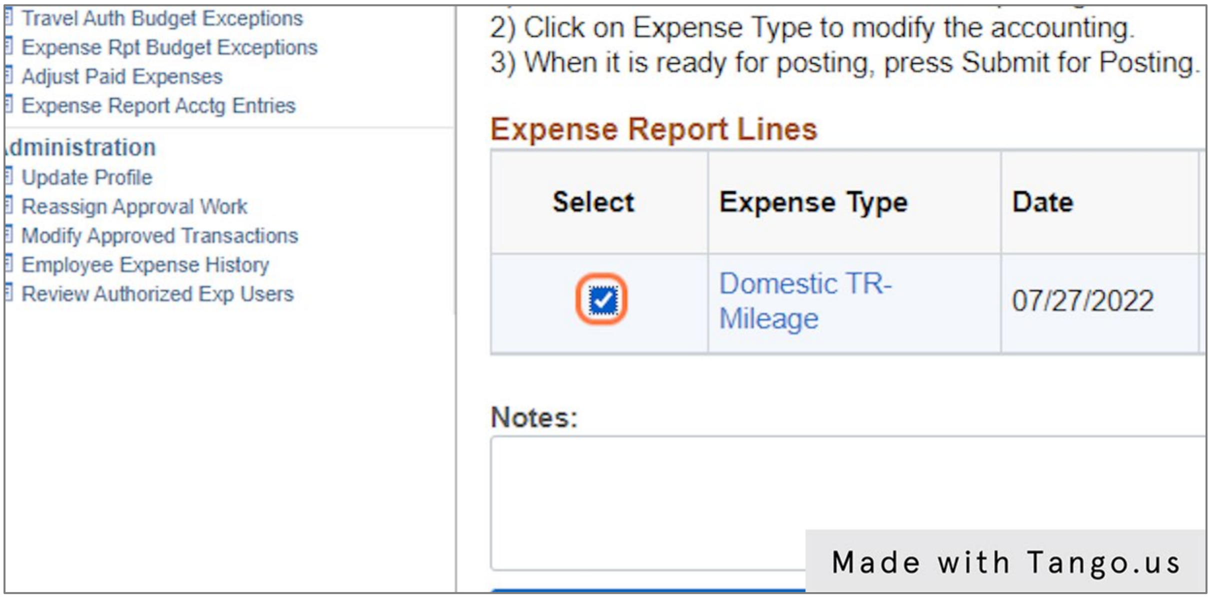
10. Click OK when you have finished making all changes.

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.



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.



12. Click Submit For Posting.