

## EX.020.207 – ADJUSTING PAID EXPENSES

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To identify when errors may be corrected in the original expense report and when they must be corrected using a journal expense report.</li> <li>• To identify the purpose of a journal expense report.</li> <li>• To identify when a journal expense report is ready to post to the General Ledger.</li> <li>• To adjust paid expenses.</li> </ul>
<b>Description</b>	<p>If an AP Auditor discovers an error during a prepayment audit, the auditor/accounting department can correct the error on the original expense report before processing it for payment. If an auditor discovers an error(s) after the system issues a payment, the auditor/accounting department can make adjustments using journal expense reports.</p> <p>Journal expense reports are not associated with changes to monetary amounts, nor do they create any payments. Journal expense reports are processed to correct accounting entries already recorded in the General Ledger. Performing the adjustment through Expenses keeps the detail transactions synchronized with the balances in the General Ledger. If the journal expense reports are changed in Commitment Control, journal expense report will need to be budget checked to reflect the same changes in the Commitment Control ledgers.</p>
<b>Security Role</b>	<b>BOR_EX_ADMINISTRATION</b>
<b>Dependencies/Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step-by-step instructions on how to adjust paid expenses.

Use the **Modify Journal Entries for An Expense Report** page to create journal expense reports to correct errors and make adjustments to expense report payments to synchronize the expense system and general ledger.

For this topic, you need to adjust Expense Report #0000300950 for EmplID 002730. The incorrect account was charged for one expense, and an incorrect fund was charged for another expense. Here's how to make these adjustments.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> link.
3.	Click the <b>Travel and Expenses</b> link.
4.	Click the <b>Manage Accounting</b> link.
5.	Click the <b>View/Adjust Accounting Entries</b> link.
6.	Click the <b>Adjust Paid Expenses</b> link.
7.	Users can search for an <b>EmplID</b> by clicking the <b>Look-Up</b> button next to the field.  If users know the EmplID they are looking for, they can enter it directly in the empty field.
8.	Enter " <b>002730</b> " in the <b>EmplID</b> field.
9.	Click the <b>Add</b> button.
10.	In the <b>Journal Report ID</b> field, enter the original expense report ID that requires an adjustment. Available report IDs are those that are associated with employee IDs for whom the auditor has entry authority.  Click the <b>Look up Journal Report ID (Alt+5)</b> button.
11.	Click an entry in the <b>Report ID</b> column.
12.	Enter " <b>Expenses Journal Voucher</b> " in the <b>Report Description</b> field.
13.	Click an entry in the <b>Expense Type</b> column.  For this line, an incorrect account number was charged.

Step	Action
14.	<p>The system will create 2 lines for users. The first line is the reversal of the original Expense, and cannot be edited.</p> <p>The second line represents the correct chartstring that the expense should be charged to.</p> <p>If users charge the line to more than one set of ChartFields, adjust the amount to reflect the appropriate portion for these accounts.</p> <p>All of the distribution amounts added together must equal zero for the expense line.</p> <p>Enter "<b>640101</b>" in the <b>Account</b> field.</p>
15.	Click the <b>OK</b> button.
16.	<p>Click an entry in the <b>Expense Type</b> column.</p> <p>On this line, an incorrect Fund was charged.</p>
17.	<p>In order to correct both the accrual side of the transaction and the payment side, we will need to insert 2 additional lines.</p> <p>Click the <b>Add</b> button.</p>
18.	Click the <b>Add</b> button.
19.	Enter " <b>10600</b> " in the <b>Fund</b> field.
20.	<p>In this instance, we are crediting back the original expense to Fund 12280 and debiting Fund 10600 for the expense. Since the original credit for the payment would have also been in Fund 12280, we will need to correct that entry by debiting the Cash Account for Fund 12280 and crediting the Cash Account for Fund 10600.</p> <p>Enter "<b>15.00</b>" in the <b>Amount</b> field.</p>
21.	Enter " <b>118100</b> " in the <b>Account</b> field.
22.	Enter " <b>12280</b> " in the <b>Fund</b> field.
23.	Enter " <b>1228050</b> " in the <b>Dept</b> field.
24.	Enter " <b>28100</b> " in the <b>Program</b> field.
25.	Enter " <b>43000</b> " in the <b>Class</b> field.
26.	Enter " <b>-15.00</b> " in the <b>Amount</b> field.
27.	Enter " <b>118100</b> " in the <b>Account</b> field.

Step	Action
28.	Enter " <b>10600</b> " in the <b>Fund</b> field.
29.	Enter " <b>1228050</b> " in the <b>Dept</b> field.
30.	Enter " <b>28100</b> " in the <b>Program</b> field.
31.	Enter " <b>43000</b> " in the <b>Class</b> field.
32.	Click the <b>OK</b> button.
33.	Click the <b>Select</b> checkbox.
34.	Click the <b>Select</b> checkbox.
35.	<p>Click the <b>Submit For Posting</b> button.</p> <p>The system may take several moments to process the request. If there are budget checking warnings or errors you will receive a message.</p> <p>Remember that users can still proceed with posting if a Warning message is received, but Error messages must be resolved before posting.</p>
36.	<p>When users save a journal expense report, it is ready to post to the general ledger once it passes budget checking. The system saves only modified expense lines. It does not pass journal expense reports to the accounts payable system because they do not have monetary amounts.</p>
37.	<p>Navigate to the <b>Expense Processes</b> page to process the journal expense reports.</p> <p>When users process the journal expense reports, the system rolls back the original accounting entries and posts the new entries. This corrects the general ledger to reflect the same entries that exist in the expense system. If users utilize Commitment Control, they must run budget checking to reverse out the entries in the Commitment Control ledgers.</p>