

## **Controller's Office – Travel and Expense**

# Approvers – Ability to Change Accounting Details on an Expense Report

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### I. Objectives

By the end of this procedure, when approving an expense report you should be able to:

- Change Accounting details
- Add an additional distribution line
- Correct accounting detail errors
- Add a Project to an Expense Report and Fixing Possible Budget Errors

Approvers can change the accounting details for all of the following Business Purposes within the Travel and Expense module:

- Employee Reimbursement (non-travel)
- Employee Travel
- Procurement Card
- Team Card
- Travel Card

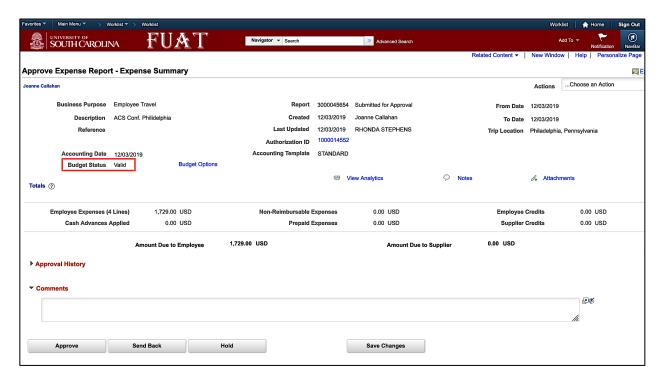
#### II. Changing Accounting Details on an Expense Line

Use your worklist, or email, to identify Expense Reports that require your attention.

When approving an expense report, Approvers can:

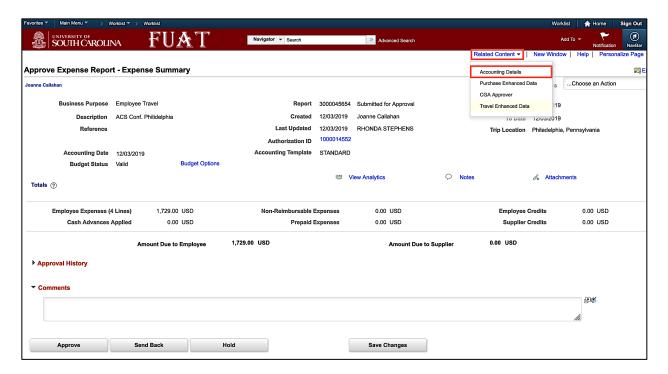
Change accounting details on an expense line on the Expense Details page

**Step 1:** Once on the **Approve Expense Report – Expense Summary** page, verify the **Budget Status** is **Valid** before making changes or approving the expense report.



Step 2: Click the Related Content drop-down arrow to review the Accounting Details for this report.

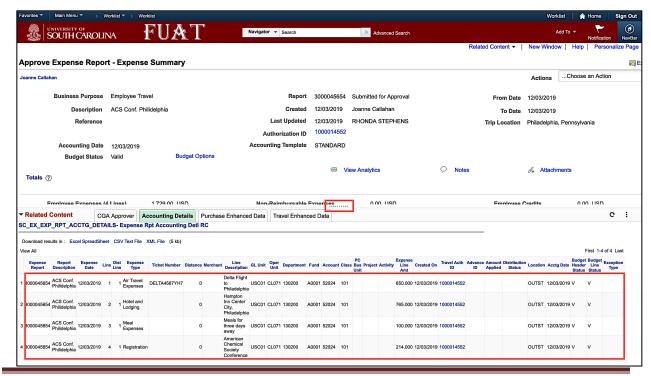
Step 3: Select Accounting Details from the list.



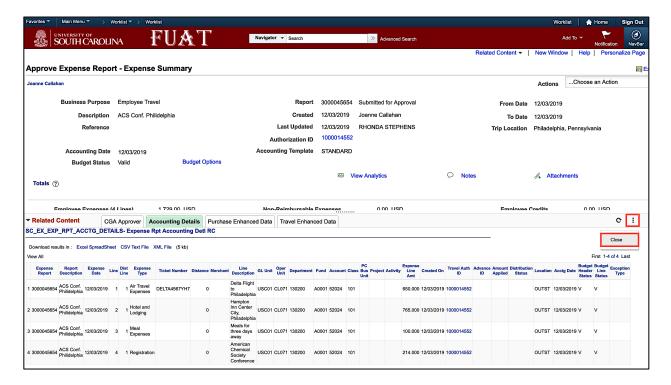
Notice the accounting details for each expense line populates in the bottom half of the screen.

Step 4: Use the dots at the top center of the Related Content window to expand the page if necessary.

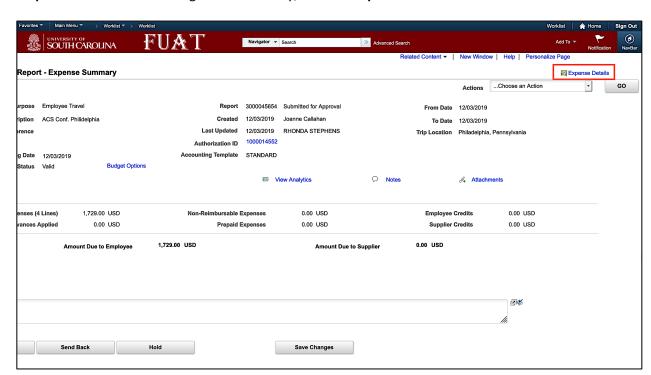
**Step 5:** Identify the expense line(s) that require accounting changes.



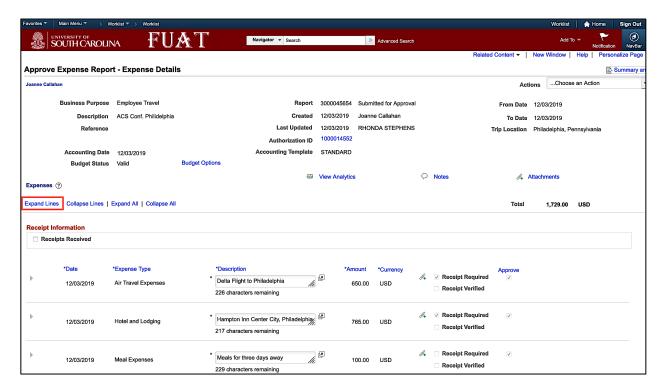
Step 6: After a thorough review of the accounting details, click the Paglet Settings icon, and then click Close.



Step 7: If account detail changes are necessary, click the Expense Details link.



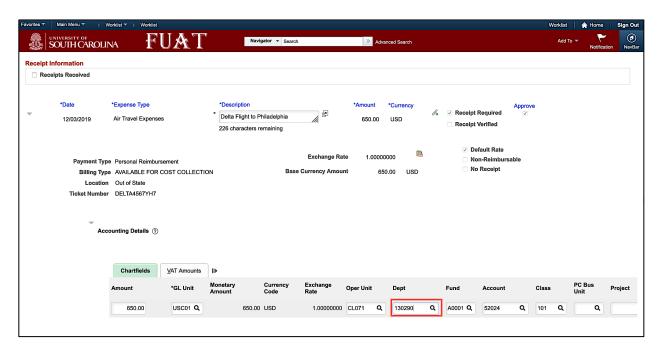
**Step 8:** To view all expense line details, click the **Expand Lines** link.



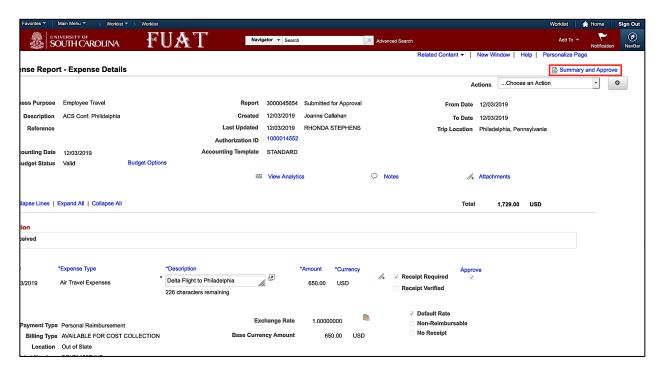
**Step 9:** Scroll down to find the expense line(s) that requires account detail changes.



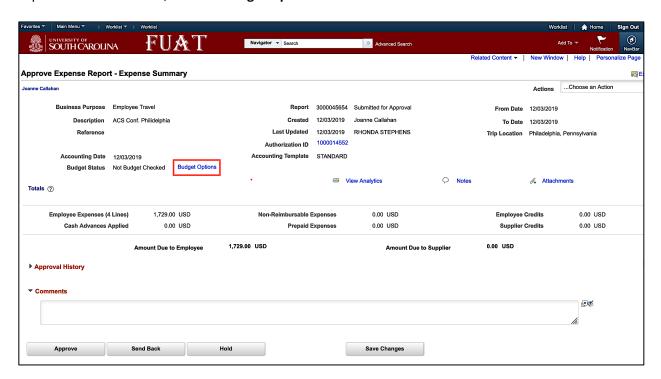
**Step 10:** Make the necessary accounting detail changes at the line level. For this example, the Department was changed from 130200 to 130290 for the Air Travel Expense line only.



**Step 11:** To save the changes, click the **Summary and Approve** link.



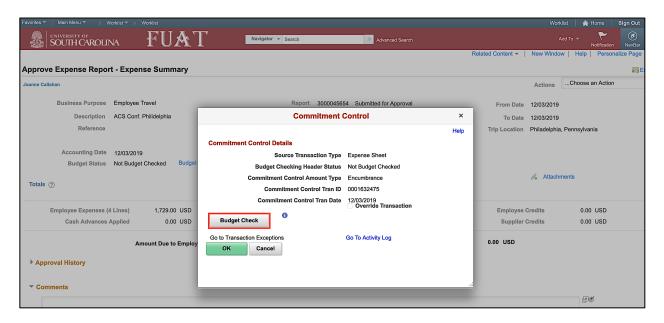
**Step 12:** Be sure to Budget Check the transaction before approving. This will save the changes and update the expense lines. To do this, click the **Budget Options** link.



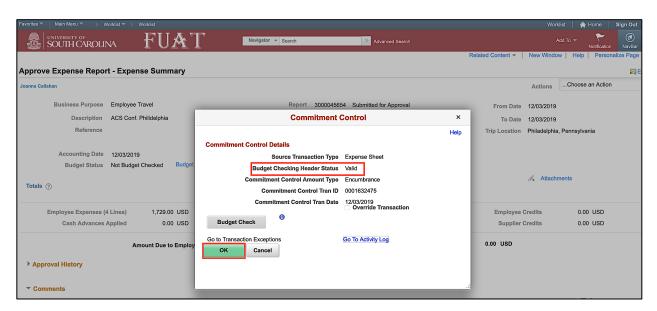
**Note:** It is required that the report is budget checked before it is approved. If you try approving the report before it is budget checked, the following message will appear when you click the Approve button.



**Step 13:** On the Commitment Control Details page, click the **Budget Check** button.



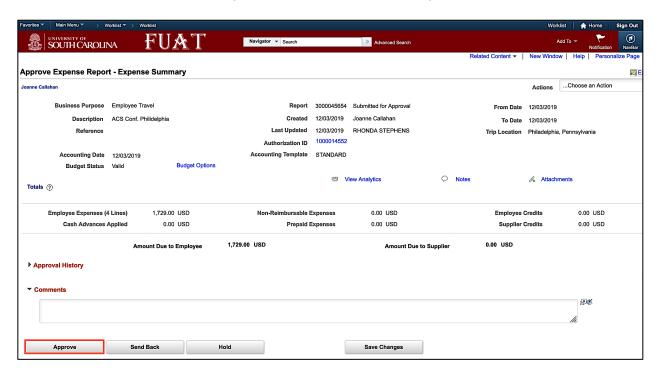
**Step 14:** Click the **OK** button when the Budget Status is 'Valid'. Be sure the budget checking process is complete before clicking OK.



**Note:** Before approving the report, you can use view the **Accounting Details** in Related Content to make sure the accounting detail changes saved.

**Step 15:** Click the **Approve** button if you are ready to move the expense report through workflow. If necessary, you can take other actions on a report such as:

- Send Back: Request the report is edited in some way. A detailed comment is required.
- Hold: Further research is required. A detailed comment is required.



Step 16: Click OK to certify the expenses submitted are accurate for official business of the University.



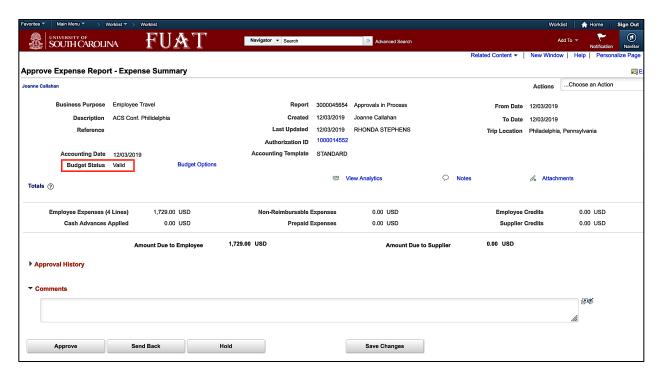
#### III. Add Multiple Distribution Lines to an Expense Line

Use your worklist, or email, to identify Expense Reports that require your attention.

When approving an expense report, Approvers can:

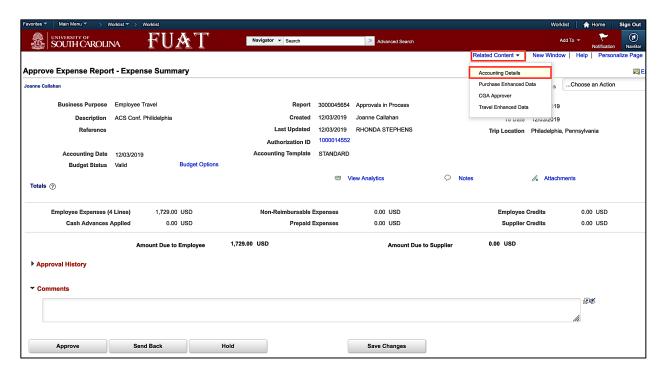
Add multiple distribution lines to an expense line on the Expense Details page

**Step 1:** Once on the **Approve Expense Report – Expense Summary** page, verify the **Budget Status** is **Valid** before making changes or approving the expense report.



Step 2: Click the Related Content drop-down arrow to review the Accounting Details for this report.

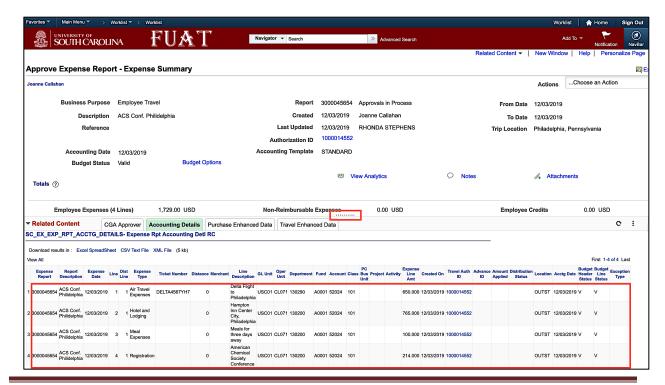
Step 3: Select Accounting Details from the list.



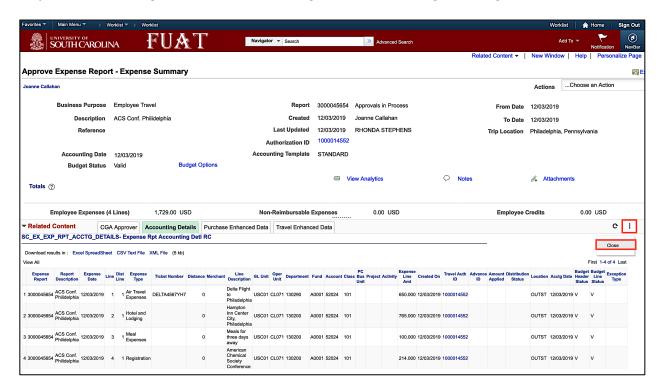
Notice the accounting details for each expense line populates in the bottom half of the screen.

Step 4: Use the dots at the top center of the Related Content window to expand the page if necessary.

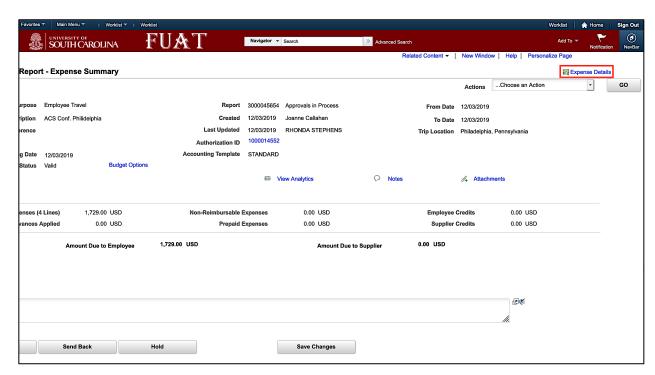
**Step 5:** Identify the expense line(s) that require accounting changes.



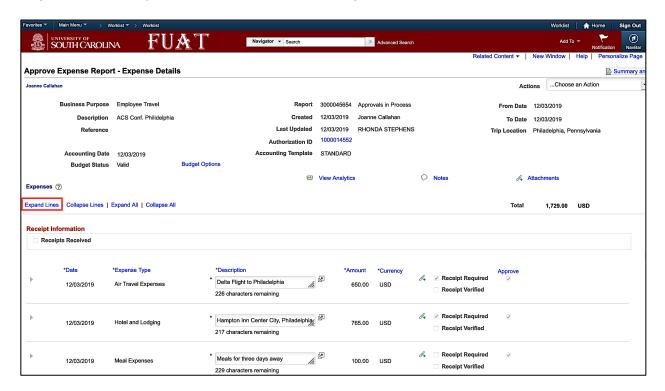
Step 6: After a thorough review of the accounting details, click the Paglet Settings icon, and then click Close.



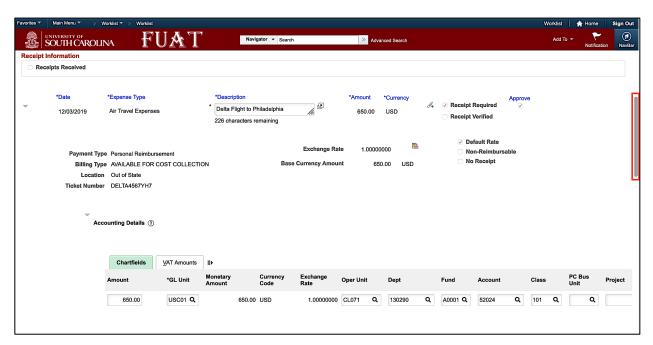
**Step 7:** If account detail changes are necessary, click the **Expense Details** link.



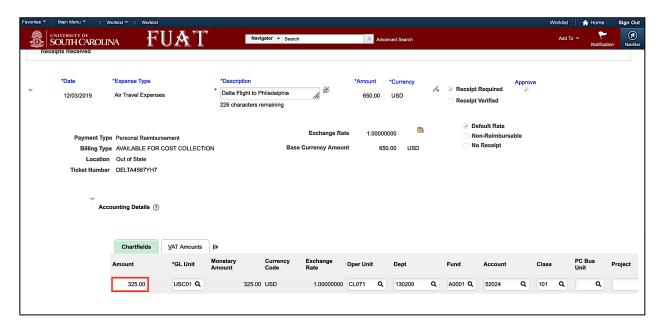
Step 8: To view all expense line information, click the Expand Lines link.



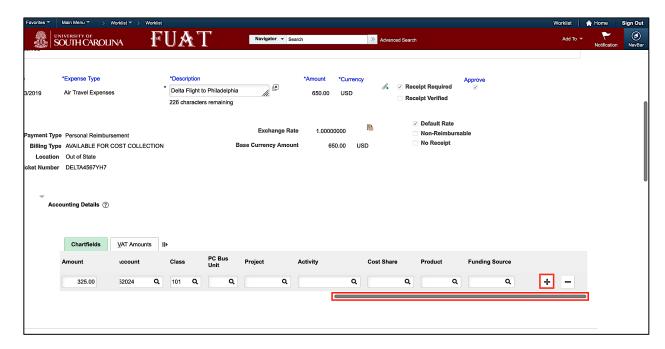
**Step 9:** Scroll down to find the expense line(s) that requires an additional distribution line.



- Step 10: Click in the Amount field and add half of the total expense line amount to the first distribution line.
- **Step 11:** Enter the accounting details (Make sure these are valid CF values from the Crosswalk table). For this distribution line, the accounting details will remain the same.

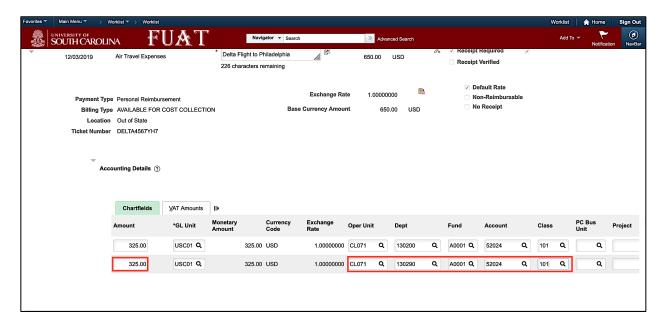


- **Step 12:** Use the scroll bar to view the Add a New Row + button.
- **Step 13:** Click the **Add a New Row** button to add a second accounting line.

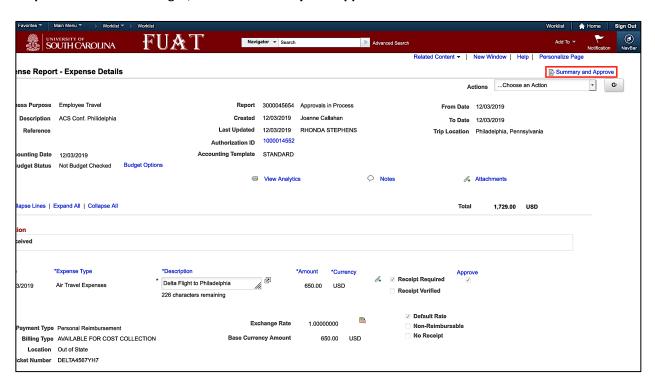


**Step 14:** Click in the **Amount** field and add the other half of the total expense line amount to this second distribution line.

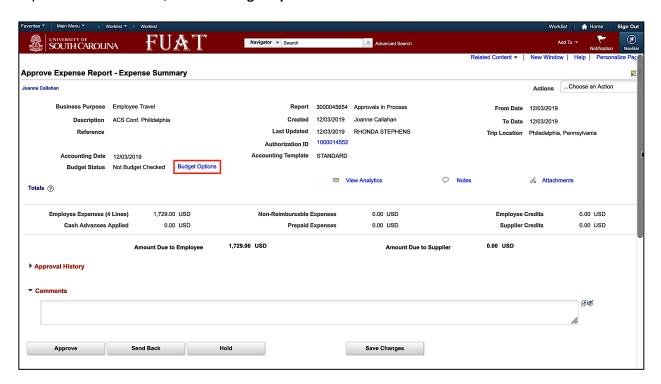
Step 15: Enter the accounting details (Make sure these are valid CF values from the Crosswalk table).



**Step 16:** To save the changes, click the **Summary and Approve** link.



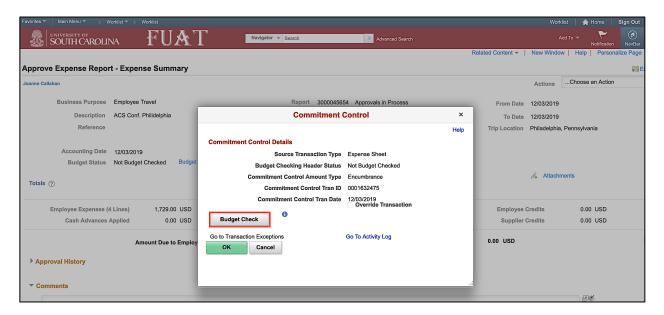
**Step 17:** Be sure to Budget Check the transaction before approving. This will save the changes and update the expense lines. To do this, click the **Budget Options** link.



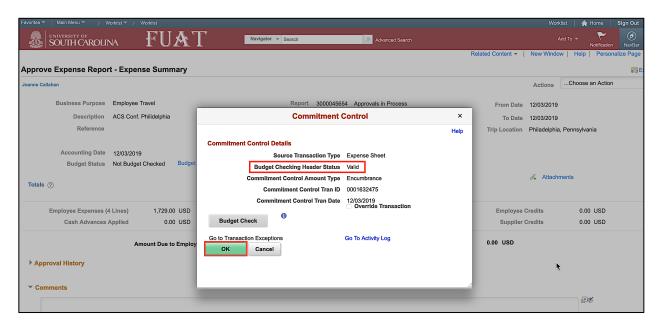
**Note:** It is required that the report is budget checked before it is approved. If you try approving the report before it is budget checked, the following message will appear when you click the Approve button.



**Step 18:** On the Commitment Control Details page, click the **Budget Check** button.



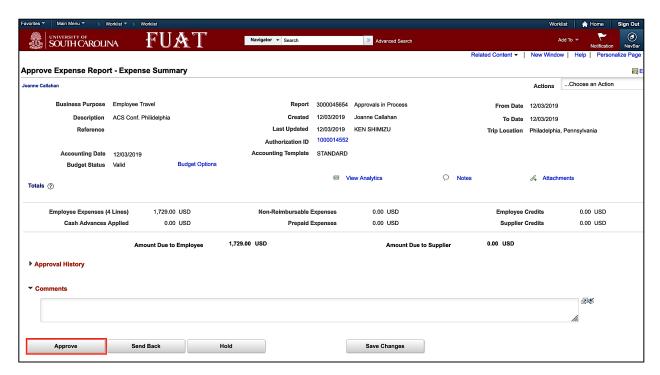
**Step 19:** Click the **OK** button when the Budget Status is 'Valid'. Be sure the budget checking process is complete before clicking OK.



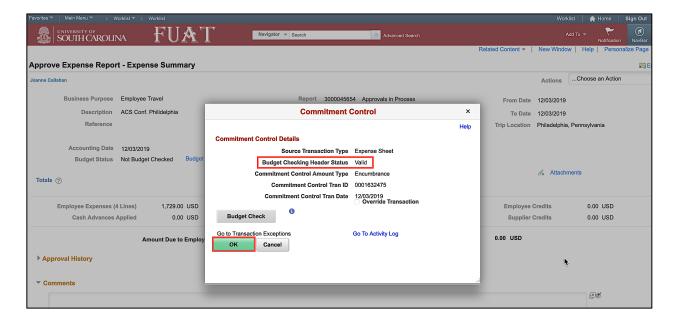
**Note:** Before approving the report, you can use view the **Accounting Details** in Related Content to make sure the accounting detail changes are saved.

**Step 20:** Click the **Approve** button if you are ready to move the expense report through workflow. If necessary, you can take other actions on a report such as:

- Send Back: Request the report is edited in some way. A detailed comment is required.
- Hold: Further research is required. A detailed comment is required.



Step 21: Click OK to certify the expenses submitted are accurate for official business of the University.



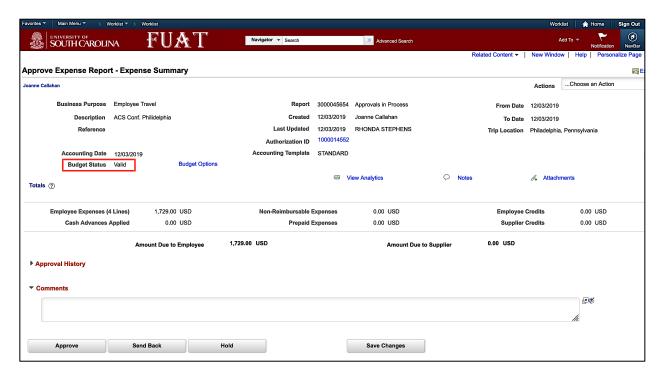
#### **IV. Fix Accounting Detail Errors**

Use your worklist, or email, to identify Expense Reports that require your attention.

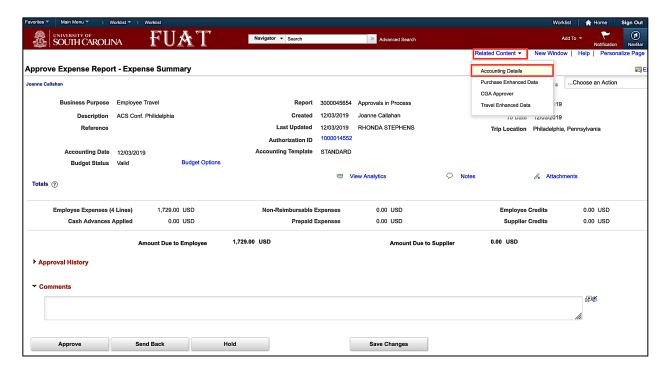
When approving an expense report, Approvers can:

- Fix distribution amounts
- Fix invalid chartfields

**Step 1:** Once on the **Approve Expense Report – Expense Summary** page, verify the **Budget Status** is **Valid** before making changes or approving the expense report.

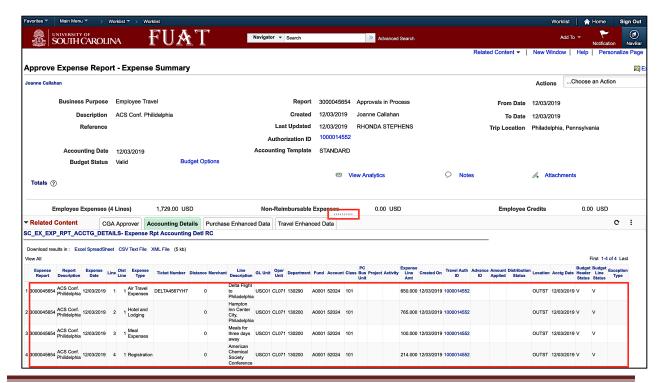


- Step 2: Click the Related Content drop-down arrow to review the Accounting Details for this report.
- Step 3: Select Accounting Details from the list.

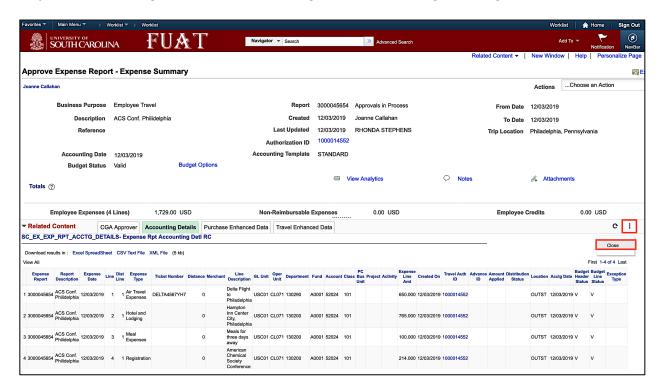


Notice the accounting details for each expense line populates in the bottom half of the screen.

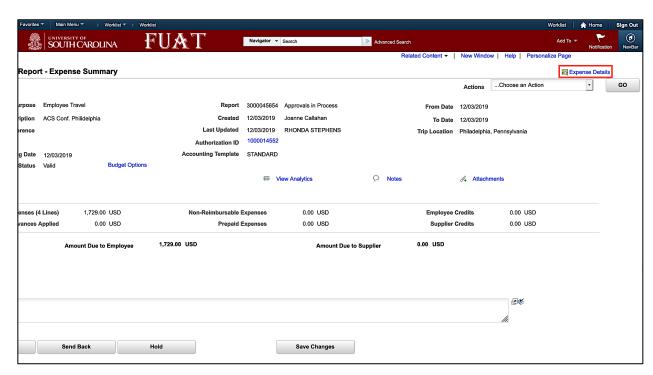
- Step 4: Use the dots at the top center of the Related Content window to expand the page if necessary.
- **Step 5:** Identify the expense line(s) that require accounting changes.



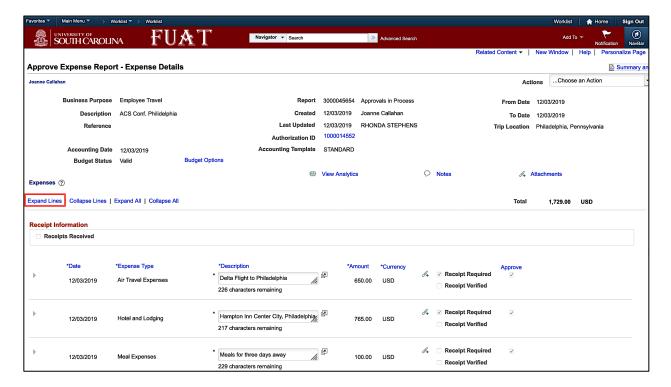
Step 6: After a thorough review of the accounting details, click the Paglet Settings icon, and then click Close.



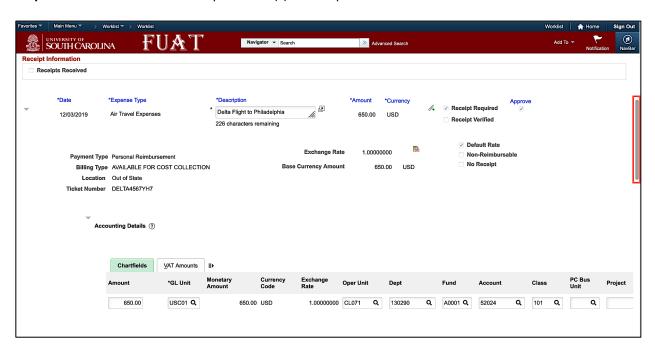
Step 7: If account detail changes are necessary, click the Expense Details link.



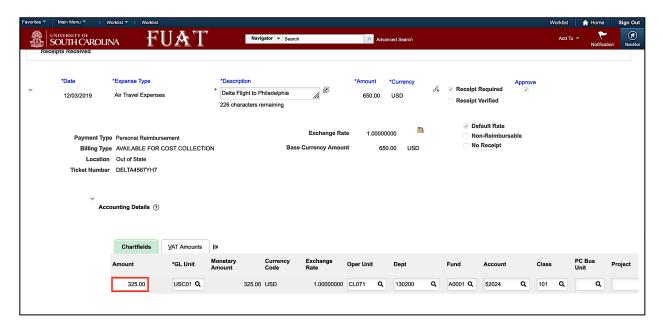
**Step 8:** To view all expense line information, click the **Expand Lines** link.



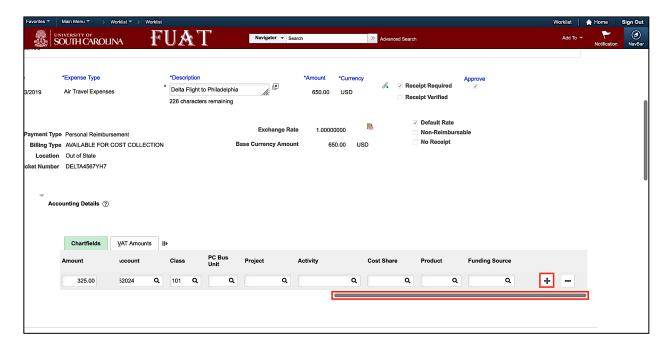
Step 9: Scroll down to find the expense line(s) that requires an additional distribution line.



- Step 10: Click in the Amount field and add half of the total expense line amount to the first distribution line.
- **Step 11:** Enter the accounting details (Make sure these are valid CF values from the Crosswalk table). For this distribution line, the accounting details will remain the same.

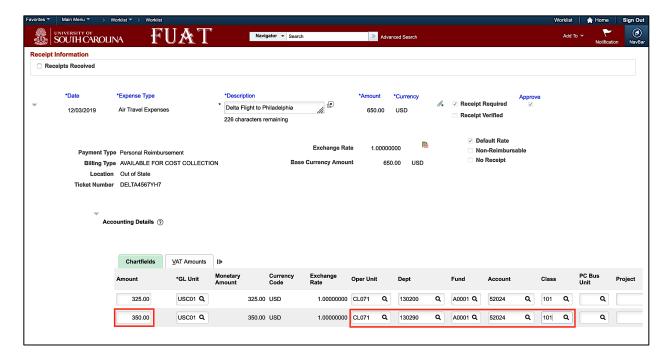


- **Step 12:** Use the scroll bar to view the Add a New Row + button.
- **Step 13:** Click the **Add a New Row** button to add a second accounting line.

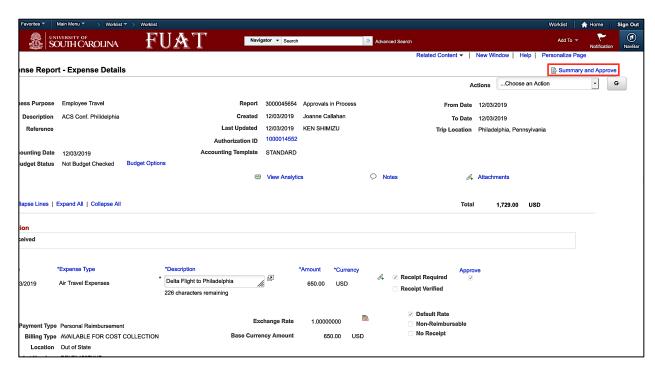


Step 14: Click in the Amount field and add the amount on the second distribution line.

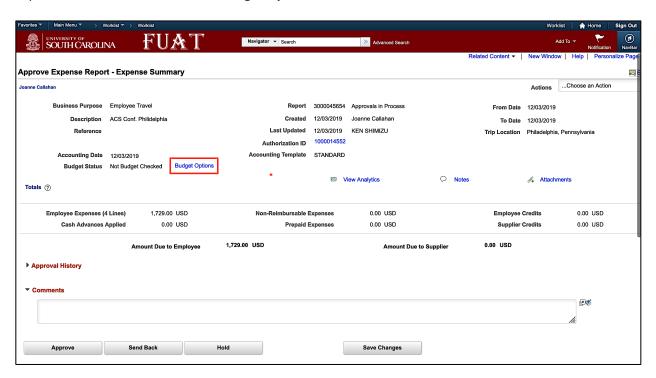
Step 15: Enter the accounting details (Make sure these are valid CF values from the Crosswalk table).



**Step 16:** To save the changes, click the **Summary and Approve** link.



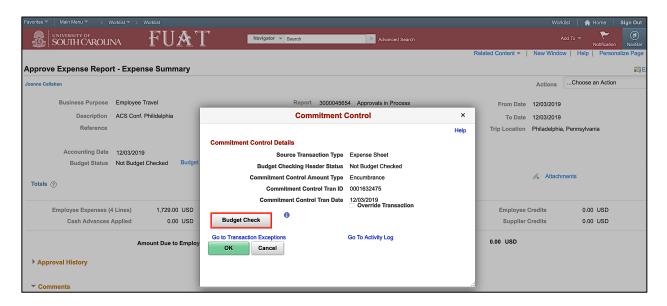
**Step 17:** Be sure to Budget Check the transaction before approving. This will save the changes and update the expense lines. To do this, click the **Budget Options** link.



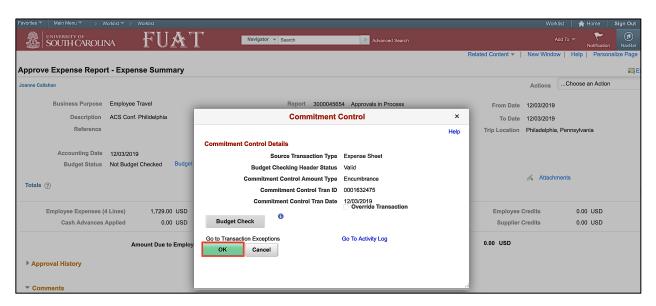
**Note:** It is required that the report is budget checked before it is approved. If you try approving the report before it is budget checked, the following message will appear when you click the Approve button.



**Step 18:** On the Commitment Control Details page, click the **Budget Check** button.



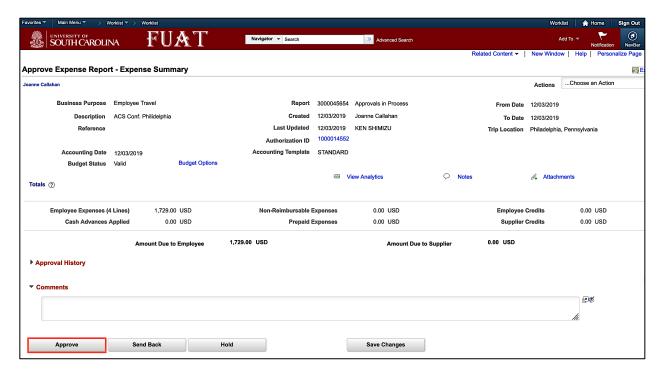
**Step 19:** Click the **OK** button when the Budget Status is 'Valid'. Be sure the budget checking process is complete before clicking OK.



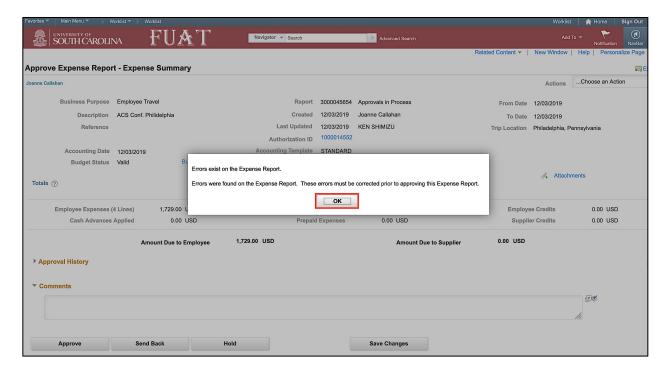
**Note:** Before approving the report, you can use view the **Accounting Details** in Related Content to make sure the accounting detail changes are saved.

**Step 20:** Click the **Approve** button if you are ready to move the expense report through workflow. If necessary, you can take other actions on a report such as:

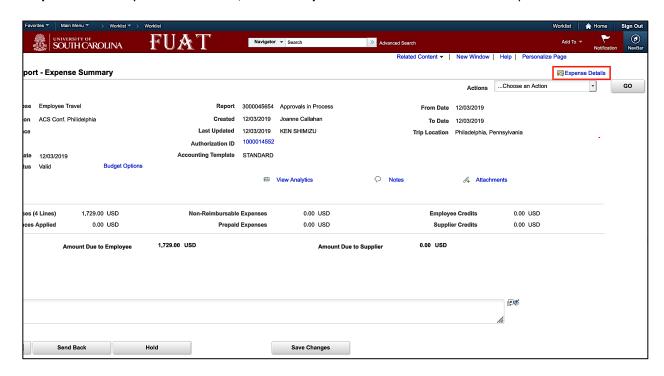
- Send Back: Request the report is edited in some way. A detailed comment is required.
- Hold: Further research is required. A detailed comment is required.



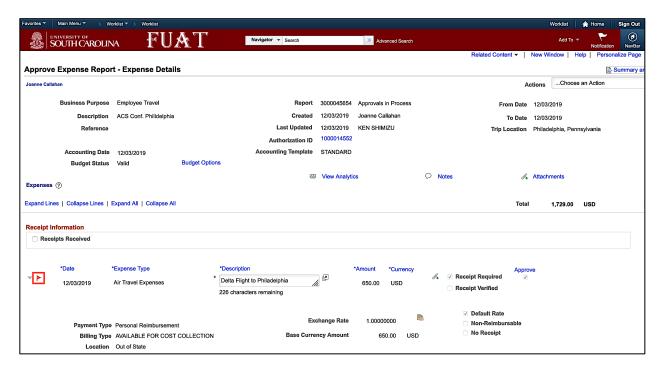
**Step 21:** If there are errors on the expense report, a message will appear indicating an error exists and that it will need to be corrected. Click the **OK** button to move forward with identifying and fixing the error.



Step 22: To identify and fix the error, click the Expense Details link to review the expense lines.

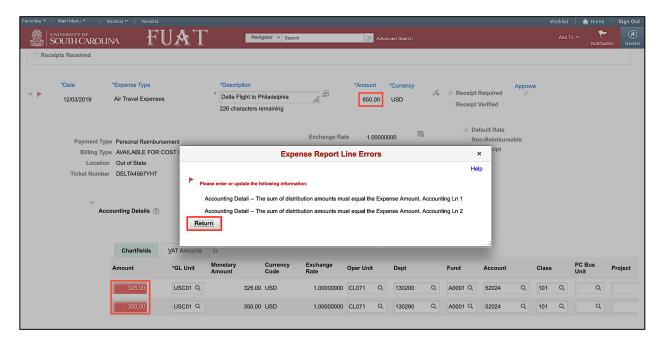


**Step 22:** Scroll down to find the red flag. Click the **Missing or invalid information was found** icon, or red flag, to view and correct missing or invalid information pertaining to the expense line.

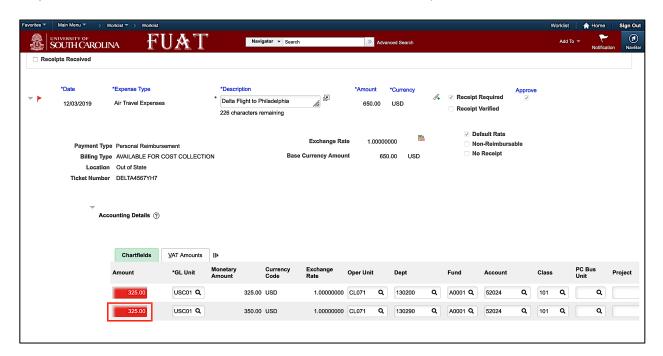


**Step 23:** Read the message carefully. The system indicates what is missing and/or needs to be updated. For this example, the distribution amounts on both accounting detail lines does not equal the total expense line amount.

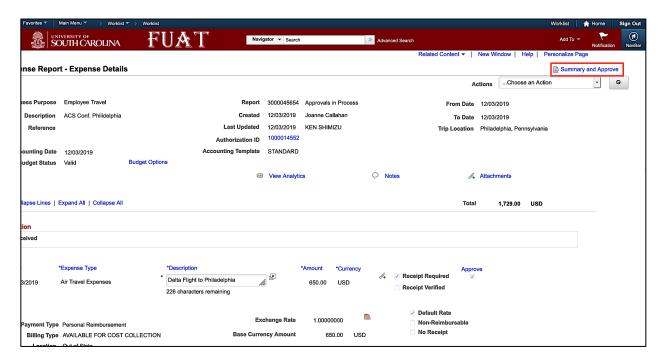
**Step 24:** Click the **Return** button to fix the error.



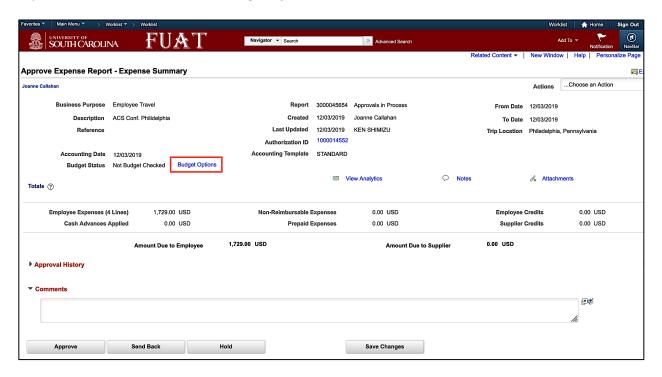
Step 25: Enter the correct distribution amounts to match the total expense line amount.



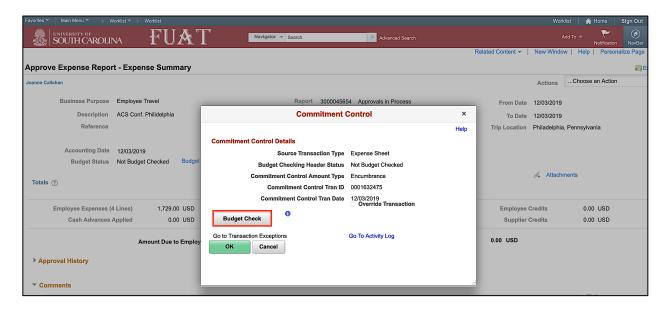
**Step 26:** To save the changes, click the **Summary and Approve** link.



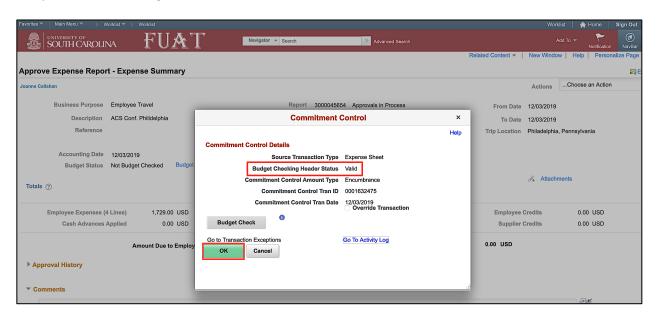
**Step 27:** Be sure to Budget Check the transaction before approving. This will save the changes and update the expense lines. To do this, click the **Budget Options** link.



**Step 28:** On the Commitment Control Details page, click the **Budget Check** button.



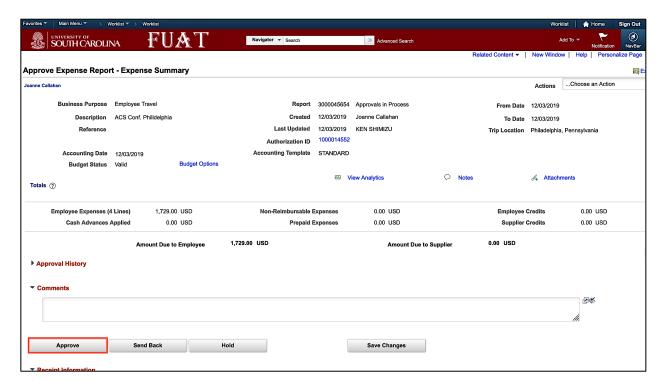
**Step 29:** Click the **OK** button when the Budget Status is 'Valid'. Be sure the budget checking process is complete before clicking OK.



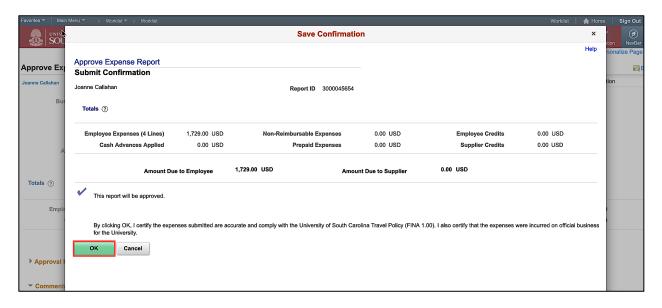
**Note:** Before approving the report, you can use view the **Accounting Details** in Related Content to make sure the accounting detail changes are saved.

**Step 30:** Click the **Approve** button if you are ready to move the expense report through workflow. If necessary, you can take other actions on a report such as:

- Send Back: Request the report is edited in some way. A detailed comment is required.
- Hold: Further research is required. A detailed comment is required.



Step 31: Click OK to certify the expenses submitted are accurate for official business of the University.



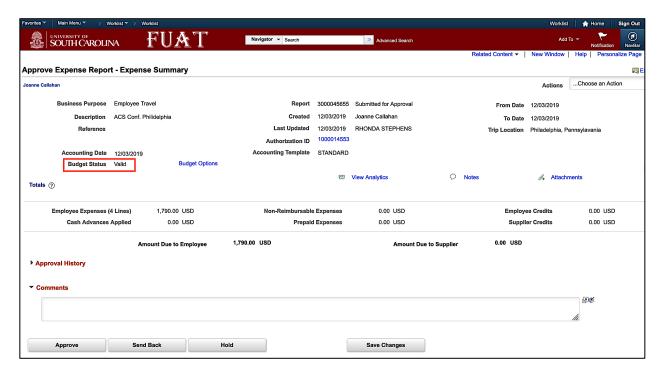
#### V. Adding a Project to an Expense Line and Fixing Budget Errors

Use your worklist, or email, to identify Expense Reports that require your attention.

When approving an expense report, Approvers can:

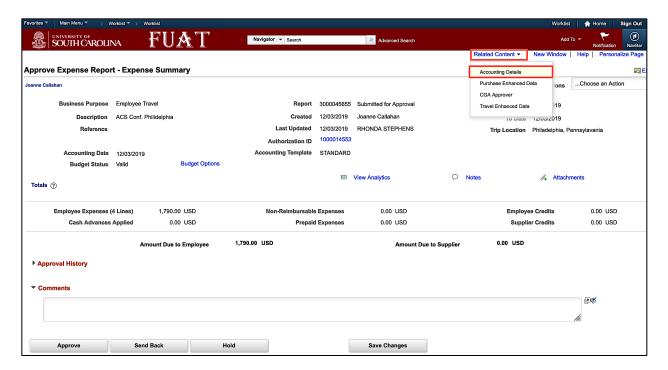
- Add a project to an expense report
- Fix budget errors related to a project

**Step 1:** Once on the **Approve Expense Report – Expense Summary** page, verify the **Budget Status** is **Valid** before making changes or approving the expense report.



Step 2: Click the Related Content drop-down arrow to review the Accounting Details for this report.

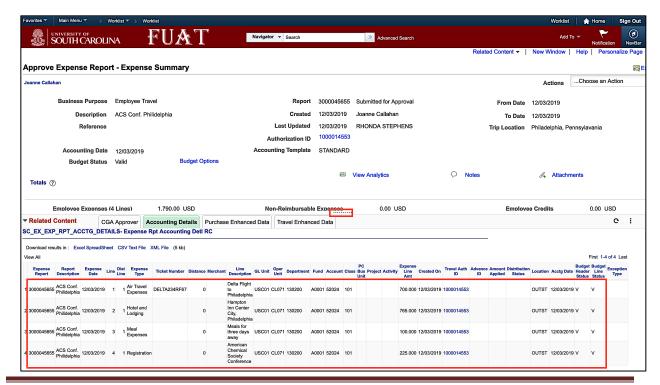
Step 3: Select Accounting Details from the list.



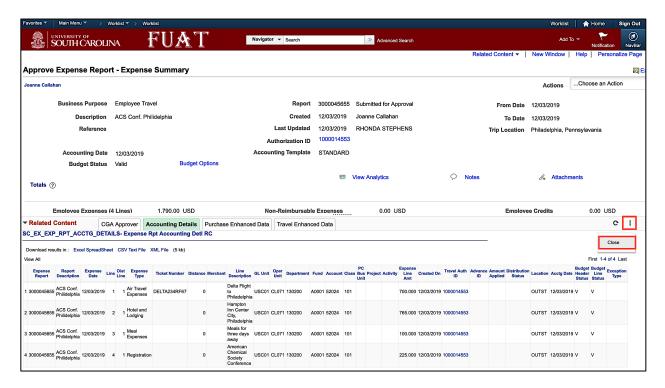
Notice the accounting details for each expense line populates in the bottom half of the screen.

Step 4: Use the dots at the top center of the Related Content window to expand the page if necessary.

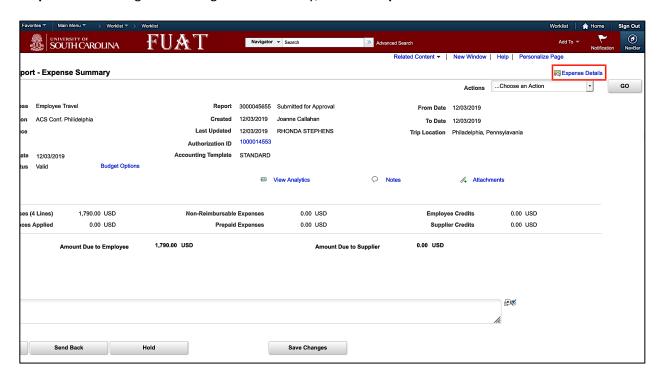
**Step 5:** Identify the expense line(s) that require accounting changes.



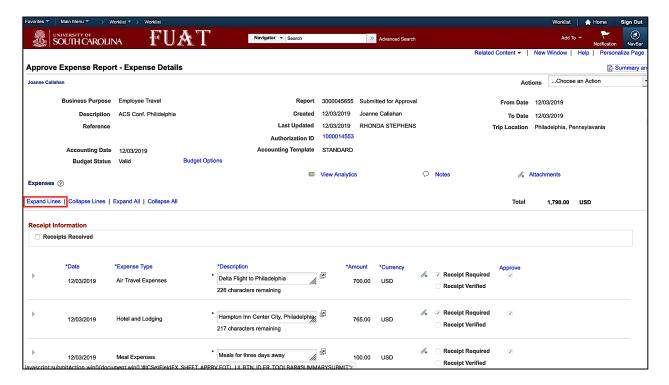
Step 6: After a thorough review of the accounting details, click the Paglet Settings icon, and then click Close.



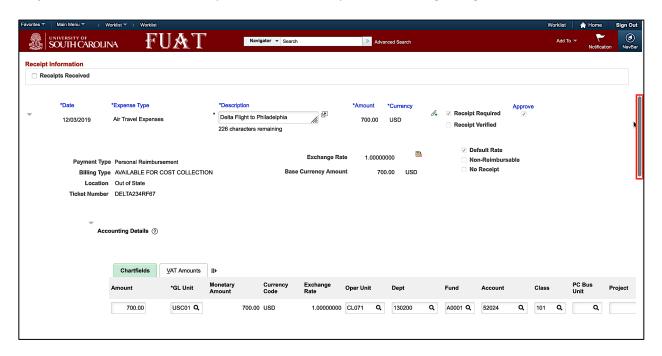
Step 7: If accounting detail changes are necessary, click the Expense Details link.



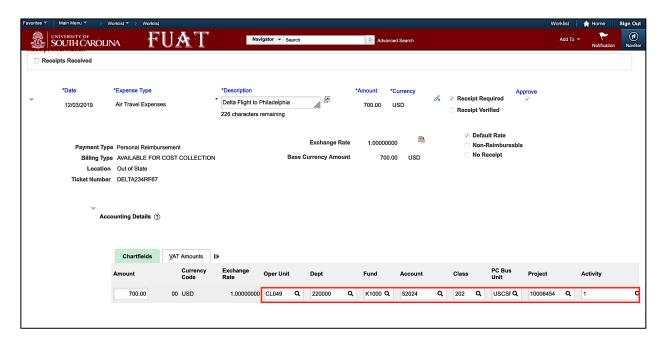
Step 8: To view all expense line information, click the Expand Lines link.



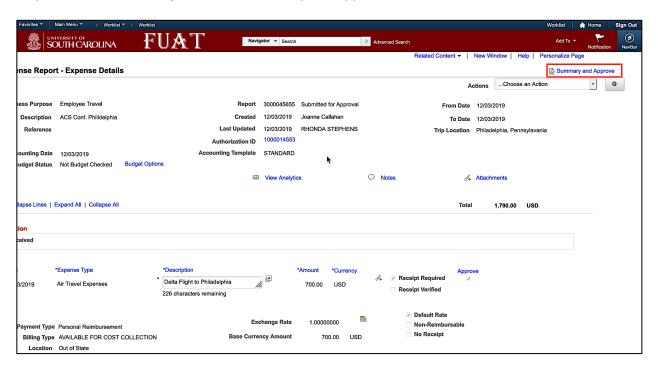
**Step 9:** Scroll down to find the expense line(s) that requires accounting changes.



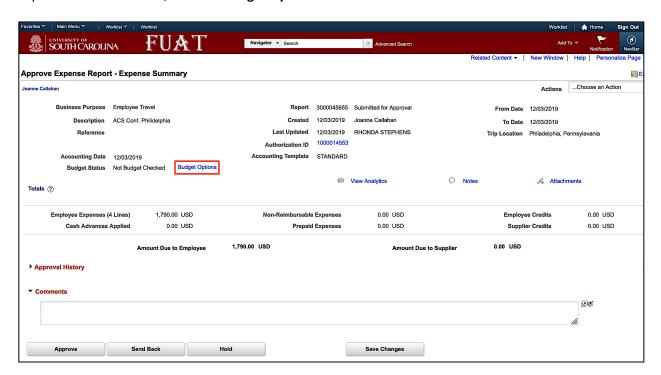
**Step 10:** Make the necessary accounting detail changes at the line level to add a valid project (Make sure these are valid CF values from the Crosswalk table).



**Step 11:** To save the changes, click the **Summary and Approve** link.



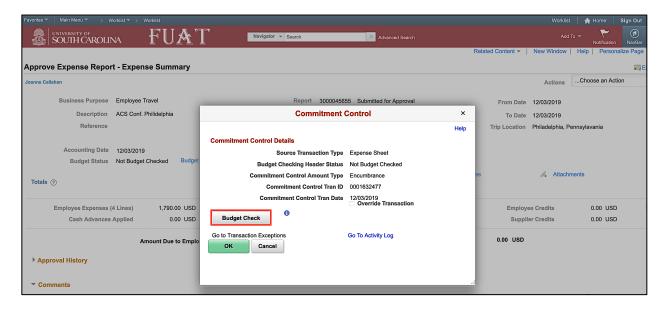
**Step 12:** Be sure to Budget Check the transaction before approving. This will save the changes and update the expense lines. To do this, click the **Budget Options** link.



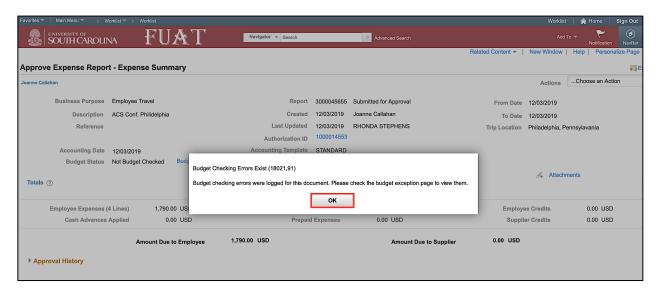
**Note:** It is required that the report is budget checked before it is approved. If you try approving the report before it is budget checked, the following message will appear when you click the Approve button.



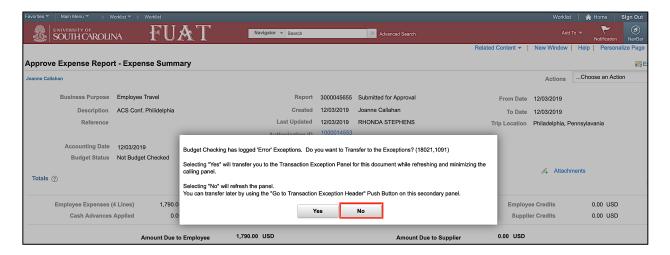
Step 13: On the Commitment Control Details page, click the Budget Check button.



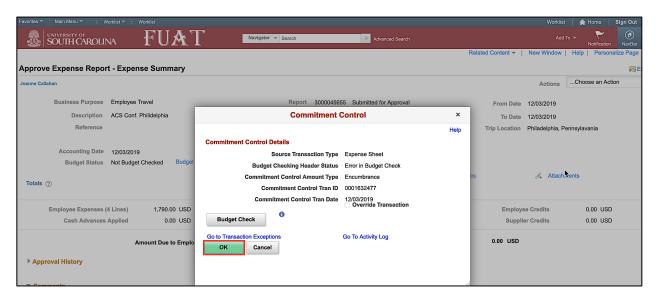
Step 14: Click the OK button to acknowledge there are budget checking errors.



**Step 15:** Click the **No** button indicating you do not want to transfer the exception and to refresh the page.



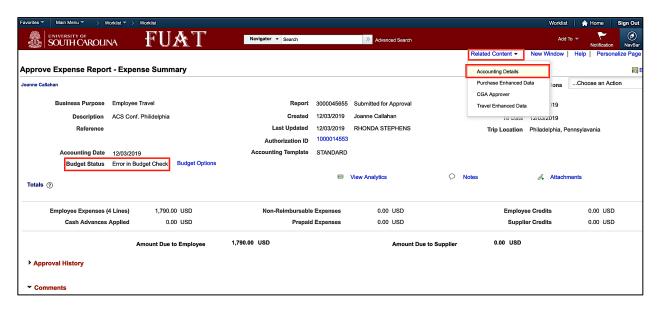
**Step 16:** Click the **OK** button to return to the Expense Summary page.



## Notice the Budget Status is now Error in Budget Check.

**Step 17:** To identify the error, click the **Related Content** drop-down arrow to review the Accounting Details for this report.

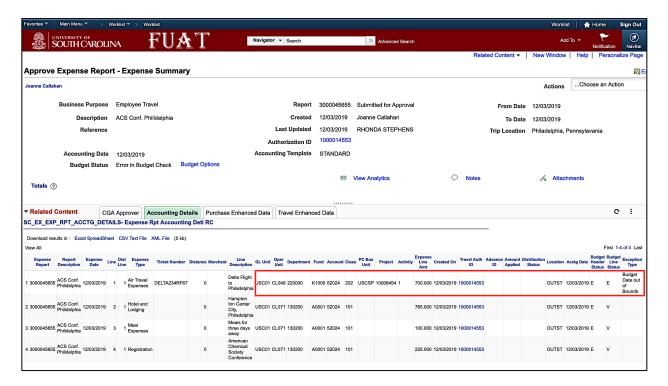
**Step 18:** Select **Accounting Details** from the list.



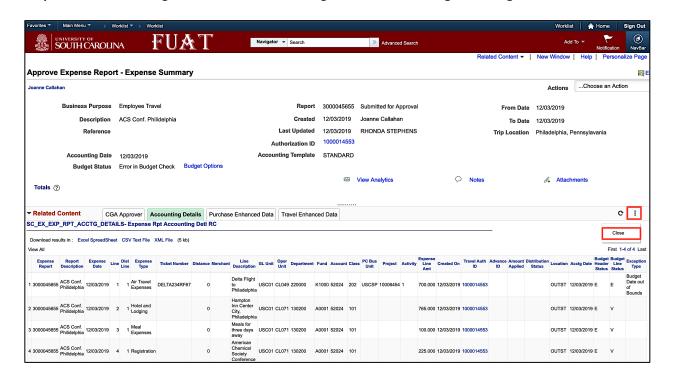
**Step 19:** Identify the expense line with the **Budget Line Status** of **E**. For this example, the Exception Type is **Budget Date out of Bounds**.

The process to move forward for each **Exception Type** is:

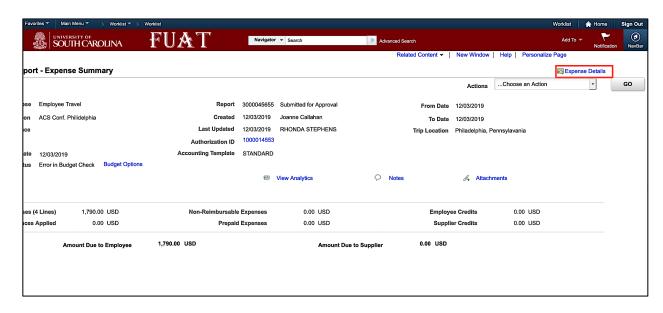
- 1. Out of Bounds the project has ended, go back to the expense line to add a valid project
- 2. Exceeds Budget Tolerance reach out to Grants and Funds Management contact



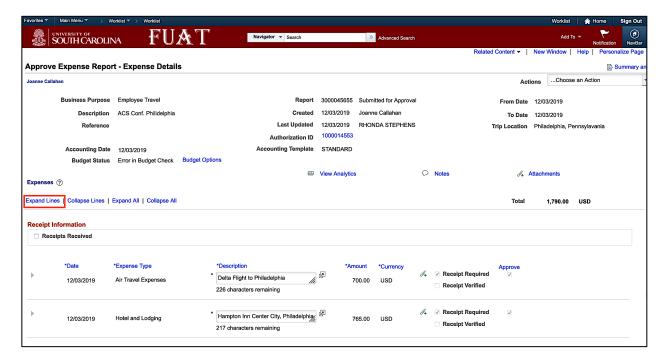
Step 20: After a thorough review of the accounting details, click the Paglet Settings icon, and then click Close.



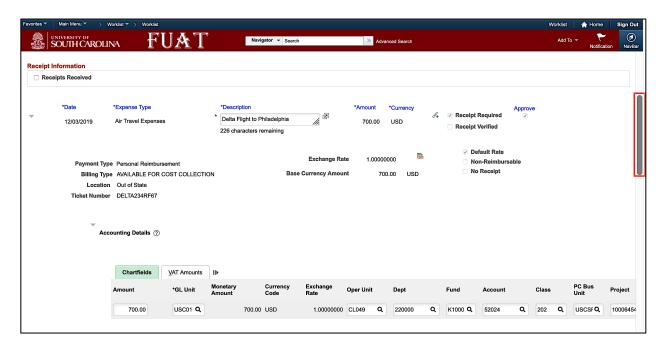
**Step 21:** To fix this budget error, a valid project will need to be added to the accounting details. To do this, click the **Expense Details** link.



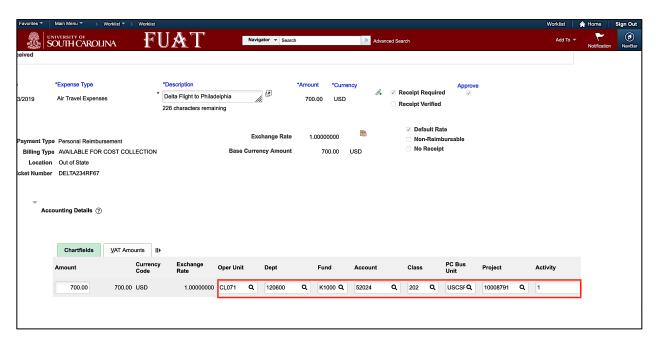
**Step 22:** To view all expense line information, click the **Expand Lines** link.



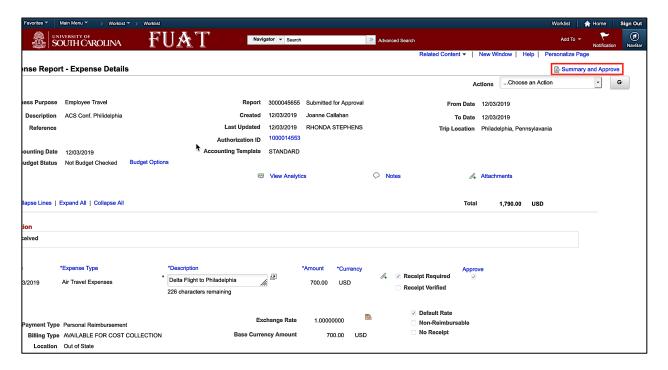
**Step 23:** Scroll down to find the expense line(s) that requires accounting changes.



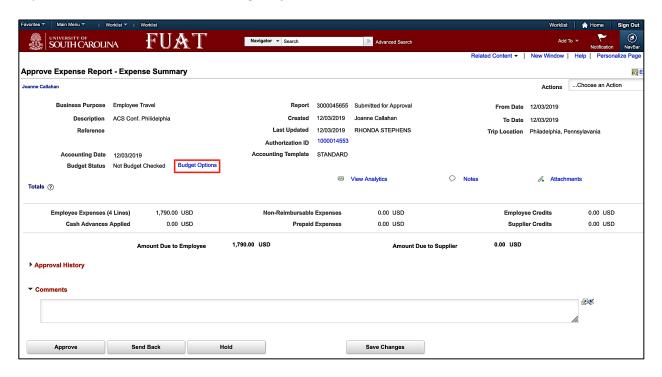
**Step 24:** Make the necessary accounting detail changes at the line level to add a **valid** project (Make sure these are valid CF values from the Crosswalk table).



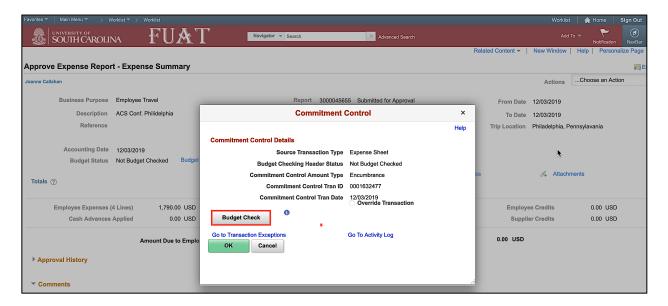
**Step 25:** To save the changes, click the **Summary and Approve** link.



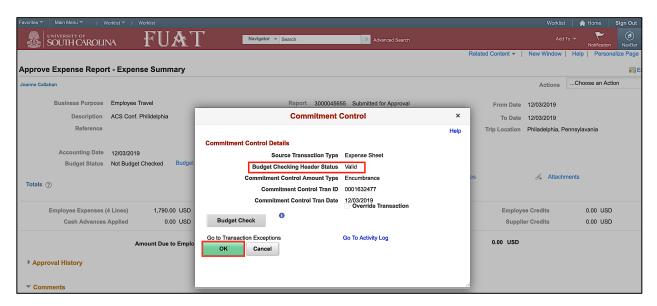
**Step 26:** Be sure to Budget Check the transaction before approving. This will save the changes and update the expense lines. To do this, click the **Budget Options** link.



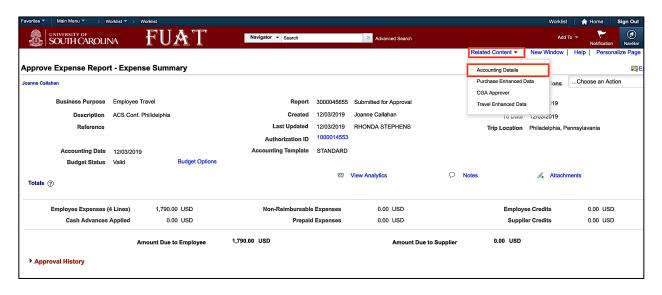
Step 27: On the Commitment Control Details page, click the Budget Check button.



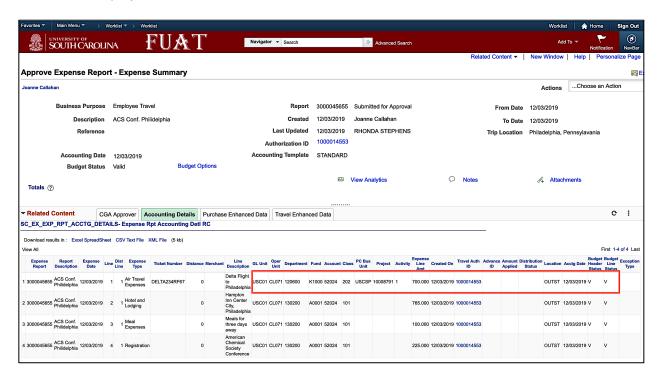
**Step 28:** Click the **OK** button when the Budget Status is 'Valid'. Be sure the budget checking process is complete before clicking OK.



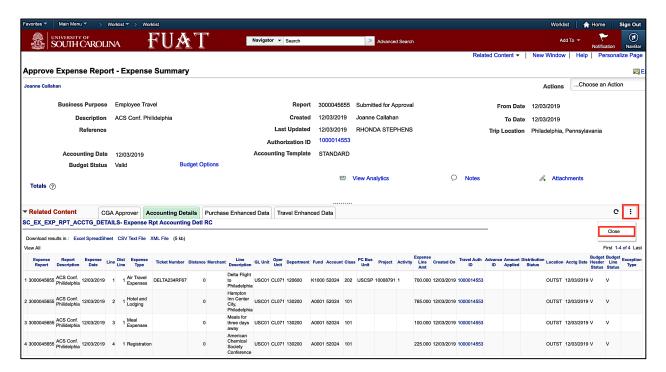
**Step 29:** Be sure to view the Accounting Details in Related Content to ensure the budget error no longer exists. To do this, click the **Related Content** link and select **Accounting Details** from the list.



**Step 30:** Notice that the **Budget Status** is now **V**, indicating there is no longer a budget error because you entered a valid project.

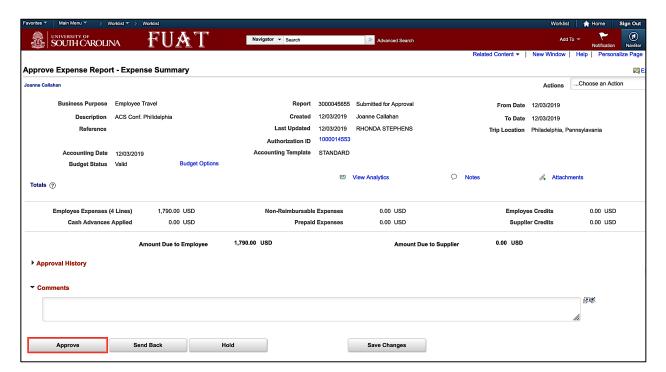


Step 31: To continue reviewing this report, click the Paglet Settings icon and then click Close.



**Step 32:** Click the **Approve** button if you are ready to move the expense report through workflow. If necessary, you can take other actions on a report such as:

- Send Back: Request the report is edited in some way. A detailed comment is required.
- Hold: Further research is required. A detailed comment is required.



**Step 30:** Click **OK** to certify the expenses submitted are accurate for official business of the University.

